



City Council Meeting Agenda

Tuesday, August 12, 2025 at 6:00 PM

City Hall – 520 East Ocean Blvd. Los Fresnos, TX 78566

<https://cityoflosfresnos.com/meetings>

NOTICE OF SAID MEETING IS HEREBY GIVEN BY THE CITY OF LOS FRESNOS PURSUANT TO CHAPTER 551, TITLE 5 OF THE TEXAS GOVERNMENT CODE, THE TEXAS OPEN MEETINGS ACT.

A. CALL MEETING TO ORDER

B. INVOCATION AND PLEDGE OF ALLEGIANCE

C. VISITORS REMARKS

To speak, you must sign in with the City Secretary prior to the meeting. You have a limit of 5 minutes to speak.

D. CONSENT AGENDA

All matters listed are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless requested by a member of the City Council. The item may subsequently be removed from the Consent Agenda to be considered separately.

1. Consideration and ACTION to approve the minutes for July 8, 2025.
2. Consideration and ACTION to update the fee schedule to reflect the approved water and wastewater rates effective October 1, 2025.
3. Consideration and Action to approve Change Order #6 for the CWSRF 73687 Proposed Wastewater Collection System and Rehabilitation Project.
4. Consideration and ACTION to approve a resolution of the City Council of Los Fresnos, Texas, authorizing the submission of a contract amendment request for Texas Community Development Block Grant Program (TXCDBG) contract number CDV23-0338 between the City of Los Fresnos and the Texas Department of Agriculture.
5. Consideration and ACTION to approve updates to the Employee Policy Manual:
 - A. Protected Information
 - B. Records Maintenance and Release
 - C. Cybersecurity
 - D. Information Technology Use
 - E. Generative Intelligence Use
 - F. Purchasing and Procurement
 - G. ADA Compliance
 - H. Overtime Compensation
6. Consideration and ACTION to approve the Quarterly Investment Portfolio Report ended as of June 30, 2025.
7. Consideration and ACTION to approve the write off of bad debt for utility accounts and garbage for the 2024-2025 fiscal year.
8. Consideration and ACTION to approve an agreement for services to provide swimming lessons for the fiscal year 2025-2026.

9. Consideration and ACTION to approve Change Order No. 1 for the CDV23-0338 Street Improvement Project.
10. Consideration and ACTION to approve the Los Fresnos Community Development Corporations action to approve additional funding for the concession stand at the Community Park for the Los Fresnos Little League.
11. Consideration and ACTION to approve the Los Fresnos Community Developments action to purchase promotional items.
12. Consideration and ACTION to approve the preliminary & final plat of Casablanca Bay Los Fresnos Subdivision.
13. Consideration and ACTION to approve a proclamation recognizing the 10th anniversary of University of Texas Rio Grande Valley's founding in 2015.
14. Consideration and ACTION to excuse the absence of Juan Munoz from the July 8, 2025 City Council meeting.
15. Consideration and ACTION to excuse the absence of Larry Meade from July 21, 2025 Planning & Zoning meeting.

E. ACTION ITEMS

1. Consideration and ACTION to approve a proclamation honoring Herm's Smokehouse for exemplary community service.
2. Consideration and ACTION to approve action taken by the Los Fresnos Community Development Corporation for service agreement for the 2025 Narcisco Martinez Cultural Arts Center Conjunto Festival.
3. Consideration and ACTION to approve a service agreement for the 2026 Cameron County Fair & Livestock Show.
4. Consideration and ACTION to approve a service agreement for the September 2025 Cowboy Cook Off.
5. Consideration and ACTION to approve a service agreement for the February 2026 Los Fresnos Rodeo.
6. Consideration and ACTION to approve funding for engineering services to prepare a plan and cost estimate for the use of the old city landfill property as a park.
7. Consideration and ACTION to approve closing city offices at 12:00 pm on December 31, 2025 for an employee End of the Year Celebration.
8. Discussion and review of applications received for upcoming vacancies and current members in the following boards and positions:
 1. Planning and Zoning Commission: Place 5 Henry Bebon; Place 6 Larry Meade; Place 7 Javier Rodriguez
 2. Park Advisory Board: Place 4 Norma Cruz; Place 5 Robert Garza
 3. Housing Authority Board: Place 1 Belinda Garza; Place 2 Claudia Rocha; Place 3 Linda Ramirez
9. Consideration and ACTION to approve the renewal contract for City Attorney Enrique Juarez.
10. Consideration and ACTION to acknowledge the Finance Director's certification of the estimated ad valorem tax collection rate for 2025 and the excess debt tax collections for 2025 tax year.

11. Consideration and ACTION to acknowledge the Cameron Appraisal District Chief Appraiser's certification of the 2025 tax roll.
12. Consideration and ACTION to acknowledge the calculations of the City's no-new-revenue and voter-approval tax rate for tax year 2025 and for fiscal year 2025-2026.
13. Consideration and ACTION to propose a tax rate for tax year 2025, take a record vote, if proposed tax rate exceeds the lower of the no-new-revenue or voter-approval, and set dates for public hearings, if necessary.

F. ACKNOWLEDGEMENT OF THE CITY MANAGER'S REPORT

1. City Manager Report
 - A. Wastewater Collection System & Upgrade
 - B. Water Treatment Plant Expansion
 - C. CDBG Street Project
 - D. Drainage
 - E. Whipple Road
 - F. COVID-19
 - G. Veteran's Memorial
 - H. Water Funding
 - I. Wastewater Funding
 - J. Senior Citizens Program
 - K. Legislative Update

G. CLOSED SESSION

1. Closed Session - Deliberation pursuant to Section 551.071 Title 5 of the Texas Government code, the Texas Open Meetings Act regarding the following: consultation with attorney on pending or contemplated litigation regarding the annexation of the City's ETJ.
2. Closed Session - Deliberation pursuant to Section 551.074, Title 5 of the Texas Government code, the Texas Open Meetings Act regarding the following: the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of City Manager, Chief of Police, Public Works Director, Librarian, Finance Director or City Secretary.

H. OPEN SESSION

1. Open Session Pursuant to Sections 551.071, Title 5 of the Texas Government code, the Texas Open Meetings Act deliberation and possible action regarding the following:

Consultation with attorney on pending or contemplated litigation regarding the annexation of the City's ETJ.
2. Open Session Pursuant to Sections 551.074, Title 5 of the Texas Government code, the Texas Open Meetings Act deliberation and possible action regarding the following:

The appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of City Manager, Chief of Police, Public Works Director, Librarian, Finance Director or City Secretary.

I. WORKSHOP

1. Budget Workshop Fiscal Year 2025-2026

J. ADJOURNMENT

This is to certify that I, Jacqueline Moya, posted this agenda on the front bulletin board of the City Hall and the city website at www.cityoflosfresnos.com on August 08, 2025 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.

/s/ Jacqueline Moya, City Secretary

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

ACTION ITEM REPORT



Item Title: Consideration and ACTION to approve the minutes for July 8, 2025.

Recommendation:

I recommend approval.



City Council Meeting Minutes

Tuesday, July 08, 2025 at 6:00 PM

City Hall – 520 East Ocean Blvd. Los Fresnos, TX 78566

<https://cityoflosfresnos.com/meetings>

NOTICE OF SAID MEETING IS HEREBY GIVEN BY THE CITY OF LOS FRESNOS PURSUANT TO CHAPTER 551, TITLE 5 OF THE TEXAS GOVERNMENT CODE, THE TEXAS OPEN MEETINGS ACT.

A. CALL MEETING TO ORDER

Mayor Flores called the meeting to order at 6:01 p.m.

PRESENT

Mayor Alejandro Flores

Place 1 Alberto Escobedo

Place 3 Gabriela Fernandez

Place 4 Luis Gonzalez

Place 5 Terry Vinson

ABSENT

Place 2 Juan Munoz

B. INVOCATION AND PLEDGE OF ALLEGIANCE

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

C. VISITORS REMARKS

To speak, you must sign in with the City Secretary prior to the meeting. You have a limit of 5 minutes to speak.

There were none.

D. PRESENTATION

1. Presentation-RGV Desalination, L.L.C.

Doug Allison with RGV Desalination, LLC introduced himself and thanked the council for the opportunity to present. Mr. Allison presented information to the council about the proposed desalination plant in the area.

Council member Luis Gonzalez arrived at 6:03 p.m.

E. CONSENT AGENDA

All matters listed are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless requested by a member of the City Council. The item may subsequently be removed from the Consent Agenda to be considered separately.

Mayor Flores advised the council there was a total of nine consent agenda item and asked if there was any the council would like to pull for further discussion. There were none.

1. Consideration and ACTION to approve the minutes from June 10, 2025.

Motion was made and seconded to approve the minutes from June 10, 2025.

Motion made by Place 1 Escobedo, Seconded by Place 3 Fernandez.

Voting Yea: Mayor Flores, Place 1 Escobedo, Place 3 Fernandez, Place 4 Gonzalez, Place 5 Vinson

2. Consideration and ACTION to approve a Memorandum of Understanding between the City of Los Fresnos and South Texas ISD regarding the use of the parking lot at Memorial Park.

Motion was made and seconded to approve a Memorandum of Understanding between the City of Los Fresnos and South Texas ISD regarding the use of the parking lot at Memorial Park.

Motion made by Place 1 Escobedo, Seconded by Place 3 Fernandez.

Voting Yea: Mayor Flores, Place 1 Escobedo, Place 3 Fernandez, Place 4 Gonzalez, Place 5 Vinson

3. Consideration and ACTION to approve an resolution of the City of Los Fresnos, Texas suspending the august 19, 2025 effective date of Texas Gas Service Company's requested increase to permit the city time to study the request and to establish reasonable rates; approving cooperation with other cities in the Texas Gas Service Company's service area; hiring legal and consulting services to negotiate with the company and direct any necessary litigation and appeals; authorizing intervention in Texas gas service's statement of intent to change gas utility rates at the railroad commission; requiring reimbursement of cities' rate case expenses; finding that the meeting at which this resolution is passed is open to the public as required by law; requiring notice of this resolution to the company and legal counsel.

Motion was made and seconded to approve an resolution of the City of Los Fresnos, Texas suspending the august 19, 2025 effective date of Texas Gas Service Company's requested increase to permit the city time to study the request and to establish reasonable rates; approving cooperation with other cities in the Texas Gas Service Company's service area; hiring legal and consulting services to negotiate with the company and direct any necessary litigation and appeals; authorizing intervention in Texas gas service's statement of intent to change gas utility rates at the railroad commission; requiring reimbursement of cities' rate case expenses; finding that the meeting at which this resolution is passed is open to the public as required by law; requiring notice of this resolution to the company and legal counsel.

Motion made by Place 1 Escobedo, Seconded by Place 3 Fernandez.

Voting Yea: Mayor Flores, Place 1 Escobedo, Place 3 Fernandez, Place 4 Gonzalez, Place 5 Vinson

4. Consideration and ACTION to approve the Order of Election and Notice of Election for the November 4, 2025 City Election and authorize the City Secretary to make any necessary changes in locations, days, dates, and times that may be ordered by the Governor or the Cameron County Elections Office.

Motion was made and seconded to approve the Order of Election and Notice of Election for the November 4, 2025 City Election and authorize the City Secretary to make any necessary changes in locations, days, dates, and times that may be ordered by the Governor or the Cameron County Elections Office.

Motion made by Place 1 Escobedo, Seconded by Place 3 Fernandez.

Voting Yea: Mayor Flores, Place 1 Escobedo, Place 3 Fernandez, Place 4 Gonzalez, Place 5 Vinson

5. Consideration and ACTION to approve a contract with Cameron County Election Administration to conduct the early voting and election day voting for November 4, 2025 City Election.

Motion was made and seconded to approve a contract with Cameron County Election Administration to conduct the early voting and election day voting for November 4, 2025 City Election.

Motion made by Place 1 Escobedo, Seconded by Place 3 Fernandez.

Voting Yea: Mayor Flores, Place 1 Escobedo, Place 3 Fernandez, Place 4 Gonzalez, Place 5 Vinson

6. Consideration and ACTION to excuse the absence of Luis Gonzalez from the June 10, 2025 City Council meeting.

Motion was made and seconded to excuse the absence of Luis Gonzalez from the June 10, 2025 City Council meeting.

Motion made by Place 1 Escobedo, Seconded by Place 3 Fernandez.

Voting Yea: Mayor Flores, Place 1 Escobedo, Place 3 Fernandez, Place 4 Gonzalez, Place 5 Vinson

7. Consideration and ACTION to excuse the absence of Robert Walsdorf from the June 16, 2025 Planning & Zoning meeting.

Motion was made and seconded to excuse the absence of Robert Walsdorf from the June 16, 2025 Planning & Zoning meeting.

Motion made by Place 1 Escobedo, Seconded by Place 3 Fernandez.

Voting Yea: Mayor Flores, Place 1 Escobedo, Place 3 Fernandez, Place 4 Gonzalez, Place 5 Vinson

8. Consideration and ACTION to excuse the absence of Henry Bebon from the June 16, 2025 Planning & Zoning meeting.

Motion was made and seconded to excuse the absence of Henry Bebon from the June 16, 2025 Planning & Zoning meeting.

Motion made by Place 1 Escobedo, Seconded by Place 3 Fernandez.

Voting Yea: Mayor Flores, Place 1 Escobedo, Place 3 Fernandez, Place 4 Gonzalez, Place 5 Vinson

9. Consideration and ACTION to excuse the absence of Javier Rodriguez from the June 16, 2025 Planning & Zoning meeting.

Motion was made and seconded to excuse the absence of Javier Rodriguez from the June 16, 2025 Planning & Zoning meeting.

Motion made by Place 1 Escobedo, Seconded by Place 3 Fernandez.

Voting Yea: Mayor Flores, Place 1 Escobedo, Place 3 Fernandez, Place 4 Gonzalez, Place 5 Vinson

F. ACTION ITEMS

1. Consideration and ACTION to approve a resolution by the city council of the City of Los Fresnos to express support to the RGV Desalination LLC., Regional Water Supply Project.

Mr. Milum answered questions from the council and explained the resolution was only for support of the project.

Mr. Allison answered questions from the council and discussed the project.

Motion was made and seconded to approve a resolution by the city council of the City of Los Fresnos to express support to the RGV Desalination LLC., Regional Water Supply Project.

Motion made by Place 3 Fernandez, Seconded by Place 5 Vinson.

Voting Yea: Mayor Flores, Place 3 Fernandez, Place 4 Gonzalez, Place 5 Vinson

Voting Abstaining: Place 1 Escobedo

2. Consideration and ACTION to approve rate structures for water and wastewater upgrades.

Mr. Milum explained the next two action items dealt with the CWSRF funding the city will be receiving that would be used to complete upgrades to the water and wastewater system that began in 2017.

He explained the last rate increase was in 2019. He presented the proposed rate structures provided by a Waterworth, a planning tool that assisted the city plan for future rate increases and how it would impact revenue and expenditures.

Mr. Milum answered questions from the council and discussed the proposed rate structures.

Motion was made and seconded to approve rate structures for water and wastewater upgrades effective October 1, 2025.

Motion made by Place 1 Escobedo, Seconded by Place 3 Fernandez.

Voting Yea: Mayor Flores, Place 1 Escobedo, Place 3 Fernandez, Place 4 Gonzalez, Place 5 Vinson

3. Presentation of a plan of finance and consideration and approval of a resolution by the City Council of the City of Los Fresnos, Texas authorizing and approving publication of notice of intention to issue Certificates of Obligation; complying with the requirements contained in securities and exchange commission rule 15c2-12; and providing an effective date.

Mr. Milum advised the council the city financial advisors would be presenting the information. Don Gonzales with Estrada Hinojosa introduced himself and gave a brief introduction on the loan process. Matt Lujan presented in detail the financial plan, notice of intent and certificate of obligation. Mr. Milum along with the financial advisors answered questions for the council.

Motion was made and seconded for the Presentation of a plan of finance and consideration and approval of a resolution by the City Council of the City of Los Fresnos, Texas authorizing and approving publication of notice of intention to issue Certificates of Obligation; complying with the requirements contained in securities and exchange commission rule 15c2-12; and providing an effective date.

Motion made by Place 1 Escobedo, Seconded by Place 4 Gonzalez.

Voting Yea: Mayor Flores, Place 1 Escobedo, Place 3 Fernandez, Place 4 Gonzalez, Place 5 Vinson

G. ACKNOWLEDGEMENT OF THE CITY MANAGER'S REPORT

1. City Manager Report
 - A. Wastewater Collection System & Upgrade
 - B. Water Treatment Plant Expansion
 - C. CDBG Street Project
 - D. Drainage
 - E. Whipple Road
 - F. COVID-19
 - G. Veteran's Memorial
 - H. Water Funding
 - I. Wastewater Funding
 - J. Senior Citizens Program
 - K. Boys & Girls Club Report

Mayor Flores asked Mr. Milum if he had anything in particular to report on the City Manager Report. Mr. Milum responded with an update on the Veterans Memorial. There were no other updates.

Motion was made and seconded to acknowledge the City Manager's report.

Motion made by Place 3 Fernandez.

Voting Yea: Mayor Flores, Place 1 Escobedo, Place 3 Fernandez, Place 4 Gonzalez, Place 5 Vinson

H. ACKNOWLEDGMENT OF DEPARTMENT REPORTS

Mayor Flores asked Mr. Milum if he had anything he would like to add on the reports or if the council had any questions. There were none.

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

Motion was made and seconded to acknowledge the Financial Report.

Motion made by Place 5 Vinson, Seconded by Place 3 Fernandez.

Voting Yea: Mayor Flores, Place 1 Escobedo, Place 3 Fernandez, Place 4 Gonzalez, Place 5 Vinson

2. Public Works Report 1. Water and Wastewater Activity 2. Calls for Service 3. Building Permits 4. Recycling 5. Waste Water Treatment Plant Discharge Monitoring Report

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

Motion made by Place 5 Vinson, Seconded by Place 3 Fernandez.

Voting Yea: Mayor Flores, Place 1 Escobedo, Place 3 Fernandez, Place 4 Gonzalez, Place 5 Vinson

3. Police Department 1. Calls-By Type 2. Calls-By Date & Time 3. Incidents-By Violation 4. Arrests-By Type 5. Accidents-By Streets & Intersection May 2025 1. Magistrates 2. Index Crimes by Zone

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

Motion made by Place 5 Vinson, Seconded by Place 3 Fernandez.

Voting Yea: Mayor Flores, Place 1 Escobedo, Place 3 Fernandez, Place 4 Gonzalez, Place 5 Vinson

4. Municipal Court 1. City Monthly Report- May 2025. Linebarger Monthly Report - May

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

Motion made by Place 5 Vinson, Seconded by Place 3 Fernandez.

Voting Yea: Mayor Flores, Place 1 Escobedo, Place 3 Fernandez, Place 4 Gonzalez, Place 5 Vinson

5. Library Report 1. Monthly Report

Motion was made and seconded to acknowledge the Library Report.

Motion made by Place 5 Vinson, Seconded by Place 3 Fernandez.

Voting Yea: Mayor Flores, Place 1 Escobedo, Place 3 Fernandez, Place 4 Gonzalez, Place 5 Vinson

6. Fire Marshal's Report 1. Monthly Report

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

Motion made by Place 5 Vinson, Seconded by Place 3 Fernandez.

Voting Yea: Mayor Flores, Place 1 Escobedo, Place 3 Fernandez, Place 4 Gonzalez, Place 5 Vinson

7. Fire Department Report

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

Motion made by Place 5 Vinson, Seconded by Place 3 Fernandez.

Voting Yea: Mayor Flores, Place 1 Escobedo, Place 3 Fernandez, Place 4 Gonzalez, Place 5 Vinson

8. Community Development Corporation 1. Minutes 2. Economic Development Coordinator Report.

Motion was made and seconded to acknowledge the Community Development Corporation Report.

Motion made by Place 5 Vinson, Seconded by Place 3 Fernandez.

Voting Yea: Mayor Flores, Place 1 Escobedo, Place 3 Fernandez, Place 4 Gonzalez, Place 5 Vinson

9. Planning & Zoning Commission Report 1. Minutes

Motion was made and seconded to acknowledge the Planning & Zoning Commission Report.

Motion made by Place 5 Vinson, Seconded by Place 3 Fernandez.

Voting Yea: Mayor Flores, Place 1 Escobedo, Place 3 Fernandez, Place 4 Gonzalez, Place 5 Vinson

10. Los Fresnos Emergency Medical Services 3rd Quarter Report

Motion was made and seconded to acknowledge the Los Fresnos Emergency Medical Services Report.

Motion made by Place 5 Vinson, Seconded by Place 3 Fernandez.

Voting Yea: Mayor Flores, Place 1 Escobedo, Place 3 Fernandez, Place 4 Gonzalez, Place 5 Vinson

I. CLOSED SESSION

1. Closed Session - Deliberation pursuant to Section 551.071 Title 5 of the Texas Government code, the Texas Open Meetings Act regarding the following: consultation with attorney on pending or contemplated litigation regarding the annexation of the City's ETJ.

There was no closed session needed.

J. OPEN SESSION

1. Open Session Pursuant to Sections 551.087, Title 5 of the Texas Government code, the Texas Open Meetings Act deliberation and possible action regarding the following:

Consultation with attorney on pending or contemplated litigation regarding the annexation of the City's ETJ.

K. ADJOURNMENT

Mayor Flores adjourned the meeting at 7:38 p.m.

Alejandro Flores, Mayor

ATTEST:

Jacqueline Moya, City Secretary

ACTION ITEM REPORT



Item Title: Consideration and ACTION to update the fee schedule to reflect the approved water and wastewater rates effective October 1, 2025.

Recommendation:

Last month the Council approved water and sewer rates effective October 1. This officially updates the fee schedule to reflect those rates.

I recommend approval.

CURRENT WATER & WASTEWATER (2019)		WATER & WASTEWATER (OCTOBER 2025)	
WATER		WATER	
<i>Inside City Limits</i>		<i>Inside City Limits (Residential)</i>	
Effective date: October 2019		Effective date: October 2025	
Base Charge	25.09	Base Charge	25.50
2,001 to 10,000 gallons per 1,000 gallons	4.41	2,001 to 10,000 gallons per 1,000 gallons	4.41
10,001 to 20,000 gallons per 1,000 gallons	4.56	10,001 to 20,000 gallons per 1,000 gallons	4.75
20,001 to 40, 000 gallons per 1,000 gallons	4.92	20,001 to 40, 000 gallons per 1,000 gallons	5.50
40,001 gallons and above per 1,000 gallons	5.34	40,001 gallons and above per 1,000 gallons	6.25
<i>Outside City Limits</i>		<i>Outside City Limits (Residential)</i>	
Effective date: October 2019		Effective date: October 2025	
Base Charge	31.36	Base Charge	31.88
2,001 to 10,000 gallons per 1,000 gallons	5.51	2,001 to 10,000 gallons per 1,000 gallons	5.51
10,001 to 20,000 gallons per 1,000 gallons	5.71	10,001 to 20,000 gallons per 1,000 gallons	5.94
20,001 to 40, 000 gallons per 1,000 gallons	6.15	20,001 to 40, 000 gallons per 1,000 gallons	6.88
40,001 gallons and above per 1,000 gallons	6.68	40,001 gallons and above per 1,000 gallons	7.81
		Commercial & Multi Family Inside City Limits	
		Effective date: October 2025	
		Base Charge	29.33
		2,001 to 10,000 gallons per 1,000 gallons	5.07
		10,001 to 20,000 gallons per 1,000 gallons	5.46
		20,001 to 40, 000 gallons per 1,000 gallons	6.33
		40,001 gallons and above per 1,000 gallons	7.19
		Commercial & Multi Family Outside City Limits	
		Effective date: October 2025	
		Base Charge	36.66
		2,001 to 10,000 gallons per 1,000 gallons	6.34
		10,001 to 20,000 gallons per 1,000 gallons	6.83
		20,001 to 40, 000 gallons per 1,000 gallons	7.91
		40,001 gallons and above per 1,000 gallons	8.99
WASTEWATER		WASTEWATER	
<i>Inside City Limits</i>		<i>Inside City Limits (Residential)</i>	
Effective date: October 2019		Effective date: October 2025	
Base Charge	26.59	Base Charge	28.25
Above 2,000 gallons per 1,000 gallons	4.43	2,000 gallons per 1,000 gallons	4.60
		10,000 & over/1,000 Gal	5.00
<i>Outside City Limits</i>		<i>Outside City Limits (Residential)</i>	
Effective date: October 2019		Effective date: October 2025	
Base Charge	33.24	Base Charge	35.31
Above 2,000 gallons per 1,000 gallons	5.54	2,000 gallons per 1,000 gallons	5.75
		10,000 & over/1,000 gal	6.25
		Commercial & Multi Family Inside City Limits	
		Effective date: October 2025	
		Base Charge	32.49
		Above 2,000 gallons per 1,000 gallons	5.29
		10,000 & over/1,000 gal	5.75
		Commercial & Multi Family Outside City Limits	
		Effective date: October 2025	
		Base Charge	40.61
		Above 2,000 gallons per 1,000 gallons	6.61
		10,000 & over/1,000 gal	7.19
<i>In EDAP Areas Outside City Limits</i>		<i>In EDAP Areas Outside City Limits</i>	
Effective date: October 2019		Effective date: October 2025	
Base Charge	30.58	Base Charge	35.31
Above 2,000 gallons per 1,000 gallons	5.09	Above 2,000 gallons per 1,000 gallons	5.75
		10,001 & Over/1,000 Gal	6.25

ACTION ITEM REPORT



Item Title: Consideration and Action to approve Change Order #6 for the CWSRF 73687 Proposed Wastewater Collection System and Rehabilitation Project.

Recommendation:

Change Order 6 is to just extend the time to complete the paperwork required to close out the project. The actual work is complete.

This will allow us to close out this project.

I recommend approval.

CITY OF LOS FRESNOS
**CWSRF 73687 PROPOSED WASTEWATER COLLECTION SYSTEM
REHABILITATION**

Section D, Item # 3.

CHANGE ORDER

CO No. 6

Owner's Project No. P814-01

Date: May 14, 2025

Contractor:

Cornett Construction Co.

PO Box 2048

San Benito, TX 78586

Engineer's Project No. P814-01

Original Contract Amount: \$1,243,877.51

Original Contract Time: 180 days

Contract Date: September 12, 2022

Notice to Proceed: September 12, 2022

For: Cornett Construction Co.

To:

You are directed to make the changes noted below in the subject contract:

Owner: City of Los Fresnos By: _____ Date: _____

Nature of Changes:

- 1) This change order shall Extend the current Contract period of Performance by a total of 154 days. This total consists of unexpected delays due to wet conditions (60 days), supply chain & material availability (55 days), remediation efforts and punch list item completion (29 days), and final inspection (10 days).

Contract Price Prior to This Change Order.....\$ 1,553,424.10

Net Increase Resulting from This Change Order.....\$ 0

Current Contract Price Including This Change Order.....\$ 1,553,424.10

Contract Time Prior to This Change Order..... 830 Days (12/20/2024)

Net Increase Resulting from This Change Order..... 154 Days

Current Contract Time Including This Change Order 984 Days (05/23/2025)

The above changes are recommended for Approval: Guzman & Muñoz Engineering and Surveying, Inc.

By: Jose Luis Munoz
Jose Luis Munoz, Project Manager

Date: 05/16/2025

The above changes are accepted:

Cornett Construction Co.

By: Matt Cornett
Matt Cornett, President

Date: 5/15/2025

ACTION ITEM REPORT**Item Title:**

Consideration and ACTION to approve a resolution of the City Council of Los Fresnos, Texas, authorizing the submission of a contract amendment request for Texas Community Development Block Grant Program (TXCDBG) contract number CDV23-0338 between the City of Los Fresnos and the Texas Department of Agriculture.

Recommendation:

This is required by TXCDBG for areas of additional curb and pavement rehabilitation. These quantities were included in the original bid so the total amount stays the same.

I recommend approval.

June 6, 2025

Jeanette Chardon-Martinez, Contract Specialist
Texas Community Development Block Grant Program
Office of Rural Affairs
Texas Department of Agriculture
PO Box 12847
Austin, TX 78711

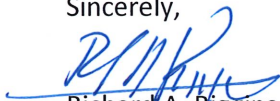
RE: 2022-2023 City of Los Fresnos Street Improvements Cv-23-0338

Dear Ms. Chardon-Martinez:

During the application phase of this project we estimated the quantities of curb and pavement to be rehabilitated from an aerial map accessed through google earth. The quantities arrived at during the design phase of this project were based on surveys performed on the ground. We also noted additional curb that needed to be removed and replaced after observing the ponding of water after several rain events.

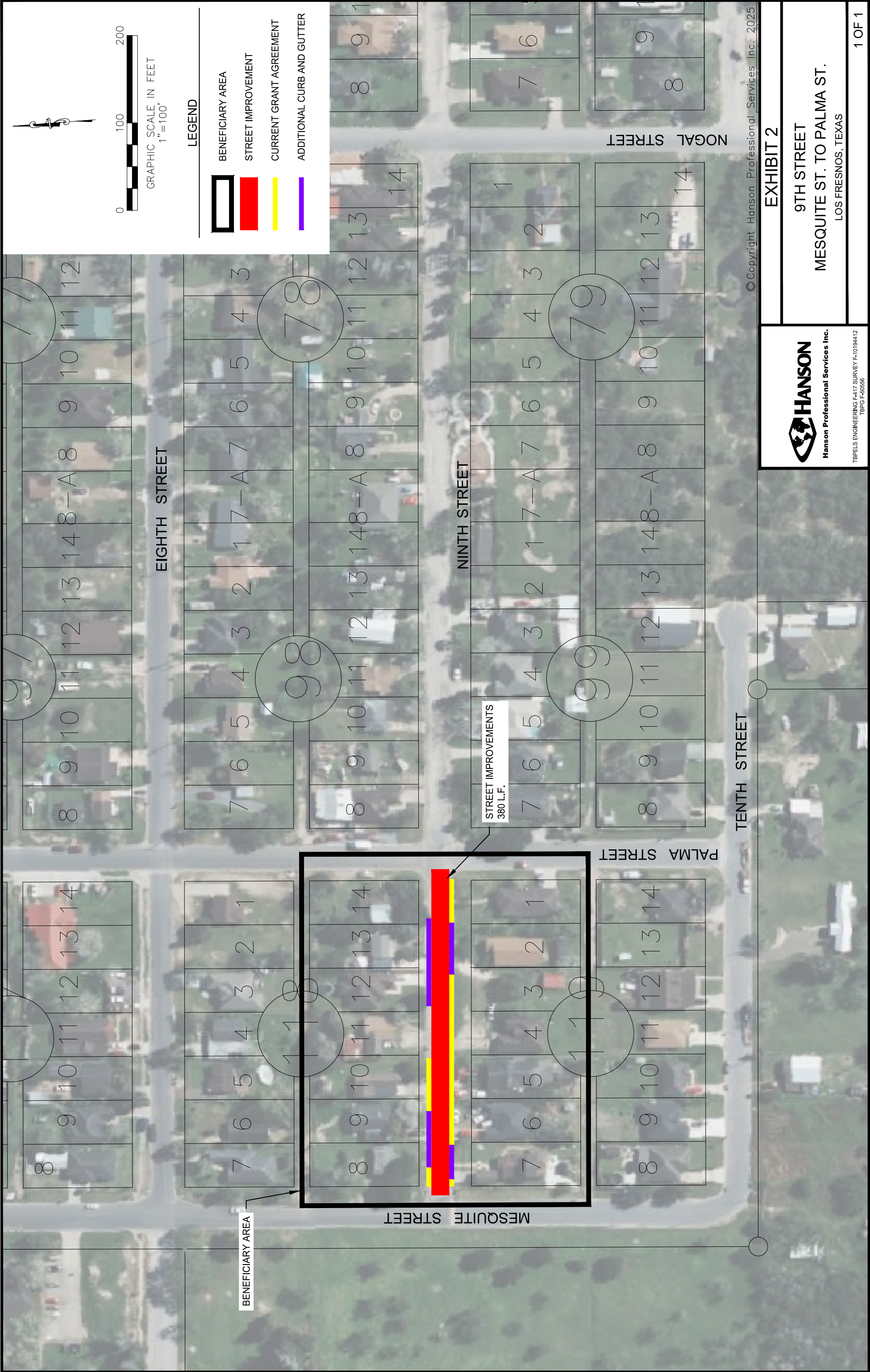
If you have any questions, please contact me at 956-525-2293 or via email at rriggins@hanson-inc.com.

