



## **AGENDA**

Pursuant to V.T.C.A. Gov. Code Section 551.001 et. seq., the City Council of the City of Mission, Texas will hold a regular meeting on **Monday, January 27, 2025 at 3:30 p.m.** at the Mission Council Chambers, 1201 E. 8th Street, Mission, Texas and by Teleconference to consider the following matters.

The public dial information to participate in the telephonic meeting is as follows:

Time: **Monday, January 27, 2025 03:30 PM Central Time**

<https://us02web.zoom.us/j/9904662781?pwd=SGVIL3JZRFVRdENzWXI5VUxFT1ZUQT09>

Meeting ID: 990 466 2781 - Password: 833227

Or Dial by telephone - +1 346 248 7799 US - Meeting ID: 990 466 2781 Password: 833227

At any time during the course of the posted meeting, the Mission City Council may retire into Executive Session under Texas Government Code 551.071 to confer with legal counsel on any subject matter on this agenda in which the duty of the attorney to the City Council under Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Texas Government Code. Further, at any time during this meeting, the City Council may retire to deliberate on any subject slated for discussion at this meeting, as may be permitted under one or more exceptions to the Texas Open Meetings Act set forth in Title 5, Subtitle A, Chapter 551, Subchapter D of the Texas Government Code.

## **REGULAR MEETING**

### **CALL TO ORDER AND ESTABLISH QUORUM**

### **INVOCATION AND PLEDGE ALLEGIANCE**

### **DISCLOSURE OF CONFLICT OF INTEREST**

### **PRESENTATIONS**

1. Proclamation - National Boys Scouts Month - Arturo Lerma
2. December Employee of the Month - Munguia
3. Report from the Rio Grande Valley Humane Society - Jennifer Vasquez
4. Report from the Greater Mission Chamber of Commerce – Brenda Enriquez
5. Departmental Reports – Perez
6. Citizen's Participation – Garza

### **CONSENT AGENDA**

*All consent agenda items are considered routine by City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Councilmember requests an item be removed and considered separately. The City Council May Take Various Actions; Including But Not Limited To Rescheduling An Item In Its Entirety For A Future Date Or Time. The City Council May Elect To Go Into Executive Session On Any Item Whether Or Not Such Item Is Posted As An Executive Session Item At Any Time During The Meeting When Authorized By The Provisions Of The Open Meetings Act*

7. Approval of Minutes – Carrillo  
Regular Meeting – January 13, 2025
8. Acknowledge Receipt of Minutes – Perez  
Youth Advocacy Advisory Board – December 10, 2024  
Boys & Girls Club Board – December 10, 2024  
Accommodations Review Board – September 25, 2024  
Planning & Zoning Commission – November 20, December 4, December 18, 2024  
Zoning Board of Adjustments – July 24, August 28, September 25, October 23, 2024
9. Approval of Resolution # \_\_\_\_\_ declaring gym equipment as surplus and authorizing the disposition of said property to the City of Palmview Police Department - Torres
10. Authorization to allow the purchase of a firearm by Honorably Retired Peace Officer, Rolando Perez for the Mission Police Department, in accordance with Texas Government Code, Section 614.051 - Torres
11. Authorization to submit a grant application to the U.S. Department of Agriculture, Forest Service for the Community Wildfire Defense Grant in the amount of \$250,000 with no match requirement - Elizalde
12. Approval of Resolution No. \_\_\_\_\_ authorizing the submittal of a grant application for the FY25 State Homeland Security Program-LETPA Grant Program to the Office of the Governor in the amount of \$158,400 with no match requirement. – Elizalde
13. Approval of Resolution No. \_\_\_\_\_ authorizing the submittal of a grant application for the FY25 State Homeland Security Program (SHSP) to the Office of the Governor (OOG) in the amount of \$100,000 with no match requirement - Elizalde
14. Approval of Resolution No. \_\_\_\_\_ authorizing the submittal of a grant application for the FY25 State Homeland Security Program- LETPA Projects to the Office of the Governor (OOG) in the amount of \$50,000 with no match requirement - Elizalde
15. Approval of Resolution No. \_\_\_\_\_ authorizing the submittal of a grant application for the FY26 Criminal Justice Grant Program to the Office of the Governor in the amount of \$54,000 with no match requirement – Elizalde
16. Approval of Resolution No. \_\_\_\_\_ authorizing the submittal of a grant application for the FY26 First Responder Mental Health Program to the Office of the Governor in the amount of \$70,000 with a 20% in-kind match contribution – Elizalde
17. Approval of Resolution No. \_\_\_\_\_ authorizing the submittal of a grant application for the FY26 General Victim Assistance Grant Program to the Office of the Governor in the amount of \$40,000 with a 20% in-kind match contribution – Elizalde
18. Approval of Resolution No. \_\_\_\_\_ authorizing the submittal of a grant application for the FY26 State Crisis Intervention Grant Program to the Office of the Governor in the amount of \$80,000 with no match requirement - Elizalde
19. Approval of Resolution No. \_\_\_\_\_ authorizing the submittal of a grant application for the FY25 State Homeland Security Program-Regular Projects to the Office of the Governor in the amount of \$225,000 with no match requirement. – Elizalde
20. Authorization to extend the lease for five (5) 2019 Ram 1500 2WD Crew Cab Tradesman units from D&M Leasing Company (Buyboard #744-24) in the amount of \$45,617.65 - Avila



21. Authorization to lease a 2024 Ford Trucks F-250 2WD Reg Cab XL from D&M Leasing Company (Buyboard #744-24) in the amount of \$39,676.27- Avila

## **PUBLIC HEARING**

### **PLANNING & ZONING RECOMMENDATIONS**

22. Rezoning: Being a 40' wide rectangularly shaped strip of land containing 0.31 acres of land, more or less, carved out of that certain 40' wide United Irrigation District canal right of way (fee simple) located between Lots 38 and 43, Bell-Woods Subdivision "C", from (AO-I) Agricultural Open Interim to (R-2) Duplex-Fourplex Residential, Trosper Creek, L.P. (c/o Raymundo Platas Merino), and Adoption of Ordinance#\_\_\_\_\_ - De Luna
23. Conditional Use Permit: To construct an Indoor/Outdoor Casa Padel Sports Complex, 1508 E. Expressway 83, Lot 2A, Stewart Plaza, C-3, Jesus Guerra, and Adoption of Ordinance #\_\_\_\_\_ - De Luna
24. Conditional Use Permit: To Place a Mobile Food Truck – El Original Ramirez, 3314 N. Conway Avenue, Being the Northernly portion of Lot 29-7, West Addition to Sharyland, C-3, Mario Ramirez Adoption of Ordinance #\_\_\_\_\_ - De Luna
25. Conditional Use Permit: To extend Hours of Operation and add Live Music – Las Calles De Mexico Taqueria, 308 N. Shary Road, Ste. A, Lot 2A, Stewart Plaza, C-3, Jesus Guerra Adoption of Ordinance #\_\_\_\_\_ - De Luna
26. Conditional Use Permit Renewal: Sale & On-Site Consumption of Alcoholic Beverages – Chisme Bar & Grill, 1512 E. Expressway 83, Suites 108 & 109, Lot 1, Re-Subdivision of Plaza Cantera (aka Lot 2A and 3, Stewart Plaza Subdivision), C-3, MN 2016, LLC (c/o Molamma B. George) Adoption of Ordinance #\_\_\_\_\_ - De Luna
27. Discussion and Action to amend the Planning and Zoning Commission Bylaws - De Luna

### **APPROVALS AND AUTHORIZATIONS**

28. Consider a Variance request by Quintanilla, Headley & Associates on behalf of Ricardo Salinas to the Subdivision Code for unrecorded Papillion Square Subdivision - De Luna
29. Authorization to accept grant award from the Department of Energy for the Energy Efficiency & Conservation Block Grant Program in the amount of \$140,450.00 with no match requirement - Elizalde
30. Approval of Amendment #2 to Advance Funding Agreement for Inspiration Road/Military Parkway Loop widening project - Terrazas
31. Authorization to Purchase EaseAlert a Fire Fighter Alerting System (FFAS) for a total cost of \$108,086.85 through Zetron via HGAC Contract RA05-21 - Silva
32. Authorization to lease/purchase (5) five Chevy pickup trucks for the Mission Police Department fleet from D&M Leasing Company (buyboard contract #744-24), totaling \$246,397.20, using the Operation Lone Star Grant funds and Federal Treasury Asset Forfeiture funds – Torres
33. Approval of recommendation for website design and colors – K. Gomez

- 34. Request by Hidalgo County Precinct # 3 for the City of Mission to approve participation in the election on the petition for the creation of Hidalgo County Emergency Services District No. 5 - Perez
- 35. Acceptance of Quarterly Report of Investments for the Quarter ending December 31, 2024 and including interest earned. -Roman
- 36. Presentation of Quarterly Budget Variance Report for Quarter #1 of 2025 Fiscal Year from October 1, 2024 to December 31, 2024 – Roman

## **UNFINISHED BUSINESS**

None

## **ROUTINE MATTERS**

City Manager Comments

City Council Comments

Mayor's Comments

## **EXECUTIVE SESSION**

1. Closed session pursuant to Tex. Gov't Code Section 551.074 (Personnel Matters) Evaluation of City Manager relating to goals and objectives
2. Closed session pursuant to Tex. Gov't Code Section 551.071 (Consultation with Attorney) related to Black Diamond Developers, LP and CCC Operations, LLC v. City of Mission, Cause No. C-5276-23-D.
3. Closed session pursuant to Tex. Gov't Code Section 551.071 (Consultation with Attorney) and Tex. Gov't Code Section 551.074 (Personnel Matters) regarding the appointment, employment, duties, of Fire Chief and other related legal matters
4. Closed session pursuant to Tex. Gov't Code Section 551.074 (Personnel Matters) related to the confirmation of appointment by City Manager under Tex. Local Gov't Code Section 143.013(a)(1) of the City of Mission's Fire Chief.
5. Closed session pursuant to Tex. Gov't Code Section 551.071 (Consultation with Attorney) related to the Rio Grande Valley Humane Society contract and other matters incident thereto
6. Closed session pursuant to Tex. Gov't Code Section 551.071 (Consultation with Attorney) related to Memorandum of Understanding with Mission Economic Development Corporation regarding funding for Project ABC

## **RECONVENE**

The City Council will reconvene in open session to take any actions if necessary, on any item(s) discussed in closed session

## **ADJOURNMENT**

## **C E R T I F I C A T E**

I, the undersigned City Secretary do certify that the above notice of meeting was posted on the bulletin board of City Hall, 1201 E. 8th Street, Mission, Texas on this the 24th day of January, 2025 at 3:00 p.m.



Anna Carrillo, City Secretary

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations for a disability must be made 48 hours prior to this meeting. Please notify the City Secretary's Office at 580-8668.

#### NOTICE OF REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF MISSION

Notice is hereby given that on the **27th day of January, 2025** the City Council of the City of Mission will hold a regular meeting at 3:30 p.m. at 1201 E. 8th Street, Mission, Texas and by Teleconference to consider the following matters. The subjects to be discussed are listed on the agenda, which is attached to and made a part of this Notice.

If, during the course of the meeting covered by this Notice, the City Council should determine that a closed or executive meeting or session of the Council is required, then such closed or executive meeting or session as authorized by the Texas Open Meetings Act, Texas Government Code Section 551.001 et seq., will be held by the Council at the date, hour and place given in this Notice or as soon after the commencement of the meeting covered by this Notice as the Council may conveniently meet in such closed or executive meeting or session concerning any and all purposed permitted by the Act, including, but not limited to the following sections and purposes.

Texas Government Code Section:

- |                 |  |
|-----------------|--|
| 551.071 (1) (2) | Consultation with Attorney.  |
| 551.072         | Deliberation regarding real property.                                  |
| 551.073         | Deliberation regarding prospective gifts.                              |
| 551.074         | Personnel matters.   |
| 551.076         | Deliberation regarding security devices or security audits.            |
| 551.0785        | Deliberations involving medical or psychiatric records of individuals. |
| 551.084         | Investigation; exclusion of witness from hearing.                      |
| 551.087         | Deliberation regarding economic development negotiations               |
| 551.088         | Deliberation regarding test item                                       |

Should any final action, final decision, or final vote be required in the opinion of the City Council with regard to any matter considered in such closed or executive meeting or session, then the final action, final decision, or final vote shall be either:

- (a) in the open meeting covered by the Notice upon the reconvening of the public meeting; or
- (b) at a subsequent public meeting of the City Council upon notice thereof; as the Council shall determine.

On this the **24th day of January, 2025** this Notice was emailed to news media who had previously requested such Notice and an original copy was posted on the bulletin board at City Hall, 1201 E. 8th Street at 3:00 p.m. on said date.



Anna Carrillo, City Secretary

# Proclamation

## City of Mission



**WHEREAS**, National Boy Scout Day celebrates the founding of the Boy Scouts of America (BSA). The organization started on February 8, 1910, thanks to W.D. Boyce, an American businessman; and

**WHEREAS**, Boyce was inspired by a helpful scout he encountered in London. The Scout refused a tip for his assistance, saying he was simply doing his duty as a scout. This encounter motivated Boyce to bring the concept of scouting to the United States; and

**WHEREAS**, the Boy Scouts of America quickly grew, with the first national meeting in 1911, setting the stage for a nationwide movement. James E. West became the first Chief Scout Executive, helping to adapt the British Scouting model to fit American culture and needs; and

**WHEREAS**, National Boy Scout Day is a reminder of the organization's significant impact. The day honors the principles and activities that have helped shape responsible and skilled citizens. It also emphasizes the educational and moral foundation provided by Scouting. Through activities like earning merit badges, Scouts explore various interests and career paths; and

**WHEREAS**, Boy Scout Troop 83 was founded in Mission, Texas in the 1920's as one of the Rio Grande Valley's first Scout troops and whose rich history and youth involvement spans through decades (100 years) and the lives of hundreds of youth that have been impacted by the scout oath and promise and whose motto "Be Prepared" stands as a lasting testament of values instilled in each scout and volunteer scoutmaster for the rest of their lives;

**NOW THEREFORE**, we, the City Council of the City of Mission, Texas, do hereby declare February 8<sup>th</sup> as National Boy Scouts Day and the month of February as:

### National Boy Scouts Month

**PROCLAIMED** on this the 27<sup>th</sup> day of January 2025.

\_\_\_\_\_  
Norie Gonzalez Garza, Mayor

\_\_\_\_\_  
Jessica Ortega, Councilwoman

\_\_\_\_\_  
Ruben Plata, Mayor Pro Tem

\_\_\_\_\_  
Marissa Gerlach, Councilwoman

\_\_\_\_\_  
Alberto Vela, Councilman



## CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

**MEETING DATE:** January 27, 2025  
**PRESENTED BY:** Mike R. Perez, City Manager  
**AGENDA ITEM:** Departmental Reports – Perez

**NATURE OF REQUEST:**

Public Works – December 2024  
Planning – December 2024  
Permits & Inspections – December 2024  
Code Enforcement – December 2024  
Fire Prevention – November, December 2024  
Ambulance Response – November, December 2024  
Mission Fire Department – November, December 2024  
Sanitation Department – December 2024  
Mission Historical Museum – December 2024  
Mission Event Center – December 2024  
Mission Police Department – December 2024  
Speer Memorial Library – December 2024

**BUDGETED:** Yes / No / N/A **FUND:** \_\_\_\_\_ **ACCT. #:** \_\_\_\_\_

**BUDGET:** \$ \_\_\_\_\_ **EST. COST:** \$ \_\_\_\_\_ **CURRENT BUDGET BALANCE:** \$ \_\_\_\_\_

**BID AMOUNT:** \$ \_\_\_\_\_

**STAFF RECOMMENDATION:** Approval

**Departmental Approval:** N/A

**Advisory Board Recommendation:** N/A

**City Manager's Recommendation:** Approval *MRP*

**RECORD OF VOTE:** **APPROVED:** \_\_\_\_\_

**DISAPPROVED:** \_\_\_\_\_

**TABLED:** \_\_\_\_\_

\_\_\_\_\_ AYES

\_\_\_\_\_ NAYS

\_\_\_\_\_ DISSENTING \_\_\_\_\_





# Public Works

## December 2024 Monthly Report



### Streets Project

Cummings / 20<sup>th</sup> St  
Alley Paving



### Water Distribution Department



Backflow Preventer for Fireline



Backflow Device Inspection



Backflow Flush



### Public Works Projects



# **PUBLIC WORKS**

## **Table of Contents**

### **December 2024**

Item 5.

<b>TITLE</b>	<b>PAGE</b>
<b>Utility Billing &amp; Collection</b> .....	<b>1</b>
Analytical Statistical Comparison - Utility Billing & Collection .....	1
<b>Water Distribution</b> .....	<b>2</b>
Water Distribution Utility Line Maintenance .....	2
Water Distribution Maintenance Benchmark Summary .....	3
<b>Utility Inspections</b> .....	<b>4</b>
Subdivision Inspections .....	4
Backflow Prevention Inspections .....	5
<b>Sewer Collection Maintenance</b> .....	<b>6</b>
Sewer Collection - Inspections Benchmark .....	6
<b>Water Treatment Plant Production</b> .....	<b>7</b>
Water Production .....	7
General Operations & Maintenance - North Water Treatment Plant .....	7
General Operations & Maintenance - South Water Treatment Plant .....	8
<b>Wastewater Treatment Plant Production</b> .....	<b>9</b>
Wastewater - Plant Status .....	9
Wastewater - Staff Developments .....	9
Wastewater - General Operations & Maintenance .....	9-10
Wastewater - Contract Work .....	10
Wastewater - Special Projects .....	10
<b>Pre-Treatment Plant - Operations &amp; Maintenance</b> .....	<b>10</b>
Sludge Removal Cubic Yards .....	10
<b>Street Department</b> .....	<b>11</b>
Street Improvement Projects .....	11
Street City Pothole Maintenance .....	12
Street City Miles Swept .....	12
Lot Maintenance/Demolished Home .....	12
Sign Shop Output Measures .....	13
Street Traffic Light Maintenance .....	13
<b>Storm Drainage Division Projects</b> .....	<b>14</b>
Alley Debris Collection & Mowing .....	14
Tire Removal .....	14
<b>Fleet Department</b> .....	<b>14</b>
<b>Administration - Request for Service Calls</b> .....	<b>15</b>
<b>Health Department</b> .....	<b>16</b>
Health Department Benchmark .....	16
Health Permits .....	17
Animal Control Service Calls .....	17
Animal Control .....	18-19

## Utility Billing and Collection

## ANALYTICAL STATISTICAL COMPARISON

## ‡ UTILITY BILLING ACCRUALS ‡

BILLING TYPE	DEC - 2024	DEC - 2023	FYTD 24-25	FYTD 23-24
Water Consumption (Gals.)	377,747,000	314,353,000	1,075,237,000	1,207,913,000
Number of Customers	31,134	30,577		

## WATER &amp; WASTEWATER

Water Sales	\$ 1,254,208	\$ 1,138,134	\$ 3,607,474	\$ 3,989,917
Water Sales - <i>Granjeno</i>	2,340	2,210	6,773	7,776
Water Connections	34,893	16,230	105,523	76,230
Reconnect Fees	11,350	5,150	35,850	16,475
Sewage Service	719,504	637,446	2,049,922	2,144,787
Sewage Service - <i>Granjeno</i>	1,298	1,246	3,663	3,747
Wastewater Connections	11,280	5,060	31,200	23,100
Industrial Sewer Surcharge	1,612	1,935	2,254	1,935
Service Charge	10,884	9,625	33,722	29,431
Total	\$ 2,047,369	\$ 1,817,036	\$ 5,876,381	\$ 6,293,398

## SANITATION

Garbage Fees	\$ 698,051	\$ 679,216	\$ 2,078,372	\$ 1,959,268
Brush Fees	106,429	104,645	315,747	311,382
Total	\$ 804,480	\$ 783,861	\$ 2,394,119	\$ 2,270,650

## DRAINAGE ASSESSMENT FEE

Drainage Assessment Fee	\$ 107,230	\$ 105,484	\$ 320,994	\$ 316,143
Total	\$ 107,230	\$ 105,484	\$ 320,994	\$ 316,143

Total Billing	\$ 2,959,079	\$ 2,706,381	\$ 8,591,494	\$ 8,880,191
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## ‡ UTILITY COLLECTIONS CASH ‡

COLLECTIONS	DEC - 2024	DEC - 2023	FYTD 24-25	FYTD 23-24
Total Collections	\$ 2,095,824	\$ 1,972,777	\$ 5,807,630	\$ 6,477,958



## Water Distribution

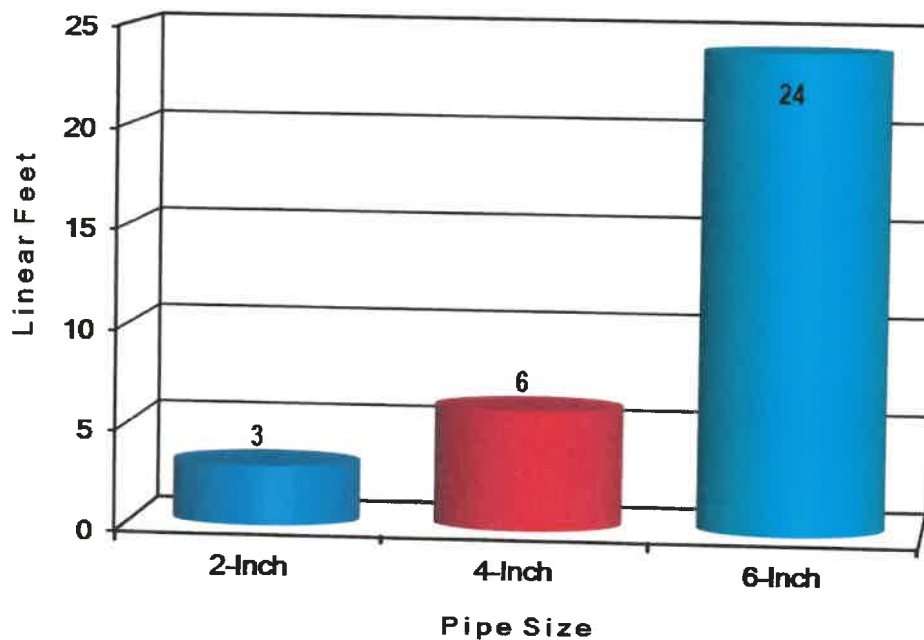
### Utility Line Installation

Water Distribution Crews installed 33 Linear Feet of Utility Line. Below are the locations where the broken line repairs took place. There were sixteen (16) major water line breaks repaired.

#### Water Distribution - Utility Line Installation

2-Inch		4-Inch		6-Inch	
1419 Perkins	3'	1603 Rio Grande	4'	1106 Sonora St	5'
		1500 Viejo Ln	2'	1901 Lake Point	19'
3 LF		6 LF		24 LF	

#### December 2024 Utility Pipe Line Installation



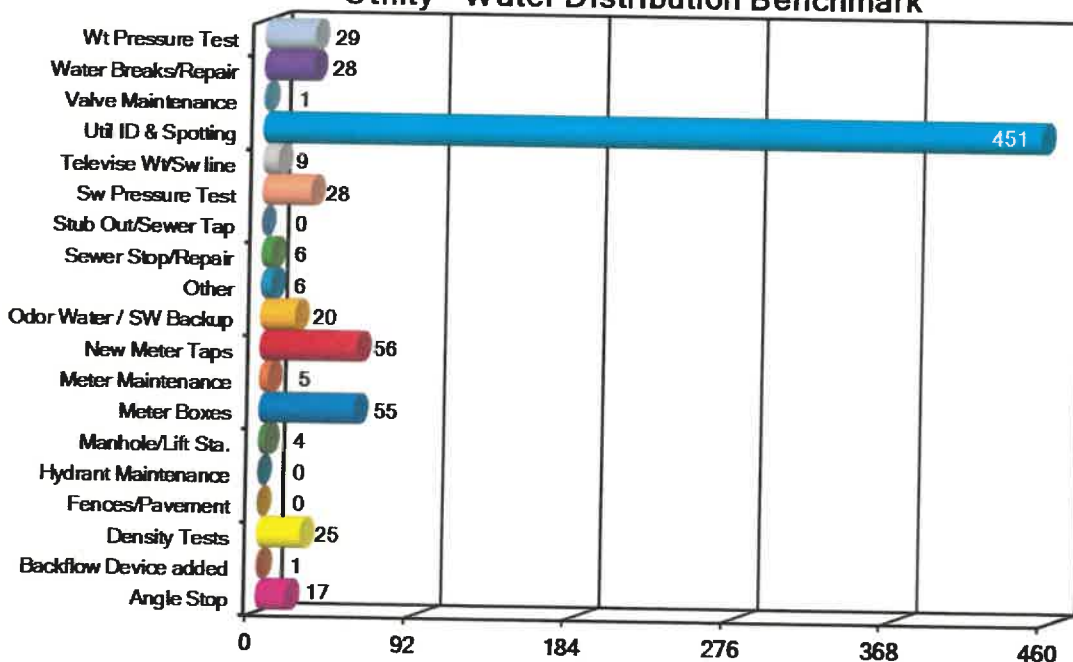
## Water Distribution

### Water Distribution - Maintenance Benchmark Summary

The following is Water Distribution's maintenance benchmark summary for December 2024

Service Type	Oct	Nov	Dec	FYTD 24-25	FY 23-24
Angle Stop	4	13	17	34	155
Backflow Device	0	0	1	1	1
Density Tests	18	10	25	53	144
Fences/Pavement	0	0	0	0	0
Hydrant Maintenance	2	0	0	2	505
Manhole/Lift Station	1	4	4	9	76
Meter Boxes	22	61	55	138	711
Meter Maintenance	1	3	5	9	127
New Meter Taps	29	72	56	157	744
Odor Water	7	17	20	44	190
Other	0	1	6	7	232
Sewer Stop/Repair/Tap	9	21	6	36	150
Stub Out Sewer	0	0	0	0	10
Sewer Pressure Test	5	2	28	35	89
Televise Sewer line	6	3	9	18	28
Utility ID & Spotting	720	533	451	1,704	7,764
Valve Maintenance	1	1	1	3	27
Water Break/Repair	50	27	28	105	450
Water Pressure Test	11	5	29	45	36
<b>Totals</b>	<b>886</b>	<b>773</b>	<b>741</b>	<b>2,400</b>	<b>11,439</b>

December 2024  
Utility - Water Distribution Benchmark





**Water Distribution - Utility Inspections** Utility Inspectors, Mr. Lupe Vela and Mr. Carlos Fuentes, conducted inspections on thirty-four sites see below, performed 25 Density Tests, 28 Air Tests, 28 Mandrel Tests. Inspectors worked on 125 line locates.

	Site/Subdivision	Start Date	Completion Date	Location	Inspection Description
1	All Heart Church	3/2023		3 Mile / Shary	Under Construction
2	Anacua Village	7/2024		Mayberry / 8 <sup>th</sup> St.	Under Construction
3	Anzalduas Industrial Park PH 1	4/2024		Military / Bryan	Under Construction
4	Anzalduas Industrial Park PH 7	3/2024		Military / Bryan	Under Construction
5	Augusto Contreras	2/2023		Shary / Bus 83	Under Construction
6	Bentsen Grove	9/2022		Inspiration / 1 Mile South	Under Construction
7	Bentsen Palm PH III	1/2023		Inspiration / 1 Mile South	Under Construction
8	Bryan Landing	7/2024		Bryan / N. 2 Mile	Under Construction
9	Camelias Plaza	9/2023		FM 495 / Bryan	Under Construction
10	Cap Storage Victoria Drive, LLC	6/2023		Shary / Victoria	Under Construction
11	City of Mission W-A15, S Conway L.S.	7/2020		Trinity / Conway South	Under Construction
12	Coastal Plaza	11/2021		Expressway / Bryan Road	Under Construction
13	Cross Church	7/2023		Expressway / Glasscock	Under Construction
14	Crystal Estates	9/2023		Inspiration Rd / Esperanza	Under Construction
15	Deleon-Zamora	7/2024		4 Mile / Conway	Under Construction
16	El Milagro PH I	12/2022		Los Indios / Bryan	Under Construction
17	Excel Carriers	7/2023		3 Mile / La Homa	Under Construction
18	Granada Subdivision PH II	11/2024		Los Indios / Grand Canal Dr	Under Construction
19	Holland Terrace	7/2024		Holland / 25 <sup>th</sup> St.	Under Construction
20	Khiti Chiropractic	7/2024		Bryan / Bus 83	Under Construction
21	Las Esperanzas	1/2023		Glasscock / Frontage 83	Under Construction
22	Las Misiones De San Jorge	9/2023		S Conway / Military	Under Construction
23	Lucksinger Apartments	9/2021		Lucksinger / Bus 83	Under Construction
24	Mayfair at Trinity	5/2024		Bryan / Trinity	Under Construction
25	Monarza Estates	9/2023		3 ½ N Mayberry	Under Construction
26	Retama Village VI	7/2024		Military / Schuerbach	Under Construction
27	Sendero Phase I	1/2023		1 Mile South	Under Construction
28	Sendero Phase II	2/2022		1 Mile South	Under Construction
29	Sharyland Bus Park PH I	3/2022		Anzalduas / Military	Under Construction
30	Shary Town Plaza	7/2023		Shary / 4 <sup>th</sup> St.	Under Construction
31	Springwood Manor Estates	6/2024		Stewart / School Lane	Under Construction
32	The Reserve at Taylor	4/2024		Taylor / FM 495	Under Construction
33	Tierra Dorada Lift Station	7/2024		Tierra Dorada	Under Construction
34	Turtle Cove	9/2023		Mile 3 / White Oak	Under Construction

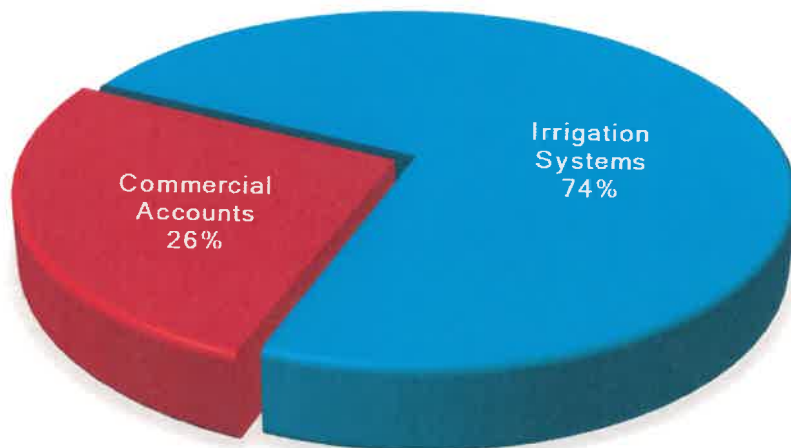
### Water Distribution - Backflow Prevention Inspections

There were nineteen (19) Backflow Prevention Assembly Inspections that Mauro Anzaldua Jr. performed to keep our water lines free from back siphonages and water backflow contamination for December.

