



Special City Council Meeting Agenda

Tuesday, May 27, 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. ACTION ITEMS

1. Consideration and ACTION to approve the Pederson Brothers Subdivision No. 5 preliminary plat.
2. Consideration and ACTION to approve the Valencia Estates Subdivision preliminary and final plat.
3. Consideration and ACTION to approve the Twin Oaks Plaza Subdivision preliminary and final plat.
4. Consideration and ACTION to approve an amendment to the engineering agreement for the Los Fresnos CDBG Street Improvements CDV23-0338 project.
5. Presentation by Hanson Professional Services regarding the Los Fresnos Master Drainage Plan.

E. 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 May 23, 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 Pederson Brothers Subdivision No. 5 preliminary plat.

Recommendation:

The Planning & Zoning Board approved this plat on Monday May 19.

Staff and Hanson Professional Services have reviewed the plat. Everything conforms to the required ordinances. Drainage has been approved by Hanson and Cameron County Drainage District # 1.

I recommend approval.

MEMORANDUM

TO: Jacquie Moya
City Secretary jmoya@citylf.us

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

DATE: April 29, 2025

SUBJECT: Preliminary Plat 3rd Review of Pederson Brothers No 5 Subdivision

Jacquie;

We have reviewed the Preliminary Plat for Pederson Brothers No 5 and recommend approval subject to completion of the City's comments.



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

MEMORANDUM

TO: Jacqueline Moya
City Secretary jmoya@citylf.us

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

DATE: April 29, 2025

SUBJECT: Preliminary 3rd Plan Review for Pederson Brothers No 5 Subdivision

Jacquie;

We have reviewed the construction plans for Pederson Brothers No 5 Subdivision and recommend approval subject to addressing the city's comments and the following:

1. Provide plans and agreements for additional ditch expansion and deepening for ditch on south side of proposed subdivision and east of Evergreen Street.


Richard A. Riggins P.E., RPLS
RAR

ACTION ITEM REPORT



Item Title: Consideration and ACTION to approve the Valencia Estates Subdivision preliminary and final plat.

Recommendation:

Staff and Hanson Professional Services have reviewed the plat. Everything conforms to the required ordinances. Drainage has been approved by Hanson and Cameron County Drainage District # 4.

The Planning & Zoning Board approved this on Monday May 19.

I recommend approval.

MEMORANDUM

TO: Jacquie Moya jmoya@citylf.us
City Secretary

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

DATE: April 30, 2025

SUBJECT: Preliminary Plat Recommendation for Valencia Estates Subdivision Re-submittal

Jacquie;

We have reviewed the Preliminary Plat for Valencia Estates Subdivision and find that the previous comments have been addressed and we recommend that the Preliminary Plat for Valencia Estates be accepted provided that the city's comments and the following comments are addressed.

1. Correct spelling on non-access drainage rights of way.



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

MEMORANDUM

TO: Jacquie Moya jmoya@citylf.us
City Secretary

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

DATE: April 30, 2025

SUBJECT: Review of Final Plat for Valencia Estates Subdivision

Jacquie;

We have performed a review of the Final Plat for Valencia Estates Subdivision and recommend approval subject to the following comments, in addition to the City's comments.

1. Add a note that all residential structures be at least 18 inches above natural ground or top of curb whichever is greater.



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

ACTION ITEM REPORT



Item Title: Consideration and ACTION to approve the Twin Oaks Plaza Subdivision preliminary and final plat.

Recommendation:

Staff and Hanson Professional Services have reviewed the plat. Everything conforms to the required ordinances. Drainage has been approved by Hanson and Cameron County Drainage District # 1.

The Planning & Zoning Board approved this on Monday May 19.

I recommend approval.

MEMORANDUM

TO: Jacquie Moya jmoya@citylf.us
City Secretary


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

DATE: May 13, 2025

SUBJECT: Preliminary Plat Review Twin Oaks Plaza Subdivision 4th Review

Jacquie;

We have performed a Preliminary review of the Twin Oaks Plaza Subdivision and recommend acceptance of the Preliminary Plat.



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

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

MEMORANDUM

TO: **Jacquie Moya** **jmoya@citylf.us**
City Secretary

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


DATE: **May 13, 2025**

SUBJECT: **Final Plat Review Twin Oaks Plaza Subdivision 3rd Review**

Jacquie;

We have performed a Final Plat review of the Twin Oaks Plaza Subdivision and recommend acceptance of the Final Plat subject to the following:

1. Reference concrete monuments set at corners in metes and bounds description.



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 an amendment to the engineering agreement for the Los Fresnos CDBG Street Improvements CDV23-0338 project.

Recommendation:

This was discussed last meeting. With the additional funds we have with the grant for streets, we can add First Street from Nogal Street to the west to the cul-de-sac. This is the extra engineering it will cost to do the work.