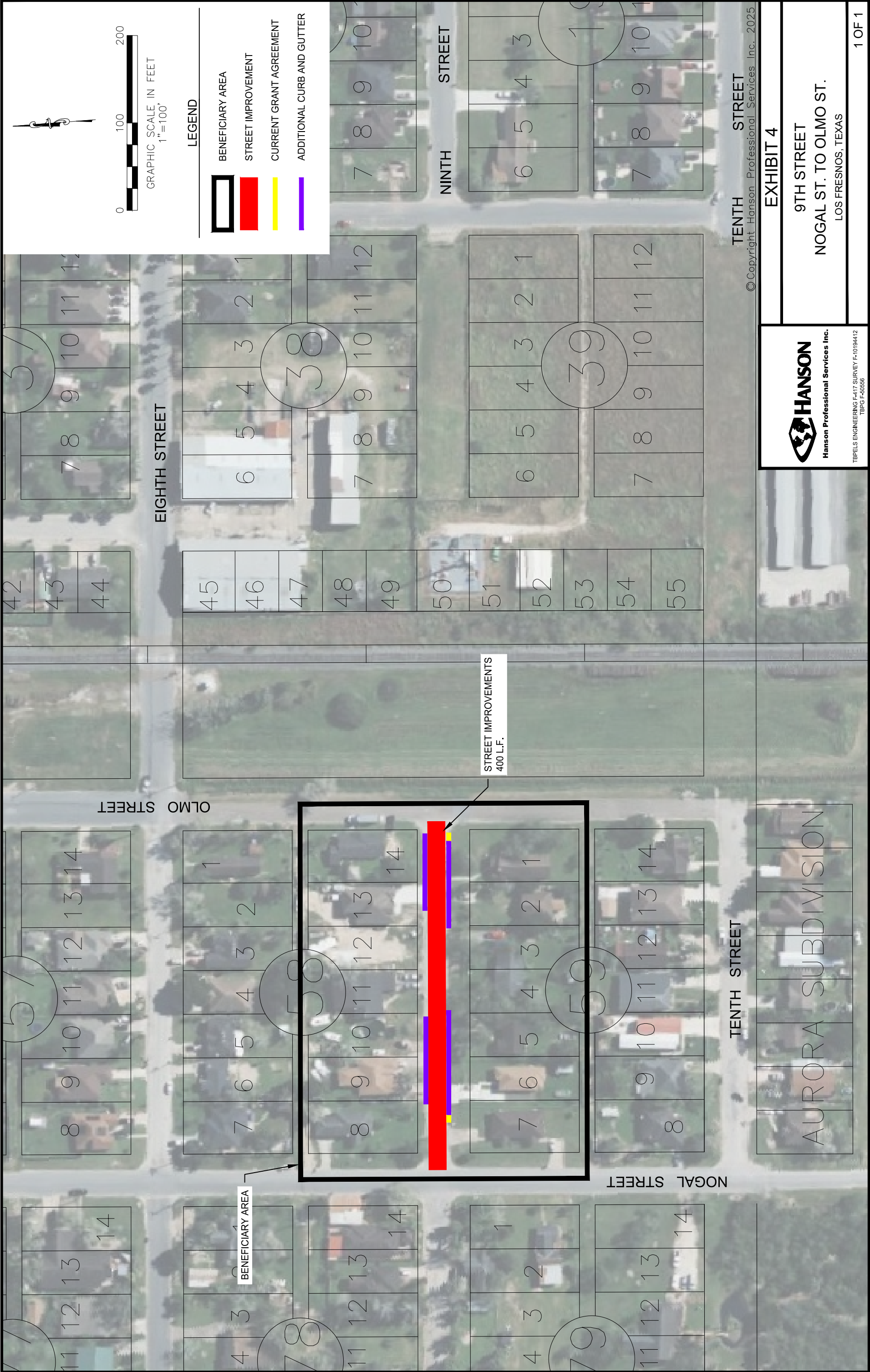
Sincerely,



Richard A. Riggins, PE, RPLS
Senior Civil Engineer

Texas Serial No. 56304
Texas Firm No. 417





TBP&LS ENGINEERING F-417 SURVEY F-10194412
TBP&LS F-50556



GRAPHIC SCALE IN FEET
1"=100'

LEGEND

- BENEFICIARY AREA
- STREET IMPROVEMENT
- CURRENT GRANT AGREEMENT
- ADDITIONAL CURB AND GUTTER

Performance Statement: West 9th St.**03K**

Section D, Item # 4.

Purpose Statement:

Deteriorated roadway resulting in reduced access.

Work to be performed:

Reconstruct approximately one thousand five hundred ~~eighty twenty~~ linear feet (~~1,520 1,580~~ LF) to include base material, prime coat, HMAC surface, ~~one thousand eight hundred ninety-one three hundred twenty-five~~ linear feet (~~325 1,891~~ LF) of curb and gutter replacement, and all associated appurtenances.

Updated Location:

West 9th Street. This location is more fully described in Figure A1 below, which is incorporated herein. In the event of a conflict between this description and Figure A1, Figure A1 controls.

Total Beneficiaries for this Activity: **Total Low/Moderate Income Beneficiaries for this Activity:** **LMI Ratio:**

133

97

72.93%

Performance Statement: West 5th St.

03K

Section D, Item # 4.

Purpose Statement:

Deteriorated roadway resulting in reduced access.

Work to be performed:

Reconstruct approximately three hundred seventy-two linear feet (372 LF) to include base material, prime coat, HMAC surface, ~~twenty-five~~three hundred thirty-seven linear feet (25-337 LF) of curb and gutter replacement, and all associated appurtenances.

Updated Location:

West 5th Street. This location is more fully described in Figure A1 below, which is incorporated herein. In the event of a conflict between this description and Figure A1, Figure A1 controls.

Total Beneficiaries for this Activity: Total Low/Moderate Income Beneficiaries for this Activity: LMI Ratio:

46

42

91.30%

Performance Statement: West 7th St.

03K

Section D, Item # 4.

Purpose Statement:

Deteriorated roadway resulting in reduced access.

Work to be performed:

Reconstruct approximately ~~three hundred eighty-five~~four hundred twenty-one linear feet (~~385-421~~ LF) to include base material, prime coat, HMAC surface, ~~two hundred~~five hundred forty-five linear feet (~~200-545~~ LF) of curb and gutter replacement, and all associated appurtenances.

Updated Location:

West 7th Street. This location is more fully described in Figure A1 below, which is incorporated herein. In the event of a conflict between this description and Figure A1, Figure A1 controls.

Total Beneficiaries for this Activity: **Total Low/Moderate Income Beneficiaries for this Activity:** **LMI Ratio:**

37

28

75.68%

RESOLUTION NO. 8-2025

A RESOLUTION OF THE CITY COUNCIL OF LOS FRESNOS, TEXAS, AUTHORIZING THE SUBMISSION OF A CONTRACT AMENDMENT REQUEST FOR TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (TxCDBG) CONTRACT NUMBER CDV23-0338 BETWEEN THE CITY OF LOS FRESNOS AND THE TEXAS DEPARTMENT OF AGRICULTURE.

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

Mayor Alejandro Flores	___	For	___	Against	___	Abstained
Councilmember Alberto Escobedo	___	For	___	Against	___	Abstained
Councilmember Juan Munoz	___	For	___	Against	___	Abstained
Mayor Pro-tem Gabriela Fernandez	___	For	___	Against	___	Abstained
Councilmember Luis Gonzalez	___	For	___	Against	___	Abstained
Councilmember Terry Vinson	___	For	___	Against	___	Abstained

WHEREAS, the City of Los Fresnos entered into a Texas CDBG contract with the Texas Department of Agriculture for street improvements throughout Los Fresnos;

WHEREAS, during the course of project engineering, changes to the original project quantities were deemed necessary after ground surveys were conducted of the project sites;

WHEREAS, the changes provide similar benefit and address the project's intended goal, namely the reconstruction of deteriorated roadways throughout the city;

WHEREAS, the City of Los Fresnos desires to amend its contract to reflect these changes for the general improvement of roadways in the area.

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council authorizes a contract amendment request to be submitted to the Texas Department of Agriculture for the modifications to its Texas CDBG Contract CDV23-0338 Performance Statement described in Attachment A, attached hereto and incorporated herein.
2. The City Council directs and authorizes the Mayor or City Manager to execute all necessary documents as may be required to initiate and process this contract amendment request.

PASSED AND APPROVED at a meeting of the City Council of Los Fresnos, Texas, on the 12 day of August, 2025.

Alejandro Flores, Mayor

ATTEST:

Jacqueline Moya, City Secretary

ACTION ITEM REPORT



Item Title:

Consideration and ACTION to approve updates to the Employee Policy Manual:

- A. Protected Information
- B. Records Maintenance and Release
- C. Cybersecurity
- D. Information Technology Use
- E. Generative Intelligence Use
- F. Purchasing and Procurement
- G. ADA Compliance
- H. Overtime Compensation

Recommendation:

Policies are either required by law to be updated or are best practices.

I recommend approval.

Protected Information: May 2025

This policy has been updated because a new **Cybersecurity Policy** has been added to your manual. Changes to this policy include:

- In **SECURITY OF PROTECTED INFORMATION**, coordination requirements and a policy reference have been added.

Records Maintenance and Release: May 2025

This policy has been updated because a new **Cybersecurity Policy** has been added to your manual. Changes to this policy include:

- In **SECURITY BREACHES**, a notification requirement and a policy reference have been added.

Cybersecurity: May 2025New Policy

This new policy has been developed to provide guidance on protecting your information technology infrastructure from cyber threats. Highlights include:

- **INFORMATION SECURITY OFFICER (ISO) RESPONSIBILITIES** outlines the ISO's responsibilities regarding oversight of the city/county's cybersecurity efforts, including but not limited to developing procedures; conducting risk assessments; developing and implementing an incident response plan; and ensuring protocols are in place for vendors and contractors.
- **EMPLOYEE AND ELECTED OFFICIAL RESPONSIBILITIES** specifies that cybersecurity efforts are the responsibility of all employees.
- **ACCESS CONTROL, PASSWORD, AND USER MANAGEMENT** outlines the levels of appropriate access and what shall be done upon an employee's separation from employment.
- **INCIDENT RESPONSE PLAN** outlines what procedures for the plan should include.
- **CYBERSECURITY TRAINING PROGRAM** specifies that training is required for all employees and elected officials and outlines what the training program should include

Information Technology Use: May 2025

This policy has been updated because a new **Cybersecurity Policy** has been added to your manual. Changes to this policy include:

- In **PURPOSE AND SCOPE**, a policy reference has been added.
- In **PROTECTION OF SYSTEMS AND FILES**, reporting requirements have been updated.

Generative Artificial Intelligence Use: May 2025

This policy has been updated because a new **Cybersecurity Policy** has been added to your manual. Changes to this policy include:

- In **PURPOSE AND SCOPE**, a policy reference has been added.
- In **AI COORDINATOR**, content has been updated for clarity and to include a coordination requirement.

Purchasing and Procurement: May 2025New Policy

This new policy has been developed in response to customer feedback to provide guidance on the purchasing and procurement of goods and services. Highlights include:

- **POLICY** establishes that all purchase and procurement activities will be conducted in a manner that maintains public trust.
- **PROCUREMENT SERVICES MANAGER** outlines specific responsibilities for the position.
- **AUDITS** provides requirements for an annual audit and periodic reviews.
- **RECORDS** outlines requirements in accordance with the record retention schedule.

Protected Information

501.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the access, transmission, release, and security of protected information by employees of the City. This policy addresses the protected information that is used in the day-to-day operation of the City and not the public records information covered in the Records Maintenance and Release Policy.

501.1.1 DEFINITIONS

Definitions related to this policy include:

Protected information - Any information or data that is collected, stored, or accessed by employees of the City and is subject to any access or release restrictions imposed by law, regulation, order, or use agreement. This includes all information contained in federal, state, or local databases that is not accessible to the public.

501.2 POLICY

Employees of the City will adhere to all applicable laws, orders, regulations, use agreements, and training related to the access, use, dissemination, and release of protected information.

501.3 RESPONSIBILITIES

The City Manager designates the City Secretary to coordinate the use of protected information, including:

- (a) Overseeing employee compliance with this policy and with requirements applicable to protected information.
- (b) Developing, disseminating, and maintaining procedures necessary to comply with any requirements for the access, use, dissemination, release, and security of protected information.
- (c) Developing procedures to ensure training and certification requirements are met.
- (d) Resolving specific questions that arise regarding authorized recipients of protected information.
- (e) Implementing security practices and procedures to comply with requirements applicable to protected information.

501.4 ACCESS TO PROTECTED INFORMATION

Protected information shall not be accessed in violation of any law, order, regulation, use agreement, city policy, or training. Only those employees who have completed applicable training and met any applicable requirements, such as a background check, may access protected information, and only when the employee has a legitimate work-related reason for such access.

Unauthorized access, including access for other than a legitimate work-related purpose, is prohibited.

Protected Information

501.5 RELEASE OR DISSEMINATION OF PROTECTED INFORMATION

Protected information may be released only to authorized recipients who have both a lawful right to know and need to know.

An employee who is asked to release protected information that should not be released should refer the requesting person the City Secretary for information regarding a formal request.

501.6 SECURITY OF PROTECTED INFORMATION

The City Manager ~~designates~~ should designate an employee of the City ~~Secretary~~ to oversee the security of protected information, including:

- (a) ~~Developing and maintaining~~ Coordinating with the Information Security Officer (ISO) to develop and maintain security practices, procedures, and training.
- (b) Maintaining compliance with any federal, state, and local requirements pertaining to the security of protected information.
- (c) Establishing procedures to provide for the preparation, prevention, detection, analysis, and containment of security incidents, including cyberattacks.
- (d) Tracking, documenting, and reporting all breach of security incidents pursuant to the incident reporting procedures established by the ISO, where applicable, the City Manager, and appropriate authorities (see the Cybersecurity Policy).

501.6.1 EMPLOYEE RESPONSIBILITIES

Employees accessing or receiving protected information shall ensure the information is not accessed or received by persons who are not authorized to access or receive it. This includes not leaving protected information, such as documents or computer databases, accessible to others when it is reasonably foreseeable that unauthorized access may occur (e.g., on an unattended table or desk, in or on an unattended vehicle, in an unlocked desk drawer or file cabinet, on an unattended computer terminal).

501.7 TRAINING

All employees authorized to access or release protected information shall complete a training program that complies with any protected information system requirements and identifies authorized access and use of protected information, as well as its proper handling and dissemination.

Records Maintenance and Release

500.1 PURPOSE AND SCOPE

This policy provides guidance on the maintenance and release of city records. Protected information is separately covered in the Protected Information Policy.

500.2 POLICY

The City is committed to providing public access to records in a manner that is consistent with state public records laws.

500.3 CITY SECRETARY

The City Manager shall designate a City Secretary. The responsibilities of the City Secretary include but are not limited to:

- (a) Managing the records management system for the City, including the retention, archiving, release, and destruction of city public records.
- (b) Maintaining and updating the city records retention schedule, including:
 1. Identifying the minimum length of time records must be kept.
 2. Identifying the city department responsible for the original record.
- (c) Establishing rules regarding the inspection and copying of public records as reasonably necessary for the protection of such records.
- (d) Identifying records or portions of records that are confidential under state or federal law and not open for inspection or copying.
- (e) Establishing rules regarding the processing of subpoenas for the production of records.
- (f) Ensuring the availability of a current schedule of fees for public records as allowed by law.
- (g) Preparing and making available to the public the records request process, to include the cost of inspecting or obtaining copies.

500.4 PROCESSING REQUESTS FOR PUBLIC RECORDS

Any employee who receives a request for any record shall route the request to the City Secretary or the authorized designee.

500.4.1 REQUESTS FOR RECORDS

The processing of requests for any record is subject to the following:

- (a) All requests should be made in writing or on a form supplied by the City.
- (b) Clarification may be sought if the request is unreasonably broad or unclear.
- (c) Inspection of records should be during regular business hours unless otherwise authorized by the City Secretary.

Records Maintenance and Release

- (d) Records should be made available in a format readily accessible to the requester. Records may also be made available in a specific format requested and a fee charged for reasonable costs of any required processing.
- (e) Records should be provided or a denial provided to a requester within a reasonable period of time.
 - 1. If a delay in providing records is anticipated, the requester should be provided a written response with the reason for the delay and the anticipated date the records will be provided.
- (f) Fees should be charged as allowed by law and established by the City.
- (g) The City is not required to create records that do not exist.
- (h) When a record contains material with release restrictions and material that is not subject to release restrictions, the restricted material shall be redacted and the unrestricted material released.
 - 1. A copy of the redacted release should be maintained in the city file for proof of what was actually released and as a place to document the reasons for the redactions. If the record is audio or video, a copy of the redacted audio/video release should be maintained in the city-approved media storage system and a notation should be made in the file to document the release and the reasons for the redacted portions.

500.4.2 DENIALS

The denial of a request for records should be documented and include:

- (a) A description of the records requested.
- (b) The specific reasons for the denial.
- (c) The name, title, and signature of the City Secretary.
- (d) The procedure to appeal the denial.

500.5 RELEASE RESTRICTIONS

Examples of release restrictions include:

- (a) Any personal identifying information, including an individual's photograph; Social Security and driver identification numbers; name, address, and telephone number; and medical or disability information that is contained in any city record, except as authorized by the City, and only when such use or disclosure is permitted or required by law to carry out a legitimate government purpose.
- (b) Certain personnel information, including but not limited to an employee's residential address and telephone number, Social Security number, marital status, medical history, confidential recommendations for employment, and performance evaluation history.
- (c) Records pertaining to internal investigations and disciplinary matters, including but not limited to complaints and other records relating to allegations of discrimination,

Records Maintenance and Release

harassment, or retaliation, until the investigation is complete or is made part of the official record of any hearing or court proceeding.

- (d) Certain 9-1-1 records.
- (e) Audio and video recordings obtained through use of body-worn cameras by law enforcement officers, except as provided by statute.
- (f) Certain concealed firearm license/permit information of an applicant.
- (g) Records concerning security plans, procedures, assessments, measures, or systems, and other records relating to the security of persons, structures, facilities, infrastructure, or information technology systems that could reasonably be expected to be detrimental to the public's safety or welfare.
- (h) Records pertaining to strategy or negotiations related to labor relations, employment contracts, or collective bargaining and related arbitration proceedings.
- (i) Drafts, notes, recommendations, or intra-governmental memorandums pertaining to the development of resolutions, regulations, statements of policy, management directives, ordinances, or amendments prepared by or for the City.
- (j) Records where disclosure would be detrimental to the best interests of the public.
- (k) Records pertaining to pending or potential litigation that are not records of any court.
- (l) Any other information that may be appropriately denied by federal or state law.

500.6 SUBPOENAS AND DISCOVERY REQUESTS

Any employee who receives a subpoena duces tecum or discovery request for records should promptly contact a supervisor and the City Secretary for review and processing. While a subpoena duces tecum may ultimately be subject to compliance, it is not an order from the court that will automatically require the release of the requested information.

Generally, discovery requests and subpoenas should be referred to the City Manager or the authorized designee.

All questions regarding compliance with any subpoena duces tecum or discovery request should be promptly referred to the City Manager or legal counsel so that a timely response can be prepared.

500.7 RELEASED RECORDS TO BE MARKED

Each page of any written record released pursuant to this policy should be stamped in a colored ink or otherwise marked to indicate the city name and to whom the record was released.

Each audio/video recording released should include the city name and to whom the record was released.

500.8 SECURITY BREACHES

Employees who become aware that any city records system may have been breached should notify the City Secretary as soon as practicable.

Records Maintenance and Release

The City Secretary shall ensure any required notice of the breach is given.

If the breach reasonably appears to have been made to protected information covered in the Protected Information Policy, the City Secretary should promptly notify the appropriate employee designated to oversee the security of protected information (see the Protected Information Policy).

[If the breach involves or may involve a cybersecurity incident, the City Secretary should immediately report it pursuant to the incident reporting procedures established by the Information Security Officer \(see the Cybersecurity Policy\).](#)

500.9 EXPUNGEMENT

The City Secretary shall review all court orders and other filings that pertain to the expungement or sealing of records for appropriate action. Once a record is expunged or sealed, employees shall respond to any inquiry as though the record did not exist.

500.10 TRAINING

Employees authorized to manage, release, or facilitate public access to city records should receive training that includes identification of material appropriate for release or public access and the city systems and procedures guiding such release and access.

Cybersecurity

410.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines to protect the [city_county]'s information technology infrastructure from cyber threats.

Additional guidelines for the use of [city_county] information technology infrastructure are found in the Information Technology Use Policy.

410.1.1 DEFINITIONS

Definitions related to this policy include:

Cybersecurity – The practice of protecting an information technology infrastructure from digital attacks.

Cybersecurity incident - Any incident that compromises the security of the information technology infrastructure of the [city_county]. This includes but is not limited to data breaches, unauthorized access attempts, malware infections, phishing attacks, and any other suspicious activity.

Cyber threats – Unauthorized access, use, disclosure, disruption, modification, or destruction of the [city_county]'s information technology infrastructure.

Information technology infrastructure – All electronic devices, networks, systems (e.g., hardware, software, firmware), and data owned, operated, or managed by the [City_County], including but not limited to computers, servers, mobile devices, networking equipment, and cloud-based services.

410.2 POLICY

The [City_County] is committed to maintaining the security and integrity of its information technology infrastructure and will take reasonable cybersecurity measures to safeguard its information technology infrastructure from cyber threats.

410.3 [CM_CA] RESPONSIBILITIES

The [CM_CA] is responsible for securing and allocating the necessary resources, support, and guidance to provide effective cybersecurity measures.

The [CM_CA] shall appoint an Information Security Officer (ISO) to oversee and implement the [city_county]'s cybersecurity efforts. The ISO should report directly to the [CM_CA].

The [CM_CA] should ensure that the appointed ISO receives appropriate training and maintains appropriate credentials needed to complete the assigned job responsibilities.

410.4 INFORMATION SECURITY OFFICER (ISO) RESPONSIBILITIES

Responsibilities of the ISO include but are not limited to:

Cybersecurity

- (a) Overseeing the [city_county]'s cybersecurity efforts. This includes assessing and implementing appropriate cybersecurity technologies, including firewalls, antivirus software, intrusion detection systems, and data encryption tools.
- (b) Developing procedures related to specific [city_county] cybersecurity efforts, such as acceptable use, password management, and remote access.
- (c) Remaining familiar with and facilitating [city_county] compliance with all applicable and emerging federal, state, and local laws related to cybersecurity, such as the Federal Information and Security Modernization Act (FISMA) (44 USC § 3551 et. seq.) and the Cybersecurity Information Sharing Act (CISA) (6 USC § 1501 et. seq.).
- (d) Conducting periodic risk assessments to identify potential vulnerabilities in the [city_county]'s information technology infrastructure.
 - 1. The risk assessment should include a review of the [city_county]'s cybersecurity technologies to address emerging threats, as appropriate.
- (e) Developing and implementing risk mitigation strategies based on the findings of the risk assessment, including updates to the [city_county]'s cybersecurity technologies.
- (f) Developing and maintaining procedures for data protection, including classifying data based on the sensitivity of the data, performing data backups, and securely disposing of sensitive data.
- (g) Developing and implementing procedures for employees and elected officials to report suspected or potential cybersecurity incidents.
- (h) Developing and implementing an incident response plan to address potential cybersecurity breaches or attacks.
- (i) Coordinating with the training manager to develop and implement a comprehensive cybersecurity training program for all employees and elected officials.
- (j) Responding to and advising employees and elected officials on cybersecurity questions or issues related to [city_county] cybersecurity practices.
- (k) Coordinating with [city_county] [dept_div_agency] staff and [DepartmentHead]s to ensure compliance with this policy.
- (l) Ensuring that protocols are in place to require all vendors and contractors handling [city_county] data to adhere to this policy's cybersecurity standards and any and all procedures or practices established by the ISO. This may be accomplished by including provisions for data protection, breach reporting, and secure data handling practices in contractual agreements.
- (m) Regularly reviewing this policy and related policies or procedures and recommending amendments as needed.

410.5 EMPLOYEE AND ELECTED OFFICIAL RESPONSIBILITIES

All [City_County] employees and elected officials share responsibility for proactively protecting the [city_county] information technology infrastructure from cyber threats and cybersecurity incidents.

Cybersecurity

Employees and elected officials shall immediately report any suspicious activity, actual or suspected cyber threats, or cybersecurity incidents pursuant to the procedures established by the ISO.

410.6 ACCESS CONTROL, PASSWORD, AND USER MANAGEMENT

Access to [city_county] information technology infrastructure shall be granted based on the principle of least privilege so that [city_county] employees have only the necessary access rights required for their specific job duties.

The [city_county] shall require password access to the [city_county] information technology infrastructure. Passwords shall be required to meet the minimum length and complexity requirements, be changed periodically, and not be shared, reused, or stored in plain text. The [City_County] shall implement multi-factor authentication for systems containing sensitive or critical information.

Upon separation from employment, an employee's access to the [city_county] information technology infrastructure shall be immediately terminated.

410.7 NETWORK SECURITY

The [City_County] shall implement firewalls and other intrusion prevention systems to protect the [city_county] information technology infrastructure from unauthorized access, malware, and other cyber threats.

The [City_County] shall ensure that [city_county] wireless networks are secured using encryption, strong passwords, firewall configurations, and any additional security protocols necessary to protect against cyber threats.

Information systems shall be configured securely to protect the security of [city_county] data.

410.8 DATA CLASSIFICATION, PROTECTION, AND DISPOSAL

Data should be classified by the [City_County] based on its sensitivity. Appropriate security controls should be implemented based on the classification level of the data.

Regular data backups shall be performed by the [city_county] and shall be stored in a secure location. The process used for data backup and recovery shall be regularly tested to confirm it can adequately recover data if needed. All testing should be documented.

The ISO shall also ensure that sensitive data at rest and in transit is encrypted using industry standard encryption algorithms and protocols.

The disposal of sensitive information should follow appropriate protocols to prevent unauthorized retrieval (e.g., secure erasure, destruction of data).

Cybersecurity

410.9 INCIDENT RESPONSE PLAN

The [City_County] should maintain an incident response plan that addresses cybersecurity incidents promptly. The incident response plan should include procedures for:

- (a) The receipt and processing of reported cybersecurity incidents or events.
- (b) Specific steps for identifying, containing, and mitigating security incidents.
- (c) Coordination with relevant departments, external agencies, and other stakeholders to develop an appropriate response.
- (d) Regular audits to determine compliance with incident response procedures.
- (e) Post-incident recovery actions and protocols, including:
 - 1. Containment and eradication of threat.
 - 2. Recovery of data.
 - 3. Required reporting.
 - 4. Continuity of services.
- (f) The investigation of any reported cybersecurity incidents, including steps to prevent future occurrences.
- (g) Regular interactive simulations and practical exercises to test compliance and awareness of incident response procedures.

410.10 CYBERSECURITY TRAINING PROGRAM

All employees and elected officials shall complete initial and annual cybersecurity awareness training consistent with the requirements established in the cybersecurity training program.

The cybersecurity training program should include instruction on the following:

- (a) Recognizing and avoiding threats (e.g., phishing awareness, social engineering tactics, safe browsing).
- (b) Secure device use (e.g., keeping devices updated and secure, mobile device security, physical device security).
- (c) Safe network practices (e.g., Wi-Fi security considerations, virtual private networks, firewall and antivirus software).
- (d) Data security (e.g., data encryption and backup, handling confidential data).
- (e) This policy and all related policies and procedures, including:
 - 1. Acceptable use, password protection, and remote access procedures.
 - 2. Procedures for data classification.
 - 3. Incident reporting procedures.
 - 4. Incident response plans.
 - 5. Applicable state and federal law related to cybersecurity.

Information Technology Use

201.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the proper use of city information technology resources, including computers, electronic devices, hardware, software, and systems.

[Additional guidelines for the use of city information technology resources are found in the Cybersecurity Policy.](#)

201.1.1 DEFINITIONS

Definitions related to this policy include:

Computer system - All computers (on-site and portable), electronic devices, hardware, software, and resources owned, leased, rented, or licensed by the City that are provided for official use by its employees. This includes all access to, and use of, Internet Service Providers (ISP) or other service providers provided by or through the City or city funding.

Hardware - Includes but is not limited to computers, computer terminals, network equipment, electronic devices, telephones (including cellular and satellite), pagers, modems, or any other tangible computer device generally understood to comprise hardware.

Software - Includes but is not limited to all computer programs, systems, and applications, including shareware. This does not include files created by the individual user.

Temporary file, permanent file, or file - Any electronic document, information, or data residing or located, in whole or in part, on the system, including but not limited to spreadsheets, calendar entries, appointments, tasks, notes, letters, reports, messages, photographs, or videos.

201.2 POLICY

It is the policy of the City that employees shall use information technology resources, including computers, software, and systems, that are issued or maintained by the City in a professional manner and in accordance with this policy.

201.3 PRIVACY EXPECTATION

Employees forfeit any expectation of privacy with regard to emails, texts, or anything published, shared, transmitted, or maintained through file-sharing software or any internet site that is accessed, transmitted, received, or reviewed on any city computer system.

The City reserves the right to access, audit, and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received, or reviewed over any technology that is issued or maintained by the City, including the city email system, computer network, and/or any information placed into storage on any city system or device. This includes records of all key strokes or web-browsing history made at any city computer or over any city network. The fact that access to a database, service, or website requires a username or password

Information Technology Use

will not create an expectation of privacy if it is accessed through city computers, electronic devices, or networks.

201.4 RESTRICTED USE

Employees shall not access computers, devices, software, or systems for which they have not received prior authorization or the required training. Employees shall immediately report unauthorized access or use of computers, devices, software, or systems by another employee to their supervisors.

Employees shall not use another person's access passwords, logon information, and other individual security data, protocols, and procedures unless directed to do so by a supervisor.

201.4.1 SOFTWARE

Employees shall not copy or duplicate any copyrighted or licensed software except for a single copy for backup purposes, in accordance with the software company's copyright and license agreement.

To reduce the risk of a computer virus or malicious software, employees shall not install any unlicensed or unauthorized software on any city computer. Employees shall not install personal copies of any software on any city computer.

No employee shall knowingly make, acquire, or use unauthorized copies of computer software that is not licensed to the City while on city premises, computer systems, or electronic devices. Such unauthorized use of software exposes the City and involved employees to severe civil and criminal penalties.

Introduction of software by employees should only occur as a part of the automated maintenance or update process of city-approved or installed programs by the original manufacturer, producer, or developer of the software. Any other introduction of software requires prior authorization from a supervisor and a full scan for malicious attachments.

201.4.2 HARDWARE

Access to technology resources provided by or through the City shall be strictly limited to city-related activities. Data stored on or available through city computer systems shall only be accessed by authorized employees who have a legitimate city-related purpose to access such data. Any exceptions to this policy must be approved by a supervisor.

201.4.3 INTERNET USE

Internet access provided by or through the City shall be strictly limited to city-related activities. Internet sites containing information that is not appropriate or applicable to city use and that shall not be intentionally accessed include but are not limited to adult forums, pornography, gambling, chat rooms, and similar or related internet sites. Certain exceptions may be permitted with the express approval of a supervisor as a function of an employee's assignment.

Downloaded information from the internet shall be limited to messages, mail, and data files.

Information Technology Use

201.4.4 USE DURING NON-WORK HOURS

Employees shall only use technology resources provided by the City during work hours unless specifically authorized by a supervisor. This includes the use of telephones, cell phones, texting, email, or any other off-the-clock work-related activities. This also applies to personally owned devices that are used to access city resources.

Refer to the Personal Communication Devices Policy for guidelines regarding use of personally owned technology during non-work hours.

201.5 PROTECTION OF SYSTEMS AND FILES

All employees have a duty to protect the computer system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care, and maintenance of the computer system.

Employees shall ensure city computers and access terminals are not viewable by unauthorized users. Computers and terminals should be secured, users logged off, and password protections enabled whenever the user is not present. Access passwords, logon information, and other individual security data, protocols, and procedures are confidential information and are not to be shared. Password length, format, structure, and content shall meet the prescribed standards required by the computer system or as directed by a supervisor and shall be changed at intervals as directed.

It is prohibited for an employee to allow an unauthorized user to access the computer system at any time or for any reason. Employees shall ~~promptly~~ immediately report any unauthorized access to the computer system or suspected intrusion from outside sources (including the internet) ~~to a supervisor~~ pursuant to the incident reporting procedures established by the Information Security Officer.

201.6 INSPECTION AND REVIEW

A supervisor or the authorized designee has the express authority to inspect or review the computer system, all temporary or permanent files, related electronic systems or devices, and any contents thereof, whether such inspection or review is in the ordinary course of supervisory duties or based on cause.

Reasons for inspection or review may include but are not limited to computer system malfunctions, problems, or general computer system failure, a lawsuit against the City involving one of its employees or an employee's duties, an alleged or suspected violation of any city policy, a request for disclosure of data, or a need to perform or provide a service.

Qualified staff may extract, download, or otherwise obtain any and all temporary or permanent files residing or located in or on the city computer system when requested by a supervisor or during the course of regular duties that require such information.

Generative Artificial Intelligence Use

407.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for city use of generative artificial intelligence (GenAI). This policy does not apply to artificial intelligence that is integrated into facial recognition applications, voice recognition applications, biometric access controls, or software that redacts documents or video or similar applications.

Additional guidelines for the use of city information technology resources are found in the Information Technology Use [Policy](#) and [Cybersecurity policies](#).

407.1.1 DEFINITIONS

Definitions related to this policy include:

Generative artificial intelligence (GenAI) - A type of artificial intelligence that is algorithmically trained on one or more large data sets and designed to generate new and unique data (e.g., text, pictures, video) in response to a prompt (generally questions, instructions, images, or video) input by the user.

