

City Council

200 North Brazil

Los Fresnos, TX 78566

Regular Meeting

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

~ Agenda ~

Tuesday, October 11, 2016

6:30 PM

City Hall

NOTICE IS HEREBY GIVEN THAT THE {MeetGroup} 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, OCTOBER 11, 2016 AT 6:30 PM AT CITY HALL, 200 NORTH BRAZIL ST, LOS FRESNOS, TX 78566.

I. AGENDA

1. Call meeting to order
2. Invocation and Pledge of Allegiance
3. Presentation
 1. Presentation by Los Fresnos Chamber of Commerce
 2. Presentation, consideration and ACTION on report by Los Fresnos Rodeo Committee and to approve utilizing Hotel/Motel fund tax to promote the Los Fresnos Rodeo.
4. Consent Agenda

1. Approval or rejection of Minutes from September 13, 2016 and September 15, 2016 meetings.
 2. Approval or rejection on a Resolution adopting a comprehensive policy of guidelines and criteria for governing tax abatement incentives within the City of Los Fresnos and its extraterritorial jurisdiction.
 3. Approval or rejection of a Resolution adopting the City of Los Fresnos' Investment Policy and Strategies for the fiscal year 2016-2017.
 4. Approval or rejection to approve a Resolution authorizing the use of Education Service Center ("ESC") Region 19 Allied States Cooperative.
 5. Approval or rejection to approve the third amendment to agreement between the City of Los Fresnos and University of Texas Health Science Center of San Antonio.
 6. Approval or rejection to approve an amendment to the Interlocal Agreement No. 6 between the City of Los Fresnos and Cameron County.
 7. Approval or rejection to surplus out vehicles, various computer equipment and other miscellaneous equipment and to authorize the City Manager to dispose of items.
5. Visitor Remarks - To speak you must sign in with City Secretary prior to the meeting and you have a limits of 3 minutes to speak.
6. Action Items
1. Consideration and ACTION to authorize an administrative service provider for the 2017-2018 Texas CDBG Community Development Fund application services.
 2. Consideration and ACTION to authorize an engineering service provider for the 2017-2018 Texas CDBG Community Development Fund applicaiton process.
 3. Consideration and ACTION to approve a Resolution designating an administrative service provider and an engineering service provider for the 2017-2018 Texas CDBG Community Development Fund.
 4. Consideration and ACTION to approve a proposed wellness program for city employees.
 5. Consideration and ACTION to approve Willdan/Economists.com to do a water and wastewater rate study for the City of Los Fresnos.
 6. Consideration and ACTION to approve a Resolution setting a date, time and place for public hearings on proposed annexation of certain property by the City and directing City Secretary to publish notice.
7. Acknowledge City Manager Report

1. A. Wastewater Plant Upgrade B. Water Plant Issues C. Water & Wastewater Engineering Study D. Nature Park E. Hike & Bike Trails F. Montes/Castro Park G. TxDot Sidewalk Project H. CDBG 2015-2016 I. CDBG 2016-2017 J. Welcome Sign K. Hazardous Mitigation Plan L. TxDot Overlay & Light at Wal-Mart M. November Council Meeting
8. Acknowledge Department Head Reports
 1. Financial Monthly & Year-to-Date Report
 2. Public Works Monthly Report
 3. Police Department Monthly Report
 4. Municipal Court Monthly Report
 5. Library Monthly Report
 6. Fire Marshal Monthly Report
 7. EMS Quarterly Report
9. Adjournment

This is to certify that I, Pam Denny, posted this agenda on the front bulletin board of the City Hall on October 6, 2016 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.

Pam Denny, City Secretary

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

City Council
200 North Brazil
Los Fresnos, TX 78566

Meeting: 10/11/16 06:30 PM
Department: City Secretary
Category: Presentation
Prepared By: Pam Denny
Initiator: Pam Denny
Sponsors:

SCHEDULED

ACTION ITEM (ID # 1949)

DOC ID: 1949 A

Presentation by Los Fresnos Chamber of Commerce

Chamber representatives will be in attendance to present information on their past activities.

City Council
200 North Brazil
Los Fresnos, TX 78566

Meeting: 10/11/16 06:30 PM
Department: City Secretary
Category: Presentation
Prepared By: Pam Denny
Initiator: Pam Denny
Sponsors:

SCHEDULED

ACTION ITEM (ID # 1925)

DOC ID: 1925 A

**Presentation, consideration and ACTION on report by Los
Fresnos Rodeo Committee and to approve utilizing
Hotel/Motel fund tax to promote the Los Fresnos Rodeo.**

Over the last 3 years the City has given the Rodeo funds through the Hotel/Motel tax to promote the Rodeo through social media. The first year the amount given was \$2,000. The last 2 years the amount given was \$2,500. They give a report to show the success of this type of advertising and how it assist in selling tickets and getting folks to come to Los Fresnos to spend their money and stay in our hotel. Representatives will be present to share the information and to request funds for the upcoming 28th annual Los Fresnos PRCA Rodeo on February 17, 18 & 19, 2017.

City Council
200 North Brazil
Los Fresnos, TX 78566

Meeting: 10/11/16 06:30 PM
Department: City Secretary
Category: Minutes
Prepared By: Pam Denny
Initiator: Pam Denny
Sponsors:

SCHEDULED

ACTION ITEM (ID # 1926)

DOC ID: 1926 A

**Approval or rejection of Minutes from September 13, 2016
and September 15, 2016 meetings.**

I recommend approval.

City Council

200 North Brazil

Los Fresnos, TX 78566

Regular Meeting

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

~ Minutes ~

Tuesday, September 13, 2016

6:00 PM

City Hall

Agenda

1. Call meeting to order

Mayor Narvaez called the meeting to order at 6:01 PM.

2. Invocation and Pledge of Allegiance

Mayor Narvaez gave the invocation and led the audience in the Pledge of Allegiance.

Public Hearing

Public Hearing to receive comments from the public on the proposed budget for fiscal year 2016-2017.

Mayor Narvaez opened the public hearing at 6:04 PM.

Mr. Milum explained that the proposed budget that was presented at the last workshop has not changed except for the Boys & Girls Club funding was added in to the budget and the proposed increase for retirement match from 1.5 to 1 up to 2 to 1 was eliminated.

Mayor Narvaez closed the public hearing at 6:05 PM.

RESULT:	NO ACTION
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Consent Agenda

Approval or rejection of Minutes from August 9, 2016, August 25, 2016 and August 30, 2016 meetings.

Motion was made and seconded to approve the Minutes from August 9, 2016, August 25, 2016 and August 30, 2016 as presented.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Javier Mendez, Councilman
SECONDER:	Swain Real, Councilman
AYES:	Minton, Garza, Narvaez, Cruz, Real, Mendez

Approval or rejection to approve a Resolution designating Los Fresnos News as the Official Newspaper for the fiscal year 2016-2017.

Motion was made and seconded to approve the Los Fresnos News as the Official Newspaper for 2016-2017.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Javier Mendez, Councilman
SECONDER: Swain Real, Councilman
AYES: Minton, Garza, Narvaez, Cruz, Real, Mendez

Approval or rejection of a Resolution to endorse and support the development of a Hike & Bike Trail through the Bahia Grande Unit of the U.S. Fish & Wildlife Service's Laguna Atascosa National Wildlife Refuge.

Motion was made and seconded to endorse and support the development of a Hike & bike Trail through the Bahia Grande Unit of the U.S. Fish & Wildlife Service's Laguna Atascosa National Wildlife Refuge.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Javier Mendez, Councilman
SECONDER: Swain Real, Councilman
AYES: Minton, Garza, Narvaez, Cruz, Real, Mendez

Approval or rejection to adopt the Lower Rio Grande Valley Active Transportation and Active Tourism Plan, the Active Plan, as a part of the City's Comprehensive Plan.

Mayor Pro-tem Mendez stated that he has been involved in this through Harlingen and Mark and Celina have been involved through Los Fresnos. He feels this is important for all the cities in Cameron County to get involved.

Mr. Milum stated that this would help all the cities with not only transportation but with tourism.

Motion was made and seconded to adopt the Lower Rio Grande Valley Active Transportation and Active Tourism Plan, the Active Plan, as a part of the City's Comprehensive Plan.

Mayor Narvaez appointed Mark Milum as the representative and Celina Gonzales as the alternate representative.

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

Approval or rejection to approve bids received for water, wastewater and swimming pool chemicals.

Motion was made and seconded to approve the chemicals bids for water, wastewater and swimming pool as presented.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Javier Mendez, Councilman
SECONDER: Swain Real, Councilman
AYES: Minton, Garza, Narvaez, Cruz, Real, Mendez

Approval or rejection to approve the following Service Agreements: A. Los Fresnos Volunteer Fire Department B. Los Fresnos Ambulance Service C. Los Fresnos Chamber of Commerce

Motion was made and seconded to approve the service agreements for the Los Fresnos Volunteer Fire Department, Los Fresnos Ambulance Service and Los Fresnos Chamber of Commerce for 2016-2017.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Javier Mendez, Councilman
SECONDER: Swain Real, Councilman
AYES: Minton, Garza, Narvaez, Cruz, Real, Mendez

Approval or rejection to acknowledge the financial report and cash investment report for the 3rd quarter ending June 30, 2016.

Motion was made and seconded to acknowledge the financial report and cash investment report for the 3rd quarter ending June 30, 2016.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Javier Mendez, Councilman
SECONDER: Swain Real, Councilman
AYES: Minton, Garza, Narvaez, Cruz, Real, Mendez

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

Mr. Juan Garza was present and he reported to the Council on problems he had with the health inspector and with an officer that stopped him on a violation.

Action Items

Consideration and ACTION to approve an Interlocal Agreement between the City of Los Fresnos and Olmito Water Supply for utilities.

Mr. Milum explained that on the annexation in 2016 and the land swap with Brownsville, most of that area is served with water and wastewater through Olmito Water Supply. This agreement will allow us to let Olmito Water bill those residents for garbage on their monthly water bill. They will reimburse us on a monthly basis. For that service we will pay a \$5.00 per account for the setup and then \$1.50 per month for each account. This is similar to the agreement we have with East Rio Hondo Water.

Mr. Milum answered questions from the Council.

Motion was made and seconded to approve the agreement with Olmito Water Supply for collection of garbage on their monthly water bill.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Polo Narvaez, Mayor
SECONDER:	Bibi Garza, Councilwoman
AYES:	Minton, Garza, Narvaez, Cruz, Real, Mendez

Consideration and ACTION to approve bids for the Nature Park parking lot and restrooms.

Mr. Milum explained that there were 3 bids received. The low bid was from R M Walsdorf for \$198,722.27. All bids are over the budget amount. There are several things that can be done to get the bid lower.

1. Remove the additive bid number 1. We would like to do this separately. We can get some local "building" contractors to bid on it and it would be cheaper.
2. Sanitary Sewer - Eliminate items 13, 25, 15 and 16 and not do this but add a small grinder pump with a 2 inch line to the lift station. The grinder pump would be approximately \$5,000 with a saving of at least \$29,608.85/
3. Base Bid Number 5 - 3" HMAC Type "D" - The City's Subdivision Ordinance only requires 1.5 inches for our streets. If we go with 2 inches this would save about \$4,317.03.
4. Base Bid Number 7 - Flexible Base - Limestone 9" - Again our Subdivision Ordinance only requires 5 inches of limestone for our streets. If we go with 5 inches of limestone this would save about \$10,609.65.
5. Base Bid Number 8 - Subgrade Lime Treated (6%) 8" - Our Subdivision Ordinance only requires 6 inches for our streets. If we go with 6 inches and 3% we would save about \$446.42.

This will bring down the bid to \$153,740.32.

The City received a grant from TCEQ on rain harvesting in the amount of \$67,100, and has \$154,242.60 left over in CIAP funds for this project..

Mr. Milum answered questions from the Council.

Motion was made and seconded to authorize the City Manager to negotiate with the contractor on the changes as discussed.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Polo Narvaez, Mayor
SECONDER: Bibi Garza, Councilwoman
AYES: Minton, Garza, Narvaez, Cruz, Real, Mendez

Consideration and ACTION to ratify the property tax increase as reflected in the 2016-2017 budget.

Mr. Milum explained that since we will receive more revenue due to additional property valuations the Council members must acknowledge that there is an increase in revenue even though the tax rate will remain the same at \$0.715 per \$100 valuation.

Motion was made and seconded to ratify the property tax increase as reflected in the 2016-2017 budget. Council member Minton, Council member Garza, Mayor Narvaez, Mayor Pro-tem Mendez, Council member Real and Council member Cruz all voted in favor.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Javier Mendez, Councilman
SECONDER: Swain Real, Councilman
AYES: Minton, Garza, Narvaez, Cruz, Real, Mendez

Consideration and ACTION to approve the first reading of Ordinance 475 adopting the budget for the fiscal year 2016-2017.

Motion was made and seconded to approve the first reading of Ordinance 475 adopting the budget for the fiscal year 2016-2017.

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

Consideration and ACTION to approve the first reading of Ordinance 476 approving the tax roll for 2016 and levying municipal ad valorem taxes for the use, benefit and support of the municipal government; and directing the assessment and collection.

Mr. Milum stated that due to additional property valuations we will receive more revenue even though the tax rate will remain the same at \$0.715 per \$100 valuation.

Motion was made and seconded to approve the first reading of Ordinance 476 approving the tax roll for 2016 and levying municipal ad valorem taxes for the use, benefit and support of the municipal government; and directing the assessment and collection.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Swain Real, Councilman
SECONDER: Javier Mendez, Councilman
AYES: Minton, Garza, Narvaez, Cruz, Real, Mendez

Discussion on areas for annexation.

Mr. Milum stated that he would like to get the Council's direction on areas for future annexation. Mr. Milum gave the Council a copy of a map with areas that could be annexed. There is an area that was mentioned in the TIRZ meeting that needs to be annexed by the City so the areas match with the County which is labeled T1, T2 and T3. The area labeled C2 is the area south of Whipple Road from the existing city limits at Valle Alto to just past the new apartments. The area along FM 803 we have discussed before and it is by Los Fresnos United School and is labeled A3. Also there are areas that we could annex to show a better boundary and not include any houses to have to provide services and those are labeled D1 and D2.

Mr. Milum answered questions from the Council.

RESULT: NO ACTION

Consideration and ACTION to approve funding for swings at Memorial Park.

Mr. Milum stated that at the Los Fresnos Community Development meeting on Monday the Board approved the funding up to \$20,000 for swings at Memorial Park. The Council needs to acknowledge their expenditures.

Motion was made and seconded to approved the expenditures of the Community Development Corporation for swings at Memorial Park up to \$20,000.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Javier Mendez, Councilman
SECONDER: Yolanda H. Cruz, Councilwoman
AYES: Minton, Garza, Narvaez, Cruz, Real, Mendez

Update by City Manager

A. Wastewater Plant Expansion B. Los Fresnos Nature Park C. Hike & Bike Trails D. Hazardous Mitigation Plan E. Certificates of Obligation F. Montes-Castro Park G. New City Hall H. Welcome Sign I. Brownsville Land Exchange J. Newly Annexed Area

A. Wastewater Plant Expansion - With budget work now over Carlos and Mr. Milum hope to have a proposal for the Council in October.

B. Nature Park - The bid opening for the parking lot and restroom was Thursday. This was discussed in an item earlier in agenda.

C. Hike & Bike Trails - Halff has completed the update with the exception of one area we are working with the land owner to get an easement. Once that is done we can finalize the specifications and get the project bid.

D. Hazardous Mitigation Plant - Since budget work is almost done each City will have more time to spend getting this done. We are getting close to having a preliminary draft.

E. Certificates of Obligation - There is no change from last month.

F. Montes-Castro Park - Naismith should have a layout for the park for the October meeting.

G. New City Hall - Now that we had our meeting and the information on the TIRZ we can proceed with hopefully street funding through that. In speaking with the Financial Advisor he suggested that we put the funding for the City Hall in with the street funding to get a better price. We are working on a time for them to present something to the Council to consider in October or November.

H. Welcome Sign - Gomez, Mendez 7 Saenz has sent the information out for bidding. Bids are due on September 28. It will be reviewed by them for a recommendation. Then it will be taken to the CDC board for approval since they are providing the funds. Once approved by the CDC then it will be brought to the Council for approval.

I. Brownsville Land Exchange - All is going well. We are cleaning and patching streets. Folks seem to be very happy. We will work on street lights along Highway 100 in this area. We sprayed for mosquitos on Thursday and Friday along with the rest of the town.

J. Newly Annexed Area - We also sprayed for mosquitos in this area.

RESULT: NO ACTION

Department Head Reports

Financial Report 1. Monthly 2. Year-to-Date

Mr. Milum answered questions from the Council.

RESULT: NO ACTION

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

Mr. Milum answered questions from the Council.

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6:00 PM

RESULT: NO ACTION**Police Department Report 1. Arrests 2. Incidents 3. Accidents**

Mr. Milum answered questions from the Council.

RESULT: NO ACTION**Municipal Court Report 1. Monthly Report**

Mr. Milum answered questions from the Council.

RESULT: NO ACTION**Library Report 1. Monthly Report**

Mr. Milum answered questions from the Council.

RESULT: NO ACTION**Fire Marshal's Report 1. Monthly Report**

Mr. Milum answered questions from the Council.

RESULT: NO ACTION

9. Adjournment

Mayor Narvaez adjourned the meeting at 7:26 PM.

Presiding Officer of the Council_____
Recorder

Attachment: Minutes from September 13 Meeting (1926 : Minutes)

City Council

200 North Brazil

Los Fresnos, TX 78566

Special Meeting

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

~ Minutes ~

Thursday, September 15, 2016

6:00 PM

City Hall

Call to Order

The meeting was called to order at 6:01 PM by Mayor Polo Narvaez

Invocation and Pledge of Allegiance

Mayor Narvaez gave the invocation and led the audience in the Pledge of Allegiance.

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

There were no comments.

Action Items

Consideration and ACTION to approve a Proclamation for Firefighters Appreciation and Fire Prevention Week in the City of Los Fresnos.

Motion was made and seconded to approve the Proclamation for Firefighters Appreciation and Fire Prevention Week in the City of Los Fresnos.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Javier Mendez, Councilman
SECONDER:	Yolanda H. Cruz, Councilwoman
AYES:	Garza, Narvaez, Cruz, Real, Mendez
ABSENT:	Gary Minton

Consideration and ACTION to approve the Bank Depository Services for the City of Los Fresnos.

Mr. Milum stated that the bank depository services agreement is up for renewal. We advertised for proposals and received responses from Texas Regional Bank and First Community Bank. The services offered are very similar from both banks. First Community Bank is offering to pay a higher interest rate than Texas Regional Bank. First Community Bank offers free checking for our employees. First Community Bank has a branch in Los Fresnos and Texas Regional does not so we would have to travel to Brownsville or Harlingen for all our banking needs.

Mr. Milum answered questions from the Council.

Motion was made and seconded to approve the bank depository services agreement to First Community Bank for 2 years with an option to renew for an additional 2 years.

Ms. Diana Salazar from First Community Bank was present and she thanked the Council for their approval.

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

Consideration and ACTION to approve the second and final reading of Ordinance 475 adopting the budget for the fiscal year 2016-2017.

Mr. Milum stated this is the second and final reading of the ordinance to adopt the budget for 2016-2017.

Mr. Milum stated that Allied Waste had visited with him today and stated they were going to increase rates by the 4% due to the CPI increase. We might have to go up on cart rates at a later date. He will see how the budget goes and if need be he will bring back to council.

Mr. Milum also stated that on inspections there were 960 inspections made and 82.4% passed on the first time and 17.5% failed and had to be reinspected.

Motion was made and seconded to approve the second and final reading of Ordinance 475 adopting the budget for the fiscal year 2016-2017.

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

Consideration and ACTION to approve the second and final reading of Ordinance 476 approving the tax roll for 2016 and levying municipal ad valorem taxes for the use, benefit and support of the municipal government; and directing the assessment and collection.

Mr. Milum stated that this is the second and final reading of ordinance 476 approving the tax rate for 2016. The property tax rate will be \$0.715 per \$100 valuation like we have discussed which is the same rate we have had for the last 9 years. The Maintenance and Operations tax rate will be \$0.629058 and the debt tax rate will be \$0.085942.

Motion was made and seconded to approve the second and final reading of Ordinance 476 approving the tax roll for 2016 and levying municipal ad valorem taxes for the use,

Special Meeting

Thursday, September 15, 2016

6:00 PM

benefit and support of the municipal government; and directing the assessment and collection.

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

Discussion on Wastewater Treatment Plant.

Mr. Milum explained that when we bid the upgrades and capacity increase for the wastewater plant, the low bid was \$4,128,000. The available funds were \$3,180,974 which is \$1,147,426 less than needed. We decided to see if we could cut the work down some to reduce the cost.

The wastewater plant is running at 50 - 55% capacity. We can change the focus and make use of the funds for sludge drying beds, grit removal unit, chlorinator and deoxygenator. This would cost around \$3,000,000.

Mr. Milum answered questions from the Council.

RESULT:	NO ACTION
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Adjournment

The meeting was closed at 6:38 PM

Presiding Officer of the Council

Recorder

City Council
200 North Brazil
Los Fresnos, TX 78566

Meeting: 10/11/16 06:30 PM
Department: City Secretary
Category: Resolutions
Prepared By: Pam Denny
Initiator: Pam Denny
Sponsors:

SCHEDULED

ACTION ITEM (ID # 1927)

DOC ID: 1927 A

Approval or rejection on a Resolution adopting a comprehensive policy of guidelines and criteria for governing tax abatement incentives within the City of Los Fresnos and its extraterritorial jurisdiction.

The property tax abatement policy that is in effect and has been for many years has to be approved every 2 years. It is not used very much but is an option that is available to help stimulate growth. I do not see any changes that need to be made at this time.

I recommend approval.

**CITY OF LOS FRESNOS
RESOLUTION NO. 16-2016**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS FRESNOS,
TEXAS, ADOPTING A COMPREHENSIVE POLICY OF GUIDELINES AND
CRITERIA FOR GOVERNING TAX ABATEMENT INCENTIVES, WITHIN
THE CITY OF LOS FRESNOS AND ITS EXTRATERRITORIAL
JURISDICTION.**

This Resolution was introduced and submitted to the City Council for passage and adoption after the reading. 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
Councilmember Yolanda H. Cruz	___	For	___	Against	___	Abstained
Councilmember Swain Real	___	For	___	Against	___	Abstained
Mayor Pro-tem Javier Mendez	___	For	___	Against	___	Abstained
Councilmember Bibi Garza	___	For	___	Against	___	Abstained
Councilmember Gary Minton	___	For	___	Against	___	Abstained

WHEREAS, the City Council desires to promote economic development within the City; and

WHEREAS, the provision of certain economic development incentives may encourage prospective businesses and companies to locate in Los Fresnos or existing businesses and companies to expand; and

WHEREAS, the establishment of specific guidelines, criteria, and procedures are necessary to insure that tax abatement incentives are given and administered effectively; and;

WHEREAS, the adoption of guidelines and criteria are required by State law before an area may be established as a reinvestment zone.

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

SECTION 1. That the City of Los Fresnos hereby established certain guidelines and criteria governing tax abatement incentives within the City of Los Fresnos and its extraterritorial jurisdiction hereby attached as "Exhibit A", and such guidelines and criteria shall expressly govern all subsequent tax abatement agreements.

SECTION 2. That such guidelines and criteria shall be effective for two (2) years from the date of adoption and may only be amended or repealed by a vote of three-fourths vote of the City Council.

PASSED AND APPROVED this the ____ day of _____, 2016.

Polo Narvaez, Mayor

ATTEST:

Pam Denny, City Secretary

**“EXHIBIT A”
CITY OF LOS FRESNOS, TEXAS
POLICY ON TAX ABATEMENT INCENTIVES**

I. PURPOSE AND OBJECTIVE

The City of Los Fresnos is committed to the promotion of quality development in all parts of the city and to an on going improvement in the quality of life for its citizens. Insofar as these objectives are generally served by the enhancement and expansion of the local economy, the City of Los Fresnos will, on a case-by-case basis, give consideration to providing tax abatement incentives as stimulation for economic development in Los Fresnos. It is the policy of the City of Los Fresnos that said consideration will be provided in accordance with the procedures and criteria outlined in this document. However, nothing herein shall imply or suggest that the City of Los Fresnos is under obligation to provide any incentive to any applicant. All applicants shall be considered on a case-by-case basis.

II. CRITERIA FOR TAX ABATEMENT INCENTIVES

The following threshold criteria shall be used to determine whether any tax abatement incentives shall be granted.

Tax abatements are available to companies that locate within the designated reinvestment zone within the city limits of Los Fresnos. To qualify, the business must:

- (1) be located wholly within the zone
- (2) be making or maintaining a long-term capital investment that increases the taxable value (land, building, equipment) within the zone;
- (3) be committed to creating or retaining two or more jobs;
- (4) be committed, when possible, to hiring local people for new jobs;
- (5) be and remain on the payment of any and all taxes, of any nature, owed to the Federal government, the State of Texas, Cameron County, City of Los Fresnos, and the Los Fresnos Consolidated Independent School District; and
- (6) be able to meet acceptable criteria in such other areas as company leadership, financing, marketing, and planning.

In addition to the minimum requirements stated above, the following subjective criteria shall be considered prior to granting any tax abatement incentive:

- (7) The project meets all relevant zoning requirements.
- (8) Is the project consistent with the comprehensive plan of the City of Los Fresnos?
- (9) What types and cost of public improvements and services (water and sewer main extension, streets, and alleys, etc.) will be required of the City? What types and values of public improvements, if any, will be made by the applicant?

III. TYPES OF INCENTIVES

It is the intent of the City of Los Fresnos to customize the offering of tax abatement incentives on a case-by-case basis. This individualized design is intended to allow maximum flexibility in addressing the unique concerns of each applicant while enabling the City to better respond to the changing needs of the community.

The criteria outlined in Section II above will be used to determine whether it is in the best interest of the City of Los Fresnos to provide any tax abatement incentives to a particular applicant. The degree to which the specified project furthers the goals and objectives of the City of Los Fresnos and the relative impact of the specific project will be used to determine the total value of the tax abatement incentives provided. As a general rule, no tax abatement will be provided to any applicant in an amount exceeding the value of the following:

The actual abatements will be based on the following schedule of capital investment:

Years	\$50,000 and up	\$100,000 and up	\$250,000 and up	\$500,000 and up	\$1,000,000 and up**
1	100%	100%	100%	100%	100%
2	50%	75%	100%	100%	100%
3-4		50%	75%	100%	100%
5-6			50%	75%	100%
7-8				50%	75%
9-10					50%

** Capital investments of \$2,000,000 and up will be considered on the same ratio as the above example as determined by the taxing authorities.

IV. APPLICATION PROCEDURES

Any person, organization or corporation desiring that the City of Los Fresnos provide tax abatement incentives to encourage their location or expansion of operations within the city limits or the extraterritorial jurisdiction of the City of Los Fresnos shall be required to comply with the following application procedures. However, nothing within these guidelines shall imply or suggest that the City is under any obligation to provide any incentive to any applicant.

Any applicant desiring tax abatement incentives shall file an application request, which shall include at least the following information:

- (1) A plat showing the precise location of the property, all roadways within 200 feet of the site, and all existing zoning and land uses within 200 feet of the site.
- (2) If the property is described by metes and bounds, a complete legal description should be provided.

- (3) A brief description of the proposed improvements or expansion and its projected cost; the type of business operation proposed; the number and type of jobs created, including information pertaining to anticipated job transfers, the projected date of operation; and the type and value of any economic development incentives requested.
- (4) Any other information about the proposed project as may be required by the City of Los Fresnos or as deemed desirable.

Once the application has been received, the information submitted will be reviewed by the Community Development Staff for completeness and accuracy. The Community Development Board will then ask the Community Development staff for an internal review and comments. Following board review, copies of the complete application package and board comments will be provided to the City Council and to other taxing entities that may be willing to participate in offering tax abatement incentives. Generally, the Community Development Board, staff and applicant will discuss the proposed application at a work session prior to formal consideration by the City Council. Following the work session, the Community Development staff may be requested to obtain other information prior to further consideration of the application.