#### 2024-25 Backflow Inspections

Tests / Surveys	Oct	Nov	Dec	FYTD 24-25	FY 23-24
Inspection of <i>Commercial</i> Accts	4	6	5	15	71
Inspection of <i>Sprinkler</i> Accts	16	10	14	40	137

#### December 2024 Backflow Prevention Inspections



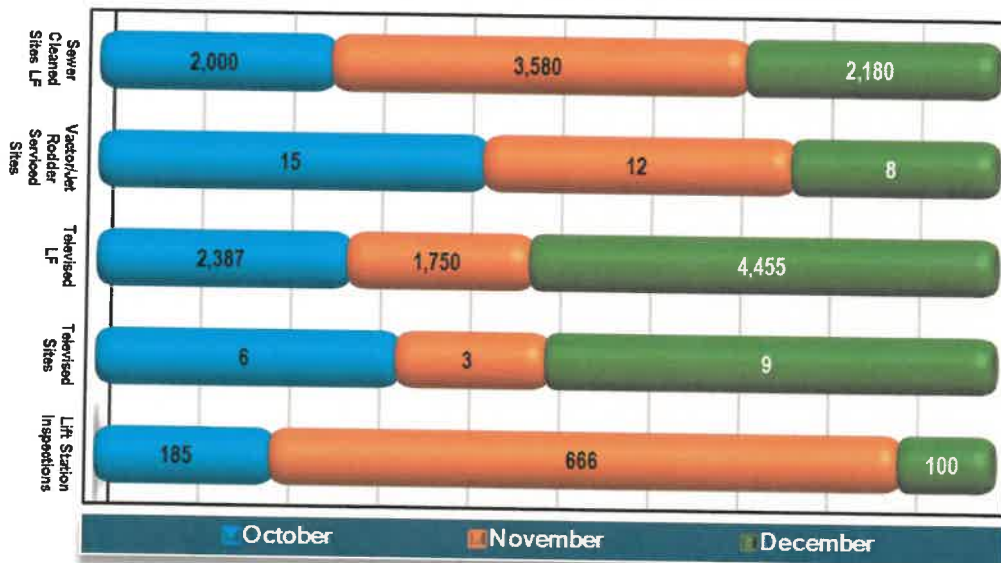
## Water Distribution - Sewer Collection

Our Sewer Collection Crews inspected and maintained monthly the City's 40 active Sewer Lift Stations and approximately 374.58 miles of sewer lines by responding to 20 sewer backups, 9 sewer line televised sites, cleaned 8 sewer line sites (4 Vactor / 4 Jet Rodder) and 100 lift station work orders for this month.

### Sewer Lift Station Inspections Vactor / Jet Rodder Cleaning Services

Service Type	Oct	Nov	Dec	FYTD 24-25	FY 23-24
Lift Stations Inspections	185	666	100	951	5889
Televised Sites	6	3	9	18	28
Televised Linear Feet (LF)	2387	1750	4455	8592	15519
Vactor/Jet Rodder Serviced Sites	15	12	8	35	23
Vactor/Jet Rodder Serviced Linear Feet (LF)	2000	3580	2180	7760	4428

### 2024-25 Sewer Collection Lift Station Inspections, Televised & Serviced Sites



## Water Treatment Plant

### Water Production

Water Plant Operators at our North and South Water Treatment Plants treated 373.435 million gallons of water.

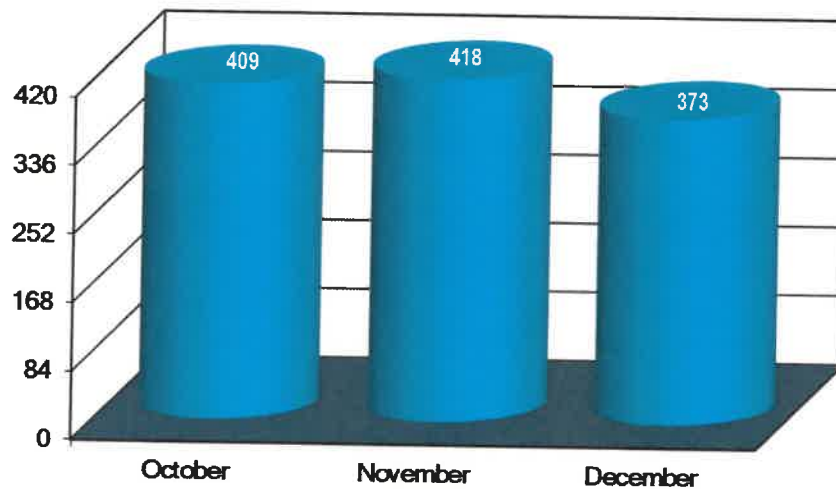
**2024-25 Water Million Gallons (MG)**

Avg	Max	Min	Oct	Nov	Dec	FYTD 24-25	FY 23-24
12	13	10	409	418	373	1,200	4,915

Parameters Exceeded: N/A

Rainfall: 0.30"

**2024-25 Water Production  
Million Gallons (MG)**



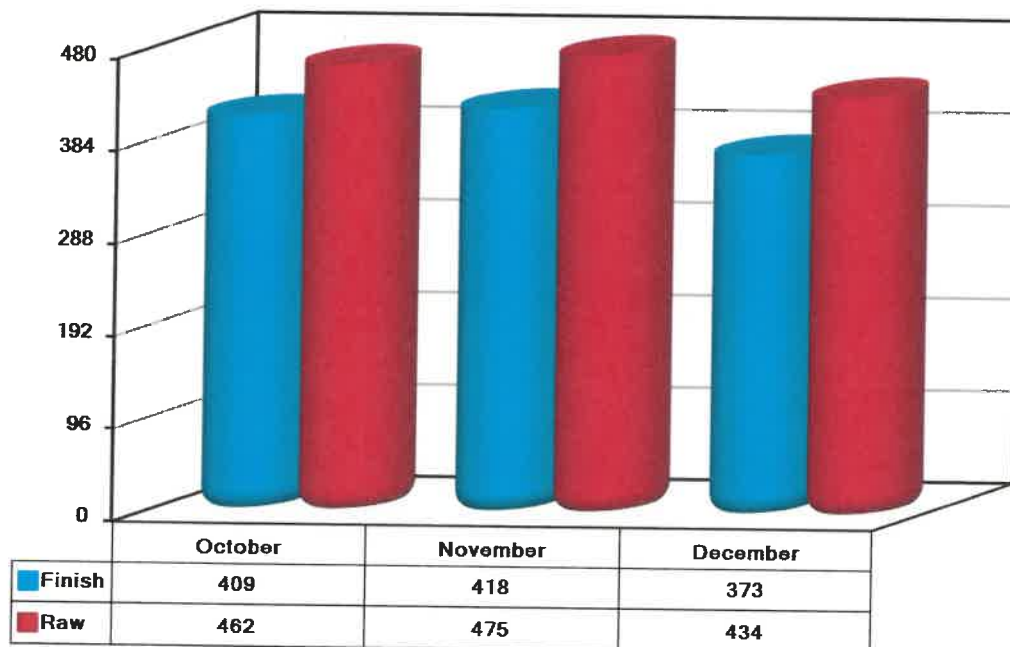
### Operations and Maintenance - North Water Treatment Plant

- The International Dioxide Company (IDI) collected the monthly chlorite samples.
- Staff continued with performing maintenance on pumps and motors.
- Operators performed required daily and monthly water lab analysis, backwashed and cleaned required filters.
- COVID-19 safety practices continue based on the CDC Guidelines and staff are encouraged to wear masks and practice social distancing.
- Reviewed water quality lab results from the following certified laboratories:
  1. Ana-Lab (Chlorite, TOC, SUVA)
  2. Eurofins Eaton Analytical (Chlorite)

## Operations and Maintenance - South Water Treatment Plant

- The International Dioxide Company (IDI) collected the monthly chlorite samples.
- Operators continued with regular maintenance of pump and motors, as well as, kept up with mowing grass in the facilities and towers.
- Currently, as of January 7, 2025, the Falcon Reservoir water level is at 14.2% and the Amistad Reservoir water level is at 26.5%, respectively. The average of both water reservoir levels is at 20.35%.
- Operators performed daily and monthly water lab analysis, backwashed and cleaned required filters.
- Staff performed necessary Water Plant and Reservoir adjustments; such as water influent, water effluent, water levels and chemical adjustments.
- Staff maintained grass trimmed at two treatment plants, reservoirs and distribution Water Towers.
- Initiated preventive maintenance on equipment as deemed necessary and exercised Emergency Generators weekly.

**Water Treatment Plants  
2024-25 Raw & Finish Water  
Million Gals. (MG)**





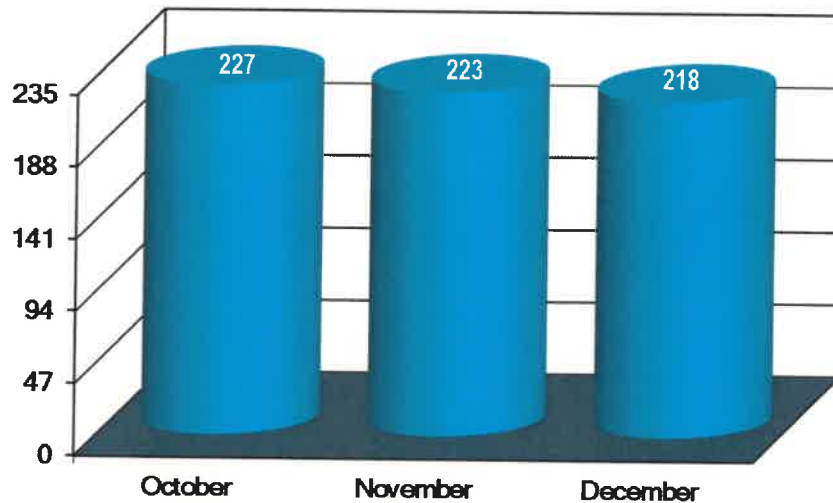
## Wastewater Treatment Plant

**Wastewater - Treatment** Wastewater Plant staff treated 218.010 million gallons of Wastewater.

**2024-25 Wastewater Million Gallons (MG)**

Avg	Max	Min	Oct	Nov	Dec	FYTD 24-25	FY 23-24
7.0	7.5	6.4	227	223	218	668	2,719

**2024-25 Treated Wastewater  
Million Gallons (MG)**



**Wastewater - Wastewater Plant Status** No violations for December and there were no violations for November 2024. Plant operated at 55.08% capacity; Plant is rated at 13.5 mgd; and Plant Yearly Averaged 7.408 mgd. There was 0.2 inches rainfall.

**Wastewater - Risk Management Program** Plant followed the suggested CDC Guidelines for COVID-19, as well as, all employees received Proper Protection Equipment when needed. All cleaning and disinfection are done by janitorial staff. Facilities checked all filters for all buildings with climate control systems and also checked equipment for fire hazard preparation. Staff was instructed to inform authorities if unauthorized personnel were in the Plant after hours. Only the authorized may visit and Visitors will need to sign in the lobby or schedule an appointment with the department.

**Wastewater - Staff Developments** Eric Hernandez has started his training for process control and will start training on basic Plant knowledge and test for the TCEQ "D" Wastewater license. Ramiro Ortiz, Chief Operator, will be responsible for all processing of water samples and TCEQ compliances that is critical for Wastewater Plant operations.

**Wastewater - Facility Activities** Supervisory Staff continues to support the team with training goals and best practices towards maintaining the Plant in compliance with TCEQ regulatory inspections. Other rehabilitation projects are on their way and are pending approvals. These projects will allow the Plant to continue to provide effective sewage treatment and environmental protection of water for the State of Texas.

**Wastewater - General Maintenance** Staff maintained grass trimmed, initiated preventive maintenance on equipment as deemed necessary; and (automatically) exercised two emergency generators once a week. The following repairs were completed in-house.

1. Odor control systems were monitored and adjusted to reduce malodorous emissions.
2. Operators continued routine cleaning of Clarifiers side walls to remove algae buildup.
3. Pumps at our Main Lift Station were exercised for better flow to our Screening System at head works.
4. Operators cleaned "Tea Cup" Grit System at head works on a weekly basis.

**General Maintenance continued**

5. Maintenance Crew worked on the Lift Station pumps and exercised all pumps at the Main Lift Station.
6. Maintenance Crew worked on thickener pump leaks, repairs and adjustments.
7. Operators repaired water supply line leaking valve with new valve.
8. Maintenance greased bearings on schedule.
9. Gate for Pre-Treatment Pond was repaired by Maintenance Staff.
10. Grounds keeping was done by all Operators.

**Wastewater - Contract Work**

City's Contracted out electricians worked on the following.

1. J&E worked on the RAS Pump No. 4.
2. Hill-Tex work done at the Plant was as follows.
  - Worked on Aerator No. 3 control panel.
  - Worked on Thickener Clarifier System.
  - Worked on Grit System leak repair at the headwork system.

**Wastewater - Other Contract Work**

1. CB3 continued to provide the Plant with sludge and grit removal services.
2. Cintas provided uniform services and entrance door mat replacements on a weekly basis.
3. Polydine supplied us with polymer totes for aiding in sludge dewatering at Belt Press System.
4. Facilities Department worked on the Administration building and air filter exchanges for Plant.

**Wastewater - Lab Status**

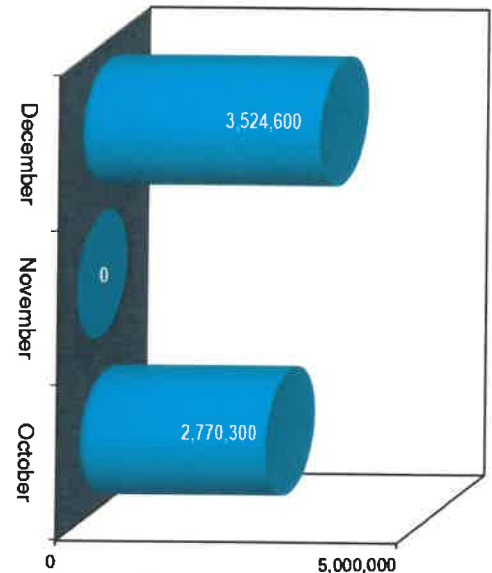
All equipment and supplies met TCEQ standards for analysis and are concurrent with Standard Method procedures. ERA annual testing was completed and Lab passed all analysis categories. Reports were finalized and sent to TCEQ for annual compliance. Plant Supervisor continued using the EPA Discharge Monitoring Report federal reporting system to comply with TCEQ regulations; Plant is following TCEQ rules and regulations and Operators are dedicated to the cleaning and disinfection of water and its reintroduction back to the environment.

**Wastewater - Special Projects**

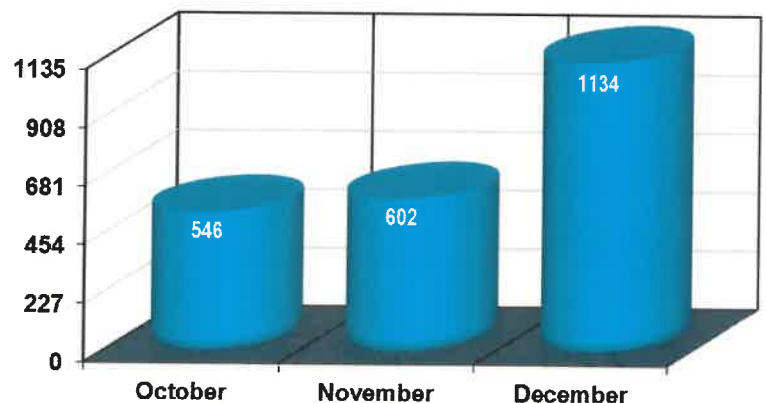
The Capital Improvement Projects include clarifier covers for UV Protection Industrial Pond Rehab, Digester Aeration Upgrade and other needed projects; Discussed the future improvements for redundancy at our Dewatering Sludge System (Belt Press). Clarifier Covers or equipment needed for algae removal is a project that the Plant is initializing; the removal of algae buildup at the clarifier walls and weirs; This treatment process gains a significant increase in disinfection. Equipment downstream of the Clarifier System is cleaner and decreases wear and tear of UV light bulbs and will eliminate man hours and reduces the risk of injury.

**Pre-Treatment**

Four surface aerators and motors are operational. Clarifier at Pretreatment was cleaned up of debris on the surface. All industrial flows to the Plant continued to be accounted for by meter totalizers and truck tickets. The Lone Star Citrus Company transported 81 truckloads of 405,000 gallons of citrus wastewater to the Pretreatment System. Pretreatment flow of waste from Rio Grande Juice Company and MPI (Metal Plating Industry) was 3,524,600 million gallons. Total sludge hauled was 1,134 cubic yards equivalent to 63 roll off containers.

**2024-25 Pretreatment Flow (MG)****2024-25 Sludge Removal**

Month	Roll Offs	Cu/Yds
Oct	39	546
Nov	43	602
Dec	63	1,134
FYTD 24-25	145	2,282
FY 23-24	530	7,365

**2024-25 Sludge Removal - Cubic Yards**

## Street Division - Benchmark Summary

Our Street Crews paved 564 linear feet of Alleyway and patched approximately 726 Potholes; placed a total of 10 Signs, 13 Poles (cemented); inspected and repaired 69 Traffic Lights and Street Lamps; 1,258 Street Miles was Swept; removed 340 Tires; one (1) Lot Maintenance and street crews cleared right-of-way tree limb obstructions. There were 230 customers and a monetary Collection of Debris totaling \$7,462.

### Street Improvement & Construction Projects

Project Name	Linear Feet	Construction % Completion	Current Status	Project Cost	Contractor
Cummings / 20 <sup>th</sup> Street (Alley)	564 LF 90 Tons	100%	100%	\$ 6,946	Street Department

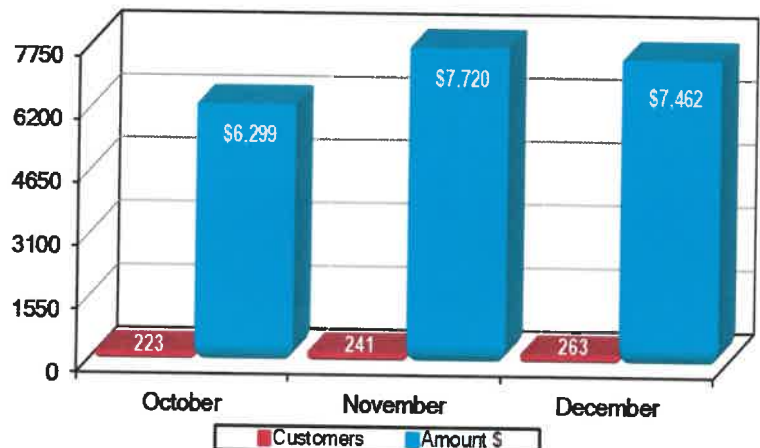
### Collection of Debris

There were 230 customers with a collection of debris totaling \$ 7,462.

#### Collection of Debris

Month	Customers	Amount \$
Oct	223	\$ 6,299
Nov	241	\$ 7,720
Dec	230	\$ 7,462
FYTD 24-25	694	\$ 21,481
FY 23-24	2,582	\$ 71,496

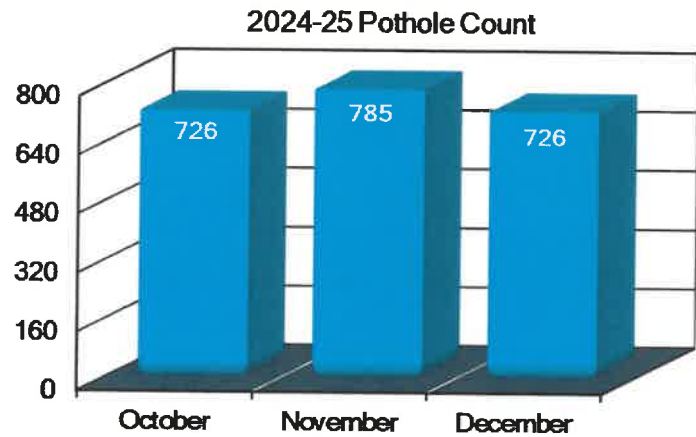
#### 2024-25 Collection of Debris



### City Pothole Maintenance

Street Crews filled a total of 726 potholes.

Month	FYTD 23-24	FYTD 24-25
Oct	767	726
Nov	789	785
Dec	675	726
Totals	2,231	2,237



### City Street Miles Swept

Mr. Torres, Mr. Gutierrez, Mr. Medina, Sweeper Operators, cleaned 1,258 street miles.

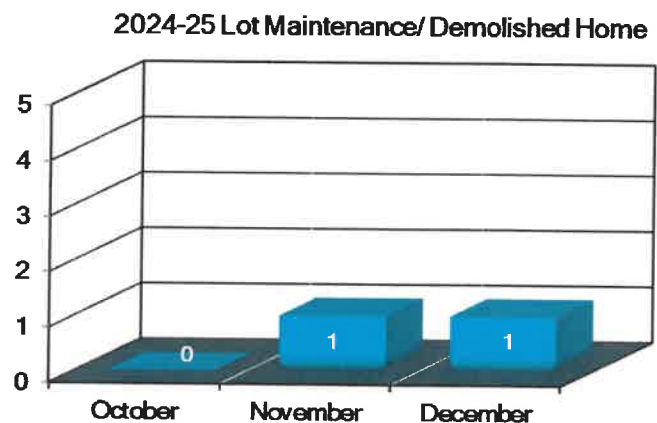
Month	FYTD 23-24	FYTD 24-25
Oct	1,048	1,662
Nov	837	1,497
Dec	1,239	1,258
Totals	3,124	4,417



### Lot Maintenance / Demolished Home

There was one demolished home or lot maintenance.

Month	FYTD 23-24	FYTD 24-25
Oct	0	0
Nov	0	1
Dec	0	1
Totals	0	2





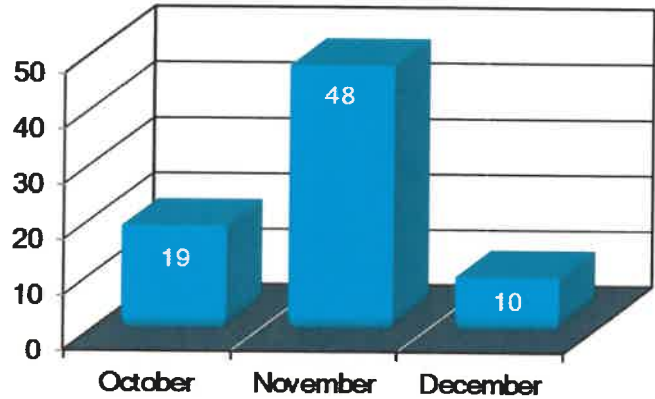
### Sign Shop Output Measures

Crews installed 10 signs (4 stop signs) and 13 cemented poles.

2024-25 Sign Installation

Month	FYTD 23-24	FYTD 24-25	Posts
Oct	33	19	11
Nov	24	48	28
Dec	50	10	13
Totals	107	77	52

2024-25 Sign Installations



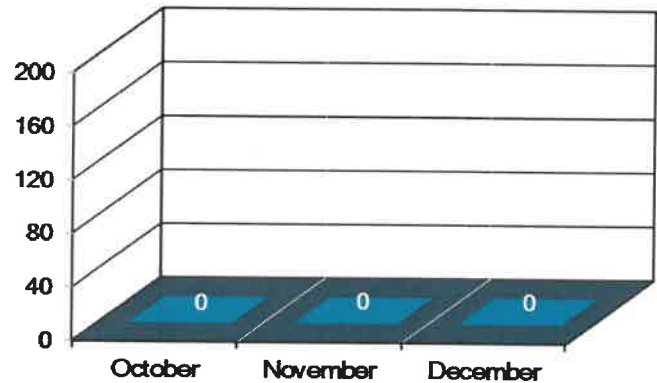
### Street Light Maintenance

There were no Street Light inspections this month.

2024-25 Light Maintenance

Month	FYTD 23-24	FYTD 24-25
Oct	0	0
Nov	0	0
Dec	0	0
Totals	0	0

2024-25 Street &amp; Expressway Light Outages



### Traffic Signal Maintenance

Assisted Streets Crew with cutting tree and 2 road closures due to repair of telephone cables.

School Zone				Traffic Signals Light Changes							
Month	Light Bulb Replacement	Re-set Controller	School Maint	Green	Red	Amber	Walk / Don't Walk	Trouble shoot Controller	Reg Maint	Misc	Total
Oct	0	0	8	1	1	0	0	6	37	45	98
Nov	0	0	0	2	0	2	1	5	28	23	61
Dec	2	2	2	1	0	3	0	7	24	28	69
24-25	2	2	10	4	1	5	1	18	89	96	228
23-24	19	43	146	14	14	15	29	60	365	459	1164



**Storm Drainage** Street Crews cleared debris from storm drains and ditches throughout the City.

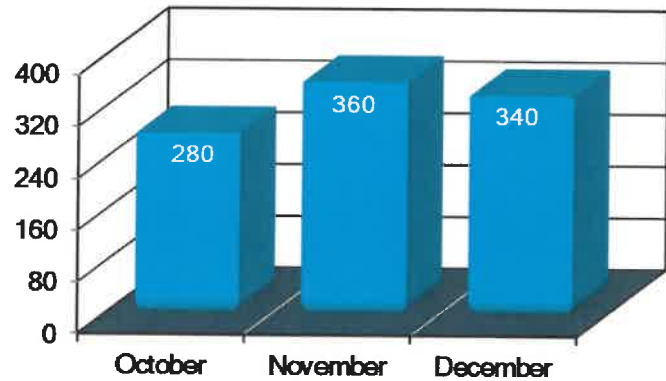
**City Crew Collect Debris** Our Alley Crew cleaned alleyways and averaged 5 trailer loads daily and mowed an average of 2 miles of alleyway.

