

City Council

200 North Brazil

Los Fresnos, TX 78566

Regular Meeting

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

~ Agenda ~

Tuesday, December 15, 2015

6:00 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, DECEMBER 15, 2015 AT 6:00 PM AT CITY HALL, 200 NORTH BRAZIL ST, LOS FRESNOS, TX 78566.

I. AGENDA

1. Call meeting to order
2. Invocation and Pledge of Allegiance
3. Presentation to Ruben Linan
 1. Presentation to Ruben Linan
4. Consent Agenda
 1. Approval or rejection of Minutes of November 10, 2015 and November 16, 2015 meetings.
 2. Approval or rejection to renew the Section 125 Cafeteria Plan effective February 1, 2016.
 3. Approval or rejection on the fourth amendment to the Interlocal Agreement between the City of Los Fresnos and Cameron County for Los Fresnos Nature Park.
 4. Approval or rejection to acknowledge the financial report and cash investment report for the 4th quarter ending September 30, 2015.
 5. Approval or rejection to adopt a Resolution approving the Investment Policy and Strategies for fiscal year 2015-2016.
 6. Approval or rejection to approve change to the Personnel Policy Manual on Time Sheets and Method of Payment.
5. 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.
6. Action Items

1. Consideration and ACTION on selection of a Mayor Pro-tem for a one year term.
2. Consideration and ACTION on street projects.
3. Consideration and ACTION on awarding the construction contract for the CWSRF Wastewater Treatment Plant Project.
7. Update by City Manager
 1. A. Wastewater Plant Expansion B. Los Fresnos Nature Park C. Hazardous Mitigation Plan D. Hike & Bike Trails E. Basketball Court at Memorial Park F. Certificates of Obligation
8. Department Head Reports
 1. Financial Report 1. Monthly 2. Year-to-Date
 2. Public Works Report 1. Water and Wastewater Activity 2. Calls for Service 3. Building Permits 4. Recycling
 3. Police Department Report 1. Arrests 2. Incidents 3. Accidents
 4. Municipal Court Report 1. Monthly Report
 5. Library Report 1. Monthly Report
 6. Fire Marshall's Report 1. Monthly Report
9. Adjournment

This is to certify that I, Pam Denny, posted this agenda on the front bulletin board of the City Hall on December 9, 2015 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: 12/15/15 06:00 PM
Department: City Secretary
Category: Presentation
Prepared By: Pam Denny
Initiator: Pam Denny
Sponsors:

SCHEDULED

ACTION ITEM (ID # 1620)

DOC ID: 1620 A

Presentation to Ruben Linan

Javier Mendez asked that we include this on our agenda as a well deserved thanks to a resident that assisted in a vehicle accident.

CITY OF LOS FRESNOS

PROCLAMATION

WHEREAS, on November 29, 2015 a vehicle accident occurred on Henderson Road, causing a vehicle to become submerged in the adjacent Resaca.

WHEREAS, Ruben Linan was inside his home at approximately 5:00 AM and heard the accident occur.

WHEREAS, Ruben Linan immediately went to offer assistance.

WHEREAS, Ruben Linan willingly placed his own safety in jeopardy to save an individual from drowning and trying to save the life of a second individual.

WHEREAS, the City of Los Fresnos desires to publicly recognize and show its appreciation to Ruben Linan for his unselfish actions and risking his life for others.

NOW, THEREFORE, it be proclaimed by the City Council of the City of Los Fresnos is thankful for the unselfish actions taken by Ruben Linan.

Approved this 15th day of December, 2015.

Polo Narvaez, Mayor
City of Los Fresnos

ATTEST:

Pam Denny, City Secretary

Attachment: Ruben Linan Proclamation (1620 : Presentation)

City Council
200 North Brazil
Los Fresnos, TX 78566

Meeting: 12/15/15 06:00 PM
Department: City Secretary
Category: Minutes
Prepared By: Pam Denny
Initiator: Pam Denny
Sponsors:

SCHEDULED

ACTION ITEM (ID # 1606)

DOC ID: 1606 A

**Approval or rejection of Minutes of November 10, 2015 and
November 16, 2015 meetings.**

I recommend approval.

City Council

200 North Brazil

Los Fresnos, TX 78566

Regular Meeting

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

~ Minutes ~

Tuesday, November 10, 2015

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.

Consent Agenda

Approval or rejection of Minutes from October 13, 2015 and October 27, 2015 meetings.

Motion was made and seconded to approve the Minutes from October 13, 2015 and October 27, 2015 as presented.

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

Approval or rejection to renew Agreement between the City of Los Fresnos Police Department and the Los Fresnos Consolidated Independent School District Police Department.

Motion was made and seconded to approve the renewal of agreement between the City of Los Fresnos Police Department and the Los Fresnos Consolidated Independent School District Police Department.

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

Approval or rejection to allow Los Fresnos Consolidated Independent School District to place an antenna on the City's water tower.

Motion was made and seconded to approve allowing the Los Fresnos Consolidated Independent School District to place an antenna on the City's water tower.

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

Approval or rejection of a Resolution to vote on a person for the Cameron Appraisal District Board of Directors for Position 9.

Motion was made and seconded to approve a resolution to vote for Ricardo Morado for Position 9 on the Cameron Appraisal District Board of Directors.

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

Approval or rejection to acknowledge the Los Fresnos Community Development corporation's expenditure for a web page.

Motion was made and seconded to acknowledge the expenditure of the Los Fresnos Community Development Corporation for a web page.

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

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 from the public.

Action Items

Consideration and ACTION to approve a Service Agreement between the City of Los Fresnos and the Los Fresnos Rodeo Committee.

Mr. Mike Todd, Chairman of the Los Fresnos Rodeo Committee, was present and he handed out copies of the Rodeo posters and type of sponsors that are available. He stated that the City gave \$10,000 last year for a Platinum sponsor and \$1,500 advertisement. Mr. Todd stated that he feels the City got more than they paid for with the \$1,500. This year Mr. Todd is requesting \$10,000 for the same sponsor package and \$2,000 for advertisement for a total of \$12,000.

Motion was made and seconded to approve \$12,000 for the service agreement with the Los Fresnos Rodeo Committee.

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

Consideration and ACTION to approve a Service Agreement between the City of Los Fresnos and the Cameron County Fair & Livestock Show.

Ms. Goad, Committee member for the Cameron County Fair & Livestock Show, was present and she handed out programs. Ms. Goad stated that show gave out \$3,500 in scholarships last year and there were 500 exhibits. This upcoming year they are adding shop projects and woodworking projects. The projects will be auctioned off just like the bake goods are auctioned. All the money goes to the students that entered the project.

Motion was made and seconded to approve the service agreement with the Cameron County Fair & Livestock Show for \$4,500.

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

Consideration and ACTION to accept or reject any or all bids requested for Group Health Insurance, Group Life Insurance and Supplemental Insurance.

Mr. Milum explained that Blue Cross Blue Shield is the insurance at the present time. There was a 15% increase in the premiums. The budget has a 7% increase already built in and he feels that we can cover the balance of the increase throughout the year. BCBS gives the employees the overall best value.

There were bids from Humana, United Healthcare, Aetna, and TML for group health insurance. These all have higher out of pocket expenses and higher costs for office visits and medicine. TML also has a 3% administrative fee.

The City also provides the employees with a \$20,000 life insurance policy. The rate for renewal is the same as it has been for several years with Dearborn.

This year we had the companies submit for supplemental insurance that employees pay for and use but the City does not pay for. The City has historically allowed an insurance company to come in to offer this to the employees. We have had another company come in and now we are getting request to other companies in as well.

Mr. Milum is recommending to stay with BCBS for the health insurance, Dearborn for Life, Guadian Plan 1 for dental and Eye Med for vision.

Motion was made and seconded to approve BCBS, Dearborn, Quadrian Plan 1 and Eye Med for employees insurances.

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

Consideration and ACTION to appoint a firm as the Agent of Record for Health Insurance.

Mr. Milum stated that Greer & Associates has been our Agent of Record for health insurance for many years. They have continually provided us with great advice and work well with staff and the insurance provider. They are the firm that represents BCBS with the policy that was approved in the prior agenda item.

Motion was made and seconded to approve Greer & Associates as the Agent of Record for health insurance.

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

Consideration and ACTION to accept or reject the ratings of the Request for Qualifications for the firms and authorize the City Manager to negotiate a fee for Engineering Services for the Pedestrian & Bicycle Trail Grant according to the rating.

Mr. Milum explained that the rating committee met and rated the firms. The rating were as follows:

1. Halff Associates, Inc.
2. Naismith Engineering
3. Plagar Engineering

Mr. Milum stated he recommends the approval of the ratings in the order noted and to authorize him to negotiate a fee with the top rated firm.

Motion was made and seconded to accept the top rated firm, authorize the City Manager to negotiate a fee and to bring the contract back to the Council for approval.

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

Update by City Manager

A. Wastewater Plant Expansion B. Los Fresnos Nature Park C. Hazardous Mitigation Plan D. Hike & Bike Trails E. Basketball Court at Memorial Park F. Certificates of Obligation G. Special Meeting - Canvassing of Votes & Oath of Office

A. Wastewater Plant Expansion - Bids will be opened on November 23 and a recommendation will be presented to the Council at the December meeting.

B. Los Fresnos Nature Park - We just heard that CIAP has approved the excess funds to be used for the parking lot and restrooms. We are advertising for an Architect/Engineer for the project. A rating committee needs to be selected so we can review the submittals at the end of November so the Council can approve in December. Councilmember Mendez and Real will be on the rating committee.

C. Hazardous Mitigation Plan - Still working on assessments.

D. Hike & Bike Trails - The engineer was on the agenda. Once we have a contract we will get started on the plans to construct the trails.

E. Basketball Court at Memorial Park - Concrete has been poured. The goals and backboards should be installed in the next week or so. The painting will be done in the next several weeks.

F. Certificates of Obligation - the Water Line Loop Project is complete. The West Ocean Lift Station and Force Main Project is moving along well. The force main is mostly in place. The lift station work has begun. They should be done in the next 4 weeks. We will be having Estrada Hinojosa give the Council some information on possible debt and how that will affect and how much we might want to borrow for the City Hall, Police Department, water extensions, sewer extensions, street repairs, park upgrades, etc.

G. Special Meeting - Canvassing of election returns and Oath of Office will be on Monday, November 16, 2015 at 6:00 PM.

Mr. Milum answered questions from the Council.

Regular Meeting

Tuesday, November 10, 2015

6:00 PM

RESULT: NO ACTION**Department Head Reports****Finance 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.

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 Marshall's Report 1. Monthly Report**

Mr. Milum answered questions from the Council.

RESULT: NO ACTION

8. Adjournment

Mayor Narvaez adjourned the meeting at 7:00 PM.

Presiding Officer of the Council_____
Recorder

City Council

200 North Brazil

Los Fresnos, TX 78566

Special Meeting

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

~ Minutes ~

Monday, November 16, 2015

6:00 PM

City Hall

Call to Order

The meeting was called to order at 6:00 PM by Mayor Polo Narvaez

Invocation and Pledge of Allegiance

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

Action Items

Canvass of Election Returns

Mayor Narvaez read the result aloud as follows:

	Total votes	Early Votes	Election Day
	460	308	152
Member of Council Place 3			
Javier Mendez	313	205	108
Member of Council Place 4			
Belinda "Bibi" Garza	321	230	91
Tom Jones	114	56	58

RESULT: NO ACTION

Consideration and ACTION to approve a Resolution declaring results of the November 3, 2015 City General Election.

Motion was made and seconded to approve the Resolution declaring results of the November 3, 2015 City General Election as canvassed.

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

Oath of Office

Judge Juan Mendoza, Jr gave the Oath of Office to Belinda "Bibi" Garza.

Commissioner Dan Sanchez gave the Oath of Office to Javier Mendez.

Special Meeting**Monday, November 16, 2015****6:00 PM**

Tom Jones, out going Councilman, thanked the Council and voters for the support they had given him during his term of office.

RESULT: NO ACTION

Adjournment

The meeting was closed at 6:20 PM

Presiding Officer of the Council

Recorder

Attachment: Minutes for November 10 and 16 (1606 : Minutes)

City Council
200 North Brazil
Los Fresnos, TX 78566

Meeting: 12/15/15 06:00 PM
Department: City Secretary
Category: Acknowledgments
Prepared By: Pam Denny

SCHEDULED

Initiator: Pam Denny
Sponsors:

ACTION ITEM (ID # 1607)

DOC ID: 1607 A

**Approval or rejection to renew the Section 125 Cafeteria Plan
effective February 1, 2016.**

This allows employees to have insurance and related items to be deducted before withholding thus reducing the amount of income tax employees have to pay. It does not cost the City and it is allowed by law and is a benefit for City employees.

I recommend approval.