407.2 POLICY

The use of GenAI systems carries unique benefits within a local government entity, providing ways to increase operational efficiency, enhance city procedures, and improve the overall effectiveness of the City.

However, the prompts input into GenAI systems can present risks to both individuals and local governments by making accessible to the public information such as facility security records, security procedures, personal information, certain law enforcement records, and other confidential information (e.g., protected information, social services records, financial records). In addition, without safeguards in place, GenAI can produce unintended discriminatory or biased output as well as content that is inaccurate, misleading, or copyrighted.

It is the policy of the City to develop, implement, and use GenAI ethically and responsibly in a way that minimizes potential risk and harm in accordance with the guidelines set forth below.

Any function carried out by an employee of the City using GenAI is subject to the same laws, rules, and policies as if carried out without the use of GenAI. The use of GenAI does not permit any law, rule, or policy to be bypassed or ignored.

407.3 RESPONSIBILITIES

407.3.1 CITY MANAGER

The City Manager or an authorized designee shall approve all GenAI systems, their acceptable uses, and their authorized user groups prior to the use, implementation, or development for any city functions.

Generative Artificial Intelligence Use

407.3.2 AI COORDINATOR

The City Manager or the authorized designee shall appoint an AI coordinator. The AI coordinator shall report to the City Manager or the authorized designee.

The responsibilities of the AI coordinator include but are not limited to:

- (a) Evaluating potential GenAI systems and recommending those GenAI systems that appear to be appropriate and trustworthy to the City Manager or the authorized designee. The trustworthiness of GenAI systems should be evaluated by balancing the following characteristics:
 - 1. Validity and reliability - The system's apparent ability to meet the intended purpose and fulfill the needs of the City consistently over time.
 - 2. Safety - Any apparent risk to human life, health, property, or the environment that could result from the city's use of the system.
 - 3. Security and resiliency - The system's capability to prevent unauthorized access and misuse and its ability to return to normal function should misuse occur.
 - 4. Accountability and transparency - The ability to track and measure the system's use and activity through histories, audit logs, and other processes to provide insight about the system and identify potential sources of error, bias, or vulnerability.
 - 5. Explainability and interpretability - The ability of the user to understand the purpose and impact of the system, how and why the system reached the resulting output, and what the output means for the user.
 - 6. Privacy - The ability of the system to protect confidentiality and meet applicable privacy standards for the types of data intended to be input into the system (e.g., state privacy laws, Criminal Justice Information Services (CJIS), Health Insurance Portability and Accountability Act (HIPAA)).
 - 7. Fairness - The ability of the system to operate in a way that avoids or minimizes bias and discrimination.
- (b) Ensuring appropriate contractual safeguards are in place to manage third-party use of city data and to restrict the use of input in AI training data sets. If the input of protected information is necessary for the proper use of the GenAI system, an information-exchange agreement in compliance with applicable rules and standards (e.g., HIPAA requirements) should be used to outline the roles, responsibilities, and data ownership between the City and third-party vendor.
- (c) Coordinating with [the Information Security Officer and](#) others within the City, such as the information technology or legal departments, as appropriate to ensure GenAI systems are procured, implemented, [secured](#), and used appropriately.
- (d) Maintaining a list or inventory of city-approved GenAI systems and, when appropriate for city transparency, making the list or inventory available to the public.
- (e) Developing and maintaining appropriate procedures related to the use of GenAI systems, including procedures for editing and fact-checking output.

Generative Artificial Intelligence Use

- (f) Ensuring any public-facing GenAI systems notify the user that GenAI is being used.
- (g) Developing and updating training for the authorized users of each city-approved GenAI system.
- (h) Ensuring access to city GenAI systems is limited to authorized users and establishing requirements for user credentials such as two-factor authentication and appropriate password parameters.
- (i) Conducting audits at reasonable time intervals for each of the GenAI systems utilized by the City to evaluate the performance and effectiveness of each approved system and to determine if it continues to meet the city's needs and expectations of trustworthiness. The coordinator should arrange for audits to be conducted by an external source, as needed.
- (j) Ensuring each GenAI system is updated and undergoes additional training as reasonably appears necessary in an effort to avoid the use of outdated information or technologies.
- (k) Keeping abreast of advancements in GenAI and any GenAI-related legal developments.
- (l) Reviewing this policy and city practices and proposing updates as needed to the City Manager or the authorized designee.

407.4 USE OF GENERATIVE AI

The use of city GenAI systems by city employees shall be limited to official work-related purposes, and employees shall only access and use GenAI systems for which they have been authorized and received proper training.

Employees shall use AI-generated content as an informational tool and not as a substitution for human judgment or decision-making. Employees should not represent AI-generated content as their own original work.

AI-generated content should be considered draft material only and shall be thoroughly reviewed prior to use. Before relying on AI-generated content, employees should:

- (a) Obtain independent sources for information provided by GenAI and take reasonable steps to verify that the facts and sources provided by GenAI are correct and reliable.
- (b) Review prompts and output for indications of bias and discrimination and take steps to mitigate its inclusion when reasonably practicable.
- (c) Include a statement in the final document or work product that GenAI was used to aid in its production.

407.4.1 PRIVACY CONSIDERATIONS

Information not otherwise available to the public, including data reasonably likely to compromise an investigation, reveal confidential security information, training, or procedures, or risk the safety of any individual if it were to become publicly accessible, should not be input into a GenAI system unless contractual safeguards are in place to prevent such information from becoming publicly

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accessible. Employees should instead use generic unidentifiable inputs, such as "person," and hypothetical scenarios whenever possible.

Protected information should only be input into GenAI systems that have been approved for such use and comply with applicable privacy laws and standards (see the Protected Information Policy).

407.5 PROHIBITED USE

Employees shall not create user accounts in their official capacity or input work-related data (including information learned solely in the scope of their employment) into publicly available GenAI systems unless the system has been approved by the City Manager or the authorized designee for the intended use.

407.6 TRAINING

The AI coordinator should ensure that all members authorized to use GenAI have received appropriate initial training that is suitable for their role and responsibilities prior to their use of GenAI and receive periodic refresher training. Training should include but is not limited to the following:

- (a) A review of this policy
- (b) The need for human oversight of GenAI outputs
- (c) The interpretation, review, and verification of GenAI output
- (d) Checking GenAI output for bias or protected information
- (e) Ethical use of GenAI technology
- (f) Data security and privacy concerns

Purchasing and Procurement

206.1 PURPOSE AND SCOPE

This policy provides guidelines for the purchasing and procurement of goods and services for the [city_county].

206.2 POLICY

It is the policy of the [city_county] to conduct purchasing and procurement in an efficient and cost-effective manner consistent with federal, state, and local laws, rules, and requirements in order to protect the integrity of the [city_county] and maintain public trust.

206.2.1 DEFINITIONS

Definitions related to this policy include:

Goods – Any property purchased by the [City_County], including but not limited to equipment, supplies, materials, and parts.

Procurement – The acquisition of goods or services.

Services – The furnishing of labor by a contractor that includes all work or labor performed for the [city_county] on an independent contractor basis, including but not limited to maintenance, construction and personal or professional services.

Director of Finance

206.3 PROCUREMENT SERVICES MANAGER RESPONSIBILITIES

The [CM_CA] shall designate ~~an employee~~ to serve as the Procurement Services Manager to oversee purchases and procurement for the [city_county]. The responsibilities of the Procurement Services Manager include but are not limited to:

- (a) Establishing rules and procedures for the [city_county]'s procurement process.
- (b) Establishing procedures for employee use of [city_county] payment methods (i.e., purchasing cards, checks).
- (c) Maintaining compliance with federal, state, and local purchasing and procurement laws, rules, and requirements.
- (d) Reviewing proposed purchases to determine the most appropriate method of procurement.
 1. If the procurement method selected is one other than competitive bidding, documenting why another method was selected.
- (e) Participating in all purchases made on a competitive bid process and ensuring that all purchased supplies, materials, and equipment are delivered in accordance with the contract terms.
- (f) Assisting [city_county] employees involved with purchasing and procurement of goods or services in following purchasing requirements and rules applicable to the method of procurement.

Purchasing and Procurement

- (g) Forwarding all contracts and purchase orders to the [CM_CA] or the authorized designee for review, approval, and execution.

206.4 AUDITS

The Procurement Services Manager should ensure that periodic reviews and an annual audit of purchasing and procurement activities are conducted to determine compliance with any applicable federal, state, and local laws, rules, and requirements.

206.5 RECORDS

All records created and submitted during and related to the purchasing and procurement process should be maintained in accordance with the established records retention schedule.

Release Notes

ADA Compliance:
March 2025

This policy has been updated because federal regulations impact its content. The update should be accepted and implemented as soon as possible. The rulemaking amended law by adding a new subpart of regulations titled Subpart H Web and Mobile Accessibility, which requires public entities to ensure that web content and mobile applications are accessible and usable for individuals with disabilities.

Public entities, other than a special district government with a total population of 50,000 persons or more, are required to comply with this requirement by April 24, 2026. Public entities with a total population of less than 50,000 or any public entity that is a special district government are required to comply with this requirement by April 26, 2027. This update is being released now to give local governments time to comply. We recommend that you consult with your information technology department to confirm whether your mobile applications and web content meet the Web Content Accessibility Guidelines (WCAG). Changes to this policy include:

- In **AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR**, content has been updated to include an additional responsibility.
- In **WEBSITE ACCESS**, citations have been added.
- The Guide Sheet has been updated.

Unrelated to the regulatory update, additional changes include:

- In **DENIAL OF REQUEST**, content has been reorganized for better readability.
- In **COMMUNICATIONS WITH PERSONS WITH DISABILITIES**, content has been updated for clarity.
- In **TYPES OF ASSISTANCE AVAILABLE** and **FAMILY AND FRIENDS**, content has been updated for clarity, and a citation has been added.
- In **TTY AND RELAY SERVICES**, content has been updated for clarity, a citation has been added, and training content has been removed.

ADA Compliance

205.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for equal access to local government services, programs, and activities for persons with disabilities in accordance with Title II of the Americans with Disabilities Act (ADA).

This policy also includes guidelines to provide effective communication with persons with disabilities and to protect the rights of individuals who use service animals in accordance with the ADA.

205.1.1 DEFINITIONS

Definitions related to this policy include (28 CFR 35.104):

ADA coordinator - The employee designated by the City Manager to coordinate the City's efforts to comply with the ADA (28 CFR 35.107).

Assistive devices, auxiliary aids, and services - Tools used to communicate with people who have a disability or impairment. They include but are not limited to the use of gestures or visual aids to supplement oral communication; a notepad and pen or pencil to exchange written notes; a computer or typewriter; an assistive listening system or device to amplify sound; a teletypewriter (TTY) or videophones (video relay service or VRS); taped text; qualified readers; or a qualified interpreter.

Disability or impairment - A physical or mental impairment that substantially limits a major life activity, including hearing or seeing, regardless of whether the person uses assistive devices, auxiliary aids, and services. Individuals who wear ordinary eyeglasses or contact lenses are not considered to have a disability (42 USC § 12102; 28 CFR 35.108).

Facility - All aspects of buildings, structures, sites, complexes, equipment, rolling stock or other conveyances, roads, walkways, parking areas, and other real or personal property (28 CFR 35.108).

Modification - Any change, adjustment, alteration, adaptation, or accommodation that renders a city service, program, or activity suitable for use, enjoyment, or participation by a person with a disability. This may include alteration of existing buildings and facilities.

A modification includes any change or exception to a policy, practice, or procedure that allows a person with a disability to have equal access to programs, services, and activities. It also includes the provision or use of assistive devices, auxiliary aids, and services.

Power-driven mobility device - Any mobility device powered by batteries, fuel, or other engine type used by persons with disabilities for mobility assistance, regardless of whether the device was primarily designed for that purpose (e.g., golf carts, Segway® PT, mobility scooters). For purposes of this policy, it does not include wheelchairs.

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Qualified interpreter - A person who is able to interpret effectively, accurately, and impartially, both receptively and expressively, using any necessary specialized vocabulary. Qualified interpreters include oral interpreters, transliterators, sign language interpreters, and intermediary interpreters.

Service animal - A dog that is trained to do work or perform tasks for the benefit of a person with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability.

Service animal also includes a miniature horse if the horse is trained to do work or perform tasks for persons with disabilities, provided the horse is housebroken, is under the handler's control, the building or facility can accommodate the horse's type, size, and weight, and the horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility (28 CFR 35.136(i)).

205.2 POLICY

It is the policy of the City that persons with disabilities have equal access to city services, programs, and activities.

The City will not discriminate against or deny any individual access to services, programs, or activities based upon disabilities.

205.3 AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR

The responsibilities of the ADA coordinator include but are not limited to (28 CFR 35.130):

- (a) Coordinating efforts among each city department to provide equal access to services, programs, and activities including:
 - 1. ~~Provide~~ Establishing procedures to provide for the performance of routine maintenance on buildings, facilities, or equipment that ~~allows~~ provide access to persons with disabilities (28 CFR 35.133).
 - 2. Maintaining city department compliance with accessibility standards for city department web content and mobile applications as required by 28 CFR 35 Subpart H (28 CFR 35.200).
- (b) Recommending amendments to this policy, as needed.
- (c) Coordinating a process of periodic self-evaluation. The process should include:
 - 1. Inspection of current city buildings and facilities to identify access issues.
 - 2. Review of current city services, activities, and programs for access issues.
 - 3. Assessment and update of current compliance measures.
 - 4. Identification of recurring areas of complaint for which new methods of modification should be considered.
 - 5. Review of the city's emergency programs, services, and activities as they apply to persons with disabilities.

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6. Recommendation of a schedule to implement needed improvements.
- (d) Acting as a liaison with local disability advocacy groups or other disability groups regarding access to city services, programs, and activities.
- (e) ~~Review the processing~~ Developing procedures for the review and processing of requests for assistance or modifications that will help employees provide persons with disabilities access to city services, programs, and activities, as appropriate.
- (f) Providing notice to the public regarding the rights and protections afforded by the ADA (e.g., posters, published notices, handbooks, manuals, and pamphlets describing city services, programs, and activities and the availability of assistive devices, auxiliary aids, and services, as well as modifications) (28 CFR 35.106).
- (g) ~~Assist~~ Developing procedures for employees to access assistive devices, auxiliary aids, and services, including qualified interpreters, and making the procedures available, as appropriate.
 1. A list of qualified interpreter services with contact and availability information should be maintained and easily accessible to employees.
- (h) Developing, implementing, and publishing appropriate procedures to provide for the prompt and equitable resolution of complaints and inquiries regarding discrimination in access to services, programs, and activities (28 CFR 35.107). The complaint procedures should include an appeal process.
- (i) Requiring third parties providing city services, programs, or activities through contract, outsourcing, licensing, or other arrangement to establish reasonable policies and procedures to prevent discrimination against and denial of access to persons with disabilities.
- (j) Developing and implementing procedures to provide that new construction and any alteration to an existing building or facility are undertaken in compliance with the ADA (28 CFR 35.151).
- (k) Developing and implementing procedures to provide that new construction and alteration of city-maintained roadways, highways, and streets include curb ramps or other sloped areas to make pedestrian-level walkways accessible as required by law (28 CFR 35.150(d)(2); 28 CFR 35.151(i)).
- (l) Coordinating with appropriate city staff to address the needs of persons with disabilities in the City's emergency disaster preparedness planning, including consideration of shelters and care facilities, transportation, means of evacuation, communication methods (e.g., warning and emergency notification systems), and post-disaster canvassing.

205.4 REQUESTS

The goal of any modification should be to allow the person to participate in the service, program, or activity the same as a person who does not have a disability.

Upon receiving a request for a modification, employees should make reasonable efforts to accommodate the request based on the preference of the person with the disability. Employees

ADA Compliance

should not ask about the nature and extent of a person's disability, but should limit questions to information necessary to determine the need for a modification and the type of modification that is appropriate.

If the requested modification, or an alternative modification, can reasonably be made at the time of the request, the employee should make the modification. An employee who is unable to accommodate a request or unsure about whether a request should be accommodated, should contact a supervisor.

The supervisor should review and approve the request, if practicable and appropriate. Otherwise, the supervisor should document the requesting person's contact information and the modification being requested and forward the request to the ADA coordinator for processing as soon as reasonably practicable.

205.4.1 DENIAL OF A REQUEST

The following should be considered before denying a request for modification:

- (a) Requests for modifications should be approved unless complying with the request would result in (28 CFR 35.150):
 - 1. A substantial alteration of the service, program, or activity.
 - 2. An undue financial or administrative burden on the City. ~~All~~ All resources available for use in the funding and operation of the service, program, or activity at issue should be considered in this determination.
 - 3. A threat to or the destruction of the historic significance of an historic property.
 - 4. A direct threat to the health or safety of others (28 CFR 35.139).
- (b) If any of these circumstances are present, the ADA coordinator should work with department staff and the person requesting the modification to determine if an alternative modification is available.
- (c) Where physical modification of an existing building or facility, or new construction, would be unfeasible or unduly burdensome, the ADA coordinator should work with department staff to determine whether alternative modifications are available. Alternative methods that should be considered include (28 CFR 35.150):
 - 1. Reassigning services, programs, or activities to accessible buildings or facilities.
 - 2. Utilizing technology, equipment, rolling stock, or other conveyances.
 - 3. Delivering the services, programs, or activities directly to a person with a disability by way of home visits or meeting the person at an accessible location.
 - 4. Any other means or methods that would make services, programs, or activities readily accessible.
- (d) If no alternative modification is appropriate, the ADA coordinator shall issue a written statement explaining why a modification of the public service, program, or activity will not be made (28 CFR 35.150).

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205.4.2 PERSONAL DEVICES AND ASSISTANCE

Although employees should make every effort to comply with requests, the provision of personal devices or assistance (e.g., wheelchairs, eyeglasses, hearing aids, personal assistance in eating or using the restroom) to persons with disabilities is not required (28 CFR 35.135).

205.4.3 SURCHARGES

Surcharges shall not be imposed upon persons with disabilities to cover the costs of providing modifications to public services, programs, and activities (28 CFR 35.130(f)).

205.5 MOBILITY DEVICES

Wheelchairs and manually powered mobility devices such as walkers, crutches, canes, and braces are permitted in any areas open to pedestrians.

Power-driven mobility devices other than wheelchairs may be restricted only if a legitimate safety interest is identified that warrants the restriction (28 CFR 35.130(h); 28 CFR 35.137).

An employee should not ask a person using a power-driven mobility device to terminate the use of the device or leave the area unless an imminent and legitimate safety issue is present. If an employee is concerned about the use of a power-driven mobility device by a person with a disability, the employee should contact a supervisor.

The determination of whether a reasonable modification should be made for the use of a power-driven mobility device within a public building or facility should be based on whether the device, given its size and speed, can be safely used within the particular building or facility taking into account the layout and design of the building or facility, the amount of pedestrian traffic present in the building or facility, and whether there is any risk of damage to the building or facility or its immediate environment as set forth in 28 CFR 35.137.

205.5.1 INQUIRIES REGARDING MOBILITY DEVICES

If an individual is using a power-driven mobility device other than a wheelchair, the employee may seek credible assurance from the individual that the device is needed because of a disability. Credible assurance of the device's necessity may be provided in one of the following ways (28 CFR 35.137):

- (a) Presentation of a valid, state-issued disability placard or card
- (b) Presentation of any other state-issued proof of disability
- (c) A verbal statement, not contradicted by observable fact, that use of the device is necessary for mobility purposes

205.6 COMMUNICATIONS WITH PERSONS WITH DISABILITIES

Employees should remain alert to the possibility of communication problems when engaging with persons with disabilities. When an employee knows or suspects an individual requires assistance to effectively communicate, the employee should identify the ~~individual's~~ individual's choice of assistive device, auxiliary aid, and service.

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The ~~individual's~~ individual's preferred communication method should be honored unless another effective method of communication exists under the circumstances (28 CFR 35.160).

Factors to consider when determining whether an alternative method is effective include:

- (a) The methods of communication usually used by the individual.
- (b) The nature, length, and complexity of the communication involved.
- (c) The context of the communication.

205.6.1 TYPES OF ASSISTANCE AVAILABLE

Employees shall not refuse an available type of assistive device, auxiliary aid, ~~and~~ or service to a person with a disability who is requesting assistance. The City will not require persons with disabilities to furnish their own assistive device, auxiliary aid, ~~and~~ or service as a condition for receiving assistance. The City will make every reasonable effort to provide equal access and timely assistance to persons with disabilities through a variety of assistive devices, auxiliary aids, and services (28 CFR 35. Persons with disabilities may choose to accept 160).

The City will not require that persons with disabilities use city-provided assistive devices, auxiliary aids, ~~and services, or they may choose to provide their own~~ or services.

City-provided assistive devices, auxiliary aids, and services may include but are not limited to the assistance methods described in this policy.

205.6.2 AUDIO RECORDINGS AND ENLARGED PRINT

The City may develop audio recordings to assist people who are blind or have a visual impairment with accessing important information. If such a recording is not available, employees may read aloud from the appropriate form or provide forms with enlarged print.

205.6.3 QUALIFIED INTERPRETERS

A qualified interpreter may be needed in lengthy or complex interactions (e.g., public meetings or hearings, special or emergency meetings, plan reviews) for individuals who normally rely on sign language or speechreading (lip-reading) to understand what others are saying. The qualified interpreter should not be a person with an interest in the exchange. A person providing interpretation services may be required to establish the accuracy and trustworthiness of the interpretation in a local government or legal proceeding.

Qualified interpreters should be:

- (a) Available within a reasonable amount of time.
- (b) Experienced in providing interpretation services.
- (c) Familiar with the use of VRS and/or video remote interpreting services.
- (d) Certified in either American Sign Language (ASL) or Signed English (SE).
- (e) Able to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.

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- (f) Knowledgeable of the ethical issues involved when providing interpreter services.

Employees should use city-approved procedures to request a qualified interpreter at the earliest reasonable opportunity or when it is reasonably apparent that an interpreter is needed. Persons with disabilities shall not be required to provide their own interpreters (28 CFR 35.160).

205.6.4 TTY AND RELAY SERVICES

The City will accept all TTY or TDD calls placed by ~~those who are deaf or hard of hearing individuals with communications-related disabilities~~ and received via a telecommunications relay service ~~.Note that relay services translate verbatim, so the conversation must be conducted as if speaking directly to the caller~~ or equally effective telecommunications systems (28 CFR 35.161).

205.6.5 COMMUNITY VOLUNTEERS

Interpreter services may be available from community volunteers who have demonstrated competence in communication services, such as ASL or SE, and have been approved by the City to provide interpreter services.

When qualified interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when appropriate. However, city employees must carefully consider the nature of the interaction and the relationship between the person with the disability and the volunteer to be reasonably satisfied that the volunteer can provide neutral and unbiased assistance.

205.6.6 FAMILY AND FRIENDS

While family or friends may offer to assist with interpretation, employees should carefully consider the circumstances before relying on such individuals. The nature of the interaction and relationship between the person with the disability and the person offering services must be carefully considered to determine whether the family member or friend can provide neutral and unbiased assistance.

~~Children shall not be relied upon except in emergency or critical situations when there is~~ Except in an emergency involving an imminent threat to the safety or welfare of any person when no qualified interpreter is reasonably available, members shall not use a minor child as an interpreter (28 CFR 35.160).

Adults may be relied upon when (28 CFR 35.160):

- (a) There is an emergency or critical situation and there is no qualified interpreter reasonably available.
- (b) The person with the disability requests that the adult interpret or facilitate communication and the adult agrees to provide such assistance, and reliance on that adult for such assistance is reasonable under the circumstances.

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205.6.7 FIELD ENFORCEMENT CONSIDERATIONS

It is important that employees are able to effectively communicate with persons with disabilities even though the location of the communication may hinder the employee's ability to provide assistive devices, auxiliary aids, and other services in a prompt manner.

Employees involved in interactions with persons with disabilities that occur in the field and that could result in any type of civil or criminal enforcement action (e.g., issuing code enforcement citations, shutting off a utility service) should assess each situation to determine if communication assistance is necessary. The length, complexity, and importance of the communication, as well as the individual's preferred method of communication, should be considered when determining what, if any, resources should be used and whether a qualified interpreter or other service is needed.

205.7 SERVICE ANIMALS

Service animals that are assisting persons with disabilities are permitted in all city buildings and facilities and other areas where the general public is allowed. City employees are expected to treat people with service animals with the same courtesy and respect that the City affords to all members of the public (28 CFR 35.136).

205.7.1 IDENTIFICATION AND USE OF SERVICE ANIMALS

Some service animals may be readily identifiable. However, many do not have a distinctive symbol, harness, or collar.

Service animals may be used in a number of ways to provide assistance, including:

- (a) Guiding people who are blind or have low vision.
- (b) Alerting people who are blind or have low vision.
- (c) Retrieving or picking up items, opening doors, or flipping switches for people who have limited use of their hands, arms, or legs.
- (d) Pulling wheelchairs.
- (e) Providing physical support and assisting with stability and balance.
- (f) Doing work or performing tasks for people with traumatic brain injury, intellectual disabilities, or psychiatric disabilities, such as reminding a person with depression to take medication.
- (g) Alerting a person with anxiety to the onset of panic attacks, providing tactile stimulation to calm a person with post-traumatic stress disorder, assisting people with schizophrenia to distinguish between hallucinations and reality, and helping people with traumatic brain injury to locate misplaced items or follow daily routines.

205.7.2 INQUIRIES REGARDING SERVICE ANIMALS

If it is apparent or if an employee is aware that an animal is a service animal, the individual generally should not be asked any questions as to the status of the animal. If it is unclear whether an animal meets the definition of a service animal, the employee should ask the individual only the following questions (28 CFR 35.136(f)):

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- (a) Is the animal required because of a disability?
- (b) What task or service has the service animal been trained to perform?

If the individual explains that the animal is required because of a disability and has been trained to work or perform at least one task, the animal meets the definition of a service animal and no further questions as to the animal's status should be asked. Employees should not question individuals about their disabilities nor should employees ask any individual to provide a license, certification, or identification card for a service animal.

205.7.3 CONTACT WITH SERVICE ANIMALS

Service animals are not pets. City employees should not interfere with the important work performed by a service animal by talking to, petting, or otherwise initiating contact with a service animal.

205.7.4 REMOVAL OF SERVICE ANIMALS

If a service animal is not housebroken or exhibits vicious behavior, poses a direct threat to the health of others, or unreasonably disrupts or interferes with normal business operations, an employee should notify an appropriate supervisor who may direct the handler to remove the animal from the premises. Barking alone is not a threat nor does a direct threat exist if the person takes prompt, effective action to control the service animal (28 CFR 35.136(b)).

Each incident must be considered individually, and past incidents alone are not cause for excluding a service animal. Removal of a service animal may not be used as a reason to refuse access to services, programs, or activities to a person with a disability. Employees are expected to provide all services that are reasonably available to a person with a disability, with or without a service animal.

205.8 WEBSITE ACCESS

The ADA coordinator should work with appropriate city employees to develop online content that is readily accessible to persons with disabilities. City web content should be developed in conformance with the most current guidelines issued by the U.S. Department of Justice [and federal regulations \(28 CFR 35 Subpart H; 28 CFR 35.200\)](#).

Website content should also be made available to persons with disabilities in an alternative format upon request, if reasonably practicable.

205.9 DOCUMENTATION

Whenever any modification, assistive device, auxiliary aid, and service has been provided, the employee involved should document:

- (a) The type of modification, aid, or service provided.

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- (b) Whether the individual elected to use an assistive device, auxiliary aid, and service provided by the City or some other identified source, if applicable.
- (c) Whether the individual's express preference for the modification, assistive device, auxiliary aid, and service was not honored, and the reason why an alternative method was used.

The documentation and any written communications exchanged should be maintained consistent with the Records Maintenance and Release Policy.

205.10 COMPLAINTS

An employee who receives a complaint or becomes aware of potential disability discrimination, an ADA violation, or a person's inability to access a city program, service, or activity should document the complaint and refer the matter to the ADA coordinator (28 CFR 35.107).

205.11 TRAINING

Employees who may have contact with persons with disabilities should receive periodic training on ADA compliance, to include:

- (a) Awareness and understanding of this policy and related procedures, related forms, and available resources.
- (b) Procedures for handling requests for modifications.
- (c) Accessing assistive devices, auxiliary aids, and services needed to communicate with persons with disabilities.
- (d) General requirements of the ADA, including modifying policies and practices, communicating with and assisting customers, accepting calls placed through alternative systems, and identifying alternate ways to provide access to programs, services, and activities as appropriate to the employee's job duties.

Training records should be maintained in each employee's personnel file in accordance with the established records retention schedule.

Release Notes

Overtime Compensation: September 2024

This policy has been reviewed and updated in response to customer feedback. Changes include:

- In **COMPENSATION**, content has been added to clarify when overtime pay or compensatory time may be required pursuant to the Fair Labor Standards Act.
- The Guide Sheet has been updated.

Overtime Compensation

611.1 PURPOSE AND SCOPE

This policy establishes guidelines and procedures regarding overtime for employees, in conformance with the Fair Labor Standards Act (FLSA) (29 USC § 201 et seq.).

611.2 POLICY

The City will compensate nonexempt employees who work authorized overtime either by payment of wages or by the accrual of compensatory time (29 CFR 553.22). Employees who are salary exempt from FLSA are not compensated for overtime worked.

611.3 COMPENSATION

Payment of wages to nonexempt employees for overtime, or accrual of compensatory time in lieu of compensation for overtime worked, shall be at the rate of not less than one and one-half hours for each hour of employment for which overtime compensation is required (29 USC § 207(o)(1)).

[Nonexempt employees are generally entitled to overtime pay or accrual of compensatory time for work over 40 hours in a given workweek \(29 USC § 207\). Nonexempt employees working a shift schedule \(e.g., first responders\) should consult with the \[personnelAgency\] for information about hours of work for which overtime pay or compensatory time is required.](#)

Holiday, vacation, and sick leave taken are not counted towards the 40 hours worked for general city employees. Holiday, vacation, and sick leave are not counted towards the 85 hours worked for officers of the Police Department.

Short periods of overtime worked at the end of the normal workday (e.g., less than one hour in duration) may be handled informally by an agreement between the supervisor and the employee. In such cases, the supervisor shall document the overtime worked and schedule a subsequent adjustment of work time within the same work period that the overtime was worked, rather than submit a request for overtime compensation (29 USC § 207(o)).

Exempt employees may be eligible for administrative leave, which may be granted at the discretion of the City Manager or Mayor .

611.4 REQUESTS FOR OVERTIME COMPENSATION

611.4.1 EMPLOYEE RESPONSIBILITIES

Generally, no employee is authorized to work overtime without the prior approval of a supervisor. If circumstances do not permit prior approval, approval shall be sought as soon as practicable during the overtime shift and in no case later than the end of the shift in which the overtime is worked.

Nonexempt employees shall:

- (a) Obtain supervisory approval, verbal or written.

Overtime Compensation

- (b) Record the actual time worked in an overtime status using the city-approved method. Informal notations on reports, logs, or other forms not approved for overtime recording are not acceptable.
- (c) Submit the request for overtime compensation pursuant to city payroll procedures.

611.4.2 SUPERVISOR RESPONSIBILITIES

Supervisors shall:

- (a) Prior to authorizing an employee to work overtime, evaluate the need for the overtime.
 - 1. Supervisors should not authorize any request to work overtime if the overtime would not be an appropriate use of city resources.
- (b) Upon receipt of a request for overtime compensation, confirm that the overtime was authorized and then verify the actual time worked.
 - 1. Supervisors identifying any unauthorized overtime or discrepancy shall initiate an internal investigation.
- (c) After verifying and approving the overtime amount, promptly forward the request for compensation to the employee's department director for final approval.
 - 1. After the head of the department has authorized compensation, the request shall be submitted to the City Manager or the authorized designee as soon as practicable.

Supervisors may not authorize or approve their own overtime.

611.5 VARIATION IN TIME REPORTED

When two or more employees are assigned to the same activity and the amount of time for which overtime compensation is requested varies among the employees, the City Manager, authorized designee, or other approving supervisor may require each employee to include the reason for the variation on the overtime compensation request.

611.6 REQUESTING USE OF COMPENSATORY TIME

Employees who have accrued compensatory time shall be allowed to use that time for time off within a reasonable period after making a request, if the request does not unduly disrupt city operations (29 USC § 207(o)). Requests to use compensatory time will be submitted to the employee's supervisor at least 24 hours in advance of its intended use. Supervisors may make exceptions in unusual or extraordinary circumstances.

Supervisors shall not unreasonably deny employee requests to use compensatory time (29 CFR 553.25).

ACTION ITEM REPORT



Item Title: Consideration and ACTION to approve the Quarterly Investment Portfolio Report ended as of June 30, 2025.

Recommendation:

I recommend approval.



Investment Portfolio Summary


For the Quarter Ended
As of June 30, 2025

**Quarterly Investment Report
Investment Officer's Certification
For the Quarter Ended
As of June 30, 2025**

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 June 30, 2025 is signed by the City of Los Fresnos Investment Officer and the Investment Committee members and includes the disclosures required in the PFIA.

