

City Council

200 North Brazil

Regular Meeting

Los Fresnos, TX 78566

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

~ Minutes ~

Tuesday, October 11, 2016

6:00 PM

City Hall

Agenda

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

Presentation

Presentation by Los Fresnos Chamber of Commerce No Action

Val Champion, Executive Director, was present and gave the Los Fresnos Chamber report for the second and third quarters of the year. He reminded the Council of the Homecoming Parade on Thursday.

Mayor Narvaez thanked him for the report and for all the support the Chamber gives to the City.

made a motion to approve Presentation by Los Fresnos Chamber of Commerce, seconded by the vote was .

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. Adopted

Wesley Milum, Public Outreach for the Los Fresnos Rodeo Committee, was present and gave a report on the success of this type of advertising and how it assists in selling tickets and getting people to come to the City and spend money. Mr. Mike Todd, Chairman, was also present.

Mr. Milum and Mr. Todd answered questions from the Council.

Motion was made and seconded to approve \$2,500, of the Hotel/Motel fund tax, be given to the Los Fresnos Rodeo Committee to promote the Rodeo and Los Fresnos.

Polo Narvaez made a motion to approve 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., seconded by Javier Mendez the vote was [Unanimous].

Consent Agenda

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

Motion was made and seconded to approve the Minutes as presented.

Polo Narvaez made a motion to approve Approval or rejection of Minutes from September 13, 2016 and September 15, 2016 meetings., seconded by Javier Mendez the vote was [Unanimous].

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.Adopted

Motion was made and seconded to approve the Resolution adopting a comprehensive policy of guidelines and criteria for governing tax abatement incentives within the City of Los Fresnos and its extraterritorial jurisdiction.

Polo Narvaez made a motion to approve 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., seconded by Javier Mendez the vote was [Unanimous].

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

Motion was made and seconded to approve a Resolution adopting the City of Los Fresnos' Investment Policy and Strategies for the fiscal year 2016-2017.

Polo Narvaez made a motion to approve Approval or rejection of a Resolution adopting the City of Los Fresnos' Investment Policy and Strategies for the fiscal year 2016-2017., seconded by Javier Mendez the vote was [Unanimous].

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

Motion was made and seconded to approve a Resolution authorizing the use of Education Service Center ("ESC") Region 19 Allied States Cooperative.

Polo Narvaez made a motion to approve Approval or rejection to approve a Resolution authorizing the use of Education Service Center ("ESC") Region 19 Allied States Cooperative., seconded by Javier Mendez the vote was [Unanimous].

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.Adopted

Motion was made and seconded to approve the third amendment to the agreement between the City of Los Fresnos and University of Texas Health Science Center of San Antonio.

Polo Narvaez made a motion to approve 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., seconded by Javier Mendez the vote was [Unanimous].

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

Motion was made and seconded to approve an amendment to the Interlocal Agreement No. 6 between the City of Los Fresnos and Cameron County.

Polo Narvaez made a motion to approve Approval or rejection to approve an amendment to the Interlocal Agreement No. 6 between the City of Los Fresnos and Cameron County., seconded by Javier Mendez the vote was [Unanimous].

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

Mr. Milum stated that we will advertise items that we feel can be sold and have a value. For items with little or no value we will either sell as junk or trash them. The 2009 police vehicle we would like to donate to the Los Fresnos School Falcon Law Department. They would like to use for training.

Motion was made and seconded to authorize the City Manager to dispose of items and to donate the 2009 police vehicle to the Los Fresnos School.

Polo Narvaez made a motion to approve Approval or rejection to surplus out vehicles, various computer equipment and other miscellaneous equipment and to authorize the City Manager to dispose of items., seconded by Javier Mendez the vote was [Unanimous].

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.

There were no comments from the public.

Action Items

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

Mr. Milum stated that proposals were sent out for administrative services for the 2017-2018 CDBG Program. The council will decide on projects in next few months. The TDA requires us to procure both administrative services and engineering services prior to getting a project and making an application. There was only one proposal received and it was from GrantWorks. They have been the administrative of the CDBG grants for several years and have done a great job.

Motion was made and seconded to approve GrantWorks and the administrative services provider for the 2017-2018 CDBG Program.

Javier Mendez made a motion to approve Consideration and ACTION to authorize an administrative service provider for the 2017-2018 Texas CDBG Community Development Fund application services., seconded by Yolanda H. Cruz the vote was [Unanimous].

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

Mr. Milum stated that we sent out proposals for engineering services for the CDBG 2017-2018 project that we will decide in the next few months. TDA requires us to procure both engineering and administrative services prior to getting a project and making an application. We received three proposals that the rating committee reviewed. The committee rating in the following order: Naismith Engineering, Guzman & Munoz Engineering and SWG Engineering.

Motion was made and seconded to approve Naismith Engineering and to authorize the City Manger to negotiate a contract acceptable to the CDBG program guidelines.