File behind Tab 2

Certificate of Resolution (2016)

For City of Los Fresnos

Section 125 Premium Only Plan

Plan Year Ending January 31, 2017

The undersigned Secretary or Principal of **City of Los Fresnos** (the Employer) hereby certifies that the following resolutions were duly adopted by the board of directors of the Employer on **February 1, 2016**, and that such resolutions have not been modified or rescinded as of the date hereof:

RESOLVED, that the form of Amended Section 125 Cafeteria Plan effective **February 1, 2016**, presented to this meeting is hereby approved and adopted and that the proper officers of the Employer are hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

RESOLVED, that the Administrator shall be instructed to take such actions that are deemed necessary and proper in order to implement the amended Plan, and to set up adequate accounting and administrative procedures to provide benefits under the Plan.

RESOLVED, that the proper officers of the Employer shall act as soon as possible to notify the employees of the Employer of the adoption of the amended Plan by delivering to each employee a copy of the summary description of the Plan in the form of the Summary Plan Description presented to this meeting, which form is hereby approved.

The undersigned further certifies that true copies of the Adoption Agreement, Plan Document, and the Summary Plan Description, approved and adopted in the foregoing resolutions, are attached herewith.

By _____
Secretary/Principal

Attachment: Section 125 Cafeteria Plan (1607 : Section 125 Cafeteria Plan)

City Council
200 North Brazil
Los Fresnos, TX 78566

Meeting: 12/15/15 06:00 PM
Department: City Secretary
Category: Agreement
Prepared By: Pam Denny
Initiator: Pam Denny
Sponsors:

SCHEDULED

ACTION ITEM (ID # 1608)

DOC ID: 1608 B

**Approval or rejection on the fourth amendment to the
Interlocal Agreement between the City of Los Fresnos and
Cameron County for Los Fresnos Nature Park.**

Since CIAP has approved the excess funds to be spent on the parking lot and the restrooms we need additional time to get it done. This extends the grant agreement and interlocal agreement with the County until December 2016 which will give us plenty of time to complete the project.

I recommend approval.

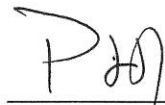
STATE OF TEXAS
CAMERON COUNTY

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:

- Attachment: Amendment to LF Nature Park Agreement (1608 : Nature Park Contract)**

- 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", and Exhibit "G" as incorporated by reference as if fully set forth herein; and
 - h. The City will contact Joe E. Vega 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. 2014C07223.
 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.

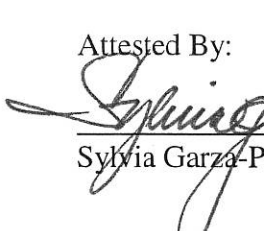
Executed on this 17th day of November, 2015.

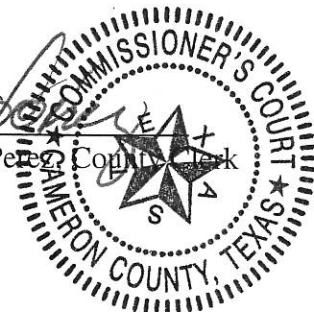


Pete Sepulveda, Jr.
Cameron County Judge

Polo Narvaez, Mayor
City of Los Fresnos

Attested By:


Sylvia Garza-Perez, County Clerk



Attested By:

Pam Denny, City Secretary

City Council
200 North Brazil
Los Fresnos, TX 78566

Meeting: 12/15/15 06:00 PM
Department: City Secretary
Category: Report
Prepared By: Pam Denny
Initiator: Pam Denny
Sponsors:

SCHEDULED

ACTION ITEM (ID # 1609)

DOC ID: 1609 A

Approval or rejection to acknowledge the financial report and cash investment report for the 4th quarter ending September 30, 2015.

Interest is still very low thus little income through interest. Funds are invested conservatively and safely according to policy.

I recommend approval.



Investment Portfolio Summary For the Quarter Ended September 30, 2015

**Quarterly Investment Report
Investment Officer's Certification
For the Quarter Ended
September 30, 2015**

This report is prepared for the City of Los Fresnos in accordance with Chapter 2256 of the Public Funds Investment Act (PFIA). Section 2256.03(a) of the PFIA states that "Not less than quarterly, the investment officer shall prepare and submit to the governing body of the entity a written report of the investment transactions for all funds covered by this chapter for the reporting period." This report, which covers the quarter ended September 30, 2015 is signed by the City of Los Fresnos Investment Officer and the Investment Committee members and includes the disclosures required in the PFIA.

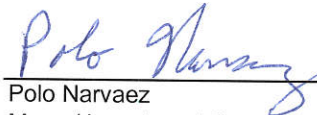
The investment portfolio complied with the PFIA and the City of Los Fresnos' approved Investment Policy and Strategy throughout the quarter. All investment transactions made in the City's portfolio during this quarter were made on behalf of the City and were in full compliance with PFIA and the City's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



Celina Gonzales
Investment Officer/Finance Director



Mark W. Milum
City Manager/ Investment Committee



Polo Narvaez
Mayor/ Investment Committee

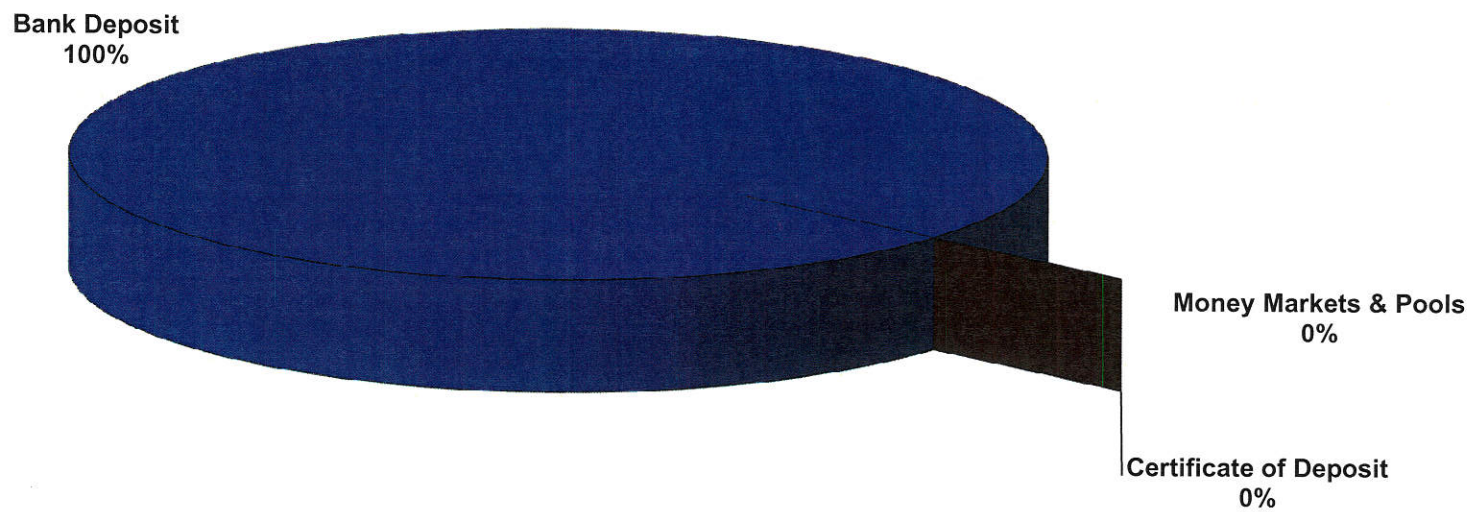
**Quarterly Investment Report
Table of Contents
For the Quarter Ended
September 30, 2015**

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

DETAIL OF SECURITY HOLDINGS
September 30, 2015

Security Description	Security CUSIP	Yield/ Coupon	Settlement Date	Maturity Date	Par Value	Purchase Price	Purchase Cost	Book Value	Market Price	Accrued Interest	Market Value	Days to Maturity	Yield to Maturity
General Fund													
FCB-General Fund (Operating)	FCB	0.125					639,795	639,795	100		639,795		0.13
FCB-General Fund (Emergency Reserve LS)	FCB	0.125					376,004	376,004	100		376,004		0.13
FCB-Senior Citizens	FCB	0.125					9,369	9,369	100		9,369		0.13
FCB-Forfeited Property-Non interest (PD Seizure Funds)	FCB	-					260	260	100		260		-
FCB-Forfeited Property (PD Seizure Funds)	FCB	0.125					85	85	100		85		0.13
FCB-Payroll	FCB	0.125					99,979	99,979	100		99,979		0.13
							<u>1,125,490</u>	<u>1,125,490</u>			<u>1,125,490</u>		<u>0.09</u>
Water & Sewer Fund													
FCB-Water & Sewer (Operating)	FCB	0.125					451,180	451,180	100		451,180		0.13
FCB-Water & Sewer (Meter Deposits LS)	FCB	0.125					200,479	200,479	100		200,479		0.13
FCB-W&S Rev Bonds S84-84A I&S (Reserved Funds)	FCB	0.125					29,866	29,866	100		29,866		0.13
FCB-W&S Rev Bonds S84-84A (Reserved Funds)	FCB	0.125					54,897	54,897	100		54,897		0.13
FCB-Water & Sewer (Emergency Reserve)	FCB	0.125					97,948	97,948	100		97,948		0.13
FCB-Utility Expansion (Purchase Water Rights/Utility Improver	FCB	0.125					<u>3,429</u>	<u>3,429</u>	<u>100</u>		<u>3,429</u>		<u>0.13</u>
							<u>837,800</u>	<u>837,800</u>			<u>837,800</u>		<u>0.13</u>
Special Revenue Funds													
FCB-Texas Revolving Loan	FCB	0.125					<u>13,811</u>	<u>13,811</u>	<u>100</u>		<u>13,811</u>		<u>0.13</u>
							<u>13,811</u>	<u>13,811</u>			<u>13,811</u>		<u>0.13</u>
Debt Service													
FCB-Debt Servcie (Bond Payments)	FCB	0.125					<u>30,354</u>	<u>30,354</u>	<u>100</u>		<u>30,354</u>		<u>0.13</u>
							<u>30,354</u>	<u>30,354</u>			<u>30,354</u>		<u>0.13</u>
Capital Projects													
FCB-USDA (Water Distribution System Project)	FCB	-					-	-	100		-		-
FCB-TSSI Safe Room DR-1791-353	FCB	-					-	-	100		-		-
FCB-Valley Baptist Legacy (Hike & Bike Grant)	FCB	-					166,671	166,671	100		166,671		-
FCB-CO SR 2014 (Lopez LS, Land, Sewer Ext, Evergreen St	FCB	-					2,270,893	2,270,893	100		2,270,893		-
FCB-TWDB-(DWSRF) No.62627(Engineering)	FCB	-					-	-	100		-		-
FCB-TWDB-CWSRF CO 2009 (Collection System/WWTP)	FCB	-					20,793	20,793	100		20,793		-
FCB-TWDB-CWSRF No. 73687(Engineering)	FCB	-					-	-	100		-		-
							<u>2,458,356</u>	<u>2,458,356</u>			<u>2,458,356</u>		<u>-</u>
Community Development Corp													
FCB-CDC (Operating)	FCB	0.13					<u>172,731</u>	<u>172,731</u>	<u>100</u>		<u>172,731</u>		<u>0.13</u>
							<u>172,731</u>	<u>172,731</u>			<u>172,731</u>		<u>0.13</u>
TOTAL PORTFOLIO					<u>\$ -</u>		<u>\$ 4,638,541</u>	<u>\$ 4,638,541</u>		<u>\$ -</u>	<u>\$ 4,638,541</u>		<u>0.10</u>

PORTFOLIO SUMMARY
September 30, 2015



YIELD SUMMARY
As of September 30, 2015

Security Description	Security CUSIP	Settlement Date	Maturity Date	Par Value	Market Value	Percent of Assets	Days to Maturity	Weighted Average Maturity	Yield to Maturity
Bank Deposit									
First Community Bank	FCB				4,638,541	100%			0.13
Money Markets & Pools									
Lone Star Investments	First Public				-	0%			-
Certificate of Deposit									
First Community Bank	FCB			-	-	0%	-	-	-
TOTAL PORTFOLIO				<u>\$ -</u>	<u>\$ 4,638,541</u>	<u>100%</u>		<u>-</u>	<u>0.13</u>

**MARKET VALUE ASSET RECONCILIATION
FROM 7-1-15 TO 9-30-15**

Security	Market Value 7-1-15	Additions Purchases	Withdrawals Sales	Realized Gains	Unrealized Gains	Interest Gains	Market Value 9-30-15
Bank Deposit							
First Community Bank	4,787,553		(149,726)			714	4,638,541
Money Markets & Pools							
Lone Star Investments	-						-
Certificate of Deposit							
First Community Bank	-						-
TOTAL PORTFOLIO	<u>\$ 4,787,553</u>	<u>\$ -</u>	<u>\$ (149,726)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 714</u>	<u>\$ 4,638,541</u>

PURCHASE AND SALE MATURITY
FROM 7-1-15 TO 9-30-15

Trade Date	Settlement Date	Quantity	Security	Unit Price	Amount
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PURCHASES

SALES/MATURITIES

City Council
200 North Brazil
Los Fresnos, TX 78566

Meeting: 12/15/15 06:00 PM
Department: City Secretary
Category: Resolutions
Prepared By: Pam Denny
Initiator: Pam Denny
Sponsors:

SCHEDULED

ACTION ITEM (ID # 1610)

DOC ID: 1610 A

Approval or rejection to adopt a Resolution approving the Investment Policy and Strategies for fiscal year 2015-2016.