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


Pablo A. Garza
Investment Officer/Finance Director


Mark W. Milum
City Manager/ Investment Committee


Alejandro Flores
Mayor/ Investment Committee

Quarterly Investment Report
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For the Quarter Ended
As of June 30, 2025

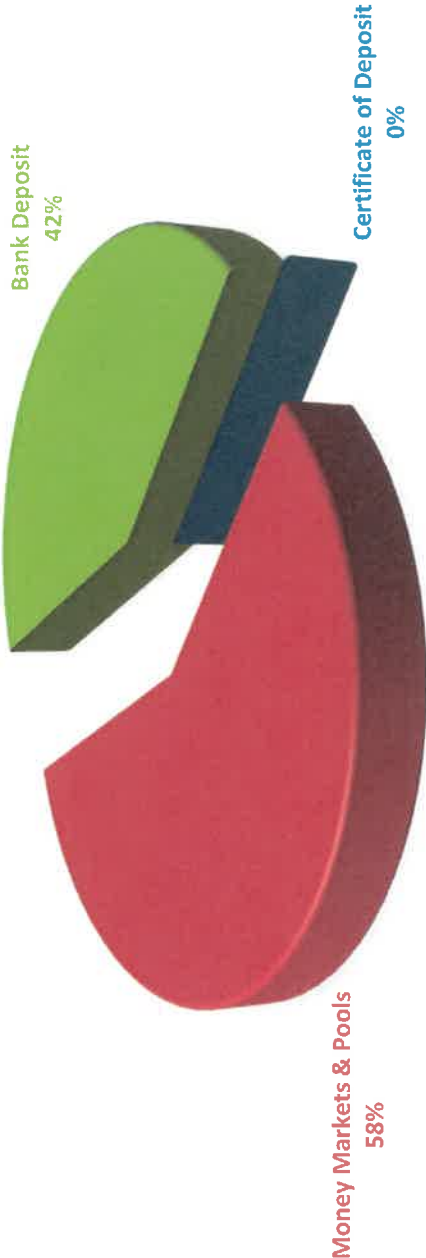
4	Detail of Security Holdings
5	Portfolio Summary
6	Yield Summary
7	Quarterly Asset Reconciliation
8	Purchase/Sale Maturity

DETAIL OF SECURITY HOLDINGS
June 30, 2025

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													
Lone Star Investment Pool-Emergency Reserve	First Public	4.435											
FCB-General Fund (Operating)	FCB	0.250					1,485,005	1,485,005	100		1,484,907		4.435
FCB-Senior Citizens	FCB	0.250					530,092	530,092	100		530,092		0.250
FCB-Forfeited Property-Non Interest (PD Seizure Funds)	FCB	0.250					5,804	5,804	100		5,804		0.250
FCB-Forfeited Property (PD Seizure Funds)	FCB	0.250							100				-
FCB-Payroll	FCB	0.250					14,302	14,302	100		14,302		0.250
							241,407	241,407	100		241,407		0.250
							2,276,611	2,276,611			2,276,512		
Water & Sewer Fund													
Lone Star Investment Pool-Emergency Reserve	First Public	4.435											
FCB-Water & Sewer (Operating)	FCB	0.250					1,251,359	1,251,359	100		1,251,276		4.435
FCB-Water & Sewer (Meter Deposits LS)	FCB	0.250					230,289	230,289	100		230,289		0.250
FCB-W&S Rev Bonds S84-84A I&S	FCB	0.250					252,981	252,981	100		252,981		0.250
FCB-W&S Rev Bonds S84-84A (Reserved Funds)	FCB	0.250					258	258	100		258		0.250
FCB-Water & Sewer (Emergency Reserve)	FCB	0.250					90,997	90,997	100		90,997		0.250
FCB-Utility Expansion (Purchase Water Rights/Utility Improvements)	FCB	0.250					65	65	100		65		0.250
							3,810	3,810	100		3,810		0.250
							1,829,758	1,829,758			1,829,675		
Debt Service													
FCB-Debt Service (Bond Payments)	FCB	0.250					50,342	50,342	100		50,342		0.25
							50,342	50,342			50,342		
Capital Projects													
Lone Star Investment Pool-ARPA Funds	First Public	4.435											
FCB-2016CDBG Grant Contract 7216300 (Streets)	FCB	-					450,138	450,138	99		450,108		4.435
FCB-TPW 50-000461 Nature Park	FCB	-					-	-	100		-		-
FCB-USDA (Water Distribution System Project)	FCB	-					-	-	100		-		-
FCB-Valley Legacy Foundation Grant (Hike & Bike Trail)	FCB	0.250					-	-	100		-		0.250
FCB-CO SR 2014 (Lopez LS, Land, Sewer Ext, Evergreen St)	FCB	-					-	-	100		-		-
FCB-TWDB-DWSRF NO. 62627 (Engineering)	FCB	-					-	-	100		-		-
FCB-TWDB-CWSRF CO 2009 (Collection System/MMWTP)	FCB	0.250					-	-	100		-		-
FCB-Tax Increment Reinvestment Zones (TIRZ)	FCB	-					1,362	1,362	100		1,362		0.250
FCB-TWDB-CWSRF NO. 73687 (Engineering)	FCB	-					-	-	100		-		-
FCB-CO 2017 (Streets & City Hall)	FCB	-					118,120	118,120	100		118,120		-
Child Safety Fee Credit	FCB	0.250					15,713	15,713	100		15,713		0.250
TWDB- DWSRF 2020	FCB	0.250					1,261	1,261	100		1,261		0.250
TWDB- CWSRF 2020	FCB	0.250					24,564	24,564	100		24,564		0.250
Park Dedication Fee	FCB	0.250					36,510	36,510	100		36,510		0.250
FCB-Coronavirus Relief Fund	FCB	0.250					114	114	100		114		0.250
TWDB- DRAINAGE PROJECT 2022	FCB	0.250					1,888	1,888	100		1,888		0.250
FCB-Opoid Abatement Fund	FCB	0.250					7,774	7,774	100		7,774		0.250
							657,445	657,445			657,415		
Community Development Corp													
FCB-CDC (Operating)	FCB	0.250					681,606	681,606	100		681,606		
							681,606	681,606			681,606		
TOTAL PORTFOLIO													
							\$ 5,495,761	\$ 5,495,762		\$ -	\$ 5,495,550		

Section D, Item # 6.

PORTFOLIO SUMMARY
JUNE 30, 2025



YIELD SUMMARY
As of June 30, 2025

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				2,309,259	42%			0.25
Money Markets & Pools									
Lone Star Investments	First Public				3,186,291	58%			4.44
Certificate of Deposit									
First Community Bank	FCB			-	-	0%	-	-	-
TOTAL PORTFOLIO				\$ -	\$ 5,495,550	100%		-	4.69

MARKET VALUE ASSET RECONCILIATION
FROM 04-01-2025 TO 06-30-2025

Security	Market Value 04-01-2025	Additions Purchases	Withdrawals Sales	Realized Gains	Unrealized Gains	Interest Gains	Market Value 06-30-2025
Bank Deposit							
First Community Bank	2,309,259	-	-	-	-	-	2,309,259
Money Markets & Pools							
Lone Star Investments	3,442,426	-	(292,637)	-	-	36,714	3,186,503
Certificate of Deposit							
First Community Bank	-	-	-	-	-	-	-
TOTAL PORTFOLIO	<u>\$ 5,751,685</u>	<u>\$ -</u>	<u>\$ (292,637)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 36,714</u>	<u>\$ 5,495,762</u>

**PURCHASE AND SALE MATURITY
FROM 04-01-2025 TO 06-30-2025**

Trade Date	Settlement Date	Quantity	Security	Unit Price	Amount

PURCHASES

SALES/MATURITIES

ACTION ITEM REPORT

Item Title: Consideration and ACTION to approve the write off of bad debt for utility accounts and garbage for the 2024-2025 fiscal year.

Recommendation:

Once a year we write off debt for water, sewer and garbage that is not collectable. As is always the case we don't like to write off any but it is relatively small compared to what is billed in a given year. Calls and letters have been sent to those we have information on. These amounts and names actually are kept in the system and if they appear again to open an account we can collect. The percentages are very low amounts so we are doing a great job.

Garbage - \$6,637.05 (Total Sales of \$125,387 so the bad debt comprises 5.3%)

Water - \$7,021.76 (Total Sales of \$1,417,704 so the bad debt comprises only 1/2 of 1%)

Sewer - \$4,429.88 (Total Sales of \$1,152,829 so the bad debt comprises only 1/3 of 1%)

I recommend approval.



Packet: UBPKT01488 - 2025 WRITE OFFS

Type: Send For Lien - Write Off

Account #	Name	Site Address	** Current Acct. Balance	Total Amount
01-01251-04	Alma Arevalo	112 Jacquelyn Street	306.64	306.64
DISBURSEMENT --	Liens From: 300 - GARBAGE REV - RESIDENTIAL	To: 01-512-99115 - BAD DEBT EXPENSE	56.59	
	100 - WATER REVENUE	05-502-99115 - BAD DEBT EXPENSE	102.67	
	800 - PENALTIES - WTR & SWR	05-502-99115 - BAD DEBT EXPENSE	43.87	
	801 - PENALTY - GARBAGE	01-512-99115 - BAD DEBT EXPENSE	11.83	
	200 - SEWER REVENUE	05-534-99115 - BAD DEBT EXPENSE	91.68	
01-02650-08	Sara Hernandez	110 W Resaca Drive	529.84	529.84
DISBURSEMENT --	Liens From: 100 - WATER REVENUE	To: 05-502-99115 - BAD DEBT EXPENSE	130.72	
	200 - SEWER REVENUE	05-534-99115 - BAD DEBT EXPENSE	157.73	
	801 - PENALTY - GARBAGE	01-512-99115 - BAD DEBT EXPENSE	31.35	
	300 - GARBAGE REV - RESIDENTIAL	01-512-99115 - BAD DEBT EXPENSE	81.83	
	800 - PENALTIES - WTR & SWR	05-502-99115 - BAD DEBT EXPENSE	128.21	
01-05300-00	Jesse Delarosa	107 Ebony Street	406.44	402.31
DISBURSEMENT --	Liens From: 300 - GARBAGE REV - RESIDENTIAL	To: 01-512-99115 - BAD DEBT EXPENSE	60.00	
	100 - WATER REVENUE	05-502-99115 - BAD DEBT EXPENSE	146.42	
	600 - 6.25% SALES TAX	01-512-99115 - BAD DEBT EXPENSE	0.62	
	800 - PENALTIES - WTR & SWR	05-502-99115 - BAD DEBT EXPENSE	51.82	
	602 - 2% CITY TAX-GARBAGE	01-512-99115 - BAD DEBT EXPENSE	0.20	
	200 - SEWER REVENUE	05-534-99115 - BAD DEBT EXPENSE	134.25	
	801 - PENALTY - GARBAGE	01-512-99115 - BAD DEBT EXPENSE	9.00	
01-06300-00	Napoleon Arizmendi Sr.	108 Magnolia Street	2,911.40	2,872.88
DISBURSEMENT --	Liens From: 801 - PENALTY - GARBAGE	To: 01-512-99115 - BAD DEBT EXPENSE	0.29	
	300 - GARBAGE REV - RESIDENTIAL	01-512-99115 - BAD DEBT EXPENSE	814.94	
	602 - 2% CITY TAX-GARBAGE	01-512-99115 - BAD DEBT EXPENSE	2.86	
	100 - WATER REVENUE	05-502-99115 - BAD DEBT EXPENSE	1113.25	
	200 - SEWER REVENUE	05-534-99115 - BAD DEBT EXPENSE	932.00	
	800 - PENALTIES - WTR & SWR	05-502-99115 - BAD DEBT EXPENSE	0.60	
	600 - 6.25% SALES TAX	01-512-99115 - BAD DEBT EXPENSE	8.94	
01-14310-03	Ashlyn Jo Ghiloni	115 E Resaca Drive	391.47	391.47
DISBURSEMENT --	Liens From: 801 - PENALTY - GARBAGE	To: 01-512-99115 - BAD DEBT EXPENSE	13.83	
	100 - WATER REVENUE	05-502-99115 - BAD DEBT EXPENSE	129.05	
	300 - GARBAGE REV - RESIDENTIAL	01-512-99115 - BAD DEBT EXPENSE	70.30	
	200 - SEWER REVENUE	05-534-99115 - BAD DEBT EXPENSE	122.15	
	800 - PENALTIES - WTR & SWR	05-502-99115 - BAD DEBT EXPENSE	56.14	
01-15700-05	Dulce Gutierrez	101 W 1st Street	211.35	211.35
DISBURSEMENT --	Liens From: 100 - WATER REVENUE	To: 05-502-99115 - BAD DEBT EXPENSE	130.73	
	300 - GARBAGE REV - RESIDENTIAL	01-512-99115 - BAD DEBT EXPENSE	24.80	
	801 - PENALTY - GARBAGE	01-512-99115 - BAD DEBT EXPENSE	1.77	
	200 - SEWER REVENUE	05-534-99115 - BAD DEBT EXPENSE	37.21	
	800 - PENALTIES - WTR & SWR	05-502-99115 - BAD DEBT EXPENSE	16.84	
01-17310-17	ARMANDO CANO	200 W 2nd Street B	6.75	6.75
DISBURSEMENT --	Liens From: 800 - PENALTIES - WTR & SWR	To: 05-502-99115 - BAD DEBT EXPENSE	0.39	
	801 - PENALTY - GARBAGE	01-512-99115 - BAD DEBT EXPENSE	0.12	
	300 - GARBAGE REV - RESIDENTIAL	01-512-99115 - BAD DEBT EXPENSE	1.55	
	100 - WATER REVENUE	05-502-99115 - BAD DEBT EXPENSE	2.36	
	200 - SEWER REVENUE	05-534-99115 - BAD DEBT EXPENSE	2.33	
02-00390-04	Juan Flores	302 W 6th Street	399.56	399.56
DISBURSEMENT --	Liens From: 800 - PENALTIES - WTR & SWR	To: 05-502-99115 - BAD DEBT EXPENSE	69.42	
	100 - WATER REVENUE	05-502-99115 - BAD DEBT EXPENSE	103.77	
	300 - GARBAGE REV - RESIDENTIAL	01-512-99115 - BAD DEBT EXPENSE	71.67	
	200 - SEWER REVENUE	05-534-99115 - BAD DEBT EXPENSE	137.07	
	801 - PENALTY - GARBAGE	01-512-99115 - BAD DEBT EXPENSE	17.63	

02-00403-00	Ancce Builders LLC	403 Valle Alto Drive		200.24	200.24
DISBURSEMENT --	Liens From: 100 - WATER REVENUE	To: 05-502-99115 - BAD DEBT EXPENSE	274.68	Section D, Item # 7.	
	800 - PENALTIES - WTR & SWR	05-502-99115 - BAD DEBT EXPENSE	124.56		
02-04074-05	Oziel Alejandro Reyes	520 Legion Trail		199.67	199.67
DISBURSEMENT --	Liens From: 300 - GARBAGE REV - RESIDENTIAL	To: 01-512-99115 - BAD DEBT EXPENSE	61.30		
	800 - PENALTIES - WTR & SWR	05-502-99115 - BAD DEBT EXPENSE	21.30		
	100 - WATER REVENUE	05-502-99115 - BAD DEBT EXPENSE	53.03		
	200 - SEWER REVENUE	05-534-99115 - BAD DEBT EXPENSE	54.09		
	801 - PENALTY - GARBAGE	01-512-99115 - BAD DEBT EXPENSE	9.95		
02-04083-10	Danny Castillo	511 Legion Hall Street		405.03	405.03
DISBURSEMENT --	Liens From: 800 - PENALTIES - WTR & SWR	To: 05-502-99115 - BAD DEBT EXPENSE	49.83		
	300 - GARBAGE REV - RESIDENTIAL	01-512-99115 - BAD DEBT EXPENSE	92.21		
	801 - PENALTY - GARBAGE	01-512-99115 - BAD DEBT EXPENSE	18.01		
	200 - SEWER REVENUE	05-534-99115 - BAD DEBT EXPENSE	136.99		
	100 - WATER REVENUE	05-502-99115 - BAD DEBT EXPENSE	107.99		
02-04083-11	Kayla Benavides	511 Legion Hall Street		347.64	347.64
DISBURSEMENT --	Liens From: 100 - WATER REVENUE	To: 05-502-99115 - BAD DEBT EXPENSE	79.66		
	801 - PENALTY - GARBAGE	01-512-99115 - BAD DEBT EXPENSE	24.58		
	300 - GARBAGE REV - RESIDENTIAL	01-512-99115 - BAD DEBT EXPENSE	110.21		
	800 - PENALTIES - WTR & SWR	05-502-99115 - BAD DEBT EXPENSE	46.99		
	200 - SEWER REVENUE	05-534-99115 - BAD DEBT EXPENSE	86.20		
02-04105-06	Vanessa Guzman	531 Legion Hall Street		9.49	9.49
DISBURSEMENT --	Liens From: 100 - WATER REVENUE	To: 05-502-99115 - BAD DEBT EXPENSE	4.22		
	300 - GARBAGE REV - RESIDENTIAL	01-512-99115 - BAD DEBT EXPENSE	1.91		
	800 - PENALTIES - WTR & SWR	05-502-99115 - BAD DEBT EXPENSE	0.64		
	200 - SEWER REVENUE	05-534-99115 - BAD DEBT EXPENSE	2.54		
	801 - PENALTY - GARBAGE	01-512-99115 - BAD DEBT EXPENSE	0.18		
02-10422-05	Garcia Builders LLC	324 Ocean Blvd # #205		160.05	160.05
DISBURSEMENT --	Liens From: 800 - PENALTIES - WTR & SWR	To: 05-502-99115 - BAD DEBT EXPENSE	37.05		
	200 - SEWER REVENUE	05-534-99115 - BAD DEBT EXPENSE	61.14		
	100 - WATER REVENUE	05-502-99115 - BAD DEBT EXPENSE	61.86		
02-14260-13	Rosa Maria Munoz	310 W 1st Street		16.16	16.16
DISBURSEMENT --	Liens From: 801 - PENALTY - GARBAGE	To: 01-512-99115 - BAD DEBT EXPENSE	0.30		
	800 - PENALTIES - WTR & SWR	05-502-99115 - BAD DEBT EXPENSE	0.99		
	300 - GARBAGE REV - RESIDENTIAL	01-512-99115 - BAD DEBT EXPENSE	3.36		
	100 - WATER REVENUE	05-502-99115 - BAD DEBT EXPENSE	5.57		
	200 - SEWER REVENUE	05-534-99115 - BAD DEBT EXPENSE	5.94		
02-17190-06	Evangelina Valdez	301 Canal Street A		588.93	588.93
DISBURSEMENT --	Liens From: 800 - PENALTIES - WTR & SWR	To: 05-502-99115 - BAD DEBT EXPENSE	108.58		
	300 - GARBAGE REV - RESIDENTIAL	01-512-99115 - BAD DEBT EXPENSE	101.55		
	100 - WATER REVENUE	05-502-99115 - BAD DEBT EXPENSE	152.23		
	200 - SEWER REVENUE	05-534-99115 - BAD DEBT EXPENSE	199.39		
	801 - PENALTY - GARBAGE	01-512-99115 - BAD DEBT EXPENSE	27.18		
02-21522-04	Lisa Marie Flores	817 Daffodil Drive		116.04	116.04
DISBURSEMENT --	Liens From: 300 - GARBAGE REV - RESIDENTIAL	To: 01-512-99115 - BAD DEBT EXPENSE	22.84		
	200 - SEWER REVENUE	05-534-99115 - BAD DEBT EXPENSE	30.36		
	800 - PENALTIES - WTR & SWR	05-502-99115 - BAD DEBT EXPENSE	16.65		
	100 - WATER REVENUE	05-502-99115 - BAD DEBT EXPENSE	40.93		
	801 - PENALTY - GARBAGE	01-512-99115 - BAD DEBT EXPENSE	5.26		
02-21522-05	Juan Jesus Garcia	817 Daffodil Drive		4.40	4.40
DISBURSEMENT --	Liens From: 300 - GARBAGE REV - RESIDENTIAL	To: 01-512-99115 - BAD DEBT EXPENSE	1.08		
	801 - PENALTY - GARBAGE	01-512-99115 - BAD DEBT EXPENSE	0.05		
	100 - WATER REVENUE	05-502-99115 - BAD DEBT EXPENSE	1.46		
	200 - SEWER REVENUE	05-534-99115 - BAD DEBT EXPENSE	1.62		
	800 - PENALTIES - WTR & SWR	05-502-99115 - BAD DEBT EXPENSE	0.19		
03-01061-02	Godoy's Bakery	105 N Arroyo Blvd STE B		620.17	620.17
DISBURSEMENT --	Liens From: 801 - PENALTY - GARBAGE	To: 01-512-99115 - BAD DEBT EXPENSE	76.61		
	100 - WATER REVENUE	05-502-99115 - BAD DEBT EXPENSE	122.73		
	200 - SEWER REVENUE	05-534-99115 - BAD DEBT EXPENSE	121.11		
	300 - GARBAGE REV - RESIDENTIAL	01-512-99115 - BAD DEBT EXPENSE	206.40		
	800 - PENALTIES - WTR & SWR	05-502-99115 - BAD DEBT EXPENSE	93.32		

03-02350-12	Mauro Rodriguez	113 W 2nd Street #A		21.54	21.54
DISBURSEMENT --	Liens From: 200 - SEWER REVENUE	To: 05-534-99115 - BAD DEBT EXPENSE	7.92	<div> <div>21.54</div> <div>21.54</div> <div>Section D, Item # 7.</div> </div>	
	100 - WATER REVENUE	05-502-99115 - BAD DEBT EXPENSE	11.98		
	800 - PENALTIES - WTR & SWR	05-502-99115 - BAD DEBT EXPENSE	1.76		
	801 - PENALTY - GARBAGE	01-512-99115 - BAD DEBT EXPENSE	0.91		
	300 - GARBAGE REV - RESIDENTIAL	01-512-99115 - BAD DEBT EXPENSE	8.97		
03-03520-15	Victoria Hull	112 Hibiscus Street		451.86	451.86
DISBURSEMENT --	Liens From: 200 - SEWER REVENUE	To: 05-534-99115 - BAD DEBT EXPENSE	160.87		
	801 - PENALTY - GARBAGE	01-512-99115 - BAD DEBT EXPENSE	3.27		
	800 - PENALTIES - WTR & SWR	05-502-99115 - BAD DEBT EXPENSE	9.80		
	300 - GARBAGE REV - RESIDENTIAL	01-512-99115 - BAD DEBT EXPENSE	112.71		
	100 - WATER REVENUE	05-502-99115 - BAD DEBT EXPENSE	165.21		
03-03530-12	Eulalia Lopez	113 Hibiscus Street		159.29	159.29
DISBURSEMENT --	Liens From: 200 - SEWER REVENUE	To: 05-534-99115 - BAD DEBT EXPENSE	38.65		
	801 - PENALTY - GARBAGE	01-512-99115 - BAD DEBT EXPENSE	5.69		
	100 - WATER REVENUE	05-502-99115 - BAD DEBT EXPENSE	64.35		
	300 - GARBAGE REV - RESIDENTIAL	01-512-99115 - BAD DEBT EXPENSE	25.78		
	800 - PENALTIES - WTR & SWR	05-502-99115 - BAD DEBT EXPENSE	24.82		
03-03541-10	Enika F Marquez	115 Hibiscus Street		140.82	140.82
DISBURSEMENT --	Liens From: 200 - SEWER REVENUE	To: 05-534-99115 - BAD DEBT EXPENSE	46.24		
	300 - GARBAGE REV - RESIDENTIAL	01-512-99115 - BAD DEBT EXPENSE	33.48		
	100 - WATER REVENUE	05-502-99115 - BAD DEBT EXPENSE	40.42		
	800 - PENALTIES - WTR & SWR	05-502-99115 - BAD DEBT EXPENSE	15.84		
	801 - PENALTY - GARBAGE	01-512-99115 - BAD DEBT EXPENSE	4.84		
03-03735-02	Nancy Mendoza	110 E 1st Street C		182.88	182.88
DISBURSEMENT --	Liens From: 200 - SEWER REVENUE	To: 05-534-99115 - BAD DEBT EXPENSE	59.86		
	100 - WATER REVENUE	05-502-99115 - BAD DEBT EXPENSE	65.10		
	300 - GARBAGE REV - RESIDENTIAL	01-512-99115 - BAD DEBT EXPENSE	43.74		
	800 - PENALTIES - WTR & SWR	05-502-99115 - BAD DEBT EXPENSE	10.60		
	801 - PENALTY - GARBAGE	01-512-99115 - BAD DEBT EXPENSE	3.58		
03-04330-08	Gloria I Lopez	108 E 2nd Street		291.77	291.77
DISBURSEMENT --	Liens From: 800 - PENALTIES - WTR & SWR	To: 05-502-99115 - BAD DEBT EXPENSE	53.24		
	100 - WATER REVENUE	05-502-99115 - BAD DEBT EXPENSE	85.32		
	801 - PENALTY - GARBAGE	01-512-99115 - BAD DEBT EXPENSE	15.56		
	200 - SEWER REVENUE	05-534-99115 - BAD DEBT EXPENSE	79.84		
	300 - GARBAGE REV - RESIDENTIAL	01-512-99115 - BAD DEBT EXPENSE	57.81		
03-04390-12	ALISSA ANN ARNOLD	204 E 2nd Street		739.47	739.47
DISBURSEMENT --	Liens From: 100 - WATER REVENUE	To: 05-502-99115 - BAD DEBT EXPENSE	253.99		
	800 - PENALTIES - WTR & SWR	05-502-99115 - BAD DEBT EXPENSE	204.94		
	801 - PENALTY - GARBAGE	01-512-99115 - BAD DEBT EXPENSE	35.28		
	200 - SEWER REVENUE	05-534-99115 - BAD DEBT EXPENSE	154.63		
	300 - GARBAGE REV - RESIDENTIAL	01-512-99115 - BAD DEBT EXPENSE	90.63		
03-04411-17	Hermenegilda C Loa	208 E 2nd Street		149.76	149.76
DISBURSEMENT --	Liens From: 300 - GARBAGE REV - RESIDENTIAL	To: 01-512-99115 - BAD DEBT EXPENSE	36.91		
	200 - SEWER REVENUE	05-534-99115 - BAD DEBT EXPENSE	55.36		
	800 - PENALTIES - WTR & SWR	05-502-99115 - BAD DEBT EXPENSE	0.98		
	100 - WATER REVENUE	05-502-99115 - BAD DEBT EXPENSE	56.16		
	801 - PENALTY - GARBAGE	01-512-99115 - BAD DEBT EXPENSE	0.35		
03-04494-05	BAENA VENTURES	218 N Arroyo Blvd B		237.69	237.69
DISBURSEMENT --	Liens From: 100 - WATER REVENUE	To: 05-502-99115 - BAD DEBT EXPENSE	70.62		
	301 - GARBAGE REV - COMM'L	01-512-99115 - BAD DEBT EXPENSE	48.96		
	800 - PENALTIES - WTR & SWR	05-502-99115 - BAD DEBT EXPENSE	39.67		
	200 - SEWER REVENUE	05-534-99115 - BAD DEBT EXPENSE	65.09		
	801 - PENALTY - GARBAGE	01-512-99115 - BAD DEBT EXPENSE	13.35		
03-06115-10	Miguel A. Orozco	314 E 2nd Street #B		60.28	60.28
DISBURSEMENT --	Liens From: 300 - GARBAGE REV - RESIDENTIAL	To: 01-512-99115 - BAD DEBT EXPENSE	13.49		
	100 - WATER REVENUE	05-502-99115 - BAD DEBT EXPENSE	20.44		
	200 - SEWER REVENUE	05-534-99115 - BAD DEBT EXPENSE	20.25		
	800 - PENALTIES - WTR & SWR	05-502-99115 - BAD DEBT EXPENSE	4.60		
	801 - PENALTY - GARBAGE	01-512-99115 - BAD DEBT EXPENSE	1.50		

03-06120-08	Alicia Dawn Espinosa	308 E 2nd Street #B		220.70	220.79
DISBURSEMENT --	Liens From: 801 - PENALTY - GARBAGE	To: 01-512-99115 - BAD DEBT EXPENSE	8.96	Section D, Item # 7.	
	800 - PENALTIES - WTR & SWR	05-502-99115 - BAD DEBT EXPENSE	54.53		
	300 - GARBAGE REV - RESIDENTIAL	01-512-99115 - BAD DEBT EXPENSE	38.90		
	100 - WATER REVENUE	05-502-99115 - BAD DEBT EXPENSE	96.12		
	200 - SEWER REVENUE	05-534-99115 - BAD DEBT EXPENSE	131.28		
03-06121-09	HECTOR HERNANDEZ FLORES	308 E 2nd Street #A		265.28	265.28
DISBURSEMENT --	Liens From: 801 - PENALTY - GARBAGE	To: 01-512-99115 - BAD DEBT EXPENSE	13.70		
	200 - SEWER REVENUE	05-534-99115 - BAD DEBT EXPENSE	75.62		
	100 - WATER REVENUE	05-502-99115 - BAD DEBT EXPENSE	77.60		
	800 - PENALTIES - WTR & SWR	05-502-99115 - BAD DEBT EXPENSE	47.95		
	300 - GARBAGE REV - RESIDENTIAL	01-512-99115 - BAD DEBT EXPENSE	50.41		
03-06125-07	Monica Guerra	304 E 2nd Street #B		66.99	66.99
DISBURSEMENT --	Liens From: 300 - GARBAGE REV - RESIDENTIAL	To: 01-512-99115 - BAD DEBT EXPENSE	9.81		
	100 - WATER REVENUE	05-502-99115 - BAD DEBT EXPENSE	28.21		
	200 - SEWER REVENUE	05-534-99115 - BAD DEBT EXPENSE	28.97		
03-06142-08	Ashley Renee Garza	313 E 3rd Street #A		191.44	191.44
DISBURSEMENT --	Liens From: 200 - SEWER REVENUE	To: 05-534-99115 - BAD DEBT EXPENSE	53.50		
	300 - GARBAGE REV - RESIDENTIAL	01-512-99115 - BAD DEBT EXPENSE	45.28		
	800 - PENALTIES - WTR & SWR	05-502-99115 - BAD DEBT EXPENSE	27.29		
	801 - PENALTY - GARBAGE	01-512-99115 - BAD DEBT EXPENSE	10.86		
	100 - WATER REVENUE	05-502-99115 - BAD DEBT EXPENSE	54.51		
03-06315-03	Lilibeth Recendiz C	315 E 2nd Street A		4.54	4.54
DISBURSEMENT --	Liens From: 801 - PENALTY - GARBAGE	To: 01-512-99115 - BAD DEBT EXPENSE	0.09		
	300 - GARBAGE REV - RESIDENTIAL	01-512-99115 - BAD DEBT EXPENSE	0.84		
	200 - SEWER REVENUE	05-534-99115 - BAD DEBT EXPENSE	1.49		
	800 - PENALTIES - WTR & SWR	05-502-99115 - BAD DEBT EXPENSE	0.32		
	100 - WATER REVENUE	05-502-99115 - BAD DEBT EXPENSE	1.80		
03-08001-06	Swain B. Real	696 E Ocean Blvd HYD		25.09	25.09
DISBURSEMENT --	Liens From: 100 - WATER REVENUE	To: 05-502-99115 - BAD DEBT EXPENSE	25.09		
03-16573-03	Machiara Rocha	415 E 8th Street		128.72	128.72
DISBURSEMENT --	Liens From: 801 - PENALTY - GARBAGE	To: 01-512-99115 - BAD DEBT EXPENSE	5.11		
	300 - GARBAGE REV - RESIDENTIAL	01-512-99115 - BAD DEBT EXPENSE	25.26		
	800 - PENALTIES - WTR & SWR	05-502-99115 - BAD DEBT EXPENSE	18.67		
	200 - SEWER REVENUE	05-534-99115 - BAD DEBT EXPENSE	33.59		
	100 - WATER REVENUE	05-502-99115 - BAD DEBT EXPENSE	46.09		
03-16593-04	Anthony Gonzales	315 E 8th Street		60.73	60.73
DISBURSEMENT --	Liens From: 300 - GARBAGE REV - RESIDENTIAL	To: 01-512-99115 - BAD DEBT EXPENSE	7.89		
	200 - SEWER REVENUE	05-534-99115 - BAD DEBT EXPENSE	22.04		
	801 - PENALTY - GARBAGE	01-512-99115 - BAD DEBT EXPENSE	0.87		
	100 - WATER REVENUE	05-502-99115 - BAD DEBT EXPENSE	24.89		
	800 - PENALTIES - WTR & SWR	05-502-99115 - BAD DEBT EXPENSE	5.04		
03-17100-06	Nora Z Hernandez	101 E 8th Street		73.58	73.58
DISBURSEMENT --	Liens From: 200 - SEWER REVENUE	To: 05-534-99115 - BAD DEBT EXPENSE	23.06		
	100 - WATER REVENUE	05-502-99115 - BAD DEBT EXPENSE	27.73		
	800 - PENALTIES - WTR & SWR	05-502-99115 - BAD DEBT EXPENSE	5.28		
	300 - GARBAGE REV - RESIDENTIAL	01-512-99115 - BAD DEBT EXPENSE	15.80		
	801 - PENALTY - GARBAGE	01-512-99115 - BAD DEBT EXPENSE	1.71		
03-18859-11	Jaime Padilla	400 E 9th Street		240.15	240.15
DISBURSEMENT --	Liens From: 801 - PENALTY - GARBAGE	To: 01-512-99115 - BAD DEBT EXPENSE	8.18		
	800 - PENALTIES - WTR & SWR	05-502-99115 - BAD DEBT EXPENSE	35.48		
	100 - WATER REVENUE	05-502-99115 - BAD DEBT EXPENSE	70.99		
	300 - GARBAGE REV - RESIDENTIAL	01-512-99115 - BAD DEBT EXPENSE	41.95		
	200 - SEWER REVENUE	05-534-99115 - BAD DEBT EXPENSE	83.55		
03-18863-06	Angel de Jesus de la Cruz	408 E 9th Street		189.11	189.11
DISBURSEMENT --	Liens From: 300 - GARBAGE REV - RESIDENTIAL	To: 01-512-99115 - BAD DEBT EXPENSE	32.20		
	100 - WATER REVENUE	05-502-99115 - BAD DEBT EXPENSE	71.80		
	800 - PENALTIES - WTR & SWR	05-502-99115 - BAD DEBT EXPENSE	30.47		
	801 - PENALTY - GARBAGE	01-512-99115 - BAD DEBT EXPENSE	6.33		
	200 - SEWER REVENUE	05-534-99115 - BAD DEBT EXPENSE	48.31		