**Tire Removal** Our Streets Crew removed 340 tires from the City this month.

Tire Collection

Month	FYTD 23-24	FYTD 24-25
Oct	210	280
Nov	432	360
Dec	210	340
Totals	852	980

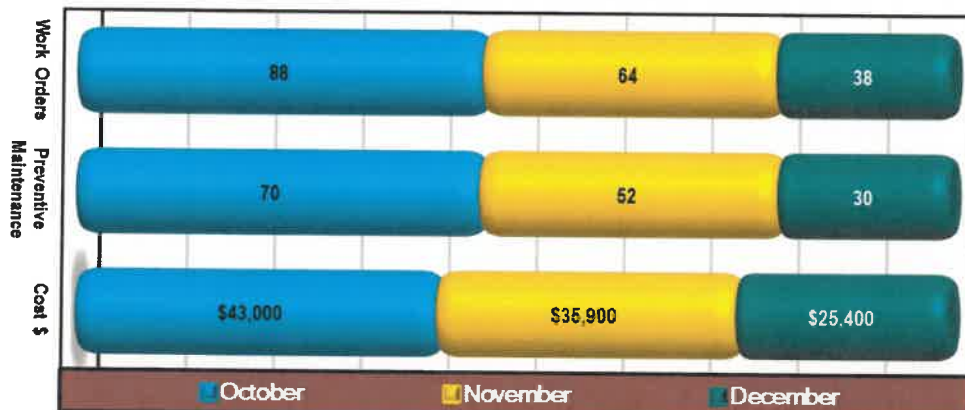
2024-25 Tire Removal



2024-25 Fleet Maintenance &amp; Cost Summary

Charge Code	Work Orders	Preventive Maintenance	Cost \$
Oil Changes / PM	30	30	\$ 8,900
Repairs	8	0	\$ 16,500
December	38	30	\$ 25,400
FYTD 24-25	190	152	\$ 104,300
FY 23-24	1,012	717	\$ 492,800

2024-25 Fleet Work Order Benchmark

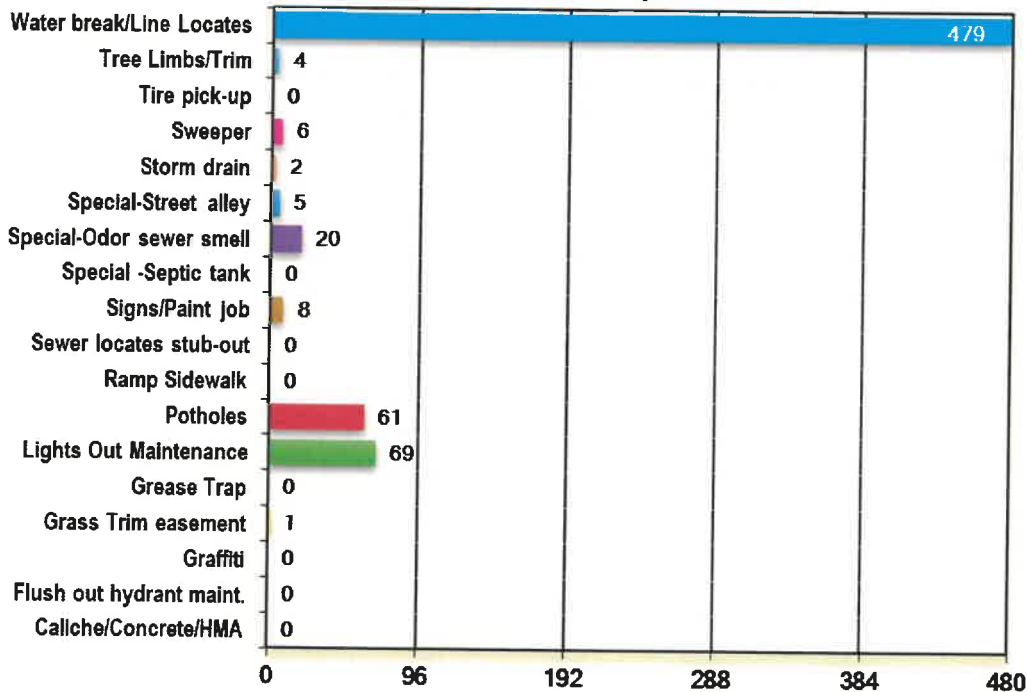


## Administration Request for Service Calls

### 2024-25 Request for Service Calls

Service Type	Oct	Nov	Dec	FYTD 24-25	FY 23-24
Caliche/Concrete/HMA	0	0	0	0	8
Flush Hydrant Maintenance	2	0	0	2	505
Graffiti	0	0	0	0	0
Grass Trim easement	9	1	1	11	115
Grease Trap	0	0	0	0	0
Lights Out Maintenance	90	61	69	220	1,164
Potholes	121	53	61	235	592
Ramp Sidewalk	1	0	0	1	11
Sewer locates stub-out	0	0	0	0	9
Signs/Paint job	6	1	8	15	43
Special -septic tank	0	0	0	0	0
Special-Odor smell	7	17	20	44	189
Special-Street alley	9	1	5	15	75
Storm drain	8	4	2	14	79
Sweeper	11	3	6	20	109
Tire pick-up	0	19	0	19	62
Tree Limbs/Trim	19	4	4	27	204
Water break/Line locates	770	560	479	1,809	8,214
<b>Total</b>	<b>1,053</b>	<b>724</b>	<b>655</b>	<b>2,432</b>	<b>11,379</b>

### December 2024 - Request for Service Calls

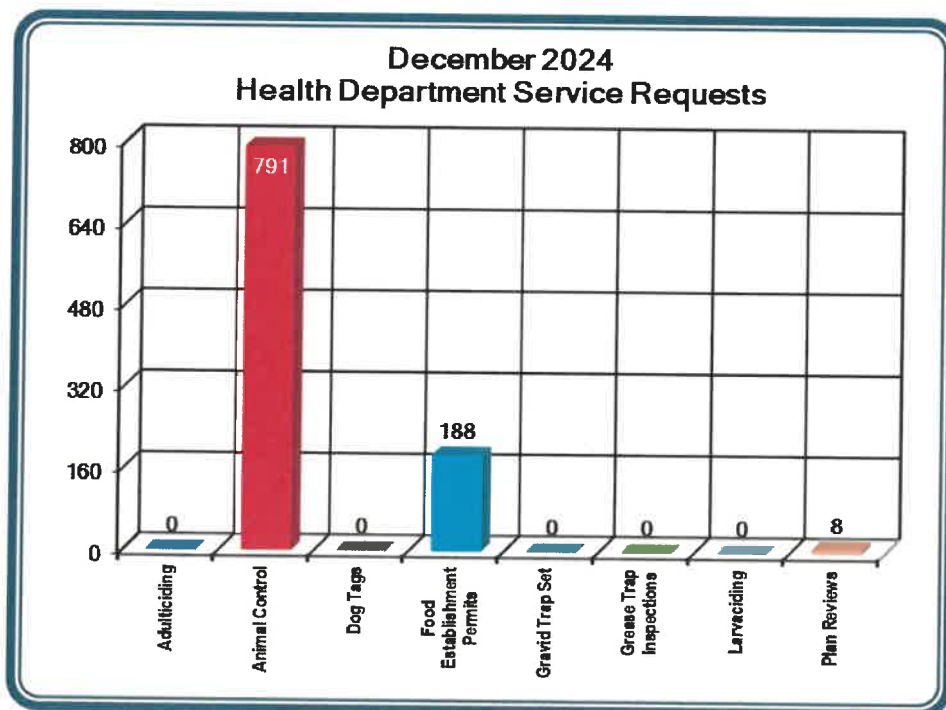


## Health Department

### Health Department Benchmark Summary

Following are the services provided by the Health Department for December 2024.

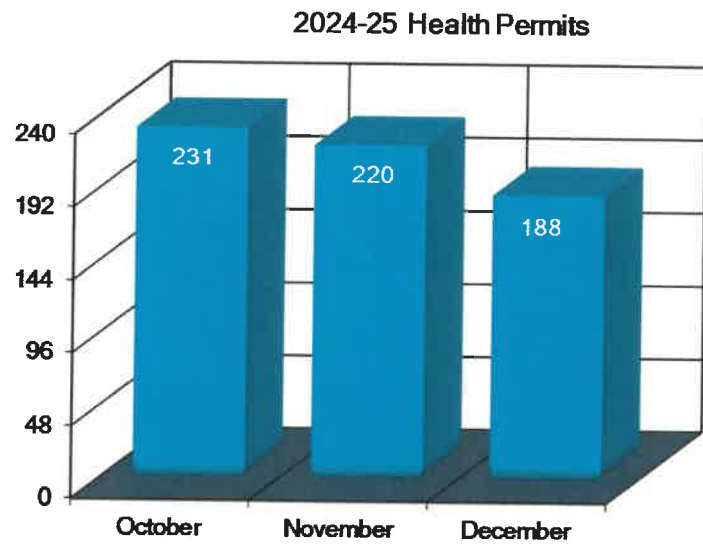
Service Type	Oct	Nov	Dec	FYTD 24-25	FY 23-24
Adulticiding	0	0	0	0	123
Animal Control	970	770	791	2,531	9,269
Dog Tags	0	0	0	0	33
Food Est. Permits	231	220	188	639	1,054
Gravid Trap Set	0	0	0	0	0
Grease Trap Inspections	0	0	0	0	0
Larvaciding	0	0	0	0	12
Plan Reviews	7	10	8	25	87
<b>Total</b>	<b>1,208</b>	<b>1,000</b>	<b>987</b>	<b>3,195</b>	<b>10,578</b>



## Health Permits

A total of 188 Food Establishment permits were issued this month.

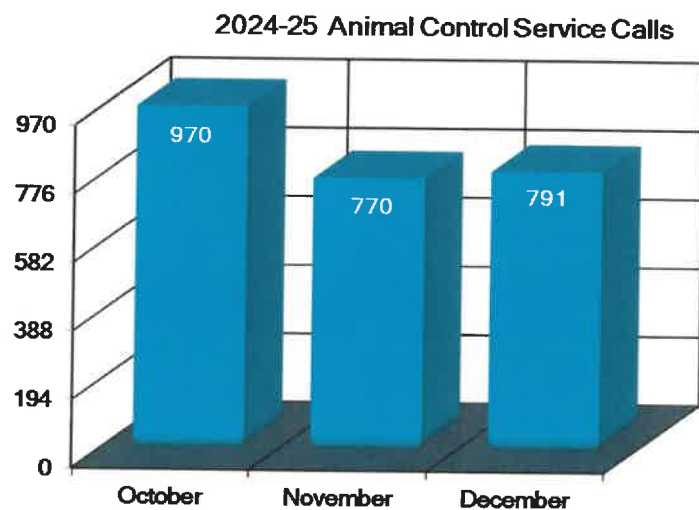
Food Establishment Permits		
Month	FY 23-24	FY 24-25
Oct	114	231
Nov	66	220
Dec	41	188
Totals	221	639



## Animal Control Service Calls

Citizens called (791 calls) regarding Animal Control concerns.

Animal Control Calls		
Month	FY 23-24	FY 24-25
Oct	756	970
Nov	560	770
Dec	600	791
Totals	1,916	2,531



## Health Department Animal Control

Our City's Animal Wellness Officers, Daniel, Ivan and Jesus reported the following Animal Control for December. The staff from Alton and Palmview did not report for December. There were 226 requests for service orders completed by City staff this month.

### Dogs

CITY	Stray	Bite Case	Seized	D.O.A.	Owner Surrender	Escape, Lost, Etc.	Dec	YTD 24-25
Mission	110	5	0	21	1	0	137	337
Alton	0	0	0	0	0	0	0	1
Palmview	0	0	0	0	0	0	0	0
Dec	110	5	0	21	1	0	137	
YTD 24-25	253	22	0	61	1	1		338
FY 23-24	1067	86	7	173	61	0		1048

### Cats

CITY	Stray	Bite Case	Seized	D.O.A.	Owner Surrender	Escape, Lost, Etc.	Dec	YTD 24-25
Mission	43	0	0	33	0	0	76	224
Alton	0	0	0	0	0	0	0	0
Palmview	0	0	0	0	0	0	0	0
Dec	43	0	0	33	0	0	76	
YTD 24-25	133	3	0	88	0	0		224
FY 23-24	799	5	3	253	8	0		1068

### Wildlife

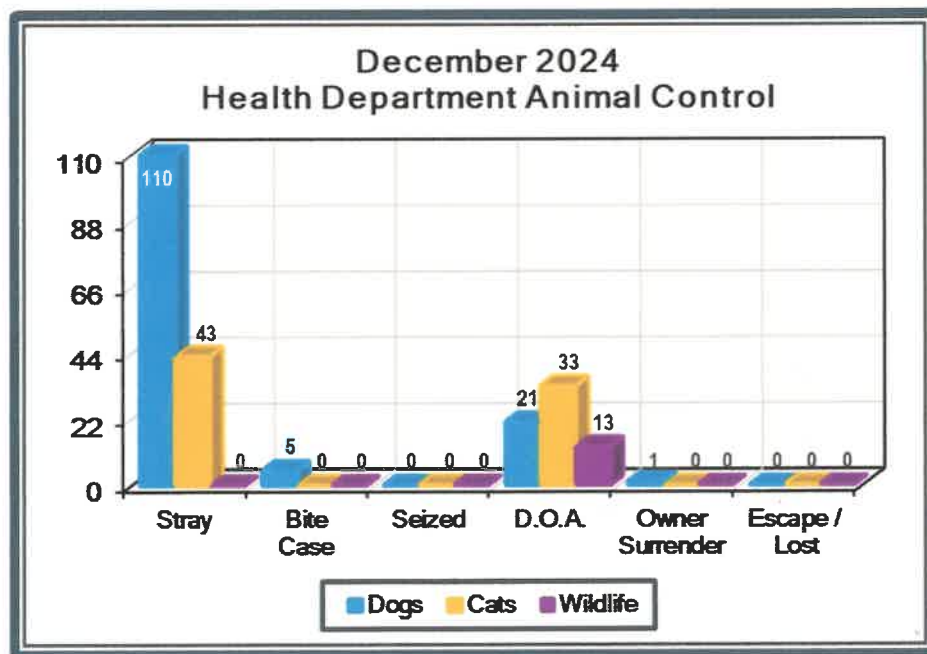
CITY	Stray	Bite Case	Seized	D.O.A.	Owner Surrender	Escape, Lost, Etc.	Dec	YTD 24-25
Mission	0	0	0	13	0	0	13	41
Alton	0	0	0	0	0	0	0	0
Palmview	0	0	0	0	0	0	0	0
Dec	0	0	0	13	0	0	13	
YTD 24-25	0	0	0	41	0	0		41
FY 23-24	23	0	0	128	3	0		166

## Health Department Animal Control Summary

Below is our Health Department Animal Control Shelter fiscal year summary of dogs, cats, and wildlife.

### December 2024 Health Department Animal Control

Animal Type	Stray	Bite Case	Seized	D.O.A.	Owner Surrender	Escape / Lost	Dec	YTD 24-25
Dogs	110	5	0	21	1	0	137	338
Cats	43	0	0	33	0	0	76	224
Wildlife	0	0	0	13	0	0	13	41
Dec	153	5	0	67	1	0	226	
YTD 24-25	386	25	0	190	1	1		603
FY 23-24	1,889	91	10	569	69	0		2,628



**MEMORANDUM**

**TO:** MIKE PEREZ, CITY MANAGER

**FROM:** SUSANA DE LUNA, PLANNING DIRECTOR

**DATE:** JANUARY 3, 2025

**SUBJ:** MONTHLY REPORT DECEMBER 2024

\*\*\*\*\*  
ACTIVITY REPORT FOR THE PLANNING DIVISION IS PROVIDED FOR THE PREVIOUS MONTH.

**DECEMBER 2024**

<b>REZONINGS:</b>	<b>3</b>
<b>CONDITIONAL USE PERMIT:</b>	<b>6</b>
<b>HOMESTEAD APPROVALS:</b>	<b>0</b>
<b>SUBDIVISIONS:</b>	<b>3</b>
<b>SINGLE LOT VARIANCES:</b>	<b>0</b>
<b>VARIANCES (ZBA):</b>	<b>5</b>
<b>SITE PLAN APPROVALS:</b>	<b>2</b>
<b>OTHER P&amp;Z REQUESTS:</b>	<b>1</b>



**Building Permit and Inspections  
Activity Report for  
The Month of December 2024**

<b>Total # of Building Permits</b>	<b>Building Permit Value</b>	<b>Building Permit Fee</b>	<b>Types of Building Permits</b>
37	\$6,110,440.00	\$13,799.15	New Dwelling
1	\$125,000.00	\$755.00	Commercial
			Assembly
17	\$7,300,000.00	\$23,316.00	Apartments
			Warehouse
			Move Out Houses/Move Within
			Move In Houses
12	\$29,876.00	\$1,260.00	Move in Mobile Homes
			Schools
4	\$97,000.00	\$1,220.00	Swimming Pools
5	\$14,808.00	\$0.00	Sheds
6	\$52,200.00	\$455.00	Signs
8	\$109,971.00	\$251.00	Fence
			Tower
			Gas Tanks Pumps
1	\$8,500.00	\$55.00	Demolition
			Water Well/Recreation Const.
<b>91</b>	<b>\$ 13,847,795.00</b>	<b>\$ 41,111.15</b>	<b>Totals</b>
<b>Additions / Remodeling</b>			
25	\$812,652.00	\$4,743.07	Residential Buildings
5	\$641,500.00	\$5,986.50	Commercial Buildings
			Apartment Buildings
			Assembly Buildings
			School Buildings
2	\$5,500.00	\$85.00	Awnings/Decks
6	\$84,389.00	\$1,382.55	Carports/Concrete
20	\$112,072.00	\$739.30	Porches/Driveways/Sidewalks
2	\$78,000.00	\$218.20	Garages/Canopies
			Hobby Shops
<b>60</b>	<b>\$ 1,734,113.00</b>	<b>\$ 13,154.62</b>	<b>Totals</b>
<b>Total Building Permits</b>			<b>151</b>
<b>Total Building Valuation</b>			<b>\$15,581,908.00</b>
<b>Total Building Permit Fees</b>			<b>\$54,265.77</b>

Prepared By: Rachel Alvarez  
Date: 1/2/2025

Monthly Report for December 2024**III. Other Fees****A. Business License Application**

Number	22
Permit Fees	\$1,100.00

**B. Garage Sale Permits**

Number	153
Permit Fees	\$1,675.00

**C. Health Cards**

Number	0
Permit Fees	\$0.00

**D. Builder Registration**

Number	12
Permit Fees	\$1,100.00

**E. Electrician Registration**

Number	0
Permit Fees	\$0.00

**F. Plumbing Registration**

Number	0
Permit Fees	\$0.00

**G. Mechanical Registration**

Number	1
Permit Fees	\$100.00

**H. House Inspections**

Number	1
Permit Fees	\$100.00

**I. Planning & Zoning Applications**

Number	22
Permit Fees	\$5,600.00

Page 2  
Monthly Report for December 2024

**I. Permits Issued**

**A. Building**

Number	151
Value	\$15,581,908.00
Permit Fees	\$54,265.77

**B. Electrical, T-Pole, & T-Clear**

Number	118
Permit Fees	\$13,481.00

**C. Mechanical**

Number	38
Value	\$284,684.00
Permit Fees	\$3,816.50

**D. Plumbing, Gas & Sprinkler System**

Number	97
Permit Fees	\$14,802.00

**TOTALS**

<b>Total Permits Issued</b>	<b>404</b>
<b>Total Valuation</b>	<b>\$15,866,592.00</b>
<b>Total Permit Fees</b>	<b>\$86,365.27</b>

**II. Number of Inspections Conducted** 528



**CODE ENFORCEMENT**  
**MONTHLY REPORT**  
**DECEMBER 2024**

Item 5.

COMPLAINTS RECEIVED	73
WEEDY LOT LETTERS	4
PROPERTIES SENT TO MOWER'S LIST	9
PROPERTIES MOWED	12
SIGNS	158
JUNKED VEHICLES/ BOATS	9
CONSTRUCTION W/OUT PERMIT/SETBACKS	8
HEALTH & SANITATION/STAGNANT WATER	25
HOME OCCUPATION	2
SIGHT OBSTRUCTION/SIDEWALKS/RIGHT OF WAY/DRIVEWAYS	1
UNSAFE/UNSECURED BUILDING	4
DOUBLE OCCUPANCY/HOOKED RV	0
ILLEGAL DUMPING	2
NON RESIDENTIAL PARKING/SEMI-TRUCKS	1
NO BUSINESS LICENSE/CUP REQ'D/NO GARAGE SALE PERMITS	24
STORAGE OF VEHICLES/BOATS/TRAILERS	1
DEMOLITION FOR UNSAFE BUILDINGS	0
PARKING LOT MAINTENANCE/POTHoles/LIGHTING/LANDSCAPING	13
IPMC VIOLATIONS	6
P&Z ZONING VIOLATIONS/SUBDIVISION	0
PARKING ON LAWN	4
CASES FILED IN COURT	26
CASES SEEN IN COURT	27
CASES CLOSED	42
CALL-IN'S	40
WALK-IN'S	3
311-COMPLAINTS	8
INTERNAL COMPLAINTS/E-MAILS	22

# **MISSION FIRE PREVENTION MONTHLY REPORT**

**November 2024**



**“Dedicated to the Community we Protect... and Serve”**



## **FIRE INVESTIGATIONS**

There were two (2) fire investigation for the month of November.

- On November 1, 2024, Lieutenant Jose Oscar Alanis investigated an appliance fire at 4009 N. Inspiration Rd  
Accidental
- On November 30, 2024, Lieutenant Jose Oscar Alanis investigated a storage fire at 607 Sunrise Lane  
Accidental

Full Investigation: 2 Total

Call out to document of Incident: 2 Total

**Year to Date: 4 Total**

## **SOUTH TEXAS ARSON RESPONSE TEAM FIRE INVESTIGATIONS**

The Hidalgo County Fire Marshal's Office asked for our assistance in zero (0) fire investigations for the month of November.

Our assistance was requested: 0 Total

Assistance Requested by us: 0 Total

Year to Date: 0 Total

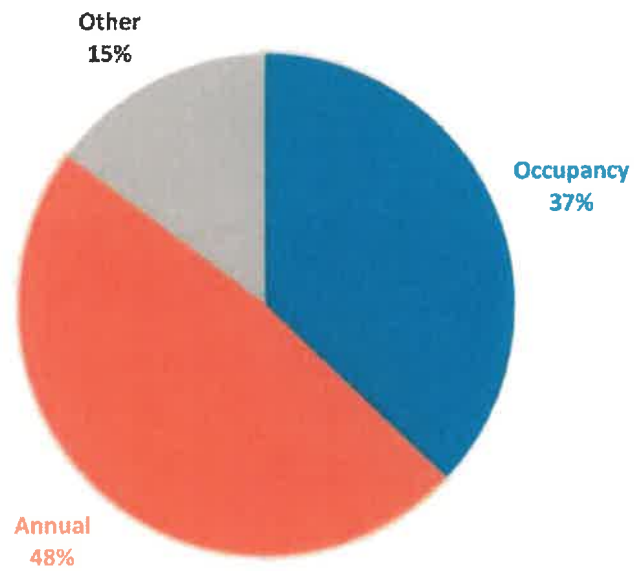
## **COMPLAINTS**

There were zero (0) complaints for the month of November.

There were zero (0) complaints resolved within this month.

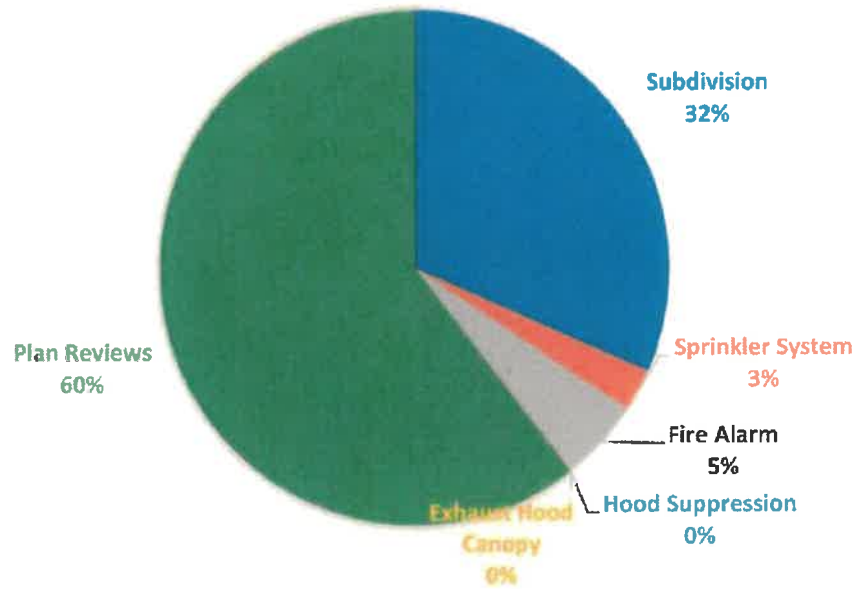
Year to Date: 0 Total

## FIRE INSPECTIONS - NOVEMBER 2024



- 30 Occupancy
- 39 Annual
- 12 Other
- Year to Date: 160 Total
- **Inspection rate to date: 8%**

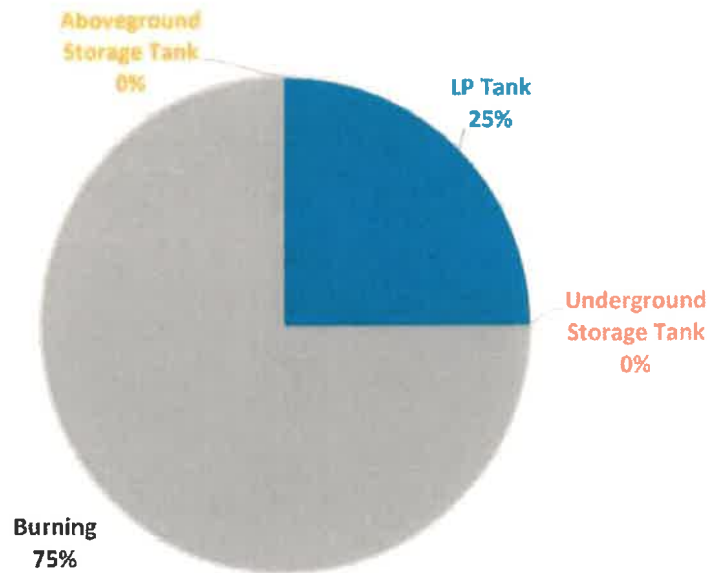
## PLAN REVIEWS - NOVEMBER 2024



- Subdivision Reviews: 12 - Year to Date: 43
- Sprinkler System Plan Reviews: 1 – Year to Date: 6
- Fire Alarm System Plan Reviews: 2 – Year to Date: 4
- Exhaust Hood Canopy Plan Reviews: 0 – Year to Date: 2
- Hood Suppression Plan Reviews: 0 – Year to Date: 4
- Plan Reviews: 23 – Year to Date: 33



## PERMITS - NOVEMBER 2024



- LP Tanks Permits: 1 – Year to Date: 2
- Underground Storage Tank Removal Permits: 0 – Year to Date: 0
- Aboveground Storage Tank Removal Permits: 0 – Year to Date: 0
- Burning Permits: 3 – Year to Date: 7

## **FIRE DRILLS**

There was zero (0) fire drill conducted for the month of November.

Year to Date: 0 Total

## **TRAINING**

There were three (3) training in the month of November.

- November 4-8, 2024 – Fire Marshall Frank Cavazos attended Internal Affairs Class in San Antonio, Texas
- November 18-21, 2024 – Assistant Fire Marshall Michael Reyes and Lieutenant Guillermo De La Garza attended the 13<sup>th</sup> Annual Greater Houston Area Fire Marshal Training Conference in Pasadena, Texas
- November 20-22, 2024 – Assistant Fire Marshall Joel Saenz attended South Texas Fire Investigators Association RGV Inc. Training Conference in South Padre Island, Texas

**Year to Date: 6 Total**

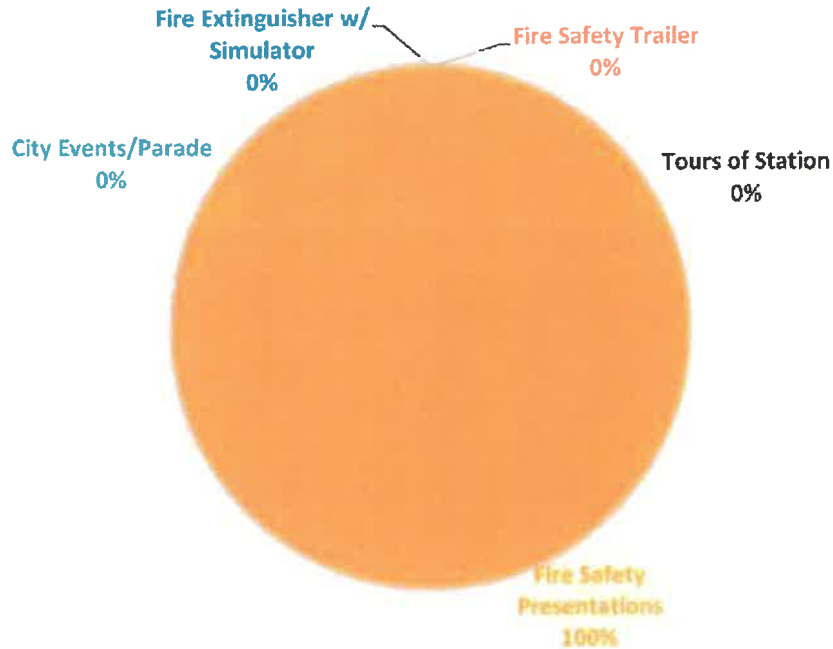
## **MEETINGS ATTENDED**

For the month of November there were fourteen (14) meetings attended by the Fire Prevention Office.

- November 6, 2024 – Captain Joel Saenz and Captain Mike Reyes attended Command Staff meeting at the Mission Fire Department Training room
- November 7, 2024 – Captain Joel Saenz attended SRC meeting
- November 12, 2024 – Fire Marshal Frank Cavazos attended meeting with contractor at Cross Church
- November 13, 2024 – Fire Marshal Frank Cavazos and Lieutenant Omar Salinas attended meeting with Steven and Jorge Cantu at Emergency Animal Shelter
- November 14, 2024 – Captain Joel Saenz attended SRC meeting
- November 14, 2024 – Fire Marshal Frank Cavazos attended General Staff meeting at Mission Event Center
- November 20, 2024 – Fire Marshal Frank Cavazos attended meeting to discuss hiring list at the Mission Fire Department Administration Conference room
- November 21, 2024 – Fire Marshal Frank Cavazos attended SRC meeting
- November 25, 2024 – Fire Marshal Frank Cavazos attended interview on Frying Turkey Safety at Central Station
- November 22, 2024 – Fire Marshal Frank Cavazos went to a walk through at a subdivision for approval on Mayberry and Military
- November 22, 2024 – Fire Marshal Frank Cavazos attended meeting to discuss interview questions for firefighters at the Mission Fire Department Administration Conference room
- November 22, 2024 – Fire Marshall Frank Cavazos interview with Channel 5 to discuss turkey frying safety
- November 25, 2024 – Fire Marshall Frank Cavazos attended Civil Service meeting at City Hall
- November 27, 2024 – Fire Marshall Frank Cavazos attended meeting with Sandra from Alton Fire Department

**Year to Date: 35 Total**

## PUBLIC EDUCATION - NOVEMBER 2024



During the month of November there were five (5) presentations conducted

• Year to Date:	29 Presentations	11,920 Audience
• Year to Date w/ The Tutor:	0 Presentations	0 Audience
• Year to Date w/ F.S.T.:	2 Presentations	2,300 Audience
• Year to Date w/ City Events:	3 Presentations	2,500 Audience
• Year to Date – Other:	0 Presentations	0 Audience
• Year to Date Grand Total:	34 Presentations	16,720 Audience



## PUBLIC EDUCATION

During the month of November there were five (5) presentations conducted.

Date	Location	Fire Extinguisher w/Simulator	Fire Safety Trailer	Tours of Stations	Fire Safety Presentation	City Events/ Parade
11/01/2024	MIMS ELEMENTARY				100	
11/04/2024	IDEA MISSION ACADEMY				673	
11/05/2024	MIDKIFF ELEMENTARY				664	
11/06/2024	MONET ACADEMY				234	
11/21/2024	PREMIER HIGH SCHOOL				26	

**Frank Cavazos, Deputy Chief/Fire Marshal**



*"Dedicated to the Community We Protect... and Serve"*

# **MISSION FIRE PREVENTION** **MONTHLY REPORT**

**December 2024**



**“Dedicated to the Community we Protect... and Serve”**

## **FIRE INVESTIGATIONS**

There were one (1) fire investigation for the month of December.

- On December 23, 2024, Assistant Fire Marshal Joel Saenz investigated a shed fire at 500 N. Bryan Rd. #a-26  
Undetermined

Full Investigation: 2 Total

Call out to document of Incident: 2 Total

Call out to document of Incident: 1 Total

**Year to Date: 5 Total**

## **SOUTH TEXAS ARSON RESPONSE TEAM FIRE INVESTIGATIONS**

The Hidalgo County Fire Marshal's Office asked for our assistance in zero (0) fire investigations for the month of December.