This is the same policy we have had for quite a few years. Nothing has changed in the market place to warrant any changes to our policy so there are no changes.

I recommend approval.

RESOLUTION NO. 17-2015**A RESOLUTION ADOPTING THE CITY OF LOS FRESNOS, TEXAS
INVESTMENT POLICY AND STRATEGIES FOR THE FISCAL YEAR 2015-
2016.**

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 15th day of December, 2015.

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 probably 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: 12/15/15 06:00 PM
Department: City Secretary
Category: Personnel
Prepared By: Pam Denny
Initiator: Pam Denny
Sponsors:

SCHEDULED

ACTION ITEM (ID # 1619)

DOC ID: 1619 A

Approval or rejection to approve change to the Personnel Policy Manual on Time Sheets and Method of Payment.

We have moved all of our time from a semi-manual system to a totally electronic digital system. The system keeps all the records electronically thus eliminating tons of paper. The new policy addresses the changes.

I recommend approval.

Current

3.01 Time Sheets and Method of Payment

Checks are distributed bi-weekly. Time sheets are turned in on the preceding Monday of the same week and are to be filled in on a daily basis. Employees are responsible for inspecting their time sheet prior to submitting it to your supervisor or Department Head at the end of the pay period to assure that the hours shown are accurate. Necessary corrections are to be called to the supervisor or Department Head's attention, and then sign the time sheet as a certification that the hours shown are correct. Employees are strictly prohibited from making any entry on another employee's time sheet, under penalty of termination. Time sheet fraud will constitute automatic termination.

If the employee will be away from work on pay day because of illness, vacation, or other reasons, arrangements may be made with the supervisor or Department Head for payment. Paychecks will not be given to third parties without express written authorization from the employee.

Proposed

3.01 Time Worked and Method of Payment

Employees are expected to enter starting and ending work times on a daily basis as well as vacation time and sick time. Time is entered electronically through the time clock or computer. In the absence of the time clock or computer, time is entered on a time sheet. Time is to be inspected and approved on a daily basis. Total time is to be inspected, approved, and submitted by the employee on the Monday following the end of the pay period. Once an employee approves his or her time, he or she is certifying that the time is accurate and free of errors. All time and any corrections must be approved by the supervisor and Department Head and submitted to payroll by 5:00 pm on the Monday following the end to the pay period. If a Department is unable to submit their approved time by the deadline, notice must be given to the Payroll Department and City Manager with reasons for delay and expected time of fulfillment. Employees are strictly prohibited from making any entry on another employee's time. Time fraud will constitute automatic termination.

If employee will be away from work & unable to verify time because of illness, vacation or other reasons, arrangements must be made with the supervisor or department head to approve the time entry/sheet.

Paychecks are distributed bi-weekly. Paychecks will not be given to third parties without express written authorization from the employee.

City Council
200 North Brazil
Los Fresnos, TX 78566

Meeting: 12/15/15 06:00 PM
Department: City Secretary
Category: Appointment
Prepared By: Pam Denny
Initiator: Pam Denny
Sponsors:

SCHEDULED

ACTION ITEM (ID # 1611)

DOC ID: 1611 A

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

Each year after the election the Council appoints a Mayor Pro-tem from its members for a one year term. Yolanda Cruz has been the Mayor Pro-tem for the last 3 years.

City Council
200 North Brazil
Los Fresnos, TX 78566

Meeting: 12/15/15 06:00 PM
Department: City Secretary
Category: Projects
Prepared By: Pam Denny
Initiator: Pam Denny
Sponsors:

REVIEWED

ACTION ITEM (ID # 1622)

DOC ID: 1622 A

Consideration and ACTION on street projects.

I will discuss some options we have on some street repairs with available funds to get some done since it will be January or February before our financial advisors, Estrada Hinojosa will be able to present some financial information dealing with potential borrowing of money for street repairs, parks, city hall, water, wastewater, etc.

City Council
200 North Brazil
Los Fresnos, TX 78566

Meeting: 12/15/15 06:00 PM
Department: City Secretary
Category: Contract
Prepared By: Pam Denny
Initiator: Pam Denny
Sponsors:

REVIEWED

ACTION ITEM (ID # 1621)

DOC ID: 1621 A

Consideration and ACTION on awarding the construction contract for the CWSRF Wastewater Treatment Plant Project.

As you can see from the attached information the available budget is \$3,186,974. The low bid is \$4,128,000 which creates a shortage of \$1,147,426. We can request this additional funds from TWDB.

I recommend approval of the low bid with Ferguson Service Systems subject to additional funding/financing received from TWDB.

NAISMITH ENGINEERING, INC. BID TABULATION Friday, December 04, 2015@ 2:00 PM				Project Title: WASTEWATER TREATMENT PLANT IMPROVEMENTS Owner: City of Los Fresnos NEI Project No. 8382					
BIDDERS				CSA Construction, Inc.		Ferguson Service Systems, Inc.		Associated Construction Partners, LTD	
LOCATION				Houston, Texas		Rancho Viejo, Texas		Boerne, Texas	
Statement of Non-Collusion				X		X		X	
Proposal				X		X		X	
Bid Security (5%)				X		X		X	
Statement of Bidder's Qualifications				X		X		X	
Addenda Acknowledgment (No. 1, 2, & 3)				X		X		X	
Bidder's Certifications				X		X		X	
Vendor Compliance with Reciprocity on Non-Resident Bidders				X		X		X	
Certification Regarding Debarment, Suspension and Other Responsibility Matters (SRF-404)				X		X		X	
Item No.	Description	Apprx Qty	Unit	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
BASE BID									
1	Furnishing and Installing a One Million Gallon Per Day Wastewater Treatment Plant Expansion for the City of Los Fresnos, Texas	1	LS	\$5,585,000.00	\$5,585,000.00	\$4,065,000.00	\$4,065,000.00	\$4,518,000.00	\$4,518,000.00
2	Trench Safety for Anticipated Pipe Line Trench Excavations	100	LF	\$20.00	\$2,000.00	\$30.00	\$3,000.00	\$10.00	\$1,000.00
3	Stormwater Pollution Prevention Plan	1	LS	\$5,000.00	\$5,000.00	\$10,000.00	\$10,000.00	\$25,000.00	\$25,000.00
4	Contract Allowance for Reimbursement of Fees to American Electric Power	1	LS	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00
ADDITIVE BID A									
A	10 CY of 4,000 Pounds Per Square Inch of Structural Concrete	1	LS	\$5,000.00	\$5,000.00	\$2,000.00	\$2,000.00	\$10,000.00	\$10,000.00
ADDITIVE BID B									
B	100 Pounds of Structural Steel	1	LS	\$1,000.00	\$1,000.00	\$2,500.00	\$2,500.00	\$75.00	\$75.00
ADDITIVE BID C									
C	Twenty Four (24") Inch Diameter PVC Pipe Installation	1	LF	\$150.00	\$150.00	\$125.00	\$125.00	\$140.00	\$140.00
ADDITIVE BID D									
D	Twelve (12") Inch Diameter PVC Pipe Installation	1	LF	\$100.00	\$100.00	\$100.00	\$100.00	\$90.00	\$90.00
ADDITIVE BID E									
E	Eight (8") Inch Diameter PVC Pipe Installation	1	LF	\$75.00	\$75.00	\$90.00	\$90.00	\$75.00	\$75.00
ADDITIVE BID F									
F	Six (6") Inch Diameter PVC Pipe Installation	1	LF	\$50.00	\$50.00	\$80.00	\$80.00	\$55.00	\$55.00
ADDITIVE BID G									
G	Four (4") Inch Diameter PVC Pipe Installation	1	LF	\$50.00	\$50.00	\$70.00	\$70.00	\$45.00	\$45.00
TOTAL BASE BID (ITEMS 1-4)				\$5,642,000.00		\$4,128,000.00		\$4,594,000.00	
TOTAL ADDITIVE BID A (ITEM A)				\$5,000.00		\$2,000.00		\$10,000.00	
TOTAL ADDITIVE BID B (ITEM B)				\$1,000.00		\$2,500.00		\$75.00	
TOTAL ADDITIVE BID C (ITEM C)				\$150.00		\$125.00		\$140.00	
TOTAL ADDITIVE BID D (ITEM D)				\$100.00		\$100.00		\$90.00	
TOTAL ADDITIVE BID E (ITEM E)				\$75.00		\$90.00		\$75.00	
TOTAL ADDITIVE BID F (ITEM F)				\$50.00		\$80.00		\$55.00	
TOTAL ADDITIVE BID G (ITEM G)				\$50.00		\$70.00		\$45.00	
BASE BID TOTAL CALENDAR DAYS				365		365		365	

INDICATES VALUE CORRECTED DUE TO MULTIPLICATION ERROR



ESTABLISHED 1949

December 9, 2015

Mark W. Milum
City Manager
200 N. Brazil St.
Los Fresnos, Texas 78566

**RE: Wastewater Treatment Plant Improvements
Award Recommendation**

Mr. Milum:

Bids were opened for the above referenced project on Friday, December 4, 2015, at the Los Fresnos City Hall. Three (3) bids were received with Ferguson Service Systems, Inc. out of Rancho Viejo, Texas being the apparent low bidder with a base bid amount of \$4,128,000.00.

We have reviewed the bids for accuracy and find that all the documentation is in order. Attached for your review and record is a copy of the project bid tabulation which summarizes the bids received for each contract.

NEI has reviewed the information submitted by all bidders and has verified the experience references provided by the low bidder. It is our opinion that the low bid is a fair and reasonable cost for the value of the work to be constructed, and that Ferguson Service Systems, Inc. is qualified to perform the required work.

The TWDB grant budget for construction is \$3,186,974.00. The City of Los Fresnos would be responsible to pay the difference of \$1,147,426.00 (Low Bid plus 5% contingencies) between the budget amount and the base bid amount. These additional funds can be requested from the TWDB CWSRF program. Therefore, we hereby recommend award of the Contract to Ferguson Service Systems, Inc. in the amount of \$4,128,000.00 (subject to funding from TWDB). Should you have any questions or require any additional information, please do not hesitate to contact us.

Sincerely,

NAISMITH ENGINEERING, INC.

Paolina Vega, P.E.
Project Engineer

Encl.

Attachment: Bid Tabulation & Engineer's Recommendation [Revision 1] (1621 : Wastewater Treatment Plant)

City Council
200 North Brazil
Los Fresnos, TX 78566

Meeting: 12/15/15 06:00 PM
Department: City Secretary
Category: Report
Prepared By: Pam Denny
Initiator: Pam Denny
Sponsors:

SCHEDULED

ACTION ITEM (ID # 1612)

DOC ID: 1612 A

**A. Wastewater Plant Expansion B. Los Fresnos Nature Park
C. Hazardous Mitigation Plan D. Hike & Bike Trails E.
Basketball Court at Memorial Park F. Certificates of
Obligation**

A. Wastewater Plant Expansion - This was discussed with the agenda item.

B. Los Fresnos Nature Park - We were approved to use the excess CIAP funds for the parking lot and restrooms. We are advertising for an Architect/Engineer for the project to master plan the parking lot, restrooms and the items included with the \$400,000 grant from TPW. We will review the submittals at the beginning of January so the Council can approve at the January meeting.

C. Hazardous Mitigation Plan - Still working on assessments.

D. Hike & Bike Trails - The contract is on this agenda. Once we have a contract we will get started on the plans to construct the trails.

E. Basketball Court at Memorial Park - Concrete has been poured. The goals and backboards are installed. The special coating will be done in the next several days. That will complete the project.

F. Certificates of Obligation - The Water Line Loop Project is complete. The West Ocean Lift Station & Force Main Project is moving along well. The force main is complete. The lift station work has begun with the pumps installed. The controls will be installed next week and then startup can be done. They should be completely done by the end of December. We will be having Estrada Hinojosa give the Council some information on possible debt and how that will affect and how much we might want to borrow for the City Hall, Police Department, water extensions, sewer extensions, street repairs, park upgrades, etc.

City Council
200 North Brazil
Los Fresnos, TX 78566

Meeting: 12/15/15 06:00 PM
Department: City Secretary
Category: Report
Prepared By: Pam Denny
Initiator: Pam Denny
Sponsors:

SCHEDULED

ACTION ITEM (ID # 1613)

DOC ID: 1613 A

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

Call with questions.