03-18863-07	Crystal Gomez	408 E 9th Street	228.15	228.15
DISBURSEMENT --	Liens From: 200 - SEWER REVENUE	To: 05-534-99115 - BAD DEBT EXPENSE	52.08	
	800 - PENALTIES - WTR & SWR	05-502-99115 - BAD DEBT EXPENSE	31.43	
	300 - GARBAGE REV - RESIDENTIAL	01-512-99115 - BAD DEBT EXPENSE	59.03	
	801 - PENALTY - GARBAGE	01-512-99115 - BAD DEBT EXPENSE	12.23	
	100 - WATER REVENUE	05-502-99115 - BAD DEBT EXPENSE	83.38	
03-18863-08	Vanessa Guzman	408 E 9th Street	173.26	175.07
DISBURSEMENT --	Liens From: 801 - PENALTY - GARBAGE	To: 01-512-99115 - BAD DEBT EXPENSE	6.29	
	200 - SEWER REVENUE	05-534-99115 - BAD DEBT EXPENSE	32.50	
	800 - PENALTIES - WTR & SWR	05-502-99115 - BAD DEBT EXPENSE	34.81	
	300 - GARBAGE REV - RESIDENTIAL	01-512-99115 - BAD DEBT EXPENSE	21.67	
	100 - WATER REVENUE	05-502-99115 - BAD DEBT EXPENSE	79.80	
03-18879-06	Samantha Cruz	405 E 9th Street	70.08	70.08
DISBURSEMENT --	Liens From: 300 - GARBAGE REV - RESIDENTIAL	To: 01-512-99115 - BAD DEBT EXPENSE	10.90	
	100 - WATER REVENUE	05-502-99115 - BAD DEBT EXPENSE	32.21	
	200 - SEWER REVENUE	05-534-99115 - BAD DEBT EXPENSE	26.97	
03-20247-15	Adrian Vento	408 E 10th Street	149.56	149.56
DISBURSEMENT --	Liens From: 800 - PENALTIES - WTR & SWR	To: 05-502-99115 - BAD DEBT EXPENSE	10.73	
	801 - PENALTY - GARBAGE	01-512-99115 - BAD DEBT EXPENSE	2.59	
	300 - GARBAGE REV - RESIDENTIAL	01-512-99115 - BAD DEBT EXPENSE	28.16	
	100 - WATER REVENUE	05-502-99115 - BAD DEBT EXPENSE	46.80	
	200 - SEWER REVENUE	05-534-99115 - BAD DEBT EXPENSE	61.28	
03-20337-01	Roberto Cordova	153 Alvarez Court	175.60	175.60
DISBURSEMENT --	Liens From: 300 - GARBAGE REV - RESIDENTIAL	To: 01-512-99115 - BAD DEBT EXPENSE	33.65	
	801 - PENALTY - GARBAGE	01-512-99115 - BAD DEBT EXPENSE	2.79	
	100 - WATER REVENUE	05-502-99115 - BAD DEBT EXPENSE	72.44	
	200 - SEWER REVENUE	05-534-99115 - BAD DEBT EXPENSE	55.98	
	800 - PENALTIES - WTR & SWR	05-502-99115 - BAD DEBT EXPENSE	10.74	
03-22762-20	Edgar Guerrero	300 S Brazil Street APT B	307.03	307.03
DISBURSEMENT --	Liens From: 100 - WATER REVENUE	To: 05-502-99115 - BAD DEBT EXPENSE	115.65	
	801 - PENALTY - GARBAGE	01-512-99115 - BAD DEBT EXPENSE	1.06	
	200 - SEWER REVENUE	05-534-99115 - BAD DEBT EXPENSE	110.82	
	300 - GARBAGE REV - RESIDENTIAL	01-512-99115 - BAD DEBT EXPENSE	73.88	
	800 - PENALTIES - WTR & SWR	05-502-99115 - BAD DEBT EXPENSE	5.62	
03-23750-12	Juan Jose Collazo	307 W 8th Street #A	297.74	297.74
DISBURSEMENT --	Liens From: 100 - WATER REVENUE	To: 05-502-99115 - BAD DEBT EXPENSE	81.68	
	300 - GARBAGE REV - RESIDENTIAL	01-512-99115 - BAD DEBT EXPENSE	52.51	
	800 - PENALTIES - WTR & SWR	05-502-99115 - BAD DEBT EXPENSE	54.55	
	200 - SEWER REVENUE	05-534-99115 - BAD DEBT EXPENSE	95.01	
	801 - PENALTY - GARBAGE	01-512-99115 - BAD DEBT EXPENSE	13.99	
03-25499-10	Francisco Rivas	507 W 8th Street	133.12	133.12
DISBURSEMENT --	Liens From: 801 - PENALTY - GARBAGE	To: 01-512-99115 - BAD DEBT EXPENSE	5.35	
	300 - GARBAGE REV - RESIDENTIAL	01-512-99115 - BAD DEBT EXPENSE	22.44	
	800 - PENALTIES - WTR & SWR	05-502-99115 - BAD DEBT EXPENSE	21.20	
	100 - WATER REVENUE	05-502-99115 - BAD DEBT EXPENSE	52.63	
	200 - SEWER REVENUE	05-534-99115 - BAD DEBT EXPENSE	31.50	
03-29500-10	Silvia Rios	301 W 9th Street	128.01	128.01
DISBURSEMENT --	Liens From: 100 - WATER REVENUE	To: 05-502-99115 - BAD DEBT EXPENSE	79.44	
	801 - PENALTY - GARBAGE	01-512-99115 - BAD DEBT EXPENSE	1.39	
	300 - GARBAGE REV - RESIDENTIAL	01-512-99115 - BAD DEBT EXPENSE	14.69	
	200 - SEWER REVENUE	05-534-99115 - BAD DEBT EXPENSE	23.88	
	800 - PENALTIES - WTR & SWR	05-502-99115 - BAD DEBT EXPENSE	8.61	
03-29500-11	Ma de los Angeles Perez	301 W 9th Street	143.32	143.32
DISBURSEMENT --	Liens From: 100 - WATER REVENUE	To: 05-502-99115 - BAD DEBT EXPENSE	57.50	
	200 - SEWER REVENUE	05-534-99115 - BAD DEBT EXPENSE	35.47	
	800 - PENALTIES - WTR & SWR	05-502-99115 - BAD DEBT EXPENSE	18.75	
	300 - GARBAGE REV - RESIDENTIAL	01-512-99115 - BAD DEBT EXPENSE	26.69	
	801 - PENALTY - GARBAGE	01-512-99115 - BAD DEBT EXPENSE	4.91	

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03-30048-05	Irma Ortega	512 W 10th Street		107.11	107.11
DISBURSEMENT --	Liens From: 801 - PENALTY - GARBAGE	To: 01-512-99115 - BAD DEBT EXPENSE	1.28	Section D, Item # 7.	
	200 - SEWER REVENUE	05-534-99115 - BAD DEBT EXPENSE	40.72		
	100 - WATER REVENUE	05-502-99115 - BAD DEBT EXPENSE	42.01		
	300 - GARBAGE REV - RESIDENTIAL	01-512-99115 - BAD DEBT EXPENSE	16.60		
	800 - PENALTIES - WTR & SWR	05-502-99115 - BAD DEBT EXPENSE	6.50		
03-30220-02	Maribel Torres	112 Villa Del Sur Drive		67.74	67.74
DISBURSEMENT --	Liens From: 801 - PENALTY - GARBAGE	To: 01-512-99115 - BAD DEBT EXPENSE	0.94		
	200 - SEWER REVENUE	05-534-99115 - BAD DEBT EXPENSE	27.30		
	300 - GARBAGE REV - RESIDENTIAL	01-512-99115 - BAD DEBT EXPENSE	8.52		
	800 - PENALTIES - WTR & SWR	05-502-99115 - BAD DEBT EXPENSE	5.64		
	100 - WATER REVENUE	05-502-99115 - BAD DEBT EXPENSE	25.34		
03-31289-04	Brenda D Rodarte & Michael Rendon	309 Puerto Vallarta Dr		82.93	82.93
DISBURSEMENT --	Liens From: 801 - PENALTY - GARBAGE	To: 01-512-99115 - BAD DEBT EXPENSE	1.36		
	200 - SEWER REVENUE	05-534-99115 - BAD DEBT EXPENSE	30.75		
	300 - GARBAGE REV - RESIDENTIAL	01-512-99115 - BAD DEBT EXPENSE	15.31		
	800 - PENALTIES - WTR & SWR	05-502-99115 - BAD DEBT EXPENSE	5.53		
	100 - WATER REVENUE	05-502-99115 - BAD DEBT EXPENSE	29.98		
03-32096-01	Violet Vee Escobedo	517 Cancun Drive		844.54	844.54
DISBURSEMENT --	Liens From: 800 - PENALTIES - WTR & SWR	To: 05-502-99115 - BAD DEBT EXPENSE	196.15		
	300 - GARBAGE REV - RESIDENTIAL	01-512-99115 - BAD DEBT EXPENSE	86.56		
	200 - SEWER REVENUE	05-534-99115 - BAD DEBT EXPENSE	301.70		
	100 - WATER REVENUE	05-502-99115 - BAD DEBT EXPENSE	232.22		
	801 - PENALTY - GARBAGE	01-512-99115 - BAD DEBT EXPENSE	27.91		
05-00706-01	Bruce Castro	2206 Cabo Dr.		3,152.31	3,152.31
DISBURSEMENT --	Liens From: 300 - GARBAGE REV - RESIDENTIAL	To: 01-512-99115 - BAD DEBT EXPENSE	786.85		
	801 - PENALTY - GARBAGE	01-512-99115 - BAD DEBT EXPENSE	2365.46		
05-00789-01	Sam A McDonald	1889 Cisco Dr.		7.98	7.98
DISBURSEMENT --	Liens From: 801 - PENALTY - GARBAGE	To: 01-512-99115 - BAD DEBT EXPENSE	0.75		
	300 - GARBAGE REV - RESIDENTIAL	01-512-99115 - BAD DEBT EXPENSE	7.23		
** NOTE: The Current Acct. Balance does not include pending payments.				Totals:	18,088.69

Excluded

Account #	Name	Site Address	Reason	Total Amount
02-05600-17	Victoria Cantu	501 W 7th Street	Protected By Payment	0.00
02-21332-17	Samantha Alvarez	606 Bougainvillea Drive	Account has Cash Deposit	145.48
02-40901-01	Daisy Segovia	505 W 5th Street A	Account has Cash Deposit	374.69
02-40903-01	Dania Milagro Zelaya	503 W 5th Street A	Account has Cash Deposit	338.72
02-40909-01	Lori Laster	611 W 7th Street	Account has Cash Deposit	237.52
02-40923-00	Joy Signature Homes	110 Marigold Drive	Account has Cash Deposit	88.71
02-40927-00	Joy Signature Homes	111 Marigold Drive	Account has Cash Deposit	93.78
03-02440-16	Lydia Moreno	113 W 2nd Street #B	Account has Cash Deposit	107.70
03-06110-02	Paula Zamarron	303 E 2nd Street B	Account has Cash Deposit	225.25
03-13004-06	Soledad Garza	300 S Arroyo Blvd #4	Account has Cash Deposit	101.61
03-16145-05	Martin Ramirez Jr.	315 E 3rd Street #B	Protected By Payment	0.00
03-28260-03	Christina Vasquez & Juan G De la Torre	503 S Nogal Street	Protected By Payment	0.00
04-00101-01	Elaine Daniel Rodriguez	101 Olive St # B	Protected By Payment	0.00
Totals:				1,713.46

Lien Summary

Move from Revenue Code	Move to Revenue Code or GL Account	Total Amount
600 - 6.25% SALES TAX	01-512-99115 - BAD DEBT EXPENSE	9.56
300 - GARBAGE REV - RESIDENTIAL	01-512-99115 - BAD DEBT EXPENSE	3739.09
602 - 2% CITY TAX-GARBAGE	01-512-99115 - BAD DEBT EXPENSE	3.06
301 - GARBAGE REV - COMM'L	01-512-99115 - BAD DEBT EXPENSE	48.96

801 - PENALTY - GARBAGE	01-512-99115 - BAD DEBT EXPENSE	2836.38
100 - WATER REVENUE	05-502-99115 - BAD DEBT EXPENSE	5152.83
800 - PENALTIES - WTR & SWR	05-502-99115 - BAD DEBT EXPENSE	1868.93
200 - SEWER REVENUE	05-534-99115 - BAD DEBT EXPENSE	4429.88
Total:		18088.69

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General Ledger Distribution

GL Posting Date: 06/19/2025

Fund	Account Number	Account Description	Amount	IFT
01 - GENERAL FUND				
	01-1320.00	ACCOUNTS RECEIVABLE GARBAGE	-3800.67	
	01-1320.01	PENALTIES RECEIVABLE	-2836.38	
	01-512-99115	BAD DEBT EXPENSE	6637.05	
Fund Total:			0.00	
05 - UTILITY FUND				
	05-1300.00	WATER ACCOUNTS RECEIVABLE	-5152.83	
	05-1301.00	SEWER ACCOUNTS RECEIVABLE	-4429.88	
	05-1302.00	A/R PENALTIES W & S	-1868.93	
	05-502-99115	BAD DEBT EXPENSE	7021.76	
	05-534-99115	BAD DEBT EXPENSE	4429.88	
Fund Total:			0.00	
Distribution Total:			0.00	

ACTION ITEM REPORT

Item Title: Consideration and ACTION to approve an agreement for services to provide swimming lessons for the fiscal year 2025-2026.

Recommendation:

The only change is for the swimming lessons to increase from \$60 to \$80. We have had the same price for the last 20 years. The \$80 price is very reasonable. This will be for next summer.

I recommend approval.

Swimming Lessons and Swim Club

Services Agreement

2024-2025

1. **Introduction.** Agreement made between the City of Los Fresnos (Client), with principal offices at 520 E Ocean Blvd, Los Fresnos, TX 78566 and Jaime Perez (Consultant) at 634 Salvatierra Brownsville, TX 78526.
2. **Retention and Description of Services.** During the term of this Agreement, Consultant will provide public swimming lessons and Swim Club for advanced swimming classes.
3. **Term of Agreement.** Agreement will be for services from 10/01/2024 to 09/30/2025.
4. **Where Services Are to Be Performed.** Consultant's services will be performed at Client's facilities at 900 N Arroyo Blvd, Los Fresnos, TX 78566 and such other places that are appropriate and are mutually agreed to by Consultant and Client.
5. **Compensation.** Client will pay Consultant a fee of \$60.00 (sixty dollars) per student for services rendered by Consultant under this Agreement. Client will receive funds from the students and will prepare roster for classes and provide them to consultant. Client will pay consultant based on the number of students enrolled.
6. **Lifeguards.** Client shall assist with safety measures by providing four lifeguards for swimming lessons and three lifeguards for the Swim Club for the advanced swimming lessons to facilitate Consultant in the course of performing services under this Agreement, as mutually agreed upon in advance by the parties hereto. Consultant will provide additional lifeguards as needed at consultant's expense.
7. **Relationship.** Consultant is retained by Client solely for the purposes and to the extent set forth in this Agreement, and Consultant's relationship to Client shall during the terms of this Agreement be that of an independent contractor.
8. **Waiver, Modification, or Cancellation.** Any waiver, alteration, or modification of any of the provisions of this Agreement shall not be valid unless in writing, agreed to and signed by both parties. Cancellation can be done by either party by giving a ninety (90) days written notice.
9. **Governing Law.** This Agreement shall be construed in accordance with and governed by the laws of the State of Texas.


This agreement was APPROVED and PASSED by the Los Fresnos City Council on: August 13th 2024

CITY OF LOS FRESNOS (CLIENT)



Alejandro Flores, Mayor

T4G AQUATICS (CONSULTANT)



Jaime Perez, Owner

Swimming Lessons and Swim Club
Services Agreement
2025-2026

Section D, Item # 8.

1. **Introduction.** Agreement made between the City of Los Fresnos (Client), with principal offices at 520 E Ocean Blvd, Los Fresnos, TX 78566 and Jaime Perez (Consultant) at 634 Salvatierra Brownsville, TX 78526.
2. **Retention and Description of Services.** During the term of this Agreement, Consultant will provide public swimming lessons and Swim Club for advanced swimming classes.
3. **Term of Agreement.** Agreement will be for services from 10/01/2025 to 09/30/2026.
4. **Where Services Are to Be Performed.** Consultant's services will be performed at Client's facilities at 900 N Arroyo Blvd, Los Fresnos, TX 78566 and such other places that are appropriate and are mutually agreed to by Consultant and Client.
5. **Compensation.** Client will pay Consultant a fee of \$80.00 (sixty dollars) per student for services rendered by Consultant under this Agreement. Client will receive funds from the students and will prepare roster for classes and provide them to consultant. Client will pay consultant based on the number of students enrolled.
6. **Lifeguards.** Client shall assist with safety measures by providing four lifeguards for swimming lessons and three lifeguards for the Swim Club for the advanced swimming lessons to facilitate Consultant in the course of performing services under this Agreement, as mutually agreed upon in advance by the parties hereto. Consultant will provide additional lifeguards as needed at consultant's expense.
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9. **Governing Law.** This Agreement shall be construed in accordance with and governed by the laws of the State of Texas.

This agreement was APPROVED and PASSED by the Los Fresnos City Council on: August 12th 2025

CITY OF LOS FRESNOS (CLIENT)

T4G AQUATICS (CONSULTANT)

Alejandro Flores, Mayor

Jaime Perez, Owner

ACTION ITEM REPORT**Item Title:**

Consideration and ACTION to approve Change Order No. 1 for the CDV23-0338 Street Improvement Project.

Recommendation:

When we were working on the plans for 9th Street reconstruction, the intersection at 9th Street and Palma Street was in good shape so we did not include it in the project. Now as we are getting to work done, the intersection is showing problems. It is an area that holds some water due to the area being flat so I would like that area to be done with concrete so it doesn't ruin the asphalt. We have done this in similar areas where there is not much slope. It will take an additional \$21,987.78 but will be worth it and cheaper to do it now than to come back later and fix it.

I recommend approval.

August 8, 2025

Jeanette Chardon-Martinez, Contract Specialist
Texas Community Development Block Grant Program
Office of Rural Affairs
Texas Department of Agriculture
PO Box 12847
Austin, TX 78711

RE: 2022-2023 CDBG City of Los Fresnos Street Improvements
CDV23-0338

Dear Ms. Chardon-Martinez:

During the construction phase of this project, the contractor encountered the intersection of 9th St. and Palma St. in deteriorating conditions including pavement settling and cracking. Change Order No. 1 reflects quantity adjustments to include paving improvements to include this intersection.

The change order necessary to execute these improvements results in an increase of \$21,987.78 and an addition of 5 calendar days due to weather delays.

If you have any questions, please contact me at 956-541-1155 or via email at pvega@hanson-inc.com.

Sincerely,



Paolina Vega, P.E.
Senior Project Manager

Texas Serial No. 113357

Texas Firm No. F-417



Construction Contract Change Order

Section D, Item # 9.

Grant Recipient: City of Los Fresnos

Select: ☒ City ☐ County

Contract No.: CDV23-0338

Change Order No.: 1

Region: LRGVDC

Contractor:

M.J.A. Construction, LLC
3100 Hackberry Ave.
Mission, Texas 78574

Engineer:

Hanson Professional Services Inc.
410 N. Ed Carey Dr. Ste. A1
Harlingen, Texas 78550

Select Change Order Type(s): ☒ Change to Existing Line Items ☒ New Items Requested ☒ Change in Contract Duration

Grant recipient is requesting Texas Department of Agriculture review to determine eligibility of change order expenses.

Changes to Existing Line Items (Items from original bid or added in previous change order ONLY)

Bid Item #	Item Description	Original Qty.	Proposed Qty.	UOM	Unit Price	Δ Qty.	Change in Contract Price	+
4	Remove Existing Asphalt Surface	1,038	1,213	SY	\$4.76	175	\$833.00	-
5	Scarify Base Material, Mix w/1% li	1,038	1,213	SY	\$6.96	175	\$1,218.00	-
6	Prime Coat MC-30	208	243	GAL	\$9.00	35	\$315.00	-
7	Install 2" Type D HMAC	1,038	1,213	SY	\$16.65	175	\$2,913.75	-
8	Additional Crushed Limestone	1,038	1,213	SY	\$3.12	175	\$546.00	-
9	Remove & Replace Curb & Gutter	606	706	LF	\$25.00	100	\$2,500.00	-
11	Gravel Driveway Repair	57	121	SF	\$8.77	64	\$561.28	-
14	Remove & Replace 5' Wide Concr	59	120	LF	\$45.00	61	\$2,745.00	-
20	Remove & Replace Curb & Gutter	860	917	LF	\$25.00	57	\$1,425.00	-
Contract Change Sub-Total:							\$13,057.03	

New Items Requested (Items WITHOUT a unit price in the original bid)

Provide explanation below (attach separate documentation as appropriate). The Grant Recipient must demonstrate competitive pricing for new items.

See Attached

Bid Item #	Item Description	Original Qty.	Proposed Qty.	UOM	Unit Price	Δ Qty.	Change in Contract Price	+
N/A	Concrete Apron	0	695	SF	\$12.85	695	\$8,930.75	-
Contract New Item Sub-Total:							\$8,930.75	

Change in Contract Duration

Provide explanation below (attach separate documentation as necessary).

The change order revises the contract by adding 5 calendar days to the contract time for the due to weather delays.

Original Contract End Date: 10/8/2025
Net change of previous Change Orders (days): 0
Increase/Decrease of this Change Order (days): 5
Change Order Contract End Date: 10/13/2025

Justification for Change

Increase

Decrease

No Change

Grant Recipient: City of Los Fresnos

Contract No.: CDV23-0338

Change Order No.: 1

This form required as of September 1, 2020

All previous versions no longer valid

84

1. Effect of this change on scope of work:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Section D, Item # 9.
2. Effect on operation and maintenance costs:	<input type="checkbox"/>	<input type="checkbox"/>	
	Yes	No	Not Applicable
3. Will this Change Order change the number of beneficiaries or TxCDBG contract Performance Statement Exhibit A?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Has this change created new circumstances or environmental conditions which may affect the project's impact, such as concealed or unexpected conditions discovered during actual construction?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Is the TCEQ clearance still valid?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Are other TxCDBG contractual special condition clearances still valid?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. If new items are included that were not included in the competitive bid, have the prices been determined to be reasonable?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Change Order Summary

Section D, Item # 9.


Original Contract Price:	\$363,648.60	Original Contract End Date:	10/8/2025
Net Previous Change Order(s):	\$0.00	Net change of previous Change Orders (days):	0
This Net Change Order:	\$21,987.78	Increase/Decrease of this Change Order (days):	5
New Contract Price:	\$385,636.38	Change Order Contract End Date	10/13/2025
Cumulative % Change:	6.046%		

NOTE: Change orders for an increase of more than 25% will be rejected. The State of Texas considers a change in the construction contract price of greater than 25% to be non-competitive, as other potential bidders did not have the opportunity to bid on the true scope of the project during the procurement process. Grant Recipient must rebid project in the event of an increase greater than 25%.

Grant Recipient Approval (REQUIRED)

Authorized Signature	Date
Alejandro Flores - Mayor	
Authorized Signatory's Name and Title	

Engineer's Recommendation

	08/08/25
Engineer's Signature	Date
Paolina Vega, P.E.	
Engineer's Name	

Contractor's Authorization

Contractor's Signature	Date
Sonya Gonzalez	
Contractor's Name and Title	

To receive an email copy of the TDA response, provide contact information below

Name	Email	+
		-

For TDA office use only

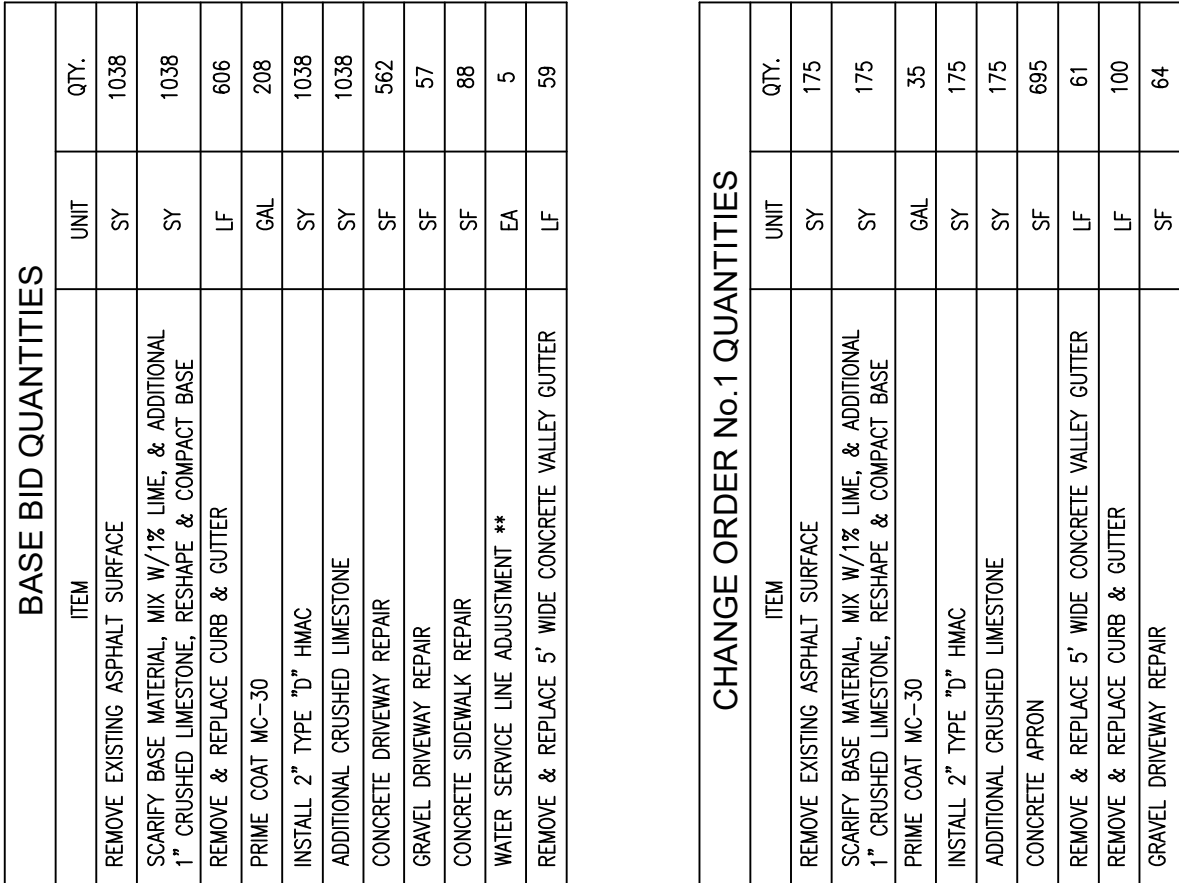
This Net Change Order:	\$21,987.78	Increase/decrease of this Change Order (days):	5
Net Change Order Approved:		Increase/decrease of this Change Order Approved:	
Approved Contract Amount:		Approved Contract Time:	

Notes:

Contract Specialist Signature	Date

Director Signature (optional)

Date

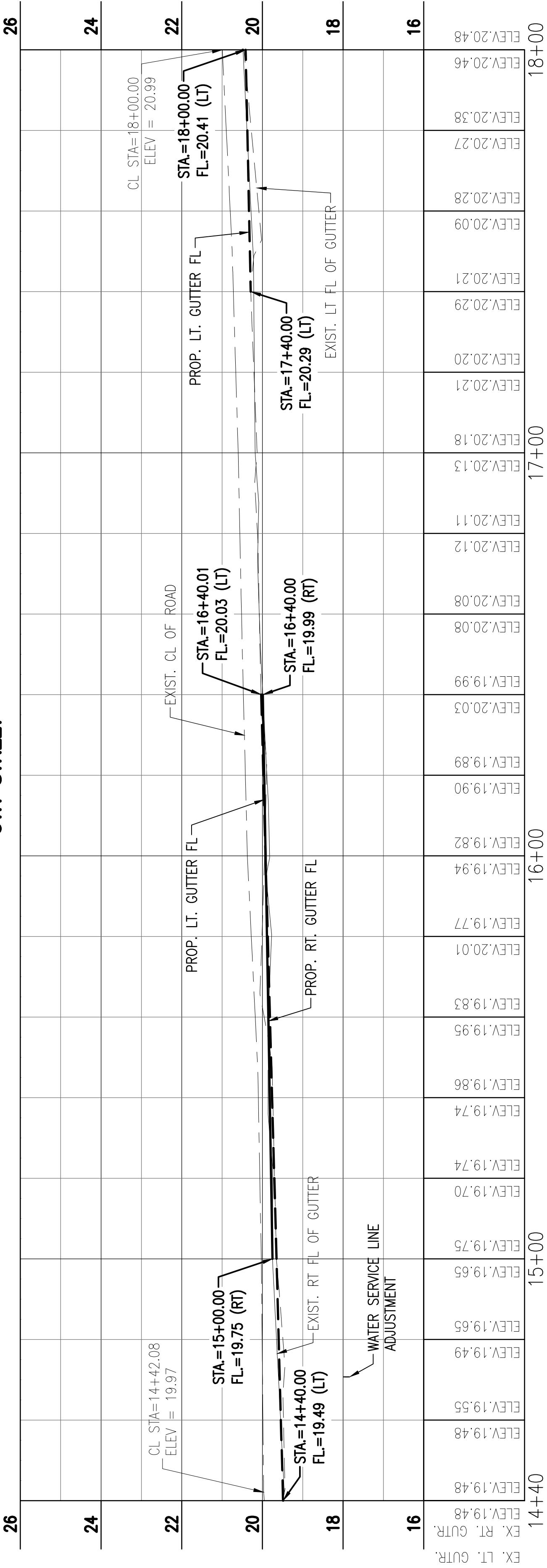
[illegible]

BASE BID QUANTITIES		
ITEM	UNIT	QTY.
REMOVE EXISTING ASPHALT SURFACE	SY	1039
SCARIFY BASE MATERIAL MIX W/1% LIME, & ADDITIONAL 1" CRUSHED LIMESTONE, RESHAPE & COMPACT BASE	SY	1039
REMOVE & REPLACE CURB & GUTTER	LF	400
PRIME COAT MC-30	GAL	208
INSTALL 2" TYPE "D" HMAC	SY	1039
ADDITIONAL CRUSHED LIMESTONE	SY	1039
CONCRETE DRIVEWAY REPAIR	SF	571
CONCRETE SIDEWALK REPAIR	SF	20
WATER SERVICE LINE ADJUSTMENT **	EA	1

CHANGE ORDER No.1 QUANTITIES		
ITEM	UNIT	QTY.
REMOVE & REPLACE CURB & GUTTER	LF	57



9TH STREET

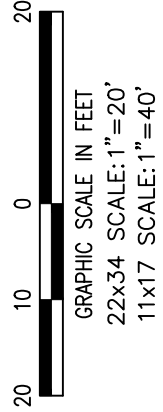
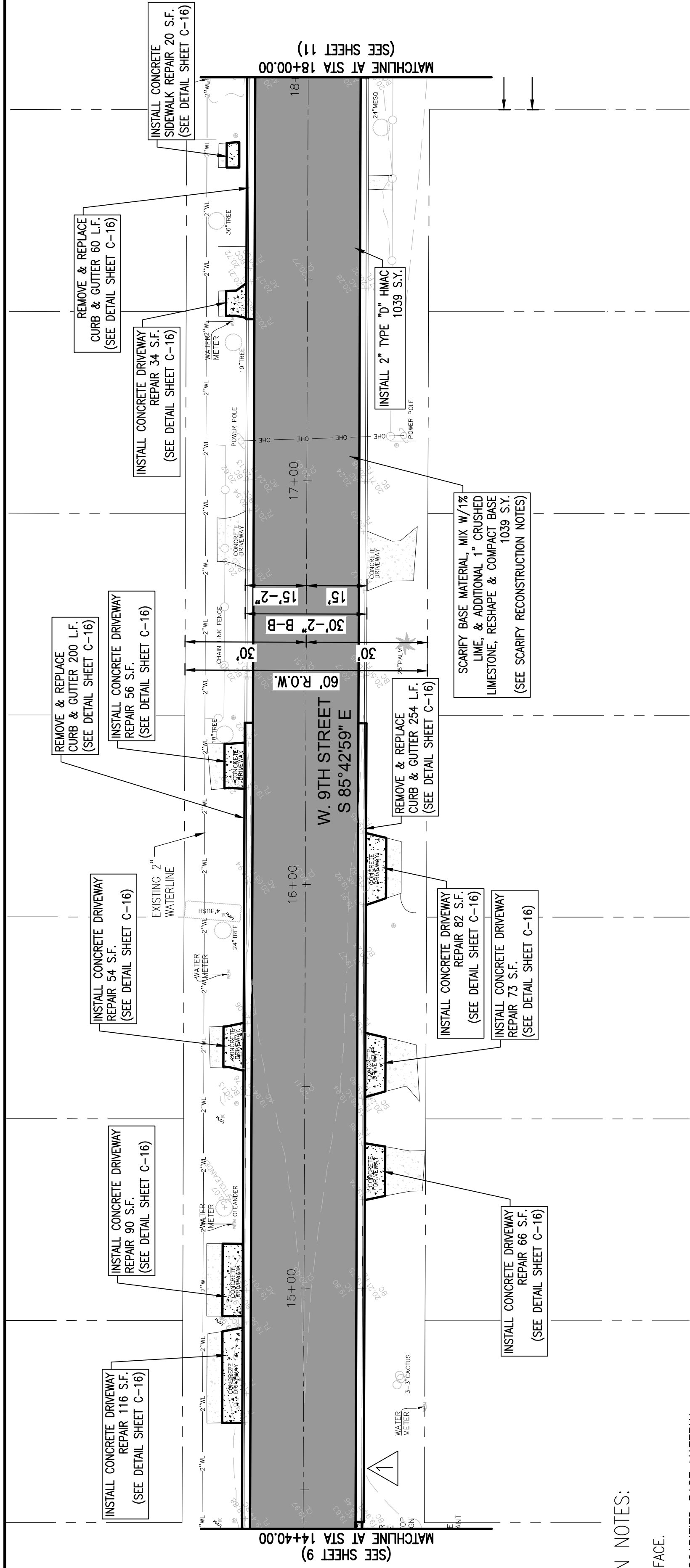


SCARIFY RECONSTRUCTION NOTES:

1. REMOVE EXISTING ASPHALT SURFACE.
2. SCARIFY 6" BASE & WINDROW.
3. MIX 1% LIME BY WEIGHT WITH SCARIFIED BASE MATERIAL.
4. WINDROW 1/2" BASE MATERIAL TO ONE SIDE INSTALL PROOF ROLL SUBGRADE.
5. REPEAT 4 TO OPPOSITE SIDE.
6. SPREAD & COMPACT BASE MATERIAL TO 98% STANDARD PROCTOR DENSITY AT +2% TO -1% OPTIMUM MOISTURE.
7. INSTALL 2" TYPE "D" HMAC.
8. ** 3/4 PLASTIC TUBING W/ COPPER TUBING OUTER DIAMETER

NOTICE:

1. NOTICE: THE CONTRACTOR SHALL FIELD VERIFY THE LOCATION(S) AND ELEVATION(S) OF ALL EXISTING UTILITIES PRIOR TO CONSTRUCTION AND IS RESPONSIBLE FOR COSTS INCURRED BY PROCEEDING WITH ELEVATION(S) OF EXISTING UTILITIES THAT DIFFER FROM THOSE PRESENTED ON THE DRAWINGS.