At a regular City Council meeting, the application for any tax abatement incentive may be considered. The City will comply with certain public notice and hearings that are required as mandated by State law under the Property Redevelopment and Tax Abatement Act prior to the designation of a reinvestment zone and execution of a tax abatement agreement. Prior to final approval, all legal documents to effect such reinvestment zone(s) and tax abatement agreements shall be approved by the City Attorney.

Should the City Council determine that it is in the best interest of the City of Los Fresnos to provide tax abatement incentives to a particular applicant, a resolution shall be adopted declaring that under the guidelines and criteria established herein, the applicant is eligible for tax abatement and that the Mayor is authorized to execute a contract with the applicant, enumerating the type of incentives and governing any conditions applicable to it. Any agreement so adopted must include at least the following specific items:

- (1) Description of the type of tax abatement to be provided and its duration.
- (2) Legal description of the property to be designated as a reinvestment zone.
- (3) Detailed information regarding the type, number, location, and cost of planned improvements.
- (4) A statement granting the access to and inspection of the property and proposed improvements by city inspectors and officials to ensure that the improvements or repairs are made according to specifications and conditions of the agreement.
- (5) A statement limiting the uses of the property consistent with the general purposes of encouraging development or redevelopment of the zone during the period that property tax exemptions are in effect, and

- (6) A statement providing for the recapturing of property tax revenue lost as a result of the agreement if the owner of the property fails to make the improvements or repairs as provided by the agreement.

V. AMENDMENTS TO THESE GUIDELINES AND CRITERIA

The guidelines and criteria adopted herein shall not be amended or repealed except by three-fourths (3/4) vote of the City Council.

VI. EFFECTIVE DATE

These guidelines and criteria adopted herein shall be effective from the date of passage and remain effective for two (2) years from such date of adoption, unless otherwise repealed by a three-fourths (3/4) vote of the City Council.

PASSED AND APPROVED this ____ day of _____, 2016.

Polo Narvaez, Mayor

ATTEST:

Pam Denny, City Secretary

**TAX ABATEMENT APPLICATION REQUEST FORM
LOS FRESNOS COMMUNITY DEVELOPMENT CORPORATION**

1. Request date: _____

2. Company or project name: _____

3. Company's authorized contact person, phone number and address: _____

4. Project location including legal description, attach metes and bounds description if applicable: _____

5. Is project inside an existing enterprise zone or reinvestment zone? What Zone? _____

6. Type of business or industry: _____

7. New or expanding business?: _____
8. Does project involve job relocation? Relocation from where? How many jobs will be relocated? _____
9. Number of new jobs to be created at project site: _____
10. Estimated yearly wages to be paid: _____
11. Describe type of real property improvements proposed if any: _____

12. Estimated value of real property improvements, if any: _____

13. Start date for real property improvements, if applicable: _____
14. Completion date for real property improvements, if applicable: _____
15. Current Value of real property to be abated: _____
16. Provide tax accounts(s) from Cameron Appraisal District for real property to be abated: _____
17. Estimated value of personal property at project location, including machinery and equipment, furniture and fixtures, vehicles, and computers: _____
18. Estimated value of inventory, if any: _____
19. Estimated value of sales taxes to be paid: _____
20. First year of abatement requested: _____
21. Number of years of abatement requested (maximum of ten): _____
22. Is tax abatement being requested from any taxing entity other than the City of Los
Fresnos? _____

Return form and information to:

Mark W. Milum, City Manager
 City of Los Fresnos
 200 N. Brazil St.
 Los Fresnos, Tx. 78566
 (956) 233-5768
 (956) 233-9879
mmilum@citylf.us

City Council
200 North Brazil
Los Fresnos, TX 78566

Meeting: 10/11/16 06:30 PM
Department: City Secretary
Category: Resolutions
Prepared By: Pam Denny
Initiator: Pam Denny
Sponsors:

SCHEDULED

ACTION ITEM (ID # 1928)

DOC ID: 1928 A

**Approval or rejection of a Resolution adopting the City of
Los Fresnos' Investment Policy and Strategies for the fiscal
year 2016-2017.**

The investment policy must be approved each year. There are no updates needed at this time.
They policy continues to be a very conservative policy that protects city funds.

I recommend approval.

RESOLUTION NO. 17-2016**A RESOLUTION ADOPTING THE CITY OF LOS FRESNOS, TEXAS
INVESTMENT POLICY AND STRATEGIES FOR THE FISCAL YEAR 2016-
2017.**

This Resolution was introduced and submitted to the City Council for passage and adoption after this reading. 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 Swain Real	___ For	___ Against	___ Abstained
Councilmember Javier Mendez	___ For	___ Against	___ Abstained
Councilmember Belinda Garza	___ For	___ Against	___ Abstained
Councilmember Gary Minton	___ For	___ Against	___ Abstained

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

- Section 1. The City of Los Fresnos City Council shall review the investment policy and investment strategies at the beginning of each fiscal year.
- Section 2. The attached investment policy and investment strategies plan is hereby adopted.

Passed and Approved this ____ day of _____, 2016.

Polo Narvaez, Mayor

ATTEST:

Pam Denny, City Secretary

CITY OF LOS FRESNOS INVESTMENT POLICY AND STRATEGIES PLAN

INTRODUCTION

The purpose of this document is to set forth specific investment policy and strategy guidelines for the City of Los Fresnos in order to achieve the goals of safety, liquidity, yield and public trust for all investment activity. The City Council of the City of Los Fresnos shall review and adopt, by resolution, its investment strategies and policy not less than annually. The resolution shall include a record of changes made to either the investment policy or strategy. This policy serves to satisfy the statutory requirement (specifically the Public Funds Investment Act, Chapter 2256 of the Government Code) (the “Act”) to define, adopt and review a formal investment strategy and policy.

INVESTMENT STRATEGY

The City of Los Fresnos maintains portfolios, which utilize four specific investment strategy considerations designed to address the unique characteristics of the fund groups represented in the portfolios:

- A. Investment strategies for operating funds and commingled pools containing operating funds have as their primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. The secondary objective is to create a portfolio structure, which will experience minimal volatility during economic cycles. This may be accomplished by purchasing high quality, short to medium-term securities, which will complement each other in a laddered or barbell maturity structure. The dollar weighed average maturity of 365 days or less will be calculated using the stated final maturity of each security.
- B. Investment strategies for debt service funds shall have as the primary objective the assurance of investment liquidity adequate to cover the debt service obligation on the required payment date. Securities purchased shall not have a stated final maturity date which exceeds the debt service payment date.
- C. Investment strategies for debt service reserve funds shall have as the primary objective the ability to generate a dependable revenue stream to the appropriate debt service fund from securities with a low degree of volatility. Securities should be of high quality and, except as may be required by the bond ordinance specific to an individual issue, of short to intermediate-term maturities. Volatility shall be further controlled through the purchased of securities carrying the highest coupon available, within the desired maturity and quality range, without paying a premium, if at all possible.
- D. Investment strategies for special projects or special purpose fund portfolios will have as their primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. These portfolios should include at least 10%

in highly liquid securities to allow for flexibility and unanticipated project outlays. The stated final maturity dates of securities held should not exceed the estimated project completion date.

INVESTMENT POLICY

I. SCOPE

This investment policy applies to all financial assets of the City of Los Fresnos. These funds are accounted for in the City's Comprehensive Annual Financial Report (CAFR) and include:

- General
- Special Revenue Funds
- Debt Service Funds
- Capital Projects Funds
- Proprietary Funds
- All Other Funds

II. OBJECTIVES

The City of Los Fresnos shall manage and invest its cash with four objectives, listed in order of priority: Safety, Liquidity, Yield and Public Trust. The safety of the principal invested always remains the primary objective. All investments shall be designed and managed in a manner responsive to the public trust and consistent with State and Local law.

The City shall maintain a comprehensive cash management program, which includes collection of accounts receivable, vendor payment in accordance with invoice terms, and prudent investment of available cash. Cash management is defined as the process of managing monies in order to insure maximum cash availability and maximum yield on short-term investment of pooled idle cash.

Safety

The primary objective of the city's investment activity is the preservation of capital in the overall portfolio. Each investment transaction shall be conducted in a manner to avoid capital losses, whether they are from securities defaults or erosion of market value.

Liquidity

The City's investment portfolio shall be structured such that the City is able to meet all obligations in a timely manner. This shall be achieved by matching investment maturities with forecasted cash flow requirements and by investing in securities with active secondary markets.

Yield

The City's cash management portfolio shall be designated with the objective of regularly exceeding the average rate of return on U.S. Treasury Bills at a maturity level comparable to the City's weighted average maturity in days. The investment program shall seek to augment returns above this threshold consistent with risk limitations identified herein and prudent investment policies.

Public Trust

All participants in the City's investment process shall seek to act responsibly as custodians of the public trust. Investment officials shall avoid any transaction, which might impair public confidence in the City's ability to govern effectively.

III. RESPONSIBILITY AND CONTROL

Investment Committee

An Investment Committee, consisting of the City Manager, the Director of Finance, and a City Council Member chosen by the City Council and the Mayor, shall meet at least quarterly to determine operational strategies and to monitor results. The Investment Committee shall include in its deliberation such topics as: performance reports, economic outlook, portfolio diversification, maturity structure, potential risk to the City's funds, authorized brokers and dealers, and the target rate of return on the investment portfolio.

Delegation of Authority and Training

Authority to manage the City's investment program is derived from a resolution of the City Council. The Director of Finance is designated as investment officer of the City and is responsible for investment decisions and activities. The Director of Finance shall establish written procedures for the operation of the investment programs, consistent with this investment policy. The investment officer shall attend at least one training session relating to the officer's responsibility under the Act within twelve (12) months after assuming duties, and a training session not less than once every two (2) years and receive ten (10) hours of training. Such training from an independent source shall be approved or endorsed by the Government Finance Officers Association of Texas, the Governor's Treasurers Organization of Texas, the Texas Municipal League, or the Texas Council of Governments.

Internal Controls

The Director of Finance is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the entity are protected from loss,

theft of misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of control should not exceed the benefit likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments by management.

Accordingly, the Director of Finance shall establish a process for annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points:

- A. Control of collusion.
- B. Separation of transaction authority from accounting and record keeping.
- C. Custodial safekeeping.
- D. Avoidance of physical delivery securities.
- E. Clear delegation of authority to subordinate staff members.
- F. Written confirmation for telephone (voice) transactions for investment and wire transfer.
- G. Development of a wire agreement with the depository bank or third party custodian.

Prudence

The standard of prudence to be applied by the investment officer shall be the “prudent investor” rule, which states: “Investment shall be made with judgment and care, under circumstances then prevailing which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable and safety of their capital as well as the probable income to be derived”. In determining whether an Investment Officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration:

- A. The investment of all funds, or funds under the City’s control, over which the officer had responsibility rather than a consideration as to the prudence of a single investment.
- B. Whether the investment decision was consistent with the written investment policy of the City.

The investment officer, acting in accordance with written procedures and exercising due diligence, shall not be held personally responsible for a specific security’s credit risk or market price changes, provided that these deviations are reported immediately and that appropriate action is taken to control adverse developments.

Ethics and Conflicts of Interest

City staff involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair the ability to make impartial investment decisions. City staff shall disclose to the

City Manager any material financial interests in financial institutions that conduct business with the City and they shall further disclose positions that could be related to the performance of the City's portfolio. City staff shall subordinate their personal financial transactions to those of the City, particularly with regard to timing of purchase and sales.

An investment officer of the City who has a personal business relationship with an organization seeking to sell an investment to the City shall file a statement disclosing that personal business interest. An investment officer who is related within the second degree by affinity or consanguinity to an individual seeking to sell an investment to the City shall file a statement disclosing that relationship. A statement required under this sub section must be on file with the Texas Ethics Commission and the governing body of the entity.

IV. REPORTING

Quarterly Reporting

The Director of Finance shall submit a signed quarterly investment report that summarizes current market conditions, economic developments and anticipated investment conditions. The report shall summarize investment strategies employed in the most recent quarter, and describe the portfolio in terms of investment securities, maturities, risk characteristics, and shall explain the total investment return for the quarter.

Annual Report

Within sixty (60) days of the end of the fiscal year, the Director of Finance shall present an annual report on the investment program and investment activity. This report may be presented as a component of the fourth quarter report to the City Manager and the City Council.

Methods

The quarterly investment report shall include a succinct management summary that provides a clear picture of the status of the current investment portfolio and transactions made over the last quarter. This management summary will be prepared in a manner, which allows the City to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report will be prepared in compliance with generally accepted accounting principles. The report will be provided to the City Manager and City Council. The report will include the following:

- A. A listing of individual securities held at the end of the reporting period. This list will include the name of the fund or pooled fund group for which the individual investment was made.

- B. Unrealized gains or losses resulting from appreciation or depreciation by listing the beginning and ending book and market value of securities for the period. Market values shall be obtained from financial institutions or portfolio reporting services independent from the broker/dealer from whom the security was purchased.
- C. Additions and changes to the market value during the period.
- D. Fully accrued interest for the reporting period.
- E. Average weighted yield to maturity of portfolio on entity investments as compared to applicable benchmarks.
- F. Listing of investment by maturity date.
- G. The percentage of the total portfolio, which each type of investment represents.
- H. Statement of compliance of the City's investment portfolio with the State law and the investment strategy and policy approved by the City Council.

V. INVESTMENT PORTFOLIO

Active Portfolio Management

The City shall pursue an active versus a passive portfolio management philosophy. That is, securities may be sold before they mature if market conditions present an opportunity for the City to benefit from the trade. The investment officer will routinely monitor the contents of the portfolio, the available market, and the relative value of competing instruments, and will adjust the portfolio accordingly.

Investments

Assets of the City of Los Fresnos may be invested in the following instruments; provided however, that at no time shall assets of the City be invested in any instrument or security no authorized for investment under the Act, as the Act may from time to time be amended. The City is not required to liquidate any investments that were authorized investments at the time of purchase.

1. Authorized
 - A. Obligation of the United States of America, its agencies and instrumentalities, which have a liquid market with a readily determinable market value.

- B. Direct obligations of the State of Texas and agencies thereof.
- C. Other obligations, the principal of and interest on which are unconditionally guaranteed by the State of Texas or United State of America.
- D. Obligations of the States, agencies thereof, Counties, Cities, and other political subdivisions of any state having been rated as investment quality by a nationally recognized investment rating firm, and having received a rating of not less than “A” or its equivalent.
- E. Certificates of Deposit of the state and national banks domiciled in Texas, guaranteed or insured by the Federal Deposit Insurance Corporation or its successor or secured by obligations described in A through D above, which are intended to include all direct agency or instrumentality issued mortgage backed securities rate AAA by a nationally recognized rating agency or by Article 2529b-1 V.T.C.S., and that have a market value of not less than the principal amount of the certificates.
- F. Fully collateralized direct repurchase agreements with a defined termination date secured by obligations of the United States or its agencies and instrumentalities pledged with a third party, selected by the Director of Finance, other than an agency for the pledgor. Repurchased agreements must be purchased through a primary government securities dealer, as defined by the Federal Reserve, or a bank domiciled in Texas. A Master Repurchase Agreement must be signed by the bank/dealer prior to investment in a repurchased agreement.
- G. Joint pools of political subdivisions in the State of Texas, which invest in instruments and follow practices allowed by current law. Investment in such pools shall be limited to 15% of the City’s entire portfolio. A pool must be continuously rated no lower than AAA or AAA-m or at an equivalent rating by at least one nationally recognized rating service.

2. Not Authorized

The City’s authorized investment options are more restrictive than those allowed by State law. State law specifically prohibits investment in the following investment securities.

- A. Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral any pays no principal.

- B. Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest.
- C. Collateralized mortgage obligations that have a stated final maturity date of greater than ten (10) years.
- D. Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

Holding Period

The City of Los Fresnos intends to match the holding periods of investment funds with liquidity needs of the City. In no case will the average maturity on investment of the City's operating fund exceed one year. The maximum final stated maturity of any investment shall not exceed five (5) years.

Investments in all funds shall be managed in such a way that the market price losses resulting from interest rate volatility would be offset by coupon income and current income received from the volume of the portfolio during a twelve month period.

Risk and Diversification

The City of Los Fresnos recognizes that investment risks can result from issuer defaults, market price changes or various technical complications leading to temporary illiquidity. Risk is controlled through portfolio diversification, which shall be achieved by the following general guidelines:

- A. Risk is issuer default is controlled by limiting investments to those instruments allowed by the Act, which are described herein.
- B. Risk of market price changes shall be controlled by avoiding over-concentration of assets in a specific maturity sector, limitations of average maturity of operating funds investments to one year, and avoidance of over-concentration of assets in specific instruments other than U.S. Treasury Securities and Insured or Collateralized Certificates of Deposits.
- C. Risk of illiquidity due to technical complications shall be controlled by the selection of securities dealer as described herein.

VI. SELECTION OF BANKS AND DEALERS

Depository

At least every five years, a Depository shall be selected through the City's banking services procurement process, which shall include a formal request for proposal (RFP). In selecting a depository, the credit worthiness of institutions shall be considered, and the Director of Finance shall conduct a comprehensive review of prospective depository's credit characteristics and financial history.

Certificates of Deposit

Banks seeking to establish eligibility for the City's competitive certificates of deposit purchase program shall submit for review annual financial statements, evidence of federal insurance and other information as required by the Director of Finance.

Securities Dealers

For brokers and dealers of government securities, the City shall select only those dealers reporting top the Market Reports Division of the Federal Reserve Board of New York, also known as the "Primary Government Security Dealers", unless a comprehensive credit and capitalization analysis reveals that other firms are adequately financed to conduct public business. Investment officials shall not knowingly conduct business with any firm with whom public entities have sustained losses on investments. All securities dealers shall provide the City with references from public entities, which they are currently serving. The Investment Committee shall adopt and annually review a list of qualified brokers authorized to engage in investment transaction with the entity.

All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the following as appropriate:

- Audited financial statements
- Proof of National Association of Securities Dealers (NASD) certification
- Proof of state registration
- Completed broker/dealer questionnaire
- Certification of having read the City's investment policy signed by a qualified representative of the organization
- Acknowledgment that the organization has implemented reasonable procedures and controls in an effort to preclude imprudent investment activities arising out of investment transactions conducted between the City and the organization.

Qualified representative means a person who holds a position with a business organization, who is authorized to act on behalf of the business organization, and who is one of the following:

- A. For a business organization doing business that is regulated by or registered with a securities commission, a person who is registered under the rules of the National Association of Securities Dealers.
- B. For a state or federal bank, a savings bank, or a state or federal credit union, a member of the loan committee for the bank or branch of the bank or a person authorized by corporation resolution to act on behalf of and bind the banking institution; or
- C. For an investment pool, the person authorized by the elected official or board with authority to administer the activities of the investment pool to sign the certification on behalf of the investment pool.

Investment Pool

A thorough investigation of the pool is required prior to investing, and on a continual basis. All investment pools must supply the following information in order to be eligible to receive funds.

- the types of investments in which money is allowed to be invested
- the maximum average dollar-weighted maturity allowed, based on the stated maturity date, of the pool
- the maximum stated maturity date any investment security within the portfolio has
- the objectives of the pool
- the size of the pool
- the names of the members of the advisory board of the pool and the dates their terms expire
- the custodian bank that will safe keep the pool's assets
- whether the intent of the pool is to maintain a net value of one dollar and the risk of market price fluctuation
- whether the only source of payment is the assets of the pool at market value or whether there is a secondary source of payment, such as insurance or guarantees, and a description of the source of payment
- the name and address of the independent auditor of the pool
- the requirements to be satisfied for an entity to deposit funds in and withdraw funds from the pool and any deadlines or other operating policies required for the entity to invest funds in and withdraw funds from the pool
- the performance history of the pool, including yield, average dollar-weighted maturities, and expense ratios
- a description of interest calculations and how interest is distributed, and how gains and losses are treated.

An annual review of the financial condition and registration of qualified bidders will be conducted by the Director of Finance.

VII. SAFEKEEPING AND CUSTODY

Insurance or Collateral

All deposits and investments of the City funds other than direct purchases of U.S. Treasuries or Agencies shall be secured by pledged collateral. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 102% of market value of principal and accrued interest on the deposits or investments less an amount insured by the FDIC and FSLIC. The Director of Finance or a third party financial institution shall maintain evidence of the pledged collateral. Repurchase agreements shall be documented by a specific agreement noting the collateral pledge in each agreement. Collateral shall be reviewed weekly to assure that the market value of the pledged securities is adequate.

Safekeeping Agreement

Collateral pledged to secure deposits of the City shall be held by a safekeeping institution in accordance with a Safekeeping Agreement which clearly defines the procedural steps for gaining access to the collateral should the City of Los Fresnos determine that the City's funds are in jeopardy. The safekeeping institution, or Trustee, shall be the Federal Reserve Bank or an institution not affiliated with the firm pledging the collateral. The safekeeping agreement shall include the signatures of the authorized representative of the City of Los Fresnos, the firm pledging the collateral, and the Trustee.

Collateral Defined

The City of Los Fresnos shall accept only the following securities as collateral:

- A. FDIC and FSLIC insurance coverage.
- B. A bond, certificate of indebtedness, or Treasury Note of the United State, or other evidence of indebtedness of the United States that is guaranteed as to principal and interest by the United States.
- C. Obligations, the principal and interest on which, are unconditionally guaranteed or insured by the State of Texas.
- D. A bond of the State of Texas or of a County, City or other political subdivision of the State of Texas having been rated as investment grade (investment rating no less than "A" or its equivalent) by a nationally recognized rating agency with a remaining maturity of ten (10) years or less.

Subject to Audit

All collateral shall be subject to inspection and audit by the Director of Finance or the City's independent auditors.

Delivery vs Payment

Treasury Bills, Notes, Bonds, Repurchase Agreements and Government Agencies' securities shall be purchased using the delivery vs payment method. That is, funds shall not be wired or paid until verification has been made that the correct security was received by the Trustee. The security shall be held in the name of the City or held on behalf of the City. The Trustee's record shall assure the notation of the City's ownership of or explicit claim on the securities. The original copy of all safekeeping receipts shall be delivered to the City.

**VIII.
INVESTMENT POLICY ADOPTION**

The City of Los Fresnos investment policy shall be adopted by resolution of the City Council. The policy shall be reviewed for effectiveness on an annual basis by the Investment Committee and any modifications will be recommended for approval to the City Council. The City Council shall review these investment policies and strategies not less than annually.

GLOSSARY OF COMMON TREASURY TERMS

Agencies: Federal agency securities.

Asked: The price at which securities are offered.

Bid: The price offered for securities.

Broker: A broker brings buyers and sellers together for a commission paid by the initiator of the transaction or by both sides; he does not position. In the money market, brokers are active in markets in which banks buy and sell money and in interdealer markets.

Certificate of Deposit (CD): A time deposit with a specific maturity evidenced by a certificate. Large-denomination CD's are typically negotiable.

Collateral: Securities, evidence of deposit or other property which the borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

Comprehensive Annual Financial Report (CAFR): The official annual report for the City of Los Fresnos. It includes five combined statements and basic financial statements for each individual fund and account group prepared in conformity with GAAP. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed statistical section.

Coupon: (A) The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. (B) A certificate attached to a bond evidencing interest due on a payment date.

Dealer: A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

Debenture: A bond secured only by the general credit of the issuer.

Delivery versus Payment (DVP): There are two methods of delivery of securities; delivery versus payment and delivery versus receipt (DVR) (also called fee). Delivery versus payment means delivery of securities with an exchange of money for the securities. Delivery versus receipt means delivery of securities with an exchange of a signed receipt for the securities.

Discount: The difference between the cost price of a security and its value and maturity when quoted at lower than face value. A security selling below original offering price shortly after sale is also considered to be at a discount.

Discount Securities: Non-interest bearing money market instruments that are issued at a discount and redeemed at maturity for full face value, for example, U.S. Treasury bills.

Diversification: Dividing investment funds among a variety of securities offering independent returns.

Federal Credit Agencies: Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, for example, S & L's, small business firms, students, farmers, farm cooperative, and exporters.

Federal Deposit Insurance Corporation (FDIC): A federal agency that insures bank deposits, currently up to \$100,000 per deposit.

Federal Funds Rate (the "Fed Rate"): The rate of interest at which Federal funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

Federal Home Loan Banks (FHLB): The institutions that regulate and lend to savings and loan associations. The Federal Home Loan Banks play a role analogous to that played by the Federal Reserve Banks in relation to member commercial banks.

Federal National Mortgage Association (FNMA or Fannie Mae): FNMA, like GNMA, was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development, H.U.D. It is the largest single provider of residential mortgage funds in the United State. Fannie Mae is a private stockholder-owner corporation. The corporation's purchases include a variety of adjustable mortgages and secondary loans in addition to fixed-rate mortgages. FNMA's securities are highly liquid and widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

Federal Open Market Committee (FOMC): Consists of seven members of the Federal Reserve Board and five of twelve Federal Reserve Bank presidents. The president of the New York Federal Reserve Bank is a permanent member while the other presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of government securities in the open-market as a means of influencing the volume of bank credit and money.

Federal Reserve System: The central bank of the United States created by Congress and consisting of a seven member Board of Governors in Washington, D.C., twelve regional banks, and about 5,700 commercial banks are members of the system.

Government National Mortgage Association (GNMA or Ginnie Mae): Securities guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations, and other institutions. The security holder is protected by the full faith

and credit of the U.S. Government. Ginnie Mae securities are backed by FHA, VA, or FHMH mortgages. The term pass-through is often used to describe Ginnie Mae.

Liquidity: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable quantities can be purchased at those quotes.

Local Government Investment Pool (LGIP): The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.

Market Value: The price at which a security is trading and could presumably be purchased or sold.

Master Repurchase Agreement: To protect investors, many public investors will request that repurchase agreements be preceded by a master repurchase agreement between the investor and the financial institution or dealer. The master agreement should define the nature of the transaction, identify the relationship between the parties, establish normal practices regarding ownership and custody of the collateral securities during the term of the investment, provide remedies in the case of default by either party, and clarify issues of ownership. The master repurchase agreement protects the investor by eliminating the uncertainty of ownership and hence, allows investors to liquidate collateral if a bank or dealer defaults during the term of the agreement.

Maturity: The date on which the principal or stated value of an investment becomes due and payable.

Money Market: The market on which the principal or stated value of an investment becomes due and payable.

Open Market Operations: Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the FOMC in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve's most important and most flexible monetary policy pool.

Portfolio: Collection of securities held by the investor.

Primary Dealer: A primary dealer is made up of a group of government securities dealers that submits daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and is subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC) registered securities broker-dealers, banks and a few unregulated firms.

Prudent Person Rule: An investment standard. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

Qualified Public Depositories: A financial institution that does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of this state, and that has segregated for the benefit of the Public Deposit Protection Commission eligible collateral having a value of not less than its maximum liability and which has been approved by the commission to hold public deposits.

Rate of Return: The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond or the current income return.

Repurchase Agreement (RP or REPO): A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security “buyer” in effect lends the “seller” money for the period of the agreement, and the terms of the agreement are structured to compensate him for this. Dealers use RP extensively to finance their positions. Exception: When the Fed is said to be doing RP, it is lending money that is, increasing bank reserves.

Safekeeping: A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank’s vaults for protection.

SEC Rule 15C3-1: See uniform net capital rule.

Secondary Market: A market made for the purchase and sale of outstanding issues following the initial distribution.

Securities and Exchange Commission (SEC): Agency created by Congress to protect investors in securities transactions by administering securities legislation.

Treasury Bills (SEC): A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months or one year.

Treasury Bond: Long-term U.S. Treasury securities having initial maturities of more than ten (10) years.

Treasury Notes: Intermediate-term, coupon bearing U.S. Treasury securities having initial maturities from one (1) to ten (10) years.

Uniform Net Capital Rule: Securities and Exchange Commission requirement that member firms as well as non-member broker-dealers in securities maintain a maximum

ratio of indebtedness to liquid capital of 15 to 1; also called *net capital rule* and *net capital ratio*. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

Yield: The rate of annual income return on an investment, expressed as a percentage. (A) **Income Yield** is obtained by dividing the current dollar income by the current market price of the security. (B) **Net Yield** or **Yield to Maturity** is the current yield minus any premium above par.