CITY OF LOS FRESNOS
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2015

01 -GENERAL FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 16.67

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
00-PROPERTY TAXES	1,076,400	546,731.26	804,525.58	0.00	271,874.42	74.74
30-NONPROPERTY TAXES	1,041,382	140,956.96	244,335.97	0.00	797,046.03	23.46
07-POLICE	477,170	27,134.01	67,448.49	0.00	409,721.51	14.14
10-HEALTH	4,800	315.00	2,145.00	0.00	2,655.00	44.69
12-GARBAGE	106,358	54,576.31	64,073.18	0.00	42,284.82	60.24
15-PARKS	53,000	11,492.29	13,602.10	0.00	39,397.90	25.66
16-LIBRARY	14,600	1,169.15	2,187.05	0.00	12,412.95	14.98
44-Misc Revenue	19,410	1,656.15	1,687.15	0.00	17,722.85	8.69
90-REIMBURSABLES	347,750	0.00	3,928.50	0.00	343,821.40	1.13
TOTAL REVENUES	3,140,870	784,031.13	1,203,933.02	0.00	1,936,936.88	38.33
<u>EXPENDITURE SUMMARY</u>						
02-ADMINISTRATION	361,631	10,918.83	28,818.65	835.73	331,976.62	8.20
03-MUNICIPAL COURT	189,121	11,670.35	21,022.76	82.33	168,015.91	11.16
04-TAX ASSESSOR COLLECTOR	23,855	5,379.02	7,849.96	0.00	16,005.04	32.91
06-ELECTIONS	1,100	985.99	1,140.99	0.00	40.99	103.73
07-POLICE	1,384,674	92,501.49	199,641.69	28,158.27	1,156,873.94	16.45
08-FIRE	60,939	451.00	15,634.56	0.00	45,304.44	25.66
09-ENGINEERING	54,000	0.00	6,513.41	0.00	47,486.59	12.06
10-HEALTH	81,341	3,881.80	7,436.48	376.95	73,527.57	9.61
11-EMERGENCY MEDICAL SERV	126,300	0.00	21,199.45	0.00	105,100.55	16.78
12-GARBAGE	28,858	0.00	35.11	0.00	28,822.89	0.12
13-STORM WATER	11,225	0.00	189.80	0.00	11,035.20	1.69
14-STREETS	179,493	3,253.34	40,318.53	925.77	138,248.70	22.98
15-PARKS	182,679	12,947.46	27,725.83	2,720.18	152,232.99	16.67
16-LIBRARY	177,867	9,400.07	20,032.94	395.60	157,438.46	11.49
17-COMMUNITY CENTER	7,745	479.62	1,612.21	0.00	6,132.79	20.82
18-EMERGENCY MANAGEMENT	25,250	1,168.41	18,445.80	0.00	6,804.20	73.05
19-ALL DEPARTMENT EXPENS	13,700	1,043.16	16,645.17	0.00	2,945.17	121.50
21-CITY PROMOTION	4,500	1,500.00	3,000.00	0.00	1,500.00	66.67
23-DSRIP-COMMUNITY HEALT	120,800	3,328.33	15,856.53	0.00	104,943.47	13.13
24-MENTAL TASK FORCE PRO	55,940	3,935.00	6,650.81	0.00	49,289.19	11.89
28-INFORMATION TECHNOLOG	30,922	1,193.45	10,620.71	1,611.19	18,690.10	39.56
TOTAL EXPENDITURES	3,121,940	161,951.00	470,391.39	35,106.02	2,616,442.49	16.19
REVENUE OVER/(UNDER) EXPENDITURES	18,930	622,080.13	733,541.63	(35,106.02)	(679,505.61)	3,689.57

NOVEMBER 2015				
CHECKLIST FOR				
GENERAL FUND				
	VENDOR NAME	Inv.Date	Amount	Decsription
28712	WENCE ESQUIVEL	09/17/15	VOID	VOID-CHECK LOST IN THE MAIL-RENTAL DEPOSIT REFUND-
28943	DEBRAH RATLIFF	VARIOUS	\$ 92.68	REIMBURSE-MILES-BOG-PHARR SIGN UP/PACKET DROP OF
28944	CITY OF LF PAYROLL ACCT	11/04/15	\$ 59,853.82	DUE TO PAYROLL # 3 11/6/15
28945	CHARLIE BANDA	11/06/15	\$ 191.98	HOTEL STAY/ PER DIEM-PICK UP NEW PD VEHICLE
28946	JUAN RODRIGUEZ	11/06/15	\$ 70.00	PER DIEM-PICK UP NEW VEHICLES
28947	ROCHA INFRASTRUCTURE	11/02/15	\$ 1,900.00	CLEARING OF BRUSH FOR BOG SITE
28948	ANIMAL MEDICAL CLINIC	11/08/15	\$ 125.00	TRANQUILIZER FOR ANIMAL CONTROL
28949	ANGIE LUGO	11/12/15	\$ 18.40	MILEAGE- VITA SITE TRAINING-BROWNSVILLE, TX
28950	FOOTWORKS START TO FINISH	11/12/15	\$ 150.00	BOG BOOTH REGISTRATION-HARLINGEN MARATHON
28951	ANA RODARTE	11/13/15	\$ 1.00	OVERPAYMENT ON TICKET-110019
28952	ELIZABETH VELAQUEZ	11/13/15	\$ 50.00	RENTAL DEPOSIT REFUND LF COMMUNITY PARK 11/7/15
28953	ERIKA RUIZ	11/13/15	\$ 16.00	OVERPAYMENT ON TICKET 110524
28954	FERNANDO GONZALES	11/13/15	\$ 100.00	RENTAL DEPOSIT REFUND LF COMMUNITY CENTER 10/31/1
28955	JUAN VASQUEZ	11/13/15	\$ 56.00	OVERPAYMENT ON BOND 15003505
28956	MARIA CAMPOS	11/13/15	\$ 540.00	RENTAL DEPOSIT REFUND LF COMMUNITY CENTER 1/2/15
28957	MARK SIDEMAN, INC	11/13/15	\$ 15.00	OVER PAYMENT ON TICKET-105504 JASON YERRINGTON
28958	A & M AUTOMOTIVE	VARIOUS	\$ 223.00	OIL CHANGES FOR 6 PD UNITS/INSPECTION STICKER PK-06
28958	A & M AUTOMOTIVE	11/09/15	\$ 891.11	TRANSMISSION FLUSH/SPEED SENSOR D-63/ BRAKE ROTO
28959	A & M AUTOMOTIVE	VARIOUS	VOID	VOIDED CHECK-CONTINUED CHECK
28960	ALEXANDER BUSINESS	VARIOUS	\$ 3,025.00	TPWD REPORT/PARK GRANT
28961	ALLIED WASTE SERVICE	10/31/15	\$ 38,836.31	SOLID WASTE & BRUSH COLLECTION
28962	ANGEL RAFAEL HERNANDEZ	11/04/15	\$ 300.00	REMOVAL OF RADIO/RADAR SYSTEM/ANTENA ICOP SYS D-6
28963	ARCHER BUSINESS SYSTEMS	10/31/15	\$ 394.59	COPIER METER READING-CITY HALL/PD/COMM.HEALT
28964	AT&T	10/17/15	\$ 1,197.51	PHONE SERVICE-CITY HALL/PD/COURT/POOL/LIBRARY/EMS
28965	BIBLIONIX LLX	10/28/15	\$ 1,600.00	APOLLO AUTOMATION FOR LIBRARY
28966	BROWNSVILLE WELLNESS	10/28/15	\$ 100.00	COCINA ALLEGRE COURSE-C.DE LA ROSA
28967	CAMERON COUNTY CLERK	10/30/15	\$ 30.00	RELEASE OF LIEN -G.MARCH
28968	CC DISTRIBUTORS	VARIOUS	\$ 2,418.45	CLEANING SUPPLIES FOR CITY BUILDINGS
28969	CCID #6	10/20/15	\$ 254.21	2016-RATE ASSESSMENT-NATURE PARK
28970	CDC	11/13/15	\$ 36,063.22	TAX ALLOCATION END 11/3/15
28971	CHIEF SUPPLY	11/02/15	\$ 139.86	SILOUETTE TARGETS FOR POLICE DEPT
28972	CHOCO'S TIRES	10/30/15	\$ 16.00	INSTALL 2 TIRES ON KIO TI TRACTOR
28973	CHRISTINE DELA ROSA	11/02/15	\$ 25.07	REIMBURSE-MILES-COCINA ALLEGRE COURSE
28974	CRYSTAL CLEAR WATER	10/29/15	\$ 212.65	WATER COOLER SERVICE FOR CITY HALL
28975	DATA MANAGEMENT	10/26/15	\$ 7,420.87	NEW TIME CLOCK SYSTEM AND TIME CLOCKS
28976	DATA FLOW	10/27/15	\$ 104.49	VALLEY BAPTIST LEGACY FOUNDATION CHECKS
28977	DEBRAH RATLIFF	VARIOUS	\$ 127.54	REIMBURSE-MILEAGE-BOG REGISTRATION
28978	DELL COMPUTER	10/21/15	\$ 195.19	ADDITIONAL RAM FOR SERVER
28979	FED EX	10/30/15	\$ 35.91	DELIVERY-PURCHASE POWER
28980	FIRESTONE BFS	VARIOUS	\$ 304.90	NEW TIRES F-71/D-65
28981	GATEWAY PRINTING	10/29/15	\$ 57.71	OFFICE CHAIR FOR P.DENNY
28982	GENE DANIELS	11/01/15	\$ 1,536.75	NOV 2015-JUDGE/PHONE STIPEND
28983	GERONIMO SHELTON	11/01/15	\$ 451.00	NOV 2015- FIRE MARSHAL
28984	GEXA ENERGY	10/22/15	\$ 3,269.71	ELECTRICITY-CITY HALL/PD/COURT/BOY'S & GIRLS CLUB
28984	GEXA ENERGY	09/22/15	\$ 9,460.78	ELECTRICITY-STREETLIGHTS/PARKS/LIBRARY
28985	GLOBAFONE	11/05/15	\$ 1,056.00	IRIDIUM BASIC SERVICE- ANNUAL SERVICE
28986	GT DISTRIBUTORS	10/19/15	\$ 1,458.00	4 GLOCK 23'S FOR CID
28987	HECTOR'S MUFFLER	10/22/15	\$ 65.00	REPAIR LOCKING MECHINISM ON RECYCLING TRAILER
28988	INGRAM LIBRARY SERVICES	09/30/15	\$ 43.94	3 BOOKS FOR LIBRARY
28989	JUAN GARZA	11/03/15	\$ 600.00	BOOKING FEE-BAND FOR BOOTS ON GROUND
28990	LEXIS NEXIS	10/31/15	\$ 100.00	PEOPLE SEARCH PROGRAM
28991	LONG CHILTON	VARIOUS	\$ 188.33	OUTSOURCE PAYROLL
28992	LF CHAMBER OF COMMERCE	11/01/15	\$ 2,000.00	NOV 2015-SERVICE AGREEMENT
28993	LOS FRESNOS NEWS	VARIOUS	\$ 1,009.00	AD-ELECTION/HEALTH MATTERS/BIKE TRAIL/INSURANCE/H/
28994	LUIS RAMOS	10/31/15	\$ 6,513.41	CUSTOMER INSPECTIONS-OCT 2015
28995	MAXIMINO TORRES	10/31/15	\$ 200.00	OCT 2015-VEHICLE CLEANING-PD/HEALTH/PARKS/STREETS
28996	MOTOROLA SOLUTIONS	10/29/15	\$ 15,311.64	ANNUAL SERVICE AGREEMENT
28997	O'REILLY AUTO	10/21/15	\$ 232.80	FLOOR JACK/TIRE GUAGES-POLICE DEPT