LEGEND

- EXISTING LEFT GUTTER
- EXISTING RIGHT GUTTER
- PROPOSED LEFT GUTTER
- PROPOSED RIGHT GUTTER
- PROPOSED LEFT & RIGHT GUTTER
- INSTALL SCARIFY ROAD
- INSTALL RECONSTRUCT ROAD

ACTION ITEM REPORT**Item Title:**

Consideration and ACTION to approve the Los Fresnos Community Development Corporations action to approve additional funding for the concession stand at the Community Park for the Los Fresnos Little League.

Recommendation:

The CDC budgeted \$60,000 for the concession stand. The cost will actually be \$64,000 due to cost increases over the last few years, so there is an additional \$4,000 needed. The CDC Board approved the additional \$4,000 at their meeting on August 4.

I recommend approval.



PROPOSAL

#1162

DBA: C&A Builders
420 Jay St San Benito TX, 78586
Email: anguianocab7@aol.com
Cesar Anguiano Jr., General Manager • 956-328-9103

City of Los Fresnos
City Park Concession Building
Los Fresnos, TX 78586

Concession Stand Building

Scope of Work: As per the inspection of the job site conducted by C&A Builders, we here by propose the completion of the job listed above. The following is our work description:

Work to be completed:

Concession stand measuring 22' X 13'-4"

- Scarify subgrade
- Backfill and compact as needed with select fill as per geotechnical report to be provided by owner
- Install approximately 300 Sq Ft of concrete
 - 5" thick at 3000 psi with #4 rebar @ 14" O.C
 - Exterior and interior beams as per details on S401

Sidewalk:

- Backfill and compact with select fill as needed to match existing elevations
- 4" thick reinforced with 6'x6' #6 wire mesh at 3000 PSI
- Expansion joints to be placed at a maximum of 20' O.C
- Control joints to be placed at a maximum of 5' O.C

Masonry:

- Install a total of...sq ft of CMU block in accordance to plans and specifications
- Footings
 - Reinforcement and concrete in accordance to plans
 - #4 L shaped dowel
 - #3 ties at 18" O.C
 - (2) #6 Control joints

Electrical:

- Underground service with conduit and wire from the existing main panel to the new panel "A". (125A/ 1PH/ 120/208/N1).
- Installation of all conduits, j-boxes, pull wire, and make all splices for light fixtures.
- Installation of all conduits, j-boxes, pull wire, and make all splices for receptacles.
- Installation of all conduits, j-boxes, pull wire, and make all splices for switches.
- Installation of all conduits, j-boxes, pull wire, and make all splices for the ceiling fan.
- Installation of all conduits, disconnects, j-boxes, pull wire, and make all splices for MNSP01 and WH units.

-Trench included.

Plumbing:

- 6-unit 3 phase installation
- Trench approximately 80 LF in accordance with City of Los Fresnos recommendations for the installation of sanitary sewer line
- Includes interior installation only, any exterior labor will be an additional charge
- All sanitary sewer pipe will be schedule 40 PVC

PROPOSAL**Doors:**

- Hollow metal door 3'-0" x 7'-0"
- Rolling counter door 4'-4" x 6'-0"

Paint:

- Paint will be in owners' choice of color for the following:
 - Sealed Concrete
 - Base
 - CMU
 - Ceiling

Notes:**Electrical¹**

- The lighting and gear packages are included in this price. (VE Package for fixtures)
- \$500 budget included for ceiling fan.
- Saw cut is not included in this price.
- The relocation of the existing utilities underground is not included in this price.

All Labor and Materials:

Material and Equipment

\$34,830.00

Labor and Installation

\$23,220.00

Geotech testing

\$4,500.00

Lot Staking

\$450.00

Permitting

\$1,000.00

We, C&A Builders propose the above scope of work to be completed by **TBD** for the amount of **\$ 64,000.00**



Submitted By: Cesar Anguiano Jr.

06/30/2025

Date

ACTION ITEM REPORT

Item Title: Consideration and ACTION to approve the Los Fresnos Community Developments action to purchase promotional items.

Recommendation:

The CDC Board approved this at their meeting on August 4.

The CDC had \$7,500 available in their promotion and advertising budget. City staff requested to be allowed to purchase items to promote Los Fresnos. These are utilized to give to folks as we have events and hold meetings with prospective businesses. This includes caps, pens, pins, tote bags, note pads, journals, calendars and other similar type items. This will allow us to have them available as needed.

I recommend approval.

ACTION ITEM REPORT



Item Title: Consideration and ACTION to approve the preliminary & final plat of Casablanca Bay Los Fresnos Subdivision.

Recommendation:

Staff and Hanson Professional Services have reviewed both plats and find them in compliance with city ordinances and regulations. The Planning & Zoning Commission have approved both.

I recommend approval.

MEMORANDUM

TO: Jacquie Moya jmoya@citylf.us
City Secretary

FROM: Richard Riggins, P.E. rriggins@hanson-inc.com

DATE: May 7, 2025

SUBJECT: Preliminary Plat acceptance for Casablanca Bay Los Fresnos Subdivision

Jacquie;

We have reviewed the Preliminary Plat for Casablanca Bay Subdivision and recommend acceptance subject to the following comments, in addition to the City's comments.

1. The developer provides a stormwater detention plan, designed and sealed by a registered engineer, as part of the building permit drawings.



Richard A. Riggins, P.E., R.P.L.S.
RAR

MEMORANDUM

TO: **Jacquie Moya** jmoya@losfresnostx.gov
City Secretary

FROM: **Richard Riggins, P.E., R.P.L.S.** rriggins@hanson-inc.com

DATE: **July 11, 2025**

SUBJECT: **Final Plat Review Casablanca Bay Subdivision**

Jacquie,

We have performed a Final Plat review of the Casablanca Bay Subdivision and recommend acceptance of the Final Plat subject to compliance with the City's comments.



Richard A. Riggins, P.E., R.P.L.S.

Email me at rriggins@hanson-inc.com if you have any questions.

ACTION ITEM REPORT



Item Title:

Consideration and ACTION to approve a proclamation recognizing the 10th anniversary of University of Texas Rio Grande Valley's founding in 2015.

Recommendation:

I recommend approval.

PROCLAMATION

Section D, Item # 13.

WHEREAS, The University of Texas Rio Grande Valley is celebrating its 10th anniversary in August 2025; and

WHEREAS, Known for its broad range of academic programs, affordable tuition, and supportive campus environment, The University of Texas Rio Grande Valley is an award-winning institution that has conveyed more than 60,000 degrees since opening its doors in 2015; and

WHEREAS, Significant accomplishments during the university's first decade of operation include adding 42 new bachelor's, master's, doctoral, and professional degree programs and an increase in research expenditures of nearly 600 percent; ongoing student success is reflected in the university's record-breaking enrollment, retention, and graduation rates; and

WHEREAS, This exemplary institution made historic strides in medical education when it opened the only school of medicine in South Texas in 2016, and it has since expanded quality health care services in the region with 25 clinical care sites throughout the Rio Grande Valley; and

WHEREAS, The University of Texas Rio Grande Valley opened the state's first School of Podiatric Medicine in 2022 and will further expand student opportunities with the opening of the region's first comprehensive academic cancer and surgery center in 2025 and the state's second School of Optometry in 2027; and

WHEREAS, In 2021, the university's Student Government Association executed a student referendum that would enhance campus life by adding a Division I Football Championship Subdivision team and other programs, and in the fall of 2025, the football team will kick off its inaugural season and establish the first Division I college football program at the university and in the region; and

WHEREAS, The University of Texas Rio Grande Valley has earned national acclaim for its commitment to value, social mobility, and economic impact and has been ranked the number one university in Texas in 2023 and 2024 by Washington Monthly magazine and the number one best public university in Texas for value and social mobility by The Wall Street Journal; the school has further gained recognition as a community engaged university by the Carnegie Foundation; now, therefore, be it

Proclaimed, that the City of Los Fresnos hereby commemorate the 10th anniversary of The University of Texas Rio Grande Valley and extend to its leaders, faculty, and staff congratulations on a decade of success and best wishes for the future; and, be it further

Proclaimed, that an official copy of this proclamation be prepared for the university as an expression of high regard by the City of Los Fresnos.

Signed this 12th day of August, 2025

Alejandro Flores, Mayor

ATTEST:

Jacqueline Moya, City Secretary

ACTION ITEM REPORT



Item Title: Consideration and ACTION to excuse the absence of Juan Munoz from the July 8, 2025 City Council meeting.

Recommendation:

Juan Munoz has served for many years. We started tracking attendance in February 2017. Mr. Munoz has made 130 of 151 meetings or 86%.

ACTION ITEM REPORT



Item Title: Consideration and ACTION to excuse the absence of Larry Meade from July 21, 2025 Planning & Zoning meeting.

Recommendation:

Larry Meade began serving in August 2011. Mr. Meade has made 55 of 72 meetings or 78%.

ACTION ITEM REPORT



Item Title: Consideration and ACTION to approve a proclamation honoring Herm's Smokehouse for exemplary community service.

Recommendation:

Mayor Flores asked this be placed on the agenda.

Proclamation Honoring Herm's Smokehouse for Exemplary Community Service
City of Los Fresnos "Community With Opportunity"

WHEREAS, small businesses are the heart of our community, often serving not only as economic engines but also as pillars of compassion, leadership, and unity; and

WHEREAS, Herm's Smokehouse, a valued local establishment in Los Fresnos, Texas, has gone above and beyond in demonstrating these values by organizing a heartfelt and impactful donation drive to support fellow Texans in Kerr County during a time of great need; and

WHEREAS, over the course of just three days, Herm's Smokehouse collected an extraordinary amount of essential supplies including bottled water, clothing, non-perishable food items, and toiletries, thanks to the generosity of the Los Fresnos community and the tireless efforts of the business and its team; and

WHEREAS, the donations gathered were so abundant that they filled not one, but two full trailers, a testament to the power of community action and the spirit of giving that defines our city; and

WHEREAS, Owner Daniel Avila, in reflecting on the effort, stated, *"That's the core of being a Texan, being there for each other in the times of most need,"* a sentiment that captures the very essence of what it means to be a part of this great state and this great city; and

WHEREAS, all donations collected by Herm's Smokehouse were delivered directly to The Salvation Army in Kerr County, ensuring that those in need receive timely and meaningful support; and

WHEREAS, this act of service not only uplifts those in crisis but also inspires others to act with kindness, courage, and generosity, reinforcing the values that make Los Fresnos a **"Community With Opportunity,"** a place where individuals and businesses alike are empowered to make a difference; and

WHEREAS, Herm's Smokehouse has set a shining example of what it means to be a responsible and compassionate business, and their actions have brought pride and honor to the City of Los Fresnos;

NOW, THEREFORE, we the City of Los Fresnos do hereby recognize and commend **Herm's Smokehouse** and Owner Daniel Avila for their outstanding service, unwavering dedication, and exemplary leadership. These actions serve as a powerful reminder that even the smallest businesses can make the biggest impact when guided by heart and purpose.

IN WITNESS WHEREOF, this proclamation is issued with deep appreciation and admiration on this 12th day of August, 2025, in the City of Los Fresnos, Texas.

Signed this 12th day of August, 2025

Alejandro Flores, Mayor

ATTEST:

Jacqueline Moya, City Secretary

ACTION ITEM REPORT

Item Title: Consideration and ACTION to approve action taken by the Los Fresnos Community Development Corporation for service agreement for the 2025 Narcisco Martinez Cultural Arts Center Conjunto Festival.

Recommendation:

The CDC Board approve this on Monday August 4th.

They are requesting the same amount this year and that is the amount we have budgeted. They also get assistance from Public Works and the Police Department. Attached is last year's agreement that will be updated if approved.

The Promotion & Advertising Committee met 2 weeks ago and agreed to keep the amount at \$5,000.

Funding Amount

2018-2019	\$ 5,000
2019-2020	\$ 5,000
2020-2021	COVID
2021-2022	\$ 5,000
2022-2023	\$ 5,000
2023-2024	\$ 5,000
2024-2025	\$ 5,000

I recommend approval.

SERVICE AGREEMENT

This is an agreement between the Narcisco Martinez Cultural Arts Center (Festival) and the Los Fresnos Community Development Corporation (CDC) and the City of Los Fresnos (City). The event will be held in October 2024 at the Memorial Park.

The Festival agrees to provide the following for their annual Narcisco Martinez Conjunto Festival:

- Contracting the bands and sound engineer;
- Promoting the festival via print and social media;
- Acquisition of event insurance to cover liability issues, holding the City of Los Fresnos, Los Fresnos Community Development Corporation and Los Fresnos CISD harmless;
- Alcohol Beverage License;
- Renting of portable restrooms to add to the existing restrooms in the city park;
- Provide personnel at the entrance to enter the festival;
- Provide extra fencing as necessary;
- Festival t-shirt will include the City of Los Fresnos as a sponsor;
- Develop a color program guide that includes band bios, advertising, human interest stories, as well as information provided by the city.


The CDC will provide \$5,000 for promoting and bringing business to the community. Payment to the Festival will be paid in full in the month of August 2024.

The City will provide the following: Half page ad in the magazine for \$350, Security on the grounds from Friday afternoon through Sunday at the conclusion of the event, Security for safe passage for the street crossings between High School parking areas and the Park, light plants and generators as needed, Public Works personnel for trash and restroom cleanup and assistance as needed, promotion of the event through Facebook, web site and welcome sign.

The Festival must submit Audited Financials from a Certified Public Accountant. A Form 990 to the IRS is sufficient to meet this requirement.

Passed and approved on this 5th day of August, 2024 by the Los Fresnos Community Development Corporation Board.

Passed and approved on 13th day of August, 2024 by the City Council of the City of Los Fresnos.


Mark W. Milum, City Manager
City Manager – City of Los Fresnos
General Manager – CDC


Rogelio T. Nunez
Director
Narcisco Martinez Cultural Arts Center

ACTION ITEM REPORT

Item Title: Consideration and ACTION to approve a service agreement for the 2026 Cameron County Fair & Livestock Show.

Recommendation:

The Cameron County Fair & Livestock Show is set for February 20, 21 & 22, 2026. Valerie Arizmendi is the President and will be at the meeting to review last year and answer questions.

Annually, the City has utilized Hotel/Motel taxes to enter into an agreement with the Stock Show to support their efforts. There are sufficient funds available if the amounts stay the same. The Hotel/Motel tax can only be utilized for events that puts heads in beds (motel stays) and must be at least over a 2-day period. The following are the amounts supported in prior years.

2006-2007	\$ 2,500
2007-2008	\$ 2,500
2008-2009	\$ 2,500
2009-2010	\$ 2,500
2010-2011	\$ 2,500
2011-2012	\$ 2,500
2012-2013	\$ 2,500
2013-2014	\$ 3,500
2014-2015	\$ 4,500
2015-2016	\$ 4,500
2016-2017	\$ 5,000
2017-2018	\$ 5,500
2018-2019	\$ 5,500
2019-2020	\$ 5,500
2020-2021	\$ 6,000
2021-2022	\$ 6,000
2022-2023	\$ 6,000
2023-2024	\$ 6,000
2024-2025	\$ 6,000

SERVICE AGREEMENT

This is an agreement between the City of Los Fresnos, hereinafter called "City" and the Cameron County Fair & Livestock Show, hereinafter called "Fair".

The purpose of this agreement is to establish a development program between the City of Los Fresnos and the Fair to promote the City.

This agreement will begin on December 1, 2024 and will be for a one year (1) period and will be reviewed by the City of Los Fresnos to consider extending the agreement or not. Payment in the amount of \$6,000.00 will be paid in full in the month of December.

Therefore, it is agreed that the Fair will promote the City as follows:

1. \$5,000.00
 - a. 28 Los Fresnos Rodeo Tickets
 - b. Two 4 foot x 4 foot promotion boards to be displayed in the livestock show arena and show grounds for the duration of the show.
 - c. Announcements over the PA system throughout the show.
2. \$1,000 Silver Premium
 - a. Exhibitors Premium
 - b. Promotion boards to be displayed in the livestock show arena and show grounds for the duration of the show
 - c. Announcements over the PA system throughout the show.

The Fair must submit Audited Financials from a Certified Public Accountant. A Form 990 to the IRS is sufficient to meet this requirement.

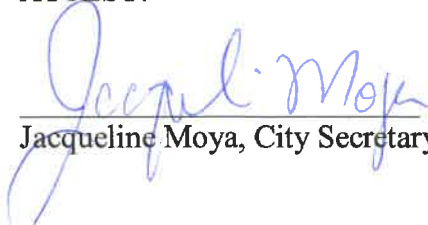
This agreement is effective upon the approval of both parties.

Passed and approved this 13th day of August, 2024 by the City Council of the City of Los Fresnos.

CITY LOS FRESNOS


Alejandro Flores, Mayor

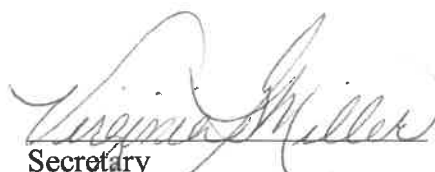
ATTEST:


Jacqueline Moya, City Secretary

CAMERON COUNTY FAIR &
LIVESTOCK SHOW


President

ATTEST:


Secretary

ACTION ITEM REPORT

Item Title: Consideration and ACTION to approve a service agreement for the September 2025 Cowboy Cook Off.

Recommendation:

The Eighth Annual Cowboy Cook-Off will be held again this year in September. The funding has been \$1,500 for several years and should remain the same. Representatives will be present to present information and answer questions.

SERVICE AGREEMENT

This is an agreement between the City of Los Fresnos, hereinafter called “City” and the Los Fresnos Rodeo Committee, hereinafter called “Rodeo”.

The purpose of this agreement is to establish a development program between the City and the Rodeo to promote the City.

This agreement will begin on September 1, 2024 and will be for a one year (1) period and will be reviewed by the City to consider extending the agreement or not. Payment in the amount of \$1,500 will be paid in full in the month of September 2024.

Therefore, it is agreed that the Rodeo will promote the city as follows:

\$1,500 Cowboy Cook-Off Event

- 1. Media Advertising Name Recognition
- 2. Announced during the Event
- 3. Webpage Listing
- 4. One 3’ x 8’ Sign in the Cooking Contestant Area
- 5. Name on all award Plagues (1st to 10th place and Kids Q 1st to 3rd place)
- 6. Flyer listing
- 7. Space for six Banners in event area
- 8. 2 Cowboy Cook-Off T-Shirts
- 9. 2 Cowboy Cook-Off Caps

The Rodeo must submit Audited Financials from a Certified Public Accountant. A Form 990 to the IRS is sufficient to meet this requirement.

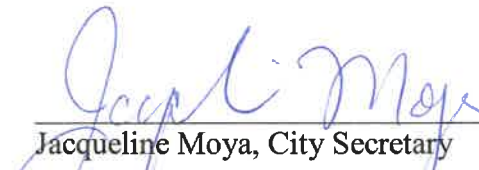
This agreement is effective upon the approval of both parties.

Passed and approved this 13th day of August, 2024 by the City Council of the City of Los Fresnos.

CITY LOS FRESNOS


ATTEST:


Alejandro Flores, Mayor


Jacqueline Moya, City Secretary

LOS FRESNOS RODEO COMMITTEE

ATTEST


Chairman




Secretary

SERVICE AGREEMENT

This is an agreement between the City of Los Fresnos, hereinafter called “City” and the Los Fresnos Rodeo Committee, hereinafter called “Rodeo”.

The purpose of this agreement is to establish a development program between the City and the Rodeo to promote the City.

This agreement will begin on December 1, 2024 and will be for one year (1) period and will be reviewed by the City to consider extending the agreement or not. Payment in the amount of \$16,000.00 for Rodeo will be paid the first part of December for the 2025 Rodeo.

Therefore, it is agreed that the Rodeo will use advertisement dollars as follows:

Platinum: \$10,000

- a. Media Promotion
- b. Sign on Top of Announcer’s Stand
- c. Poster Logo or Name
- d. Announced as Platinum promotion during rodeo performances
- e. Displayed on Big Arena Video Screen
- f. Flag with your logo in Gran Entry
- g. Program Advertising (Full Page)
- h. Webpage Listing
- i. Box Seats. Three Rodeo Performances (6 seats per performance)
- j. Custom Embroidered Jacket or Buckle or Six Caps
- k. Space for Banners outside arena
- l. 100 Regular Admission Concert Tickets
- m. 20 Rodeo Tickets (6-Friday, 8-Saturday, 6-Sunday)
- n. Program Listing

Sky Box Option: \$2,500

- a. Sky Box Seats for all Three Rodeo Performances (10 seats per performance)
- b. Out of the weather and above the crowd.
- c. Private stair entrance
- d. A spot for a 12” x 8’ name above the opening facing the arena
- e. Complimentary small ice chest with 10 or more refreshments daily
- f. Program Listing

Saturday Concert Promotion: \$3,500

- a. Media Promotion Name Recognition
- b. Announced as a concert promotion during rodeo and concert
- c. Displayed on Big Arena Video Screen
- d. Webpage Listing
- e. Banner or Sign on Stage
- f. Program Listing
- g. 12 Rodeo Tickets for Saturday Performance
- h. 40 Saturday Concert Tickets
- i. Space for Two Banners Outside Arena

The Rodeo must submit Audited Financials from a Certified Public Accountant. A Form 990 to the IRS is sufficient to meet this requirement.

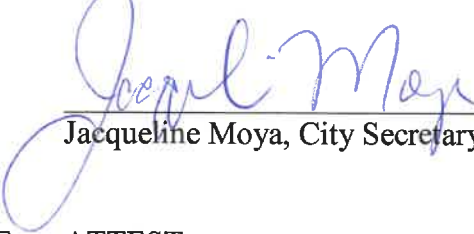
This agreement is effective upon the approval of both parties.

Passed and approved this 13th day of August, 2024 by the City Council of the City of Los Fresnos.

CITY LOS FRESNOS

ATTEST:


Alejandro Flores, Mayor


Jacqueline Moya, City Secretary

LOS FRESNOS RODEO COMMITTEE

ATTEST:


Chairman


Secretary



ACTION ITEM REPORT

Item Title: Consideration and ACTION to approve funding for engineering services to prepare a plan and cost estimate for the use of the old city landfill property as a park.

Recommendation:

In June this item was brought up for discussion by Council Person Juan Munoz. I was asked to do some research on the viability of utilizing this property. Here are my thoughts without having specific costs.

1. Street: The street leading to this area would have to be vastly improved. It is too narrow and it is part caliche. If it was an industrial development, an alternate route would need to be utilized for higher traffic and trucks and an alternate route might also need to be done with a sports type of park as well. This would require purchase of property for the street.
2. Water: Water would have to be extended to the area. Minimum water line required is 8 inches and would include fire hydrants and a looped system for it to be done correctly. We could probably leave it as a dead end line but it would create regular work in monitoring and flushing of the lines. The good thing is the water plant is not too far away.
3. Sewer: Sewer service would need to be extended to that area and most likely at least a small lift station built. The good thing is the sewer plant is not too far away.
4. Dirt: Fill dirt would need to be brought in to get it out of the flood zone level. If it was just ball fields it would not be necessary need to be raised but when we had the first big rain event causing the fields to be flooded and ruined, the decision to spend that kind of money on something in a flood zone would be highly questioned.
5. Cost to build what is desired.

Baseball and softball is taken care of as far as numbers of fields. We have 2 terrific fields at the Community Park. The third field at that location at Lopez-Riggins needs some work on the actual field, new fencing, and new bleachers to get it to the standards of the other 2 fields which would include drainage and lighting. We also have the availability of 3 great fields with lights, parking, restrooms and concessions at the Laureles Park within 3 miles. These fields hardly get utilized. I do not think it is wise for the city to spend more funds for baseball fields when others are readily available.

Soccer fields with lighting are being built for games at the Laureles Park. They should be ready in a few months. The CDC has provided many soccer goals that are set up and are being utilized daily at Memorial Park. Once the Laureles Park is complete there will be plenty of places available for soccer.

Football fields are lacking, but the soccer fields are utilized for football when not in use for soccer, eliminating that need and also we do not have a big football need since the school district provides that beginning in 7th grade. The Boys & Girls Club provides flag football for those ages prior to 7th grade to fill that void. Games are played at Memorial Park. Lighting would be a need that could be addressed for that if they do not go to Laureles Park where there are lights available.

The big need people mention are areas for teams to practice that have lights. This is a problem in every city and I do not know of any that provide lighting for practice because you can never provide enough. If we did provide it would then become an issue of who gets to use them. When there are no lights, that is not a problem. We are fortunate to have large areas available for practice. Unfortunately,

they do not have lights. The areas used now are owned by the Los Fresnos School District, the Los Fresnos Fire Department and the Los Fresnos Rodeo. If the city thinks we should provide lights, we should take advantage of these areas owned by others and see if an agreement could be reached for the city to provide lighting in some of these areas. Plans will have to be made on how to determine who gets to use the lighted areas and who takes care of the scheduling and of course the funding for the lights, poles and electrical hookups and ongoing electrical costs. The price we have for replacing the poles and lights at the baseball field at Community Park is \$140,000 and that's the bare minimum cheapest system. The County spent way more than double that amount on the lights at the Laureles Park. I don't see that as a viable option at this time.

If you want costs with an actual plan for the old landfill property, Hanson Professional Services has provided a quote of \$5,000 for them to provide that.

**Hanson Professional Services Inc.
Master PSA Task Order
MPSA-19L0006
Task Order No. 19L0006.36**

WHEREAS, City of Los Fresnos, Texas, subsequently referred to as "Client," and Hanson Professional Services Inc., subsequently referred to as "Hanson," have previously entered into a Master Professional Services Agreement MPSA-19L0006 dated February 22, 2019, providing for the assignment of project-specific Scopes of Services,

WHEREAS, the Client wishes to retain Hanson to provide professional services in connection with 20-acre park in Los Fresnos subsequently referred to as "Project", and

WHEREAS, the Scope of Services to be performed by Hanson for the Project is defined below,

NOW, THEREFORE, this TASK ORDER is made this 7th day of July, 2025 to provide the Scope of Services and other terms and conditions as required for completion of the services.

Article I - Scope of Services

Preparing a schematic site plan and cost estimate for a proposed 20-acre park in Los Fresnos with extension of offsite utilities and road improvements.

Article II – Schedule

Work to begin upon execution of task order.

Article III - Charges

Charges for professional services performed by Hanson in completing the Scope of Services associated with this Task Order will be made as provided in Master Professional Services Agreement MPSA-19L0006 effective February 22, 2019.

Article IV - Cost of Services

The total cost to accomplish the Scope of Services for this Project will be Time and Materials Estimated Fee \$5,000. Hanson agrees not to exceed \$5,000 without prior notification to the Client.

Article V - Additional Terms and Conditions

None

Article VI - Client Contact Person

All verbal or written communications with the Client regarding this Task Order shall be directed to the party or parties listed below:

Paolina Vega
PVega@hanson-inc.com
956-541-1155

By executing this Task Order, Client and Hanson hereby agree to and accept the terms as stated herein and the terms and conditions of the above-referenced Master Professional Services Agreement.

Hanson Professional Services Inc.

City of Los Fresnos, Texas.

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

For Review

ACTION ITEM REPORT

Item Title: Consideration and ACTION to approve closing city offices at 12:00 pm on December 31, 2025 for an employee End of the Year Celebration.

Recommendation:

We held this celebration last year and it was a tremendous success. It shows specific appreciation to our employees. We would like to have it again.

I recommend approval.

ACTION ITEM REPORT

Item Title: Discussion and review of applications received for upcoming vacancies and current members in the following boards and positions:

1. Planning and Zoning Commission: Place 5 Henry Bebon; Place 6 Larry Meade; Place 7 Javier Rodriguez
2. Park Advisory Board: Place 4 Norma Cruz; Place 5 Robert Garza
3. Housing Authority Board: Place 1 Belinda Garza; Place 2 Claudia Rocha; Place 3 Linda Ramirez

Recommendation:**Planning & Zoning Commission (3rd Monday of Month @ 6 PM, All Willing to Serve)**

Place 5 Henry Bebon (12/08/2020)	October 2025
Place 6 Larry Meade (08/23/2011)	October 2025
Place 7 Javier Rodriguez (12/09/2014)	October 2025

Park Advisory Board (As Needed, Norma Cruz is Willing to Serve)

Place 4 Norma Cruz (9/12/2023)	October 2025
Place 5 Robert Garza (06/12/2007)	October 2025 (Need Replacement)

Los Fresnos Housing Authority, First 2 Willing to Serve)

Place 1 Belinda Garza (02/13/2024)	October 2025
Place 2 Claudia Rocha (12/10/2024)	October 2025
Place 3 Linda Ramirez (02/09/2016)	October 2025 <u>WILL NOT CONTINUE TO SERVE</u>

THEY SENT AN APPLICATION FOR REVIEW

Citizen application for appointment to a City of Los Fresnos Board Seat

Please return to: City Secretary, 520 E Ocean Blvd., Los Fresnos, TX 78566

ALL INFORMATION ON THIS FORM IS PUBLIC RECORD

PLEASE TYPE OR PRINT CLEARLY

NAME _____
(Last) (First) (MI)

HOME ADDRESS _____

MAILING ADDRESS _____

CITY _____ **ZIP** _____

HOME PHONE NUMBER: _____ **CELL NUMBER:** _____

E-MAIL ADDRESS: _____

EMPLOYER _____

OCCUPATION _____

BUSINESS ADDRESS _____

BUSINESS PHONE # _____

COMMITTEES OF INTEREST TO YOU

(List no more than 3 committees - please be specific)

1. _____
2. _____
3. _____

What education or special training do you have which you feel particularly fits you for the appointment to this position? (attach a resume or bio if relevant)

What work experience or other experience do you have which will be beneficial in carrying out the responsibilities of this position?

