



Community Development Corporation Meeting Agenda

Monday, December 02, 2024 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 minutes from November 04, 2024.
2. Consideration and ACTION to acknowledge the November 2024 Financial Report A. Monthly B. Year to Date Report C. Sales Tax Report

E. REPORT BY CDC CONSULTANT

1. CDC Consultant Report November 2024 A. Businesses & Resident Site Information B. Business Outreach C. Community Development C. Sponsored Promotions

F. REPORT BY GENERAL MANAGER

1. City Manager Report A. Veteran's Memorial

G. ADJOURNMENT

This is to certify that I, Jacqueline Moya, posted this agenda on the front bulletin board of the City Hall and the Los Fresnos website www.cityoflosfresnos.com on November 27, 2024 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 from November 04, 2024.

Recommendation: I recommend approval.

Community Development Corporation

Regular Meeting

~ Minutes ~

Monday, November 4, 2024

6:00 PM

City Hall

AGENDA

Call to Order

The meeting was called to order at 6:00 PM by President Enrique C. Juarez

Invocation and Pledge of Allegiance

Mark Milum gave the invocation and led the audience in the Pledge of Allegiance.

Citizens Forum- To speak you must sign-in prior to the meeting and you have a limit of 5 minutes to speak.

Rogelio Nunez, Director of the Narciso Martimez Cultural Arts Center gave a summary on Conjunto Festival held at the Los Fresnos Memorial Park on Oct. 3 & 4, 2025. He advised the board the Los Fresnos Police Department and Public Works Department did a great job and thanked the CDC for their support.

Action Items

Consideration and ACTION to approve the minutes from October 7, 2024.

Motion was made and seconded to approve the minutes from October 7, 2024.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Pedro Maldonado, Board Member
SECONDER:	Marco Huerta, Board Member
AYES:	Juarez, Maldonado, Casanova, Huerta, Cappon, Alvarez
ABSENT:	Claudia M. Villarreal

Consideration and ACTION to acknowledge the October 2024 Financial Report. A.

Monthly B. Year to Date report C. Sales Tax report

Mr. Milum reported the check register showed checks all previously approved, the largest amount being a partial payment of \$16,000 for the Sierra RV Park alley paving, 8.33% of the budget complete, revenue is 7.39%, just under budget, and expenditures are all up to date. Sales tax report listed \$49,590.92 for the month, 18.68% down from last year due to it being abnormally high last year.

Motion was made and seconded to acknowledge the October 2024 Financial Report.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Marco Huerta, Board Member
SECONDER: Pedro Maldonado, Board Member
AYES: Juarez, Maldonado, Casanova, Huerta, Cappon, Alvarez
ABSENT: Claudia M. Villarreal

Consideration and ACTION to approve a sign grant for Los Fresnos Ash Tree Community Plaza.

Board member Marco Huerta explained the sign located at the Ash Tree Plaza needs to be replaced. The cost estimate to replace is \$104,131.78, all four business located at the plaza have agreed to participate in the replacement and are requesting the matching grant of \$3,750 each business a total of \$15,000.

Mr. Huerta recommended to approve the sign grant for the Los Fresnos Ash Tree Community Plaza, the CDC portion would be \$15,000 and reminder balance be split by the business.

Motion was made and seconded to approve a sign grant in the amount of \$104,131.78 with the CDC portion being \$15,000.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Daniel Alvarez, Vice President
SECONDER: Gordon D. Cappon, Board Member
AYES: Juarez, Maldonado, Casanova, Huerta, Cappon, Alvarez
ABSENT: Claudia M. Villarreal

Consideration and ACTION to approve a change order for drainage for the Veterans Memorial Project.

Mr. Milum explained the change order would address drainage upgrades needed to the memorial and recommend approval splitting the cost with the city.

Motion was made and seconded to approve a change order for the drainage for the Veterans Memorial Project in the amount of \$6,522.83 with the CDC portion being \$3,261.41.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Pedro Maldonado, Board Member
SECONDER: Leonel Casanova, Board Member
AYES: Juarez, Maldonado, Casanova, Huerta, Cappon, Alvarez
ABSENT: Claudia M. Villarreal

Consideration and ACTION to approve funding to repair alley behind 309 E Ocean Blvd.

Mr. Milum explained there were areas where the dumpster is located and in the entrance of the alley that need to be repaired. He recommend approving the lowest quote received in the amount \$9,810.05.