City Council
200 North Brazil
Los Fresnos, TX 78566

Meeting: 10/11/16 06:30 PM
Department: City Secretary
Category: Resolutions
Prepared By: Pam Denny
Initiator: Pam Denny
Sponsors:

SCHEDULED

ACTION ITEM (ID # 1929)

DOC ID: 1929 A

Approval or rejection to approve a Resolution authorizing the use of Education Service Center ("ESC") Region 19 Allied States Cooperative.

This resolution will allow us to consider utilizing job order contracting in certain instances. It is very similar to state bid items that we currently use through BuyBoard or HGAC when we buy vehicles, playground equipment, etc. This would be more for constructing and contracting. Labor rates, construction materials and similar items are set for this area. For certain projects it would save time in the formal bidding process since that has already been done and has guidelines that meet state and federal contracting and purchasing laws.

I recommend approval.



Serving the Educational Communities of El Paso & Hudspeth Counties

January 27, 2016

Purchasing Department
Education Service Center - Region 19
6611 Boeing Drive
El Paso, Texas 79925-1010

Phone: 915.780.5019
Fax: 915.780.5061
www.esc19.net
alliedstatescooperative.com

**RE: RFP No. 15-7175 Job Order Contracting (Texas Rio Grande Valley) –
ESC Region 19 Allied States Cooperative**

Congratulations!

The Education Service Center (ESC) – Region 19 Allied States Cooperative (ASC) awarded the above referenced RFP on January 27, 2016 to your company. While the contract is in force, we would appreciate being notified of any changes such as representatives and billing addresses. Please visit our website at www.alliedstatescooperative.com to view the award summary and an updated list of our cooperative's members.

Award of this contract does not guarantee any volume of business. We recommend that you promote this contract for possible business. For more information, please read **section 5.38, Promotion of Contract Marketing Plan**, of your contract. Also, stated in your contract, **section 5.39 Website Support**, vendor agrees to provide an electronic version of its logo for use on the ASC website upon request and provide other information as reasonably requested by ASC to help ensure that the ASC website is current and consistently updated. Please provide that to Burnette Johnson as soon as possible in "png" or "jpg" format. If you should need assistance, Mr. Johnson may be reached at bjohnson@ESC19.NET or at 915-780-5085.

Please provide the **Certificate of Liability Insurance** within **14 business days of contract award and prior to the commencement of any work under this contract**. Name the Education Service Center – Region 19 Allied States Cooperative as the Certificate Holder. Coverage limits are in **section 5.43, Insurance**, in your contract. All certificates are to be emailed to Debra Oropeza at r19purchasing@ESC19.NET.

ESC-Region 19 Allied States Cooperative is not responsible for purchases made without an approved purchase order. As per **section 5.31, ASC Administrative Fee**, of your contract, please **submit reports monthly** to Lily Nuñez at snunez@ESC19.NET. Please be sure to report all sales or no sales for each month. To alleviate any issues reporting the monthly administrative fees, the cooperative member must **note the contract number of their purchase orders**.

We look forward to working with your company. If you have any questions, please do not hesitate to contact our office at 915-780-5088 or 915-780-5098.

Sincerely,

Debra Oropeza
Purchasing Analyst

Enclosure

Executive Director: Dr. Armando Aguirre
Board of Directors: David Sublosky-Chairman, Fred Sanchez-Vice Chairman, Charles Hart-Secretary,
Kathy Becker-Member, John C. Elder-Member, Raul Muñoz-Member, Patricia Ramirez-Member





EDUCATION SERVICE CENTER REGION 19
ALLIED STATES COOPERATIVE
6611 BOEING DRIVE
EL PASO, TX 79925-1010
915-780-5019/ Fax: 915-780-5061

1.4.4.a

INTERLOCAL AGREEMENT (SS-PUR-F025.6)

Upon agreement and authorized approval, this agreement will be in effect between the referenced parties, in which Education Service Center- Region 19 Allied States Cooperative will cooperatively bid out goods and services. This agreement shall automatically renew on the anniversary rate. Either party may terminate this agreement with or without cause given a 30-day notice.

Authority for cooperative contracting is granted under Government Code Title 7, Chapter 791 Interlocal Cooperation Contracts, Subchapter B General Interlocal Contracting Authority and Subchapter C Specific Interlocal Contracting Authority and Local Government Code, Chapter 271, Subchapter F, Section 271.101. and Section 271.102.

Region 19 Education Service Center through Allied States Cooperative will:

- Provide organizational and administrative support to facilitate member requirements
- Provide staff necessary for efficient operation of the purchasing cooperatives
- Provide administrative support for contract compliance with awarded bidders
- Comply with competitive bidding requirements
- Disseminate information in an expedient manner regarding awards and information related to specified contracts
- Maintain the ESC-Region 19 Allied States Cooperative website
- Provide specific contract requirement bid processing services during the contract period on a case by case basis.

Purchasing Co-op Members will:

- Designate a contact person for communications
- To the extent permitted by law indemnify and save harmless Education Service Center - Region 19 Allied States Cooperative, the Region 19 Board of Directors, and Region 19 employees from all suits and actions resulting from any breach of this Agreement. This Interlocal Agreement does not constitute a waiver of the sovereign immunity of any of the parties hereto.
- Submit copies of all purchase orders utilizing ESC-Region 19 ASC contracts to ESC Region 19 ASC
- Pay awarded vendors in compliance with the payment terms set forth in the contracts
- Notify ESC-Region 19 Allied States Cooperative in writing of any non-compliance issues with awarded vendors
- Mutually agree with ESC-R19 (ASC) on specific contracts to be utilized due to market coverage by vendors.

AUTHORIZATION OF THE INTERLOCAL AGREEMENT

Purchasing Cooperative Member

Name of District/Agency

Name of Authorized Person

Signature of Authorized Person

Title

Date

Region 19 Education Service Center

Armando Aguirre, Ed.D.

Authorized Signature

Date

DISTRICT/AGENCY CONTACT

Name: _____ Address: _____

Street

Email

City

State

Zip Code

Telephone

Fax

Please return approved agreement to:

Purchasing Manager
ESC-Region 19 Allied States Cooperative
6611 Boeing Drive, El Paso, TX 79925

Attachment: Education Service Contracting Service (1929 : Resolution on ESC)

RESOLUTION NO. 20-2016**A RESOLUTION AUTHORIZING THE USE OF EDUCATION SERVICE CENTER
("ESC") REGION 19 ALLIED STATES COOPERATIVE.**

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
Councilmember Yolanda H. Cruz	___	For	___	Against	___	Abstained
Councilmember Swain Real	___	For	___	Against	___	Abstained
Councilmember Javier Mendez	___	For	___	Against	___	Abstained
Councilmember Bibi Garza	___	For	___	Against	___	Abstained
Councilmember Gary Minton	___	For	___	Against	___	Abstained

WHEREAS, the City of Los Fresnos of Los Fresnos, Texas, pursuant to the authority granted under Section 271.101 to 271.102 of the Local Government Code, desires to participate in the ESC-Region 19 Allied States Cooperative, in the best interest of the taxpayers through cooperative savings to be realized.

NOW, THEREFORE, BE IT RESOLVED BY the City Council of the City of Los Fresnos, Texas as follows:

The terms and conditions of the agreement have been reviewed by the Council of the City of Los Fresnos and found to be acceptable and in the best interests of the City of Los Fresnos and its citizens are hereby in all things approved.

The City of Los Fresnos is authorized to enroll and participate in the ESC-Region 19 Allied States Cooperative and purchases through this program shall be deemed to meet competitive purchasing requirements.

PASSED and APPROVED this ____ day of _____, 2016.

Polo Narvaez, Mayor

ATTEST:

Pam Denny, City Secretary

City Council
200 North Brazil
Los Fresnos, TX 78566

Meeting: 10/11/16 06:30 PM
Department: City Secretary
Category: Agreement
Prepared By: Pam Denny
Initiator: Pam Denny
Sponsors:

SCHEDULED

ACTION ITEM (ID # 1930)

DOC ID: 1930 A

**Approval or rejection to approve the third amendment to
agreement between the City of Los Fresnos and University of
Texas Health Science Center of San Antonio.**

This is a one year extension of the contract for the Health Care Program we have been involved with for the past 5 years. It continues to be a successful program with many individuals from this area participating. Christine De La Rosa under the direction of Celina continue to do a terrific job.

I recommend approval.

THIRD AMENDMENT TO DELIVERY SYSTEM REFORM INCENTIVE PAYMENT SERVICES AGREEMENT

This Third Amendment to Delivery Systems Reform Incentive Payment Services Agreement (the "Amendment") is made and shall be effective as of the 1st day of October 2016 (the "Effective Date") by and between **the City of Los Fresnos**, ("Subcontractor"), and the **University of Texas Health Science Center at San Antonio** ("UTHSCSA").

WITNESSETH:

WHEREAS, Subcontractor and UTHSCSA entered into a Delivery System Reform Incentive Payment Services Agreement effective October 1, 2013, as amended (the "Agreement"), under which Subcontractor agreed to implement the DSRIP project entitled "Implement Evidence-based Health Promotion Programs through a community wide campaign to promote healthy lifestyles"; and

WHEREAS, UTHSCSA and Subcontractor desire to amend the Delivery System Reform Incentive Payment Service Agreement as follows:

1. Extend Service Agreement through September 30, 2017.
2. Services to be provided by the Subcontractor between October 1, 2016 and September 30, 2017 are defined by Attachment 1.3, Statement of Work.
3. UTHSCSA will reimburse Subcontractor for services identified in Attachment 1.3, Statement of Work, and not to exceed \$88,034
4. New Metrics and Milestones are set forth in Attachment 2.3.
5. Subcontractor will provide a new budget for services provided between October 1, 2016 and September 30, 2017.

IN WITNESS WHEREOF, the parties hereto have executed this Second Amendment to be effective as of the Effective Date.

UTHSCSA:

Signature
Andrea M. Marks, Vice President and CFO

Date

Subcontractor:

Signature

Title

Date

Attachment: Renewal of Contract with UTHSCSA (1930 : Agreement with UTHSCSA)

ATTACHMENT 1.2 Statement of Work - Services

City of Los Fresnos will work to implement the DSRIP project entitled “Implement Evidence-based Health Promotion Programs through a community wide campaign to promote healthy lifestyles” (2.6.1)

Staff, Equipment, and Training:

- Subcontractor representatives will continue to employ a community health worker to carry out the CWC activities in their municipality. Subcontractor representatives will oversee the CHW duties. If the CHW is replaced, subcontractor representatives will ensure that the new community health worker, if not already a certified community health worker by the Texas Department of State Health Services, receives the 160-hour course and becomes certified. This should be completed within 4 months of being hired. Subcontractor representatives will ensure that the community health worker has space and equipment to implement CWC services. The working and well maintained equipment required by the program include: sphygmomanometer with multiple blood pressure cuffs, a laptop computer, projector, a scale, and a stadiometer. Specifications for the scale and stadiometer required by the contract will be provided by the program because they are new additions.

Payment for fulfilling all requirement listed in ‘Staff, Equipment, and Training’ is valued at \$10,000. Subcontract representatives must demonstrate fulfillment of these services to receive payment.

Participation in Program Meetings:

- Subcontractor municipal leadership representatives will participate in semiannual face-to face meetings or seminars organized by the program. Subcontractor’s community health worker will participate in bi-weekly face-to face meetings and seminars organized by the program specifically for the CHWs.
- Subcontractor representatives will participate in planning meetings for the CWC program with UTHSCSA representatives to modify the CWC implementation plan for their municipality. Assist in producing a plan that will include current capacity, needed resources, timelines and plans for implementation. The need for meetings about implementation activities and modification to said activities to ensure successful obtainment of all metrics is anticipated to continue in DY 5.

Payment for fulfilling all requirement listed in ‘Participation in Program Meeting’ is valued at \$10,000. Subcontract representatives must demonstrate fulfillment of these services to receive payment.

Program Implementation:

- Subcontractor representatives will ensure that the community health worker is implementing program strategies according to CWC implementation plan monthly during contract period.

- Subcontractor representatives will reach 265 participants with at least 2 components of the CWC which may include: media, social support, risk factor screening, and education about nutrition and physical activity, and policy change by August 31, 2017. All services provided must be documented in tracking software identified by UTHSCSA representatives.
- In addition to the 2 components listed above, Subcontractor representatives will implement all CWC component which include: media, social support, risk factor screening, education about nutrition and physical activity, and policy change.
- Subcontractor representatives will propose environmental change projects to implement in their city that support increased physical activity particularly reaching low-income community residents. The due date for environmental changes proposals is December 15, 2016. Proposals will be reviewed by UTHSCSA representatives and if approved by UTHSCSA representatives, subcontract will implement environmental change projects by August 31, 2017. To receive reimbursement for environmental change, subcontractor representatives must submit proposals on time, carry out approved environmental change projects during DY 6, and must submit before and after photos and usage information by September 30, 2017.
- Subcontractor representatives will work with UTHSCSA representatives to improve the percentage of participants that receive a BMI assessment and follow up (per HHSC specifications) as part of the CWC. Subcontractor representatives must provide follow up to at least 75% of individuals who are found to have a high BMI. Follow up must be conducted by September 30, 2017.
- Subcontractor representatives will work with UTHSCSA representatives to improve the percentage of participants who receive a Blood Pressure Screening and Follow-Up (per HHSC specifications) as part of the CWC. Subcontractor representatives must provide follow up to at least 75% of individuals who are found to have an abnormal blood pressure screening. Follow up must be conducted by September 30, 2017.
- Subcontractor representatives will work with UTHSCSA representatives to recruit individuals to receive influenza vaccination by a trained healthcare professional.
- Subcontractor representatives will implement “raise the floor” initiatives in their municipality and provide evidence of its implementation and outcomes in written format by September 30, 2017.
- Subcontractor representatives will participate in UTHSCSA’s evaluation of municipal activities related to the CWC.
Payment for fulfilling all requirement listed in ‘Program Implementation’ is valued at \$58,034. Subcontract representatives must demonstrate fulfillment of these services to receive payment.

Tracking Participant Data and Program Information:

- Subcontractor representatives will ensure the data system containing their municipality’s participant data is accurate and completed in a timely manner. Any information that is found to be inaccurate will not count toward the aforementioned goal of reaching 265 participants.

- Subcontractor representatives will ensure that the CHW enters all required data into the data system, including:
 - Information about participants enrolled in the CWC.
 - Information about participant's insurance status and financial income
 - Information about the components of the CWC that are provided to each CWC participant.
 - Information on the participants that received high blood pressure screening and follow-up.
 - Information on the participants who received BMI assessment and follow up.
 - Information on the participants who received an influenza immunization.

Other information may be required in order to track implementation and improvement of the project. The subcontractor will receive written notice of any new and additional information required for data entry.

- Subcontractor representatives will document program activities and provide this documentation in a timely, organized format to be used by the program for reporting to HHSC by September 30, 2017.

Payment for fulfilling all requirement listed in 'Tracking Participant Data and Program Information' is valued at \$10,000. Subcontract representatives must demonstrate fulfillment of these services to receive payment.

Compensation for Services hereunder shall not exceed \$88,034.

When invoices are submitted by the subcontractor, the activities listed in Attachment 1.3 above must be listed and progress documented, including staff assigned to the project and related hours worked as the case may be, to ensure the project is progressing on schedule.

ATTACHMENT 2.3

Metrics, Milestones, and Data Sources

Demonstration Year (DY) 5 Category 2 Milestones:

- Milestone 1:** [Q-1.1] Total Quantifiable Patient Impact
 Total QPI Goal: 2,300 people (individuals) reached with at least two components of the CWC over pre-DSRIP baseline.
 Numeric Goal: 2,300
 Date source: Population awareness surveys and CWC registry data
- Milestone 2:** [MQ-1.1] MLIU Total Quantifiable Patient Impact
 Total QPI Goal: 1,380 MLIU individuals received services above the MLIU QPI pre-DSRIP baseline
 Numeric Goal: 1,380
 Date source: Registry database used to track participant enrollment and participation
- Milestone 3:** Core Component
 Conduct quality improvement for the project using methods such as rapid cycle improvement. Activities may include, but are not limited to, identifying project impacts, "lessons learned," opportunities to scale all or part of the project to a broader patient population, and key challenges associated with expansion of the project, including special considerations for safety-net populations.
- Milestone 4:** Sustainability Planning
 TBD by HHSC

Demonstration Year (DY) 5 Category 3 Improvement Outcomes:

- Outcome 1** IT-1.21: Adult Body Mass Index (BMI) Assessment
 Measure Title: Adult Body Mass Index (BMI) Assessment
 Description: This measure is used to assess the percentage of participants 18 to 74 years of age who had an encounter/visit and whose body mass index (BMI) was documented during the measurement period or the 12-month period prior to the measurement period.
 Goal: Will be determined by HHSC and communicated to the Subcontractor representatives.
- Outcome 2** IT-1.28: High Blood Pressure Screening and Follow-Up
 Measure Title: Screening for High Blood Pressure and Follow-Up Documented
 Description: Percentage of participants aged 18 years and older seen during the measurement period who were screened for high blood pressure (BP) AND for whom a recommended follow-up plan is documented based on the current blood pressure reading as indicated.
 Goal: Will be determined by HHSC and communicated to the Subcontractor representatives.
- Outcome 3** IT-12.6: Ambulatory Influenza Immunization
 Measure Title: Influenza Immunization in Ambulatory Setting
 Description: Percentage of participants aged 6 months and older seen for a visit between October 1 and March 31 who received an influenza immunization OR who reported previous receipt of an influenza immunization.
 Goal: Will be determined by HHSC and communicated to the Subcontractor representatives.

ATTACHMENT 3.3
Budget for Services

2016-2017 Expense Budget for

Personnel	Budget
City Supervisor	\$ 15,000
Fringe	3,000
Community Health Worker	38,294
Fringe	12,921
Total Personnel	69,215
Operating	Budget
Physical Activity Equipment	\$ 1,000
Copy Cost/Supplies	2,719
Telephone	600
Certifications	2,000
Travel & Training (Local Mileage)	2,500
Environmental Changes	10,000
Total Expenses	Budget
	\$ 88,034

City Council
200 North Brazil
Los Fresnos, TX 78566

Meeting: 10/11/16 06:30 PM
Department: City Secretary
Category: Agreement
Prepared By: Pam Denny
Initiator: Pam Denny
Sponsors:

SCHEDULED

ACTION ITEM (ID # 1950)

DOC ID: 1950 A

**Approval or rejection to approve an amendment to the
Interlocal Agreement No. 6 between the City of Los Fresnos
and Cameron County.**

This agreement adds \$100,000 to our grant to be used for crushed granite trails within the nature Park like we have discussed before.

I recommend approval.

Contract No. 2016C10270

STATE OF TEXAS ;
 ;
CAMERON COUNTY ;

SIXTH AMENDED INTERLOCAL COOPERATION AGREEMENT

THIS AGREEMENT is entered into between the COUNTY OF CAMERON, TEXAS, hereinafter referred to as "County" and the City of Los Fresnos, hereinafter referred to as "City", pursuant to V.T.C.A., Government Code, Chapter 791, whereby:

1. **PURPOSE OF INTERLOCAL:** To administer grant funds for the Los Fresnos Nature Park Phase I, F12AF01121, from the Coastal Impact Assistance Program, administered through the United States Department of the Interior- Fish And Wildlife Services (FWS) for the purpose of acquiring 23 acres of land to preserve and enhance the natural habitat and wetlands, including the restoration of a Resaca, for a Nature Park near the City of Los Fresnos, adjacent and south of Los Fresnos High School, which is covered with brush and shrubs, along with mesquite and palm trees. See Los Fresnos Nature Park Phase I Project Narrative, attached hereto as Exhibit "A" and incorporated by reference as if fully set forth herein.
2. **TERMS:** This Amended Interlocal Cooperation Agreement ("Agreement") will become effective upon execution of both parties for work performed during the period of March 15, 2012 to December 31, 2016.
3. **CONTRACT AMOUNT:** The total amount of this Agreement shall not exceed \$728,315.09.
4. The County will act as the fiscal agent for this Grant. The County agrees to monitor and approve invoices submitted by the City and to reimburse the City for all approved paid invoices submitted by the City in connection with the project.
5. The City agrees to manage and have oversight of the project. This will include but not be limited to the following:
 - a. The City will be in charge of all procurement procedures for purchase of materials, equipment and contractual services in accordance with 43 CFR 12, Subpart A—"Administrative and Audit Requirements and Cost Principles for Assistance Programs", Subpart C-- "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments", and Subpart E—"Buy American Requirements for Assistance Programs";
 - b. The City will submit monthly progress reports or any other necessary reports to County;
 - c. The City will be responsible for all payments to vendors and administrative staff. Requirements for reimbursement of grant expenses, including payroll, are detailed in 43 CFR 12, Subpart C—"Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments";
 - d. The City will acquire property in accordance OMB 49 CFR Part 24 Section 101 thru Section 108;
 - e. The City will be required to perform all requirements for record access and retention requirements in accordance with 43 CFR 12, Subpart C—"Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments";
 - f. The City will submit all paid approved invoices and deliverables to County for

- reimbursement;
- g. The City will comply with the terms and grant conditions as stated in the Notice of Financial Assistance Award letter, attached hereto as Exhibit "B", Exhibit "C", Exhibit "D", Exhibit "E", Exhibit "F", Exhibit "G", and Exhibit "H" as incorporated by reference as if fully set forth herein; and
- h. The City will contact Joe E. Vega, Parks Director with Cameron County Parks & Recreation, on any matters related to this award, specified conditions or reporting requirements. Please do not contact FWS.
6. **TERMINATION:** Cameron County may terminate this Agreement upon thirty (30) days' advance written notice of termination to the City.
7. This Amended Interlocal Cooperation Agreement constitutes a one-time agreement between the parties and does not constitute a continuing agreement for the County or the City.
8. The rules, regulations and orders of County shall govern this Amended Interlocal Cooperation Agreement and the parties agree that COUNTY shall supervise the performance of this Amended Interlocal Cooperation Agreement.
9. This Amended Interlocal Cooperation Agreement supersedes and replace the Interlocal Cooperation Agreement No. 2015C11306.
10. This Amended Interlocal Cooperation Agreement shall have no legal force or effect until such time as it is properly adopted and approved by the CAMERON COUNTY COMMISSIONERS COURT and the CITY OF LOS FRESNOS.

Executed on this 27th day of September, 2016.

Pete Sepulveda, Jr.
Cameron County Judge

Polo Narvaez, Mayor
City of Los Fresnos

Attested By:

Attested By:

Sylvia Garza-Perez, County Clerk

Pam Denny, City Secretary

Los Fresnos Nature Park Phase I
Project Narrative
Exhibit A

1. Designated State Agency or Coastal Political Subdivision (Changes have been made to the State Plan; See Section 11)

Cameron County

Contact Name: Mr. Joe E. Vega
 Entity: Cameron County
 Address: 33174 State Park Road 100, South Padre Island, Texas 78597
 E-mail: JEVega@co.cameron.tx.us
 Phone: (956)761-3700
 Fax: (956)761-5317

2. Project Title: Los Fresnos Nature Park-Phase 1

3. Contact Information (Changes have been made to the State Plan; See Section 11)

Project Manager Contact

Contact Name: Mr. Joe E. Vega
 Entity: Cameron County
 Address: 33174 State Park Road 100, South Padre Island, Texas 78597
 E-mail: Jmendez@co.cameron.tx.us
 Phone: (956)761-3700
 Fax: (956)761-5317

Application Contact

Contact Name: Joe E. Vega
 Entity: Cameron County
 Address: 33174 State Park Road 100, South Padre Island, Texas 78597
 E-mail: JEVega@co.cameron.tx.us
 Phone: (956) 761-3700
 Fax: (956) 761-5317

Sub-grantee Contact

Contact Name: Mark W. Milum, City Manager
 Entity: City of Los Fresnos
 Address: 200 North Brazil, Los Fresnos, Texas 78566
 E-mail: mmilum@citylf.us
 Phone: (956) 233-5768
 Fax: (956) 233-9879

4. Project Summary

Location: Los Fresnos, Texas, Cameron County
 Centered at 26°04'46.71"N, 97°28'31.08"W

Duration: 12 months

Total CIAP Cost: \$728,315.09

Total CIAP Cost submitted to State Plan: \$610,249.39 (FY 2009 Allocation)
 Current Total CIAP Cost: \$ 18,065.70 (FY 2010 Allocation)

Project Goals: To acquire and restore 23 acres of habitat for a Nature Park near the City of Los Fresnos.

Measurable Objectives: 1) Acquisition of 23 acres of riparian, including resaca, habitat for a Nature Park near Los Fresnos; and 2) restoration by removing non-native species, such as bamboo, and planting of native plant species.

The Los Fresnos Nature Park will preserve 23 acres of native, riparian wetlands, including resaca. The property is located on the northeast side of Los Fresnos, adjacent and south of Los Fresnos High School and is covered with brush and shrubs, along with mesquite and palm trees.

Invasive bamboo occurs in areas where enough moisture is present to support growth. The resaca is full of water year around. Due to tremendous population growth in the area, almost all native habitat has been lost to new development, and the proposed property is the only area left within the City limits to be preserved. Los Fresnos is anticipating continued growth in subdivisions, as well as retail and commercial areas, which accentuates the urgent need to acquire the property for preservation and for public access to native, wildlife habitats. Restoration activities will include, among other tasks, reducing the bamboo and planting additional native vegetation.

The acquisition will comply with the Uniform Appraisal Standards for Federal Land Acquisitions. Appropriate restrictions will be written into the property deed to ensure that the property will be conserved in perpetuity to serve the purpose for which it was acquired and be subject to the restrictions of the CIAP. Land surveys will be conducted according to state requirements.

No CIAP funds relative to this project will be used for federal cost sharing or matching purposes.

5. Authorized Use #I: Projects and activities for the conservation, protection, or restoration of coast areas, including wetland.

This project will preserve approximately 23 acres of pristine native habitat that includes restoration of a resaca. With 2009-2010 CIAP funds, the City of Los Fresnos will acquire 23 acres in order to preserve, protect and provide public access to native and wildlife habitat thus preventing it from commercial and residential development. Restoration will include reducing non-native species, such as the bamboo, and planting of additional native species.

6. Project Description

The City of Los Fresnos will acquire approximately 23 acres that includes a dead Resaca which is in desperate need of restoration. The City plans to restore the Resaca and create fresh water marsh. The first phase of this project is to purchase the property; then phase two will be to design freshwater wetlands, which will involve hydrological analysis, water source, substrate augmentation, plant material selection and handling, buffer zone placement and long term management. The site currently has native and non native brush and shrubs, along with mesquite and palm trees. Restoration of the uplands will include, among other tasks, removing non-native species, such as bamboo and planting additional native vegetation. Tree and plant regeneration will be done with the assistance of the Los Fresnos High School, Valley Proud, and Cameron County.

Statement of work:

The City of Los Fresnos will acquire approximately 23 acres of land preserve and enhance the natural habitat and wetlands. This project is will have several phases as funding becomes available. Once awarded funding, Cameron County will enter into a contractual agreement with the City of Los Fresnos for management and oversight of project. The City of Los Fresnos will be in charge of all procurement procedures and contractual services. The City of Los Fresnos will submit monthly project reports to Cameron County. Cameron County will monitor and approve invoices submitted by the City of Los Fresnos. The City of Los Fresnos will be responsible to pay for vendors and purchase of the property and submit all paid approved invoices and deliverables to Cameron County. Cameron County will then reimburse the City of Los Fresnos on all approved paid invoices.

Task 1: The City of Los Fresnos will enter into a contractual agreement with Cameron County to begin project. **(30 days after execution of grant award)**

Task 2: The City of Los Fresnos will solicit the service of property appraiser in accordance with the City's professional service procurement procedures and with the State and CIAP guidelines OMB 49CFR, Part 24 Real Property Acquisition Section 24.103. **(45 days after completion of Task 1)**

Task 3: The City of Los Fresnos will solicit the service of a Texas Registered Professional Surveyor in accordance with the City's professional service procurement procedures. **(45 days after completion of Task 2)**

Task 4: The City Manager will present the appraisal report to the Los Fresnos City Council for approval and request permission to begin negotiations. **(90 days after completion of Task 2)**

Task 5: The City of Los Fresnos will begin negotiation procedures with owners to acquire property. **(Two weeks after completion of Task 4)**

Task 6: The City Manager will present to City Council the negotiated price and terms for the property and get authorization to sign earnest money contract if applicable. **(45-60 days after the completion of Task 5)**

Task 7: The City of Los Fresnos will begin title work and deed preparations to take ownership of the property. **(45 days after the completion of Task 6)**

Task 8: The City of Los Fresnos will begin contractual services for the design and construction of the restrooms for the park.