Why are you interested in serving on this Committee? _____

Other Volunteer Commitments? _____

SIGNATURE OF APPLICANT

DATE

ACTION ITEM REPORT

Item Title: Consideration and ACTION to approve the renewal contract for City Attorney Enrique Juarez.

Recommendation:

This is the renewal for the agreement with the City Attorney, Henry Juarez. The agreement is a 3 year agreement which is the same as the current one, except instead of saying "This contract can be terminated by either party with a thirty (30) day written notice" to "This is a three-year contract which will automatically renew for successive one year terms unless written notice is provided by the city 30 days prior to expiration. The contract may be terminated at any time for good cause with written notice to the parties which specifies the reasons for good cause."

The city would not terminate the agreement anyway unless there was good cause so adding this language is not a problem. Henry continues to provide quality advice and representation keeping the City out of legal issues for a very reasonable cost.

I recommend approval.

CITY ATTORNEY SERVICES

This agreement is for legal services between the City of Los Fresnos and Enrique C. Juarez, Attorney at Law, effective October 1, 2022 through September 30, 2025.

The scope of services for which fees and rates are requested is divided into three categories: general representation, special projects and litigation. These categories are more fully described for your clarification. The firm will be required to provide a detailed, itemized billing for each category (including general representation), on a monthly basis. Itemized billing is due by the 10th of the month following services rendered.

GENERAL REPRESENTATION: (Hourly Rate of \$150.00)

1. Attend City Council meetings only at the request of the Mayor or City Manager.
2. Attend Planning & Zoning meetings only at the request of the Mayor or City Manager.
3. Attend Community Development Corporation meetings as legal counsel only at the request of the Mayor or City Manager.
4. Consultation with Mayor, City Council, City Manager or Department Heads. Department Heads must let City Manager know when Attorney is contacted.
5. Preparation and review of Ordinances and Resolutions as required.
6. Preparation and review of Contracts and other documents prior to City Council action.
7. Municipal Court trial including trial preparation.
8. Attend Municipal Court sessions.

SPECIAL PROJECTS: (Hourly Rate of \$150.00)

1. Large projects that the Mayor, Council or City Manager have approved with estimated time frame and cost.
2. Research on projects only if approved by the Mayor, Council or City Manager with estimated time frame and cost.

LITIGATION:

Rate to be determined depending on type of litigation.

Meetings with other entities or residents must be pre-approved by the Mayor or City Manager. These need to be first referred to the Mayor or City Manager to be handled. If there is a legal issue the Mayor or City Manager can then refer it to the City Attorney.

This Contract can be terminated by either Party with a thirty (30) day written notice.

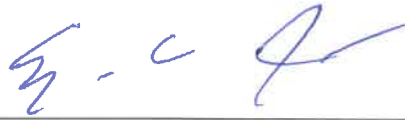
CITY OF LOS FRESNOS

ENRIQUE C. JUAREZ


Alejandro Flores, Mayor

8/9/22
Date Signed




Enrique C. Juarez

8/10/2022
Date Signed

CITY ATTORNEY SERVICES

This agreement is for legal services between the City of Los Fresnos and Enrique C. Juarez, Attorney at Law, effective October 1, 2025 through September 30, 2028.

The scope of services for which fees and rates are requested is divided into three categories: general representation, special projects and litigation. These categories are more fully described for your clarification. The firm will be required to provide a detailed, itemized billing for each category (including general representation), on a monthly basis. Itemized billing is due by the 10th of the month following services rendered.

GENERAL REPRESENTATION: (Hourly Rate of \$150.00)

1. Attend City Council meetings only at the request of the Mayor or City Manager.
2. Attend Planning & Zoning meetings only at the request of the Mayor or City Manager.
3. Attend Community Development Corporation meetings as legal counsel only at the request of the Mayor or City Manager.
4. Consultation with Mayor, City Council, City Manager or Department Heads. Department Heads must let City Manager know when Attorney is contacted.
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SPECIAL PROJECTS: (Hourly Rate of \$150.00)

1. Large projects that the Mayor, Council or City Manager have approved with estimated time frame and cost.
2. Research on projects only if approved by the Mayor, Council or City Manager with estimated time frame and cost.

LITIGATION:

Rate to be determined depending on type of litigation.

Meetings with other entities or residents must be pre-approved by the Mayor or City Manager. These need to be first referred to the Mayor or City Manager to be handled. If there is a legal issue the Mayor or City Manager can then refer it to the City Attorney.

This is a three-year contract which will automatically renew for successive one year terms unless written notice is provided by the City 30 days prior to expiration. The contract may be terminated at any time for good cause with written notice to the parties which specify the reasons for good cause.

CITY OF LOS FRESNOS

ENRIQUE C. JUAREZ

Alejandro Flores, Mayor

Enrique C. Juarez

Date Signed

Date Signed

ACTION ITEM REPORT

Item Title: Consideration and ACTION to acknowledge the Finance Director's certification of the estimated ad valorem tax collection rate for 2025 and the excess debt tax collections for 2025 tax year.

Recommendation:

The estimated ad valorem tax collection rate for tax year 2025 is 93.8%. This is due to less collections during the year as we normally are well over 95%. The 2025 excess debt is zero or not applicable. This information is provided to us by the Cameron County Tax Assessor-Collector.

I recommend approval.

OFFICE OF THE TAX ASSESSOR-COLLECTOR

P.O. BOX 952 BROWNSVILLE, TEXAS 77822-0952



EDELMIRO "EDDIE" GARCIA
TAX ASSESSOR-COLLECTOR

L. LAURA GONZALEZ
CHIEF DEPUTY

BROWNSVILLE
MAIN OFFICE
835 E. Levee
(956) 544-0800
FAX: 544-0808

July 8, 2025

BROWNSVILLE
Motor bank
E. 8th & Levee
(956) 589-7088

SOUTHMOST
BRANCH OFFICE
3000 Southmost
(956) 356-6460
Fax: 213-2010

HARLINGEN
BRANCH OFFICE
3302 Wilson Rd
(956) 427-8013
FAX: 427-8017

HARLINGEN
Motor bank
300 E. Van Buren
(956) 406-6080

SAN BENITO
BRANCH OFFICE
1390 W. Expy 83
(956) 361-8232
FAX: 361-8235

SAN BENITO
Motor Bank
199 S. Sam Houston
(956) 247-8361

LOS FRESNOS
BRANCH OFFICE
745 W Ocean Blvd
(956) 233-4494
FAX: 233-6154

PORT ISABEL
BRANCH OFFICE
505 Highway 100
(956) 943-8101
FAX: 943-0184

LA FERIA
BRANCH OFFICE
200 Industrial
(956) 797-3075
FAX: 797-9239

RIO HONDO
BRANCH OFFICE
125 W. Colorado
(956) 748-2345
FAX: 748-4622

CITY OF LOS FRESNOS
PABLO GARZA-DIR OF FINANCE
520 E OCEAN BLVD
LOS FRESNOS, TX 78566

Dear PABLO GARZA-DIR OF FINANCE :

The following is being provided for the calculation of your 2025 property tax rate. This is required by Property Tax Code (PTC) Sec 26.04(b) which states that an anticipated collection rate and excess debt collected are to be certified by the collector.

1. For tax year 2025, your unit's anticipated collection rate is **93.8%** and
2. The excess debt is **NOT APPLICABLE**. (disregard if you only collect M&O taxes).

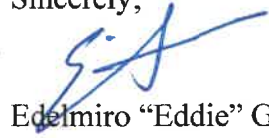
Additionally, the following information is requested pursuant to PTC Sec 26.16 (a) & (d-1) following the adoption of your tax rate. **Please fill out the next page and send back to us by August 7, 2025.**

Failure to respond to this correspondence and failure to submit this information will not allow us to publish your information as required by Property Tax Code Section 26.16 and will be annotated as "information not provided by taxing unit".

1. Adopted Tax Rate:
2. Maintenance & Operations (M&O) rate:
3. Debt Rate
4. No-New-Revenue tax rate:
5. No-New-Revenue M&O rate:
6. Voter-Approval tax rate:
7. Copy of Tax Rate Calculation forms (signed)
8. Name & official contact information for each member of your taxing unit's governing body.

Also, please confirm your delinquent law firm, attorney rate, commission rate & designated employee information for your taxing unit in the space below.

Sincerely,



Edelmiro "Eddie" Garcia-Cameron County Tax Assessor-Collector

L. Laura Gonzalez-Chief Deputy

Ramiro Noyola- Internal Auditor

ACTION ITEM REPORT

Item Title: Consideration and ACTION to acknowledge the Cameron Appraisal District Chief Appraiser's certification of the 2025 tax roll.

Recommendation:

The net taxable value for 2025 is \$569,493,755, an increase of \$53,796,145 or 11.37%. There are currently \$249,591 under protest dealing with residential and commercial property. There are new properties added this year with a value of \$20,087,885. This information is provided to us by the Cameron Appraisal District.

I recommend approval.

ACTION ITEM REPORT

Item Title: Consideration and ACTION to acknowledge the calculations of the City's no-new-revenue and voter-approval tax rate for tax year 2025 and for fiscal year 2025-2026.

Recommendation:

The no-new-revenue tax rate would impose the same total taxes as last year if you compare properties taxed in both years. The no-new-revenue tax rate is \$0.681809 per \$100 valuation. This means that to get the same revenue as last year, the tax rate would be \$0.681809 per \$100 valuation instead of our actual rate of \$0.685 per \$100 valuation. This brings an increase in revenue of \$368,503.59 if actual rate of \$0.685 remains the same.

The voter-approval tax rate is the highest tax rate the City can adopt without holding an election. The voter-approval tax rate is \$1.175114 per \$100 valuation.

I recommend approval to acknowledge the calculations.

2025 Tax Rate Calculation Worksheet

Taxing Units Other Than School Districts or Water Districts

Section E, Item # 12.

CITY OF LOS FRESNOS

Taxing Unit Name

520 E OCEAN BLVD, LOS FRESNOS TX 78566

Taxing Unit's Address, City, State, ZIP Code

(956) 233-5768

Phone (area code and number)

www.cityoflosfresnos.com

Taxing Unit's Website Address

GENERAL INFORMATION: Tax Code Section 26.04(c) requires an officer or employee designated by the governing body to calculate the no-new-revenue (NNR) tax rate and voter-approval tax rate for the taxing unit. These tax rates are expressed in dollars per \$100 of taxable value calculated. The calculation process starts after the chief appraiser delivers to the taxing unit the certified appraisal roll and the estimated values of properties under protest. The designated officer or employee shall certify that the officer or employee has accurately calculated the tax rates and used values shown for the certified appraisal roll or certified estimate. The officer or employee submits the rates to the governing body by Aug. 7 or as soon thereafter as practicable.

School districts do not use this form, but instead use Comptroller Form 50-859 *Tax Rate Calculation Worksheet, School District without Chapter 313 Agreements* or Comptroller Form 50-884 *Tax Rate Calculation Worksheet, School District with Chapter 313 Agreements*.

Water districts as defined under Water Code Section 49.001(1) do not use this form, but instead use Comptroller Form 50-858 *Water District Voter-Approval Tax Rate Worksheet for Low Tax Rate and Developing Districts* or Comptroller Form 50-860 *Developed Water District Voter-Approval Tax Rate Worksheet*.

The Comptroller's office provides this worksheet to assist taxing units in determining tax rates. The information provided in this worksheet is offered as technical assistance and not legal advice. Taxing units should consult legal counsel for interpretations of law regarding tax rate preparation and adoption.

SECTION 1: No-New-Revenue Tax Rate

The NNR tax rate enables the public to evaluate the relationship between taxes for the prior year and for the current year based on a tax rate that would produce the same amount of taxes (no new taxes) if applied to the same properties that are taxed in both years. When appraisal values increase, the NNR tax rate should decrease.

The NNR tax rate for a county is the sum of the NNR tax rates calculated for each type of tax the county levies.

While uncommon, it is possible for a taxing unit to provide an exemption for only maintenance and operations taxes. In this case, the taxing unit will need to calculate the NNR tax rate separately for the maintenance and operations tax and the debt tax, then add the two components together.

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
1.	Prior year total taxable value. Enter the amount of the prior year taxable value on the prior year tax roll today. Include any adjustments since last year's certification; exclude Tax Code Section 25.25(d) one-fourth and one-third over-appraisal corrections from these adjustments. Exclude any property value subject to an appeal under Chapter 42 as of July 25 (will add undisputed value in Line 6). This total includes the taxable value of homesteads with tax ceilings (will deduct in Line 2) and the captured value for tax increment financing (adjustment is made by deducting TIF taxes, as reflected in Line 17). ¹	\$ 511,371,154
2.	Prior year tax ceilings. Counties, cities and junior college districts. Enter the prior year total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision last year or a prior year for homeowners age 65 or older or disabled, use this step. ²	\$ 49,532,855
3.	Preliminary prior year adjusted taxable value. Subtract Line 2 from Line 1.	\$ 461,838,299
4.	Prior year total adopted tax rate.	\$ 0.685000 /\$100
5.	Prior year taxable value lost because court appeals of ARB decisions reduced the prior year's appraised value. A. Original prior year ARB values: \$ 10,542,795 B. Prior year values resulting from final court decisions: - \$ 8,500,000 C. Prior year value loss. Subtract B from A. ³	\$ 2,042,795
6.	Prior year taxable value subject to an appeal under Chapter 42, as of July 25. A. Prior year ARB certified value: \$ 0 B. Prior year disputed value: - \$ 0 C. Prior year undisputed value. Subtract B from A. ⁴	\$ 0
7.	Prior year Chapter 42 related adjusted values. Add Line 5C and Line 6C.	\$ 2,042,795

¹ Tex. Tax Code §26.012(14)

² Tex. Tax Code §26.012(14)

³ Tex. Tax Code §26.012(13)

⁴ Tex. Tax Code §26.012(13)

Line	No-New-Revenue Tax Rate Worksheet	Section E, Item # 12.
8.	Prior year taxable value, adjusted for actual and potential court-ordered adjustments. Add Line 3 and Line 7.	\$ 463,881,094
9.	Prior year taxable value of property in territory the taxing unit deannexed after Jan. 1, 2024. Enter the prior year value of property in deannexed territory. ⁵	\$ 0
10.	Prior year taxable value lost because property first qualified for an exemption in the current year. If the taxing unit increased an original exemption, use the difference between the original exempted amount and the increased exempted amount. Do not include value lost due to freeport, goods-in-transit, temporary disaster exemptions. Note that lowering the amount or percentage of an existing exemption in the current year does not create a new exemption or reduce taxable value. A. Absolute exemptions. Use prior year market value: \$ 753,185 B. Partial exemptions. Current year exemption amount or current year percentage exemption times prior year value: + \$ 447,295 C. Value loss. Add A and B. ⁶	\$ 1,200,480
11.	Prior year taxable value lost because property first qualified for agricultural appraisal (1-d or 1-d-1), timber appraisal, recreational/scenic appraisal or public access airport special appraisal in the current year. Use only properties that qualified for the first time in the current year; do not use properties that qualified in the prior year. A. Prior year market value: \$ 0 B. Current year productivity or special appraised value: - \$ 0 C. Value loss. Subtract B from A. ⁷	\$ 0
12.	Total adjustments for lost value. Add Lines 9, 10C and 11C.	\$ 1,200,480
13.	Prior year captured value of property in a TIF. Enter the total value of the prior year captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which the prior year taxes were deposited into the tax increment fund. ⁸ If the taxing unit has no captured appraised value in line 18D, enter 0.	\$ 90,755,770
14.	Prior year total value. Subtract Line 12 and Line 13 from Line 8.	\$ 371,924,844
15.	Adjusted prior year total levy. Multiply Line 4 by Line 14 and divide by \$100.	\$ 2,547,685
16.	Taxes refunded for years preceding the prior tax year. Enter the amount of taxes refunded by the taxing unit for tax years preceding the prior tax year. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for the prior tax year. This line applies only to tax years preceding the prior tax year. ⁹	\$ 63,112
17.	Adjusted prior year levy with refunds and TIF adjustment. Add Lines 15 and 16. ¹⁰	\$ 2,610,797
18.	Total current year taxable value on the current year certified appraisal roll today. This value includes only certified values or certified estimate of values and includes the total taxable value of homesteads with tax ceilings (will deduct in Line 20). These homesteads include homeowners age 65 or older or disabled. ¹¹ A. Certified values: \$ 569,493,755 B. Counties: Include railroad rolling stock values certified by the Comptroller's office: + \$ C. Pollution control and energy storage system exemption: Deduct the value of property exempted for the current tax year for the first time as pollution control or energy storage system property: - \$ 0 D. Tax increment financing: Deduct the current year captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which the current year taxes will be deposited into the tax increment fund. Do not include any new property value that will be included in Line 24 below. ¹² - \$ 110,382,230 E. Total current year value. Add A and B, then subtract C and D.	\$ 459,111,525

⁵ Tex. Tax Code §26.012(15)⁶ Tex. Tax Code §26.012(15)⁷ Tex. Tax Code §26.012(15)⁸ Tex. Tax Code §26.03(c)⁹ Tex. Tax Code §26.012(13)¹⁰ Tex. Tax Code §26.012(13)¹¹ Tex. Tax Code §26.012, 26.04(c-2)¹² Tex. Tax Code §26.03(c)

Line	No-New-Revenue Tax Rate Worksheet	
19.	Total value of properties under protest or not included on certified appraisal roll. ¹³	
	A. Current year taxable value of properties under protest. The chief appraiser certifies a list of properties still under ARB protest. The list shows the appraisal district's value and the taxpayer's claimed value, if any, or an estimate of the value if the taxpayer wins. For each of the properties under protest, use the lowest of these values. Enter the total value under protest. ¹⁴	\$ 233,352
	B. Current year value of properties not under protest or included on certified appraisal roll. The chief appraiser gives taxing units a list of those taxable properties that the chief appraiser knows about but are not included in the appraisal roll certification. These properties also are not on the list of properties that are still under protest. On this list of properties, the chief appraiser includes the market value, appraised value and exemptions for the preceding year and a reasonable estimate of the market value, appraised value and exemptions for the current year. Use the lower market, appraised or taxable value (as appropriate). Enter the total value of property not on the certified roll. ¹⁵	+ \$ 0
	C. Total value under protest or not certified. Add A and B.	\$ 233,352
20.	Current year tax ceilings. Counties, cities and junior colleges enter current year total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision in the prior year or a previous year for homeowners age 65 or older or disabled, use this step. ¹⁶	\$ 56,335,055
21.	Anticipated contested value. Affected taxing units enter the contested taxable value for all property that is subject to anticipated substantial litigation. ¹⁷ An affected taxing unit is wholly or partly located in a county that has a population of less than 500,000 and is located on the Gulf of Mexico. ¹⁸ If completing this section, the taxing unit must include supporting documentation in Section 9. ¹⁹ Taxing units that are not affected, enter 0.	\$ 0
22.	Current year total taxable value. Add Lines 18E and 19C, then subtract Lines 20 and 21. ²⁰	\$ 403,009,822
23.	Total current year taxable value of properties in territory annexed after Jan. 1, of the prior year. Include both real and personal property. Enter the current year value of property in territory annexed. ²¹	\$ 0
24.	Total current year taxable value of new improvements and new personal property located in new improvements. New means the item was not on the appraisal roll in the prior year. An improvement is a building, structure, fixture or fence erected on or affixed to land. New additions to existing improvements may be included if the appraised value can be determined. New personal property in a new improvement must have been brought into the taxing unit after Jan. 1, of the prior year and be located in a new improvement. New improvements do include property on which a tax abatement agreement has expired for the current year. ²²	\$ 20,087,885
25.	Total adjustments to the current year taxable value. Add Lines 23 and 24.	\$ 20,087,885
26.	Adjusted current year taxable value. Subtract Line 25 from Line 22.	\$ 382,921,937
27.	Current year NNR tax rate. Divide Line 17 by Line 26 and multiply by \$100. ²³	\$ 0.681809 /\$100
28.	COUNTIES ONLY. Add together the NNR tax rates for each type of tax the county levies. The total is the current year county NNR tax rate. ²⁴	\$ _____ /\$100

SECTION 2: Voter Approval Tax Rate

The voter-approval tax rate is the highest tax rate that a taxing unit may adopt without holding an election to seek voter approval of the rate. The voter-approval tax rate is split into two separate rates:

- Maintenance and Operations (M&O) Tax Rate:** The M&O portion is the tax rate that is needed to raise the same amount of taxes that the taxing unit levied in the prior year plus the applicable percentage allowed by law. This rate accounts for such things as salaries, utilities and day-to-day operations.
- Debt Rate:** The debt rate includes the debt service necessary to pay the taxing unit's debt payments in the coming year. This rate accounts for principal and interest on bonds and other debt secured by property tax revenue.

The voter-approval tax rate for a county is the sum of the voter-approval tax rates calculated for each type of tax the county levies. In most cases the voter-approval tax rate exceeds the no-new-revenue tax rate, but occasionally decreases in a taxing unit's debt service will cause the NNR tax rate to be higher than the voter-approval tax rate.

¹³ Tex. Tax Code §26.01(c) and (d)

¹⁴ Tex. Tax Code §26.01(c)

¹⁵ Tex. Tax Code §26.01(d)

¹⁶ Tex. Tax Code §26.012(6)(B)

¹⁷ Tex. Tax Code §§26.012(6)(C) and 26.012(1-b)

¹⁸ Tex. Tax Code §26.012(1-a)

¹⁹ Tex. Tax Code §26.04(d-3)

²⁰ Tex. Tax Code §26.012(6)

²¹ Tex. Tax Code §26.012(17)

²² Tex. Tax Code §26.012(17)

²³ Tex. Tax Code §26.04(c)

²⁴ Tex. Tax Code §26.04(d)

Line	Voter-Approval Tax Rate Worksheet	Section E, Item # 12.
29.	Prior year M&O tax rate. Enter the prior year M&O tax rate.	\$ 0.387900 /\$100
30.	Prior year taxable value, adjusted for actual and potential court-ordered adjustments. Enter the amount in Line 8 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 463,881,094
31.	Total prior year M&O levy. Multiply Line 29 by Line 30 and divide by \$100.	\$ 1,799,394
32.	Adjusted prior year levy for calculating NNR M&O rate. A. M&O taxes refunded for years preceding the prior tax year. Enter the amount of M&O taxes refunded in the preceding year for taxes before that year. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2024. This line applies only to tax years preceding the prior tax year. + \$ 49,330 B. Prior year taxes in TIF. Enter the amount of taxes paid into the tax increment fund for a reinvestment zone as agreed by the taxing unit. If the taxing unit has no current year captured appraised value in Line 18D, enter 0. - \$ 741,717 C. Prior year transferred function. If discontinuing all of a department, function or activity and transferring it to another taxing unit by written contract, enter the amount spent by the taxing unit discontinuing the function in the 12 months preceding the month of this calculation. If the taxing unit did not operate this function for this 12-month period, use the amount spent in the last full fiscal year in which the taxing unit operated the function. The taxing unit discontinuing the function will subtract this amount in D below. The taxing unit receiving the function will add this amount in D below. Other taxing units enter 0. +/- \$ 0 D. Prior year M&O levy adjustments. Subtract B from A. For taxing unit with C, subtract if discontinuing function and add if receiving function. \$ -692,387 E. Add Line 31 to 32D.	\$ 1,107,007
33.	Adjusted current year taxable value. Enter the amount in Line 26 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 382,921,937
34.	Current year NNR M&O rate (unadjusted). Divide Line 32E by Line 33 and multiply by \$100.	\$ 0.289094 /\$100
35.	Rate adjustment for state criminal justice mandate. ²⁶ A. Current year state criminal justice mandate. Enter the amount spent by a county in the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. \$ 0 B. Prior year state criminal justice mandate. Enter the amount spent by a county in the 12 months prior to the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. Enter zero if this is the first time the mandate applies. - \$ 0 C. Subtract B from A and divide by Line 33 and multiply by \$100. \$ 0.000000 /\$100 D. Enter the rate calculated in C. If not applicable, enter 0.	\$ 0.000000 /\$100
36.	Rate adjustment for indigent health care expenditures. ²⁷ A. Current year indigent health care expenditures. Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, of the prior tax year and ending on June 30, of the current tax year, less any state assistance received for the same purpose. \$ 0 B. Prior year indigent health care expenditures. Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2023 and ending on June 30, 2024, less any state assistance received for the same purpose. - \$ 0 C. Subtract B from A and divide by Line 33 and multiply by \$100. \$ 0.000000 /\$100 D. Enter the rate calculated in C. If not applicable, enter 0.	\$ 0.000000 /\$100

²⁵ [Reserved for expansion]²⁶ Tex. Tax Code §26.044²⁷ Tex. Tax Code §26.0441

Line	Voter-Approval Tax Rate Worksheet	
37.	Rate adjustment for county indigent defense compensation. ²⁸ A. Current year indigent defense compensation expenditures. Enter the amount paid by a county to provide appointed counsel for indigent individuals and fund the operations of a public defender's office under Article 26.044, Code of Criminal Procedure for the period beginning on July 1, of the prior tax year and ending on June 30, of the current tax year, less any state grants received by the county for the same purpose. \$ 0 B. Prior year indigent defense compensation expenditures. Enter the amount paid by a county to provide appointed counsel for indigent individuals and fund the operations of a public defender's office under Article 26.044, Code of Criminal Procedure for the period beginning on July 1, 2023 and ending on June 30, 2024, less any state grants received by the county for the same purpose. \$ 0 C. Subtract B from A and divide by Line 33 and multiply by \$100. \$ 0.000000 /\$100 D. Multiply B by 0.05 and divide by Line 33 and multiply by \$100. \$ 0.000000 /\$100 E. Enter the lesser of C and D. If not applicable, enter 0. \$ 0.000000 /\$100	
38.	Rate adjustment for county hospital expenditures. ²⁹ A. Current year eligible county hospital expenditures. Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, of the prior tax year and ending on June 30, of the current tax year. \$ 0 B. Prior year eligible county hospital expenditures. Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2023 and ending on June 30, 2024. \$ 0 C. Subtract B from A and divide by Line 33 and multiply by \$100. \$ 0.000000 /\$100 D. Multiply B by 0.08 and divide by Line 33 and multiply by \$100. \$ 0.000000 /\$100 E. Enter the lesser of C and D, if applicable. If not applicable, enter 0. \$ 0.000000 /\$100	
39.	Rate adjustment for defunding municipality. This adjustment only applies to a municipality that is considered to be a defunding municipality for the current tax year under Chapter 109, Local Government Code. Chapter 109, Local Government Code only applies to municipalities with a population of more than 250,000 and includes a written determination by the Office of the Governor. See Tax Code Section 26.0444 for more information. A. Amount appropriated for public safety in the prior year. Enter the amount of money appropriated for public safety in the budget adopted by the municipality for the preceding fiscal year. \$ 0 B. Expenditures for public safety in the prior year. Enter the amount of money spent by the municipality for public safety during the preceding fiscal year \$ 0 C. Subtract B from A and divide by Line 33 and multiply by \$100 \$ 0.000000 /\$100 D. Enter the rate calculated in C. If not applicable, enter 0. \$ 0.000000 /\$100	
40.	Adjusted current year NNR M&O rate. Add Lines 34, 35D, 36D, 37E, and 38E. Subtract Line 39D.	\$ 0.289094 /\$100
41.	Adjustment for prior year sales tax specifically to reduce property taxes. Cities, counties and hospital districts that collected and spent additional sales tax on M&O expenses in the prior year should complete this line. These entities will deduct the sales tax gain rate for the current year in Section 3. Other taxing units, enter zero. A. Enter the amount of additional sales tax collected and spent on M&O expenses in the prior year, if any. Counties must exclude any amount that was spent for economic development grants from the amount of sales tax spent \$ 622,259 B. Divide Line 41A by Line 33 and multiply by \$100 \$ 0.162502 /\$100 C. Add Line 41B to Line 40. \$ 0.451596 /\$100	
42.	Current year voter-approval M&O rate. Enter the rate as calculated by the appropriate scenario below. Special Taxing Unit. If the taxing unit qualifies as a special taxing unit, multiply Line 41C by 1.08. - or - Other Taxing Unit. If the taxing unit does not qualify as a special taxing unit, multiply Line 41C by 1.035.	\$ 0.467401 /\$100

²⁸ Tex. Tax Code §26.0442²⁹ Tex. Tax Code §26.0443

Line	Voter-Approval Tax Rate Worksheet	
D42.	<p>Disaster Line 42 (D42): Current year voter-approval M&O rate for taxing unit affected by disaster declaration. If the taxing unit is located in an area declared a disaster area and at least one person is granted an exemption under Tax Code Section 11.35 for property located in the taxing unit, the governing body may direct the person calculating the voter-approval tax rate to calculate in the manner provided for a special taxing unit. The taxing unit shall continue to calculate the voter-approval tax rate in this manner until the earlier of:</p> <p>1) the first year in which total taxable value on the certified appraisal roll exceeds the total taxable value of the tax year in which the disaster occurred; or</p> <p>2) the third tax year after the tax year in which the disaster occurred.</p> <p>If the taxing unit qualifies under this scenario, multiply Line 41C by 1.08.³⁰ If the taxing unit does not qualify, do not complete Disaster Line 42 (Line D42).</p>	\$ 0.000000 /\$100
43.	<p>Total current year debt to be paid with property taxes and additional sales tax revenue. Debt means the interest and principal that will be paid on debts that:</p> <p>(1) are paid by property taxes;</p> <p>(2) are secured by property taxes;</p> <p>(3) are scheduled for payment over a period longer than one year; and</p> <p>(4) are not classified in the taxing unit's budget as M&O expenses.</p> <p>A. Debt also includes contractual payments to other taxing units that have incurred debts on behalf of this taxing unit, if those debts meet the four conditions above. Include only amounts that will be paid from property tax revenue. Do not include appraisal district budget payments. If the governing body of a taxing unit authorized or agreed to authorize a bond, warrant, certificate of obligation, or other evidence of indebtedness on or after Sept. 1, 2021, verify if it meets the amended definition of debt before including it here.³¹</p> <p>Enter debt amount \$ 1,709,547</p> <p>B. Subtract unencumbered fund amount used to reduce total debt. - \$ 0</p> <p>C. Subtract certified amount spent from sales tax to reduce debt (enter zero if none) - \$ 0</p> <p>D. Subtract amount paid from other resources - \$ 732,484</p> <p>E. Adjusted debt. Subtract B, C and D from A. \$ 977,063</p>	\$ 977,063
44.	Certified prior year excess debt collections. Enter the amount certified by the collector. ³²	\$ 0
45.	Adjusted current year debt. Subtract Line 44 from Line 43E.	\$ 977,063
46.	<p>Current year anticipated collection rate.</p> <p>A. Enter the current year anticipated collection rate certified by the collector.³³ 93.80 %</p> <p>B. Enter the prior year actual collection rate..... 95.40 %</p> <p>C. Enter the 2023 actual collection rate. 93.80 %</p> <p>D. Enter the 2022 actual collection rate. 97.80 %</p> <p>E. If the anticipated collection rate in A is lower than actual collection rates in B, C and D, enter the lowest collection rate from B, C and D. If the anticipated rate in A is higher than at least one of the rates in the prior three years, enter the rate from A. Note that the rate can be greater than 100%.³⁴ 93.80 %</p>	93.80 %
47.	Current year debt adjusted for collections. Divide Line 45 by Line 46E.	\$ 1,041,644
48.	Current year total taxable value. Enter the amount on Line 22 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 403,009,822
49.	Current year debt rate. Divide Line 47 by Line 48 and multiply by \$100.	\$ 0.258466 /\$100
50.	Current year voter-approval M&O rate plus current year debt rate. Add Lines 42 and 49.	\$ 0.725867 /\$100
D50.	<p>Disaster Line 50 (D50): Current year voter-approval tax rate for taxing unit affected by disaster declaration. Complete this line if the taxing unit calculated the voter-approval tax rate in the manner provided for a special taxing unit on Line D42. Add Line D42 and 49.</p>	\$ 0.000000 /\$100

³⁰ Tex. Tax Code §26.042(a)³¹ Tex. Tax Code §26.012(7)³² Tex. Tax Code §26.012(10) and 26.04(b)³³ Tex. Tax Code §26.04(b)³⁴ Tex. Tax Code §§26.04(h), (h-1) and (h-2)

Line	Voter-Approval Tax Rate Worksheet	Section E, Item # 12.
51.	COUNTIES ONLY. Add together the voter-approval tax rates for each type of tax the county levies. The total is the current year county voter-approval tax rate.	\$ 0.000000 /\$100

SECTION 3: NNR Tax Rate and Voter Approval Tax Rate Adjustments for Additional Sales Tax to Reduce Property Taxes

Cities, counties and hospital districts may levy a sales tax specifically to reduce property taxes. Local voters by election must approve imposing or abolishing the additional sales tax. If approved, the taxing unit must reduce its NNR and voter-approval tax rates to offset the expected sales tax revenue.