28997	O'REILLY AUTO	VARIOUS	\$ 58.16	OCT2015-SUPPLIES FOR MAINTENANCE
28998	OSCAR CRUZ	11/12/15	\$ 1,300.00	COLLISION INVESTIGATION COURSE-4 OFFICERS
28999	PAM DENNY	11/04/15	\$ 17.39	REIMBURSE MILEAGE-ELECTION RESULTS
29000	PETTY CASH	VARIOUS	\$ 83.69	LYSOL WIPES/VEHICLE REGISTRATION-PD/ICE/BATTERIES/
29001	QUICK LUBE PLUS	09/25/15	\$ 21.00	OIL CHANGE- PK-101
29002	REGION STAFFING	VARIOUS	\$ 2,909.28	CONTRACT LABOR/CUSTODIAN WKEND 10/25-11/1/15
29003	RIO GRANDE VALLY COMM	10/21/15	\$ 16,800.00	ANNUAL SERVICE-REGIONAL RADIO SYSTEM
29004	SHARE CORPORATIONS	10/28/15	\$ 319.96	LAWN INSECT CONTROL/GRAFFITI REMOVER
29005	SILSBEE FORD	09/30/15	\$ 32,464.00	2015-FORD INTERCEPTOR - POLICE UNIT
29006	SOUTH TEXAS TACTICAL	10/13/15	\$ 954.00	FOUR HOLSTERS FOR GLOCK 23-CID
29007	STAPLES BUSINESS ADV	VARIOUS	\$ 296.38	OFFICE SUPPLIES-CITY HALL
29008	STRISES	VARIOUS	\$ 10.51	PRISONER MEALS-10/12-10/24/15
29009	TASER INTERNATIONAL	10/21/15	\$ 3,879.70	3 TASERS AND CARTRIDGES FOR THE YEAR
29010	TEXAS FLEET FUEL	VARIOUS	\$ 1,206.66	FUEL FOR ENV/PARK/POLICE/STREET DEP VEHICLES
29011	TEXAS MUNICIPAL LEAGUE	10/01/15	\$ 62,631.10	INSURANCE CONTRACT NO. 9640
29012	TIME WARNER CABLE	VARIOUS	\$ 110.07	INTERNET SVC-CITY HALL/PD/COURT
29013	TX SOCIAL SECURITY PROGRAM	10/30/15	\$ 35.00	ANNUAL ADMINISTRATIVE FEE
29014	TYLER TECHNOLOGIES	11/01/15	\$ 395.65	ANNUAL SOFTWARE MAINTENANCE-LINEBARGER
29015	VICTOR MONTEMAYOR	10/28/15	\$ 240.00	TRANSLATION FEE- COURT
29016	JAVIER GARCIA	11/16/15	\$ 16.75	REIMBURSE- 2 YEAR REGISTRATION FOR NEW PD UNIT
29017	WENCE ESQUIVEL	11/16/15	\$ 100.00	REISSUE-RENTAL DEPOSIT REFUND-LF COMMUNITY CENTE
29018	CITY OF LF PAYROLL ACCT	11/19/15	\$ 59,500.16	DUE TO PAYROLL # 4 11/20/15
29019	CHICK FIL A	11/20/15	\$ 265.00	SANDWICHES FOR BOG VOLUNTEERS
29020	COASTAL EVENT RENTALS	11/20/15	\$ 210.00	TABLE/CHAIR RENTAL/TENT RENTAL FOR BAND-BOG
29021	REDDY ICE CORP	11/20/15	\$ 500.00	ICE FOR BOOTS ON GROUND
29022	STRISES	11/20/15	\$ 115.00	BREAKFAST TACOS FOR BOG VOLUNTEERS
29023	TONY YZAGUIRRE, JR	11/24/15	\$ 7.50	REGISTRATION FOR PD UNIT F-52
29024	ALICIA LERMA	11/23/15	\$ 150.00	POWER WASHING OF ATV VEHICLES AFTER BOG
29025	ANGEL RAFAEL HERNANDEZ	11/17/15	\$ 487.50	INSTALLATION OF RADIO-PD VEHICLE
29026	ARMY SURPLUS SUPPLY	11/17/15	\$ 1,383.68	POLICE UNIFORMS
29027	ARMY SURPLUS SUPPLY	11/17/15	VOID	VOIDED CHECK-CONTINUED CHECK
29028	LUBY'S	11/24/15	\$ 456.84	THANKSGIVING LUNCH-CITY EMPLOYEES
29029	WAL-MART	11/24/15	VOID	VOIDED CHECK- PRICE CHANGE-KEYS TO UNIT C-31
29030	BEST BUY	11/25/15	\$ 799.90	5-32 INCH DISPLAYS AND MOUNTS FOR PD
29031	BLANCA SALINAS	11/25/15	\$ 100.00	RENTAL DEP REFUND-LF COMMUNITY CENTER 11/14/15
29032	KAREN MENDOZA	11/25/15	\$ 50.00	RENTAL DEP REFUND-LF MEMORIAL PARK 11/21/15
29033	LUZ JASINTO	11/25/15	\$ 50.00	RENTAL DEP REFUND-LF MEMORIAL PARK 11/14/15
29034	MARIBEL PERALEZ	11/25/15	\$ 100.00	RENTAL DEP REFUND-LF COMMUNITY CENTER 11/21/15
29035	ABBY'S BAKERY	11/24/15	\$ 67.50	SWEETBREAD FOR TRAINING/MEETINGS-PD
29036	ACCELA, INC	11/01/15	\$ 316.00	MINUTE TRAQ MONTHLY SUBSCRIPTION
29037	AMAZON.COM	11/03/15	\$ 219.99	MONITOR FOR P.RODRIGUEZ
29038	AMSTERDAM PRINTING	11/09/15	\$ 408.47	PENS FOR CITY HALL
29039	CC DISTRIBUTORS	11/12/15	\$ 127.87	CLEANING SUPPLIES FOR CITY BUILDINGS
29040	CCID #6	10/12/15	\$ 600.00	MOWING-OLMO STREET/AGUA NEGRA RESACA
29041	CELINA GONZALES	11/20/15	\$ 21.39	REIMBURSE-SAFETY PINS FOR BOOTS ON GROUND
29042	CENTRAL PLUMBING & ELEC	10/05/15	\$ 46.02	WATER CLOSET REBUILD KIT FOR CITY HALL
29043	CHRISTINE DELA ROSA	VARIOUS	\$ 93.81	MILEAGE REIMB-COCINA ALLEGRE COURSE/BI-WEEKLY ME
29044	CITY OF BROWNSVILLE	10/30/15	\$ 36.00	OCT 2015-USE OF SANITARY LANDFILL
29045	CM GRAPHICS	09/30/15	\$ 1,808.40	SHIRTS FOR BOOTS ON GROUND-VOLUNTEER/YOUTH/REM/
29045	CM GRAPHICS	11/18/15	\$ 601.00	SIGNS/SPONSOR BANNER FOR BOOTS ON GROUND
29046	CROWN AWARDS	11/16/15	\$ 4,930.59	BOTTLE OPENER MEDALS FOR BOOTS ON GROUND
29047	DAHILL INDUSTRIES	11/11/15	\$ 271.00	MAINTENANCE ON COPIER-LIBRARY
29048	ENRIQUE JUAREZ	11/25/15	\$ 1,250.00	NOV 2015-ATTORNEY FEES
29049	FIRESTONE BFS	11/16/15	\$ 115.81	NEW TIRES PD UNIT
29050	FOOTWORKS START TO FINISH	11/23/15	\$ 250.00	START AND FINISH SIGNS AND SCAFFOLD-BOOTS ON GROU
29051	H2O PARTNERS	10/20/15	\$ 17,500.00	HAZARD MITIGATION PLAN UPDATE
29052	HUGHES NET	11/04/15	\$ 112.41	SATELLITE INTERNET-EOC
29053	HYATT HOUSE AUSTIN	11/24/15	\$ 438.09	HOTEL STAY-ELECTION SEMINAR-P.DENNY 12/2-12/4/15
29054	INGRAM LIBRARY SERVICES	09/30/15	\$ 43.97	4 BOOKS FOR THE LIBRARY
29055	JACQUELINE CHAPA	VARIOUS	\$ 64.41	REIMBURSE-MILEAGE BOOTS ON GROUND-PACKET PICK UP
29056	LT BOSWELL	11/16/15	\$ 125.14	WEATHER STRIP FOR F-71
29057	LF CHAMBER OF COMMERCE	11/17/15	\$ 1,500.00	2015-CHRISTMAS FESTIVAL/PARADE
29058	LOS FRESNOS MEDICINE	11/03/15	\$ 35.00	COURT REQUESTED DRUG SCREEN

29059	MAE POWER EQUIPMENT	11/12/15	\$ 104.00	TRIMMER HEADS FOR STIHL WEEDEATERS
29060	NOVA HEALTHCARE	10/19/15	\$ 39.00	PRE EMPLOYMENT DRUG SCREE-J.ROSAS
29061	O'REILLY AUTO	VARIOUS	\$ 172.84	OCT 2015-SUPPLIES FOR MAINT-PUBLIC WORKS
29062	PAM DENNY	11/24/15	\$ 530.51	MILEAGE-ELECTION SEMINAR-P.DENNY 12/2-12/4/15-AUSTIN
29063	PETTY CASH	VARIOUS	\$ 94.31	MEALS-BOG/OFFICE BDAY CAKE/HAND SOAP/COMPUTER SI
29064	PRISCILLA RODRIGUEZ	VARIOUS	\$ 124.90	REIMBURSE MILES-BOG PACKET PICKUP/BOOTHES
29065	REGION STAFFING	VARIOUS	\$ 2,823.83	CONTRACT LABOR/CUSTODIAN WKEND 11/8,11/15/15
29066	SMARTCOM	11/08/15	\$ 271.80	PHONE SERVICE-POLICE DEPT
29067	SUPER CIRCUITS	09/30/15	\$ 1,468.43	REPLACEMENT DVR-POLICE DEPT
29068	TERMINIX INTERNATIONAL	11/12/15	\$ 76.00	PEST CONTROL-CITY HALL/PD/LIBRARY
29069	TEXAS FLEET FUEL	VARIOUS	\$ 1,487.32	FUEL FOR ENVIRONMENTAL/PD/STREET DEPT VEHICLES
29070	THOMSON REUTERS	10/13/15	\$ 71.50	TX FINANCE CODE 2016-BOOK
29071	UNIFORM & ACCESSORIES	09/30/15	\$ 355.85	CUSTOM BADGES FOR POLICE DEPT
29071	UNIFORM & ACCESSORIES	11/11/15	\$ 1,240.33	UNIFORMS FOR POLICE DEPT
29072	UNIFORM & ACCESSORIES	VARIOUS	VOID	VOIDED CHECK-CONTINUED CHECK
29073	US BANK EQUIP	11/13/15	\$ 175.00	COPIER LEASE-LIBRARY
29074	USA BLUEBOOK	11/03/15	\$ 683.02	SEWAGE GRINDER PUMP FOR DOG KENNELS
29075	VEAE SERVICES	09/30/15	\$ 390.00	SET UP & CONFIGURE EXCHANGE SERVER
29075	VEAE SERVICES	11/17/15	\$ 150.00	REPAIRS TO DRONE
29076	ZARSKY LUMBER	10/31/15	\$ 813.06	OCT 2015-SUPPLIES FOR MAINTENANCE
29076	ZARSKY LUMBER	VARIOUS	\$ 111.07	SUPPLIES FOR BOOTS ON GROUND
		TOTAL	\$ 430,840.35	

CITY OF LOS FRESNOS
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2015

05 - UTILITY FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 16.67

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
00-REVENUES	2,154,000	189,764.94	375,324.61	0.00	1,778,675.39	17.42
TOTAL REVENUES	2,154,000	189,764.94	375,324.61	0.00	1,778,675.39	17.42
<u>EXPENDITURE SUMMARY</u>						
02-WATER ADMINISTRATION	473,134	33,569.32	65,191.96	1,128.43	406,813.61	14.02
05-INFORMATION TECHNOLOG	15,230	486.73	5,200.36	805.47	9,224.17	39.43
26-WATER SUPPLIES	112,750	5,537.90	20,949.81	971.31	90,828.88	19.44
27-MAINTENANCE OF WATER S	3,750	0.00	34.29	199.98	3,515.73	6.25
28-MAINTENANCE OF WATER E	26,300	10,030.00	12,368.90	18,888.89	4,957.79)	118.85
29-WATER PURCHASES	40,772	2,555.78	3,018.53	0.00	37,753.47	7.40
30-WATER MISCELLANEOUS EX	413,345	5,793.01	7,863.01	2,000.00	403,481.99	2.39
20-CAPITAL OUTLAY	69,850	2,552.97	2,552.97	0.00	67,297.03	3.65
32-WATER BONDED INDEBTEDN	217,004	0.00	0.00	0.00	217,004.00	0.00
34-SEWER ADMINISTRATION	587,726	34,172.14	73,450.63	438.12	513,837.25	12.57
35-INFORMATION TECHNOLOG	15,230	486.73	5,200.34	806.46	9,223.20	39.44
36-SEWER SUPPLIES	58,116	4,718.64	7,993.74	1,076.17	49,046.09	15.61
37-MAINTENANCE OF SEWER S	3,450	0.00	7.55	549.00	2,893.45	16.13
38-MAINTENANCE OF SEWER E	95,031	10,514.12	23,454.55	211.64	71,364.81	24.90
39-SEWER MISC. EXPENSES	286,015	2,275.60	10,333.75	0.00	275,681.25	3.61
41-SEWER BONDED INDEBTEDN	61,478	0.00	0.00	0.00	61,478.00	0.00
52-TRANSFER OUT	75,000	0.00	0.00	0.00	75,000.00	0.00
TOTAL EXPENDITURES	2,554,181	112,692.94	237,620.39	27,075.47	2,289,485.14	10.36
REVENUE OVER/(UNDER) EXPENDITURES	(400,181)	77,072.00	137,704.22	(27,075.47)	(510,809.75)	27.64-