Task 9: The City of Los Fresnos will begin contractual services for the parking lot and entrance improvements.

Schedule:

Project duration: December 31, 2016

Major milestones and tasks:

- Conduct meeting with Cameron County and the City of Los Fresnos to discuss terms and conditions related to contractual agreement (30 days after grant is awarded)
- The City of Los Fresnos will solicit the service of property appraiser in accordance with the City's professional service procurement procedures. (75 days after grant is awarded)

- The City of Los Fresnos will solicit the service of a Texas Registered Professional Surveyor in accordance with the City's professional service procurement procedures. (120 days after grant award)
- The City Manager will present appraisal report to the Los Fresnos City Council for approval and request permission to begin negotiations. (165 days after grant is awarded)
- The City of City of Los Fresnos will begin negotiation procedures with owners to acquire property. (179 days after grant is awarded)
- The City of City Manager will present to City Council the negotiated price and terms for the property and get authorization to sign earnest money contract if applicable.(239days after grant is awarded).
- The City of Los Fresnos will begin title work and deed preparations to take ownership of the property. (284 days after grant is awarded).

Factors that could disrupt or expedite the project schedule:

The County and the City of Los Fresnos do not anticipate factors that could affect the completion of this project. If the project is delayed, the County will re-schedule the tasks accordingly.

Project Management Plan:

The CIAP project manager(s) for this project is:

Contact Name:	Joe E. Vega, Parks Director
Address:	33174 Park Road 100-South, South Padre Island, TX 78597
Telephone Number:	(956) 761-3700
Fax Number:	(956) 761-5317
E-mail Address:	JEVega@co.cameron.tx.us
Contact Name:	Joe E. Vega ,Parks Director
Address:	33174 Park Road 100-South, South Padre Island, TX 78597
Telephone Number:	(956) 761-3700
Fax Number:	(956) 761-5317
E-mail Address:	JEVega@co.cameron.tx.us

As the administrative manager(s), Mr. Joe E. Vega will be in charge of assurances that compliance with rules and regulations of CIAP are implemented through monitoring project reports, invoices, and deliverables, and by providing the resources needed for the success of the project and will provide written monthly progress reports and timely reimbursement requests.

Deliverables:

Description of Deliverables	Due
Copy of Contract between County and City	To be submitted with the annual performance report
Copy of Appraisal Report	To be submitted with the annual performance report
Copy of the City of Los Fresnos agenda authorizing the purchase of the property.	To be submitted with the annual performance report
Copy of Property Boundary Survey	To be submitted with the annual performance report
Copy of title policy and Earnest Money Contract	To be submitted with the annual performance report
Photos of property	To be submitted with the annual performance report
Photo of acknowledgement sign on property	To be submitted with the annual performance report
Copy of Contractual Agreement for Restroom and Entrance Area & Parking Improvements	To be submitted with final performance report
Photos of Restroom and Entrance Area & Parking Improvements	To be submitted with final performance report

Compatibility/Synergy: This project is entirely within the scope of the City of Los Fresnos's mission to enhance public access and protecting natural resources and wildlife habitat. The purchase of this property will improve the quality of life for the citizens of Los Fresnos and Cameron County.

Controversy/Support: There is strong support for this project from the residence of the City of Los Fresnos, Cameron County and environmental support groups. There are neither controversial aspects nor adversaries of this project known to us.

Bundling: This project will not be bundled with any other project under the grant award.

Program Income: There is no program income anticipated with this project.

Maps/Drawings: Below is aerial map depicting the property in question.



7. Description of Environmental Impacts: There are no anticipated impacts to the environment from this project.

8. Relationship to Other Federal Programs and Non-Federal Partners

Federal Partners:

Total CIAP: \$628,315.09

Non Federal: \$0.00

Cost-Sharing: CIAP funds will not be used to fulfill any cost-share requirements for Federal financial assistance.

9. Federal, State, and Local Governments and Other Entities:

City of Los Fresnos
 Mark W. Milum, City Manager
 200 Brazil, Los Fresnos, Texas 78566
 E-mail: mmilum@citylf.us
 Phone: (956) 233-5768
 Fax: (956) 233-9879

10. Project Information Questions Environmental Reviews

1) Does the project require any Federal environmental review (e.g., environmental assessment, environmental impact statement, biological opinion)?

___ Yes X No The purchase of property does not require any permits

2) Does the project require any State environmental review (e.g., Consistency Determination, State Historic Preservation Office)?

___ Yes X No

3) Does the project require any local environmental review (e.g., zoning)?

___ Yes X No

Permits

1) Does the project require any Federal permits?

___ Yes X No

2) Does the project require any State permits?

___ Yes X No

3) Does the project require any local permits?

___ Yes X No

Legal Proceedings

1) Are there any pending legal proceedings that have been taken against any of the permits or related environmental analyses required for the project? ___ Yes X No

There are no pending legal proceedings that have been brought forth against the purchase of the land.

11. Changes from the Approved State Plan

The below changes reflect differences between the Project Narrative and the previously submitted to the State Plan.

- Changes were made to Item # 6, Task 8 & Task 9, schedule, project management plan(contact name) and deliverables.

Exhibit B



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D.C. 20240

In Reply Refer To:
WSFR/CIAP/F12AF01121

Judge Carlos H. Cascos
Cameron County Judge
Cameron County
1100 E. Monroe
Brownsville TX, 78520-5883

OCT 01 2012

Dear Judge Cascos:

This letter constitutes U.S. Fish and Wildlife Service (USFWS) approval of your No Cost Time Extension request as Amendment No.1 to grant no. F12AF01121, Los Fresnos Nature Park Phase 1. This No Cost Time Extension grant amendment is effective August 23, 2012 for the grant period, March 15, 2012 to September 20, 2013.

The amendment has been approved through Catalog of Federal Domestic Assistance (CFDA) number 15.668, the Coastal Impact Assistance Program (CIAP). This grant is administered through the Wildlife and Sport Fish Restoration Program, CIAP Branch. Details of the amended award are as follows:

Funding for Grant **F12AF01121** is now as follows:

Grant Funding to Date	Amendment 1 Increase	Total
\$628,315.09	\$0	\$628,315.09

Terms of Acceptance:

Acceptance of a Federal award from the Department of the Interior (DOI) carries with it the responsibility to be aware of and to comply with the terms and conditions of the award per (<http://www.doi.gov/archive/pam/TermsandConditions.html>). Acceptance is defined as starting work, drawing down funds, or accepting the award via electronic means. Awards are based on the application submitted to and approved by the USFWS. Awards are subject to the terms and conditions incorporated either directly or by reference in the following:

- Program legislation, regulation, and provisions.
- Code of Federal Regulations (CFR) Requirements, including but not limited to:
 - 2 CFR Part 25, Central Contractor Registration and Data Universal Numbering System
 - 2 CFR Part 170, Reporting Sub awards and Executive Compensation
 - 2 CFR Part 1400, Government-wide Debarment and Suspension (Nonprocurement)

- 2 CFR Part 175, Trafficking Victims Protection Act of 2000
- 43 CFR 12(A), Administrative and Audit Requirements and Cost Principles for Assistance Programs
- 2 CFR 1401, Government-wide Requirements for a Drug-Free Workplace
- 43 CFR 18, New Restrictions on Lobbying
- 305 DM 3, Integrity of Scientific and Scholarly Activities
- Assurances-Non-Construction Programs (SF-424B) and/or Assurances-Construction Programs (SF-424D), as applicable
- State and local laws and regulations.

This grant is not subject to the requirements of 43 CFR 12.70(c)(1)(ii). Grant funds may be transferred between projects/activities/budget categories without prior approval from this agency.

Grantees must comply with the Federal Funding Accountability and Transparency Act (FFATA). Additional information can be found at <http://www.gpo.gov/fdsys/pkg/PLAW-109publ282/pdf/PLAW-109publ282.pdf>.

Payment Requests:

Payments are processed through the U.S Department of the Treasury's Automated Standard Application for Payments (ASAP). For information on ASAP, visit the Service's website at: http://www.fws.gov/fbms/asap_index.html. If you have any questions about the reimbursement process and payments, please direct them to: asapenrollment@fws.gov.

Reporting Requirements:

Grantee must comply with the Interim Guidance for Financial Status and Performance reporting dated May 15, 2009, found at: <http://wsfrprograms.fws.gov/subpages/toolkitfiles/intgdrpt.pdf>. Financial and performance reports are required under this award, as follows:

Report	Report Period	Report Due Date
Final financial & performance reports	03/15/2012-03/15/2013	06/13/2013

Financial Reports: Annual interim SF-425, Federal Financial Reports are required. A final SF-425, Federal Financial Report is required within 90 calendar days of the end date of the grant. This form is on the web at: <http://wsfrprograms.fws.gov/subpages/toolkitfiles/sf425FFR.pdf>.

Performance Reports: Annual interim and a final performance report are required under this award. For guidance on financial and performance reporting requirements please refer to: <http://wsfrprograms.fws.gov/subpages/toolkitfiles/intgdrpt.pdf>. Performance reports must contain: 1) a comparison of actual accomplishments with the goals and objectives of the grant as detailed in the approved scope of work; 2) a description of any significant deviations, including why established goals, objectives, and deadlines were not met, if appropriate; and 3) any other pertinent information relevant to the grant.

Amendments:

A signed, revised SF-424 will be required to add or delete a project, modify the scope of work, increase or decrease the Federal funds, and/or extend the award period. A letter or email to CIAP Branch Chief may be used for a change in key personnel.

Grant Conditions:**SHPO:**

Landscape altering activities may be subject to review by the State Historic Preservation Office, any pertinent tribal/native consultation, and National Historic Preservation Act compliance.

Permits:

The grantee must provide copies of Corps of Engineers Permit(s) and any required State or local permits to our office prior to construction activities.

Acquisition of real property:

1. The grantee or subgrantee is not approved to acquire real property interests and undertake site improvements until this office reviews and approves the following documentation and provides written approval:
 - a. Maps of the locations of the proposed acquisitions and site improvements.
 - b. A description of the site improvements to be implemented.
 - c. For real property acquisitions with a fair market value greater than \$25,000, a State-certified general appraiser must conduct an appraisal that meets federal land acquisition standards. Specifically the appraisal must comply with the Uniform Appraisal Standards for Federal Land Acquisition (UASFLA) <http://www.justice.gov/enrd/land-ack/Uniform-Appraisal-Standards.pdf>, for each property or properties you plan to purchase. If acquisitions are anticipated to have a fair market value of less than \$25,000, please contact our office for valuation requirements. Following the appraisal, a review appraisal is required. A review appraisal examines the presentation and analysis of market information and support's the appraiser's opinion of value or provides and alternate value conclusion. The review appraiser must be a State-certified general appraiser and qualified and competent to perform the appraisal review assignment.
 - d. For conservation easement acquisitions, a copy of the proposed conservation easement language describing the prohibited and allowable uses of the property.

2. The grantee must obtain the permission of the USFWS to modify the use of, change the terms of, encumber, or convey title to, the interest in the real property acquired under this grant. The grantee will protect the Federal interest by ensuring the title includes a covenant as described below or a Notice of Property Restriction as described below that is recorded separate from the title but with reference to it. The covenant or Notice of Property Restriction must:
 - a. Identify the interest in real property to which the Notice of Property Restriction applies and where the title to this interest is recorded;
 - b. Identify the name and address of the grantee and other authorized entity (if any) that holds title to the interest in real property;
 - c. Identify the grant by name Los Fresnos Nature Park Phase I and identifying number F12AF01121;
 - d. State the purpose of the acquisition: To protect and conserve environmentally sensitive land, including wetlands.
 - e. State that the grantee and any other authorized title holder will not convey or encumber the interest in real property, in whole or in part, without consent of the USFWS and will manage the interest in real property for the project's authorized purpose unless USFWS authorizes otherwise; and
 - f. State that the Notice of Property Restriction runs with the interest in real property and none of the items in the covenant or Notice of Property Restriction may be changed and none will cease to be applicable unless USFWS provides written authorization, which the grantee, subgrantee, or other authorized title holder must also record with reference to the title to the real property interest. Suggested language for the title is:

"This property was acquired (in whole or in part) with funds provided by the U.S. Department of Interior, Fish and Wildlife Service, pursuant to grant number F12AF01121, Los Fresnos Nature Park Phase I, from the Coastal Impact Assistance Grant Program, and will be managed for the purpose of this grant, in accordance with applicable Federal and State law. Property may not be disposed of in any manner, or used for purposes inconsistent with the Program for which it was acquired, without the prior approval of the Director, U.S. Fish and Wildlife Service – Washington"

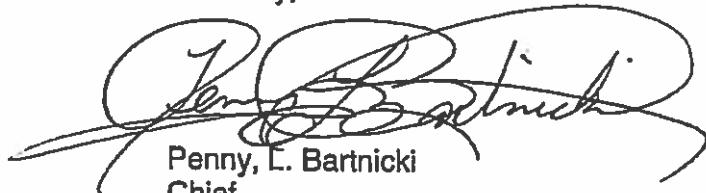
3. The appraisal and review appraisal documents must be submitted to the WSFR Program for review and approval before Federal funds can be used to purchase the land.

If you have questions on this award, specified conditions or reporting requirements, please contact the CIAP Grants Management Specialist identified below.

The CIAP Grants Management Specialist for this award is:	The Points of Contact for this award are:
<p>Maylily Son Le Coastal Impact Assistance Program (CIAP) Wildlife and Sport Fish Restoration Program U.S. Fish and Wildlife Service, Department of the Interior 4501 N. Fairfax Drive Arlington, VA 22203 Phone: 703-358-2313 Fax: 703-258-3549 E-mail: Maylily_Le@fws.gov</p> <p>Cc:</p> <p>Thomas R Calnan State Liaison, Texas Phone: 512-619-5490 Cell: 512-463-5100 Email: Thomas_R_Calnan@fws.gov</p>	<p>Mr. Joe E. Vega Deputy Park Director Cameron County Parks & Recreation 33174 Park Road 100-South South Padre Island, TX 78597 Phone: 956-761-3700 Fax: 956-761-5317 E-mail: JEVega@co.cameron.tx.us</p> <p>Cc:</p> <p>Mr. Javier Mendez Park Director Cameron County Parks & Recreation 33174 Park Road 100- South South Padre Island, TX 78597 Phone: 956-761-3700 Fax: 956-761-5317 E-mail: JMendez@co.cameron.tx.us</p>

Please submit correspondence, amendment requests, financial and performance reports and general inquiries to **FW9_WSFR_CIAP@fws.gov**. We appreciate this opportunity to work with you as the implementation of this approved State CIAP Plan project continues.

Sincerely,



Penny, E. Bartnicki
Chief,
Coastal Impact Assistance Program Branch
Wildlife and Sport Fish Restoration Program

Cc:

Tom Calnan, CIAP, USFWS
Joe E. Vega, Cameron County Parks & Recreation, Cameron County, Texas
Javier Mendez, Cameron County Parks & Recreation, Cameron County, Texas

Exhibit C



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D.C. 20240In Reply Refer To:
WSFR/CIAP/ F12AF01121

MAR 20 2013

The Honorable Judge Carlos H. Cascos
Cameron County Judge
1100 E. Monroe
Brownsville TX, 78520-5883

Dear Judge Cascos:

This letter serves to correct the performance period and reporting period errors found in the award letter dated October 1, 2012. Grant number F12AF01121, amendment 1, "Los Fresnos Nature Park Phase 1," was approved under the Coastal Impact Assistance Program (CFDA # 15.668) to extend the performance period to September 20, 2013. The purpose of this grant is for the City of Los Fresnos, as the subgrantee for Cameron County, to acquire 23 acres of land adjacent and south of the Los Fresnos High School in fee title and to restore native habitat on the property. Title to this interest in real property will vest with the City of Los Fresnos. The corrected grant agreement period of March 15, 2012 through September 20, 2013 reflects the start and end dates submitted on the Application for Federal Assistance (SF-424) received August 23, 2012. The corrected final report due date is December 19, 2013.

As a outlined in the previous award letter, entering into a binding contract of sale with the intent to purchase and close on the proposed property is not approved until an appraisal that conforms to Uniform Appraisal Standards for Federal Land Acquisitions ("Yellow Book" standards) and a Certified Review Appraisal are submitted to FW9_WSFR_CIAP@fws.gov; approved by this office; and you are notified in writing. Until the acquisition and related appraisal reports are accepted as adequate and eligible, costs are not approved; Cameron County has no assurance that the CIAP funds will be authorized to reimburse land purchase costs.

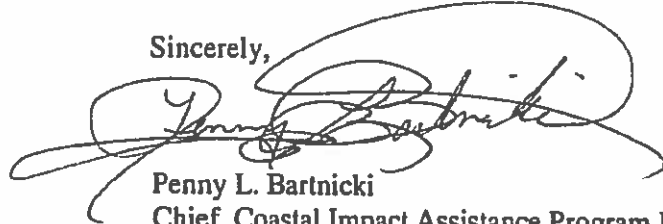
A signed, revised SF-424 will be required to add or delete a project, modify the scope of work, increase or decrease the Federal funds, and/or extend the award period. A letter or email to the CIAP Branch Chief may be used for a change in key personnel. Please submit correspondence, amendment requests, financial and performance reports, and general inquiries to FW9_WSFR_CIAP@fws.gov.

The Honorable Judge Carlos H. Cascos
F12AF01121

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Please contact Maylily Le, Grant Specialist, at 703-358-2313, or me at 703-358-1783, with any questions regarding the terms of this award, specified conditions, and/or reporting requirements.

Sincerely,

A handwritten signature in black ink, appearing to read 'Penny L. Bartnicki', with a large, looping flourish extending from the end of the signature.

Penny L. Bartnicki
Chief, Coastal Impact Assistance Program Branch
Wildlife and Sport Fish Restoration Program

cc: Joe E. Vega,
Javier Mendez,
Thomas Calnan, CIAP

Exhibit D



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D.C. 20240



In Reply Refer To:
WSFR/CIAP/ F12AF01121

AUG 22 2013

The Honorable Judge Carlos H. Cascos
Cameron County Judge
1100 E. Monroe
Brownsville, Texas 78520

Dear Judge Cascos:

An extension of the performance period for grant number F12AF01121, amendment 2, "Los Fresnos Nature Park Phase 1," is approved under the Coastal Impact Assistance Program (CFDA # 15.668). The effective date for this amendment is August 19, 2013. The revised grant performance period is March 15, 2012 through September 20, 2014.

This grant award is subject to the following terms and conditions:

a. Reporting requirements:

1) Financial and performance reports are required under this award, as follows:

Report	Report Period	Report Due Date
Annual interim financial & performance reports	03/15/2012 – 03/31/2013	06/29/2013
	04/01/2013 – 03/31/2014	06/29/2014
Final financial & performance reports	03/15/2012 – 09/20/2014	12/19/2014

- 2) Requests for an extension of the report due date up to an additional 90 days must be submitted to, and received by, this office, no later than 1 day before the report due date.
- 3) A performance report must contain the following:
 - A. A comparison of actual accomplishments with the goals and objectives established for the reporting period;
 - B. If the goals and objectives were not met, reasons why; and

Judge Carlos Cascos
F12AF01121

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C. Other important information including, when appropriate, analysis and explanation of cost overruns or high unit costs compared to the benefit received to reach an objective.

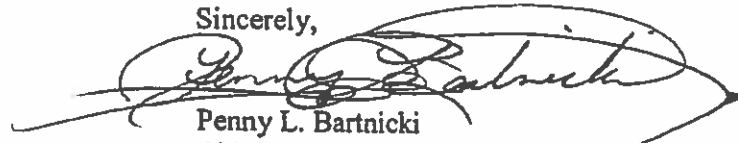
b. All Grant conditions identified in previous award letter(s) remain in effect.

Acceptance of a Federal financial award carries with it the responsibility to be aware of and comply with the terms and conditions of the award, including those assurances submitted annually by your agency (http://www.doi.gov/pam/programs/financial_assistance/TermsandConditions.cfm). Acceptance is defined as the start of work, drawing down funds, or accepting the award via electronic means. Awards are based on the application and supporting documents as submitted to and approved by the CIAP awarding agency.

Please submit correspondence, amendment requests, financial and performance reports and general inquiries to FW9_WSFR_CIAF@fws.gov. We appreciate this opportunity to work with you as the implementation of your approved State CIAP Plan project continues.

Please contact Stephen Jones, Grant Specialist, at 703-358-2097, or me at 703-358-1783, with any questions regarding the terms of this award, specified conditions, and/or reporting requirements. Please contact Thomas Calnan, Texas State Liaison, at 512-463-1500, with any questions regarding technical guidance during project development / implementation and project monitoring.

Sincerely,



Penny L. Bartnicki
Chief, Coastal Impact Assistance-Program Branch
Wildlife and Sport Fish Restoration Program

cc: Joe Vega, Cameron County
Javier Mendez, Cameron County
Thomas Calnan, CIAP
Tawana Stewart, CIAP

Exhibit E



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D.C. 20240



In Reply Refer To:
WSFR/CIAP/ F12AF01121

JUN 16 2014

The Honorable Judge Carlos H. Cascos
Cameron County Texas
1100 E. Monroe
Brownsville, Texas 78520

Dear Judge Cascos:

An extension of the performance period for grant number F12AF01121, amendment 3, "Los Fresnos Nature Park Phase I," is approved under the Coastal Impact Assistance Program (CFDA # 15.668). The effective date for this amendment is June 09, 2014. The revised grant performance period is March 15, 2012 through September 20, 2015.

This grant award is subject to the following terms and conditions:

a. Reporting requirements:

1) Financial and performance reports are required under this award, as follows:

Report	Report Period	Report Due Date
Annual interim financial & performance reports	03/15/2012 – 03/31/2013	Received
	04/01/2013 – 03/31/2014	Received
	04/01/2014 – 03/31/2015	06/29/2015
Final financial & performance reports	03/15/2012 – 09/20/2015	12/19/2015

- 2) Requests for an extension of the report due date up to an additional 90 days must be submitted to, and received by, this office, no later than 1 day before the report due date.
- 3) A performance report must contain the following:
 - A. A comparison of actual accomplishments with the goals and objectives established for the reporting period;
 - B. If the goals and objectives were not met, reasons why; and
 - C. Other important information including, when appropriate, analysis and explanation of cost overruns or high unit costs compared to the benefit received to reach an objective.

Judge Carlos H. Cascos
F12AF01121

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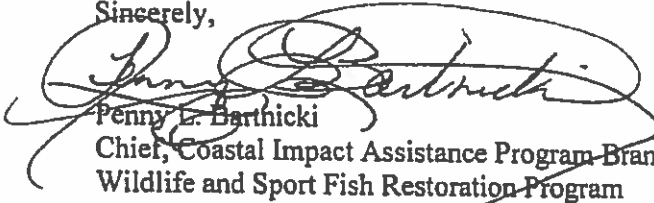
- b. All Grant conditions identified in previous award letter(s) remain in effect.

Acceptance of a Federal financial award carries with it the responsibility to be aware of and comply with the terms and conditions of the award, including those assurances submitted annually by your agency (http://www.doi.gov/pam/programs/financial_assistance/TermsandConditions.cfm). Acceptance is defined as the start of work, drawing down funds, or accepting the award via electronic means. Awards are based on the application and supporting documents as submitted to and approved by the CIAP awarding agency.

Please submit correspondence, amendment requests, financial and performance reports and general inquiries to FW9_WSFR_CIAP@fws.gov. We appreciate this opportunity to work with you as the implementation of your approved State CIAP Plan project continues.

Please contact Stephen Jones, Grant Specialist, at 703-358-2097, or me at 703-358-1783, with any questions regarding the terms of this award, specified conditions, and/or reporting requirements. Please contact Thomas Calnan, Texas State Liaison, at 512-461-5100, with any questions regarding technical guidance during project development / implementation and project monitoring.

Sincerely,



Penny L. Barthicki
Chief, Coastal Impact Assistance Program Branch
Wildlife and Sport Fish Restoration Program

cc: Joe Vega, CCPR
Javier Mendez, CCPR
Thomas Calnan, CIAP
Barry Ahuruonye, CIAP

EXHIBIT F



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D.C. 20240

November 2, 2015



In Reply Refer To:
FWS/WSFR/CIAP/ F12AF01121

The Honorable Pete Sepulveda Jr.
County Judge
Cameron County
1100 East Monroe Street
Brownsville, Texas 78520

Dear Judge Sepulveda:

An extension of the performance period, and a change in scope, for grant number F12AF01121, amendment 4, "Los Fresnos Nature Park," is approved under the Coastal Impact Assistance Program (CFDA # 15.668). This change in scope includes the addition of a parking lot and restroom facilities to the land previously purchased under the grant. The effective date for this amendment is July 06, 2015. The revised grant performance period is March 15, 2012 through January 31, 2016.

This grant award is subject to the following terms and conditions:

a. Reporting requirements:

1) Financial and performance reports are required under this award, as follows:

Report	Report Period	Report Due Date
Annual interim financial & performance reports	03/15/2012 – 03/31/2013	Received
	04/01/2013 – 03/31/2014	Received
	04/01/2014 – 03/31/2015	Received
Final financial & performance reports	03/15/2012 – 01/31/2016	04/30/2016

- 2) Requests for an extension of the report due date up to an additional 90 days must be submitted to, and received by, this office, no later than **1 day** before the report due date.
- 3) A performance report must contain the following:
 - A. A comparison of actual accomplishments with the goals and objectives established for the reporting period;
 - B. If the goals and objectives were not met, reasons why; and
 - C. Other important information including, when appropriate, analysis and explanation of cost overruns or high unit costs compared to the benefit received to reach an objective.

Judge Pete Sepulveda Jr.
F12AF01121

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- 4) A financial report must be submitted as an SF-425 Federal Financial Report which can be found at www.whitehouse.gov/omb/grants_forms/
- b. **41 United States Code (U.S.C.) 4712, Pilot Program for Enhancement of Recipient and Subrecipient Employee Whistleblower Protection:** This requirement applies to all awards issued after July 1, 2013 and shall be in effect until January 1, 2017.
 - 1) This award and related subawards and contracts over the simplified acquisition threshold and all employees working on this award and related subawards and contracts over the simplified acquisition threshold are subject to the whistleblower rights and remedies in the pilot program on award recipient employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (P.L. 112-239).
 - 2) Recipients, and their subrecipients and contractors awarded contracts over the simplified acquisition threshold related to this award, shall inform their employees in writing, in the predominant language of the workforce, of the employee whistleblower rights and protections under 41 U.S.C. 4712.
 - 3) The recipient shall insert this clause, including this paragraph (3), in all subawards and contracts over the simplified acquisition threshold related to this award.
- c. This grant is approved for planning, design, and coordination purposes. All required permitting must be in place prior to implementation of any activities in the field.
- d. The USFWS concurs with the useful life of 30 years proposed for each capital improvement that will be constructed or rehabilitated under this grant agreement. For capital improvements with a value greater than \$100,000, please reference the method used for the determination.
- e. All Grant conditions identified in previous award letter(s) remain in effect.

Events may occur between the scheduled performance reporting dates that have a significant impact upon the supported activity. In such cases, notify the CIAP Chief in writing by sending an email to the CIAP inbox at FW9_WSFR_CIAP@fws.gov as soon as the following types of conditions become known:

- a. Problems, delays, or adverse conditions that will materially impair the ability to meet the objective of the Federal award. This disclosure must include a statement of any corrective action(s) taken or contemplated, and any assistance needed to resolve the situation.

Judge Pete Sepulveda Jr.
F12AF01121

3

- b. Favorable developments that enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned.