Our assistance was requested: 0 Total

Assistance Requested by us: 0 Total

Year to Date: 0 Total

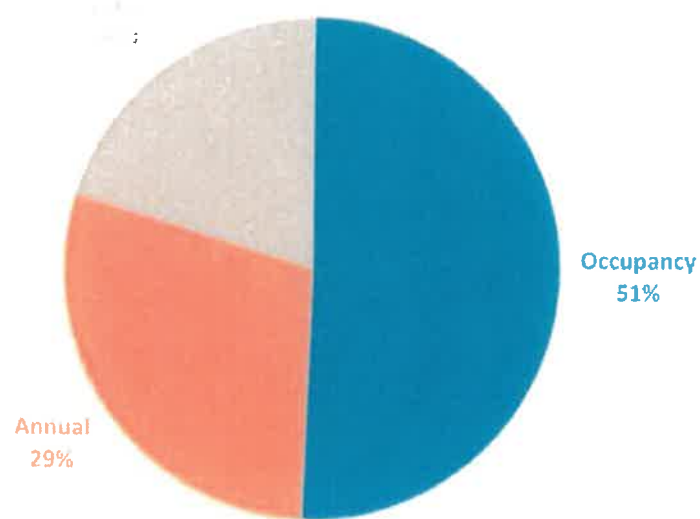
## **COMPLAINTS**

There were zero (0) complaints for the month of December.

There were zero (0) complaints resolved within this month.

Year to Date: 0 Total

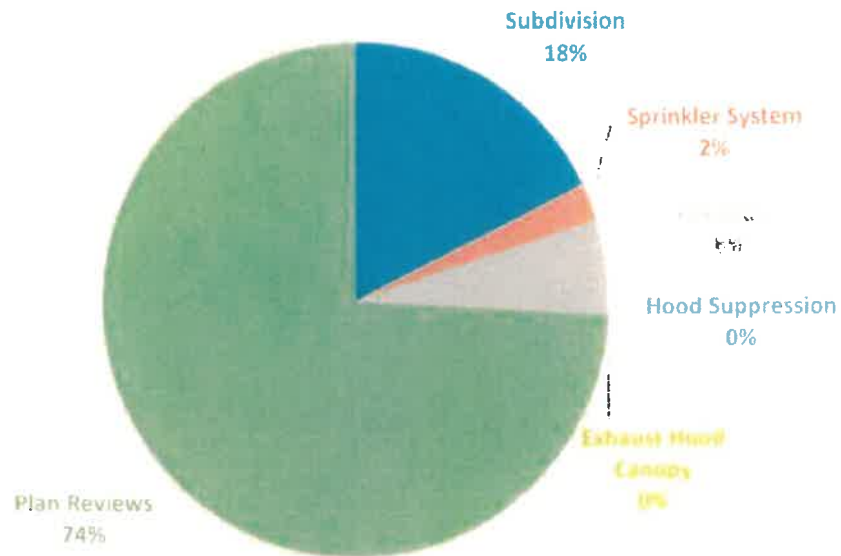
## FIRE INSPECTIONS - DECEMBER 2024



- 40 Occupancy
- 23 Annual
- 16 Other
- Year to Date: 239 Total
- **Inspection rate to date: 11%**

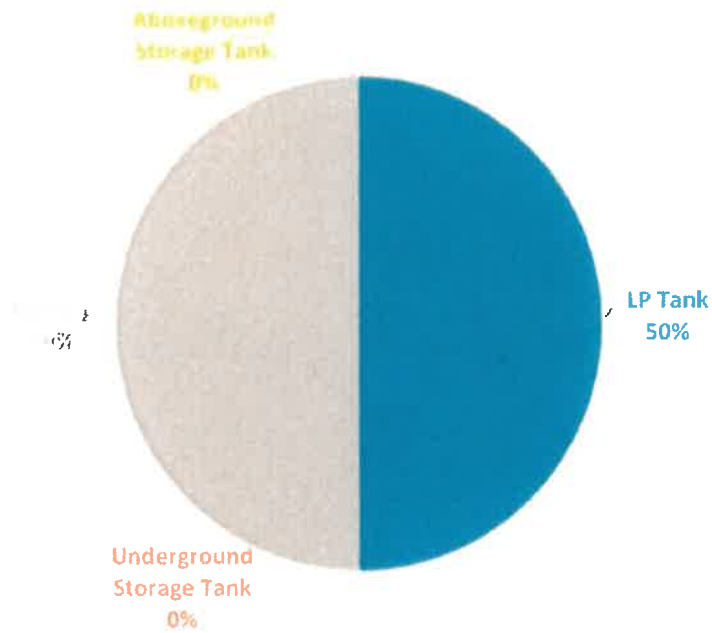


## PLAN REVIEWS - DECEMBER 2024



- Subdivision Reviews: 15 - Year to Date: 58
- Sprinkler System Plan Reviews: 2 – Year to Date: 8
- Fire Alarm System Plan Reviews: 5 – Year to Date: 9
- Exhaust Hood Canopy Plan Reviews: 0 – Year to Date: 2
- Hood Suppression Plan Reviews: 0 – Year to Date: 4
- Plan Reviews: 30 – Year to Date: 63

## PERMITS - DECEMBER 2024



- LP Tanks Permits: 1 – Year to Date: 2
- Underground Storage Tank Removal Permits: 0 – Year to Date: 0
- Aboveground Storage Tank Removal Permits: 0 – Year to Date: 0
- Burning Permits: 1 – Year to Date: 8

## **FIRE DRILLS**

There was zero (0) fire drill conducted for the month of December.

Year to Date: 0 Total

## **TRAINING**

There were three (3) training in the month of December.

- December 11, 2024 – Lieutenant Guillermo De La Garza took online Investigator exam at STC in McAllen
- December 11, 2024 – Captain/Asst. Fire Marshal Mike Reyes took online Plan Examiner I exam at STC in McAllen
- December 19, 2024 – All of Fire Prevention attended Mission Fire Marshal's Yearly Qualifications at La Joya Gun Range

**Year to Date: 9 Total**

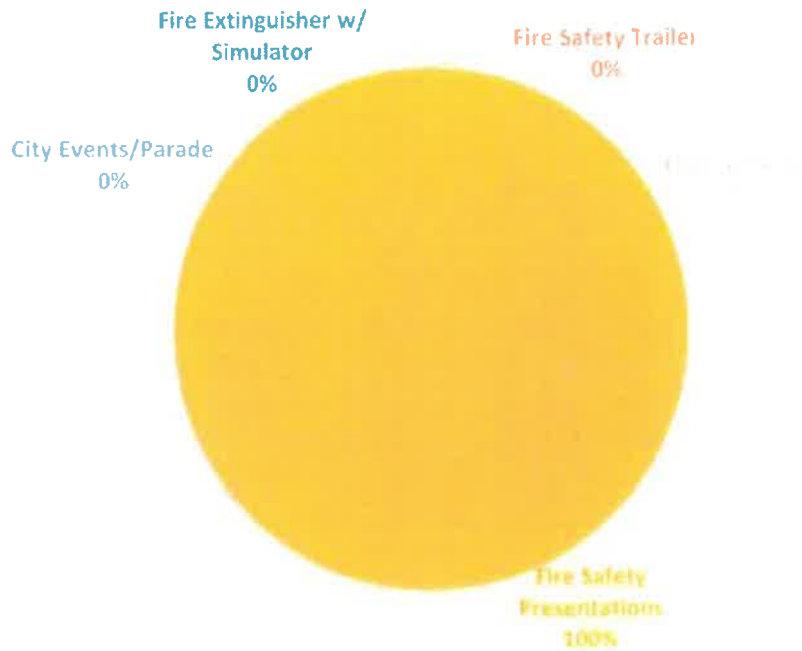
## **MEETINGS ATTENDED**

For the month of December there were fourteen (14) meetings attended by the Fire Prevention Office.

- December 2, 2024 – Fire Marshal Frank Cavazos did interview with Univision and City Hall
- December 2, 2024 – Fire Marshal Frank Cavazos attended new hire interviews in Admin. Conference Room
- December 3, 2024 – Fire Marshal Frank Cavazos attended Director's Workshop at the Mission Event Center
- December 5, 2024 – Fire Marshal Frank Cavazos attended SRC meeting
- December 6, 2024 – Fire Marshal Frank Cavazos attended new hire interviews in Admin. Conference Room
- December 9, 2024 – Fire Marshal Frank Cavazos attended new hire interviews in Admin. Conference Room
- December 10, 2024 – Fire Marshal Frank Cavazos attended meeting to discuss upcoming trainings in Admin. Conference Room
- December 12, 2024 – Fire Marshal Frank Cavazos attended SRC meeting
- December 16, 2024 – Fire Marshal Frank Cavazos attended meeting for Kops 4 Kids Toy Drive at Mission Police Department
- December 18, 2024 – Fire Marshal Frank Cavazos attended Special Operations team meeting in Admin. Conference Room
- December 19, 2024 – Fire Marshal Frank Cavazos attended Risk Assessment Meeting at Council Chambers
- December 19, 2024 – Fire Marshal Frank Cavazos attended SRC meeting
- December 20, 2024 – Fire Marshal Frank Cavazos attended Risk Assessment discussion in Admin. Conference Room
- December 23, 2024 – Fire Marshal Frank Cavazos attended Risk Assessment discussion in Admin. Conference Room

**Year to Date: 49 Total**

## PUBLIC EDUCATION - DECEMBER 2024



During the month of December there were two (2) presentations conducted

- Year to Date: 31 Presentations 12,820 Audience
- Year to Date w/ The Tutor: 0 Presentations 0 Audience
- Year to Date w/ F.S.T.: 2 Presentations 2,300 Audience
- Year to Date w/ City Events: 3 Presentations 2,500 Audience
- Year to Date – Other: 0 Presentations 0 Audience
- **Year to Date Grand Total: 36 Presentations 17,620 Audience**

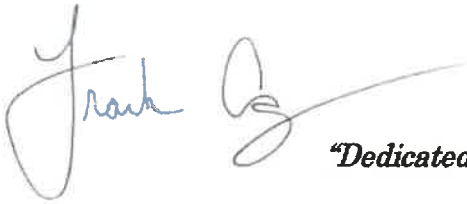


## PUBLIC EDUCATION

During the month of December there were two (2) presentations conducted.

Date	Location	Fire Extinguisher w/Simulator	Fire Safety Trailer	Tours of Stations	Fire Safety Presentation	City Events/ Parade
12/5-6/2024	MISSION COMMUNITY HEALTH & WELLNESS, EVENT CENTER				400	
12/13/2024	HOLIDAY MARKET, LA PLACITA PARK				500	

**Frank Cavazos, Deputy Chief/Fire Marshal**



*"Dedicated to the Community We Protect... and Serve"*

# **MISSION FIRE DEPARTMENT**

## **Emergency Ambulance Response Report**

**November 2024**



**“Dedicated to the Community we Protect... and Serve”**



Previous Month ▾ Nov 1, 2024 - Nov 30, 2024 ▾

Counts

% Rows

% Columns

411

Week Ending	11/3/24	11/10/24	11/17/24	11/24/24	12/1/24	12/8/24	12/15/24	12/22/24	12/29/24	1/5/25	1/12/25	1/19/25	1/26/25	Total
Abdominal Pain	0.38%	2.64%	2.64%	2.64%	0.75%									9.06%
Acute Pain, not elsewhere classified		0.38%		0.57%	0.19%									1.13%
Acute Respiratory Distress (Dyspnea)	0.38%	0.57%	0.38%	1.13%	0.75%									3.21%
Alcohol use	0.19%	0.19%	0.19%	0.19%										0.75%
Allergic Reaction				0.38%										0.38%
Altered Mental Status	0.19%	0.94%	0.38%	0.75%	0.19%									2.45%
Anaphylaxis		0.19%												0.19%
Anxiety reaction/Emot... upset	0.94%	0.57%	1.51%	0.57%	0.94%									4.53%
Back Pain		1.13%	1.13%	0.94%	0.38%									3.58%
Burn			0.19%											0.19%
Cardiac arrest			0.19%											0.19%
Cardiac arrhythmia/dy..		0.19%												0.19%
Chest Pain / Discomfort	0.19%	0.75%	0.38%	0.75%	0.57%									2.64%
Chest Pain, Other (Non-Cardiac)	0.38%	0.19%	0.19%	0.38%	0.38%									1.51%
Common Cold					0.19%									0.19%
Congestive heart failure (CHF)		0.38%												0.38%
Constipation		0.19%		0.19%										0.38%
Contact with Venomous Animal		0.19%												0.19%
Convulsions		0.19%	0.38%											0.57%
Dehydration					0.19%									0.19%
Diabetic Hyperglycemia				0.19%										0.19%
Diabetic Hypoglycemia	0.19%	0.19%	0.19%		0.38%									0.94%
Diarrhea			0.19%	0.19%	0.19%									0.57%
Dizziness		0.38%	0.38%	0.94%	0.57%									2.26%
Extremity Pain	0.19%	2.26%	1.89%	1.51%	1.13%									6.98%

Week Ending	11/3/24	11/10/24	11/17/24	11/24/24	12/1/24	12/8/24	12/15/24	12/22/24	12/29/24	1/5/25	1/12/25	1/19/25	1/26/25	Total	Item 5.
Eye Injury				0.19%										0.19%	
Eye Pain				0.19%										0.19%	
Febrile Seizures	0.19%			0.19%	0.38%									0.75%	
Fever		0.94%	0.75%		0.75%									2.45%	
Generalized Weakness	0.75%	0.94%	2.08%	1.13%	0.57%									5.47%	
Headache		0.19%	0.38%	0.38%										0.94%	
Hemorrhage	0.19%	0.19%	0.19%	0.38%										0.94%	
Hyperglycemia (Not Diabetic)				0.19%										0.19%	
Hypertension		0.19%	0.57%	0.57%	0.19%									1.51%	
Hyperventilati...		0.19%			0.19%									0.38%	
Hypotension	0.19%	0.19%	0.38%	0.19%	0.38%									1.32%	
Injury	2.08%	2.45%	1.7%	2.08%	3.02%									11.32%	
Laceration/Ab... (minor surface trauma)	0.19%	1.13%	0.38%	0.19%	0.19%									2.08%	
Malaise					0.19%									0.19%	
Mental disorder		0.38%	0.19%	0.19%										0.75%	
Multiple injuries	0.57%			0.38%	0.75%									1.7%	
Nausea				0.75%										0.75%	
Neurogenic Shock		0.19%												0.19%	
No Complaints or Injury/Illness Noted	0.94%	3.4%	2.83%	2.26%	2.83%									12.26%	
Obvious Death					0.19%									0.19%	
Overdose - Cocaine					0.19%									0.19%	
Overdose - Unspecified			0.19%		0.38%									0.57%	
Pain (Non-Traumatic)			0.38%	0.38%										0.75%	
Palpitations			0.19%	0.19%										0.38%	
Patient assist only			0.19%											0.19%	
Poisoning / Drug Ingestion		0.19%	0.19%											0.38%	
Pulmonary Edema, Acute		0.19%												0.19%	
Respiratory Arrest				0.19%										0.19%	

Week Ending	11/3/24	11/10/24	11/17/24	11/24/24	12/1/24	12/8/24	12/15/24	12/22/24	12/29/24	1/5/25	1/12/25	1/19/25	1/26/25	Total	Item 5.
Respiratory disorder			0.38%											0.38%	
Respiratory Failure					0.19%									0.19%	
Seizures with status epilepticus	0.19%	0.94%	0.57%	0.19%										1.89%	
Sepsis/Septice..					0.19%									0.19%	
Septic Shock		0.19%												0.19%	
ST elevation myocardial infarction (STEMI)					0.19%									0.19%	
Stroke	0.19%	0.57%	0.19%	0.38%	0.19%									1.51%	
Suicidal Ideation		0.19%												0.19%	
Suicide attempt			0.19%											0.19%	
Syncope / Fainting		0.19%	0.94%	0.38%	0.94%									2.45%	
Unconscious	0.38%		0.19%	0.57%										1.13%	
Urinary system disorder	0.19%	0.19%	0.57%											0.94%	
Vaginal Hemorrhage		0.19%												0.19%	
Vomiting	0.19%	0.38%			0.38%									0.94%	
Total	9.25%	25.09%	23.77%	22.83%	19.06%									100%	

Previous Month ▾ Nov 1, 2024 - Nov 30, 2024 ▾

77%

TRANSPORTS  
Percentage of Patient  
Encounters

18%

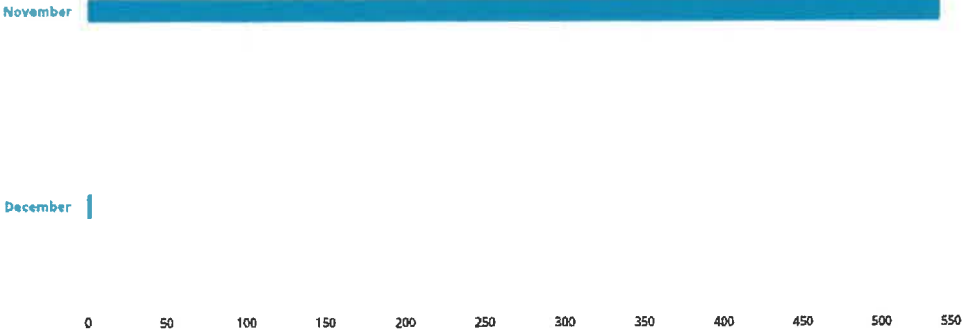
NON TRANSPORTS  
Percentage of Patient  
Encounters

4%

OTHER DISPOSITIONS  
Percentage of Patient  
Encounters

540

RECORDS  
In Selected Time Slice



30

DAYS  
In Selected Time Slice

COUNTS % Rows % Columns % All

Week Ending	11/3/24	11/10/24	11/17/24	11/24/24	12/1/24	12/8/24	12/15/24	12/22/24	12/29/24	1/5/25	1/12/25	1/19/25	1/26/25	Total
November	48	137	130	123	99									537
December					3									3
Total	48	137	130	123	102									540





Previous Month ▾

Nov 1, 2024 - Nov 30, 2024 ▾

423

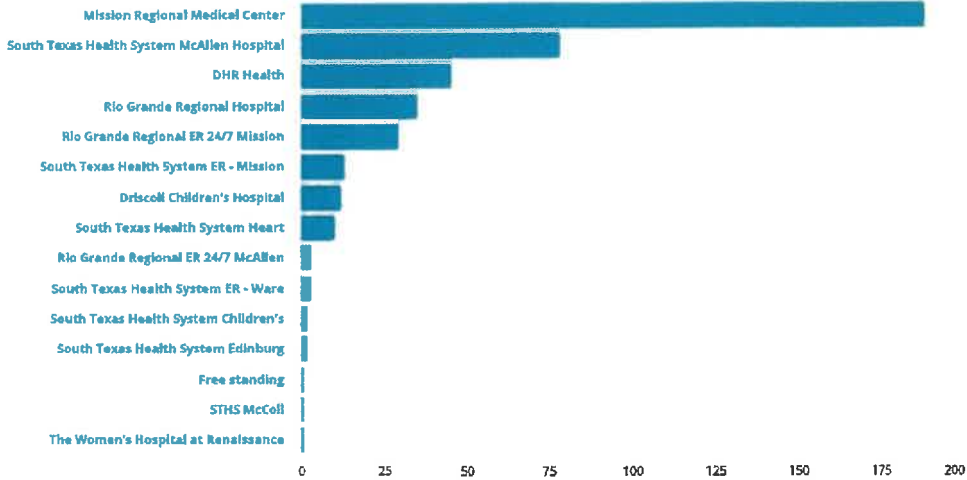
RECORDS

In Selected Time Slice

30

DAYS

In Selected Time Slice



Counts

% Rows

% Columns

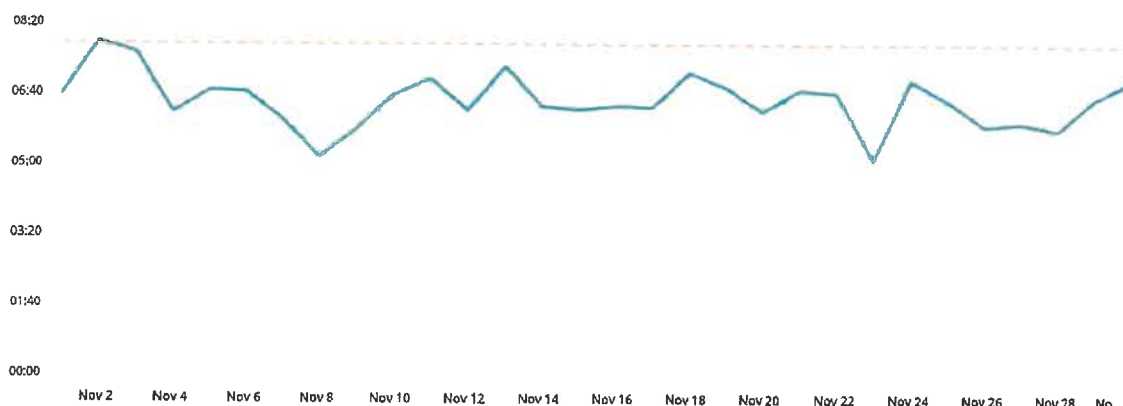
All

Week Ending	11/3/24	11/10/24	11/17/24	11/24/24	12/1/24	12/8/24	12/15/24	12/22/24	12/29/24	1/5/25	1/12/25	1/19/25	1/26/25	Total
DHR Health	0.47%	2.36%	2.36%	3.07%	2.36%									10.64%
Driscoll Children's Hospital		0.95%	0.95%	0.71%	0.24%									2.84%
Free standing			0.24%											0.24%
Mission Regional Medical Center	5.91%	11.58%	10.4%	7.8%	8.75%									44.44%
Rio Grande Regional ER 24/7 McAllen			0.24%	0.24%	0.24%									0.71%
Rio Grande Regional ER 24/7 Mission	0.71%	1.18%	0.95%	1.65%	2.36%									6.86%
Rio Grande Regional Hospital	1.18%	1.89%	1.65%	2.6%	0.95%									8.27%
STHS McColl		0.24%												0.24%
South Texas Health System Children's		0.24%		0.24%										0.47%
South Texas Health System ER - Mission	0.71%	0.24%	1.18%	0.95%										3.07%
South Texas Health System ER - Ware		0.47%			0.24%									0.71%
South Texas Health System Edinburg		0.24%	0.24%											0.47%
South Texas Health System Heart		1.18%	0.47%	0.24%	0.47%									2.36%
South Texas Health System McAllen Hospital	0.95%	4.73%	5.2%	4.96%	2.6%									18.44%
The Women's Hospital at Renaissance				0.24%										0.24%
Total	9.93%	25.3%	23.88%	22.7%	18.2%									100%



Previous Month ▾

Nov 1, 2024 - Nov 30, 2024 ▾

**06:42**MM:SS  
Average Response  
Time**66%**OF RESPONSES  
Response Time < 08:00**30**DAYS  
In Selected Time Slice**414**UNIT RESPONSES  
In Selected Time Slice

Counts

% Rows

% Columns

All

Week Ending	11/3/24	11/10/24	11/17/24	11/24/24	12/1/24	12/8/24	12/15/24	12/22/24	12/29/24	1/5/25	1/12/25	1/19/25	1/26/25	Total
00:00 - 04:59	1.21%	6.04%	3.86%	4.11%	4.11%									19.32%
05:00 - 07:59	4.59%	10.87%	12.32%	11.35%	7.97%									47.1%
08:00 - 08:59	0.48%	2.66%	3.62%	1.93%	2.42%									11.11%
09:00 - 09:59	1.21%	2.9%	2.17%	2.42%	1.21%									9.9%
10:00 - 11:59	0.72%	2.17%	1.45%	2.42%	1.93%									8.7%
12:00 - 14:59	1.21%	0.24%	0.72%	0.48%	0.48%									3.14%
15:00 - 16:59	0.24%		0.24%	0.24%										0.72%
17:00 - 17:59														
18:00 - 19:59														
20:00 - 29:59														
30:00 - 59:59														
Total	9.66%	24.88%	24.4%	22.95%	18.12%									100%
Exceptions														0.24%

## Balance Report for 216 - Mission - November 2024



## Undefined

Charge Adjustments	\$62,880.36
Charges in Period	\$796,184.00
Credits	(\$528,900.77)
Total AR Change for Undefined	\$330,163.59

## Mission

AR Previous Balance for Mission	\$2,834,815.90
Charge Adjustments	\$62,880.36
Charges in Period	\$796,184.00
Credits	(\$528,900.77)
Accounts Receivable Change for Mission - 202411	\$330,163.59
Total Balance Forward for Mission	\$3,164,979.49

Executive Summary for 216 - Mission

	Oct-24	Nov-24	Grand Total
Gross Charges	\$879,013	\$859,064	\$1,738,078
Cash Collections	(\$242,272)	(\$182,251)	(\$424,523)
Gross Charge per Trip	\$1,894	\$1,909	\$1,902
Cash/Txp (CPT)	\$522	\$405	\$464
Payer Mix			
Insurance	17.7%	13.3%	15.5%
Medicaid	13.8%	8.2%	11.1%
Medicare	51.5%	40.4%	46.1%
Private Pay	17.0%	12.7%	14.9%
Govt Misc	0.0%	1.3%	0.7%
Payer Research	0.0%	25.3%	12.5%
Level of Service			
ALS Non-Emergency	0.0%	0.0%	0.0%
ALS Emergency	77.4%	73.3%	75.4%
ALS-2	1.1%	0.7%	0.9%
BLS Non-Emergency	0.0%	0.0%	0.0%
BLS Emergency	21.6%	26.0%	23.7%
SCT A0429	0.0%	0.0%	0.0%
Facility Base	0.0%	0.0%	0.0%
Level of Service Volume			
Total Service Volume	464	450	914
ALS Non-Emergency TXP	0	0	0
ALS Emergency TXP	359	330	689
ALS-2 Emergency TXP	5	3	8
BLS Non-Emergency TXP	0	0	0
BLS Emergency TXP	100	117	217
Sct A0429 TXP	0	0	0
Service Others Cnt	0	0	0
Facility Base TXP	0	0	0
Ground Mileage	2,739	2,721	5,460

# MISSION FIRE DEPARTMENT

## Emergency Ambulance Response Report

December 2024



**“Dedicated to the Community we Protect... and Serve”**



Previous Month ▾ Dec 1, 2024 - Dec 31, 2024 ▾

Counts	% Rows		% Columns													
Week Ending	12/1/24	12/8/24	12/15/24	12/22/24	12/29/24	1/5/25	1/12/25	1/19/25	1/26/25	2/2/25	2/9/25	2/16/25	2/23/25	Total		
Abdominal Pain	0.36%	2.15%	1.25%	1.43%	1.08%	0.54%								6.81%		
Acute Pain, not elsewhere classified			0.18%	0.18%	0.36%									0.72%		
Acute Respiratory Distress (Dyspnea)		0.9%	1.08%	0.72%	1.43%									4.12%		
Alcohol use			0.18%	0.36%	0.18%									0.72%		
Allergic Reaction				0.18%	0.18%									0.36%		
Altered Mental Status		0.9%	0.9%	0.9%	0.72%	0.18%								3.58%		
Anaphylaxis					0.18%									0.18%		
Anxiety reaction/Emot... upset	0.18%	0.72%	0.36%	1.08%	1.43%	0.54%								4.3%		
Asthma				0.18%										0.18%		
Back Pain		1.25%	0.9%	1.08%	1.43%									4.66%		
Cardiac arrest		0.18%	0.18%	0.18%	0.36%	0.36%								1.25%		
Cardiac arrhythmia/dy..			0.18%		0.18%									0.36%		
Chest Pain / Discomfort	0.18%	0.54%	0.36%	0.72%	0.72%	0.18%								2.69%		
Chest Pain, Other (Non-Cardiac)		0.18%	0.54%		0.36%									1.08%		
Common Cold		0.36%		0.18%		0.36%								0.9%		
Confusion/De...				0.18%	0.18%	0.18%								0.54%		
Constipation					0.36%									0.36%		
Convulsions		0.18%		0.18%	0.36%									0.72%		
Diabetic Hyperglycemia		0.18%			0.36%									0.54%		
Diabetic Hypoglycemia	0.18%	0.72%		0.54%	0.18%									1.61%		
Diarrhea				0.18%	0.36%									0.54%		
Dizziness	0.18%	0.36%	0.36%	0.54%	0.36%	0.18%								1.97%		
Epistaxis					0.18%									0.18%		
Extremity Pain	0.18%	0.72%	1.08%	0.18%	1.43%	0.18%								3.76%		
Eye Injury						0.18%								0.18%		

Week Ending	12/1/24	12/8/24	12/15/24	12/22/24	12/29/24	1/5/25	1/12/25	1/19/25	1/26/25	2/2/25	2/9/25	2/16/25	2/23/25	Total
Failure to Thrive (Adult)					0.18%									0.18%
Febrile Seizures					0.18%									0.18%
Fever		0.18%	0.18%	0.36%	0.18%	0.18%								1.08%
Gastro-esophageal reflux disease (GERD)				0.18%										0.18%
Gastrointestin... hemorrhage				0.18%	0.18%									0.36%
Generalized Weakness		1.79%	3.23%	1.25%	1.97%	0.72%								8.96%
Headache			0.72%		0.36%									1.08%
Hemorrhage			0.18%											0.18%
Hyperglycemia (Not Diabetic)		0.18%												0.18%
Hypertension		0.18%	0.18%	0.18%	0.18%									0.72%
Hypotension		0.54%	0.18%											0.72%
Influenza			0.18%											0.18%
Injury	0.72%	2.33%	3.41%	2.69%	3.58%	0.72%								13.44%
Laceration/Ab... (minor surface trauma)	0.18%		0.36%	0.18%	0.72%									1.43%
Laryngitis/Cro...						0.18%								0.18%
Malaise		0.18%	0.18%			0.36%								0.72%
Multiple injuries		0.18%	0.36%	0.18%	0.54%									1.25%
Nausea		0.36%		0.18%										0.54%
No Complaints or Injury/Illness Noted	0.36%	2.69%	2.69%	1.25%	2.33%	0.72%								10.04%
Obvious Death		0.18%	0.18%	0.18%										0.54%
Overdose - Alcohol		0.18%	0.18%											0.36%
Overdose - Benzodiazepin.			0.18%		0.18%									0.36%
Overdose - Unspecified				0.18%	0.36%	0.18%								0.72%
Pain (Non-Traumatic)	0.18%		0.54%	0.18%	0.54%									1.43%
Palpitations				0.18%										0.18%
Pelvic and Perineal Pain		0.18%	0.18%	0.18%										0.54%
Poisoning / Drug Ingestion				0.18%	0.18%									0.36%
Pregnancy related conditions			0.18%	0.18%	0.18%									0.54%

Item 5.