CHECKLIST FOR				NOVEMBER 2015
WATER & SEWER				
CK #	VENDOR NAME	Inv.Date	Amount	Description
145516	CITY OF LF PAYROLL ACCT	11/04/15	\$ 33,745.74	DUE TO PAYROLL # 3 11/6/15
145517	AT&T	10/17/15	\$ 1,252.81	PHONE SERVICE-WATER/SEWER
145518	CHEMTRADE CHEMICALS	VARIOUS	\$ 8,811.10	40 DRUMS LAS/ 2000 GALLONS CAUSTIC SODA-WTP
145519	CINTAS CORPORATION	VARIOUS	\$ 586.63	CLEANING OF W/S UNIFORMS
145520	DATA MANAGEMENT	10/26/15	\$ 7,420.86	NEW TIME CLOCK SYSTEM AND TIME CLOCKS
145521	DELL COMPUTER	10/21/15	\$ 195.19	ADDITIONAL RAM FOR SERVER
145522	DPC INDUSTRIES	VARIOUS	\$ 3,039.20	CHLORINE/SULFUR DIOXIDE CYLINDERS
145523	GATEWAY PRINTING	10/29/15	\$ 57.72	OFFICE CHAIR- P. DENNY
145524	GEXA ENERGY	10/22/15	\$ 11,680.98	ELECTRICITY- WATER/SEWER
145525	HACH CHEMICALS	10/26/15	\$ 1,760.72	WATER TESTING METER/TESTING SUPPLIES WTP/WWTP
145526	HACH CHEMICALS	10/26/15	VOID	VOIDED CHECK-CONTINUED CHECK
145527	HACH CHEMICALS	10/26/15	VOID	VOIDED CHECK-CONTINUED CHECK
145528	HECTOR'S MUFFLER	11/09/15	\$ 113.24	REPLACEMENT OF BATTER ON WS-062
145529	IMPERIAL ELECTRIC MOTOR	VARIOUS	\$ 2,017.50	REPAIR PUMP AT LS#19/ LS#13/MAGNETIC STARTER LS#11
145530	INTEGRITY TESTING	11/01/15	\$ 776.00	OCT 2015-TESTING
145531	LOS FRESNOS NEWS	VARIOUS	\$ 504.00	AD-WASTE WATER PLANT BIDS
145532	MAXIMINO TORRES	10/31/15	\$ 111.00	OCT 2015-CLEANING W/S VEHICLES
145533	ODESSA PUMPS	VARIOUS	\$ 6,570.00	UNITS 5186/5116- LIFT STATION PUMPS UNIT 5260-SLUDGE
145534	PRAXAIR	10/20/15	\$ 240.93	CHEMICAL/CYLINDER RENTAL
145535	REGION STAFFING	VARIOUS	\$ 903.64	CONTRACT LABOR-WEEK END 10/25, 11/1/15
145536	STAPLES BUSINESS ADV	10/31/15	\$ 129.71	OFFICE SUPPLIES-COPY PAPER/BINDER CLIPS/POST IT N
145537	TEXAS FLEET FUEL	VARIOUS	\$ 1,131.66	FUEL FOR WATER/SEWER VEHICLES
145538	TEXAS MUNICIPAL LEAGUE	10/01/15	\$ 11,059.18	INSURANCE CONTRACT NO. 9640
145539	TIME WARNER CABLE	11/01/15	\$ 73.38	INTERNET SVC-WATER/SEWER DEPT
145540	TEXAS COMMISSION ON ENVIR	10/31/15	\$ 462.75	WATER RIGHTS ASSESSMENT CHARGE-FY 2016
145540	TEXAS COMMISSION ON ENVIR	10/31/15	\$ 8,058.15	WASTE WATER TREATMENT PLANT PERMIT FY 2016
145541	TEXAS WATER UTILITIES ASSOC	11/03/15	\$ 65.00	MEMBERSHIP DUES FOR 2016
145542	TYLER TECHNOLOGIES	11/01/15	\$ 4,551.21	ANNUAL SOFTWARE MAINTENANCE
145543	USA BLUEBOOK	10/20/15	\$ 379.82	RECORDING EQUIPMENT SUPPLIES FOR WTP/WWTP
145543	USA BLUEBOOK	10/23/15	\$ 225.34	BUFFERS AND PH METER ELECTRODES-WATER& SEWER
145544	USA BLUEBOOK	VARIOUS	VOID	VOIDED CHECK-CONTINUED CHECK
145545	USA BLUEBOOK	VARIOUS	VOID	VOIDED CHECK-CONTINUED CHECK
145546	US POSTMASTER	11/16/15	\$ 178.15	POSTAGE-LATE NOTICE WATER BILLS
145547	CITY OF LF PAYROLL ACCT	11/19/15	\$ 32,484.72	DUE TO PAYROLL # 4 11/20/15
145548	AGUA WORKS	VARIOUS	\$ 5,032.23	RADIOS FOR WATER METERS/WATER METERS/SUPPLIES
145549	AGUA WORKS	VARIOUS	VOID	VOIDED CHECK-CONTINUED CHECK
145550	ANA-LAB	11/19/15	\$ 99.00	WATER TESTING-NOV 2015
145551	ASG SECURITY	10/31/15	\$ 290.75	ANNUAL FIRE EXTINGUISHER INSPECTION FOR WATER/SE
145552	CCID #6	11/05/15	\$ 2,555.78	RAW WATER-OCT 2015
145553	DEPARTMENT STATE HEALTH	11/03/15	\$ 262.82	WATER SAMPLES-OCT 2015
145554	DPC INDUSTRIES	VARIOUS	\$ 4,971.10	CHLORINE/SULFUR DIOXIDE CHEMICALS-WTP/WWTP
145555	DPC INDUSTRIES	VARIOUS	VOID	VOIDED CHECK-CONTINUED CHECK
145556	EAST RIO HONDO WATER SUPPLY	VARIOUS	\$ 260.33	WATER-EDAP LIFT STATIONS
145557	EAST TEXAS METER & HYDRAN	11/17/15	\$ 10,030.00	ANNUAL FIRE HYDRANT INSPECTION
145558	O'REILLY AUTO	VARIOUS	\$ 245.88	OCT 2015-SUPPLIES FOR MAINTENANCE
145559	POOLSURE	10/30/15	\$ 866.25	SODIUM HYPOCHLORITE FOR WTP
145560	PRAXAIR DISTRIBUTORS	10/29/15	\$ 675.00	CALCIUM HYPOCHLORITE FOR WWTP
145561	REGION STAFFING	VARIOUS	\$ 993.18	CONTRACT LABOR WEEKENDING 11/8,11/15/15
145562	RGV INDUSTRIAL	11/17/15	\$ 9,720.00	REPAIR BROKEN AERATOR AT WWTP
145563	TEXAS FLEET FUEL	VARIOUS	\$ 1,071.13	FUEL FOR WATER/SEWER VEHICLES
145564	TEXAS COMMISSION ON ENVIRON	11/02/15	\$ 3,517.40	WTP PERMIT FOR FY 2016
145565	VEAE SERVICES	09/30/15	\$ 390.00	SET UP & CONFIGURE EXCHANGE SERVER
145566	WEF	10/23/15	\$ 166.00	WEF MEMBERSHIP DUES
145567	ZARSKY LUMBER	10/31/15	\$ 592.62	OCT 2015-SUPPLIES FOR MAINTENANCE
CHECKS 145568-145577				UTILITY DEPOSIT REFUND CHECKS
TOTAL			\$ 180,325.80	

UTILITY DEPOSIT REFUND CHECKS				
145568	ROMERO, JOSE & LILA	11/25/15	\$ 4.82	ACCT #01-10500-01 UTILITY DEPOSIT REFUND
145569	VILLARREAL, JESUS	11/25/15	\$ 78.58	ACCT #01-12251-01 UTILITY DEPOSIT REFUND
145570	ZERTUCHE, LUIS	11/25/15	\$ 6.29	ACCT #01-15490-04 UTILITY DEPOSIT REFUND
145571	BONNEY, DEBBIE	11/25/15	\$ 110.17	ACCT #01-17860-01 UTILITY DEPOSIT REFUND
145572	MTX CUSTOM HOMES BUILD	11/25/15	\$ 130.31	ACCT #01-25009-00 UTILITY DEPOSIT REFUND
145573	GONZALEZ, ROSE MARY	11/25/15	\$ 120.31	ACCT #02-21110-06 UTILITY DEPOSIT REFUND
145574	ROBINHOOD APARTMENTS	11/25/15	\$ 330.20	ACCT #02-22014-00 UTILITY DEPOSIT REFUND
145575	RICHARDSON, ANTHONY	11/25/15	\$ 107.27	ACCT #03-06139-08 UTILITY DEPOSIT REFUND
145576	GARZA, JUVENCIO	11/25/15	\$ 69.68	ACCT #03-18850-07 UTILITY DEPOSIT REFUND
145577	PADILLA LEON, ANABEL	11/25/15	\$ 25.65	ACCT #03-26440-22 UTILITY DEPOSIT REFUND
		TOTAL	\$ 983.28	

CITY OF LOS FRESNOS
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2015

09 -COMMUNITY DEVELOPMENT COR
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 16.67

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
52-CDC DISBURSEMENTS	205,150	36,063.22	62,903.22	0.00	142,246.78	30.66
TOTAL REVENUES	205,150	36,063.22	62,903.22	0.00	142,246.78	30.66
	=====	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>						
52-CDC DISBURSEMENTS	205,150	3,097.06	6,746.45	192.99	198,210.56	3.38
TOTAL EXPENDITURES	205,150	3,097.06	6,746.45	192.99	198,210.56	3.38
	=====	=====	=====	=====	=====	=====
REVENUE OVER/(UNDER) EXPENDITURES	0	32,966.16	56,156.77	(192.99)	(55,963.78)	0.00
	=====	=====	=====	=====	=====	=====

[illegible]

City Council
200 North Brazil
Los Fresnos, TX 78566

Meeting: 12/15/15 06:00 PM
Department: City Secretary
Category: Report
Prepared By: Pam Denny
Initiator: Pam Denny
Sponsors:

SCHEDULED

ACTION ITEM (ID # 1614)

DOC ID: 1614 A

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

Call with questions.

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

Activity for the month of November 2015

Water Treatment Plant

Total Output: 16,718,823

Daily Average: 557,294

% of Capacity: 55.7%

Waste Water Treatment Plant

Total Output: 15,318,000

Daily Average: 510,600

% of Capacity: 51.0%

**CITY OF LOS FRESNOS
PUBLIC WORKS DEPARTMENT
MONTHLY REPORT FOR THE MONTH OF November 2015**

CALLS FOR SERVICE	MONTH	YEAR TO DATE	OTHER
Other: Code Enforcement	10	102	
Repair Leak	3	20	
Change Meter	3	75	
Water Taps	4	33	
Sewer Taps	0	29	
Service Check for Water Leak at Account	11	270	
Service Connects/Disconnects	269	2455	
Street Repairs	2	2	
Pot hole Repairs	50	691	
Drainage Complaint	1	7	
Street Sign Replacement	0	45	
Call for Sewer Stoppage	14	95	
City Sewer Lines Unstopped	11	83	
Tons of Asphalt Used	3	26.93 TONS	
Tons of Gravel Used	2	31 TONS	
Fire Hydrants Flushed And Oiled	212	274	
Fire Hydrants Repaired	8	13	
Valves Repaired	1	2	
Manholes Cleaned or Repaired	10	55	



Carlos Salazar, Public Works Director

**CITY OF LOS FRESNOS
BUILDING PERMITS ISSUED**

MONTH & YEAR November, 2015

	BUILDING PERMITS		PLUMBING PERMITS		ELECTRICAL PERMITS		MECHANICAL PERMITS		MOVING PERMITS		MONTH	YEAR TO DATE
	MONTH	YTD	MONTH	YTD	MONTH	YTD	MONTH	YTD	MONTH	YTD	VALUATION	VALUATION
SINGLE FAMILY	6	41	6	36	4	33	2	12			\$645,400.00	\$3,800,410.00
DUPLEXES/APARTMENTS		1										\$80,000.00
HOTEL/MOTEL / BANK												
OFFICES/ STORAGE	1	1				1		1			\$325,000.00	\$325,000.00
STORES/RESTAURANTS		2		1		2						\$36,900.00
PUD DEVELOPMENT		1										\$700,000.00
SIGNS	1	18									\$7,000.00	\$83,715.62
CHURCHES/OTHER BUILDINGS		1		1		1						\$9,300.00
FENCE/DRIVEWAY/REROOF	4	40									\$10,250.00	\$122,289.15
SWIMMING POOLS		6		2		2						\$148,830.00
RESIDENTIAL ADD/REMODEL	2	21		1		2					\$29,000.00	\$98,087.91
COMMERCIAL ADD/REMODEL	1	11		6		7		1		2	\$2,500.00	\$341,490.00
STORAGE/GARAGES/CARPORTS	6	23									\$11,848.00	\$56,345.73
IRRIGATION				4								
TOTALS	21	166	6	51	4	48	2	14	0	2	\$1,030,998.00	\$5,802,368.41

City of Los Fresnos				
Recycling Program				
Yearly Totals				
2015 - 2016				
Month	Tuesdays at Memorial Park	Thursdays at Community Park	Saturdays at City Hall	Monthly Total for Month
October	63	59	52	174
November	60	37	55	152
December	0	0	0	0
January	0	0	0	0
February	0	0	0	0
March	0	0	0	0
April	0	0	0	0
May	0	0	0	0
June	0	0	0	0
July	0	0	0	0
August	0	0	0	0
September	0	0	0	0
Year Total	123	96	107	326

City of Los Fresnos				
Recycling Program				
Yearly Totals				
2014 - 2015				
Month	Tuesdays at Memorial Park	Thursdays at Community Park	Saturdays at City Hall	Monthly Total for Month
October	0	0	0	0
November	0	0	0	0
December	0	0	0	0
January	0	0	0	0
February	0	0	0	0
March	0	0	0	0
April	0	0	0	0
May	36	2	18	56
June	64	13	24	101
July	51	33	37	121
August	55	30	47	132
September	67	48	38	153
Year Total	273	126	164	563