This section should only be completed by a county, city or hospital district that is required to adjust its NNR tax rate and/or voter-approval tax rate because it adopted the additional sales tax.

Line	Additional Sales and Use Tax Worksheet	Amount/Rate
52.	Taxable Sales. For taxing units that adopted the sales tax in November of the prior tax year or May of the current tax year, enter the Comptroller's estimate of taxable sales for the previous four quarters. ³⁵ Estimates of taxable sales may be obtained through the Comptroller's Allocation Historical Summary webpage. Taxing units that adopted the sales tax before November of the prior year, enter 0.	\$ 0
53.	Estimated sales tax revenue. Counties exclude any amount that is or will be spent for economic development grants from the amount of estimated sales tax revenue. ³⁶ Taxing units that adopted the sales tax in November of the prior tax year or in May of the current tax year. Multiply the amount on Line 52 by the sales tax rate (.01, .005 or .0025, as applicable) and multiply the result by .95. ³⁷ - or - Taxing units that adopted the sales tax before November of the prior year. Enter the sales tax revenue for the previous four quarters. Do not multiply by .95.	\$ 0
54.	Current year total taxable value. Enter the amount from Line 22 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 403,009,822
55.	Sales tax adjustment rate. Divide Line 53 by Line 54 and multiply by \$100.	\$ 0.000000 /\$100
56.	Current year NNR tax rate, unadjusted for sales tax. ³⁸ Enter the rate from Line 27 or 28, as applicable, on the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 0.681809 /\$100
57.	Current year NNR tax rate, adjusted for sales tax. Taxing units that adopted the sales tax in November the prior tax year or in May of the current tax year. Subtract Line 55 from Line 56. Skip to Line 58 if you adopted the additional sales tax before November of the prior tax year.	\$ 0.681809 /\$100
58.	Current year voter-approval tax rate, unadjusted for sales tax. ³⁹ Enter the rate from Line 50, Line D50 (disaster) or Line 51 (counties) as applicable, of the <i>Voter-Approval Tax Rate Worksheet</i> .	\$ 0.725867 /\$100
59.	Current year voter-approval tax rate, adjusted for sales tax. Subtract Line 55 from Line 58.	\$ 0.725867 /\$100

SECTION 4: Voter Approval Tax Rate Adjustment for Pollution Control

A taxing unit may raise its rate for M&O funds used to pay for a facility, device or method for the control of air, water or land pollution. This includes any land, structure, building, installation, excavation, machinery, equipment or device that is used, constructed, acquired or installed wholly or partly to meet or exceed pollution control requirements. The taxing unit's expenses are those necessary to meet the requirements of a permit issued by the Texas Commission on Environmental Quality (TCEQ). The taxing unit must provide the tax assessor with a copy of the TCEQ letter of determination that states the portion of the cost of the installation for pollution control.

This section should only be completed by a taxing unit that uses M&O funds to pay for a facility, device or method for the control of air, water or land pollution.

Line	Voter-Approval Rate Adjustment for Pollution Control Requirements Worksheet	Amount/Rate
60.	Certified expenses from the Texas Commission on Environmental Quality (TCEQ). Enter the amount certified in the determination letter from TCEQ. ⁴⁰ The taxing unit shall provide its tax assessor-collector with a copy of the letter. ⁴¹	\$ 0
61.	Current year total taxable value. Enter the amount from Line 22 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 403,009,822
62.	Additional rate for pollution control. Divide Line 60 by Line 61 and multiply by \$100.	\$ 0.000000 /\$100

³⁵ Tex. Tax Code §26.041(d)

³⁶ Tex. Tax Code §26.041(i)

³⁷ Tex. Tax Code §26.041(d)

³⁸ Tex. Tax Code §26.04(c)

³⁹ Tex. Tax Code §26.04(c)

⁴⁰ Tex. Tax Code §26.045(d)

⁴¹ Tex. Tax Code §26.045(i)

Line	Voter-Approval Rate Adjustment for Pollution Control Requirements Worksheet	Section E, Item # 12.
63.	Current year voter-approval tax rate, adjusted for pollution control. Add Line 62 to one of the following lines (as applicable): Line 50, Line D50 (disaster), Line 51 (counties) or Line 59 (taxing units with the additional sales tax).	\$ 0.725867 /\$100

SECTION 5: Voter Approval Tax Rate Adjustment for Unused Increment Rate

The unused increment rate is the rate equal to the sum of the prior 3 years Foregone Revenue Amounts divided by the current taxable value. ⁴² The Foregone Revenue Amount for each year is equal to that year's adopted tax rate subtracted from that year's voter-approval tax rate adjusted to remove the unused increment rate multiplied by that year's current total value. ⁴³

The difference between the adopted tax rate and adjusted voter-approval tax rate is considered zero in the following scenarios:

- a tax year in which a taxing unit affected by a disaster declaration calculates the tax rate under Tax Code Section 26.042; ⁴⁴
- a tax year in which the municipality is a defunding municipality, as defined by Tax Code Section 26.0501(a); ⁴⁵ or
- after Jan. 1, 2022, a tax year in which the comptroller determines that the county implemented a budget reduction or reallocation described by Local Government Code Section 120.002(a) without the required voter approval. ⁴⁶

This section should only be completed by a taxing unit that does not meet the definition of a special taxing unit. ⁴⁷

Line	Unused Increment Rate Worksheet	Amount/Rate
64.	Year 3 Foregone Revenue Amount. Subtract the 2024 unused increment rate and 2024 actual tax rate from the 2024 voter-approval tax rate. Multiply the result by the 2024 current total value A. Voter-approval tax rate (Line 68) B. Unused increment rate (Line 67) C. Subtract B from A D. Adopted Tax Rate E. Subtract D from C F. 2024 Total Taxable Value (Line 60) G. Multiply E by F and divide the results by \$100. If the number is less than zero, enter zero.....	 \$ 1.087078 /\$100 \$ 0.000000 /\$100 \$ 1.087078 /\$100 \$ 0.685000 /\$100 \$ 0.402078 /\$100 \$ 378,440,997 \$ 1,521,627
65.	Year 2 Foregone Revenue Amount. Subtract the 2023 unused increment rate and 2023 actual tax rate from the 2023 voter-approval tax rate. Multiply the result by the 2023 current total value A. Voter-approval tax rate (Line 67) B. Unused increment rate (Line 66) C. Subtract B from A D. Adopted Tax Rate E. Subtract D from C F. 2023 Total Taxable Value (Line 60) G. Multiply E by F and divide the results by \$100. If the number is less than zero, enter zero.....	 \$ 0.641179 /\$100 \$ 0.077454 /\$100 \$ 0.563725 /\$100 \$ 0.685000 /\$100 \$ -0.121275 /\$100 \$ 350,015,173 \$ 0
66.	Year 1 Foregone Revenue Amount. Subtract the 2022 unused increment rate and 2022 actual tax rate from the 2022 voter-approval tax rate. Multiply the result by the 2022 current total value A. Voter-approval tax rate (Line 67) B. Unused increment rate (Line 66) C. Subtract B from A D. Adopted Tax Rate E. Subtract D from C F. 2022 Total Taxable Value (Line 60) G. Multiply E by F and divide the results by \$100. If the number is less than zero, enter zero.....	 \$ 0.812506 /\$100 \$ 0.000000 /\$100 \$ 0.812506 /\$100 \$ 0.705000 /\$100 \$ 0.107506 /\$100 \$ 268,713,588 \$ 288,883
67.	Total Foregone Revenue Amount. Add Lines 64G, 65G and 66G	\$ 1,810,510 /\$100
68.	2025 Unused Increment Rate. Divide Line 67 by Line 22 of the <i>No-New-Revenue Rate Worksheet</i> . Multiply the result by 100	\$ 0.449247 /\$100
69.	Total 2025 voter-approval tax rate, including the unused increment rate. Add Line 68 to one of the following lines (as applicable): Line 50, Line 51 (counties), Line 59 (taxing units with additional sales tax) or Line 63 (taxing units with pollution)	\$ 1.175114 /\$100

⁴² Tex. Tax Code §26.013(b)

⁴³ Tex. Tax Code §526.013(a)(1-a), (1-b), and (2)

⁴⁴ Tex. Tax Code §526.04(c)(2)(A) and 26.042(a)

⁴⁵ Tex. Tax Code §526.0501(a) and (c)

⁴⁶ Tex. Local Gov't Code §120.007(d)

⁴⁷ Tex. Local Gov't Code §26.04(c)(2)(B)

SECTION 6: De Minimis Rate

Section E, Item # 12.

The de minimis rate is the rate equal to the sum of the no-new-revenue maintenance and operations rate, the rate that will raise \$500,000, and the current debt rate for a taxing unit.⁴⁸

This section should only be completed by a taxing unit that is a municipality of less than 30,000 or a taxing unit that does not meet the definition of a special taxing unit.⁴⁹

Line	De Minimis Rate Worksheet	Amount/Rate
70.	Adjusted current year NNR M&O tax rate. Enter the rate from Line 40 of the <i>Voter-Approval Tax Rate Worksheet</i> .	\$ 0.289094 /\$100
71.	Current year total taxable value. Enter the amount on Line 22 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 403,009,822
72.	Rate necessary to impose \$500,000 in taxes. Divide \$500,000 by Line 71 and multiply by \$100.	\$ 0.124066 /\$100
73.	Current year debt rate. Enter the rate from Line 49 of the <i>Voter-Approval Tax Rate Worksheet</i> .	\$ 0.258466 /\$100
74.	De minimis rate. Add Lines 70, 72 and 73.	\$ 0.671626 /\$100

SECTION 7: Voter Approval Tax Rate Adjustment for Emergency Revenue Rate

In the tax year after the end of the disaster calculation time period detailed in Tax Code Section 26.042(a), a taxing unit that calculated its voter-approval tax rate in the manner provided for a special taxing unit due to a disaster must calculate its emergency revenue rate and reduce its voter-approval tax rate for that year.⁵⁰

Similarly, if a taxing unit adopted a tax rate that exceeded its voter-approval tax rate, calculated normally, without holding an election to respond to a disaster, as allowed by Tax Code Section 26.042(d), in the prior year, it must also reduce its voter-approval tax rate for the current tax year.⁵¹

This section will apply to a taxing unit other than a special taxing unit that:

- directed the designated officer or employee to calculate the voter-approval tax rate of the taxing unit in the manner provided for a special taxing unit in the prior year; and
- the current year is the first tax year in which the total taxable value of property taxable by the taxing unit as shown on the appraisal roll for the taxing unit submitted by the assessor for the taxing unit to the governing body exceeds the total taxable value of property taxable by the taxing unit on January 1 of the tax year in which the disaster occurred or the disaster occurred four years ago. This section will apply to a taxing unit in a disaster area that adopted a tax rate greater than its voter-approval tax rate without holding an election in the prior year.

Note: This section does not apply if a taxing unit is continuing to calculate its voter-approval tax rate in the manner provided for a special taxing unit because it is still within the disaster calculation time period detailed in Tax Code Section 26.042(a) because it has not met the conditions in Tax Code Section 26.042(a)(1) or (2).

Line	Emergency Revenue Rate Worksheet	Amount/Rate
75.	2024 adopted tax rate. Enter the rate in Line 4 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 0.685000 /\$100
76.	Adjusted 2024 voter-approval tax rate. Use the taxing unit's Tax Rate Calculation Worksheets from the prior year(s) to complete this line. ⁵² If a disaster occurred in 2024 and the taxing unit calculated its 2024 voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) of the 2024 worksheet due to a disaster, complete the applicable sections or lines of <i>Form 50-856-a, Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet</i> . - or - If a disaster occurred prior to 2024 for which the taxing unit continued to calculate its voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) in 2024, complete form 50-856-a, <i>Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet</i> to recalculate the voter-approval tax rate the taxing unit would have calculated in 2024 if it had generated revenue based on an adopted tax rate using a multiplier of 1.035 in the years following the disaster. ⁵³ Enter the final adjusted 2024 voter-approval tax rate from the worksheet. - or - If the taxing unit adopted a tax rate above the 2024 voter-approval tax rate without calculating a disaster tax rate or holding an election due to a disaster, no recalculation is necessary. Enter the voter-approval tax rate from the prior year's worksheet.	\$ 0.000000 /\$100
77.	Increase in 2024 tax rate due to disaster. Subtract Line 76 from Line 75.	\$ 0.000000 /\$100
78.	Adjusted 2024 taxable value. Enter the amount in Line 14 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 371,924,844
79.	Emergency revenue. Multiply Line 77 by Line 78 and divide by \$100.	\$ 0
80.	Adjusted 2024 taxable value. Enter the amount in Line 26 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 382,921,937
81.	Emergency revenue rate. Divide Line 79 by Line 80 and multiply by \$100. ⁵³	\$ 0.000000 /\$100

⁴⁸ Tex. Tax Code §26.012(8-a)⁴⁹ Tex. Tax Code §26.063(a)(1)⁵⁰ Tex. Tax Code §26.042(b)⁵¹ Tex. Tax Code §26.042(f)⁵² Tex. Tax Code §26.042(c)⁵³ Tex. Tax Code §26.042(b)

Line	Emergency Revenue Rate Worksheet	Section E, Item # 12.
82.	Current year voter-approval tax rate, adjusted for emergency revenue. Subtract Line 81 from one of the following lines (as applicable): Line 50, Line D50 (disaster), Line 51 (counties), Line 59 (taxing units with the additional sales tax), Line 63 (taxing units with pollution control) or Line 69 (taxing units with the unused increment rate).	\$ 1.175114 /\$100

SECTION 8: Total Tax Rate

Indicate the applicable total tax rates as calculated above.

No-new-revenue tax rate. \$ 0.681809 /\$100
 As applicable, enter the current year NNR tax rate from: Line 27, Line 28 (counties), or Line 57 (adjusted for sales tax).
 Indicate the line number used: 27

Voter-approval tax rate. \$ 1.175114 /\$100
 As applicable, enter the current year voter-approval tax rate from: Line 50, Line D50 (disaster), Line 51 (counties), Line 59 (adjusted for sales tax),
 Line 63 (adjusted for pollution control), Line 69 (adjusted for unused increment), or Line 82 (adjusted for emergency revenue).
 Indicate the line number used: 69

De minimis rate. \$ 0.671626 /\$100
 If applicable, enter the current year de minimis rate from Line 74.

SECTION 9: Addendum

An affected taxing unit that enters an amount described by Tax Code Section 26.012(6)(C) in line 21 must include the following as an addendum:

1. Documentation that supports the exclusion of value under Tax Code Section 26.012(6)(C); and
2. Each statement submitted to the designated officer or employee by the property owner or entity as required by Tax Code Section 41.48(c)(2) for that tax year.

Insert hyperlinks to supporting documentation:

SECTION 10: Taxing Unit Representative Name and Signature

Enter the name of the person preparing the tax rate as authorized by the governing body of the taxing unit. By signing below, you certify that you are the designated officer or employee of the taxing unit and have accurately calculated the tax rates using values that are the same as the values shown in the taxing unit's certified appraisal roll or certified estimate of taxable value, in accordance with requirements in the Tax Code.⁵⁴

print here ➔ PABLO GARZA-DIR OF FINANCE
 Printed Name of Taxing Unit Representative

sign here ➔ _____
 Taxing Unit Representative

_____ Date

⁵⁴ Tex. Tax Code §§26.04(c-2) and (d-2)

ACTION ITEM REPORT**Item Title:**

Consideration and ACTION to propose a tax rate for tax year 2025, take a record vote, if proposed tax rate exceeds the lower of the no-new-revenue or voter-approval, and set dates for public hearings, if necessary.

Recommendation:

The proposed 2025-2026 fiscal year budget will keep the ad valorem tax rate to \$0.685 per \$100 valuation compared to last year at \$0.685. The no-new-revenue tax rate for 2025-2026 is \$0.681809 per \$100 valuation. Remember, the no-new-revenue tax rate would impose the same total taxes as last year if you compare properties taxed in both years. Keeping the tax rate to \$0.685 per \$100 valuation means we will receive more in revenue in the new budget than we currently are getting when comparing the same properties. Since we are keeping the ad valorem tax rate to \$0.685 per \$100 valuation, we will need to hold 1 public hearing because we will receive more revenue than last year when you compare the same properties. The amount received will be approximately \$368,503.59 more than last year.

I recommend the ad valorem property tax rate of \$0.685 per \$100 valuation for the 2025-2026 fiscal year budget setting the public hearing for the tax rate for Tuesday, August 19, 2025 at 6:00 p.m. at City Hall.

NOTICE OF 2025 TAX YEAR PROPOSED PROPERTY TAX RATE FOR CITY OF LOS FRESNOS

Section E, Item # 13.

A tax rate of \$0.685000 per \$100 valuation has been proposed for adoption by the governing body of CITY OF LOS FRESNOS. This rate exceeds the lower of the no-new-revenue tax or voter approval tax rate, and state law requires one public hearing be held by the governing body before adopting the proposed tax rate.

The governing body of CITY OF LOS FRESNOS proposes to use revenue attributable to the tax rate increase for the purpose of covering the City operations.

PROPOSED TAX RATE	\$0.685000 per \$100
PRECEDING YEAR'S TAX RATE	\$0.685000 per \$100
NO-NEW-REVENUE TAX RATE	\$0.681809 per \$100
VOTER APPROVAL	\$1.175114 per \$100

The no-new-revenue tax rate is the total tax rate needed to raise the same amount of property tax revenue for CITY OF LOS FRESNOS from the same properties in both the 2024 tax year and the 2025 tax year.

The voter approval rate is the highest tax rate that CITY OF LOS FRESNOS may adopt before holding an election.

YOUR TAXES OWED UNDER ANY OF THE ABOVE RATES CAN BE CALCULATED AS
FOLLOWS:

$$\text{property tax amount} = (\text{rate}) \times (\text{taxable value of your property}) / 100$$

For assistance or detailed information about tax calculations, please contact:

Edelmiro "Eddie" Garcia
Cameron County Tax Assessor-Collector
835 E. Levy St., 1st floor Brownsville, Tx 78520
Phone (956) 544-0800 Fax: (956) 544-0808
Mon-Fri 8:00 AM to 4:30 PM

You are urged to attend and express your views at the following public hearings on the proposed tax rate:

Public Hearing: At 520 E. Ocean Blvd, Los Fresnos on Tuesday August 19, 2025 at 6:00 p.m.

2025 Property Tax Rates in CITY OF LOS FRESNOS

This notice concerns the 2025 property tax rates for CITY OF LOS FRESNOS. It presents information about three tax rates. Last year's tax rate is the actual tax rate the taxing unit used to determine property taxes last year. This year's *no-new-revenue* tax rate would impose the same total taxes as last year if you compare properties taxed in both years. This year's *voter-approval* tax rate is the highest tax rate the taxing unit can set holding an election. In each case these rates are found by dividing the total amount of taxes by the tax base (the total value of taxable property) with adjustments as required by state law. The rates are given per \$100 of property value.

Last year's tax rate:

Last year's operating taxes	\$2,267,806
Last year's debt taxes	\$1,455,502
Last year's total taxes	\$3,723,308
Last year's tax base	\$511,371,154
Last year's total tax rate	\$0.685000/\$100

This year's no-new-revenue tax rate:

Last year's adjusted taxes (after subtracting taxes on lost property)	\$0
÷ This year's adjusted tax base (after subtracting value of new property)	\$358,749,353
=This year's no-new-revenue tax rate	\$0.681809/\$100

(This is the maximum rate the City can propose unless it publishes a notice and holds a public hearing)

This year's voter-approval tax rate:

Last year's adjusted operating taxes (after subtracting taxes on lost property and adjusting for any transferred function, tax increment financing, state criminal justice mandate, and/or enhanced indigent healthcare expenditures)	\$1,779,295
÷ This year's adjusted tax base	\$382,921,937
=This year's voter-approval operating tax rate:	\$0.681809/\$100
x 1.035 or 1.08 =this year's maximum operating rate	\$0.705670/\$100
+ This year's debt rate	\$0.258466/\$100
+ This year's unused increment rate, if applicable:	\$0.000000/\$100
= This year's total voter-approval tax rate:	\$1.175114 /\$100

(This is the maximum rate the City can adopt without and election for voter approval)

Schedule A - Unencumbered Fund Balance

The following estimated balances will be left in the unit's property tax accounts at the end of the fiscal year. These balances are not encumbered by a corresponding debt obligation.

Type of Property Tax Fund	Balance
General Fund Unencumbered funds	1,722,624

Schedule B – 2025 Debt Service

The unit plans to pay the following amounts for long-term debts that are secured by property taxes. These amounts will be paid from property tax revenues (or additional sales tax revenues, if applicable).

Description of Debt	Principal or Contract Payment to be Paid from Property Taxes	Interest to be Paid from Property Taxes	Other Amounts to be Paid	Total Payment
Series 2014 Comb Tax	170,000	73,525	0	243,525
Series 2017 Comb Tax	540,000	88,324	0	628,324
CWSRF 2022	45,000	0	0	45,000
USDA Series 2008	50,000	34,387	0	114,387
Series 2009	190,000	0	0	190,000
Series 2009 EDAP	26,000	5,202	0	31,202
Series 2020 DWSRF	215,000	29,742	0	244,742
Series 2020 CWSRF	90,000	11,787	0	101,787
Series 2025	70,000	40,580	0	110,580

Total required for 2025 debt service	\$1,709,547
- Amount (if any) paid from Schedule A	\$0
- Amount (if any) paid from other resources	\$732,484
- Excess collections last year	\$0
= Total to be paid from taxes in 2025	\$977,063
+ Amount added in anticipation that the unit will collect only 100.00% of its taxes in 2025	\$0
= Total debt levy	\$977,063

Schedule C - Expected Revenue from Additional Sales Tax

In calculating its no-new-revenue tax and voter-approval, the unit estimated that it will receive \$622,259 in additional sales and use tax revenues.

This notice contains a summary of actual no-new-revenue and voter-approval k tax rates' calculations. You can inspect a copy of the full calculations at 835 E Levee (1st Floor) BROWNSVILLE TX 78520.

Name of person preparing this notice: Pablo A. Garza
Title: Director of Finance
Date Prepared: 07/31/2025

ACTION ITEM REPORT**Item Title:**

City Manager Report

- A. Wastewater Collection System & Upgrade
- B. Water Treatment Plant Expansion
- C. CDBG Street Project
- D. Drainage
- E. Whipple Road
- F. COVID-19
- G. Veteran's Memorial
- H. Water Funding
- I. Wastewater Funding
- J. Senior Citizens Program
- K. Legislative Update

Recommendation:

A. Wastewater Collection System & Upgrade - We have about \$700,000 in grant funds to complete additional projects at the Wastewater Plant. We received approval from TWDB to allow us to utilize the funds for areas that need improvement at the plant. Hanson Professional Services is working with TWDB to get the approval so we can get bids. Still no additional progress.

B. Water Treatment Plant Expansion – There are only little items left to be completed. It is taking a long time due to certain products not being available. The plant is operational at this time with final items nearer to completion.

TCEQ conducted an inspection of our reservoirs. We don't have a plan of action yet as the cost is very high.

C. We have received a grant award for \$500,000 for the CDBG funding for the next cycle to repair 7th from Palma to Fresno; 9th from Mesquite to Olmo; 5th from Mesquite to Palma. Council accepted the bid and we added work on First Street from Nogal Street to the cul-de-sac. Work has begun.

Other streets in need of repair but not funded include (We have applied for a \$750,000 grant and should know it February if we received the grant): Canal from 1847 to Mesquite; Mesquite from 100 to Canal; 1st from Nogal to the cul-de-sac; 2nd from 1847 to Alamo; Ebano from 100 to 3rd; Nogal from 10th to the shooting range as well as a few others. We are working on a financing plan to address these issues as well as targeting East 1st Street and East 5th Street since both have never been developed. We discussed this several months ago regarding borrowing the funds to complete these. However, we want to wait to determine the financial impact the water and sewer work that must be done will have on the budget and our citizens on their water, sewer and trash bill.

D. Drainage - Hanson Professional Services has made good progress on these drainage projects. The loan and grant were funded. It is \$843,704 in loan forgiveness which means a grant, free money. It also includes a zero percent interest loan for \$860,000 for the rest of the project. This will be for drainage of Resaca Escondida (south of Nature Park), drainage improvements along Whipple Road and Valle Alto Subdivision and ditches to Highway 100 and a city wide drainage study and plan. Hanson is working on the environmental clearance on the projects. This final approval of the environmental could take from 6 months to a year. The Master Drainage Plan is almost complete. The construction projects are close to being ready for bidding.

The backup of water along Highway 100 near the Motel seems to have improved due to development that we required to divert drainage to the north instead of the south to Highway 100. It seems to have helped. We will have to go through another rain event to be sure. This is actually a problem that TxDot created but they have not been willing to fix it so we did.

There is also a backup of water along Highway 100 just past the school to the west of FM 1575 around the Longhorn Lane area. This is the responsibility of TxDot. They don't see it as a major issue so are not interested in doing anything. I will be working with TxDot, the School, the County and Drainage District # 1 to try to improve the drainage there.

We sent a letter to Cameron County Drainage District # 1 on 2 areas where we feel like they as the drainage district collecting taxes in this area, should take over some drainage ditches that area currently not owned and maintained by anyone (well property is owned by the local property owner). Easements need to be acquired and then the ditches need to be cleaned and maintained. Another area of concern is south on California Road where the drainage ditches are not maintained by anyone. We are working with CCID#6, CCDD#1, the County and a developer to redirect the water. This was discussed again at length with the CCDD#1 Board. They continue to not want to take over that drainage problem. The concern is if CCDD#1 agrees to take over this area or these areas, it will open the door for many others. I have suggested the CCDD#1 staff to look at all areas that need to be taken over, calculate initial costs and then ongoing costs on an ongoing basis to determine how this can be done. As of now they say it is not in their budget to do these types of things.

E. Whipple Road – Engineering is in progress. They are currently identifying all the utilities that are near the roadway and may need to be moved.

F. COVID-19 - The total amount of funds that we received is \$1,941,898.48. There are still some amounts that I am waiting to come in before I can provide you with an accurate accounting of all the projects that have been approved by the Council but we estimated that all the funds will be utilized once all the projects are done.

G. Veteran's Memorial – This project should be complete by the date of the meeting. Once it is complete we will decide on a date to hold an event.

H. Water Funding - We have continued to seek funding in any means possible for upgrades that are needed as part of a system wide study we conducted about 8 years ago. We were notified last week we were approved for funding in the amount of \$13,252,290. TWDB let us know the offering of funding; Loan Forgiveness (grant) for \$9,063,103 or 68.4%, Zero Percent Loan for \$2,190,000 or 16.5%, Equivalency Loan at an interest rate of about 3% for \$1,999,187 or 15.1%. This will require an increase in water rates but we will have to run all the numbers and see how the wastewater is funded as well before we put it all together. It was scheduled to get final approval from TWDB in March but have delayed that due to the need to update the CCN with us and Olmito Water Supply.

I. Wastewater Funding - We have funding approved for funding in the amount of \$5,867,618 through TWDB. We were awarded, Loan Forgiveness (grant) for \$4,082,618 or 69.6% and an Equivalency Loan at an interest rate of about 3% for \$1,785,000 or 30.4%. Rates were discussed last meeting and we should be closing on the loan funding by October. This will allow engineering to begin so the final plans can be worked on taking about 6 months. Once construction plans are approved, we can solicit bids for construction.

J. Senior Citizen's Program - See the attached calendar of events. As you can see there is a full schedule of events. Also attached is the numbers of folks we have at each event. As previously mentioned, bingo is popular and other events have little to no interest.

K. Legislative Update: Changes

August 2025



Los Fresnos Senior Citizen

Program

204 N. Brazil Street

956-233-4350

Section F, Item # 1.

Free

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1	2
					COFFEE & BINGO 8:00 AM-11:00 AM NUTRITION 12:30 PM CARDS, DOMINOES 1:00 PM	
	4 COFFEE & BINGO 8:00 AM-11:00 AM GRANDPARENTS DAY CARDS, PUZZLES 1:00 PM	5 COFFEE & BINGO 8:00 AM-11:00 AM LEGACY INS WELLNESS SERVICES 11:00 AM CARDS, DOMINOES 1:00 PM	6 COFFEE & BINGO 8:00 AM-11:00 AM SIT & FIT EX 11:00 AM FOOD PANTRY 1:00 PM CARDS, DOMINOES 1:00 PM	7 COFFEE & BINGO 8:00 AM-11:00 AM BALLOON TOSS 1:00 PM CHECKERS 1:00 PM	8 COFFEE & BINGO 8:00 AM-11:00 AM WALMART 1:00 PM CARDS, PUZZLES 1:00 PM	9
10	11	12	13	14	15	16
	COFFEE & BINGO 8:00 AM-11:00 AM BRO ADV DANCE 1:00 PM CARDS, PUZZLES 1:00 PM	COFFEE & BINGO 8:00 AM-11:00 AM PI LIGHT HOUSE 1:00 PM CARDS 1:00 PM	COFFEE & BINGO 8:00 AM-11:00 AM SIT & FIT EX 11:00 AM CARDS 1:00 PM COLORING 1:00 PM	COFFEE & BINGO 8:00 AM-11:00 AM ALZHEIMERS ASN 11:00 AM CARDS 1:00 PM	COFFEE & BINGO 8:00 AM-11:00 AM ICE CREAM 1:00 PM BALOON TOSS 1:00 PM CARDS 1:00 PM	
17	18	19	20	21	22	23
	COFFEE & BINGO 8:00 AM-11:00 AM SIT & FIT EX 11:00 AM H.E.B. 1:00 PM CARDS 1:00 PM	COFFEE & BINGO 8:00 AM-11:00 AM SAN JUAN SHRINE 1:00 PM CHECKERS 1:00 PM CAARDS 1:00 PM	COFFEE & BINGO 8:00 AM-11:00 AM GOOD WILL THRIFT 1:00 PM GAMES 1:00 PM	COFFEE & BINGO 8:00 AM-11:00 AM ALZHEIMERS ASN 11:00 AM CARDS 1:00 PM	COFFEE & BINGO 8:00 AM-11:00 AM NAILS 1:00 PM CARDS 1:00 PM	
24	25	26	27	28	29	30
	COFFEE & BINGO 8:00 AM-11:00 AM ALPINE CARE 1:00 PM CARDS, UNO 1:00 PM	COFFEE & BINGO 8:00 AM-11:00 AM CABRERAS NURSERY 1:00 PM CARDS, CORN HOLE 1:00 PM	COFFEE & BINGO 8:00 AM-11:00 AM SIT & FIT EX 11:00 AM CARDS, DOMINOES 1:00 PM	COFFEE & BINGO 8:00 AM-11:00 AM GROCERY PICKUP 1:00 PM CARDS 1:00 PM	COFFEE & BINGO 8:00 AM-11:00 AM WALMART WALK 1:00 PM ICE CREAM 1:00 PM CARD,COLORING 1:00 PM	
31						
Information:			Eligible participants must be 60 years old or older. Eligible participants under 60 years of age are as follows: Spouse is eligible & participates in the program If a person is disabled & lives with a 60-year or older participant Serves as a volunteer at a nutrition site			145

ACTION ITEM REPORT



Item Title:

Closed Session - Deliberation pursuant to Section 551.071 Title 5 of the Texas Government code, the Texas Open Meetings Act regarding the following: consultation with attorney on pending or contemplated litigation regarding the annexation of the City's ETJ.

Recommendation:

ACTION ITEM REPORT



Item Title:

Closed Session - Deliberation pursuant to Section 551.074, Title 5 of the Texas Government code, the Texas Open Meetings Act regarding the following: the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of City Manager, Chief of Police, Public Works Director, Librarian, Finance Director or City Secretary.

Recommendation:

ACTION ITEM REPORT



Item Title:

Open Session Pursuant to Sections 551.071, Title 5 of the Texas Government code, the Texas Open Meetings Act deliberation and possible action regarding the following:

Consultation with attorney on pending or contemplated litigation regarding the annexation of the City's ETJ.

Recommendation:

ACTION ITEM REPORT



Item Title:

Open Session Pursuant to Sections 551.074, Title 5 of the Texas Government code, the Texas Open Meetings Act deliberation and possible action regarding the following:

The appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of City Manager, Chief of Police, Public Works Director, Librarian, Finance Director or City Secretary.

Recommendation:

ACTION ITEM REPORT

Item Title: Budget Workshop Fiscal Year 2025-2026

Recommendation:

We will review the revenue portion of the budget for the General Fund.

We will review the revenue portion of the budget for the Utility Fund.

We will review the Los Fresnos Community Development Corporation budget.

We will review the Debt Fund budget.

We will review the TIRZ Fund budget.

Presentations by Department Heads for the General Fund and Utility Fund will be given the following week on Tuesday August 19.