Week Ending	12/1/24	12/8/24	12/15/24	12/22/24	12/29/24	1/5/25	1/12/25	1/19/25	1/26/25	2/2/25	2/9/25	2/16/25	2/23/25	Total	Item 5.
Respiratory disorder		0.36%		0.18%	0.36%									0.9%	
Seizures with status epilepticus	0.18%	0.18%		0.72%	0.18%	0.18%								1.43%	
Sepsis/Septice..		0.18%		0.36%										0.54%	
Sexual Abuse			0.18%											0.18%	
Stroke		0.36%	0.18%	0.18%		0.18%								0.9%	
Suicidal Ideation		0.18%	0.36%		0.18%									0.72%	
Suicide attempt		0.18%			0.18%									0.36%	
Syncope / Fainting	0.54%	1.25%	1.08%	0.72%	0.36%	0.18%								4.12%	
Unconscious			0.18%	0.36%										0.54%	
Urinary system disorder	0.18%		0.18%											0.36%	
Vaginal Hemorrhage					0.18%									0.18%	
Vomiting	0.18%	0.18%	0.36%			0.18%								0.9%	
Total	3.76%	21.33%	23.3%	19.35%	25.63%	6.63%								100%	

78%

TRANSPORTS  
Percentage of Patient Encounters

January

16%

NON TRANSPORTS  
Percentage of Patient Encounters

4%

OTHER DISPOSITIONS  
Percentage of Patient Encounters

December

568

RECORDS  
In Selected Time Slice

0 50 100 150 200 250 300 350 400 450 500 550 600

31

DAYS  
In Selected Time Slice

COUNTS

% Rows

% Columns

% All

Week Ending	12/1/24	12/8/24	12/15/24	12/22/24	12/29/24	1/5/25	1/12/25	1/19/25	1/26/25	2/2/25	2/9/25	2/16/25	2/23/25	Total
January						4								4
December	22	121	131	115	142	33								564
Total	22	121	131	115	142	37								568

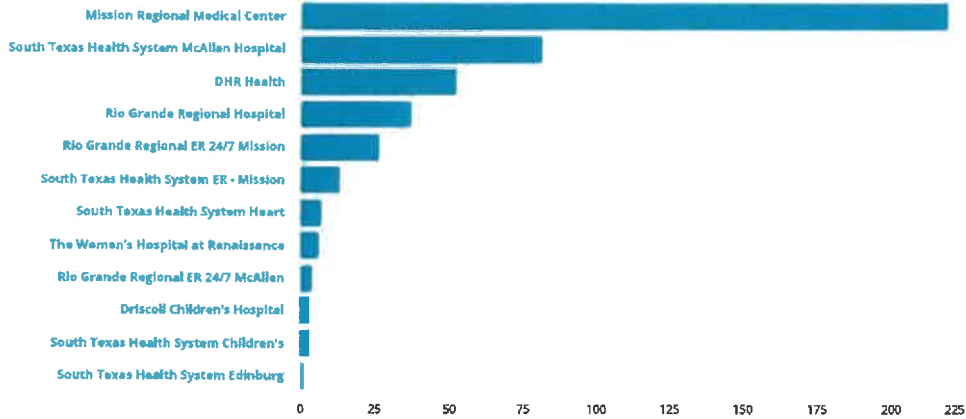


Previous Month ▾ Dec 1, 2024 - Dec 31, 2024 ▾

452

RECORDS  
In Selected Time Slice

31

DAYS  
In Selected Time

Counts % Rows % Columns



Week Ending	12/1/24	12/8/24	12/15/24	12/22/24	12/29/24	1/5/25	1/12/25	1/19/25	1/26/25	2/2/25	2/9/25	2/16/25	2/23/25	Total
DHR Health	0.44%	3.1%	1.77%	3.1%	2.65%	0.44%								11.5%
Driscoll Children's Hospital		0.22%			0.22%	0.22%								0.66%
Mission Regional Medical Center	1.55%	10.84%	11.5%	9.29%	11.28%	3.98%								48.45%
Rio Grande Regional ER 24/7 McAllen	0.22%		0.44%		0.22%									0.88%
Rio Grande Regional ER 24/7 Mission	0.22%	0.88%	0.88%	1.11%	2.43%	0.22%								5.75%
Rio Grande Regional Hospital	0.44%	0.88%	2.43%	1.33%	2.43%	0.66%								8.19%
South Texas Health System Children's		0.22%		0.22%	0.22%									0.66%
South Texas Health System ER - Mission	0.22%	1.11%	0.44%	0.44%	0.66%									2.88%
South Texas Health System Edinburg						0.22%								0.22%
South Texas Health System Heart		0.22%	0.44%	0.44%	0.22%	0.22%								1.55%
South Texas Health System McAllen Hospital	0.88%	3.76%	3.76%	2.65%	5.75%	1.11%								17.92%
The Women's Hospital at Renaissance		0.22%	0.22%	0.44%	0.44%									1.33%
Total	3.98%	21.46%	21.9%	19.03%	26.55%	7.08%								100%



Previous Month ▾

Dec 1, 2024 - Dec 31, 2024 ▾

07:12

MMSS  
Average Response  
Time

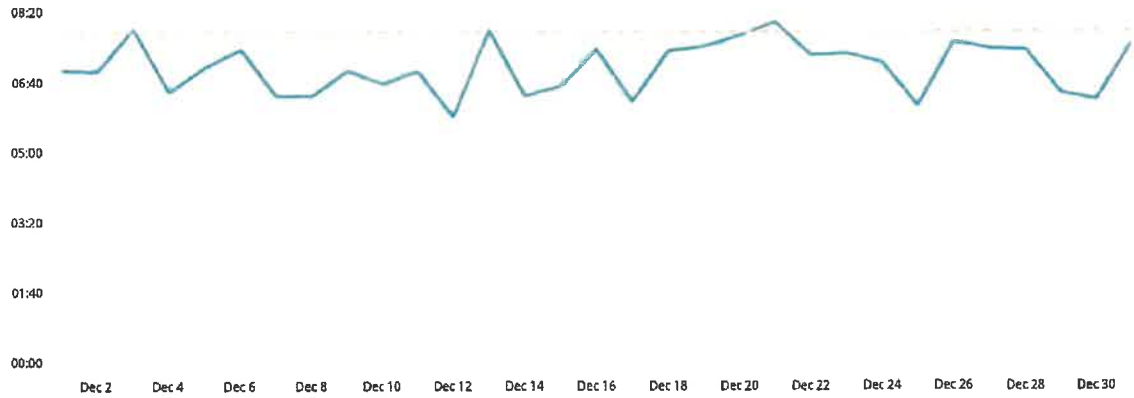
60%

OF RESPONSES  
Response Time < 10 min

31

DAYS  
In Selected Time

444

UNIT RESPONSES  
In Selected Time

Counts

% Rows

% Columns

All

Week Ending	12/1/24	12/8/24	12/15/24	12/22/24	12/29/24	1/5/25	1/12/25	1/19/25	1/26/25	2/2/25	2/9/25	2/16/25	2/23/25	Total
00:00 - 04:59	0.9%	3.6%	3.15%	2.03%	2.93%	0.45%								13.06%
05:00 - 07:59	2.25%	8.56%	10.81%	9.46%	11.26%	4.28%								46.62%
08:00 - 08:59	0.23%	4.28%	3.83%	1.58%	3.83%	0.68%								14.41%
09:00 - 09:59		1.8%	1.35%	2.03%	4.05%	0.45%								9.68%
10:00 - 11:59	0.23%	2.25%	1.13%	3.38%	2.93%	1.13%								11.04%
12:00 - 14:59		1.13%	1.35%	0.45%	0.45%	0.23%								3.6%
15:00 - 16:59	0.23%	0.23%												0.45%
17:00 - 17:59			0.23%	0.23%	0.23%									0.68%
18:00 - 19:59	0.23%													0.23%
20:00 - 29:59				0.23%										0.23%
30:00 - 59:59														
Total	4.05%	21.85%	21.85%	19.37%	25.68%	7.21%								100%
Exceptions														0%

## Balance Report for 216 - Mission - December 2024

**EMERGICON**  
emergency medical billing

Undefined	
Charge Adjustments	\$44,822.42
Charges in Period	\$849,878.00
Credits	(\$837,087.01)
Total AR Change for Undefined	\$57,613.41
Mission	
AR Previous Balance for Mission	\$3,164,979.49
Charge Adjustments	\$44,822.42
Charges in Period	\$849,878.00
Credits	(\$837,087.01)
Accounts Receivable Change for Mission - 202412	\$57,613.41
Total Balance Forward for Mission	\$3,222,592.90

## Executive Summary for 216 - Mission



	Oct-24	Nov-24	Dec-24	Grand Total
Gross Charges	\$879,013	\$859,064	\$894,700	\$2,632,778
Cash Collections	(\$242,272)	(\$182,251)	(\$315,376)	(\$739,899)
Gross Charge per Trip	\$1,894	\$1,909	\$1,884	\$1,895
Cash/Txp (CPT)	\$522	\$405	\$664	\$533
Payer Mix				
Insurance	18.1%	18.9%	10.5%	15.8%
Medicaid	14.0%	12.0%	6.7%	10.9%
Medicare	51.7%	47.3%	33.7%	44.1%
Private Pay	17.5%	21.3%	7.4%	15.3%
Govt Misc	0.0%	1.6%	0.4%	0.6%
Payer Research	0.0%	0.4%	41.7%	14.0%
Level of Service				
ALS Non-Emergency	0.0%	0.0%	0.0%	0.0%
ALS Emergency	77.4%	72.7%	73.7%	74.6%
ALS-2	1.1%	1.6%	2.7%	1.8%
BLS Non-Emergency	0.0%	0.0%	0.0%	0.0%
BLS Emergency	21.6%	25.8%	23.6%	23.6%
SCT A0429	0.0%	0.0%	0.0%	0.0%
Facility Base	0.0%	0.0%	0.0%	0.0%
Level of Service Volume				
Total Service Volume	464	450	475	1,389
ALS Non-Emergency TXP	0	0	0	0
ALS Emergency TXP	359	327	350	1,036
ALS-2 Emergency TXP	5	7	13	25
BLS Non-Emergency TXP	0	0	0	0
BLS Emergency TXP	100	116	112	328
Sct A0429 TXP	0	0	0	0
Service Others Cnt	0	0	0	0
Facility Base TXP	0	0	0	0
Ground Mileage	2,739	2,647	2,823	8,209

# **MISSION FIRE DEPARTMENT**

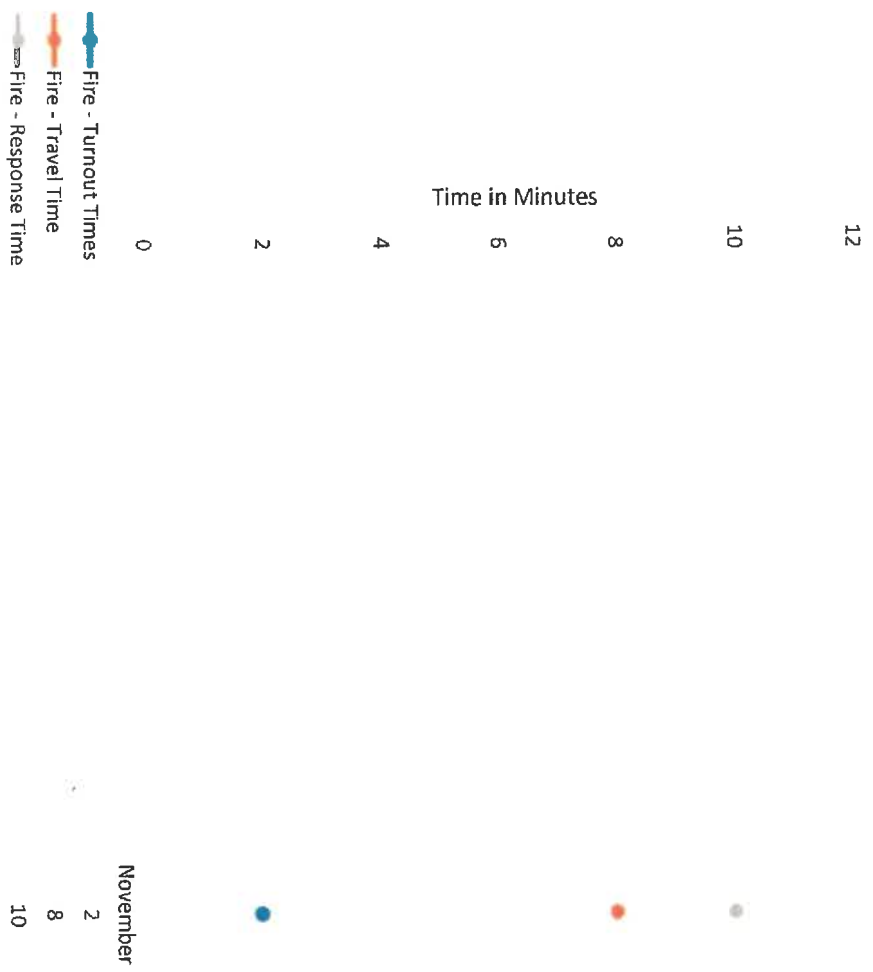
## **MONTHLY REPORT**

**November 2024**

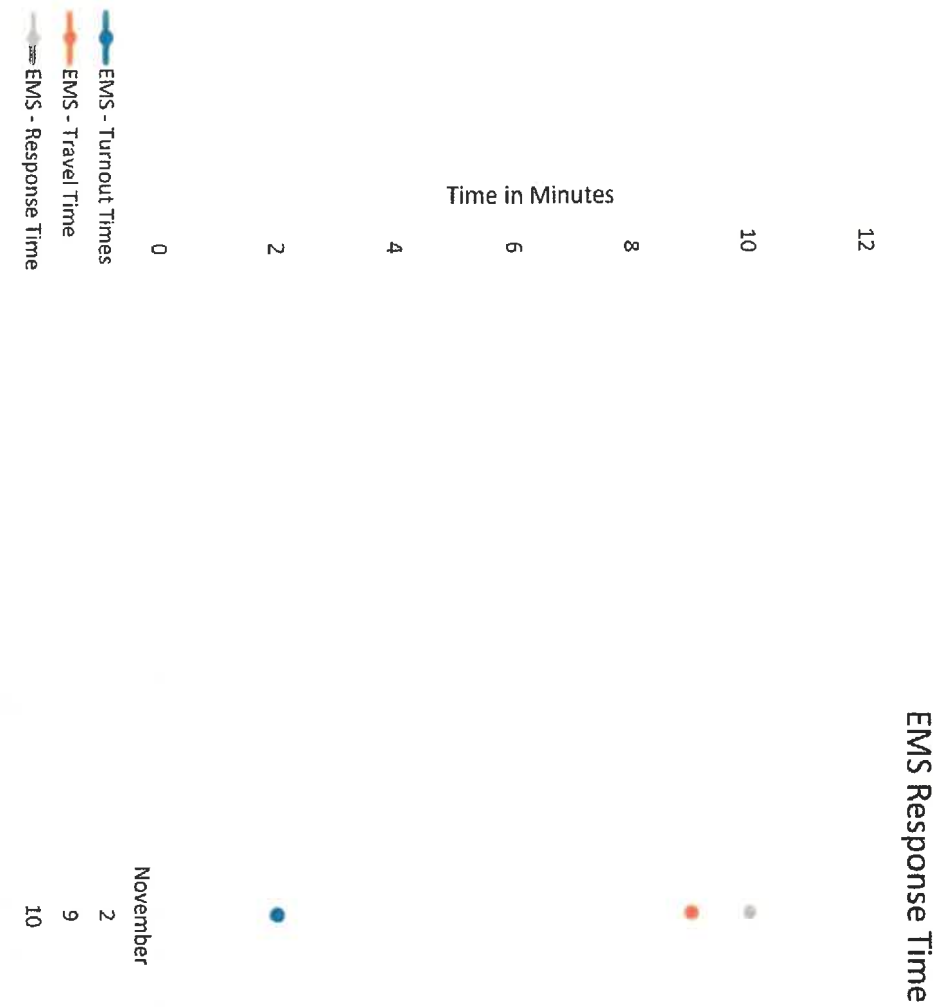


**“Dedicated to the Community we Protect... and Serve”**

Fire Response Time







Alarm Date Range  
11/1/24 to 11/30/24

Is Locked

Is Active

# Fire Index - Incident Type Breakdown

This measure comes from the FSO Fire Index. See national performance at: <https://www.fso.com/resources/fire-index/>

Count of Total Incidents & Exposures

Aid Given/Received

Count of Incidents

556

Aid Given

4

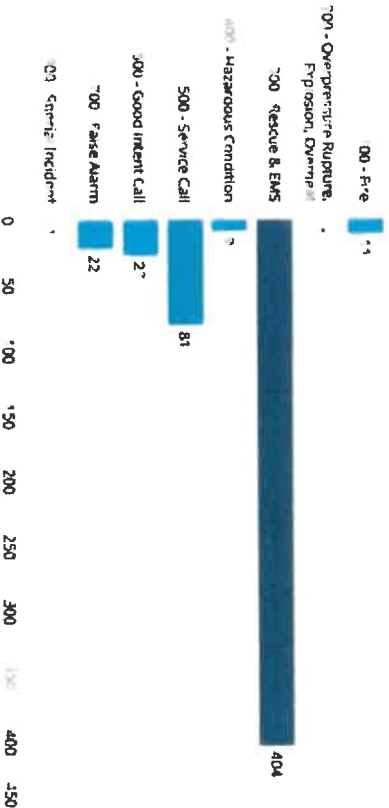
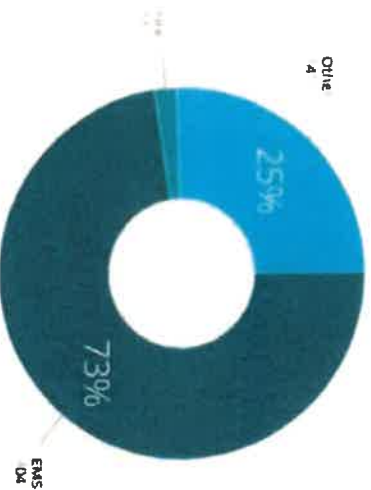
Count of Exposures