Under the terms and conditions of this award, grantees must maintain an active System for Award Management (SAM) registration at <https://www.sam.gov/portal/public/SAM/> until the final financial report is submitted or final payment is received, whichever is later. If a grantee's SAM registration expires during the required period, the Service can suspend payment under this and all other Service awards to that grantee until the registration is updated. Failure to update the SAM registration can result in further penalties including termination of grant awards.

Acceptance of a Federal financial award carries with it the responsibility to be aware of and comply with the terms and conditions of the award, including those assurances submitted annually by your agency per <http://www.fws.gov/grants/>. Acceptance is defined as the start of work, drawing down funds, or accepting the award via electronic means. Awards are based on the application and supporting documents as submitted to and approved by the CIAP awarding agency.

Please submit correspondence, amendment requests, financial and performance reports and general inquiries to FW9_WSFR_CIAF@fws.gov. We appreciate this opportunity to work with you as the implementation of your approved State CIAP Plan project continues.

Please contact J. Max Carithers, Grant Specialist, at 703-358-2550, or me at 703-358-1783, with any questions regarding the terms of this award, specified conditions, and/or reporting requirements. Please contact Thomas Calnan, Texas State Liaison, at 512-463-5100, with any questions regarding technical guidance during project development / implementation and project monitoring.

Sincerely,

PENNY BARTNICKI

Digitally signed by PENNY BARTNICKI
DN: cn=U.S. Government, ou=Department of the
Interior, ou=U.S. Fish and Wildlife Service, cn=PENNY
BARTNICKI
c.9.2342.19200300.100.1.1=14001000364728
Date: 2015.11.02.14:21:05-0500

Penny L. Bartnicki
Chief, Coastal Impact Assistance Program Branch
Wildlife and Sport Fish Restoration Program

cc: Joe Vega, Cameron County
Tom Calnan, CIAP



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D.C. 20240



November 6, 2015

In Reply Refer To:
FWS/WSFR/CIAP/ F12AF01121

The Honorable Pete Sepulveda, Jr.
County Judge
Cameron County
1100 East Monroe Street
Brownsville, Texas 78520

Dear Judge Sepulveda:

An extension of the performance period for grant number F12AF01121, amendment 5, "Los Fresnos Nature Park," is approved under the Coastal Impact Assistance Program (CFDA # 15.668). The effective date for this amendment is November 04, 2015. The revised grant performance period is March 15, 2012 through December 31, 2016.

This grant award is subject to the following terms and conditions:

a. Reporting requirements:

1) Financial and performance reports are required under this award, as follows:

Report	Report Period	Report Due Date
Annual interim financial & performance reports	03/15/2012 – 03/31/2013	Received
	04/01/2013 – 03/31/2014	Received
	04/01/2014 – 03/31/2015	Received
	04/01/2015 – 03/31/2016	06/29/2016
Final financial & performance reports	03/15/2012 – 12/31/2016	03/31/2017

- 2) Requests for an extension of the report due date up to an additional 90 days must be submitted to, and received by, this office, no later than **1 day** before the report due date.
- 3) A performance report must contain the following:
 - A. A comparison of actual accomplishments with the goals and objectives established for the reporting period;
 - B. If the goals and objectives were not met, reasons why; and
 - C. Other important information including, when appropriate, analysis and explanation of cost overruns or high unit costs compared to the benefit received to reach an objective.

Judge Pete Sepulveda, Jr.
F12AF01121

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- 4) A financial report must be submitted as an SF-425 Federal Financial Report which can be found at www.whitehouse.gov/omb/grants_forms/
- b. **41 United States Code (U.S.C.) 4712, Pilot Program for Enhancement of Recipient and Subrecipient Employee Whistleblower Protection:** This requirement applies to all awards issued after July 1, 2013 and shall be in effect until January 1, 2017.
 - 1) This award and related subawards and contracts over the simplified acquisition threshold and all employees working on this award and related subawards and contracts over the simplified acquisition threshold are subject to the whistleblower rights and remedies in the pilot program on award recipient employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (P.L. 112-239).
 - 2) Recipients, and their subrecipients and contractors awarded contracts over the simplified acquisition threshold related to this award, shall inform their employees in writing, in the predominant language of the workforce, of the employee whistleblower rights and protections under 41 U.S.C. 4712.
 - 3) The recipient shall insert this clause, including this paragraph (3), in all subawards and contracts over the simplified acquisition threshold related to this award.
- c. All Grant conditions identified in previous award letter(s) remain in effect.

Events may occur between the scheduled performance reporting dates that have a significant impact upon the supported activity. In such cases, notify the CIAP Chief in writing by sending an email to the CIAP inbox at FW9_WSFR_Ciap@fws.gov as soon as the following types of conditions become known:

- a. Problems, delays, or adverse conditions that will materially impair the ability to meet the objective of the Federal award. This disclosure must include a statement of any corrective action(s) taken or contemplated, and any assistance needed to resolve the situation.
- b. Favorable developments that enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned.

Under the terms and conditions of this award, grantees must maintain an active System for Award Management (SAM) registration at <https://www.sam.gov/portal/public/SAM/> until the final financial report is submitted or final payment is received, whichever is later. If a grantee's SAM registration expires during the required period, the Service can suspend payment under this

Judge Pete Sepulveda, Jr.
F12AF01121

3

and all other Service awards to that grantee until the registration is updated. Failure to update the SAM registration can result in further penalties including termination of grant awards.

Acceptance of a Federal financial award carries with it the responsibility to be aware of and comply with the terms and conditions of the award, including those assurances submitted annually by your agency per <http://www.fws.gov/grants/>. Acceptance is defined as the start of work, drawing down funds, or accepting the award via electronic means. Awards are based on the application and supporting documents as submitted to and approved by the CIAP awarding agency.

Please submit correspondence, amendment requests, financial and performance reports and general inquiries to FW9_WSFR_CIAF@fws.gov. We appreciate this opportunity to work with you as the implementation of your approved State CIAP Plan project continues.

Please contact J. Max Carithers, Grant Specialist, at 703-358-2550, or me at 703-358-1783, with any questions regarding the terms of this award, specified conditions, and/or reporting requirements. Please contact Thomas Calnan, Texas State Liaison, at 512-463-5100, with any questions regarding technical guidance during project development / implementation and project monitoring.

Sincerely,

PENNY BARTNICKI

Digitally signed by PENNY BARTNICKI
DN: c=US, o=U.S. Government, ou=Department of the
Interior, ou=U.S. Fish and Wildlife Service, cn=PENNY
BARTNICKI,
09 2342 19200300 100 1 1=14001000364728
Date: 2015.11.06 15:18:17 -0500

Penny L. Bartnicki
Chief, Coastal Impact Assistance Program Branch
Wildlife and Sport Fish Restoration Program

cc: Joe Vega, Cameron County
Tom Calnan, CIAP

Exhibit H



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D.C. 20240

September 20, 2016



In Reply Refer To:
FWS/WSFR/CIAP/ F12AF01121

The Honorable Pete Sepulveda Jr.
County Judge
Cameron County
1100 East Monroe Street
Brownsville, Texas 78520

Dear Judge Sepulveda:

Grant number F12AF01121, amendment 6, "Los Fresnos Nature Park," is approved for additional funding in the amount of \$100,000.00 and a modification of scope under the Coastal Impact Assistance Program (CFDA # 15.668). This change in scope includes the addition of crushed granite nature trails in the park. The previously approved funding was \$628,315.09. The currently approved funding is \$728,315.09. The effective date for this amendment is September 08, 2016. The grant agreement period remains March 15, 2012 through December 31, 2016. All grant conditions identified in previous award letter(s) remain in effect.

An SF-424 amendment will be required to add or delete a project; increase or decrease the Federal funds; modify the agreement period and/or change key personnel. A letter or email to the Coastal Impact Assistance Program (CIAP) Branch Chief may be used for a change in key personnel. Please submit all correspondence, amendments, and performance reports to FW9_WSFR_CIAP@fws.gov .

This grant award is subject to the following terms and conditions:

- a) **41 United States Code (U.S.C.) 4712, Pilot Program for Enhancement of Recipient and Subrecipient Employee Whistleblower Protection:** This requirement applies to all awards issued after July 1, 2013 and shall be in effect until January 1, 2017.
 - 1) This award and related subawards and contracts over the simplified acquisition threshold and all employees working on this award and related subawards and contracts over the simplified acquisition threshold are subject to the whistleblower rights and remedies in the pilot program on award recipient employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (P.L. 112-239).

Judge Pete Sepulveda Jr.
F12AF01121

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- 2) Recipients, and their subrecipients and contractors awarded contracts over the simplified acquisition threshold related to this award, shall inform their employees in writing, in the predominant language of the workforce, of the employee whistleblower rights and protections under 41 U.S.C. 4712.
- 3) The recipient shall insert this clause, including this paragraph (3), in all subawards and contracts over the simplified acquisition threshold related to this award.
- b) All awards funded after December 26, 2014 are subject to the requirements of 2 C.F.R. 200 – *Uniform Grant Guidance*.

Events may occur between the scheduled performance reporting dates that have a significant impact upon the supported activity. In such cases, notify the CIAP Chief in writing by sending an email to the CIAP inbox at FW9_WSFR_CIAP@fws.gov as soon as the following types of conditions become known:

- a) Problems, delays, or adverse conditions that will materially impair the ability to meet the objective of the Federal award. This disclosure must include a statement of any corrective action(s) taken or contemplated, and any assistance needed to resolve the situation.
- b) Favorable developments that enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned.

Under the terms and conditions of this award, grantees must maintain an active System for Award Management (SAM) registration at <https://www.sam.gov/portal/public/SAM/> until the final financial report is submitted or final payment is received, whichever is later. If a grantee's SAM registration expires during the required period, the Service can suspend payment under this and all other Service awards to that grantee until the registration is updated. Failure to update the SAM registration can result in further penalties including termination of grant awards.

Acceptance of a Federal financial award carries with it the responsibility to be aware of and comply with the terms and conditions of the award, including those assurances submitted annually by your agency per <http://www.fws.gov/grants/>. Acceptance is defined as the start of work, drawing down funds, or accepting the award via electronic means. Awards are based on the application and supporting documents as submitted to and approved by the CIAP.

Judge Pete Sepulveda Jr.
F12AF01121

3

Please contact J. Max Carithers, Grant Specialist, at 703-358-2550, or me at 703-358-1783, with any questions regarding the terms of this award, specified conditions, and/or reporting requirements. Please contact Thomas Calnan, Gulf Coast States Liaison, at 512-463-5100, with any questions regarding technical guidance during project development / implementation and project monitoring.

Sincerely,

Penny L. Bartnicki Digitally signed by Penny L. Bartnicki
Date: 2016.09.20 11:41:46 -04'00'

Penny L. Bartnicki
Chief, Coastal Impact Assistance Program Branch
Wildlife and Sport Fish Restoration Program

cc: Joe Vega, Cameron County
Tom Calnan, CIAP

City Council
200 North Brazil
Los Fresnos, TX 78566

Meeting: 10/11/16 06:30 PM
Department: City Secretary
Category: Agreement
Prepared By: Pam Denny
Initiator: Pam Denny
Sponsors:

SCHEDULED

ACTION ITEM (ID # 1945)

DOC ID: 1945 A

Approval or rejection to surplus out vehicles, various computer equipment and other miscellaneous equipment and to authorize the City Manager to dispose of items.

I will have a complete list for the meeting. We will advertise those that can be sold and have a value and for some that has little or no value we will either sell as junk or trash but get the best return for the City possible.

I recommend approval.

City Council
200 North Brazil
Los Fresnos, TX 78566

Meeting: 10/11/16 06:30 PM
Department: City Secretary
Category: Agreement
Prepared By: Pam Denny
Initiator: Pam Denny
Sponsors:

SCHEDULED

ACTION ITEM (ID # 1932)

DOC ID: 1932 A

Consideration and ACTION to authorize an administrative service provider for the 2017-2018 Texas CDBG Community Development Fund application services.

We advertised according to the requirements of CDBG for grant administrative services for the grant for the new cycle. We only received one proposal from Grant Works. They have done many projects for us and do a great job. We will look at different options on what to do with the grant funds in the next few months.

I recommend approval of Grant Works for administrative services for the 2017-2018 CDBG.

City Council
200 North Brazil
Los Fresnos, TX 78566

Meeting: 10/11/16 06:30 PM
Department: City Secretary
Category: Agreement
Prepared By: Pam Denny
Initiator: Pam Denny
Sponsors:

SCHEDULED

ACTION ITEM (ID # 1933)

DOC ID: 1933 A

Consideration and ACTION to authorize an engineering service provider for the 2017-2018 Texas CDBG Community Development Fund applicaiton process.

We sent out proposals for engineering service for the CDBG project that we will decide in the next few months what we will apply for. They require us to procure both the administration and engineering services prior to getting a project and making an application. We received 2 proposals that the rating committee reviewed. Attached is the ratings.

I recommend approval of the rating committees listing in the following order (Naismith Engineering, Guzman & Munoz Engineering and SWG Engineering) and authorize the City Manager to negotiate a contract acceptable to the CDBG program guidelines beginning with the top rated firm until an agreement is reached or proceed to the next firm.

RATING SHEET FOR ENGINEERING SERVICES

COMPANY NAME	RATING BY POLO NARVAEZ	RATING BY YOLANDA CRUZ	RATING BY CARLOS SALAZAR	RATING BY MARK MILUM	TOTAL	AVERAGE
Sigler, Wisnton, Greenwood, SWG Engineering	91	93	95	93	372	93.0
Naismith Engineering	98	100	89	94	381	95.3
Guzman & Munoz Engineering	93	92	100	94	379	94.8

City Council
200 North Brazil
Los Fresnos, TX 78566

Meeting: 10/11/16 06:30 PM
Department: City Secretary
Category: Resolutions
Prepared By: Pam Denny
Initiator: Pam Denny
Sponsors:

SCHEDULED

ACTION ITEM (ID # 1934)

DOC ID: 1934 A

**Consideration and ACTION to approve a Resolution
designating an administrative service provider and an
engineering service provider for the 2017-2018 Texas CDBG
Community Development Fund.**

This resolution is required by CDBG for the prior 2 items you just approved concerning the administrative and engineering services for the 2017-2018 CDBG.

I recommend approval.

RESOLUTION NO. 18-2016

A RESOLUTION OF THE CITY OF LOS FRESNOS, TEXAS, SELECTING PROFESSIONAL SERVICE PROVIDERS FOR THE 2017-2018 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT COMMUNITY DEVELOPMENT FUND PROJECT.

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
Councilmember Yolanda H. Cruz	_ For	_ Against	_ Abstained
Councilmember Swain Real	_ For	_ Against	_ Abstained
Mayor Pro-tem Javier Mendez	_ For	_ Against	_ Abstained
Councilmember Bibi Garza	_ For	_ Against	_ Abstained
Councilmember Gary Minton	_ For	_ Against	_ Abstained

WHEREAS, the 2017-2018 TxCDBG Community Development Fund contract requires implementation by professionals experienced in the administration of federally-funded community development projects;

WHEREAS, in order to identify qualified and responsive providers for these services a Request for Proposals (RFP) process for administration services and a Request for Qualifications (RFQ) for engineering services has been completed in accordance with Texas CDBG requirements;

WHEREAS, the proposals received by the due date have been reviewed to determine the most qualified and responsive providers for each professional service;

NOW, THEREFORE, BE IT RESOLVED:

Section 1A. That _____ be selected to provide Texas CDBG project-related **administration services** for the 2017-2018 Community Development Fund project.

Section 1B. That _____ be selected to provide Texas CDBG project-related **professional engineering services** for the 2017-2018 Community Development Fund project.

Section 2. That any and all contracts or commitments made with the above-named services providers are dependent on the successful negotiation of a contract with the service provider;

PASSED AND APPROVED by the City Council on this ____ day of _____, 2016.

APPROVED:

Polo Narvaez, Mayor

ATTEST:

Pam Denny, City Secretary

City Council
200 North Brazil
Los Fresnos, TX 78566

Meeting: 10/11/16 06:30 PM
Department: City Secretary
Category: Policy
Prepared By: Pam Denny
Initiator: Pam Denny
Sponsors:

SCHEDULED

ACTION ITEM (ID # 1948)

DOC ID: 1948 A

Consideration and ACTION to approve a proposed wellness program for city employees.

The City has been on a journey over the last 5 years promoting a healthy lifestyle. We are heavily involved in the Community Health Program that Christine handles for community members, primarily attracting females. We have tremendous participation each day. Additionally we have begun an evening time for volleyball, basketball or activities like that trying to attract more male participation. This is being held at the Boys & Girls Club after they finish their programs for the kids. We will hold the 4th annual Boots on Ground Obstacle Endurance Run in November. We are involved in the annual Leo Aguilar Memorial 5K walk/run each year as well as many other similar events throughout the year.

We want to focus on our employees as well by implementing an voluntary Wellness Program. We want to get our employees active, decrease blood pressures, share healthy eating and living a healthy life. We feel this will help in overall productivity of our employees, decrease the number of sick days and provide a happy positive work environment. Participation will be tracked. Quarterly prizes are proposed to be given out, which most can come from vendors without any or little cost to the City. The biggest decision is concerning time to participate in the program. We would like to off 30 minutes per day for folks to do this. If every employee participated 3 times per week it would be about \$1925.33 or for the entire year, the labor cost would be \$100,117.16 or about 3.75%. Of course this would not really be a cost as we are already pay employees for this time. We also feel employees will be more productive while they are working. Studies confirm this. Additionally, the goal is for 25% of our employees to participate, which would decrease that number considerably. In addition to the 30 minutes of time off for actually participating, we would like to give an incentive to employees. The proposed incentive is to give 2 hours of comp time if an employee participated 12 classes in a month or 1 hour of comp time if an employee participated in 8-11 classes in a month. We feel that these additional benefits will offset any loss in time worked and truly show the City is behind our employees and community in having a healthy lifestyle.

I recommend approval of the Employee Wellness Program.

Wellness Program Rationale

The City of Los Fresnos Employee Wellness Program is committed to ensuring employees are happy, healthy and productive. Benefits to a wellness program include: fewer workman's compensation claims and claim costs, lower insurance premiums, and reduced absenteeism and presenteeism (Chenoweth, 2011). Employees will experience an improved quality of life by actively participating in the City of Los Fresnos Employee Wellness Program as well as increased morale and productivity. Interest in health and wellness are rising among today's society (Chenoweth, 2011). On-site availability will allow for more participation and accessibility to employees when advertising available programs and incentives (Chenoweth, 2011). Allowing employees to gain knowledge and address health related issues in a work place wellness program is an effective way of retaining quality employees and ensure they continue lifelong wellness in to retirement.

Americans are living longer than those of just 10 years ago; however, this increased life span is not a result of healthier citizens (Chenoweth, 2011). More than 60% percent of Americans are overweight; and in conjunction with sedentarism, is a leading predictor of increased health care costs for American employers and employees (Chenoweth, 2011). Over 50% of the absorbed cost by employers is due to modifiable behaviors (Chenoweth, 2011). Adopting a worksite health promotion program not only provides the City of Los Fresnos with healthier employees but will help drive down the cost of insurance, workman's compensation claims and absenteeism/presenteeism. (Chenoweth, 2011).

Vision and Mission

The City of Los Fresnos Employee Wellness Program Wellness Program's vision is to inspire every employee to participate in lifelong wellness. The long term aim is not only to

produce and maintain a resilient work force, but to ensure employees are motivated to adopt a healthy lifestyle to enable a better quality of life well into retirement. Consider it additional compensation for the years of dedicated employment.

The City of Los Fresnos Employee Wellness Program Wellness Program's mission is to cater to the growing interest of health enhancing opportunities to all employees by providing resources for improving health literacy and on site fitness programs that will prepare them for lifelong wellness deep into retirement. These health enhancing opportunities will be tailored to employee interest and needs. Customizing programs to employee specifications will promote maximum participation and assist in attaining the vision.

Program Summary, Goals and Objectives

The City of Los Fresnos Employee Wellness Program is an on-site, 3 day per week, exercise program. The on-site availability is to promote participation and the activities do not require any equipment. This reduces the cost and the space required to store equipment. The activities can be performed in a parking lot or lawn and the runs can be performed around the facility or on a safely mapped route beyond City Hall property. Classes will be offered Mondays through Friday at 11:30 a.m. and 4:30 p.m. for administrative employees and 5:30 a.m. and 1:30 p.m. for the Police Department. All activities are 30 minutes; however, walking/jogging will only be organized at 11:30 a.m. and 4:30 p.m. The cardiovascular fitness block will be offered Monday, Wednesday, Friday and the functional fitness class will be Tuesday Wednesday and Thursday. The cardiovascular fitness block will focus on jogging and walking. The primary activity will be 2 mile, group runs or walks. In the event of inclement weather and to add variation to the program, aerobics routines, e.g. Zumbamay be performed as a contingent cardiovascular fitness activity. The level of impact concerning aerobic routines will be scaled for

employees requesting lower joint impact movements. The muscular strength, endurance, and flexibility segment (Functional Fitness) will be primarily use Closed Kinetic Chain exercises. These movements require multi-muscle group recruitment and are joint compressive, which improves joint stability. To ensure measurable program effectiveness and efficacy, two goals and correlating objectives have been constructed (Table 1).

Goal	Impact Objective	Outcome Objective	Process Objective
Reduce the number of lower back injury Workman's Compensation claims and/or chiropractic visits by 25%, one year from start date by participating in onsite fitness activities 3 times per week	By the 6th month from the start date, 75% participants will improve muscular strength, muscular endurance, and flexibility by 10%.	At the 1 year mark, there will be a 25% reduction in employee participant, lower back injuries at the work place	By the 3 rd month from the start date, City of Los Fresnos Employee Wellness Program will have 25% percent of the work place population actively participating in the onsite fitness activities. Active participation= averaging 7 classes per month
Lower Systolic blood pressure by 5 mmHg and Diastolic blood pressure by 3 mmHg within 1 year from start date by participating in an onsite cardiovascular exercise program, 3 times per week.	By the 6th month from the start date, 25% of participants will complete a 2-mile jog within 25 minutes.	At the 1 year mark, 15% of at risk participants will lower their level of hypertension by 1 stage e.g. pre-hypertension reduced to normal.	By the 3rd month from the start date, City of Los Fresnos Employee Wellness Program will have 50% of identified at risk employees concerning blood pressure enrolled in the onsite cardiovascular exercise program. Identification will be gained through voluntary disclosure at voluntary worksite health screenings.

Table 1. Program goals and objectives.

Theoretical Foundation

The theoretical foundation for the program's design will be the Social Cognitive Theory (SCT). There are a total of ten constructs that model the SCT (Edberg, 2015); however, this program will utilize six. The six used for this program will be: Self-efficacy, behavioral

capability, expectations, expectancies, vicarious learning, and reciprocal determinism (Edberg, 2015).

Behavior capability, expectations, and expectancies will be addressed with a pre-program questionnaire, measuring level of knowledge on fitness and nutrition, expectations or perceived outcomes, and the expectation of benefits from a fitness program. Encouraging participants to mentor new participants will reinforce self-efficacy. Vicarious learning will be addressed in a positive sense by allowing participants and non participants to observe the benefits of the program. Peer to peer mentorship boosts self-efficacy as well as provides a more inviting atmosphere. Each participant will become a fitness and nutrition advocate simply due to participation. It is predicted non-participants will become curious about the program and seek casual advice. This effect will be the build off of the reciprocal determinism construct.

Program Marketing

City of Los Fresnos Employee Wellness Program will utilize the marketing mix approach in order to bolster program participation and awareness. This approach, which utilizes the Four Ps of marketing, has proven effective among organizations with successful worksite health promotion programs (Chenoweth, 2011). A break out of the marketing mix: product, price, placement and promotion will be in Table 2.

The Marketing Mix	
The 4 P's	Description
Product	Worksite Exercise Program designed to improve cardiovascular health and improve strength and flexibility in order to reduce on the job injury.
Price	This will incur no monetary cost to employees. The nature of the program utilizes body weight for strength training, and jogging for cardiovascular fitness. This eliminates equipment cost to the City. The benefits gained from the program are intended to reduce

	workman's compensation claims and absenteeism due to Doctors visits, in turn saving the City money.
Placement	The program is designed for all employees; however, consideration in activity selection is geared towards a health informed, employee decision addressing a desire to improve: cardiovascular health, weight control, blood pressure control/complication prevention, and diabetes control/prevention.
Promotion	Promotion will begin immediately upon approval through flyer advertisement in high traffic areas. A mass email will be sent out briefly describing the program, outline the calendar and address assumed frequently asked questions.

Table 2. The Marketing Mix application to The City of Los Fresnos Employee Wellness Program.

References

- Chenoweth, D. H. (2011). *Worksite health promotion* (3rd ed.). Leeds: Human Kinetics.
- Edberg, M. (2015). *Essentials of health behavior: Social and behavioral theory in public health* (2nd ed.). Burlington, MA: Jones & Bartlett Learning.
- Tekur, P., Singphow, C., Nagendra, H. R., & Raghuram, N. (2008). Effect of Short-Term Intensive Yoga Program on Pain, Functional Disability and Spinal Flexibility in Chronic Low Back Pain: A Randomized Control Study. *The Journal of Alternative and Complementary Medicine*, 14(6), 637-644.

References

- Chenoweth, D. H. (2011). *Worksite health promotion* (3rd ed.). Leeds: Human Kinetics.

Proposed Incentives

Activity Classes (walking/jogging, functional fitness)

1. Attend 12 activity classes per month to receive 2 hours of comp/vacation time.
2. Attend 8-11 activity classes per month to receive 1 hour of comp/vacation time.

Community Fun Runs (Boots on Ground, Hog Dash, Organized Sponsored 5K's)

1. Employees who participate in a community fun run may present a competition bib, participation medal, or registration receipt once per fiscal quarter to receive the designated prize of the quarter e.g. sports bottle, movie gift certificate.

Awareness Information Acknowledgment

1. Scoring 100% on quarterly Health and Wellness Committee quizzes will receive the designated prize of the quarter. Quizzes will come from health awareness information distributed to all employees.

Worksite Health Challenges

1. Employees who win any health challenge organized by the City of LosFresnos Employee Wellness Committee will receive a prize determined by the challenge organizers and/or sponsor(s).

City Council
200 North Brazil
Los Fresnos, TX 78566

Meeting: 10/11/16 06:30 PM
Department: City Secretary
Category: Agreement
Prepared By: Pam Denny
Initiator: Pam Denny
Sponsors:

SCHEDULED

ACTION ITEM (ID # 1946)

DOC ID: 1946 A

**Consideration and ACTION to approve
Willdan/Economists.com to do a water and wastewater rate
study for the City of Los Fresnos.**

Economist.com and Dan Jackson conducted the last rate study over 10 years ago. They have now combined businesses with Willdan. The prior rate study was professionally done and very thorough. It has served us well in keeping up with increased costs through the last 10 years. We have increased rates slowly each year to keep up with inflation as well as new debt and ongoing maintenance costs. They are proposing to do the study again at the same rate as before not to exceed \$29,000. Since this is professional services we can approve this agreement without bidding.

With Dan's knowledge of this area in conducting other rate studies for clients in the Rio Grande Valley, his prior knowledge of the City and his professional and accurate work that was performed for us before, I recommend approval of the agreement with Willdan/Economist.com for an amount not to exceed \$29,000 for this vitally important study.

September 15 2016

Mr. Mark Milum
City Manager
City of Los Fresnos
200 N. Brazil
Los Fresnos TX 78566

Dear Mr. Milum:

Thank you for allowing **Willdan Financial Services/Economists.com** the opportunity to present this proposal to provide a water and wastewater rate study and long-term financial plan for the City of Los Fresnos ("The City"). Willdan Financial Services is one of the largest public sector financial consulting firms in the United States. Our company has helped over 800 public agencies across the United States successfully address a broad range of financial challenges, such as financing the costs of growth and generating revenues to fund desired services.

On April 6, 2015, Willdan merged with **Economists.com**, a Texas-based economic and financial consulting firm established in October 1997. Our combined firm specializes in municipal and public sector utilities and our principal clients are national, state and local governments. Each of our clients is served directly by our senior level professionals with decades of experience in utility consulting and economic/financial management. We are proud of our history of building long term relationships with clients based on affordability, professionalism and performance. Economists.com has served as rate consultants to the City of Los Fresnos since 1999, and we are grateful for the opportunity to continue to provide service to the City.