**FY 2014/2015 REGIONAL SOLID WASTE GRANT
Results Report Form 10c: Source Reduction & Recycling**

Reporting Parameter	Cumulative FY 2014/2015 Results
Total grant funding amount	\$24,000.00
Total amount (<i>in tons</i>) of materials diverted	0
Amount (<i>in tons</i>) of brush/yard waste diverted	0
Amount (<i>in tons</i>) of glass diverted	0
Amount (<i>in tons</i>) of metal diverted	0
Amount (<i>in tons</i>) of plastic diverted	1.4700
Amount (<i>in tons</i>) of cardboard diverted	2.6105
Amount (<i>in tons</i>) of newspaper diverted	3.0520
Amount (<i>in tons</i>) of other paper diverted	1.6640
Amount (<i>in tons</i>) of C&D debris diverted	0
Number of months materials collected (<i>to be used in obtaining averages</i>)	7
Average monthly diversion amount (<i>in tons</i>)	1.7593
Total number of persons served	923
Total revenue from sale of diverted materials	\$402.98
Average monthly revenue	\$80.60
Total disposal costs avoided (<i>i.e., what it would have cost to landfill the total amount of materials diverted</i>)	\$11,533
Average monthly disposal costs avoided	\$2,307

Education & Training Component

Reporting Parameter	Results
Amount of grant funding applied toward education/training activities	\$0
Total of all education/training events	
Total number of persons involved in education/training events	
Total of all items distributed related to education/training events (e.g., brochures, fliers, manuals, freebies, etc.)	
Total number of mass media activities (e.g., press releases, PSAs, billboards or signs, etc.)	
Estimated total number of people reached through mass media activities	

Comments:

City Council
200 North Brazil
Los Fresnos, TX 78566

Meeting: 12/15/15 06:00 PM
Department: City Secretary
Category: Report
Prepared By: Pam Denny
Initiator: Pam Denny
Sponsors:

SCHEDULED

ACTION ITEM (ID # 1615)

DOC ID: 1615 A

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

Call with questions.

LOS FRESNOS POLICE DEPARTMENT

Arrests - By Violation

11/1/2015 11:26:30 AM
thru 11/30/2015 11:26:30 AM

Violation	# of Offenses
DRIVING WHILE INTOXICATED BAC >= 0.15	1
DRIVING WHILE LICENSE SUSPENDED UNDER PROVISIONS OF DL LAWS	11
EVADING ARREST DET W/PREV CONVICTION	1
EXECUTION OF CAPIAS OR ARREST WARRANT	10
FAILURE TO IDENTIFY	1
HOLD FOR CUSTOMS	7
INTOXICATION MANSLAUGHTER W/VEHICLE	1
NO DRIVER'S LICENSE	10
POSS MARIJ >50LBS<=2,000LBS	1
POSS MARIJ >5LBS<=50LBS	1
POSSESSION OF DRUG PARAPHERNALIA	1
PUBLIC INTOXICATION	4
THEFT	2
THEFT PROP>=\$50<\$500 23a	1
Total Violations	52
Total Arrests	49

Attachment: November Police Report (1615 : Police Department Report)

LOS FRESNOS POLICE DEPARTMENT

Incidents - By Violation

11/1/2015 11:27:54 AM
thru 11/30/2015 11:27:54 AM

Violation	Incidents
ABANDONED VEHICLES	2
ACCIDENT INVOLVING DAMAGE TO VEHICLE>=\$200	1
ALARMS	1
ANIMAL CONTROL	12
BURGLARY OF HABITATION	2
BURGLARY OF VEHICLE 23f	4
CHILD IN NEED OF SUPERVISION RUNAWAY	2
CREDIT CARD OR DEBIT CARD ABUSE	1
CRIMINAL MISCHIEF >=\$50<\$500	1
DEPOSITED GLASS/OTHER DEBRIS ON HIGHWAY	1
DOG AT LARGE	15
DRIVING WHILE INTOXICATED BAC >= 0.15	1
DRIVING WHILE LICENSE SUSPENDED UNDER PROVISIONS OF DL LAWS	12
EVADING ARREST DET W/VEH	1
EXECUTION OF CAPIAS OR ARREST WARRANT	10
FAILURE TO IDENTIFY	1
HARASSMENT	2
ILLEGAL DUMPING >5 LBS < 500 LBS	6
INTOXICATION MANSLAUGHTER W/VEHICLE	1
NO DRIVER'S LICENSE	10
PERMIT OF FOOD SERVICE ESTABLISHMENT	2
POSSESSION OF DRUG PARAPHERNALIA	2
PUBLIC INTOXICATION	1
RECKLESS DAMAGE OR DESTRUCTION	1
REGULATES & RESTRICTS THE LOCATION AND USE OF BUILDING	1
TATTOO/BODY PIERCING REGULATION REQUIREMENTS	1
TERRORISTIC THREAT 13a	1
THEFT	3
THEFT PROP>=\$50<\$500 23a	2
THEFT PROP>=\$500<\$1,500 23a	1
WEEDED OR RUBBISH LOT	16
WELFARE CONCERN	1
Total Violations	118
Total Incidents	259

Attachment: November Police Report (1615 : Police Department Report)

LOS FRESNOS POLICE DEPARTMENT

Accident - By Street & Intersection

11/1/2015 11:25:34 AM
thru 11/30/2015 11:25:34 AM

Street & Intersection	Accidents	Fatalities	Vehicles	Injured
2ND & ARROYO	1	0	2	0
8TH & MESQUITE	1	0	0	0
ARROYO & 10TH	1	0	0	0
ARROYO & OCEAN	1	0	2	0
ARROYO & WEST OCEAN BLVD	1	0	2	0
BOUGAINVILLEA & WHIPPLE	1	0	0	0
BRAZIL & 3RD	1	0	0	0
Henderson Rd. east of N. Cuates Dr. & CUATES CAMINO	1	1	1	0
HWY 100 & FM 1575	1	0	0	0
OCEAN & 33455 FM 1575 RD.	1	0	2	0
OCEAN & ARROYO	1	0	0	0
OCEAN & FM 1575	1	0	0	0
OCEAN & HOLLY	1	0	0	0
OCEAN & MESQUITE	1	0	2	1
RESACA & HODGES	1	0	0	0
RESACA & HUISACHE	1	0	0	0
Total	16	1	11	1

Attachment: November Police Report (1615 : Police Department Report)

City Council
200 North Brazil
Los Fresnos, TX 78566

Meeting: 12/15/15 06:00 PM
Department: City Secretary
Category: Report
Prepared By: Pam Denny
Initiator: Pam Denny
Sponsors:

SCHEDULED

ACTION ITEM (ID # 1616)

DOC ID: 1616 A

Municipal Court Report 1. Monthly Report

Call with questions.

OFFICIAL MUNICIPAL COURT MONTHLY REPORT

MUNICIPAL COURT OF <u>Los Fresnos</u>		TRAFFIC		NON-TRAFFIC MISDEMEANORS	
FOR MONTH <u>November</u> YEAR <u>2015</u>		NON-PARKING	PARKING	STATE LAW	CITY ORDINANCE
1. New Cases Filed During the Month		<u>360</u>	<u>1</u>	<u>42</u>	<u>2</u>
2. Dispositions Prior to Trial:					
A. Bond Forfeitures					
B. Fined (Before trial only. If the defendant goes to trial, enter in Item 3.)		<u>141</u>		<u>4</u>	<u>1</u>
C. Cases Dismissed (Do not include dismissals that are to be reported in Items 3C and 4 below.)		<u>24</u>		<u>3</u>	<u>0</u>
3. Dispositions at Trial:					
A. Trial by Judge					
(1) Finding of Guilty		<u>63</u>		<u>8</u>	
(2) Finding of Not Guilty					
B. Trial by Jury					
(1) Finding of Guilty					
(2) Finding of Not Guilty					
C. Dismissed at Trial		<u>12</u>			
4. Cases Dismissed:					
A. After Driver Safety Course (C.C.P., Art. 45.0511)		<u>52</u>			
B. After Deferred Disposition (C.C.P., Art. 45.051)		<u>33</u>			
C. After Proof of Financial Responsibility (Transportation Code, Sec. 601.193)		<u>8</u>			
D. Compliance Dismissal (Proof of Inspection, License, or Registration)		<u>24</u>			
5. Community Service Ordered (For satisfaction of fine or costs only.)		<u>9</u>			
6. Cases Appealed		<u>0</u>			
7. Juvenile / Minor Activity:					
A. Transportation Code Cases Filed		<u>10</u>		8. Parent Contributing to Nonattendance Cases Filed (Education Code, Sec. 25.093)	
B. Non-Driving Alcoholic Beverage Code Cases Filed		<u>1</u>		9. Safety Responsibility and Driver's License Suspension Hearings Held	
C. Driving Under the Influence of Alcohol Cases Filed				10. Search Warrants Issued (Do not include warrants for arrest.)	
D. Health & Safety Code (Tobacco) Cases Filed		<u>2</u>		11. Arrest Warrants Issued:	
E. Failure to Attend School Cases Filed (Education Code, Sec. 25.094)				A. Class C Misdemeanors Only	
F. Education Code (Except Failure to Attend) Cases Filed				B. Felonies and Class A and B Misdemeanors Only	
G. Violation of Local Daytime Curfew Ordinance Cases Filed (Loc. Gov. Code, Sec. 341.005)				12. Magistrate Warnings Given: (Given to defendants charged with county or district court offense.)	
H. All Other Non-Traffic Fine-Only Cases Filed		<u>2</u>		A. Class A and B Misdemeanors Only	
I. Waiver of Jurisdiction of Non-Traffic Cases (Family Code, Sec. 51.08(b))				B. Felonies	
J. Referred to Juvenile Court for Delinquent Conduct (C.C.P., Art. 45.050 (c)(1))				13. Emergency Mental Health Hearings Held	
K. Held in Contempt, Fined, or Denied Driving Privileges (C.C.P., Art. 45.050 (c)(2))				14. Magistrate's Orders for Emergency Protection	
Magistrate Warnings Given (Juvenile):				15. Total Revenue \$ <u>54,775.87</u>	
L. Warnings Administered		<u>2</u>		(Include all revenue collected during month to be remitted to city or state)	
M. Statements Certified					

Attachment: November Municipal Court Report (1616 : Municipal Court Report)

From 11/01/2015 to 11/30/2015

Citation No.	Docket No.	Violator	TOTAL FOR REPORT			
Code	Payments	Refunds	Net	G/L	Acct No.	
TFC C 222	666.00	0	666.00	01	407-0240	
AR C 272	1,349.00	0	1,349.00	01	407-0240	
TECH C 270	1,052.50	0	1,052.50	01	407-0241	city 2546.96
STF S 222	6,456.50	0	6,456.50	01	2512	Court 1052.50
MCBS S 264	785.00	0	785.00	01	407-0270	Bldg. sec. 785
SJRF S 254	1,013.00	0	1,013.00	01	2512	omni 499.
JFCT S 251	1,338.20	0	1,338.20	01	2512	coll agency 3076 5
FINE S 257	16,080.72	8	15,336.32	01	407-0240	judge ed. 85.
CCC04 S 276	10,531.90	0	10,531.90	01	2512	child safety 650
JFCI S 253	151.80	0	151.80	01	407-0240	overpay 207
IDF S 248	496.00	0	496.00	01	2512	state 23001
CJFS S 168	15.12	0	15.12	01	2512	
CJFC C 168	1.68	0	1.68	01	407-0240	
WRNTE C 95	4,243.84	0	4,243.84	01	407-0240	
TLFTA1 S 89	1,677.80	0	1,677.80	01	2512	
TLFTA2 C 85	499.00	0	499.00	01	2517	
TLFTA3 C 83	332.00	0	332.00	01	407-0240	
COLAGY coll 48	3,014.65	1	2,999.65	01	2513	
TPF S 222	444.00	0	444.00	01	2512	
CS2 child 7	650.00	0	650.00	01	407-0280	
TP-L C 43	352.00	0	352.00	01	407-0240	
OP over 5	268.00	3	207.00	01	2516	
TP-S S 38	444.90	0	444.90	01	2512	
TP-L-Lud 34	85.00	0	85.00	01	407-0260	
SPEX C 29	2,299.40	0	2,299.40	01	407-0290	
AF2 C 25	500.00	0	500.00	01	407-0240	
DSC C 24	237.60	0	237.60	01	407-0240	
AF S 1	10.00	0	10.00	01	407-0240	
TXSBLT S 2	71.00	0	71.00	01	2515	
MSB coll 1	26.40	0	26.40	01	2513	
GR S 1	2.50	0	2.50	01	2512	
LEMIS S 1	0.50	0	.50	01	2512	
JCPT S 7	7.00	0	7.00	01	2512	
CVC S 11	164.76	0	164.76	01	2512	
CJP S 1	5.00	0	5.00	01	2512	
OCL S 1	75.00	0	75.00	01	2512	
LEOA S 1	1.00	0	1.00	01	2512	
LEOCE S 1	2.00	0	2.00	01	2512	
CCC S 10	170.00	0	170.00	01	2512	
FA S 10	50.00	0	50.00	01	2512	
JCD S 10	2.50	0	2.50	01	2512	
JCPT2 S 3	6.00	0	6.00	01	2512	
JFCT S 5	17.00	0	17.00	01	2512	
Total: 4036	55,596.27	12	820.40-	54,775.87		

Cash Payments....+ \$49,205.87
Bond Forfeited...+ \$0.00
Bond Applied.....+ \$5,646.00
Payment Refunded.- \$76.00-

Attachment: November Municipal Court Report (1616 : Municipal Court Report)

City Council
200 North Brazil
Los Fresnos, TX 78566

Meeting: 12/15/15 06:00 PM
Department: City Secretary
Category: Report
Prepared By: Pam Denny
Initiator: Pam Denny
Sponsors:

SCHEDULED

ACTION ITEM (ID # 1617)

DOC ID: 1617 A

Library Report 1. Monthly Report

Call with questions.