Aid Received

556

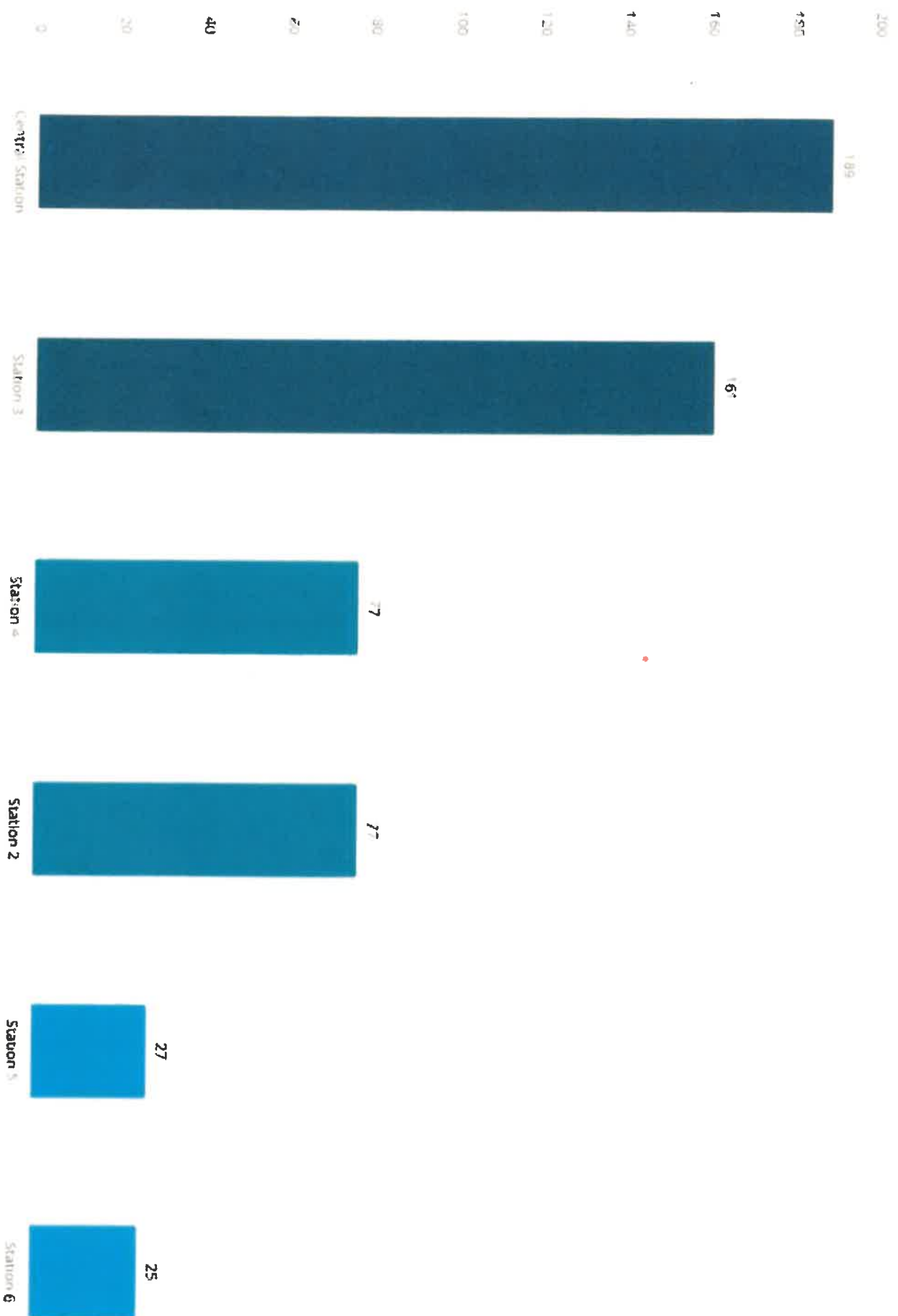
EMS/Fire Incident Breakdown

Count of Incidents by Incident Type



Ident Count by Station

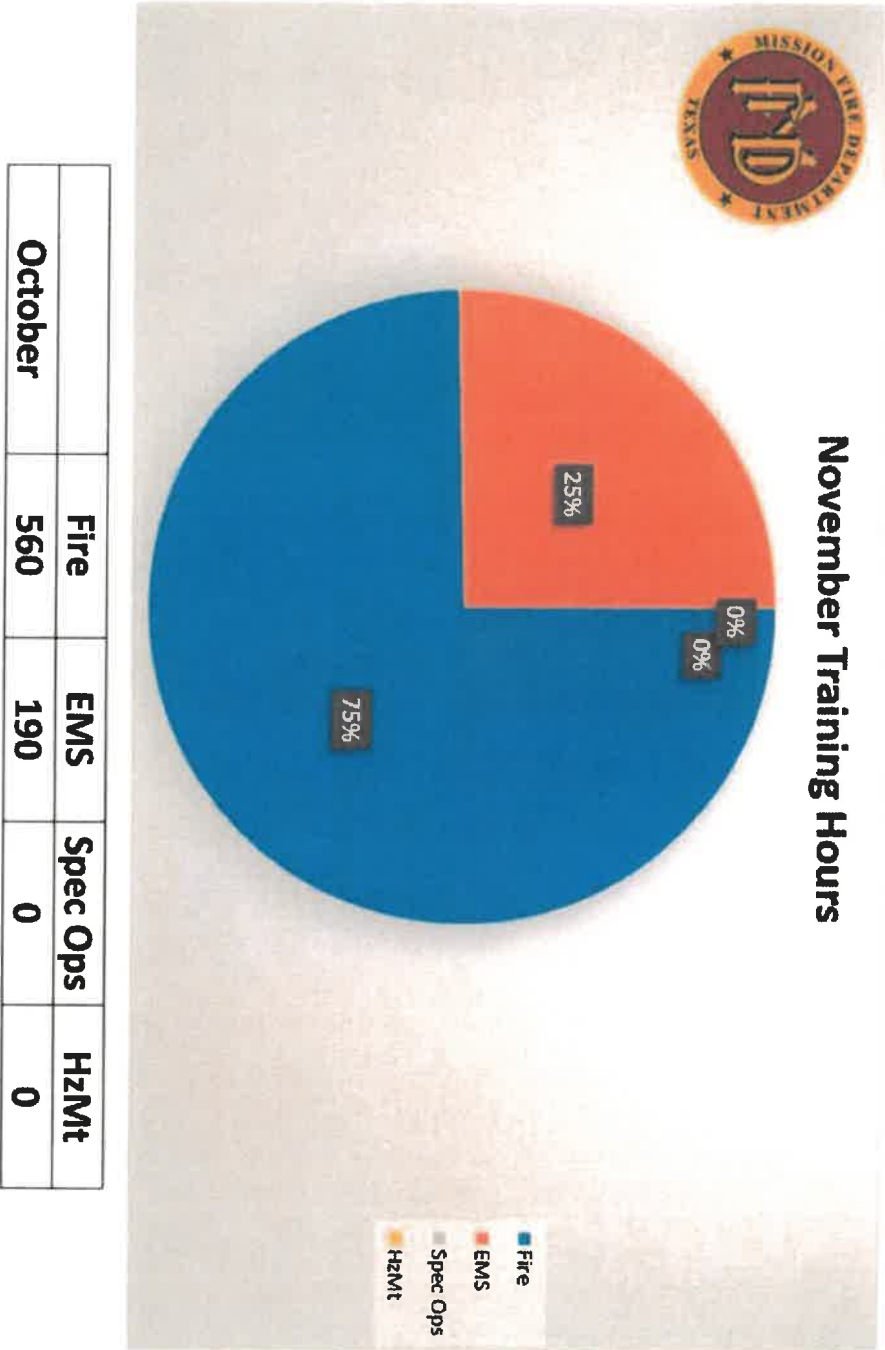
Incident Count by Station



Apply

Cancel

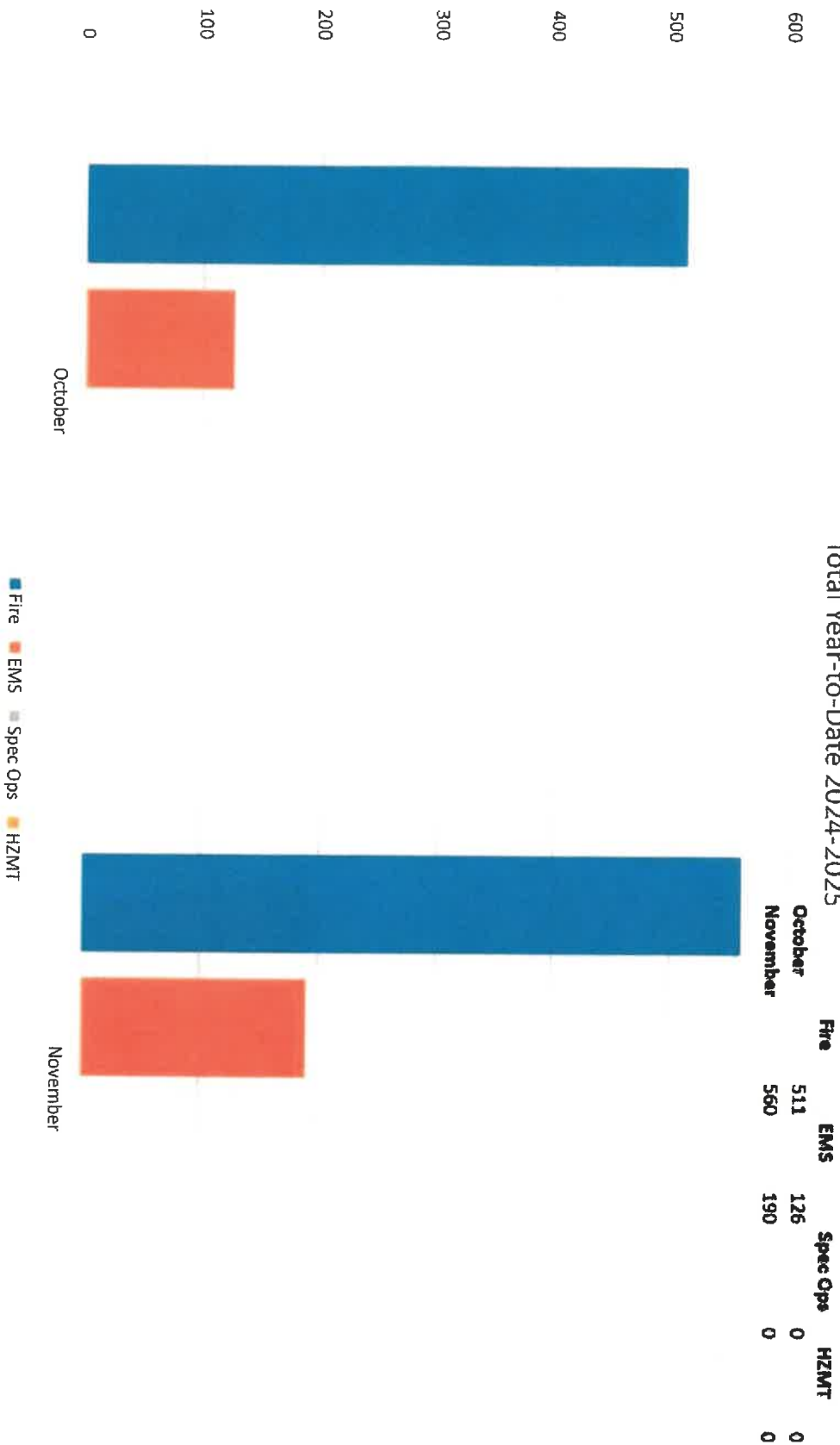






Training Hours

Total Year-to-Date 2024-2025



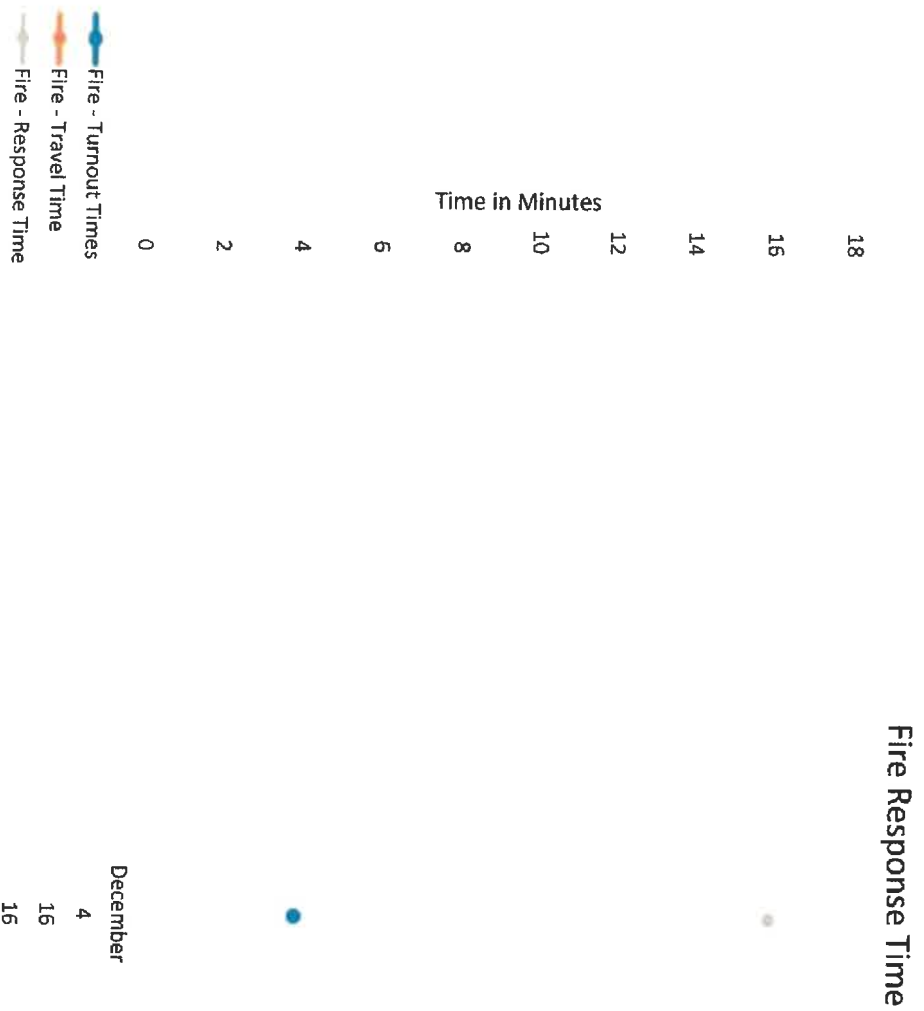
# **MISSION FIRE DEPARTMENT**

## **MONTHLY REPORT**

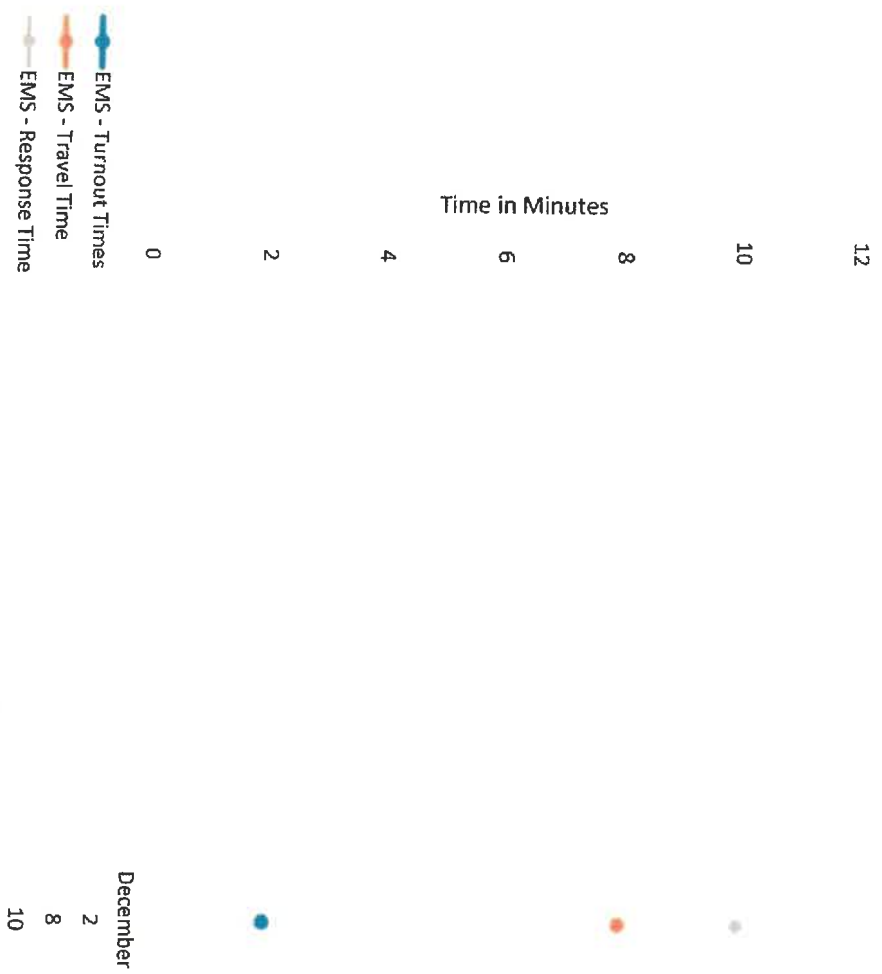
**December 2024**



**“Dedicated to the Community we Protect... and Serve”**



### EMS Response Time





Index - Incident Types

It is measure come from the ESO Fire Index, see national performance at <https://www.eso.com/resources/fire-index/>

Count of Total Incidents & Exposures

Aid Given/Received

Count of Incidents

556

Count of Exposures

557

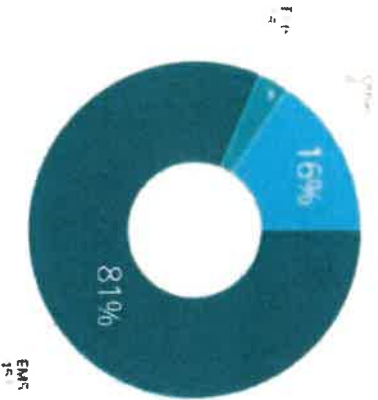
Aid Given

3

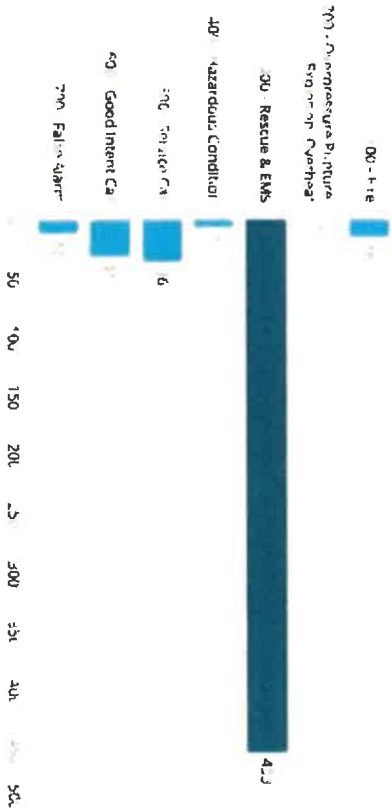
Aid Received

553

EMS/Fire Incident Breakdown

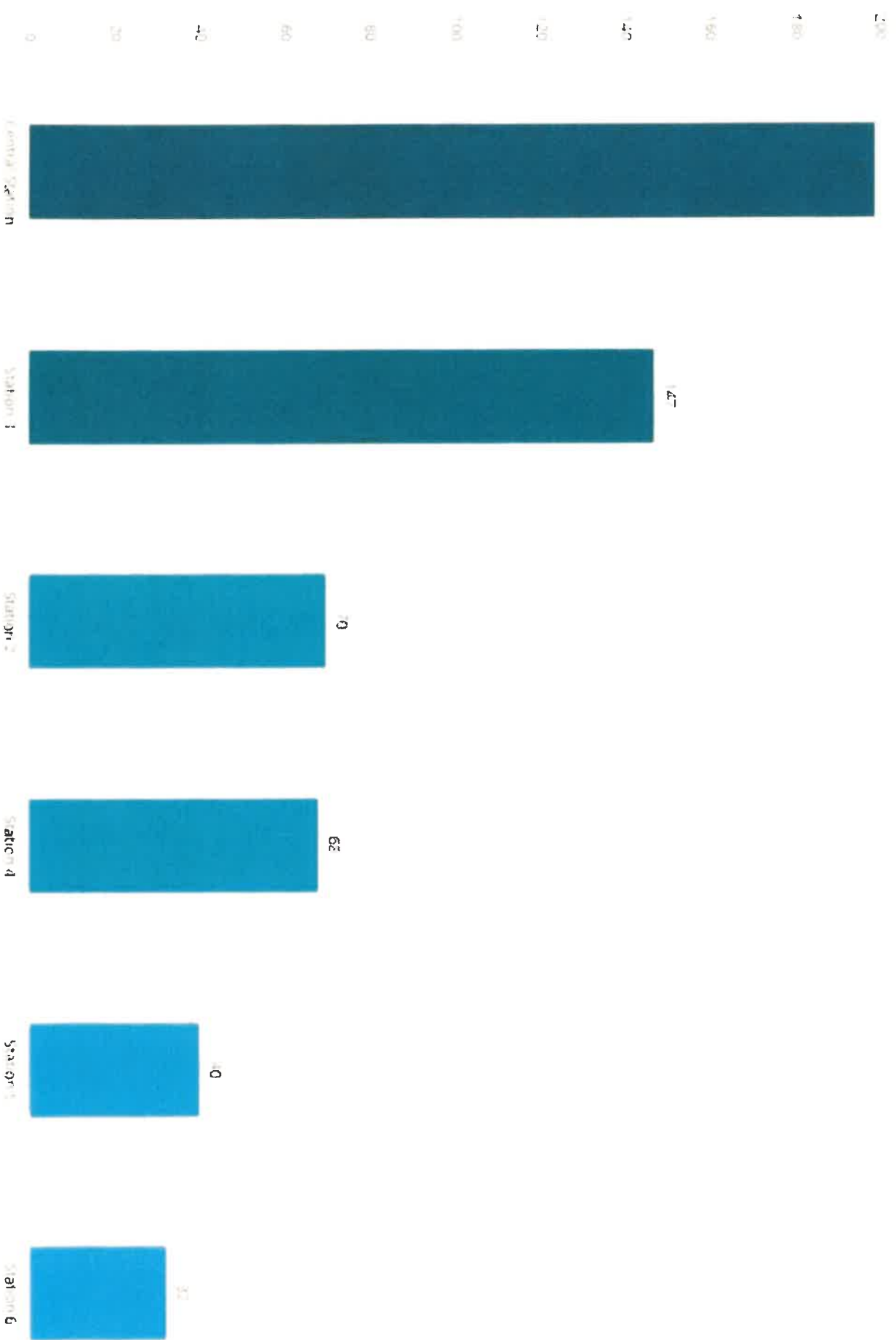


Count of Incidents by Incident Type



Hit Count by Station

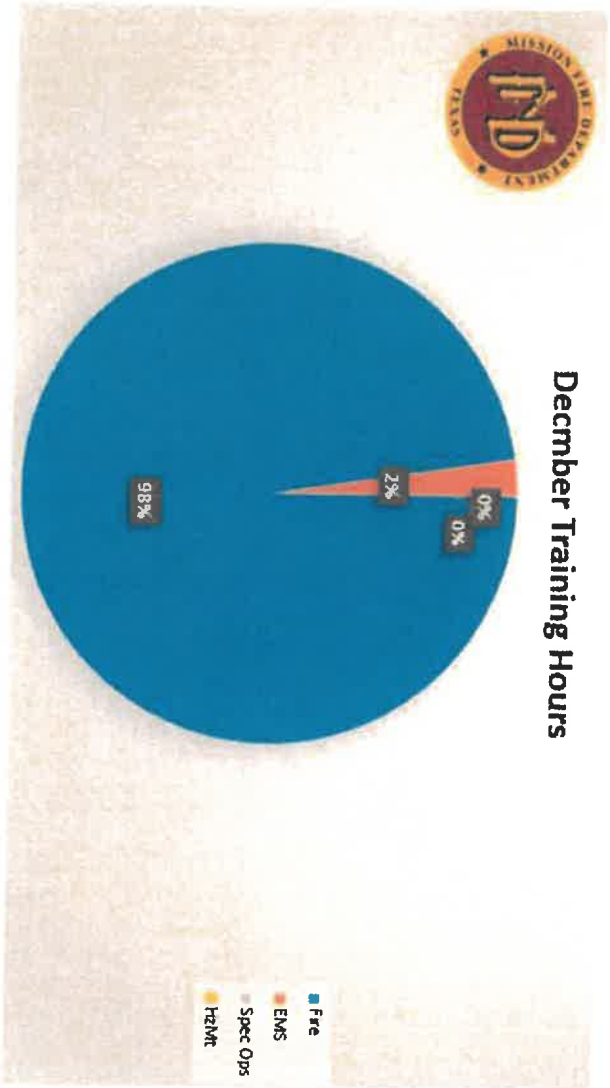
Incident Count by Station



Apply

Cancel

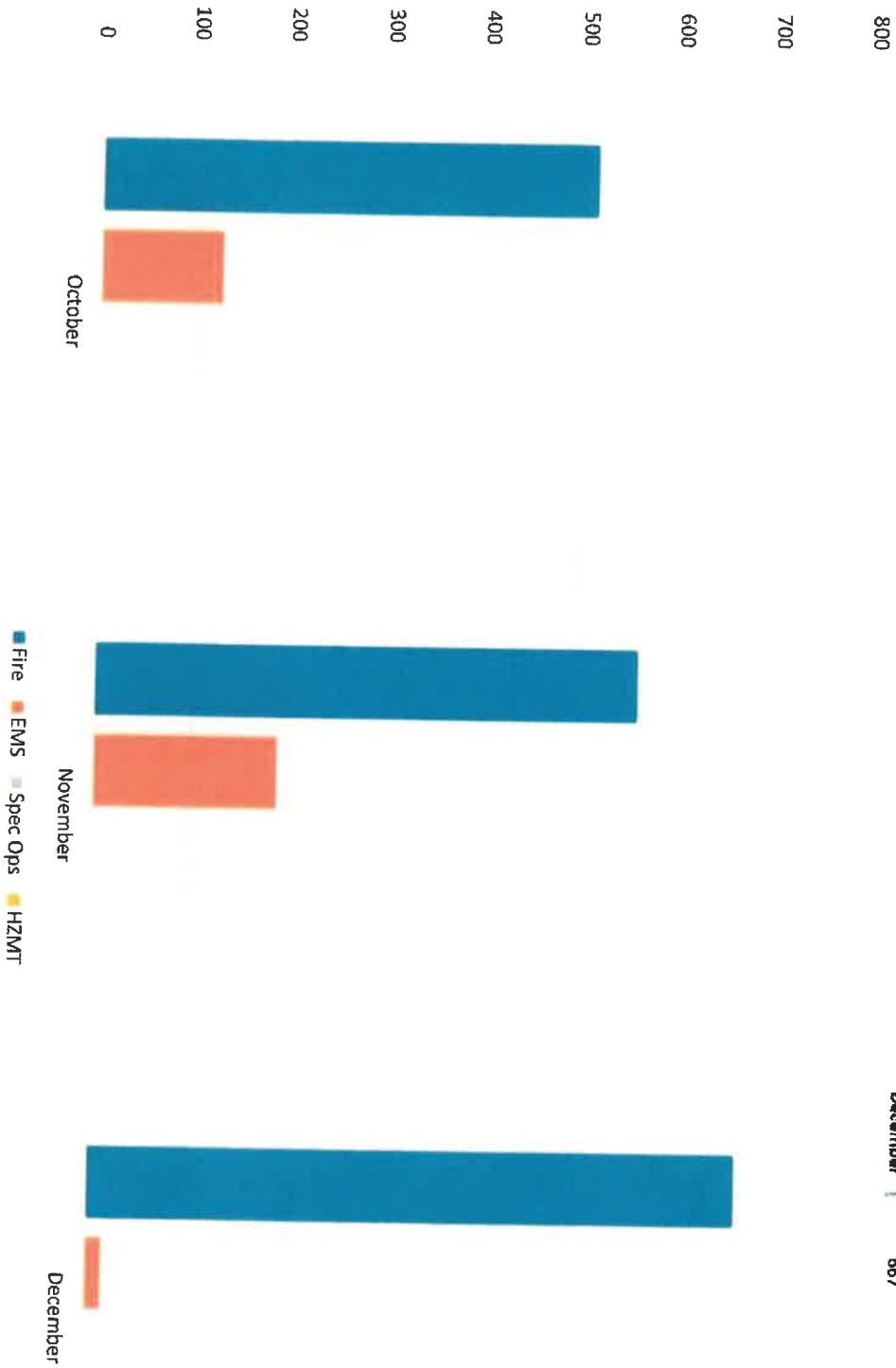




	Fire	EMS	Spec Ops	HzMt
October	667	16	0	0



Training Hours  
Total Year-to-Date 2024-2025



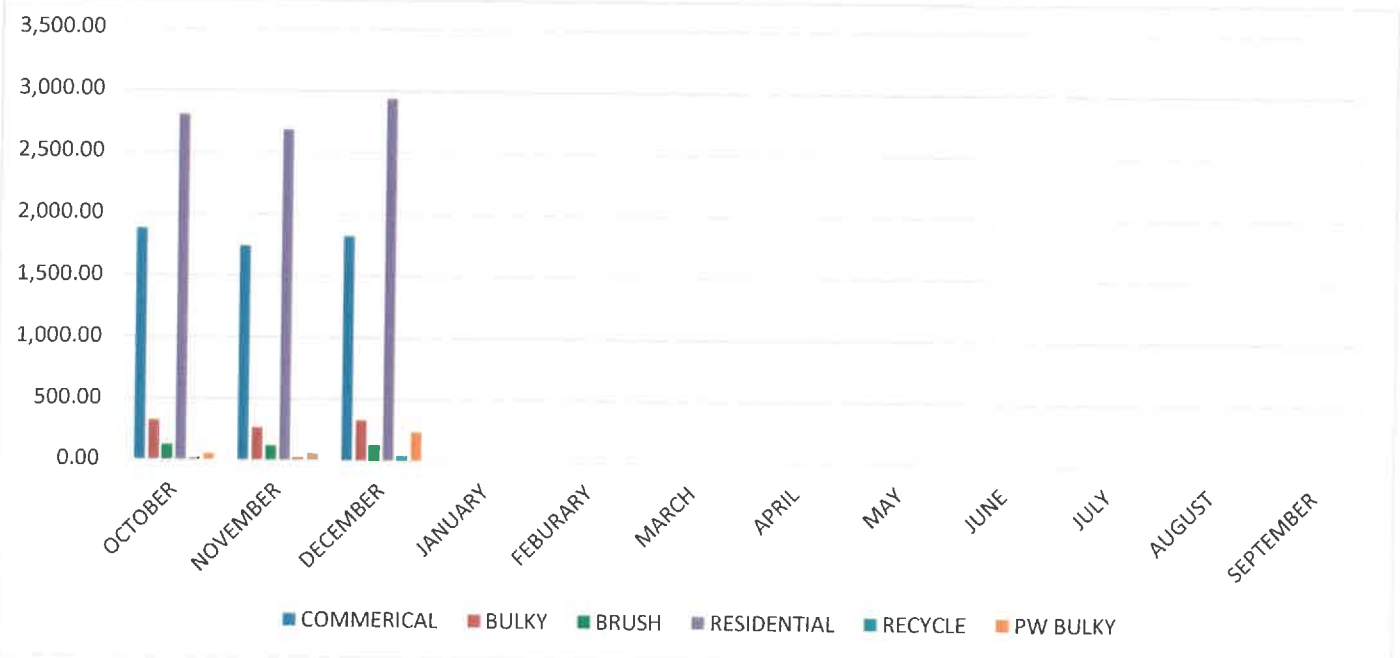
	Fire	EMS	Spec Ops	HZMT
October	511	126	0	0
November	560	190	0	0
December	667	16	0	0

## SANITATION DEPARTMENT

For the month of December, the City of Mission Sanitation Department disposed of a combined **5331.22** tons of trash/bulky items. In addition, **9436.00** cubic yards of brush was collected at our sanitation landfill.

Month	TONS RESIDENTIAL	CUBIC YARDS BRUSH	TONS BULKY	TONS COMMERICAL	TONS BRUSH	TONS RECYCLE	TONS PW BULKY
OCTOBER	2,805.45	9,268.00	322.85	1,881.00	125.118	18.60	52.23
NOVEMBER	2,685.61	8792.00	266.90	1742.68	118.692	26.98	59.29
DECEMBER	2,939.79	9436.00	329.30	1824.82	127.386	43.85	237.31
JANUARY					0		
FEBURARY					0		
MARCH					0		
APRIL					0		
MAY					0		
JUNE					0		
JULY					0		
AUGUST					0		
SEPTEMBER					0		
Total	8430.85	27496	919.05	5448.5	243.81	89.43	348.83

### 2024 - 2025 SANITATION PICK UP (TONS)



# MISSION HISTORICAL MUSEUM

Departmental Report December 2024

"It's a side of museums that many people don't see and sometimes don't understand when they see it in your budget. It's something that happens out of the way and it's not flashy but we're ensuring the long-term health of the cultural legacy of the area."



## PERFORMANCE INDICATORS:

Performance Indicators	October	November	December
General Attendance	101	270	67
Programs	13	750	82
Tours	23	0	0
Social Media	10,100	7000	7,100
Outreach	0	0	0
Meetings Hosted	7	0	0
<b>Total:</b>	<b>10,244</b>	<b>8,020</b>	<b>7,249</b>

(# of people served December 1– December 31)

## Public and Educational Programs/Events

### Past Programs/Events:

November 2	Dia de los Muertos Folklife Festival
November 9	MHM Lecture Series (cancelled due to parade)
December 14	MHM Lecture Series
December	Christmas Craft Day

### Upcoming Programs/Events:

January 11 <sup>th</sup>	MHM Lecture Series
January 15 <sup>th</sup>	Quilt Show Opening
January 21 & 22	She Came to the Valley Movie Screenings
January 28 & 29	She Came to the Valley Movie Screenings
February 13 <sup>th</sup>	Time capsule ceremony

### Other Items:

Spring	Hosting three UTRGV student interns
Ongoing	M.C.I.S.D. projects
Ongoing	Epidemic Exhibit (Funding received from McCoys)
Ongoing	New Database CatalogIt (Received/Doing clean up)
Ongoing	Moorefield Exhibit (Seeking Quotes)
November-March	Brick paver Campaign
December	Sherwin Williams donation (Received)
January	Traveling Exhibit out on loan at UVAL
January	4Imprint Grant: Baseball Exhibit Banners

**Mission Event Center Revenue Ledger**

12/01/2024 - 12/31/2024

Source: RESERVE (event management software)

Event - Name	Event Date	Room Rental Charges	Alcoholic Beverage Charges	Equipment Charges	Security Fee	Refundable Damage Deposit	Use of Kitchen/Outside Caterers Fee	Function Total	Total Adjustments and Discounts	Total Payments Received	Balance Due	Estimated Attendance
City of Mission Human Resource Service Award	12/02/2024	\$0.00		\$0.00				\$0.00	(\$1,700.00)	\$0.00	\$0.00	125
City of Mission Directors Retreat	12/03/2024							\$0.00		\$0.00	\$0.00	40
Mission Chamber of Commerce Health Fair	12/04/2024	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00	(\$5,500.00)	\$0.00	\$0.00	450
STC Training Seminar	12/08/2024	\$2,500.00		\$0.00		\$500.00	\$375.00	\$3,375.00	\$0.00	\$3,375.00	\$0.00	600
IOC Christmas Party	12/10/2024	\$7,300.00		\$0.00	\$0.00	\$500.00	\$375.00	\$8,175.00	\$0.00	\$8,175.00	\$0.00	700
Builders First Sources Appreciation Breakfast	12/11/2024	\$2,000.00		\$0.00		\$500.00	\$375.00	\$2,875.00	\$0.00	\$500.00	\$2,375.00	280
STC Nursing Planning Ceremony	12/11/2024	\$2,850.00		\$350.00	\$0.00	\$500.00		\$3,700.00	\$0.00	\$1,850.00	\$1,850.00	600
Naturalization Ceremony	12/12/2024	\$3,800.00		\$350.00				\$4,220.00	\$0.00	\$4,220.00	\$0.00	900
Class of 2024 White Coat Ceremony	12/13/2024	\$2,500.00	\$1,680.00	\$350.00	\$0.00	\$500.00	\$375.00	\$5,405.00	\$0.00	\$5,405.00	\$0.00	500
Hacienda Holiday Dinner	12/14/2024	\$6,500.00	\$5,600.00	\$400.00	\$0.00	\$500.00	\$375.00	\$13,375.00	\$0.00	\$13,375.00	\$0.00	700
IOC Company Safety Meeting	12/16/2024	\$2,500.00		\$350.00		\$500.00		\$3,350.00	\$0.00	\$3,350.00	\$0.00	330
Texas Department of Transportation Safety Banquet	12/17/2024	\$4,350.00		\$0.00		\$500.00	\$375.00	\$5,225.00	\$0.00	\$0.00	\$5,225.00	400
City of Mission "KOPS FOR KIDS" Toy Drive	12/20/2024	\$0.00		\$0.00				\$0.00	(\$5,700.00)	\$0.00	\$0.00	1000
Fall Season Sports Banquet	12/21/2024	\$2,850.00		\$700.00	\$0.00	\$500.00	\$375.00	\$4,425.00	\$0.00	\$4,425.00	\$0.00	450
Scott/Vela Wedding Reception	12/28/2024	\$4,100.00	\$4,647.00	\$300.00	\$250.00	\$500.00	\$375.00	\$10,172.00	\$0.00	\$10,172.00	\$0.00	500
15 events hosted												
<b>TOTAL</b>		<b>\$41,250.00</b>	<b>\$11,927.00</b>	<b>\$2,800.00</b>	<b>\$250.00</b>	<b>\$5,000.00</b>	<b>\$3,000.00</b>	<b>\$64,297.00</b>	<b>(\$12,900.00)</b>	<b>\$54,847.00</b>	<b>\$9,450.00</b>	<b>7575</b>

Dec-23

14 events hosted

	\$32,500.00	\$16,842.00	\$1,750.00	\$1,850.00	\$5,000.00	\$2,875.00	\$60,817.00	-\$4,550.00	\$60,817.00	\$0.00
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# Mission Police Department

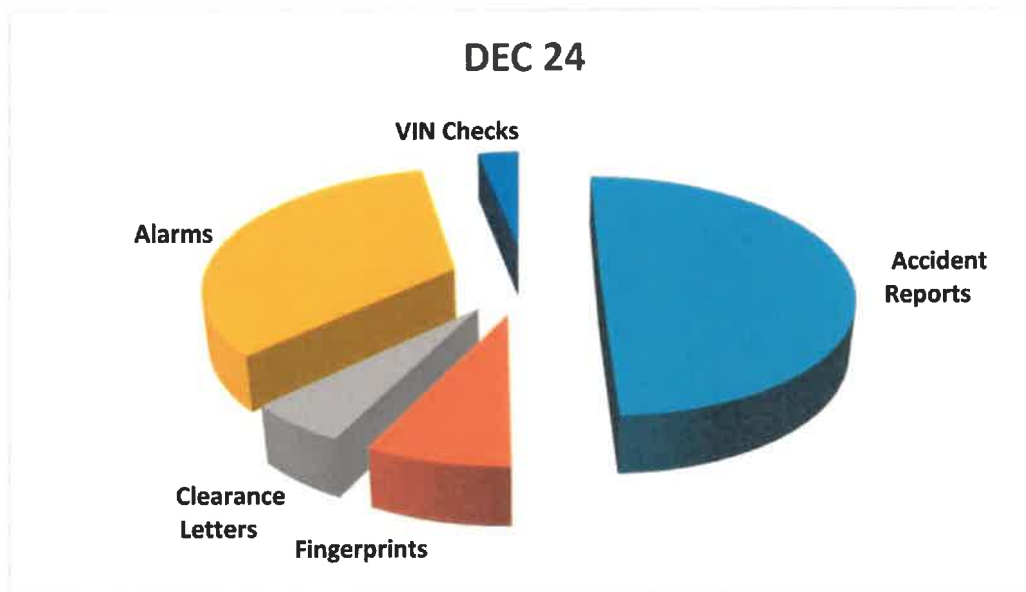
## Monthly Report for December 2024



### ***Records Division***

The following entries from our records division are actual persons visiting the Mission Police Department facility to obtain copies of reports; getting fingerprinted; job applications; clearance letter for job applications; vehicle identification number clearance letters for people buying used motor vehicles; persons visiting our warrant officers, criminal investigations or administrative personnel for assistance in police related matters.