Our specific services include:

- **Water and Wastewater Rate Studies**
- Sanitation Rate Studies
- Economic evaluation of water resources
- Water Planning and Management
- Connection and Impact Fee Studies
- Privatization Analysis
- Expert Witness Testimony on Reasonableness of Rate Structure
- Resource Allocation Studies
- Economic Impact and Development Studies

More information is available on our firm and professionals at our web sites, www.economists.com and www.willdan.com.

Attachment: 2016 Water & Wastewater Rate Study Proposal (1946 : Water & Wastewater Rate Study)

As Vice President of Willdan/Economists.com, I will manage and have primary responsibility for preparing this study for the City. I will be assisted by Mr. Daniel Lanning, Senior Project Manager.

It is our understanding that the City is interested in developing a water and wastewater financial and rate plan that will enable the City to fund all ongoing operating expenses as well as acquire the ability to issue debt for future long-term water and wastewater capital improvement projects. Our objective is to develop a long-term rate plan that will enable the City to meet these goals and debt coverage requirements, while at the same time minimizing the impact on the ratepayers. We will work closely with City staff and council to ensure that the rate plan alternatives reflect the preferences of the ratepayers of the City.

Our workplan includes the following specific assistance:

- 1) A detailed analysis and comparison of the City's current and proposed rates to the state average as well as other surrounding communities.
- 2) Using current budget, volume and CIP data, the project team will update its comprehensive ten-year water and wastewater cost of service forecast model. The model will identify current and forecast operating expenses, capital outlays and debt service for the period 2016 – 2025. The model will functionalize costs between water treatment, distribution, administration and customer billing, and wastewater treatment, collection, administration and customer billing. The model will adhere to AWWA ratemaking standards to ensure that the cost of service is just, reasonable and accurate. An electronic, executable copy of the model will be provided to City staff at the conclusion of this engagement for staff's use in future updates.
- 3) The project team will prepare alternative water and wastewater long-term rate plans for the City Council to consider. The rate plans will enable the City to recover sufficient revenues to fund operating and capital costs. The project team will prepare additional alternatives and scenarios should the staff or council so desire in order to choose which is the most just and reasonable.
- 4) The project team will present its analysis in the form of a PowerPoint presentation that will provide background analysis, along with relevant documentation supporting the calculations and rate alternatives.
- 5) The project team will complete a rate study report that will document all analysis, findings and recommendations. This will document both the City's due diligence efforts and provide a valuable audit trail for the City's chosen rate plan.
- 6) We will conduct the following meetings: an initial meeting with City staff to review data and objectives for the analysis, a meeting with staff to go over preliminary findings and recommendations, a workshop with the City Council to review our findings and results, and a final meeting at which the chosen rate plan is adopted. Any meetings beyond these four identified meetings will be on a time and expense basis.

Attached is a request for the information we will require to complete the initial analysis.



My billing rate is \$200 per hour, and Mr. Lanning's is \$165 per hour. In summary, we propose to complete the scope of services for the rate analysis and long-term financial plan for a not-to-exceed total of professional fees and expenses of **\$29,000**. This amount is approximately equal to what we charged for our last study which was completed almost a decade ago.

Willdan/Economists.com reserves the right to invoice for services on a monthly basis. Payment is requested 30 days after receipt of each invoice.

If this proposal is acceptable to you, please execute one copy of this letter and return it to our Dallas office. Thank you for this opportunity; we look forward to working with you on this important engagement.

Respectfully submitted,
WILLDAN FINANCIAL SERVICES



Dan V. Jackson
Vice President

ACCEPTED BY:

 Date



**CITY OF LOS FRESNOS
2016 WATER AND WASTEWATER RATE STUDY AND LONG-TERM FINANCIAL PLAN
INITIAL REQUEST FOR INFORMATION**

1. Please provide a copy of the City's FY 2016 water and wastewater utility budget, and if available, the preliminary FY 2017 budget.
2. Please provide a copy of the City's most recent audited financial statement.
3. Please provide water billed revenues by identified customer class by month from October 2013 to the present.
4. Please provide water consumption by identified customer class by month from October 2013 to the present.
5. Please provide water active accounts by identified customer class by month from October 2013 to the present.
6. Please provide wastewater billed revenues by identified customer class by month from October 2013 to the present.
7. Please provide wastewater billing units (i.e. consumption) by identified customer class by month from October 2013 to the present.
8. Please provide wastewater active accounts by identified customer class by month from October 2013 to the present.
9. Please provide all water produced by month and day at the City's water treatment plant(s) for all months from October 2013 to the present.
10. Please provide all influent and effluent flows at the City's wastewater treatment plant for all months from October 2013 to the present.
11. Please provide debt schedules for all outstanding water and wastewater-related debt.
12. Please provide a copy of the most recent water and wastewater Capital Improvement Plans completed by the City.
13. Please provide a copy of the City's current water and wastewater rate schedule.
14. Please provide an electronic version of the City's logo.



City Council
200 North Brazil
Los Fresnos, TX 78566

Meeting: 10/11/16 06:30 PM
Department: City Secretary
Category: Resolutions
Prepared By: Pam Denny
Initiator: Pam Denny
Sponsors:

SCHEDULED

ACTION ITEM (ID # 1935)

DOC ID: 1935 A

Consideration and ACTION to approve a Resolution setting a date, time and place for public hearings on proposed annexation of certain property by the City and directing City Secretary to publish notice.

In order to start the process of potentially annexing the areas that were proposed at the last meeting a resolution must be passed that sets 2 public hearings to hear from the residents in the proposed area. This way you can then determine if you want to proceed after you hear from the residents. Staff proposes the public hearings be held on November 15 and November 17 at City Hall at 6:00 pm.

I recommend approval.

RESOLUTION NO. 19-2016**A RESOLUTION SETTING A DATE, TIME, AND PLACE FOR PUBLIC HEARINGS
ON THE PROPOSED ANNEXATION OF CERTAIN PROPERTY BY THE CITY OF
LOS FRESNOS, TEXAS, AND AUTHORIZING AND DIRECTING THE CITY
SECRETARY TO PUBLISH NOTICE OF SUCH PUBLIC HEARINGS.**

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
Councilmember Yolanda H. Cruz	___ For	___ Against	___ Abstained
Councilmember Swain Real	___ For	___ Against	___ Abstained
Mayor Pro-tem Javier Mendez	___ For	___ Against	___ Abstained
Councilmember Bibi Garza	___ For	___ Against	___ Abstained
Councilmember Gary Minton	___ For	___ Against	___ Abstained

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

SECTION 1. On the ____ day of _____, 2016 and on the ____ day of _____, 2016 both public hearing will be held at 6:00o'clock PM in the City Council Chamber of the City Hall of the City of Los Fresnos, Texas, the City Council will hold a public hearing giving all interested persons the right to appear and be heard on the proposed annexation by the City of Los Fresnos, Texas of the following described property, to-wit:

METES AND BOUNDS**(See Attached)**

SECTION 2. The Mayor of the City of Los Fresnos authorizes and directs the City Secretary to cause notice of such public hearings to be published in a newspaper having general circulation in the city and in the above described territory not more than twenty days nor less than ten days prior to the date of such public hearing, in accordance with the Municipal Annexation Act.

PASSED AND APPROVED this the ____ day of _____, 2016.

Polo Narvaez, Mayor

ATTEST:

Pam Denny, City Secretary

Attachment: Resolution for Proposed Annexation (1935 : Resolution on Proposed Annexation)

SCHEDULED

ACTION ITEM (ID # 1936)

DOC ID: 1936 B

A. Wastewater Plant Upgrade B. Water Plant Issues C. Water & Wastewater Engineering Study D. Nature Park E. Hike & Bike Trails F. Montes/Castro Park G. TxDot Sidewalk Project H. CDBG 2015-2016 I. CDBG 2016-2017 J. Welcome Sign K. Hazardous Mitigation Plan L. TxDot Overlay & Light at Wal-Mart M. November Council Meeting

A. Wastewater Plant Upgrade - Naismith Engineering will have a description and cost estimates for the proposed work to be done by the middle of October so I can send to TWDB to get approval to proceed.

B. Water Plant Issues - We are waiting for the last bids to come in on removing the sludge and will get work done immediately within a few weeks. The filters have been analyzed and it was determined all of the coal in the 5 filters is not sufficient. The filter company will be here no later than December to replace some gaskets that are leaking causing us to lose the coal. This is what is causing the Turbidity levels to be higher than acceptable. We are closely monitoring it and making it work until then. They have begun work of upgrades on all the TECQ suggestions that we can do in house. Guzman & Munoz Engineering is working on the more expensive and detailed items that need to be done by a contractor to include as part of the study he is doing so we can hopefully get funding through TWDB.

C. Water & Wastewater Engineering Study - Guzman & Munoz Engineering continues to work on design, surveying, easements or property required for east and west Highway 100 as well as north on FM 1575. They are also studying all the existing water and wastewater lines in the city to determine which need to be replaced for various reasons.

D. Nature Park - The parking lot construction will begin about October 17. The bids for the restroom and the trails will be brought to you for approval at a special meeting on October 18. The Master Plan for the entire park will be ready to look at on October 18 as well.

E. Hike & Bike Trails - We are waiting to hear from property owners on one area where there is not sufficient right-of-way for the trail. Once we get that resolved Halff Associates can finalize the plans.

F. Montes/Castro Park - The Master Plan should be ready for your review on October 18.

G. TxDOT Sidewalk Projects - The sidewalks on Arroyo Boulevard from Ocean Boulevard to Alvarez Court on both sides of the road and on Ocean Boulevard from Church's Chicken to Tapia's Cafe will be bid out in November. Once the bids are approved they will begin construction probably sometime in December.

H. CDBG 2015-2016 Grant - Once the contracts get signed and approved by TDA we will begin the process to get the street work designed by Naismith Engineering for East Sixth Street from Pita Street to Coma Street and East Ninth Street from Arroyo Boulevard to Coma Street.

I. CDBG 2016-2017 - The administrative services and engineering services are being approved at this meeting. Over the next few months we will bring you some options on what we feel are the top priorities needed to be done with the available funds.

J. Welcome Sign - The bids have been received and I will take to the CDC Board for approval on November 7.

K. Hazardous Mitigation Plan - We have the information posted at every cities web site and library for public comments. Once that is complete the plan will be brought to each city for approval. That will occur in either November or December.

L. TxDot Overlay - Foremost Paving will be working on all lanes of traffic from O'Reilly Auto Parts to the Rodeo Grounds taking off old asphalt and repaving. This will begin October 17 and they have indicated they will do work at night to avoid having so many traffic problems. Light at Wal-Mart - TxDot has begun design on the light to be installed at Ocean Boulevard and Evergreen Street. They have not indicated what the schedule will be yet.

M. November Council Meeting - The November Council Meeting on November 8 is election night. It needs to be moved since Pam will be tied up dealing with the election results. I suggest we move it one week to November 15 and have a public hearing on the proposed annexation at the same time. Then we will need to have another meeting to canvas the results of the election and get the new elected officials sworn in along with having the second public hearing on the proposed annexation.

City Council
200 North Brazil
Los Fresnos, TX 78566

Meeting: 10/11/16 06:30 PM
Department: City Secretary
Category: Report
Prepared By: Pam Denny
Initiator: Pam Denny
Sponsors:

SCHEDULED

ACTION ITEM (ID # 1937)

DOC ID: 1937 A

Financial Monthly & Year-to-Date Report

Call with questions.

I recommend approval.

CITY OF LOS FRESNOS
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2016

01 -GENERAL FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 100.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
00-PROPERTY TAXES	1,082,271	16,372.21	1,181,955.83	0.00 (99,684.83)	109.21
30-NONPROPERTY TAXES	1,303,691	97,183.88	1,362,388.20	0.00 (58,697.20)	104.50
07-POLICE	541,100	30,244.87	526,865.95	0.00	14,234.05	97.37
10-HEALTH	4,800	860.00	12,262.88	0.00 (7,462.88)	255.48
12-GARBAGE	113,500	55,353.05	161,336.97	0.00 (47,836.97)	142.15
15-PARKS	43,000	1,447.85	44,058.20	0.00 (1,058.20)	102.46
16-LIBRARY	15,600	1,245.75	15,497.14	0.00	102.86	99.34
44-Misc Revenue	23,300	20.00	29,131.52	0.00 (5,831.52)	125.03
90-REIMBURSABLES	214,216	0.00	257,491.48	0.00 (43,275.48)	120.20
TOTAL REVENUES	3,341,478	202,727.61	3,590,988.17	0.00 (249,510.17)	107.47
=====						
<u>EXPENDITURE SUMMARY</u>						
02-ADMINISTRATION	414,883	10,401.83	286,220.87	0.00	128,662.13	68.99
03-MUNICIPAL COURT	186,199	11,620.46	169,696.87	0.00	16,502.13	91.14
04-TAX ASSESSOR COLLECTOR	24,809	3,389.40	25,487.10	0.00 (678.10)	102.73
06-ELECTIONS	9,500	0.00	9,581.92	0.00 (81.92)	100.86
07-POLICE	1,340,638	128,746.44	1,370,705.45	0.00 (30,067.45)	102.24
08-FIRE	68,250	451.00	54,529.34	0.00	13,720.66	79.90
09-ENGINEERING	56,000	0.00	82,188.76	0.00 (26,188.76)	146.77
10-HEALTH	121,653	45,081.51	112,162.45	0.00	9,490.55	92.20
11-EMERGENCY MEDICAL SERV	127,300	25,000.00	128,658.78	0.00 (1,358.78)	101.07
12-GARBAGE	4,266	500.00	2,890.19	0.00	1,375.81	67.75
13-STORM WATER	11,225	324.17	12,835.97	0.00 (1,610.97)	114.35
14-STREETS	317,468	58,113.74	445,488.39	0.00 (128,020.39)	140.33
15-PARKS	213,213	8,279.44	269,460.39	0.00 (56,247.39)	126.38
16-LIBRARY	182,486	10,761.95	134,722.06	0.00	47,763.94	73.83
17-COMMUNITY CENTER	12,157	500.22	7,383.59	0.00	4,773.41	60.74
18-EMERGENCY MANAGEMENT	63,100	2,532.41	59,809.08	0.00	3,290.92	94.78
19-ALL DEPARTMENT EXPENS	12,500	2,376.00	80,670.73	0.00 (68,170.73)	645.37
21-CITY PROMOTION	4,500	0.00	4,500.00	0.00	0.00	100.00
23-DSRIP-COMMUNITY HEALT	93,034	3,564.51	62,927.93	0.00	30,106.07	67.64
24-MENTAL TASK FORCE PRO	47,429	4,037.76	52,184.86	0.00 (4,755.86)	110.03
28-INFORMATION TECHNOLOG	30,868	2,172.07	31,833.88	0.00 (965.88)	103.13
TOTAL EXPENDITURES	3,341,478	317,852.91	3,403,938.61	0.00 (62,460.61)	101.87
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REVENUE OVER/(UNDER) EXPENDITURES	0 (115,125.30)	187,049.56	0.00 (187,049.56)	0.00
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CHECKLIST FOR GENERAL FUND				SEPTEMBER 2016
	VENDOR NAME	Inv.Date	Amount	Description
30108	CASSANDRA ELDRIDGE	09/02/16	\$ 1.00	OVER PAYMENT ON TICKET E0000763
30109	GIRIJA BABU	09/02/16	\$ 1.00	OVER PAYMENT ON TICKET E0000719
30110	JAVIER RENDON	09/02/16	\$ 2.00	OVER PAYMENT ON TICKET-114905
30111	JOSE ALBERTO LEZA	09/02/16	\$ 1.00	OVER PAYMENT ON TICKET E0000166
30112	LINDSAY MARTINEZ	09/02/16	\$ 15.00	OVER PAYMENT ON TICKET E0000749
30113	MAYRA RODRIGUEZ TORRES	09/02/16	\$ 6.00	OVER PAYMENT ON TICKET E0001166
30114	MELISSA CHAVIRA	09/02/16	\$ 100.00	RENTAL DEPOSIT REFUND-LF COMMUNITY CENTER 8/20/16
30115	RAMON YBARRA	09/02/16	\$ 1.00	OVER PAYMENT ON TICKET 114253
30116	RONALDO GAYDOS JR	09/02/16	\$ 1.00	OVER PAYMENT ON TICKET E0000742
30117	A&A TOWING	08/10/16	\$ 295.00	TOWING OF PD UNIT F-61
30118	ALL IN ONE POSTER COMPANY	08/02/16	\$ 76.92	FEDERAL LAW POSTERS-FAIR LABOR STANARS/POLYGRAP
30119	AT&T	08/17/16	\$ 1,197.72	PHONE SERVICE-CITY HALL/PD/COURT/POOL/LIBRARY/EMS
30120	CAMERON COUNTY CLERKS	09/02/16	\$ 2,500.00	BOND CAUSE#16-0103/ CAUSE#16003120
30121	CAMERON COUNTY TAX ASSES	08/31/16	\$ 7.50	LICENSE RENEWALS-RD-162
30122	CENTRAL PLUMBING & ELEC	08/19/16	\$ 95.76	REPLACEMENT URINAL-COMMUNITY PARK
30123	CHIEF SOLUTIONS	07/31/16	\$ 5,071.50	ASH & PINE ST STORM DRAINAGE INSPECTIONS
30124	CHOCO'S TIRE	08/29/16	\$ 35.00	FLAT REPAIR-RD-161
30125	CHUY'S CUSTOM SPORTS	06/24/16	\$ 476.00	POLICE DEPT UNIFORMS-6 OFFICERS
30126	DAHILL	08/11/16	\$ 241.33	COPER MAINT-METER READING LIBRARY
30127	ENRIQUE JUAREZ	08/31/16	\$ 2,375.00	AUG 2016-ATTORNEY FEES
30128	FAST SIGNS	08/05/16	\$ 419.50	VEHICLE LETTERING FOR EMERGENCY MANAGEMENT TRAI
30129	FUELMAN	VARIOUS	\$ 1,770.46	FUEL FOR ENVIRONMENTAL/PD/STREET DEPT VEHICLES
30130	GENE DANIELS	09/01/16	\$ 1,536.75	SEPT 2016-JUDGE/PHONE STIPEND
30131	GERONIMO SHELTON	09/01/16	\$ 451.00	SEPT 2016-FIRE MARSHAL
30132	GEXA ENERGY	08/22/16	\$ 13,409.46	ELEC-STREETLIGHT/CH/PD/COURT/PARKS/LIBRARY/B&G CL
30133	HECTOR'S MUFFLER	08/17/16	\$ 109.90	REPAIR HYDROLIC LEAK ON RD-141-STREET SWEEPER
30134	INDUSTRIAL DISPOSAL SUPPLY	08/19/16	\$ 217.82	SEAL REPAIR KIT FOR STREET SWEEPER RD-141
30135	INGRAM LIBRARY SERVICES	08/08/16	\$ 250.26	LIBRARY BOOKS
30136	INGRAM LIBRARY SERVICES	08/08/16	VOID	VOIDED CHECK-CONTINUED
30137	INGRAM LIBRARY SERVICES	08/08/16	VOID	VOIDED CHECK-CONTINUED
30138	LESLIE'S POOL SUPPLY	08/22/16	\$ 131.31	JUMBO CHLORINE TABLETS-MEMORIAL PARK POOL
30139	LF AMBULANCE SERVICE	09/01/16	\$ 25,000.00	4TH QUARTER PAYMENT JULY/AUG/SEPT
30140	LOS FRESNOS CHAMBER OF COM	09/01/16	\$ 2,000.00	SEPT 2016-SERVICE AGREEMENT
30141	LOWER RGV DEVELOPMENT COUC	07/31/16	\$ 20.00	JULY2016-TRANSPORTION SERVICE
30142	MAXIMINO TORRES	08/29/16	\$ 115.00	LOT MOWING OF WEEDED LOTS
30143	MUNICIPAL CODE CORPORATION	08/15/16	\$ 275.00	ANNUAL WEB HOSTING OF ORDINANCE
30144	OFFICE DEPOT	VARIOUS	\$ 470.30	OFFICE SUPPLIES-COURT/PD-COFFEE SUPPLIES-POLICE DE
30145	PETTY CASH	VARIOUS	\$ 73.39	ANCORS/SCREWS/LOCK/HAMMER/LED TOWING LIGHT/REGI
30146	R & R REMODELING	08/19/16	\$ 375.00	INSTALLATION OF DUTCH DOOR -COURT OFFICE
30147	REGION STAFFING	VARIOUS	\$ 3,649.00	CONTRACT LABOR WEEKEND 8/14,8/21/16
30148	ROCHA INFRASTRUCTURE	05/02/16	\$ 450.00	ADDITIONAL ELEC WORK-BALL FIELD SCOREBOARDS
30149	SELMA HIE HOTEL & SUITES	08/31/16	\$ 4,384.80	HOTEL ROOM-TRAINING 10/3-10/14/16 4 OFFICERS-CONVER
30150	SILSBEE FORD	08/22/16	\$ 35,045.00	2016-FORD F-350 FOR STREETS DEPT
30151	SUPERCIRCUITS	06/27/16	\$ 68.94	9 CHANNEL -POWER SUPPLY WITH LEADS-ANIMAL SHELTER
30152	TEEX	08/23/16	\$ 220.00	DEATH INVESTIGATIONS/BASIC CRIMINAL INVESTIGATIONS
30153	TERMINIX	VARIOUS	\$ 114.00	PEST CONTROL-CITY HALL/PD/LIBRARY/ANIMAL SHELTER
30154	TIME WARNER CABLE	08/27/16	\$ 80.46	INTERNET SVC-LIBRARY
30155	TX AGRILIFE EXTENSION SER	04/26/16	\$ 100.00	VECTOR MANAGEMENT WORKSHOP REGIS-C.SALAZAR/J.HA
30156	TYLER TECHNOLOGIES	08/19/16	\$ 600.00	INCODE COURT ONLINE COMPONENT-ANNUAL MAINT
30157	US BANK EQUIP	08/12/16	\$ 175.00	COPIER LEASE-LIBRARY
30158	VALLEY MORNING STAR	08/24/16	\$ 250.00	NIE SPONSORSHIP FOR LFE
30159	ZEE MEDICAL/CINTAS	08/25/16	\$ 74.46	MEDICAL SUPPLIES-CITY HALL/POLICE DEPT
30160	CITY OF L.F. PAYROLL ACCT	09/08/16	\$ 57,410.00	DUE TO PAYROLL #25 9/8/16
30161	TEXAS PLUMBING	09/08/16	\$ 150.00	PERMIT REFUND
30162	GUEROS ELECTRIC	09/08/16	\$ 180.00	PERMIT REFUND
30163	GINA PEREZ	09/16/16	\$ 50.00	RENTAL DEPOSIT REFUND-LF MEMORIAL PARK 9/3/16
30164	LILANA RANGEL	09/16/16	\$ 100.00	RENTAL DEPOSIT REFUND-LF COMMUNITY CENTER 9/4/16
30165	MANUELA CORTEZ	09/16/16	\$ 100.00	RENTAL DEPOSIT REFUND-LF COMMUNIT

30166	MICHAEL GASCA	09/16/16	\$ 1.00	OVER PAYMENT ON TICKET 55252
30167	ROBERT MYLES	09/16/16	\$ 328.00	OVER PAYMENT ON TICKET B0129398
30168	A&M AUTOMOTIVE	09/01/16	\$ 463.01	FUEL PUMP REPAIRS FOR D-32
30169	ALLIED WASTE SERVICES	08/31/16	\$ 40,576.26	RE: SOLID WASTE & BRUSH COLLECTION
30170	ANGIE LUGO	09/14/16	VOID	COULD NOT ATTEND-IT BASIC HARDWARE SKILLS WORKSH
30171	ARCHER BUSINESS	VARIOUS	\$ 566.93	COPIER METER READING-CITY HALL/PD/COURT/HEALTH
30172	CAMERON APPRAISAL DISTRICT	09/01/16	\$ 3,284.59	4TH QTR ASSESMENT-TAX APPRAISAL FEE
30173	CAMERON COUNTY CLERK	09/16/16	\$ 3,000.00	BONDS-V.REYES/J.LANG
30174	CELINA GONZALES	09/14/16	VOID	COULD NOT ATTEND-SHRM CONFERENCE-MISSION TX 9/22
30175	CHARLIE BANDA	08/23/16	\$ 25.00	PER DIEM-TRAVEL TO SILSBEE-PICK UP EQUIPMENT
30176	CHOCO'S TIRE	09/01/16	\$ 35.00	FLAT REPAIR-RD-161
30177	CITY OF BROWNSVILLE	08/31/16	\$ 36.00	AUG 2016-USE OF SANITARY LANDFILL
30178	DAHILL INDUSTRIES	08/29/16	\$ 299.00	MAINTENANCE OF COPIER-LIBRARY
30179	FOUR STAR DRIVE IN	08/31/16	\$ 152.00	PRISONER MEALS
30180	FUELMAN	VARIOUS	\$ 1,994.72	FUEL FOR ENVIRONMENTAL/PD/STREET DEPT VEHICLES
30181	GOVERNMENT PAYMENTS/HAMER	05/26/16	\$ 120.00	R.PINALES-CUSTOMER DISPUTED PAYMENT
30182	GULF COAST PAPER	09/08/16	\$ 926.98	CLEANING SUPPLIES FOR CITY BUILDINGS
30183	HECTOR GONZALEZ	08/23/16	\$ 25.00	PER DIEM-TRAVEL TO SILSBEE-PICK UP EQUIPMENT
30184	JOHN DEERE GOVT	08/29/16	\$ 126.34	RD-161-JD WELD AND TRAVEL SURCHARGE
30185	JORGENSEN LOCKERS	07/21/16	\$ 3,252.49	EVIDENCE LOCKERS FOR POLICE DEPT
30186	JOSE DAVID RAMIREZ	08/23/16	\$ 25.00	PER DIEM-TRAVEL TO SILSBEE-PICK UP EQUIPMENT
30187	JUAN RODRIGUEZ	08/23/16	\$ 25.00	PER DIEM-TRAVEL TO SILSBEE-PICK UP EQUIPMENT
30188	LEXIS NEXIS	08/31/16	\$ 100.00	PEOPLE SEARCH PROGRAM
30189	LOS FRESNOS NEWS	VARIOUS	\$ 2,492.90	ADS-BIDS/ANNEXATIONS/BUDGET/HEALTH MATTERS
30190	LOS FRESNOS NEWS	VARIOUS	VOID	VOIDED CHECK-CONTINUED
30191	LUIS A RAMOS	08/31/16	\$ 6,342.50	AUG 2016-CUSTOMER INSPECTIONS
30192	MANNY'S UNIFORMS	08/23/16	\$ 210.60	UNIFORMS FOR PD OFFICER J.CASTILLO
30193	NOVA HEALTHCARE	08/23/16	\$ 39.00	PRE EMPLOYMENT SCREEN-CAMPOS-COMMUNITY HEALTH
30194	O'REILLY AUTO	VARIOUS	\$ 143.19	SUPPLIES FOR MAINT AUG 2016-PUBLIC WORKS/PD
30195	PITNEY BOWES	08/31/16	\$ 138.00	POSTAGE METER RENTAL-CH/COURT/CODE/PD/LIBRARY
30196	PURCHASE POWER	08/31/16	\$ 478.79	AUG 2016 POSTAGE
30197	REGION STAFFING	VARIOUS	\$ 3,548.44	CONTRACT LABOR WEEKEND 8/28,9/4/16
30198	SAM'S	08/01/16	\$ 103.94	COFFEE FOR POLICE DEPT
30199	SMARTCOM TELEPHONE	08/08/16	\$ 483.36	INTERNET SVC-CH/COURT/PD- PHONE SVC-PD
30200	SUPER SWIMMING LESSONS	07/31/16	\$ 11,580.00	SWIMMING LESSONS
30201	TERMINIX	VARIOUS	\$ 114.00	PEST CONTROL-CH/PD/LIBRARY/ANIMAL SHELTER
30202	THE FLOWER GALLERY	04/14/16	\$ 50.00	FLOWERS-COUNCIL MEMBER Y.CRUIZ
30203	NAISMITH ENGINEERING	06/19/16	\$ 8,000.00	ENGINEERING-NATURE PARK
30204	SHRM	VARIOUS	\$ 85.00	SHRM-CONFERENCE-C.GONZALES
30205	CITY OF L.F. PAYROLL ACCT	09/23/16	\$ 59,871.50	DUE TO PAYROLL #26 9/23/16
30206	CHARLIE BANDA	09/23/16	\$ 35.00	PER DIEM-TRAVEL TO PICK UP NEW UNITS
30207	HOLIDAY INN EXPRESS HOTEL	09/23/16	VOID	COULD NOT ATTEND TRAINING-HOTEL FOR TRAINING-J.RAM
30208	JOSE DAVID RAMIREZ	09/23/16	VOID	COULD NOT ATTEND-PER DIEM-FOR TRAINING
30209	KEVIN ROCHA	09/23/16	\$ 35.00	PER DIEM-TRAVEL TO PICK UP NEW UNITS
30210	NORMAN ESQUIVEL	09/23/16	\$ 35.00	PER DIEM-TRAVEL TO PICK UP NEW UNITS
30211	TEXAS COMMISSION ON LAW ENF	09/23/16	\$ 400.00	REGISTRATION
30212	JULIAN VANZZINI	09/30/16	\$ 5.00	OVERPAYMENT-BOND 16001672
30213	LA RESACA COUNTRY ESTATES	09/30/16	\$ 100.00	RENTAL DEPOSIT REFUND-LF COMMUNITY CENTER 9/15/16
30214	SERGIO SOTO	09/30/16	\$ 100.00	RENTAL DEPOSIT REFUND-LF COMMUNITY CENTER 9/16/16
30215	TOMAS RODRIGUEZ	09/30/16	\$ 170.00	OVER PAYMENT ON BOND 16002962
30216	4 IMPRINT	09/21/16	\$ 557.61	350 DRAWSTRING BACKPACKS PROMO-BOOTS ON GROUND
30217	A&M AUTOMOTIVE	VARIOUS	\$ 1,841.32	OIL CHANGES/AC REPAIR-D65/SPARK PLUGS& INTAKE MANI
30218	ACCELA	09/01/16	\$ 316.00	AGENDA/MINUTE MONTHLY SUBSCRIPTION
30219	AGUAWORKS	09/01/16	\$ 44.55	LIDS FOR ACCESS/METER BOXES AT PARK
30220	ANGEL HERNANDEZ	09/28/16	\$ 1,800.00	REMOVAL OF PD EQUIP FROM UNITS/INSTALL EQUIP ON NE
30221	APPLIED CONCEPTS	06/21/16	\$ 2,312.50	RADARS FOR PD UNITS
30222	APRIL CASTILLO	09/28/16	\$ 130.00	PER DIEM-TLERA CONFERENCE-SAN ANTONIO-10/4-10/7/16
30223	ARCHER BUSINESS	09/08/16	\$ 75.00	COPIER METER READING-COURT
30224	CDC	09/30/16	\$ 25,713.99	TAX ALLOCATION END 9/7/16
30225	CENTER FOR PUBLIC MANAG	08/10/16	\$ 135.00	PUBLIC MANAGEMENT WORKSHOP C.GONZALES-SAN ANTO
30226	CHARLIE BANDA	09/28/16	\$ 165.00	PER DIEM-TRAINING COORDINATOR CONFERENCE-CORPUS
30227	CHARLIE REYES	09/28/16	\$ 2,200.00	FENCE FOR POLICE DEPT TRAILERS AND VEHICLES
30228	CITY OF BROWNSVILLE	07/31/16	\$ 36.00	JULY 2016-USE OF SANITARY LANDFILL
30229	CM GRAPHICS & SIGNS	09/28/16	\$ 1,163.68	POSTERS/FLYERS/GRAPHIC DESIGN-BOO