Swain Real made a motion to approve Consideration and ACTION to authorize an engineering service provider for the 2017-2018 Texas CDBG Community Development Fund applicaiton process., seconded by Polo Narvaez the vote was [Unanimous].

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.Adopted

Mr. Milum stated that this resolution is required by CDBG for the selection of the administrative and engineering services for the 2017-2018 CDBG.

Motion was made and seconded to approve GrantWorks as the administrative services provider and Naismith Engineering as the engineering service provider for the 2017-2018 Texas CDBG Community Development Fund.

Javier Mendez made a motion to approve 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., seconded by Yolanda H. Cruz the vote was [Unanimous].

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

Mr. Milum explained that the City has been on a journey promoting a healthy lifestyle. We are involved in the Community Health Program. We have started a volleyball,

basketball and other activities trying to attract more male participation. The 4th annual Boots on Ground will be held on November 5.

We now want to focus on our employees as well by implementing an voluntary Wellness Program. 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. We would take off 30 minutes per day for folks to do this 3 times per week. The goal is to get 25% of our employees to participate. In addition to the 30 minutes we are proposing an incentive be given of 2 hours of comp time if an employee participates 12 classes in a month or 1 hour of comp time if an employee participates 8-11 classes per month.

Mr. Milum answered questions from the Council.

Motion was made and seconded to approve the Wellness Program for city employees.

Polo Narvaez made a motion to approve Consideration and ACTION to approve a proposed wellness program for city employees., seconded by Yolanda H. Cruz the vote was [Unanimous].

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

Mr. Milum explained that Economist.com and Dan Jackson conducted the last rate study over 10 years ago. They have now combine businesses with Willdan. The prior rate study was professionally done and very thorough. It has served the City 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. Willdan-Economist.com are proposing to do the study again at the same rate as before not to exceed \$29,000.

Mr. Jackson has the 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.

Mr. Milum answered questions from the Council.

Motion was made and seconded to approve Willdan-Economists.com to do a water and wastewater rate study for the City of Los Fresnos.

Polo Narvaez made a motion to approve Consideration and ACTION to approve Willdan/Economists.com to do a water and wastewater rate study for the City of Los Fresnos., seconded by Javier Mendez the vote was [Unanimous].

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. Adopted

Mr. Milum explained that 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 areas. This way the Council can then determine if you want to proceed after you hear from the residents. The staff is proposing the public hearing to be held on November 15 and November 17 at City Hall at 6:00 pm.

Motion was made and seconded to approve the Resolution setting a date, time and place for public hearings on proposed annexation of property by the City and directing the City Secretary to publish notice.

Swain Real made a motion to approve 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., seconded by Yolanda H. Cruz the vote was [Unanimous].

Acknowledge City Manager Report

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 Adopted

Mr. Milum reported on the following to the Council:

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 on upgrades on all the TCEQ 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 2017-2018 - The administrative services and engineering services were approved at this meeting earlier in the agenda. Over the next few months we will bring you some options on what we feel are the top priorities that need 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 in November.

K. Hazardous Mitigation Plan - We have the information posted at every cities web side and library for public comments. Once that is complete the plan will be brought to each city for approval. That will occur in either in 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 Walmart - 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 Meetings - 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 since we approved the public hearing on the proposed annexation for that date. 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.

Polo Narvaez made a motion to approve 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, seconded by Javier Mendez the vote was [Unanimous].

Acknowledge Department Head Reports

Financial Monthly & Year-to-Date ReportAdopted

Mr. Milum answered questions from the Council.

Polo Narvaez made a motion to approve Financial Monthly & Year-to-Date Report, seconded by the vote was [Unanimous].

Public Works Monthly ReportAdopted

Mr. Milum answered questions from the Council.

Polo Narvaez made a motion to approve Public Works Monthly Report, seconded by Javier Mendez the vote was [Unanimous].

Police Department Monthly ReportAdopted

Mr. Milum answered questions from the Council.

Polo Narvaez made a motion to approve Police Department Monthly Report, seconded by Javier Mendez the vote was [Unanimous].

Municipal Court Monthly ReportAdopted

Mr. Milum answered questions from the Council.

Polo Narvaez made a motion to approve Municipal Court Monthly Report, seconded by Javier Mendez the vote was [Unanimous].

Library Monthly ReportAdopted

Mr. Milum answered questions from the Council.

Polo Narvaez made a motion to approve Library Monthly Report, seconded by Javier Mendez the vote was [Unanimous].

Fire Marshal Monthly ReportAdopted

Mr. Milum answered questions from the Council.

Polo Narvaez made a motion to approve Fire Marshal Monthly Report, seconded by Javier Mendez the vote was [Unanimous].

EMS Quarterly ReportAdopted

Mr. Milum answered questions from the Council.

Polo Narvaez made a motion to approve EMS Quarterly Report, seconded by Javier Mendez the vote was [Unanimous].

9. Adjournment

Mayor Narvaez adjourned the meeting at 7:30 PM.

Presiding Officer of the Council

Recorder