Motion was made and seconded to approve funding to repair alley behind 309 E Ocean Blvd in the amount of \$9,810.05.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Marco Huerta, Board Member
SECONDER:	Pedro Maldonado, Board Member
AYES:	Juarez, Maldonado, Casanova, Huerta, Cappon, Alvarez
ABSENT:	Claudia M. Villarreal

Report by CDC Consultant

CDC Consultant Report October 2024 A. Business & Resident Site Information B. Business Outreach C. Community Development D. Sponsored Promotions

Mr. Martinez congratulated the Los Fresnos Chamber of Commerce for a successful Halloween event. He introduced CDC Intern, Valentina Baez, the board welcomed her.

Mr. Martinez reported he is assisting Boys & Girls Club to begin grant searching, gave an update on permits issued for the month of October, continues assisting customers with business needs and is assisting the city in the Los Fresnos 20-year Comprehensive Pan..

RESULT:	NO ACTION
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Report by General Manager

General Manager A. Veteran's Memorial

Mr. Milum advised the board with the approval of the drainage change order construction would continue to complete the memorial.

RESULT:	NO ACTION
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Adjournment

The meeting was closed at 6:26 AM

Presiding Officer of the Council

Recorder

ACTION ITEM REPORT



Item Title:

Consideration and ACTION to acknowledge the November 2024 Financial Report A. Monthly B. Year to Date Report C. Sales Tax Report

Recommendation:

I recommend approval.

Section D, Item # 2.

Budget Report

Account Summary

For Fiscal: 2024-2025 Period Ending: 11/30/2024

City of Los Fresnos, TX

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 09 - COMMUNITY DEVELOPMENT COR							
Department: 452 - CDC DISBURSEMENTS							
Revenue							
09-452-1000	INTEREST EARNED	14,400.00	14,400.00	0.00	0.00	-14,400.00	0.00 %
09-452-1132	SALES TAX	670,800.00	670,800.00	55,659.09	105,250.01	-565,549.99	15.69 %
	Revenue Total:	685,200.00	685,200.00	55,659.09	105,250.01	-579,949.99	15.36 %
	Department: 452 - CDC DISBURSEMENTS Total:	685,200.00	685,200.00	55,659.09	105,250.01	-579,949.99	15.36 %
Department: 575 - COMMUNITY DEVELOPMENT							
Expense							
09-575-01100	SALARIES	25,334.00	25,334.00	804.00	1,236.00	24,098.00	4.88 %
09-575-02100	FICA EXPENSE	1,571.00	1,571.00	49.85	76.63	1,494.37	4.88 %
09-575-02105	MEDICARE EXPENSE	367.00	367.00	11.66	17.92	349.08	4.88 %
09-575-02107	TWC EXPENSE	117.00	117.00	0.80	1.23	115.77	1.05 %
09-575-02160	WORKER'S COMP	51.00	51.00	1.74	2.68	48.32	5.25 %
09-575-03110	ATTORNEY	500.00	500.00	0.00	0.00	500.00	0.00 %
09-575-03115	AUDITOR	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00 %
09-575-03120	PROFESSIONAL SERVICES	41,600.00	41,600.00	4,800.00	6,400.00	35,200.00	15.38 %
09-575-03121	BUSINESS RECRUIT AND DEVELOPME	18,000.00	18,000.00	0.00	3,000.00	15,000.00	16.67 %
09-575-04100	OFFICE SUPPLIES & PRINTING	5,500.00	5,500.00	0.72	12.70	5,487.30	0.23 %
09-575-06100	CITY PROMOTION	54,500.00	54,500.00	1,250.00	2,500.00	52,000.00	4.59 %
09-575-06120	ADVERTISING	12,580.00	12,580.00	0.00	0.00	12,580.00	0.00 %
09-575-09100	TRAVEL/SEMINARS	3,000.00	3,000.00	0.00	26.20	2,973.80	0.87 %
09-575-10100	DUES & MEMBERSHIPS	2,000.00	2,000.00	39.75	7,079.50	-5,079.50	353.98 %
09-575-11150	SPECIAL PROJECTS	188,416.00	188,416.00	6,680.01	58,811.03	129,604.97	31.21 %
09-575-12100	INSURANCE	300.00	300.00	0.00	0.00	300.00	0.00 %
09-575-13500	CAPITAL OUTLAY	101,800.00	101,800.00	0.00	0.00	101,800.00	0.00 %
09-575-30100	BUSINESS INCENTIVE PROGRAM	40,000.00	40,000.00	0.00	-185.43	40,185.43	-0.46 %
09-575-30129	GENERAL FUND ADMIN	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00 %
09-575-30131	TRANSFER DEBT SERVICE I&S	268,064.00	268,064.00	0.00	0.00	268,064.00	0.00 %
09-575-99100	MISCELLANEOUS	300.00	300.00	0.00	0.00	300.00	0.00 %
	Expense Total:	787,000.00	787,000.00	13,638.53	78,978.46	708,021.54	10.04 %
	Department: 575 - COMMUNITY DEVELOPMENT Total:	787,000.00	787,000.00	13,638.53	78,978.46	708,021.54	10.04 %
	Fund: 09 - COMMUNITY DEVELOPMENT COR Surplus (Deficit):	-101,800.00	-101,800.00	42,020.56	26,271.55	128,071.55	-25.81 %
	Report Surplus (Deficit):	-101,800.00	-101,800.00	42,020.56	26,271.55	128,071.55	-25.81 %