	<b><u>Dec 24</u></b>	<b><u>FY 24-25 YTD</u></b>
Accident Reports	87	287
Fingerprints	13	45
Clearance Letters	9	32
Alarms	127	196
VIN Checks	5	18
<b>TOTAL</b>	<b>241</b>	<b>578</b>







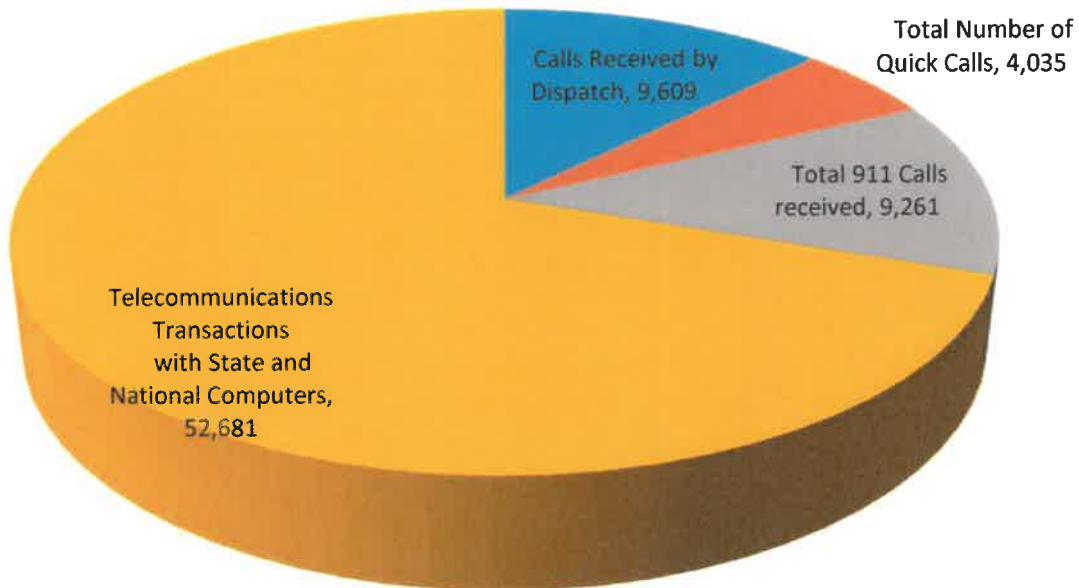
# Mission Police Department

## Monthly Report for December 2024



### ***Communications Division***

	<b><u>Dec 24</u></b>	<b><u>FY 24-25 YTD</u></b>
Calls Received by Dispatch	3,353	9,609
Total Number of Quick Calls	1,417	4,035
Total 911 Calls received	3,241	9,261
Telecommunications Transactions with State and National Computers	18,702	52,681





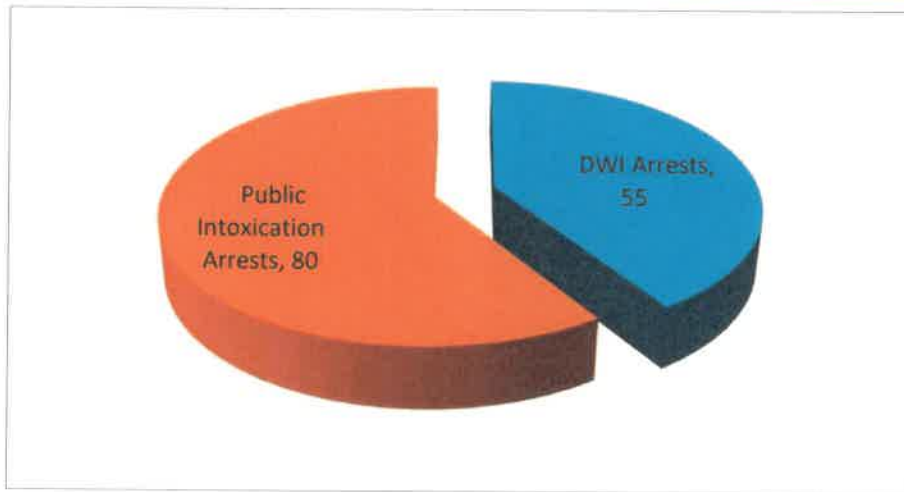
## Mission Police Department Monthly Report for December 2024



### ***Patrol Division***

**DWI Arrests**  
**Public Intoxication Arrests**

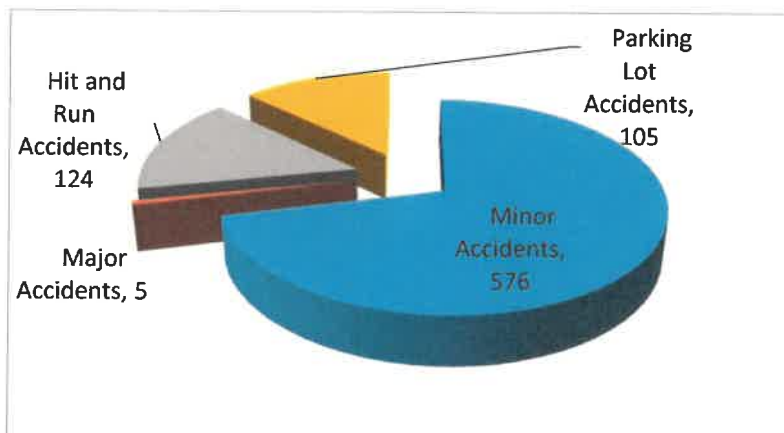
<u><b>Dec 24</b></u>	<u><b>FY 24-25 YTD</b></u>
17	55
21	80



### ***Traffic Division***

**Minor Accidents**  
**Major Accidents**  
**Hit and Run Accidents**  
**Parking Lot Accidents**

<u><b>Dec 24</b></u>	<u><b>FY 24-25 YTD</b></u>
195	576
1	5
41	124
33	105



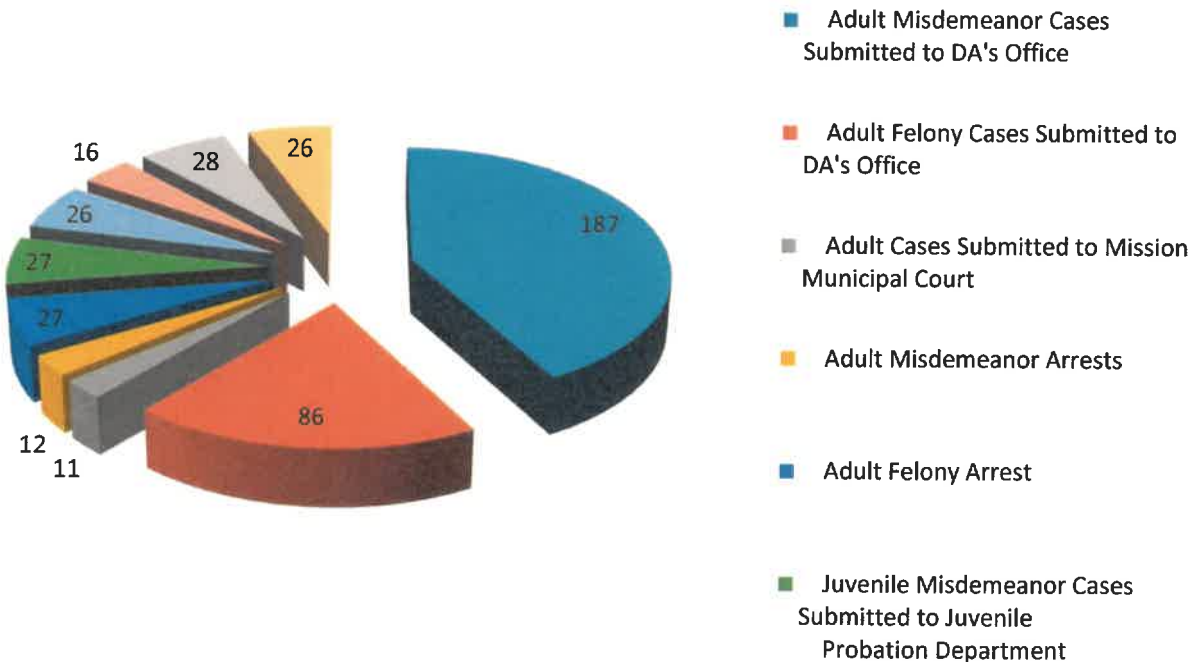


## ***Criminal Investigations Criminal Case Submissions***



	<b>Dec 24</b>	<b>FY 24-25 YTD</b>
Adult Misdemeanor Cases Submitted to DA's Office	61	187
Adult Felony Cases Submitted to DA's Office	24	86
Adult Cases Submitted to Mission Municipal Court	6	11
Adult Misdemeanor Arrests	8	12
Adult Felony Arrest	10	27
Juvenile Misdemeanor Cases Submitted to Juvenile Probation Department	6	27
Juvenile Felony Cases Submitted to Juvenile Probation Department	9	26
Juvenile Cases Submitted to Mission Municipal Court	4	16
Juvenile Misdemeanor Arrests	6	28
Juvenile Felony Arrests	9	26
Total Open Cases	205	205

### **Dec 24**





# Mission Police Department

## Monthly Report for December 2024



### ***Jail Division***

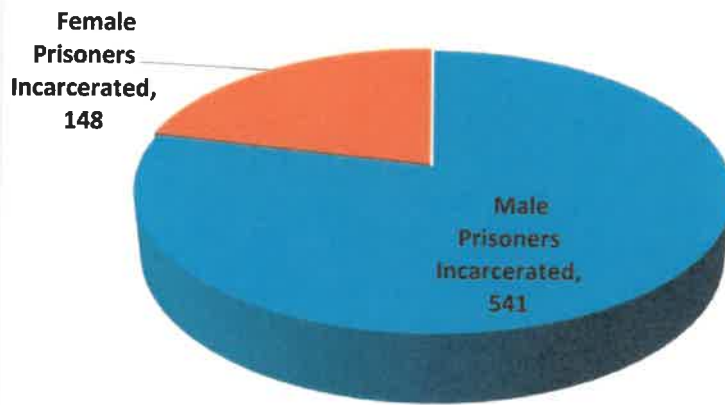
#### **Adults**

Male Prisoners Incarcerated  
Female Prisoners Incarcerated  
**Total**

#### **Dec 24**

#### **FY 24-25 YTD**

171	541
42	148
<b>213</b>	<b>689</b>



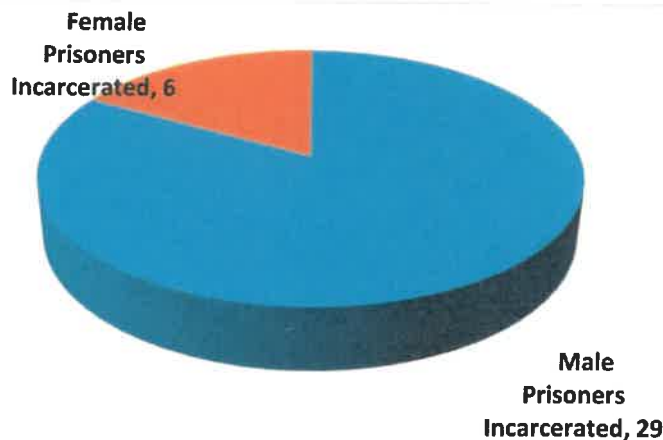
#### **Juveniles**

Male Prisoners Incarcerated  
Female Prisoners Incarcerated  
**Total**

#### **Dec 24**

#### **FY 24-25 YTD**

7	29
2	6
<b>9</b>	<b>35</b>





### ***Narcotics Division -DEA***

**Seizures**

Marihuana (lbs)

(Street Value -\$506.00 per pound)

Dec 24	FY 24-25 YTD
0.00	0.00
\$0.00	\$0.00

Cocaine (kilos)

(Street Value -\$21,000.00 per Kilo)

1.5	420.95
\$31,500.00	\$8,839,950.00

Fentanyl

(Street Value -\$30,000.00 per Kilo)

0	0.00
\$0.00	\$0.00

Heroin (kilos)

(Street Value -\$17,680.00 per Kilo)

0	0.00
\$0.00	\$0.00

Methamphetamine (kilos)

(Street Value -\$11,925.00 per Kilo)

0	1035.74
\$0.00	\$20,611,226.00

Currency Seizures:

\$39,191.00	\$108,382.00
-------------	--------------

Vehicle Seizures:

0	1
---	---

Arrest:

3	24
---	----

### ***Narcotics Division -Immigration & Customs Enforcement***

**Seizures**

Marihuana (lbs)

(Street Value -\$506.00 per pound)

Dec 24	FY 24-25 YTD
0	0.00
\$0.00	\$0.00

Cocaine (kilos)

(Street Value -\$21,000.00 per Kilo)

12	107.02
\$252,000.00	\$2,247,420.00

Heroin (kilos)

(Street Value -\$17,680.00 per Kilo)

0	0.00
\$0.00	\$0.00

Methamphetamine (kilos)

(Street Value -\$11,925.00 per Kilo)

0	481.00
\$0.00	\$9,139,000.00

Currency Seizures:

\$139,720.00	\$334,900.00
--------------	--------------

Vehicle Seizures:

0	0
---	---

Arrest:

2	9
---	---





## ***Mission Police and Criminal Investigations***

### **Narcotics**

	<b><u>Dec 24</u></b>	<b><u>FY 24-25 YTD</u></b>
Marihuana (pounds)	0.08	0.33
(Street Value -\$506.00 per pound)	\$38.96	\$167.49
Cocaine (kilos)	0.0160	0.19
(Street Value -\$21,000.00 per Kilo)	\$336.00	\$4,032.00
Currency	\$0.00	\$1,289.00

### ***U.S. Marshal Task Force***

	<b><u>Dec 24</u></b>	<b><u>FY 24-25 YTD</u></b>
Fugitive Apprehension	0	0
Mission CIB Warrants	0	0
68-A Vehicle Inspections	0	0



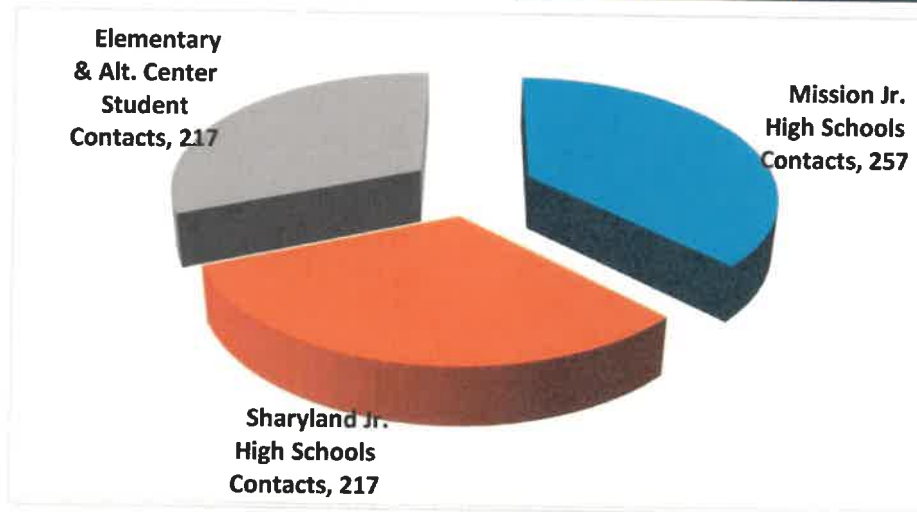
# Mission Police Department

## Monthly Report for December 2024



### ***Educational Resource Officer Program***

	<b><u>Dec 24</u></b>	<b><u>FY 24-25 YTD</u></b>
Mission Jr. High Schools Contacts	63	257
Sharyland Jr. High Schools Contacts	57	217
Elementary & Alt. Center Student Contacts	71	217



	<b><u>Dec 24</u></b>	<b><u>FY 24-25 YTD</u></b>
Mission High Schools	137	500
Sharyland High Schools	90	318



## ***Adult & Juvenile Cases Submitted by Police Officers Assigned to Mission & Sharyland Schools***



Adult Cases Submitted to Mission Municipal Court

Adult Misdemeanor Arrests

Adult Felony Arrests

Juvenile Misdemeanor Cases Submitted to Juvenile Probation Department

Juvenile Felony Cases Submitted to Juvenile Probation Department

Juvenile Cases Submitted to Mission Municipal Court

Juvenile Cases Submitted to JP Court

Juvenile Misdemeanor Arrests

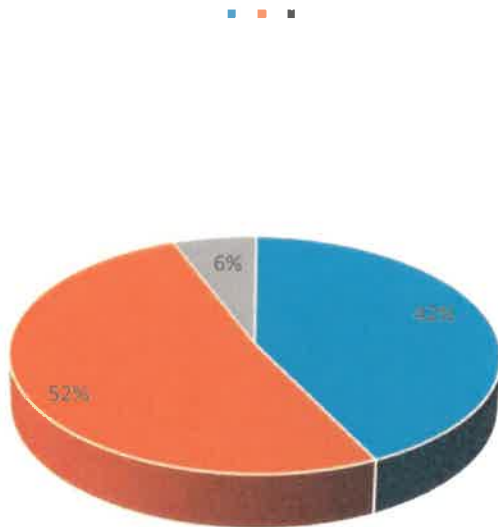
Juvenile Felony Arrests

**Dec 24**

**FY 24-25 YTD**

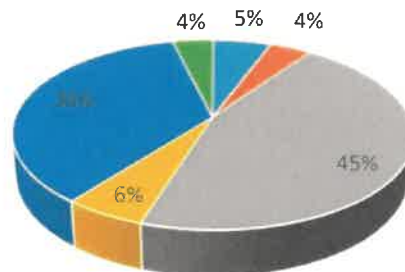
4	14
3	17
1	2
3	7
3	5
23	57
2	7
9	45
4	5

FY 24-25 YTD



FY 24-25 YTD

- Juvenile Misdemeanor Cases Submitted to Juvenile Probation Department
- Juvenile Felony Cases Submitted to Juvenile Probation Department
- Juvenile Cases Submitted to Mission Municipal Court
- Juvenile Cases Submitted to JP Court
- Juvenile Misdemeanor Arrests
- Juvenile Felony Arrests







# Mission Police Department

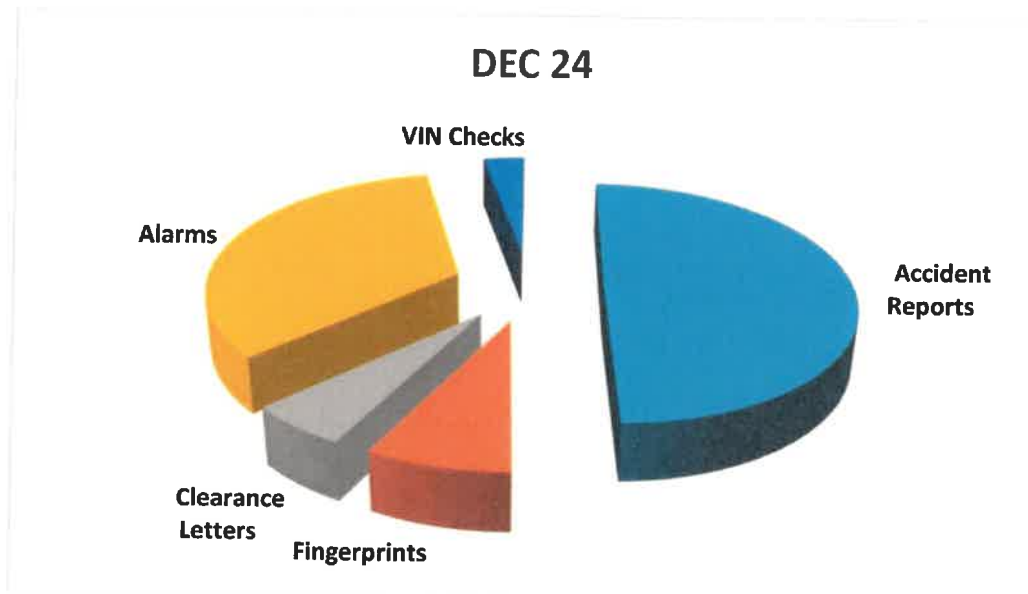
## Monthly Report for December 2024



### Records Division

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VIN Checks	5	18
<b>TOTAL</b>	<b>241</b>	<b>578</b>



# SPEER MEMORIAL LIBRARY

Item 5.

DOOR COUNT



8,497

DECEMBER  
2024



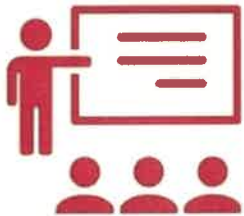
3,222

BOOKS CHECKED OUT



1,682

Live Virtual Program



13

ADULT PROGRAM AUDIENCE



VOLUNTEER HOURS  
WORKED

796



TEENS PROGRAM AUDIENCE

40



189

GENERAL AUDIENCE

69



CHILDREN PROGRAM AUDIENCE

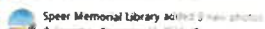
USE OUR  
ONLINE RESOURCES

[WWW.MISSION.LIB.TX.US](http://WWW.MISSION.LIB.TX.US)

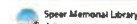




## 2024 Teen November Activities



Teen AnimeManga Club throughout November was all about *Spy x Family*, *Heavenly Delusions*, and making art out of manga pages from specially selected books long withdrawn by our Teen staff.



We had a huge turnout today for our Holiday Book Sale with perfect ☀️ chilly weather! 🌨️ Lots of books, magazines, dvds, puzzles, plus various items were sold. Remember this offer is for limited time. All you can fit in a bag for \$1. We will be continuing tomorrow Sunday from 12-4pm and Monday, 1pm-7pm for anyone that missed out today. ☺️

"Within a year or so"  
"Call Only"

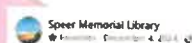
100



Thank you to all the kiddos that showed up to our Arts & Crafts today.



Wanted to thank all the families that came out to our children's Christmas Celebration. **Melanie and Frank** a huge thanks for bringing The Sensory Santa Claur of the RGV to our library. The children loved every minute of it.



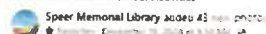
Thank you to Dayanira from Molina healthcare for coming in and showing love to our children. You always bring so much joy and happiness to our toddlers. And you always share all the resources that you have with our parents. This toddler time was amazing all the children left with goodies. Thank you to all our parents that came today. I know the weather was a little bit chilly but we appreciate your presence all the time. 愛



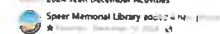
## 2024 Teen December Activities



Teens Christmas Game Night Photos Part One We hope every teen had loads of fun this past Thursday! 🎄🎮👯



Teens Christmas Game Night Photos! Part Two: Full of candy, cane wars, Simon Says and find Budd, the elf! We wish everyone a safe holiday! Stay warm and enjoy your presents! 🍷🍷🍷



We finally caught up to Spy x Family during this month's Teen AnimeFest Club hangouts and have officially started *Freren: Beyond Journeys' End*. One more Teen AnimeFest Club event to go for this year! If you're a teen and you love Spy x Family, join us next Wednesday at 6PM for its movie *Code White* and free ramen!





# CITY OF MISSION

## CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

**MEETING DATE:** January 27, 2025  
**PRESENTED BY:** Anna Carrillo, City Secretary  
**AGENDA ITEM:** Approval of Minutes – Carrillo  
 Regular Meeting – January 13, 2025

### NATURE OF REQUEST:

See attached minutes

**BUGETED:** Yes / No / N/A **FUND:** \_\_\_\_\_ **ACCT. #:** \_\_\_\_\_

**BUDGET:** \$ \_\_\_\_\_ **EST. COST:** \$ \_\_\_\_\_ **CURRENT BUDGET BALANCE:** \$ \_\_\_\_\_

**BID AMOUNT:** \$ \_\_\_\_\_

### STAFF RECOMMENDATION:

Approval

**Departmental Approval:** N/A

**Advisory Board Recommendation:** N/A

**City Manager's Recommendation:** Approval *MRP*

**RECORD OF VOTE:** **APPROVED:** \_\_\_\_\_

**DISAPPROVED:** \_\_\_\_\_

**TABLED:** \_\_\_\_\_

\_\_\_\_\_ AYES

\_\_\_\_\_ NAYS

\_\_\_\_\_ DISSENTING \_\_\_\_\_

## **MINUTES**

### **PRESENT:**

Norie Gonzalez Garza, Mayor  
Ruben D. Plata, Mayor Pro-Tem  
Jessica Ortega, Councilwoman  
Marissa Ortega-Gerlach, Councilwoman  
Alberto Vela, Councilman  
Patricia A. Rigney, City Attorney  
Mike R. Perez, City Manager  
Anna Carrillo, City Secretary

### **ABSENT:**

### **ALSO PRESENT:**

Brenda Enriquez  
Dendea Balli  
Susan Labore  
Aaliyah Sarabia  
Macy Vaughan  
Ella Hartzog  
Ximena Lopez  
Rachael Garda  
Elle Holbrook  
Kimberly Tijerina  
Samantha Cardona  
Sofia Garza  
Evelyn Alaniz  
Bella Quezada  
Emma Wilkinson  
Emma Garza  
Juan Alberto Lopez  
Milo Salinas  
Noel Salinas  
Cindii Cantu

### **STAFF PRESENT:**

Anais Chapa, Assistant City Secretary  
Juan Pablo Terrazas, Asst. City Manager  
Andy Garcia, Asst. City Manager  
Susie de Luna, Interim Planning Director  
Mike Silva, Interim Fire Chief  
Vidal Roman, Finance Director  
Alex Hernandez, Assistant Planning Director  
Noemi Munguia, HR Director  
Abram Ramirez, IT Director  
Yenni Espinoza, Library Director  
Roel Mendiola, Sanitation Director  
Michael Elizalde, Dir. of Grants & Strategic Dev.  
Joel Chapa, Police Officer  
Kenia Gomez, Media Relations Director  
Humberto Garcia, Media Relations  
Michael Fernuik, Golf Course Director  
Teclo Garcia, MEDC CEO  
Brad Bentsen, Parks & Recreation Director  
Amy Tijerina, Community Events Director  
Alex Fajaro, Media Relations  
Ruben Hernandez, Media Relations

## **REGULAR MEETING**

### **CALL TO ORDER AND ESTABLISH QUORUM**

With a quorum being present, Mayor Norie Gonzalez Garza called the meeting to order at 3:36 p.m.

### **INVOCATION AND PLEDGE ALLEGIANCE**

Mayor Pro Tem Ruben Plata led the invocation and Pledge of Allegiance.

### **DISCLOSURE OF CONFLICT OF INTEREST**



Mayor Pro Tem Plata has one on file for executive session item number two.

Councilman Alberto Vela filed one for executive session item numbers one and seven.

## **PRESENTATIONS**

### **1. Proclamation - Texas Citrus Fiesta Boots & Blossoms – Tijerina**

Mayor Pro Tem Plata moved to approve the Proclamation – Texas Citrus Fiesta Boots and Blossoms. Motion was seconded by Councilman Vela and approved unanimously 5-0.

### **2. October Employee of the Month – Munguia**

Noemi Munguia, Human Resources Director, presented Mission Police Department's K-9 Unit: Holden Kaiser, Juan Garcia and Joshua Jimenez as the employees of the month for October 2024. The K-9 team was nominated by Sergeant Alexandria Leal for the continuous efforts in ensuring that there are very few drug related incidents within our city. The K-9 Unit recently aided in the removal of \$1.5 million of narcotics/money. This unit is dedicated to their profession and are always training and aiding other agencies.

### **3. November Employee of the Month – Munguia**

Noemi Munguia, Human Resources Director, presented Officer Ruben Gonzalez and Officer Victor Brandon Solis as the employees of the month for November 2024. These officers responded to a critical 911 call in which a two-year-old was unresponsive. Upon arrival, Officer Solis began to administer CPR on the child. Shortly after, Officer Gonzalez arrived and assisted Officer Solis in administering CPR. Due to their swift actions, the child became responsive and was able to get transported by EMS to the hospital to get further treatment.

### **4. Presentation of Delinquent Tax Collection Report for the period of October 01, 2023 through September 30, 2024 presented by Linebarger Goggan Blair & Sampson, LLP - Kelly Rivera Salazar**

Kelly Rivera Salazar of Linebarger, Goggan, Blair & Sampson, LLP presented the council with a Delinquent Tax Collection Report. From October 1, 2024 through September 30, 2024 they had filed 111 lawsuits, 57 lawsuits were disposed, 47 judgements were taken and 190 cases were pending litigation. During this time, they were able to collect about \$28,000 in mowing liens and \$570,000 in delinquent taxes. There was a refund (refunds were based on disputes by the property owners on the appraisal of their property) of \$82,045 for the year.

### **5. Presentation by Paws Fur Help, Inc. Spay and Neuter Initiative - Dendea Balli**

Dendea Balli, Executive Director of Paws Fur Help, Inc., thanked the Mayor and City Council for their continued support. Paws Fur Help was humbled and honored to be able to serve our community. In an effort to raise funds to provide spay and neuter services to the community, Paws for Help held a 5K fundraiser in September of 2024. Through this fundraiser, they were able to raise over \$5,000. These funds were allocated toward spay and neuter surgeries. 20 appointments were set outside for the community members and 20 appointments were set aside for the RGV Humane Society. Ms. Balli urged the council to require that the RGVHS spay/neuter animals before adopting them out.

### **6. Report from Mission Economic Development Corporation - Teclo Garcia**

Teclo Garcia, MEDC CEO, gave an update on the operations of the EDC and presented the Mission EDC's annual report for 2024. On the cover of the report, they had a photograph of the Mission Event Center which was a great representation of the growth the city had over the last

year. In 2024, 775 new jobs were created, there was \$54.5 Million in Capital Investments, there were 13 relocations and expansions throughout the city, 20 business assists and 11 Advocacy and Marketing Trips. There was a 9% increase in sales tax for the year as well. As part of their Global Partnership and Initiatives, a trade agreement was signed with San Luis Potosi. In terms of small business growth, \$600K was allocated for small business assistance, 107 jobs were created and retained and 27 small businesses were assisted. MEDC, through partnerships and investments, was able to give back over \$96K in gifts and donations to help other non-profits within the city to reach their goals. The CEED building also had a 15% increase in revenue growth over the past year.

#### **7. Report from the Greater Mission Chamber of Commerce – Brenda Enriquez**

Brenda Enriquez, Greater Mission Chamber of Commerce President, spoke about upcoming events such as: UTRG SBDC Webinars: January 15<sup>th</sup> – Know your Business Rivals, January 30<sup>th</sup> – La Gestion de Marca para Pequeñas Empresas, January 24<sup>th</sup> – Citrus Sip-Off: A People's Choice Competition, January 30<sup>th</sup> Ribbon Cutting for Blo Blow Dry Bar, February 5<sup>th</sup> – Buenas Tardes Luncheon, February 20<sup>th</sup> – Ribbon Cutting for Pete Jaramillo Insurance, February 26<sup>th</sup> – Lunch & Learn – Navigating, March 7<sup>th</sup> – Winter Texan Fiesta

Mayor Pro Tem Plata stepped out of the meeting at 4:19 p.m.