I recommend approval.

Hanson Professional Services Inc.
PSA Amendment
LEGL0200- 22L0227
Amendment No. 1

WHEREAS, City of Los Fresnos, subsequently referred to as “Client,” and Hanson Professional Services Inc., subsequently referred to as “Hanson,” have previously entered into a Professional Services Agreement dated April 12, 2024, in connection with TxCDBG Project Contract CDV23-0338 , subsequently referred to as “Project,” and

WHEREAS, the Client has ordered certain additions to the services being provided by Hanson for the Project.

NOW, THEREFORE, this AMENDMENT to the PSA is made this 13th day of May, 2025 to revise the Scope of Services, Cost of Services, and Schedule for Services as provided herein. All other terms and conditions of the Agreement remain unchanged.

The Scope of Services is modified as follows:

Street Improvements

City of Los Fresnos desires to construct the following: street improvements to include W. 1st St. (from cul-de-sac to Nogal St. approx. 430 LF) . The proposed street improvements shall consists of a 26 ft. wide urban section asphalt roadway.

1. Submit detailed drawings and plans/specifications to appropriate regulatory agency(ies) and obtain clearance.
2. Prepare Change Order. At the time, the change order is completed, the Firm shall also furnish to the City an updated written Estimate of Probable Costs for the Project.
3. Issue Notice to Proceed to construction contractor.
4. Design for access by persons with disabilities for those facilities to be used by the public in accordance with Public Law 504, if applicable.
5. Use TDA-approved forms for Change Order.
6. Make periodic visits, 4 site visits (no less than every 7 days during the construction period), to the site to observe the progress and quality of the work, and to determine, in general, if the work is proceeding in accordance with the Agreement. Construction period of 1 month is assumed.
7. Consult with and advise the City during construction; issue to contractors all instructions requested by the City; and prepare routine change orders if required, at no charge for engineering services to the City when the change order is required to correct errors or omissions by the Firm; provide price analysis for change orders; process change orders approved by City and the Firm and submit to TDA for approval prior to execution with the construction contractor.

8. Review shop and working drawings furnished by contractors for compliance with design concept and with information given in contract documents (contractors will be responsible for dimensions to be confirmed and correlated at job site).
9. Resolve all payment requests within 14 days of receipt of signed pay request from the construction contractor.
10. Based on the Firm's on-site observations and review of the contractor's applications for payment, determine the amount owed to the contractor in such amounts; such approvals of payment to constitute a representation to the City, based on such observations and review, that the work has progressed to the point indicated and that the quality of work is in accordance with the plans, specifications and contract documents.
11. Recommend that a 5% retainage is withheld from all payments on construction contracts (once change order has been approved) until final acceptance by the City and approval by TDA, unless State or local law provides otherwise.
12. Prepare Certificate of Construction Completion and Clean Lien Certificate. A Clean Lien Certificate may be prepared for each of the Prime Contractor(s) and each of the subcontractor(s).
13. Conduct interim/final inspections.
14. Revise contract drawings to show the work as actually constructed and furnish the City with a set of "record drawings" plans.
15. The Firm will provide a copy of the final project record drawing(s) engineering schematic(s), as constructed using funds under this contract. These maps shall be provided in digital format containing the source map data (original vector data) and the graphic data in files on machine readable media, such as compact disc (CD), which are compatible with computer systems owned or readily available to the owner. The digital copy provided shall not include a digital representation of the engineer's seal but the accompanying documentation from the Firm shall include a signed statement of when the map was authorized, that the digital map is a true representation of the original sealed document, and that a printed version with the seal has been provided to the City. In addition, complete documentation as to the content and layout of the data files and the name of the software package(s) used to generate the data and maps shall be provided to the owner in written form.

The Schedule for the Services is modified as follows:

| | |
|-------------------|--|
| Notice to Proceed | May 13, 2025 |
| 60% Plans | May 19, 2025 |
| 100% Plans | May 26, 2025 |
| Construction | Dependent upon completion of income surveys by Grant Administrator |

The Cost of Services is modified as follows:

| | | |
|--------------------------------------|----|--------|
| Cost of Services in Agreement | \$ | 75,000 |
| Total of Previous Amendments | \$ | 0 |
| Increase this Amendment | \$ | 14,000 |
| Cost of Services with all Amendments | \$ | 89,000 |

Client and Hanson hereby agree to and accept the terms as stated herein.

Hanson Professional Services Inc.

Client Name: **City of Los Fresnos**

By: Paulina Tegu

By: _____

Title: Assistant Vice President

Title: _____

Date: May 13, 2025

Date: _____

ACTION ITEM REPORT



Item Title:

Presentation by Hanson Professional Services regarding the Los Fresnos Master Drainage Plan.

Recommendation:

Representatives from Hanson Professional Services, Paolina Vega and Colton Phillipp will be present to review the plan.