30230	DRURY PLAZA RIVERWALK	09/28/16	\$ 847.62	HOTEL-TLERA CONFERENCE-SAN ANTONIO-10/4-10/7/16
30231	ENRIQUE JUAREZ	09/30/16	\$ 1,750.00	SEPT 2016-ATTORNEY FEES
30232	EVELYN AMADOR	09/28/16	\$ 130.00	PER DIEM-TLERA CONFERENCE-SAN ANTONIO-10/4-10/7/16
30233	FUELMAN	VARIOUS	\$ 1,414.04	FUEL FOR ENVIRONMENTAL/PD/STREET DEPT VEHICLES
30234	GALL'S LLC	09/06/16	\$ 215.65	NEW BADGES-RESERVE OFFICERS/S.CONDE
30235	GT DISTRIBUTORS	09/26/16	\$ 2,425.36	LIGHTS AND SIRENS FOR NEW PD UNITS
30236	HECTOR GONZALEZ	09/28/16	\$ 130.00	PER DIEM-TLERA CONFERENCE-SAN ANTONIO-10/4-10/7/16
30237	HOME DEPOT	08/25/16	\$ 91.64	REPLACEMENT AIR FILTERS FOR POLICE DEPARTMENT
30238	HUGHES NETWORK	09/04/16	\$ 112.41	SATELLITE INTERNET-EOC
30239	INGRAM LIBRARY SERVICES	09/08/16	\$ 18.53	BOOKS FOR LIBRARY
30240	JUAN GARZA	09/27/16	\$ 600.00	BAND FOR BOOTS ON GROUND
30241	LT BOSWELL	08/31/16	\$ 59.40	REPAIRS TO PD UNIT F-52
30242	MAXIMINO TORRES	09/30/16	\$ 295.00	CLEANING VEHICLES-PD/HEALTH DEPT/PARKS/STREET
30243	NAISMITH ENGINEERING	VARIOUS	\$ 70,572.86	ENGINEERING-SIDEWALKS/METES&BOUNDS ANNEX/PLAT F
30244	NAVARRO'S II	09/12/16	\$ 51.09	CHAIN SAW REPAIRS
30245	OAK COINS	09/21/16	\$ 2,319.00	500 MEDALS FOR BOOTS ON GROUND EVENT
30246	OFFICE DEPOT	VARIOUS	\$ 821.83	OFFICE SUPPLIES-POLICE DEPT ORGANIZERS/FILE FOLDER
30247	OFFICE DEPOT	VARIOUS	VOID	VOIDED CHECK-CONTINUED
30248	PETTY CASH	VARIOUS	\$ 83.59	LAMINATION OF MAP/HAIR NETS/LOCK-EVIDENCE LOCKER/I
30249	PRISCILLA RODRIGUEZ	VARIOUS	\$ 81.16	REIMBURSE MILEAGE-SHRM CONF/HEALTHY S.TX/CAB/WAC
30250	RADISSON BEACH HOTEL	09/28/16	\$ 848.00	HOTEL-TRAINING COORDINATOR CONFERENCE 10/2-10/6/16
30251	RECORDS CONSULTANTS, INC	09/20/16	\$ 2,376.00	ANNUAL RECORDS RETENTION/FIXED ASSETS UPDATE
30252	REGION STAFFING	VARIOUS	\$ 2,681.99	CONTRACT LABOR WEEKEND 9/11,9/18/16
30253	ROCHA INFRASTRUCTURE	09/20/16	\$ 900.00	LABOR-STORAGE SHED AT TRAINING FACILITY
30254	SAM'S	09/15/16	\$ 165.55	CLEANING SUPPLIES-ANIMAL SHELTER-BLEACH/FABULOSC
30255	SELINA CONDE	09/28/16	\$ 165.00	PER DIEM-TRAINING COORDINATOR CONFERENCE-CORPUS
30256	SMARTCOM TELEPHONE	09/08/16	\$ 483.36	INTERNET SERVICE-CITY HALL/PD/COURT-PHONE SVC-PD
30257	SPLASHTOP	09/15/16	\$ 153.86	NEW USER ACCTS FOR REMOTE DESKTOP ACCESS
30258	STRIPES	09/09/16	\$ 55.01	PRISONER MEALS 7/13-9/9/16
30259	SUPER CIRCUITS	09/19/16	\$ 232.65	REPLACEMENT OF VIDEO CABLES-AT ANIMAL SHELTER
30260	TEEX	09/09/16	\$ 220.00	BASIC CRIMINAL INVESTATION ONLINE COURSE
30261	TEXAS MUNICIPAL LEAGUE	09/28/16	\$ 32.50	TML WEBINAR-EXEMPT SALARY EMPLOYEES-C.GONZALES
30262	TIME WARNER CABLE	09/27/16	\$ 80.46	INTERNET SERVICE-LIBRARY
30263	TX DOT-TRUST FUND	09/23/16	\$ 21,021.00	SIDEWALK PROJECT-LF SOUTH RESIDENTIAL
30264	TX DOT-TRUST FUND	09/23/16	\$ 32,881.00	SIDEWALK PROJECT-W.SCHOOL CONNECTION
30265	TX TAG	08/11/16	\$ 10.47	TOLL FEES-POLICE DEPT
30266	USA BLUEBOOK	09/06/16	\$ 324.17	STORM DRAIN INLET BUTTONS-"NO DUMPING IN OUR WATE
30267	VEAE SERVICES	VARIOUS	\$ 1,139.00	INSTALL COAX CABLE TO DISPATCH/COURT/CHIEFS OFFICE
30268	ZARSKY LUMBER	VARIOUS	\$ 1,918.03	AUG 2016-SUPPLIES FOR MAINTENANCE-COURT OFFICE DC
30269	ZARSKY LUMBER	VARIOUS	VOID	VOIDED CHECK-CONTINUED
30270	ZEE MEDICAL/CINTAS	09/27/16	\$ 319.20	BLACK NITRILE GLOVES FOR ANIMAL CONTROL
30271	A-1 AUTO GLASS	09/29/16	\$ 145.00	WINDSHIELD REPAIR
30272	BAKER & TAYLOR BOOKS	09/27/16	\$ 2,092.10	BOOK LEASE FOR LIBRARY
30273	CENTRAL PLUMBING & ELEC	09/20/16	\$ 284.50	FOUNTAIN FOR MEMORIAL PARK
30274	CHASTANG CHRYSLER	09/29/16	\$ 37,900.00	2- 2016 DODGE JOURNEYS FOR PD
30275	CHOCO'S TIRE	09/19/16	\$ 35.00	FLAT REPAIR-JOHN DEERE TRACTOR
30276	SILSBEE FORD	09/23/16	\$ 39,081.00	2016- FORD F150 FOR POLICE DEPT
30277	ZARSKY LUMBER	09/01/16	\$ 749.10	ASPHALT PATCH FOR STREETS
		TOTAL	\$ 577,053.86	

CITY OF LOS FRESNOS
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2016

05 - UTILITY FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 100.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
00-REVENUES	2,411,200	195,585.39	2,492,287.62	0.00	(81,087.62)	103.36
TOTAL REVENUES	2,411,200	195,585.39	2,492,287.62	0.00	(81,087.62)	103.36
<u>EXPENDITURE SUMMARY</u>						
02-WATER ADMINISTRATION	491,703	31,403.90	465,125.72	0.00	26,577.28	94.59
05-INFORMATION TECHNOLOG	22,124	931.63	18,793.76	0.00	3,330.24	84.95
26-WATER SUPPLIES	110,100	2,937.08	93,139.02	0.00	16,960.98	84.59
27-MAINTENANCE OF WATER S	8,000	0.00	6,345.61	0.00	1,654.39	79.32
28-MAINTENANCE OF WATER E	67,204	786.52	64,063.94	0.00	3,140.06	95.33
29-WATER PURCHASES	41,171	1,097.58	41,661.41	0.00	(490.41)	101.19
30-WATER MISCELLANEOUS EX	370,468	722.18	142,616.37	0.00	227,851.63	38.50
20-CAPITAL OUTLAY	20,000	0.00	15,023.50	0.00	4,976.50	75.12
32-WATER BONDED INDEBTEDN	95,120	0.00	68,120.61	0.00	26,999.39	71.62
34-SEWER ADMINISTRATION	597,504	32,368.01	553,847.14	0.00	43,656.86	92.69
35-INFORMATION TECHNOLOG	22,124	853.60	18,715.64	0.00	3,408.36	84.59
36-SEWER SUPPLIES	68,700	2,641.88	61,894.56	0.00	6,805.44	90.09
37-MAINTENANCE OF SEWER S	6,950	2,025.00	7,554.34	0.00	(604.34)	108.70
38-MAINTENANCE OF SEWER E	176,870	1,000.98	167,088.00	0.00	9,782.00	94.47
39-SEWER MISC. EXPENSES	510,500	318.35	25,175.09	0.00	485,324.91	4.93
41-SEWER BONDED INDEBTEDN	60,675	0.00	24,674.70	0.00	36,000.30	40.67
52-TRANSFER OUT	381,987	0.00	379,998.25	0.00	1,988.75	99.48
TOTAL EXPENDITURES	3,051,200	77,086.71	2,153,837.66	0.00	897,362.34	70.59
REVENUE OVER/(UNDER) EXPENDITURES	(640,000)	118,498.68	338,449.96	0.00	(978,449.96)	52.88-

CHECKLIST FOR			SEPTEMBER 2016	
WATER & SEWER				
CK #	VENDOR NAME	Inv.Date	Amount	Description
CHECKS 146153-146168			UTILITY DEPOSIT REFUND CHECKS	
146169	A & M AUTOMOTIVE	VARIOUS	\$ 525.27	OIL CHANGE/REPLACE CALIPERS/BRAKE PADS-WS-064
146170	AGUAWORKS	VARIOUS	\$ 430.90	AC CLAMPS/BRONZE SADDLES/WATER LINE MAINT-CONN
146171	ALL IN ONE POSTER COMP	08/02/16	\$ 51.28	FEDERAL LAW POSTERS-FAIR LABOR STANARS/POLYGR
146172	AMAZON.COM	08/02/16	\$ 294.50	HEATING/COOLING TOWERS-PURIFIERS
146173	AT&T	08/17/16	\$ 72.26	PHONE SERVICE-WATER/SEWER
146174	CAMERON COUNTY TAX	08/31/16	\$ 7.50	REGISTRATION WS-131
146175	CHEMTRADE CHEMICALS	VARIOUS	\$ 8,073.88	CHEMICALS-WWTP-LAS/CAUSTIC SODA/LIQUID ALUM BLE
146176	DPC INDUSTRIES	08/12/16	\$ 3,519.84	CHLORINE GAS-WTP/WWTP
146177	FUELMAN	VARIOUS	\$ 551.32	FUEL FOR WATER/SEWER VEHICLES
146178	GEXA ENERGY	08/22/16	\$ 12,570.50	ELECTRICITY-WATER/SEWER DEPT
146179	HOME DEPOT	08/03/16	\$ 61.35	PARTS FOR ALTITUDE VALVE AT WTP
146180	INTEGRITY TESTING	08/30/16	\$ 970.00	AUG 2016-SEWER TESTING
146181	LUIS MASCORRO	08/08/16	\$ 125.00	ELEC REPAIRS-LS#15 PUMP #1/#2 ELEC PANEL/RELAY
146182	MOODY BROS	VARIOUS	\$ 906.24	REPAIR CHLORINE TUBING LEAK-CHLORINE CYLINDER
146183	MUNICIPAL CODE CORPORATION	08/15/16	\$ 275.00	ANNUAL WEB HOSTING OF ORDINANCE
146184	QUILL	08/15/16	\$ 175.95	OFFICE SUPPLIES-PUBLIC WORKS-FOLDERS/PRINTER TO
146185	REGION STAFFING	VARIOUS	\$ 881.60	CONTRACT LABOR WEEKENDING 8/14,8/21/16
146186	ROCHA INFRASTRUCTURE	VARIOUS	\$ 2,085.00	INSTALL OUTLET RACKS ON 3 GENERATORS/INSTALL GRI
146187	SHARE CORPORATION	08/18/16	\$ 388.13	HI TEMP GREASE FOR BACKHOE AND VEHICLES
146188	STAPLES BUSINESS ADV	08/13/16	\$ 150.86	OFFICE SUPPLIES-CORRECTION TAPE/DATA BINDERS/PO
146189	TOWN OF INDIAN LAKE	08/31/16	\$ 1,097.58	AUG 2016-SOUTHMOST WATER
146190	TYLER TECHNOLOGIES	VARIOUS	\$ 1,640.53	ACUCORP ACUSERVER/ SENSUS UTILITY INTERFACE MAIL
146191	ZEE MEDICAL/CINTAS	08/25/16	\$ 93.58	MEDICAL SUPPLIES-PUBLIC WORKS
146192	CITY OF L.F. PAYROLL ACCT	09/08/16	\$ 29,778.34	DUE TO PAYROLL #25 9/9/16
146193	ALAMO IRON WORKS	09/02/16	\$ 89.60	TOW CABLE FOR SLUDGE PUMP
146194	ALLEGRA PRINT & IMAGING	09/13/16	\$ 66.00	LAMINATION OF 10 MAPS 36X48
146195	AMERICAN WATERWORKS	09/01/16	\$ 200.00	AWWA MEMBERSHIP DUES-C.SALAZAR
146196	CCID#6	08/31/16	\$ 2,118.28	RAW WATER AUG 2016
146197	CELINA GONZALES	09/14/16	VOID	COULD NOT ATTENDMILEAGE-SHRM CONFERENCE-MISSI
146198	CINTAS CORPORATION	VARIOUS	\$ 755.50	CLEANING OF W/S UNIFORMS
146199	DELL COMPUTER	08/31/16	\$ 700.00	HARD DRIVES FOR EXCHANGE SERVER
146200	FOUR STARS DRIVE IN	08/31/16	\$ 74.00	ICE FOR WATER/SEWER SAMPLE TESTING-AUG 2016
146201	FUELMAN	VARIOUS	\$ 537.71	FUEL FOR WATER/SEWER VEHICLES
146202	GULF COAST PAPER	09/08/16	\$ 219.68	CLEANING SUPPLIES FOR CITY BUILDINGS
146203	HACH CHEMICAL	VARIOUS	\$ 3,043.02	TURBIDITY METER/COLORIMETER/PH METER CHEMICALS-
146204	LOS FRESNOS NEWS	VARIOUS	\$ 191.10	ADVERTISING-BID NOTICES-VEHICLE MAINT/CHEMICALS
146205	LUIS MASCORRO	VARIOUS	\$ 685.00	WTP-RESERVOIR PUMP/CIRCUIT BREAKERS/LS#9 CC
146206	O'REILLY AUTO	VARIOUS	\$ 135.70	AUG 2016-SUPPLIES FOR MAINTENANCE
146207	ODESSA PUMPS	08/29/16	\$ 2,430.00	RENTAL-UNIT 5526- LS #21
146208	PRAXAIR	08/23/16	\$ 270.99	CHEMICAL CYLINDER RENTAL-AUG 2016
146209	PURCHASE POWER	08/31/16	\$ 42.20	POSTAGE-AUG 2016
146210	R & R REMODELING	08/31/16	\$ 475.00	INSTALLATION OF CLORINE ROOM AT WATER PLANT
146211	REGION STAFFING	VARIOUS	\$ 881.60	CONTRACT LABOR WEEKENDING 8/28, 9/4/16
146212	SMARTCOM	08/08/16	\$ 141.64	INTERNET SVC-WATER/SEWER DEPT
146213	STAPLES BUSINESS ADV	VARIOUS	\$ 370.84	OFFICE SUPPLIES-FOLDER/FOLDER JACKETS/INK/BATTEF
146214	TERMINIX	08/30/16	\$ 38.00	PEST CONTROL-SERVICE CENTER
146215	USA BLUEBOOK	08/30/16	\$ 396.25	CL17 REAGENT FOR CHLORINE ANALYZER AT WTP
146216	US POSTMASTER	09/16/16	\$ 153.00	POSTAGE-LATE NOTICE WATER BILLS
146217	SHRM	09/21/16	\$ 85.00	SHRM-CONFERENCE-C.GONZALES
146218	CITY OF L.F. PAYROLL ACCT	09/23/16	\$ 31,356.46	DUE TO PAYROLL #26 9/23/16
146219	A&M AUTOMOTIVE	VARIOUS	\$ 55.50	OIL CHANGE/ TIRE MOUNT/STATE INSPECTIONS
146220	AGUAWORKS	09/13/16	\$ 436.70	WASTER CONNECTIONS SUPPLIES-FLANGE/COUPLINGS/I
146221	AMAZON.COM	VARIOUS	\$ 183.00	UPS FOR TRAINING CENTER/IPAD ACCESSORIES
146222	ANA-LAB	09/21/16	\$ 99.00	WATER TESTING-SEPT 216
146223	CENTER FOR PUBLIC MANAG	08/10/16	\$ 135.00	PUBLIC MANAGEMENT WORKSHOP C.GONZALES-SAN AN
146224	CHEMTEX	09/13/16	\$ 310.00	LIFT STATION ODOR KILLER
146225	DENALI WATER SOLUTIONS	08/31/16	\$ 4,375.00	SLUDGE REMOVAL FROM WWTP DRY BEDS-AUG 2016
146226	DEPARTMENT OF STATE HEALTH	VARIOUS	\$ 262.82	WATER TESTING-JULY & AUG 2016
146227	DEPARTMENT OF STATE HEALTH	VARIOUS	\$ 52.92	WATER TESTING-JULY & AUG 2016
146228	DPC INDUSTRIES	09/09/16	\$ 2,859.87	CHLORINE GAS-WTP/WWTP
146229	EAST RIO HONDO	VARIOUS	\$ 274.40	WATER SERVICE-EDAP LIFT STATIONS
146230	FUELMAN	VARIOUS	\$ 453.97	FUEL FOR WATER/SEWER VEHICLES

146231	HOLT POWER SYSTEMS	09/06/16	\$ 2,025.00	GENERATOR PM SERVICE AND INSPECTION SERVICE
146232	LUIS MASCORRO	VARIOUS	\$ 270.00	REPAIR WIRING-LS#17/ELEC SLUDGE PUMP WTP/WWTP
146233	MAGIC VALLEY ELECTRIC	09/15/16	\$ 62.69	ELECTRIC SERVICE-CACTUS RD LIFT STATION
146234	MAXIMINO TORRES	09/30/16	\$ 159.00	SEPT 2016-CLEANING W/S VEHICLES
146235	OFFICE DEPOT	VARIOUS	\$ 98.75	OFFICE SUPPLIES-PAPER/CORRECTION TAPE/SOAP DISP
146236	POOLSURE	08/19/16	\$ 654.50	SODIUM HYPOCHLORITE FOR WATER TOWER
146237	PRAXAIR DISTRIBUTION	09/07/16	\$ 1,137.00	CHEMICALS FOR WWTP-CHLORINE TABLETS/CALCIUM HY
146238	PRISCILLA RODRIGUEZ	09/22/16	\$ 29.97	REIMBURSE MILES-SHRM CONFERENCE
146239	REGION STAFFING	VARIOUS	\$ 881.60	CONTRACT LABOR WEEKENDING 9/11,9/18/16
146240	SHARCO TECHNOLOGIES INC	09/08/16	\$ 408.00	IP PHONE FOR BOYS & GIRLS CLUB
146241	SHARE CORPORATION	09/16/16	\$ 241.57	SEWER MACHINE ODOR KILLER
146242	SMARTCOM	09/08/16	\$ 141.64	INTERNET SVC-WATER/SEWER DEPT
146243	STAPLES BUSINESS ADV	VARIOUS	\$ 87.85	OFFICE SUPPLIES-POS ROLLS/COPY PAPER
146244	TEXAS MUNICIPAL LEAGUE	09/28/16	\$ 32.50	TML WEBINAR-EXEMPT SALARY EMPLOYEES-C.GONZALE
146245	TOWN OF INDIAN LAKE	09/30/16	\$ 1,097.58	SEPT 2016-SOUTHMOST WATER
146246	USA BLUEBOOK	VARIOUS	\$ 310.05	WATER CONNECTION ADAPTORS/CHLORINE LEAK DETEC
146247	ZARSKY LUMBER	08/31/16	\$ 359.05	AUG 2016-SUPPLIES FOR MAINTENANCE
CHECKS 146248-146260				UTILITY DEPOSIT REFUND CHECKS
146261	US POSTMASTER	09/30/16	\$ 531.31	POSTAGE-FIRST NOTICE WATER BILLS
TOTAL			\$ 128,209.22	
UTILITY DEPOSIT REFUND CHECKS				
146153	HAMBLIN, MARIA	09/02/16	\$ 2.84	ACCT #01-09300-05 UTILITY DEPOSIT REFUND
146154	ZERMENO, KASANDRA	09/02/16	\$ 40.44	ACCT #01-15300-03 UTILITY DEPOSIT REFUND
146155	GONZALEZ, REBECCA	09/02/16	\$ 101.18	ACCT #01-18240-01 UTILITY DEPOSIT REFUND
146156	T K MANAGEMENT	09/02/16	\$ 33.68	ACCT #01-26008-00 UTILITY DEPOSIT REFUND
146157	REYES, RICARDO	09/02/16	\$ 36.45	ACCT #02-11930-07 UTILITY DEPOSIT REFUND
146158	ANITA, BROOKS	09/02/16	\$ 142.60	ACCT #02-13550-20 UTILITY DEPOSIT REFUND
146159	JIMENEZ, MARTHA	09/02/16	\$ 36.51	ACCT #03-13003-08 UTILITY DEPOSIT REFUND
146160	MONTALVO, SERGIO	09/02/16	\$ 38.18	ACCT #03-13008-05 UTILITY DEPOSIT REFUND
146161	GUILLEN, JOSE OSCAR	09/02/16	\$ 41.56	ACCT #03-13700-08 UTILITY DEPOSIT REFUND
146162	ESCALANTE, LETICIA	09/02/16	\$ 95.63	ACCT #03-18840-11 UTILITY DEPOSIT REFUND
146163	PINEDA, VANESSA	09/02/16	\$ 97.16	ACCT #03-18859-06 UTILITY DEPOSIT REFUND
146164	STACHOWIAK, JACOB/ALISHA	09/02/16	\$ 38.28	ACCT #03-20110-01 UTILITY DEPOSIT REFUND
146165	MARTINEZ, ROGELIO	09/02/16	\$ 15.00	ACCT #03-20244-04 UTILITY DEPOSIT REFUND
146166	LOZA, ELEONOR	09/02/16	\$ 82.01	ACCT #03-22422-10 UTILITY DEPOSIT REFUND
146167	FLORES, ERASOM	09/02/16	\$ 35.52	ACCT #03-29751-02 UTILITY DEPOSIT REFUND
146168	SERVI HOMES LLC	09/02/16	\$ 120.83	ACCT #03-32026-00 UTILITY DEPOSIT REFUND
TOTAL			\$ 957.87	
UTILITY DEPOSIT REFUND CHECKS				
146248	CASTRO, JOSE	09/30/16	\$ 99.92	ACCT #01-03110-01 UTILITY DEPOSIT REFUND
146249	BETANCOURT, ASTRID	09/30/16	\$ 33.19	ACCT #02-01930-26 UTILITY DEPOSIT REFUND
146250	TREVINO, ESTELLA	09/30/16	\$ 15.85	ACCT #02-05461-12 UTILITY DEPOSIT REFUND
146251	PENA, JULIANA	09/30/16	\$ 21.12	ACCT #02-19510-05 UTILITY DEPOSIT REFUND
146252	BOLIVAR BUILDING AND CONT	09/30/16	\$ 109.82	ACCT #02-21484-00 UTILITY DEPOSIT REFUND
146253	MORENO, MODESTO	09/30/16	\$ 74.96	ACCT #03-01610-02 UTILITY DEPOSIT REFUND
146254	TSADI, ROBERT	09/30/16	\$ 101.20	ACCT #03-06117-07 UTILITY DEPOSIT REFUND
146255	STUMBAUGH, ROBERT	09/30/16	\$ 31.65	ACCT #03-06124-09 UTILITY DEPOSIT REFUND
146256	ACOSTA, GUADALUPE	09/30/16	\$ 49.66	ACCT #03-13002-12 UTILITY DEPOSIT REFUND
146257	CARDENAS, ANGELICA	09/30/16	\$ 6.80	ACCT #03-17100-04 UTILITY DEPOSIT REFUND
146258	FRANCESCHI, LEANNE	09/30/16	\$ 61.39	ACCT #03-17741-07 UTILITY DEPOSIT REFUND
146259	SANCHEZ, MARIA	09/30/16	\$ 118.25	ACCT #03-18859-07 UTILITY DEPOSIT REFUND
146260	RUVA INVESTMENTS	09/30/16	\$ 84.11	ACCT #03-30055-00 UTILITY DEPOSIT REFUND
TOTAL			\$ 807.92	

CITY OF LOS FRESNOS
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2016

09 -COMMUNITY DEVELOPMENT COR
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 100.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
52-CDC DISBURSEMENTS	350,150	25,713.99	350,855.24	0.00 (705.24)	100.20
TOTAL REVENUES	350,150	25,713.99	350,855.24	0.00 (705.24)	100.20
	=====	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>						
52-CDC DISBURSEMENTS	350,150	7,923.34	279,140.20	0.00	71,009.80	79.72
TOTAL EXPENDITURES	350,150	7,923.34	279,140.20	0.00	71,009.80	79.72
	=====	=====	=====	=====	=====	=====
REVENUE OVER/(UNDER) EXPENDITURES	0	17,790.65	71,715.04	0.00 (71,715.04)	0.00
	=====	=====	=====	=====	=====	=====

[illegible]

Attachment: September Finance Report (1937 : Financial Report)

City Council
200 North Brazil
Los Fresnos, TX 78566

Meeting: 10/11/16 06:30 PM
Department: City Secretary
Category: Report
Prepared By: Pam Denny
Initiator: Pam Denny
Sponsors:
DOC ID: 1938 A

SCHEDULED

ACTION ITEM (ID # 1938)

Public Works Monthly Report

Call with questions.