ETHEL L. WHIPPLE MEMORIAL LIBRARY

LIBRARIAN'S REPORT

NOVEMBER 2015

Number of Patron Checking Out Materials

Adult	603
Children	162
Teens	15

Material Types Checked Out

Adult Books	253
Children Books	111
Young Adult Books	215
Videos	206
Audios	2
Other Language Books	21

Items Downloaded

eBooks	28
eAudiobooks	4

Patron Access Computer Use

Total Sessions	686
Total Time	448 hours

Free WiFi Access Use

Total Sessions	254
Total Time	1,026 hours

What Happened In the Library

Hours Open	140 hours
Attendance	910
Children Program Attendance	95
Volunteer Hours	90
New Cards Issued	44
New Books Added	47
New eBooks Added	15
New Videos Added	12
Books Weeded	164
Videos Weeded	54
Reference Questions	235
Assists in Computer Lab	155
Patron Copies	1,886
Patron Faxes sent	121
Patron Printouts	1,628
Library Staff Copies	885
Replacement Cards	40



Internet Hotspot Gateway GIS-R2+

Connected to the Internet: **YES**

[Setup Wizard](#) ▾

Status

[System information](#)

[Connected users](#)

[Usage reports](#)

Management

[Manage codes](#)

[Hotspot availability](#)

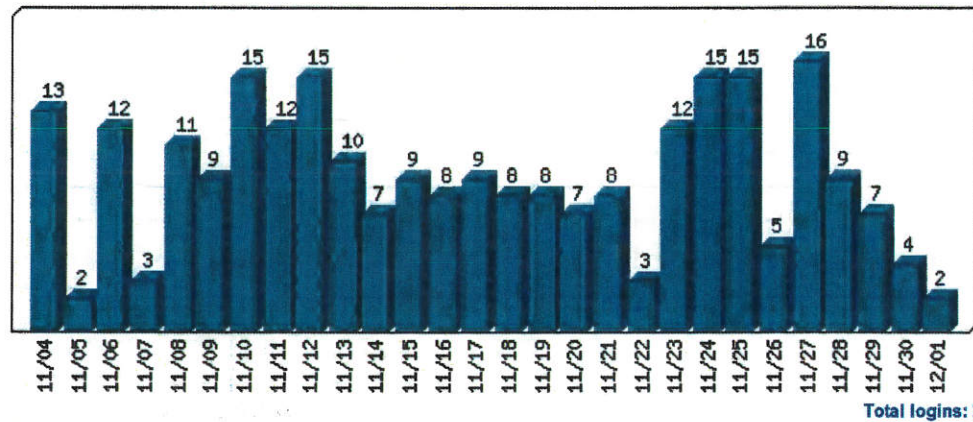
[Change password](#)

[Reboot system](#)

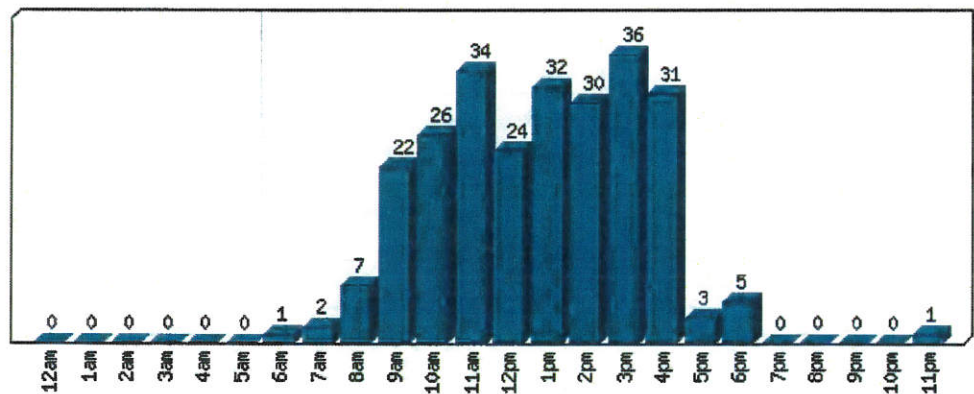
[Advanced Settings](#) ▾

Usage Reports

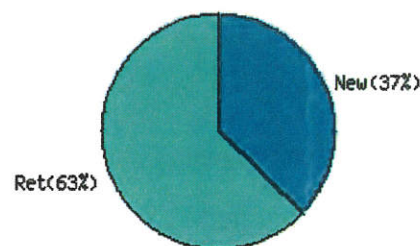
Hotspot usage for **last 28 days** ▾



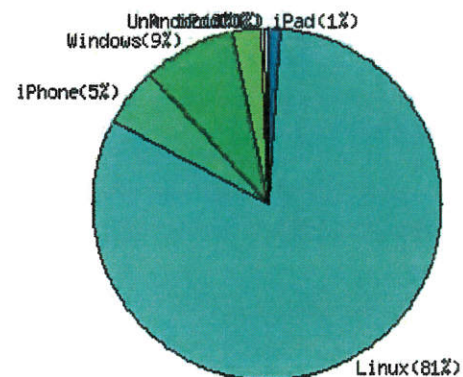
Login times



New vs returning guests



Devices used for access



Deliver daily report to email address: askthelibrarian402@gmail.com

[Update](#)

Emails sent at 12am, email must be enabled. [Send now](#).



Computer Session Usage Summary From 11/2/2015 through 11/30/2015 11:59:59 PM

Report Description:

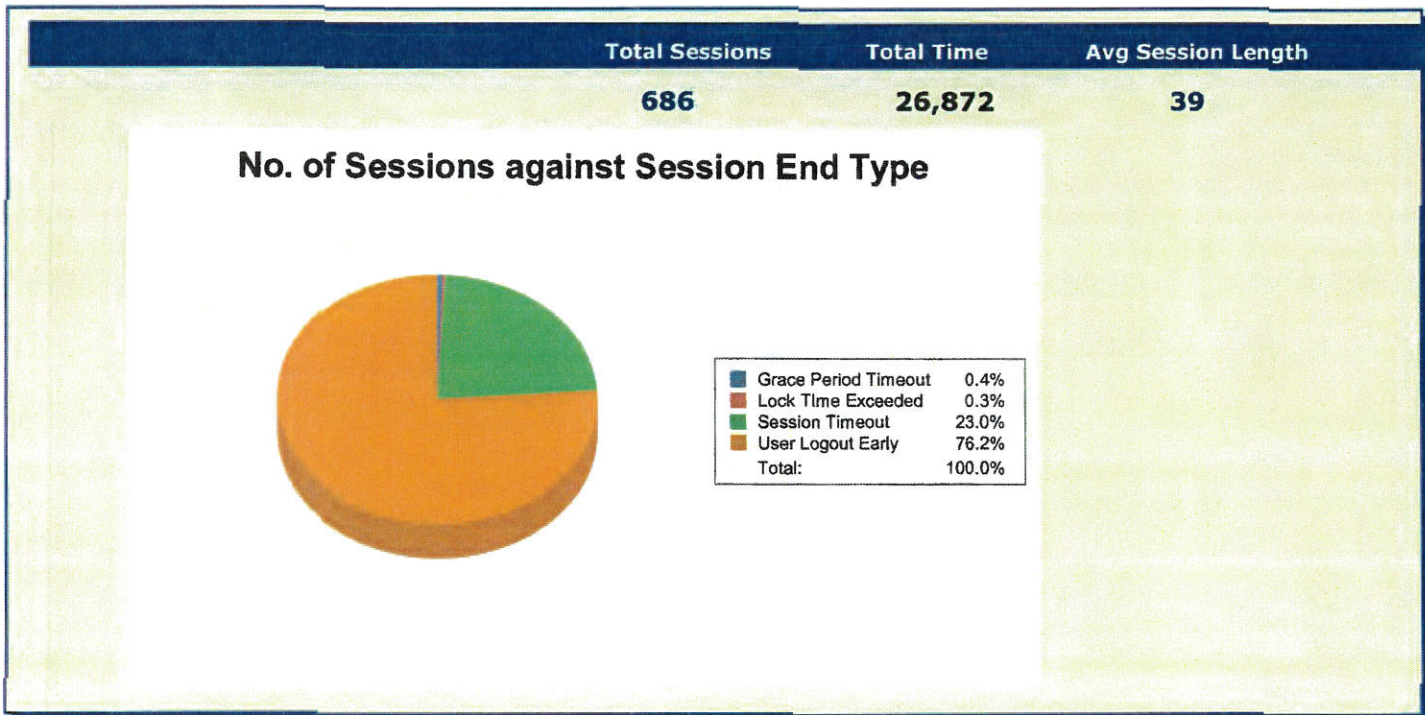
This report displays the session usage information, e.g. how many sessions have been cancelled, grouped by location and by site.

Site: Los Fresnos

Location: Main

Session End Type	Total Sessions	Percentage	Avg Session Length
Session Timeout	157	23%	58
User Logout Early	523	76%	34
Grace Period Timeout	3	0%	25
Lock Time Exceeded	2	0%	2
Session Timeout	1	0%	40
Location Totals	686	100%	39
Site Totals	686	100%	39

Grand Totals





Computer Session Summary From 11/2/2015 through 11/30/2015 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-10	40	1,583	40
PATRON-11	18	774	43
PATRON-12	12	525	44
PATRON-13	9	381	42
PATRON-14	48	2,083	43
PATRON-15	28	1,287	46
PATRON-16	29	1,258	43
PATRON-17	25	1,015	41
PATRON-18	32	1,098	34
PATRON-19	83	2,830	34
PATRON-2	40	1,394	35
PATRON-20	31	1,204	39
PATRON-21	53	1,956	37
PATRON-22	11	352	32
PATRON-23	14	472	34
PATRON-24	44	2,166	49
PATRON-3	37	1,032	28
PATRON-4	19	908	48
PATRON-5	37	1,294	35
PATRON-6	19	764	40
PATRON-7	17	614	36
PATRON-8	15	723	48
PATRON-9	25	1,159	46
Location Totals	686	26,872	39

Site Totals	686	26,872	39
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Grand Totals

Total Sessions	Total Time	Avg Session Length
686	26,872	39

Attachment: November Library Report (1617 : Library Report)

City Council
200 North Brazil
Los Fresnos, TX 78566

Meeting: 12/15/15 06:00 PM
Department: City Secretary
Category: Report
Prepared By: Pam Denny
Initiator: Pam Denny
Sponsors:

SCHEDULED

ACTION ITEM (ID # 1618)

DOC ID: 1618 A

Fire Marshall's Report 1. Monthly Report

Call with questions.



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

MONTHLY INFORMATION REPORT
 MONTH OF NOVEMBER 2015

<u>FIRES</u>	<u>INSIDE CITY</u>	<u>OUTSIDE CITY</u>
Business Structures	_____	_____
Dwellings	<u>1</u>	_____
Mobile Homes	_____	_____
Grass	_____	<u>2</u>
Refuse	_____	_____
Incendiary or Suspicious Fires	_____	_____
Institutional	_____	_____
Motor Vehicles	_____	<u>1</u>
Rescue Calls	<u>3</u>	<u>10</u>
Other Calls	<u>3</u>	<u>3</u>
 TOTAL ALARMS		 <u>23</u>

MONTHLY FIRE PREVENION INSPECTIONS

Commercial Businesses	<u>4</u>	Institutions	<u>4</u>
Industrial Structures	_____	Homes	_____
Public Buildings	<u>1</u>	Apartments	<u>1</u>
Hotels	_____		
 TOTAL INSPECTIONS	 <u>10</u>		

SCHOOL, HOSPITAL, and NURSING HOME FIRE DRILLS SUPERVISED _____

LECTURES-PRESENTATIONS MADE/FILMS SHOWN _____ TOTAL AUDIENCE _____

FIRES INVESTIGATED (ACCIDENTAL) 1 (INCENDIARY) _____


 FIRE MARSHAL, CITY OF LOS FRESNOS

Attachment: November Fire Marshall Report (1618 : Fire Marshall's Report)