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City of Los Fresnos, TX

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: FVB9-CDC CHECKING						
06945	DESIDERIO MARTINEZ	10/04/2024	Regular	0.00	1,520.00	3591
00305	LOS FRESNOS CHAMBER OF COMMERCE	10/04/2024	Regular	0.00	1,250.00	3592
01645	STAPLES	10/04/2024	Regular	0.00	1,621.83	3593
08257	TOTAL IMAGING SOLUTIONS, INC	10/04/2024	Regular	0.00	6.92	3594
08193	ULINE, INC.	10/04/2024	Regular	0.00	505.83	3595
01488	Valentina Felix Baez	10/04/2024	Regular	0.00	26.20	3596
01493	J.GALLAGHER ASPHALT MAINTENANCE LLC	10/10/2024	Regular	0.00	16,000.00	3597
06945	DESIDERIO MARTINEZ	10/18/2024	Regular	0.00	1,600.00	3598
01458	LORENA GUERRERO	10/18/2024	Regular	0.00	-3,750.00	3599
01458	LORENA GUERRERO	10/18/2024	Regular	0.00	3,750.00	3599
00305	LOS FRESNOS CHAMBER OF COMMERCE	10/18/2024	Regular	0.00	1,500.00	3600
01274	NewLane Finance Company	10/18/2024	Regular	0.00	39.75	3601
01442	PLACER LABS INC	10/18/2024	Regular	0.00	7,000.00	3602
00915	PURCHASE POWER	10/18/2024	Regular	0.00	103.51	3603
01496	RAMON ORTIZ	10/18/2024	Regular	0.00	100.00	3604
00001	CITY OF L.F. PAYROLL ACCT	10/11/2024	Bank Draft	0.00	168.42	DFT0000893
00001	CITY OF L.F. PAYROLL ACCT	10/25/2024	Bank Draft	0.00	297.99	DFT0000899

Bank Code FVB9 Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	20	14	0.00	35,024.04
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-3,750.00
Bank Drafts	2	2	0.00	466.41
EFT's	0	0	0.00	0.00
	22	17	0.00	31,740.45

Sales Tax Report FY 24-25

Section D, Item # 2.

Paid	2c			1-1/2c (General Fund Portion)			1/2c (CDC Portion)			
	FY23-24	FY22-23	Incl(Dec) (\$)	Incl(Dec) (\$)	FY23-24	FY22-23	Incl(Dec) (\$)	FY23-24	FY22-23	Incl(Dec) (\$)
October	243,943.95	185,244.88	58,699.07	182,957.96	138,933.66	44,024.30	60,985.99	46,311.22	14,674.77	31.69%
November	222,593.76	184,490.56	38,103.20	166,945.32	138,367.92	28,577.40	55,648.44	46,122.64	9,525.80	20.65%
December	181,035.06	168,404.27	12,630.79	135,776.30	126,303.20	9,473.09	45,258.77	42,101.07	3,157.70	7.50%
January	183,910.88	167,540.80	16,370.08	137,933.16	125,655.60	12,277.56	45,977.72	41,885.20	4,092.52	9.77%
February	246,747.09	229,682.55	17,064.54	185,060.32	172,261.91	12,798.41	61,686.77	57,420.64	4,266.14	7.43%
March	177,249.93	159,308.68	17,941.25	132,937.45	119,481.51	13,455.94	44,312.48	39,827.17	4,485.31	11.26%
April	183,718.30	202,435.05	(18,716.75)	137,788.73	151,826.29	(14,037.56)	45,929.58	50,608.76	(4,679.19)	-9.25%
May	252,041.13	249,102.32	2,938.81	189,030.85	186,826.74	2,204.11	63,010.28	62,275.58	734.70	1.18%
June	203,263.59	158,463.23	44,800.36	152,447.69	118,847.42	33,600.27	50,815.90	39,615.81	11,200.09	28.27%
July	193,451.68	187,822.61	5,629.07	145,088.76	140,866.96	4,221.80	48,362.92	46,955.65	1,407.27	3.00%
August	234,275.31	298,745.71	(64,470.40)	175,706.48	224,059.28	(48,352.80)	58,568.83	74,686.43	(16,117.60)	-21.58%
September	212,384.99	201,318.09	11,066.90	159,288.74	150,988.57	8,300.17	53,096.25	50,329.52	2,766.73	5.50%
TOTAL SALES ACTIVITIES	\$ 2,534,615.67	\$ 2,392,558.75	\$ 142,056.92	\$ 1,900,961.75	\$ 1,794,419.06	\$ 106,542.69	\$ 633,653.92	\$ 598,139.69	\$ 35,514.23	5.94%