I recommend approval.

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

Activity for the month of September 2016

Water Treatment Plant

Total Output: 16,618,041

Daily Average: 536,066

% of Capacity: 53.6%

Waste Water Treatment Plant

Total Output: 15,772,000

Daily Average: 525,733

% of Capacity: 52.5%

CITY OF LOS FRESNOS
PUBLIC WORKS DEPARTMENT
MONTHLY REPORT
SEPTEMBER 2016

CALLS FOR SERVICE	MONTH TOTAL	YEAR TO DATE
Service Connects/Disconnects	48	1007
Rereads/Meter Info	57	480
Water Taps	0	28
Sewer Taps	0	1
Change Meter	2	67
Service Check for Water Leak at Account	35	218
Repaired Leak	5	36
Call for Sewer Stoppage	11	95
City Sewer Lines Unstopped	4	61
Code Enforcement/Other	44	494
Pothole Repairs	45	496
Street Repairs	1	8
Street Sign Replacement/Repaired	4	14
Asphalt Used (ton)	1	10.1
Gravel Used (ton)	1	18
Fire Hydrants Flushed and Oiled	12	91
Fire Hydrants Repaired	0	0
Valves Repaired	0	0
Manholes Cleaned/Repaired	4	129


Carlos Salazar, Director of Public Works

Attachment: September Public Works Report (1938 : Public Works Report)

**City of Los Fresnos
Recycling Program
Total Number of Guest
September 2016**

Date	Tuesdays at Memorial Park
09/06/16	24
09/13/16	21
09/20/16	23
09/27/16	19
Totals	87

Date	Thursdays at Community Park
09/01/16	22
09/08/16	24
09/15/16	19
09/22/16	12
09/29/16	17
Totals	94

Date	Saturdays at City Hall
09/03/16	20
09/10/16	18
09/17/16	17
09/24/16	20
Totals	75

Total attendance for the Month of September	256
--	------------

City Council
200 North Brazil
Los Fresnos, TX 78566

Meeting: 10/11/16 06:30 PM
Department: City Secretary
Category: Report
Prepared By: Pam Denny
Initiator: Pam Denny
Sponsors:
DOC ID: 1939 A

SCHEDULED

ACTION ITEM (ID # 1939)

Police Department Monthly Report

Call with questions.

I recommend approval.

LOS FRESNOS POLICE DEPARTMENT

Calls - By Type

09\01\2016

thru 09\30\2016

Agency is: LOS FRESNOS POLICE DEPARTMENT

Type	Description	# Of Calls
178	ABANDONED VEHICLES - ORDINANCE 454	1
86	ACCIDENT - MOTOR VEHICLE	18
5	ALARM BUSINESS	26
177	ALARMS - ORDINANCE 453	6
7	ANIMAL BITE	1
167	ANIMAL CONTROL - ORDINANCE 410 OR 410-1	79
11	ASSAULT	1
10	ASSIST OTHER AGENCY	5
19	BURGLARY	1
18	BURGLARY OF A VEHICLE	1
22	CHILDREN LEFT ALONE	1
26	CIVIL MATTER	14
60	CREDIT CARD FRAUD	1
30	CRIMINAL MISCHIEF	1
34	DAMAGED PROPERTY	8
182	DEBRIS ON THE ROADWAY	5
35	DISORDERLY CONDUCT	1
33	DOMESTIC DISTURBANCE	1
50	EMS CALL	17
54	FAMILY VIOLENCE (ASSAULT)	2
59	FOUND-RECOVERED PROPERTY	1
170	GARAGE SALES - ORDINANCE 416	11
66	GRASS FIRE	3
107	HEALTH PERMIT	9
87	HIT AND RUN	4
135	ILLEGAL DUMPING	1
74	INFORMATION	146
78	JUNK VEHICLE	2
82	LOST PROPERTY (CELL PHONE, PURSE, ETC)	1
173	LOUD NOISE - ORDINANCE 420	5
138	MOTORIST ASSIST	1
92	OPEN DOOR/OPEN WINDOW	2
93	PARKING REGULATIONS	2
159	PEDDLERS AND SOLICITORS - ORDINANCE 343	2
113	PROPERTY DAMAGE	1
136	STALLED VEHICLE	10
120	SUSPICIOUS NOISES	2
119	SUSPICIOUS PERSON/VEHICLES	23
123	THEFT	7
62	THEFT OF SERVICE	1
125	TRAFFIC STOP	507
128	VERBAL DISTURBANCE	4
131	WANTED SUBJECT	1
132	WAVE DOWN	3
142	WEEDED OR RUBBISH LOT - ORDINANCE 123-A	63
133	WELFARE CONCERN	11
Total		1,013

Attachment: September Police Report (1939 : Police Department Report)

LOS FRESNOS POLICE DEPARTMENT

Accident - By Street & Intersection

09\01\2016
thru 09\30\2016

Agency is: LOS FRESNOS POLICE DEPARTMENT

Street & Intersection	Accidents	Fatalities	Vehicles	Injured
100 BLOCK FM 803 & 31000 BLOCK HWY 100	1	0	2	0
2ND & ARROYO	1	0	0	0
2ND & NOGAL	1	0	0	0
30900 STATE HIGHWAY 100 & 33500 FM 803	1	0	2	0
31100 STATE HWY 100 & 100 BLOCK OF BAJA DR.	1	0	2	0
6TH & BRAZIL	1	0	0	0
ARROYO & ALVAREZ	1	0	0	0
ARROYO & ARROYO	1	0	0	0
ARROYO & OCEAN	1	0	0	0
EBONY & OLD PORT	1	0	2	0
FM 1575 & OCEAN	1	0	0	0
FM 803 & HWY 100 & HWY 100 & FM 803	1	0	2	1
HWY 100 & FM 1847	1	0	0	0
OCEAN & EBANO	1	0	0	0
OCEAN & EVERGREEN	2	0	0	0
OCEAN & NOGAL	1	0	2	0
OCEAN & OCEAN	1	0	0	0
OCEAN & OLMO	1	0	2	0
OCEAN & PITA	1	0	0	0
STATE HWY 100 & CALIFORNIA RD	1	0	0	0
WEST HWY 100 & FM 1575 & FM 1575 & STATE HIGHWAY 100	1	0	2	0
Total	22	0	16	1

Attachment: September Police Report (1939 : Police Department Report)

LOS FRESNOS POLICE DEPARTMENT

Arrests - By Violation

09\01\2016
thru 09\30\2016

Agency is: LOS FRESNOS POLICE DEPARTMENT

Violation	# of Offenses
ACCIDENT INVOLVING DAMAGE TO VEHICLE>=\$200	1
ASSAULT CAUSES BODILY INJURY FAMILY VIOLENCE 13a	1
DRIVING W/LIC INV W/PREV CONV/SUSP/W/O FIN RES	1
DRIVING WHILE LICENSE SUSPENDED UNDER PROVISIONS OF DL LAWS	3
EXECUTION OF CAPIAS OR ARREST WARRANT	8
MINOR IN POSSESSION OF ALCOHOL	1
NO DRIVER'S LICENSE	8
POSSESSION OF DRUG PARAPHERNALIA	2
PUBLIC INTOXICATION	3
THEFT	2
THEFT PROP>=\$50<\$500 23b	1
Total Violations	31
Total Arrests	27

Attachment: September Police Report (1939 : Police Department Report)

City Council
200 North Brazil
Los Fresnos, TX 78566

Meeting: 10/11/16 06:30 PM
Department: City Secretary
Category: Report
Prepared By: Pam Denny
Initiator: Pam Denny
Sponsors:

SCHEDULED

ACTION ITEM (ID # 1940)

DOC ID: 1940 C

Municipal Court Monthly Report

Call with questions.

I recommend approval.

OFFICIAL MUNICIPAL COURT MONTHLY REPORT

1.8.4.a

MUNICIPAL COURT OF <u>Los Fresnos</u>		TRAFFIC		NON-TRAFFIC MISDEMEANORS	
FOR MONTH <u>September</u> YEAR <u>2014</u>		NON-PARKING	PARKING	STATE LAW	CITY ORDINANCE
1. New Cases Filed During the Month		253	1	14	9
2. Dispositions Prior to Trial:					
A. Bond Forfeitures					
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		91		12	3
(2) Finding of Not Guilty					
B. Trial by Jury					
(1) Finding of Guilty					
(2) Finding of Not Guilty					
C. Dismissed at Trial		4			
4. Cases Dismissed:					
A. After Driver Safety Course (C.C.P., Art. 45.0511)		37			
B. After Deferred Disposition (C.C.P., Art. 45.051)		52			
C. After Proof of Financial Responsibility (Transportation Code, Sec. 601.193)		13			
D. Compliance Dismissal (Proof of Inspection, License, or Registration)		10			
5. Community Service Ordered (For satisfaction of fine or costs only.)		7			
6. Cases Appealed					
7. Juvenile / Minor Activity:				8. Parent Contributing to Nonattendance Cases Filed (Education Code, Sec. 25.093)	
A. Transportation Code Cases Filed		2		9. Safety Responsibility and Driver's License Suspension Hearings Held	
B. Non-Driving Alcoholic Beverage Code Cases Filed				10. Search Warrants Issued (Do not include warrants for arrest.)	
C. Driving Under the Influence of Alcohol Cases Filed				11. Arrest Warrants Issued:	
D. Health & Safety Code (Tobacco) Cases Filed		1		A. Class C Misdemeanors Only	
E. Failure to Attend School Cases Filed (Education Code, Sec. 25.094)				B. Felonies and Class A and B Misdemeanors Only	
F. Education Code (Except Failure to Attend) Cases Filed				12. Magistrate Warnings Given: (Given to defendants charged with county or district court offense.)	
G. Violation of Local Daytime Curfew Ordinance Cases Filed (Loc. Govt. Code, Sec. 341.905)				A. Class A and B Misdemeanors Only	
H. All Other Non-Traffic Fine-Only Cases Filed				B. Felonies	
I. Waiver of Jurisdiction of Non-Traffic Cases (Family Code, Sec. 51.08(b))				13. Emergency Mental Health Hearings Held	
J. Referred to Juvenile Court for Delinquent Conduct (C.C.P., Art. 45.050 (c)(1))				14. Magistrate's Orders for Emergency Protection	
K. Held in Contempt, Fined, or Denied Driving Privileges (C.C.P., Art. 45.050 (c)(2))				15. Total Revenue \$ <u>62,391.28</u>	
Magistrate Warnings Given (Juvenile):				(Include all revenue collected during month to be remitted to city or state)	
L. Warnings Administered					
M. Statements Certified					

Attachment: September Municipal Court Report (1940 : Municipal Court Report)

Citation No.	Docket No.	Violator	***** TOTAL FOR REPORT *****				
Code	Payments	Refunds	Net	G/L	Acct No.		
FINE	312 19,070.43	10 845.00-	18,225.43	01	407-0240		
CCC04	364 13,909.00	0 0.00	13,909.00	01	2512		
TFC	284 852.00	0 0.00	852.00	01	407-0240		
AR	346 1,725.00	0 0.00	1,725.00	01	407-0240		
TECH	356 1,388.00	0 0.00	1,388.00	01	407-0241		
STF	296 8,430.00	0 0.00	8,430.00	01	2512		
MCBS	353 1,050.00	0 0.00	1,050.00	01	407-0270		
SJRF	349 1,388.00	0 0.00	1,388.00	01	2512		
JFCT2	345 1,829.20	0 0.00	1,829.20	01	2512		
JFCI	343 205.80	0 0.00	205.80	01	407-0240		
IDF	338 676.00	0 0.00	676.00	01	2512		
CJFS	251 22.59	0 0.00	22.59	01	2512		
CJFC	251 2.51	0 0.00	2.51	01	407-0240		
WRNTE	88 4,198.10	0 0.00	4,198.10	01	407-0240		
TLFTA1	79 1,527.90	0 0.00	1,527.90	01	2512		
TLFTA2	77 462.00	0 0.00	462.00	01	2517		
TLFTA3	76 304.00	0 0.00	304.00	01	407-0240		
COLAGY	48 2,969.99	3 117.32-	2,852.67	01	2513		
TXSBLT	2 48.50	0 0.00	48.50	01	2515		
TPF	299 597.00	0 0.00	597.00	01	2512		
SPEX	48 3,205.30	0 0.00	3,205.30	01	407-0290		
TP-L	56 454.10	0 0.00	454.10	01	407-0240		
TP-S	48 543.10	0 0.00	543.10	01	2512		
TP-L-J	45 109.00	0 0.00	109.00	01	407-0260		
CS2	22 471.80	0 0.00	471.80	01	407-0280		
DSC	43 425.70	0 0.00	425.70	01	407-0240		
OP	3 503.00	3 503.00-	0.00	01	2516		
AF2	8 160.00	0 0.00	160.00	01	407-0240		
MSB	4 36.00	0 0.00	36.00	01	2513		
JCPT2	3 6.00	0 0.00	6.00	01	2512		
CVC	3 45.00	0 0.00	45.00	01	2512		
CCC	4 60.00	0 0.00	60.00	01	2512		
FA	4 20.00	0 0.00	20.00	01	2512		
JCD	1 0.25	0 0.00	0.25	01	2512		
JCD2	3 1.50	0 0.00	1.50	01	2512		
CMI	3 1.50	0 0.00	1.50	01	2512		
JFCT	5 17.00	0 0.00	17.00	01	2512		
ACC	1 20.00	0 0.00	20.00	01	407-0240		
AF	1 10.00	0 0.00	10.00	01	407-0240		

Total: 5160 66,745.27 16 1,465.32- 65,279.95

Cash Payments....+	\$59,200.83	
Bond Forfeited....+	\$0.00	
Bond Applied....+	\$6,582.12	
Payment Refunded.-	\$503.00-	
Fees/Fines Paid..=		\$65,279.95
Cash (Payments)...+	\$59,200.83	
Cash (Bonds).....+	\$4,709.12	

city 29799
court 1388.
Bldg. 1050.
omni 402.
coll 2888.6
jud. 109.
child 471.80
orpay to
state 29112.

Attachment: September Municipal Court Report (1940 : Municipal Court Report)

City Council
200 North Brazil
Los Fresnos, TX 78566

Meeting: 10/11/16 06:30 PM
Department: City Secretary
Category: Report
Prepared By: Pam Denny
Initiator: Pam Denny
Sponsors:

SCHEDULED

ACTION ITEM (ID # 1941)

DOC ID: 1941 B

Library Monthly Report

Call with questions.

I recommend approval.

ETHEL L. WHIPPLE MEMORIAL LIBRARY

LIBRARIAN'S REPORT

September 2016

Number of Patron Checking Out Materials

Adult	768
Children	91
Teens	2

Material Types Checked Out

Adult Books	187
Children Books	114
Young Adult Books	215
Videos	338
Audios	0
Other Language Books	37

Items Downloaded

eBooks	39
eAudiobooks	18

Patron Access Computer Use

Total Sessions	719
Total Time	500 hours

Free WiFi Access Use

Total Sessions	950 Library WiFi
Total Time	1,900 hours
Total Sessions	213 Park WiFi
Total Time	812 hours

What Happened In the Library

Hours Open	168 hours
Attendance	1,950
Children Program Attendance	125
Volunteer Hours	35
New Cards Issued	25
New Books Added	26
New eBooks Added	47
New Videos Added	15
Books Weeded	132
Videos Weeded	0
Reference Questions	376
Assists in Computer Lab	219
Patron Copies	2,246
Patron Faxes sent	127
Patron Printouts	1,627
Library Staff Copies	956
Replacement Cards	15

Circulation Statistics - 9/1/2016 through 9/30/2016

- Including In-Library
- Including Renewals
- By Checked OUT

	9/2016	
0 - New	0	0
1 - ADULT COUNTY	345	345
2 - ADULT CITY	367	367
3 - CHILD CITY	49	49
4 - CHILD COUNTY	42	42
5 - WINTER TEXAN	1	1
6 - YOUNG ADULT CITY	1	1
7 - YOUNG ADULT COUNTY	1	1
8 - TEX SHARE CARD ADULT	0	0
9 - TEX SHARE CARD CHILD	0	0
10 - INTERNET ONLY	0	0
11 - FRIENDS	55	55
	861	861

Adult = 768
 Child = 91
 YAdult = 2

Revenue - Monday, Oct 3, 2016

- 9/2016
- All branches

	Online	In Library	Total
Fines	\$0.00	\$209.50	\$209.50
Problems	\$0.00	\$42.00	\$42.00
Lost/Destroyed			\$42.00
Damaged			\$0.00
Incomplete			\$0.00
Other Problems			\$0.00
Memberships	\$0.00	\$0.00	\$0.00
	\$0.00	\$251.50	\$251.50

Deleted Holdings - Monday, Oct 3, 2016**• Deleted between 9-1-2016 and 9-30-2016**

132 matches

	Count	Cost
0: Default	0	\$0.00
1: ADULT NONFICTION	0	\$0.00
2: ADULT FICTION	3	\$54.98
3: ADULT OVERS	0	\$0.00
4: ADULT REFERENCE	1	\$18.99
5: JUNIOR BIOGRAPHY	0	\$0.00
6: EASY	0	\$0.00
7: JUNIOR FICTION	124	\$1168.94
8: JUNIOR NONFICTION	1	\$11.00
9: JUNIOR REFERENCE	0	\$0.00
10: LANGUAGE BIOGRAPHY	0	\$0.00
13: JUNIOR VIDEO	0	\$0.00
14: LANGUAGE VIDEO	0	\$0.00
15: NEW BOOK	0	\$0.00
18: DVD	0	\$0.00
19: DVD NONFICTION	0	\$0.00
21: LANGUAGE EASY	0	\$0.00
22: LANGUAGE FICTION	0	\$0.00
23: LANGUAGE JUNIOR FICTION	1	\$5.00
24: LANGUAGE NONFICTION	0	\$0.00
25: LARGE PRINT	0	\$0.00
26: LANGUAGE REFERENCE	0	\$0.00
27: AUDIOBOOKS	0	\$0.00
28: VHS	0	\$0.00
29: LOST	0	\$0.00
32: ADULT BIOGRAPHY	0	\$0.00
35: PAPERBACK	0	\$0.00
36: DOWNLOAD	0	\$0.00
38: INHOUSE	0	\$0.00
39: STORY COLLECTION	0	\$0.00
40: LANGUAGE JUNIOR NONFICTION	0	\$0.00
41: BOARD GAMES	0	\$0.00
42: TOYS	0	\$0.00
43: YOUNG ADULT FICTION	2	\$27.00
	132	\$1285.91



Computer Session Summary

From 9/1/2016 through 9/30/2016

11:59:59 PM

Report Description:

This report displays the total number of sessions, total number of computer time, average session length, grouped by location and by site.

Site: Los Fresnos

Location: Main

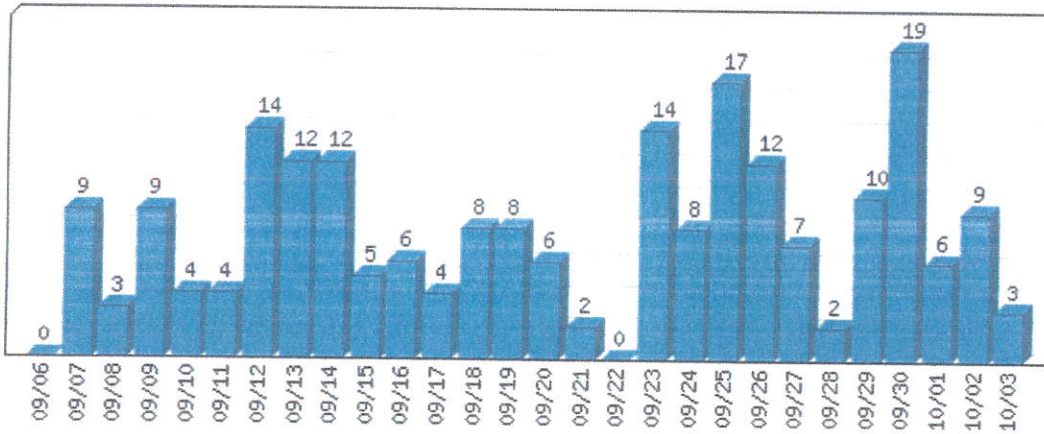
Computer Name	Total Sessions	Total Time	Avg Session Length
PATRON-1	120	4,620	39
PATRON-10	38	1,435	38
PATRON-11	23	801	35
PATRON-12	7	244	35
PATRON-13	33	1,547	47
PATRON-14	18	714	40
PATRON-15	45	1,495	33
PATRON-16	26	901	35
PATRON-17	25	824	33
PATRON-18	28	822	29
PATRON-19	54	1,746	32
PATRON-2	16	685	43
PATRON-20	49	2,102	43
PATRON-21	42	1,785	43
PATRON-22	11	473	43
PATRON-23	19	1,089	57
PATRON-24	19	956	50
PATRON-3	26	1,229	47
PATRON-4	22	1,082	49
PATRON-5	22	1,141	52
PATRON-6	17	799	47
PATRON-7	24	1,270	53
PATRON-8	22	1,639	75
PATRON-9	13	611	47
Location Totals	719	30,010	42
Site Totals	719	30,010	42

Grand Totals

Total Sessions	Total Time	Avg Session Length
719	30,010	42

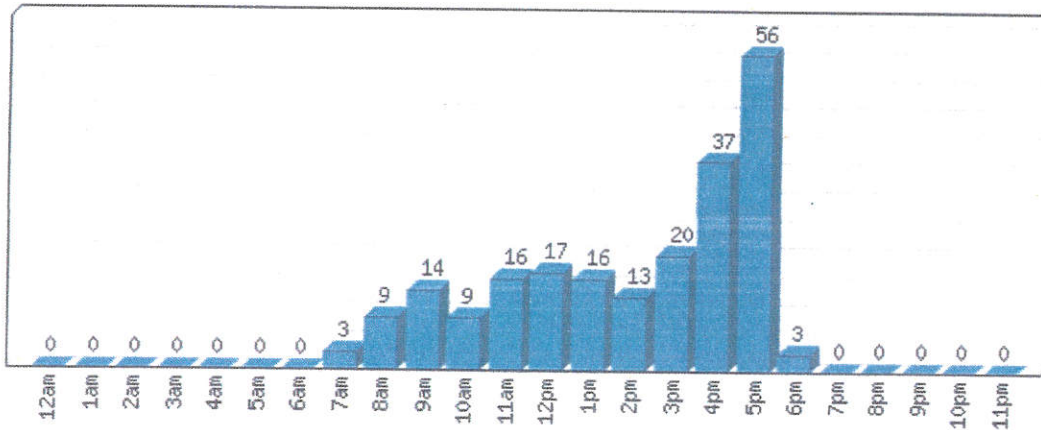
Usage Reports

Hotspot usage for last 28 days ▾

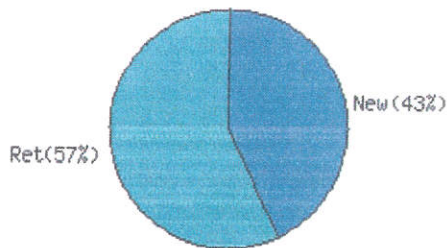


Total logins: 213

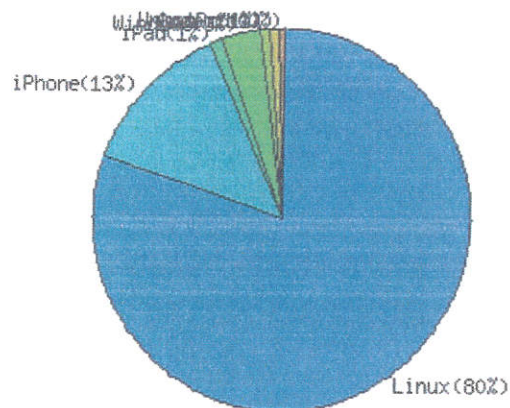
Login times



New vs returning guests



Devices used for access



City Council
200 North Brazil
Los Fresnos, TX 78566

Meeting: 10/11/16 06:30 PM
Department: City Secretary
Category: Report
Prepared By: Pam Denny
Initiator: Pam Denny
Sponsors:

SCHEDULED

ACTION ITEM (ID # 1942)

DOC ID: 1942 C

Fire Marshal Monthly Report

Call with questions.

I recommend approval.



FIRE MARSHAL'S OFFICE
200 North Brazil
Los Fresnos, Texas 78566
FIRE INSPECTION REPORT

MONTHLY INFORMATION REPORT
MONTH OF September 2016

FIRES

	<u>INSIDE CITY</u>	<u>OUTSIDE CITY</u>
Business Structures	<u>1</u>	
Dwellings	<u>1</u>	<u>1</u>
Mobile Homes		
Grass	<u>1</u>	
Refuse		<u>7</u>
Incendiary or Suspicious Fires		<u>2</u>
Institutional		
Motor Vehicles		<u>2</u>
Rescue Calls	<u>3</u>	<u>9</u>
Other Calls	<u>2</u>	<u>5</u>
TOTAL ALARMS		<u>34</u>

MONTHLY FIRE PREVENION INSPECTIONS

Commercial Businesses	<u>7</u>	Institutions	
Industrial Structures		Homes	
Public Buildings	<u>3</u>	Apartments	
Hotels			
TOTAL INSPECTIONS	<u>10</u>		

SCHOOL, HOSPITAL, and NURSING HOME FIRE DRILLS SUPERVISED _____
LECTURES-PRESENTATIONS MADE/FILMS SHOWN _____ TOTAL AUDIENCE _____
FIRES INVESTIGATED (ACCIDENTAL) _____ (INCENDIARY) _____

Gerardo Alcala
FIRE MARSHAL, CITY OF LOS FRESNOS

Attachment: September Fire Marshal Report (1942 : Fire Marshal Report)

City Council
200 North Brazil
Los Fresnos, TX 78566

Meeting: 10/11/16 06:30 PM
Department: City Secretary
Category: Report
Prepared By: Pam Denny
Initiator: Pam Denny
Sponsors:

SCHEDULED

ACTION ITEM (ID # 1947)

DOC ID: 1947 A

EMS 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

Fax (956)233-4751

4th Quarter EMS Report

<u>July 2016</u>			<u>August 2016</u>			<u>September 2016</u>		
LF	55	36%	67	37.4%		65	43%	
CC	80	52%	93	52%		72	48%	
IL	2	1.3%	4	2.2%		4	3%	
LV	3	2%	9	5%		3	2%	
PI	2	1.3%	0	0%		3	2%	
SPI	4	3%	1	0.6%		1	0.6%	
B	0	0%	5	3%		2	1.3%	
H	5	3%	0	0%		1	0.6%	
SB	2	1.3%	0	0%		0	0%	
Totals:	<hr/> 153		<hr/> 179			<hr/> 151		

Attachment: EMS 4th Quarter Report (1947 : EMS Report)