Paid	2c			1-1/2c (General Fund Portion)			1/2c (CDC Portion)			
	FY24-25	FY23-24	Incl(Dec) (\$)	Incl(Dec) (\$)	FY24-25	FY23-24	Incl(Dec) (\$)	FY24-25	FY23-24	Incl(Dec) (\$)
October	198,363.69	243,943.95	(45,580.26)	148,772.77	182,957.96	(34,185.20)	49,590.92	60,985.99	(11,395.07)	-18.68%
November	222,636.36	222,593.76	42.60	166,977.27	166,945.32	31.95	55,659.09	55,648.44	10.65	0.02%
TOTAL SALES ACTIVITIES	\$ 421,000.05	\$ 466,537.71	\$ (45,537.66)	\$ 315,750.04	\$ 349,903.28	\$ (34,153.25)	\$ 105,250.01	\$ 116,634.43	\$ (11,384.42)	-9.76%

**** Sales Tax Amount may be adjusted a the end of the year based on actuals sales activity amounts.

ACTION ITEM REPORT



Item Title:

CDC Consultant Report November 2024 A. Businesses & Resident Site Information B. Business Outreach C. Community Development C. Sponsored Promotions

Recommendation:



Los Fresnos Community Development Corporation (LFCDC)
A Texas 4B EDC, DECEMBER 2nd Board Meeting Report
By Desi Martinez, assisted by CDC Intern, & Chamber & City Permits



Economic Development:

Businesses and area residents looking for sites, information, or technical assistance:

Small BIZ inquiries and home sites in NOVEMBER 2024	<u> 4 </u> - per month
New or expanding commercial business permits submitted	<u> 0 </u> - this month
Total new residential brick homes construction plans and permits submitted	<u> 2 </u> - this month
Total wood frames homes construction plans and permits submitted	<u> 1 </u> - this month
Total duplexes construction plans and permits (duplexes <u> 0 </u> or <u> 0 </u> apts.)	<u> 0 </u> - this month
LFCDC Business matching grants inquiries.	<u> 2 </u> - this month

(Note: Information above from Los Fresnos Permits Office.)

LFCDC R&D and business outreach:

- Met with 2 business inquiries and referred them to permits office on new business start-ups.
- Followed up with Ash Tree Plaza on sign grants.
- Continued discussions on affordable housing with the Cameron County Housing Finance Corporation and the Community Development Corporation of Brownsville.
- Gathering information as needed for the Los Fresnos 20-Year Comprehensive Plan.
- Discussions held with the Cameron County Economic Department to explore any strategies they may have for the Los Fresnos ETJ.
- The Workforce Solutions Cameron provided a Los Fresnos economic profile and copy emailed to the board members.

Community Development

- ❖ Gathering information from Amigos del Valle and RGV Area Agency on Aging on services available at the Los Fresnos Community Center. For example, the Area Agency on Aging has \$5,000 grants for elderly and the USDA has \$10,000 grants for persons 62 years and older to do home repairs. Question is, “How can the LFCDC reach out to more folks to receive these home repair grants?” Working on a strategy to present to the city manager and board in December. Pending a visit with Amigos del Valle.
- ❖ Updating contact information:
Port business directory- 300, chamber members -100, LF Market Brochure Display locations -40, Rio Grande Valley RV Parks- 120, 5 Texas Travel Centers throughout the state, and other non-profits organizations, local realtors, and special districts, county, regional, state and federal agency contacts.

LFCDC Sponsored Promotion:

🇺🇸 Happy Thanksgiving

(Contact me for information at the Los Fresnos CDC Office at #956-233-6182 or call my personal cell #956-778-8929 or email me at desiandlu1@yahoo.com

ACTION ITEM REPORT



Item Title: City Manager Report A. Veteran's Memorial

Recommendation:
A. Veterans' Memorial