#### **8. Departmental Reports – Perez**

Councilwoman Jessica Ortega moved to approve the departmental reports as presented. Motion was seconded by Councilman Vela and approved unanimously 4-0.

#### **9. Citizen's Participation – Garza**

Susan LaBore, 100 Saturn Street, asked the council to put some of the tax payer money towards spay and neuter services as it was very important and much needed.

Mayor Pro Tem Plata re-joined the meeting at 4:21 p.m.

### **PUBLIC HEARING**

#### **PLANNING & ZONING RECOMMENDATIONS**

**10. Rezoning: A tract containing 39.88 acres of land being part or portion of Lot 26-11, West Addition to Sharyland, from (AO-I) Agricultural Open Interim to (R-1A) Large Lot Single Family Residential, J.S. Kawamoto, LLC, and Adoption of Ordinance#\_\_\_\_\_ - De Luna**

On December 18, 2024, the Planning and Zoning Commission held a Public Hearing to consider the rezoning request. The subject site was located approximately 1,280' North of E. Griffin Parkway on the eastside of N. Bryan Road. There was public opposition during the P&Z Meeting. The concerns were in regards to infrastructure not in place, increase traffic, sewer backups, no sidewalks, etc. The board recommended approval.

Staff and City Manager recommended approval.

The applicant requested that no action be taken on this item.

No Action was taken.

**11. Rezoning: A tract containing 9.99 acres of land, being part or portion of Lot 26-10, West Addition to Sharyland, from (AO-I) Agricultural Open Interim to (R-1A) Large Lot Single Family Residential, J.S. Kawamoto, LLC, and Adoption of Ordinance#\_\_\_\_\_ - De Luna**

On December 18, 2024, the Planning and Zoning Commission held a Public Hearing to consider the rezoning request. The subject site was located approximately 2,260' North of E. Griffin Parkway on the westside of N. Bryan Road. There was no public opposition during the P&Z Meeting. The board unanimously recommended approval.

Staff and City Manager recommended approval.

The applicant requested that no action be taken on this item.

No Action was taken.

**12. Conditional Use Permit: Eliz Event Center, 2407 Brock Street, Suite C, Lot 9, Shary Business Center (aka Shary Business Center Condos Unit 17), C-3, Elizabeth Gonzalez, Adoption of Ordinance #5584 - De Luna**

On December 18, 2024 the Planning and Zoning Commission held a Public Hearing to consider the Conditional Use Permit request. The subject site was located approximately 130' east of Shary Road along the north side of Brock Street. There was no public opposition during the P&Z Meeting. The board unanimously recommended denial.

Staff and City Manager recommended denial.

Mayor Garza asked if there were any comments for or against the request.

Elizabeth Gonzalez, owner of Eliz Event Center, stated they do not use the event center every day. It mostly gets used on Saturdays. They have not had issues since the other event centers have different operating hours.

Mayor Garza asked if this was being used as an event center and if they were able to sell alcohol.

Ms. Susie De Luna, Planning Director stated that they had been operating as an event center already without a business license and is now trying to be in compliance. At the moment they are unable to sell alcohol, and if they wanted to do so, they would have to apply for a conditional use permit.

Mayor Pro Tem Plata stated that he did not think it was fair to deny this item as there were a lot of other businesses in the area that were not in compliance. There were several businesses that were operating without business licenses.

Ms. De Luna stated that they have done an audit of the area and have reached out to the other businesses as well to ensure that they become compliant.

Mayor Pro Tem Plata moved to approve the Conditional Use Permit for one year for Eliz Event Center, 2407 Brock Street, Suite C, Lot 9, Shary Business Center (aka Shary Business Center Condos Unit 17), C-3, Elizabeth Gonzalez and Adoption of Ordinance #5584. Motion was seconded by Councilman Vela and approved unanimously 5-0.

**ORDINANCE NO. 5584**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS  
GRANTING A CONDITIONAL USE PERMIT ELIZ EVENT CENTER, 2407 BROCK STREET,  
STE C., LOT 9, SHARY BUSINESS CENTER (AKA SHARY BUSINESS CENTER CONDOS  
UNIT 17)

**13. Conditional Use Permit Renewal: To Keep a Portable Building for Office Use, 302 S. Taylor Road, Being a 0.102 of one acre tract of land out of a tract of land adjacent to Lot 176 & 186, John H. Shary Subdivision, C-3, Best Assets, LLC (c/o Ryan Stauffer)  
Adoption of Ordinance #5585 - De Luna**



On December 18, 2024 the Planning and Zoning Commission held a Public Hearing to consider the Conditional Use Permit request. The subject site was located on the northwest corner of Victoria Avenue and Taylor Road. There was no public opposition during the P&Z Meeting. The board unanimously recommended approval.

Staff and City Manager recommended approval.

Mayor Garza asked if there were any comments for or against the request.

There were no comments.

Mayor Pro Tem Plata moved to approve the Conditional Use Permit Renewal: To Keep a Portable Building for Office Use, 302 S. Taylor Road, Being a 0.102 of one acre tract of land out of a tract of land adjacent to Lot 176 & 186, John H. Shary Subdivision, C-3, Best Assets, LLC (c/o Ryan Stauffer) and Adoption of Ordinance #5585. Motion was seconded by Councilman Vela and approved unanimously 5-0.

#### **ORDINANCE NO. 5585**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS  
GRANTING A CONDITIONAL USE PERMIT RENEWAL TO KEEP A PORTABLE BUILDING  
FOR OFFICE USE, 302 S. TAYLOR ROAD, BEING A 0.102 OF ONE ACRE TRACT OF LAND  
OUT OF A TRACT OF LAND ADJACENT TO LOT 176 & 186, JOHN H. SHARY SUBDIVISION

#### **CONSENT AGENDA**

*All consent agenda items are considered routine by City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Councilmember requests an item be removed and considered separately. The City Council May Take Various Actions; Including But Not Limited To Rescheduling An Item In Its Entirety For A Future Date Or Time. The City Council May Elect To Go Into Executive Session On Any Item Whether Or Not Such Item Is Posted As An Executive Session Item At Any Time During The Meeting When Authorized By The Provisions Of The Open Meetings Act*

#### **14. Approval of Minutes – Carrillo**

Regular Meeting – December 16, 2024

#### **15. Acknowledge Receipt of Minutes – Perez**

Citizen's Advisory Committee – November 19, 2024

Youth Advocacy Advisory Board – November 19, 2024

Boys & Girls Club Board of Directors – November 19, 2024

Civil Service Commission – November 25, 2024

Mission Redevelopment Authority – October 22, November 21, 2024

Mission Tax Increment Reinvestment Zone – October 22, November 21, 2024

Mission Economic Development Corporation – October 30, November 13, 2024

Mission Economic Development Authority – October 30, 2024

#### **16. Approval of Resolution No.1939 authorizing the Mission Police Department to submit an Agreement for the Temporary Closure of State Right-of-Way to the Texas Department of Transportation for the Texas Citrus Fiesta Parade on Saturday, January 25, 2025 – Torres**

The Texas Citrus Parade was scheduled for January 25, 2025. The agreement was required by the Texas Department of Transportation for the closure of Texas Highway 107 (Conway Avenue) between the Two and a Half Mile Line and Interstate 2, the 100 and 200 Block of West Tom Landry and the 100 and 200 Block of West Business Highway 83. The Mission Police Department was responsible for securing the route to ensure the safety of both motorists and pedestrians.

#### **RESOLUTION NO. 1939**

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS, AUTHORIZING THE SUBMITTAL TO THE TEXAS DEPARTMENT OF TRANSPORTATION BY THE MISSION POLICE DEPARTMENT OF AN AGREEMENT FOR THE TEMPORARY CLOSURE OF STATE RIGHT OF WAY FOR THE TEXAS CITRUS FIESTA PARADE AND AUTHORIZING THE ISSUANCE OF A PUBLIC PERMIT THEREFORE

#### **17. Authorization to award contract for Security Guard Services to MLG Protection Services – Torres**

On September 23, 2024, City Council approved the solicitation of proposals for Security Guard Services for buildings/events throughout the city on an as needed basis. The City of Mission accepted and opened five (5) proposals for security guard services. After evaluation and assessment, it had been determined that the following recommendation for award would be the best and most advantageous to the City of Mission: MLG Protection Services. Contract shall be one (1) year from contract award date with the option to renew for an additional two (2) consecutive, one (1) year periods.

#### **18. Authorization to reject and resolicit proposals for the Construction of a Water Well at Shary Municipal Golf Course – Fernuik**

On August 26, 2024 City Council authorized staff to solicit RFP 25-134-12-16 Construction of a Water Well at Shary Municipal Golf Course. Two (2) proposals were received; of which both were deemed unresponsive due to incomplete paperwork. Staff was seeking authorization to reject all proposals received and resolicit for the project.

#### **19. Approval of request by State Representative Sergio Munoz, Jr. for District Office Lease Contract at 121 East Tom Landry – Carrillo**

Texas House of Representatives' district office had provided the City of Mission with the contract that the Committee on House Administration approved for office leases.

State Representative Sergio Munoz, Jr. was requesting to continue to lease the office located at 121 East Tom Landry. The lease agreement was for two years beginning on January 14, 2025 and expiring on January 12, 2027 at a cost of \$250.00 per month.

The lease is in the public interest of the City of Mission.

#### **20. Approval of Ordinance # 5583 granting a wet designation for 301 N. Shary Road, Ste. 240, El Itacate – Carrillo**

Staff was requesting the above-mentioned property be wet zoned for the sale of Mixed Beverages on Premise Permit. City Council approved the CUP on November 12, 2024.

#### **ORDINANCE NO. 5583**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS AMENDING ORDINANCE NO.780 DESIGNATING PLACES WHERE BEER AND OTHER ALCOHOLIC

BEVERAGES MAY BE SOLD WITHIN THE CORPORATE LIMITS OF THE CITY OF MISSION TO INCLUDE THE PREMISES LOCATED AT 301 N. SHARY ROAD, STE. 240 - EL ITACATE

**21. Authorization to Award Bid for Utility Bill Printing and Mailing Services for the City of Mission – Garcia**

The City of Mission accepted and opened two (2) bid responses for Utility Bill Printing and Mailing Services. Staff was recommending awarding to Upper Valley Mail Services who was the lowest responsible bidder meeting all specifications. Term of the contract was for one year with two one-year renewal options. Mailing services would be utilized on a daily basis, printing services would be utilized on an as needed basis.

**22. Authorize modification to the Personal Services Contract with Decibel Communications for services related to the 2025 City of Mission State of the City Address, to update the payment schedule and adjust the completion date for the scope of services due to change in the event date – K. Gomez**

The 2025 City of Mission State of the City Address, originally scheduled for April 2025, had been rescheduled to September 2025. As a result, the Personal Services Contract with Decibel Communications needed to be modified to reflect the updated payment schedule and the completion date for the scope of services to align with the new event date.

**23. Authorization to solicit RFP pertaining to the FY25 E-Rate Program Administered by the Universal Service Administrative Co. for Information Technology services. – Elizalde**

Staff was seeking authorization to solicit a Request for Proposals (RFP) pertaining to the FY25 E-Rate Program Administered by the Universal Service Administrative Co. The E-Rate program supported school and libraries across the U.S. and ensured that they are connected to information and resources through the internet. The city would seek Category 1 services pertaining to data transmissions services, Internet access and to utilize its available funds of up to \$137,679.00 for a Category 2 project pertaining to internal connections, managed internal broadband services, and basic maintenance of internal connections.

Services would include but not limited to P2P fiber, Firewall, UPS's, Data Drops, and switches, with category 1 90% Discount Rate on Eligible Items & Category 2 85% Discount Rate on Eligible Items.

**24. Authorization to submit a grant application requesting \$500 through the FY25 Youth Garden Grant program with the KidsGardening Foundation – Elizalde**

KidsGardening supported organizations bringing the life-changing benefits of gardening to kids through new and existing youth garden programs that enhance the quality of life for youth and their communities. The Speer Memorial Library was seeking support of this program to enhance the development of its Bugs & Butterfly Garden, which would be available to the general public. The grant request was in the amount of \$500 with an additional \$500 request in the form of gardening equipment and supplies. The grant program did not have a match requirement.

**25. Approval of Resolution No.1940 authorizing the submission of a grant application for the FY24 Operation Stonegarden program with the Texas Office of the Governor in the amount of \$320,000 – Elizalde**

The Mission Police Department was seeking approval of resolution authorizing the submission of a grant application to the Office of the Governor for the FY24 Operation Stonegarden program in the amount of \$320,000. The project would allow the department to support

overtime costs to increase patrol presence throughout the city and especially around the U.S. Mexico border. The funds would also afford the department to acquire two (2) fully equipped vehicles. The program had no match requirement.

**RESOLUTION NO. 1940**

NOW THEREFORE, BE IT RESOLVED THAT THE CITY OF MISSION APPROVES  
SUBMISSION OF THE GRANT APPLICATION FOR THE FY24 OPERATION  
STONEGARDEN PROGRAM TO THE OFFICE OF THE GOVERNOR.

**26. Approval of Resolution No. 1941 authorizing the submittal of a grant application for the FY26 Body Worn Camera Program to the Office of the Governor in the amount of \$37,500 with a 25% cash match – Elizalde**

The Mission Police Department was seeking approval of resolution authorizing the submittal of a grant application to the OOG for the FY26 Body Worn Camera Program and designated the Mayor as the Authorized Representative. The department sought to purchase 20-body worn cameras for a total grant request of \$37,500 and committed to the required 25% cash match.

**RESOLUTION NO. 1941**

NOW THEREFORE, BE IT RESOLVED THAT THE CITY OF MISSION APPROVES  
SUBMISSION OF THE GRANT APPLICATION FOR THE FY26 BODY WORN CAMERA  
PROGRAM TO THE OFFICE OF THE GOVERNOR

**27. Approval of Resolution No. 1942 authorizing the submittal of a grant application for the FY26 Rifle-Resistant Body Armor Grant Program to the Office of the Governor (OOG) in the amount of \$71,000.00. – Elizalde**

The Mission Police Department was seeking approval of resolution authorizing the submittal of a grant application to the OOG for the FY26 Rifle-Resistant Body Armor Grant Program and designates the Mayor as Authorized Representative. The department sought to purchase 23 rifle resistant body armor compliant with the National Institute of Justice standard (ballistic resistance of body armor NIJ Standard-0101.0) type III (rifles) or type IV (armor piercing rifle) armor for the total request of \$71,000. The equipment would be utilized during all life-threatening activities and daily operations. The grant program did not have a match requirement.

**RESOLUTION NO. 1942**

NOW THEREFORE, BE IT RESOLVED THAT THE CITY OF MISSION APPROVES  
SUBMISSION OF THE GRANT APPLICATION FOR THE FY26 RIFLE RESISTANT BODY  
ARMOR GRANT PROGRAM TO THE OFFICE OF THE GOVERNOR

**28. Approval of Resolution No. 1943 authorizing the submittal of a grant application for the FY26 Project Safe Neighborhood Grant Program to the Office of the Governor (OOG) in the amount of \$250,000 – Elizalde**

The Mission Police Department was seeking approval of resolution authorizing the submittal of a grant application to the OOG for the FY26 Project Safe Neighborhoods Grant Program and designated the Mayor as the Authorized Representative. The department sought to purchase four (4) Emergency Communication Towers with Beacon Lights and overtime costs, the amount requested was \$250,000. The grant program did not have a match requirement.

**RESOLUTION NO. 1943**

NOW THEREFORE, BE IT RESOLVED THAT THE CITY OF MISSION APPROVES SUBMISSION OF THE GRANT APPLICATION FOR THE FY26 PROJECT SAFE NEIGHBORHOODS PROGRAM TO THE OFFICE OF THE GOVERNOR

**29. Authorization to solicit bids for Sanitary Sewer Trunkline Project from Glasscock Road to Bryan Road – Terrazas**

Melden and Hunt had completed the design for the Sanitary Sewer Trunkline Project. Project would consist of a 6,200 linear foot 24" sewer line between Glasscock and Bryan Road north of Expressway 83. A new 24" line was proposed to be placed in parallel to the existing line and connected to the system to increase capacity. Project cost would be reimbursed via a Reimbursement Agreement approved by the MRA/TIRZ on November 21, 2024.

Mayor Pro Tem Plata asked to remove item 17 from the list and be discussed individually.

Mayor Pro Tem Plata moved to approve all consent agenda items 14 thru 16 and 18 thru 29 as presented. Motion was seconded by Councilman Vela and approved unanimously 5-0.

Mayor Pro Tem Plata moved to approve agenda item 17. Motion was seconded by Councilwoman Ortega and approved unanimously 5-0.

**APPROVALS AND AUTHORIZATIONS****30. Approval of recommendation for website design and style – K. Gomez**

Seeking approval on the recommended design and style for the City of Mission's new website, which was approved on October 14, 2024. A sample of the proposed design had been prepared for review to ensure it aligned with the city's vision and preferences before moving forward with final development.

Staff and City Manager recommended approval.

Kenia Gomez, Media Relations Director, demonstrated the current websites for three other cities that CivicPlus had worked with to design.

It was the recommendation of the Mayor and City Council to follow the style of the City of Rockdale's website. They would also like to revisit the website design and progress possibly during the first council meeting in March.

**31. Authorize 60-month lease of SendPro MailCenter 2000 Postage Meter from Pitney Bowes via Buy Board Contract #775-24 – Carrillo**

Staff was seeking authorization to enter into a 60-month lease for a SendPro MailCenter 2000 postage meter with Pitney Bowes for city departments by way of Buy Board contract # 775-24. The current postage meter contract was expiring February 28, 2025. The previous contract was for \$622.67 per month, the new lease with upgraded equipment and technology would be at a cost of \$607.72 per month. The total cost of the 60-month lease was \$36,463.20 which would be paid on a monthly basis. There was no budget impact since there was a purchase order in place for FY 2024-2025 for the remaining of the fiscal year.

Staff and City Manager recommended approval.

Councilwoman Ortega moved to approve the 60-month lease of SendPro MailCenter 2000 Postage Meter from Pitney Bowes via Buy Board Contract #775-24. Motion was seconded by Mayor Pro Tem Plata and approved unanimously 5-0.



**32. Authorization to engage M2 Engineering, PLLC for the design of 22nd Street Expansion Project and authorize City Manager to execute contract incident thereto – Terrazas**

The City of Mission planned to undertake a street improvement project for 22nd Street, which encompassed approximately 1,350 linear feet (LF) of roadway. The scope of work would include new street infrastructure to ensure improved functionality, durability, and safety for vehicular and pedestrian traffic. The project aligned with the city's goals to improve urban mobility, extend the lifespan of transportation infrastructure, and enhance overall community connectivity from Taylor Road to Shary Road. In accordance with the Texas Professional Services Procurement Act (Texas Government Code Sec. 2254.001) After negotiations with M2 Engineering, PLLC, in accordance with Texas Government Code Sec. 2254.004 (a) (2) "Contract for Professional Services of Architect, Engineer, or Surveyor."

Cost of the proposal was \$43,500.00.

Staff and City Manager recommended approval.

Mayor Pro Tem Plata moved to engage M2 Engineering, PLLC for the design of 22nd Street Expansion Project and authorize City Manager to execute contract incident thereto. Motion was seconded by Councilwoman Ortega and approved unanimously 5-0.

**33. Authorization to extend Second & Final One-Year renewal for On-Call Geotechnical and Material Testing Services to Millenium Engineers Group, Inc. – Terrazas**

The City of Mission entered into an agreement with Millenium Engineers Group, Inc. for On-Call Geotechnical and Material Testing Services for the infrastructure projects within the City of Mission and its extraterritorial jurisdiction. The contract term was for one year with two one-year renewal options. This would extend Bid No. 23-092-11-28 from 1/19/20225 through 1/18/2026.

Staff and City Manager recommended approval.

Mayor Pro Tem Plata moved to extend Second & Final One-Year renewal for On-Call Geotechnical and Material Testing Services to Millenium Engineers Group, Inc. Motion was seconded by Councilman Vela and approved unanimously 5-0.

**34. Approval of a budget amendment in the amount of \$14,000 from Hotel Motel Tax for the Texas Citrus Fiesta 2025 Coronation Event, and budget amendment in the amount of \$29,566 from the General Fund for salary and benefits for the Events Aide Position – Tijerina**

Requesting funding for the rental of the runway stage for the 2025 Texas Citrus Fiesta Royal Coronation in an amount not to exceed \$14,000.00 and the salary request for position of an Events Aide, with an established salary of \$18,720, Benefits of \$10,846 the total funding required for this position amounted to \$29,566.

Staff and City Manager recommended approval.

Mayor Pro Tem Plata moved to approve a budget amendment BA 25-20 in the amount of \$14,000 from Hotel Motel Tax for the Texas Citrus Fiesta 2025 Coronation Event, and budget amendment BA 25-19 in the amount of \$29,566 from the General Fund for salary and benefits for the Events Aide Position. Motion was seconded by Councilwoman Ortega approved unanimously 5-0.

**35. Authorization to purchase replacement UPS Batteries from Telepro Communications at a cost of \$37,052.09, utilizing TIPS #230105 contract – Torres**

The Mission Police Department sought authorization to purchase replacement UPS Batteries from Telepro Communications at a cost of \$37,052.09, utilizing TIPS #230105 contract. The UPS operated IT and Dispatch infrastructure. The batteries were more than 6 years old, and there was a potential risk of leakage, damage to equipment and fire hazard.

Staff and City Manager recommended approval.

Mayor Pro Tem Plata moved to purchase replacement UPS Batteries from Telepro Communications at a cost of \$37,052.09, utilizing TIPS #230105 contract. Motion was seconded by Councilman Vela and approved unanimously 5-0.

**36. Approval of Ordinance # 5586 establishing a Rolling Stock Equipment Fund for the Mission Fire Department – Roman**

Rolling Stock Equipment shall include, but not be limited to: All firefighting and emergency medical service, vehicles, equipment, tools, turnout gear and other firefighting/EMS equipment, computers, radios and other electronic devices presently used by the respective Fire Departments in the functioning of their duties. A fund was hereby established, to be maintained by the Finance Department and separately maintained from the other funds of the City, to be designated the Fire Department Rolling Stock Equipment Fund. Contributions may vary from year to year, but shall generally be funded after the first \$1,500,000 in revenue from the Fire Department/Emergency Medical Services had been deposited into the General Fund and thereafter any net collections above the \$1,500,000 collected from the Emergency Medical Services shall be deposited in the FDRSE beginning Fiscal Year 2024-2025 and future years.

Staff and City Manager recommended approval.

Councilman Vela moved to approve Ordinance # 5586 establishing a Rolling Stock Equipment Fund for the Mission Fire Department. Motion was seconded by Councilwoman Ortega and approved unanimously 5-0.

**ORDINANCE NO. 5586**

AN ORDINANCE ESTABLISHING A ROLLING STOCK EQUIPMENT FUND;  
PROMULGATING RULES AND REGULATIONS CONCERNING THE ESTABLISHMENT AND  
PURPOSE OF SUCH FUND, AND THE PERMITTED WITHDRAWALS; REPEALING PARTS  
OF ORDINANCES IN CONFLICT; PROVIDING A SAVINGS CLAUSE; PROVIDING AN  
EFFECTIVE DATE

**37. Authorization to Purchase Structural Firefighting Protective Gear and Fire Extinguisher Training Prop from NAFECO for a total cost of \$58,707.24 via Buy Board Contract #698-23 – Silva**

The Mission Fire Department was seeking authorization to purchase structural firefighting protective gear and a fire extinguisher training prop from NAFECO. This purchase would be made through Buy Board Contract #698-23 at an estimated cost of \$58,707.24. The firefighting protective gear was essential for ensuring the safety of personnel and maintaining compliance with industry standards. The fire extinguisher training prop would enhance the department's training capabilities, improving readiness and effectiveness in emergency situations. Approval of this purchase would support the department's operational readiness and commitment to safety.

Staff and City Manager recommended approval.

Mayor Pro Tem Plata moved to Purchase Structural Firefighting Protective Gear and Fire Extinguisher Training Prop from NAFECO for a total cost of \$58,707.24 via Buy Board Contract #698-23. Motion was seconded by Councilman Vela and approved unanimously 5-0.

**38. Approval of an Amendment to Interlocal Agreement Between the County of Hidalgo, Texas, and the City of Mission for the establishment of an Emergency Services Paramedic Program partially funded by Hidalgo County American Rescue Plan Act (ARPA) Recovery Funds – Silva**

The Mission Fire Department was seeking an amendment to the Interlocal Agreement between the County of Hidalgo, Texas, and the City of Mission for the establishment of an Emergency Services Paramedic Program using Hidalgo County American Rescue Plan Act (ARPA) Recovery Funds.

A budget amendment was needed to recognize incoming revenue from (1) the Interlocal for a Paramedic training course occurring on November 2024 for 10 participants in the amount of \$31,300 (50% of program cost for 10 participants) and (2) reimbursements from participating municipalities of \$15,650 (50% of program costs of 5 participants from other municipalities). The remaining \$31,300 ARPA Funds allocated from the Hidalgo County Interlocal for the remaining 10 participants will be used in the current fiscal year thereby not included in this budget amendment. Additionally, the budget amendment does not include the 50% share for the City of Mission's 5 participants (\$15,650) given that it was budgeted in the current fiscal year. The City of Mission will not incur additional costs for other municipalities and will receive 20% off program costs for its participants.

Staff and City Manager recommended approval.

Mayor Pro Tem Plata moved to approve the Amendment to Interlocal Agreement Between the County of Hidalgo, Texas, and the City of Mission for the establishment of an Emergency Services Paramedic Program partially funded by Hidalgo County American Rescue Plan Act (ARPA) Recovery Funds. Motion was seconded by Councilman Vela and approved unanimously 5-0.

**39. Authorization to enter into an Interlocal Agreement between the City of Mission and Agua Special Utility District (Agua SUD) regarding sewer service to the customer (aka La Mansion Health Clinic Subdivision) – De Luna**

The request was to allow La Mansion Health Clinic Subdivision that was within Agua SUD Sewer CCN to connect to the City of Mission's Sewer Main line which was located just north of FM 495 along the westside of Moorefield Road.

La Mansion Health Clinic Subdivision was located at the Northwest corner of Paula Street and Moorefield Road along the northside of Moorefield Road. Agua SUD sewer line was approximately 235 linear feet away from the current site. An alternative was to connect to the City of Mission's sewer system.

Agua SUD agreed that the City of Mission may provide retail sewer service to La Mansion Health Clinic (the "Customer") until such time as Agua SUD transitions the customer to Agua SUD sewer service. The City of Mission shall not expand its sewer service beyond the service to the Customer or add any additional sewer customers in the Agua SUD's Sewer CCN without prior written permission from Agua SUD.



Agua SUD shall provide thirty (30) days written notice to the City of Mission that it intended to provide sewer service to the Customer. City of Mission shall orderly transfer and relinquish sewer services to the customers and cease to provide sewer service to the customer's location immediately upon written confirmation from Agua SUD that sewer service was available for the customer.

In an effect to assist for a successful completion, we were seeking consideration to allow this subdivision to connect to the City of Mission's sewer system.

Staff and City Manager recommended approval.

Mayor Pro Tem Plata moved to enter into an Interlocal Agreement between the City of Mission and Agua Special Utility District (Agua SUD) regarding sewer service to the customer (aka La Mansion Health Clinic Subdivision). Motion was seconded by Councilman Vela and approved unanimously 5-0.

**40. Authorization to accept grant award from the Office of the Governor for the Project Safe Neighborhood Program in the amount of \$49,680.00 – Elizalde**

The Mission Police Department was awarded a grant from the Office of the Governor for the Project Safe Neighborhood Program in the amount of \$49,680.00. The project would allow the department to purchase four (4) Emergency Communication Towers with Beacon Lights. The program had no match requirement.

Staff and City Manager recommended approval.

Mayor Pro Tem Plata moved to accept grant award from the Office of the Governor for the Project Safe Neighborhood Program in the amount of \$49,680.00 and budget amendment BA-25-22. Motion was seconded by Councilman Vela and approved unanimously 5-0.

**41. Authorization to accept grant award from the Office of the Governor for the FY25 Rifle Resistant Body Armor Grant Program in the amount of \$47,325.00 with respective budget amendment – Elizalde**

The Mission Police Department was awarded a grant from the Office of the Governor for the FY25 Rifle Resistant Body Armor Program in the amount of \$47,325.00 with respective budget amendment. The project will allow the department to purchase over 40 Level III rifle resistant body armor and plates. The program has no match requirement.

Staff and City Manager recommended approval.

Mayor Pro Tem Plata moved to accept grant award from the Office of the Governor for the FY25 Rifle Resistant Body Armor Grant Program in the amount of \$47,325.00 with respective budget amendment BA 25-21. Motion was seconded by Councilwoman Ortega and approved unanimously 5-0.

**42. Discussion and consideration on proposal to change the regular start time of City Council Meetings from 4:30 p.m. to 3:30 p.m. with public hearings to be held at 4:30 p.m. – Perez**

The earlier start time aimed to maintain and improve City Council meetings by providing greater opportunity and time for discussion of city business, while ensuring all agenda items were addressed within a timely manner. The proposed change would take effect with the January 27, 2025 City Council meeting.

Staff and City Manager recommended approval.

Mayor Garza stated that public hearings would not begin before 4:30 p.m. and this change would become effective beginning the next meeting, January 27<sup>th</sup>.

Mayor Pro Tem Plata to change the regular start time of City Council Meetings from 4:30 p.m. to 3:30 p.m. with public hearings to be held at 4:30 p.m. Motion was seconded by Councilman Vela and approved unanimously 5-0.

**43. Approval of Resolution # 1944 declaring expectation to reimburse expenditures with proceeds of future debt – Perez**

Authorization to approve resolution to reasonably reimburse capital expenditures with respect to the Project with proceeds of debt hereafter to be incurred by the City.

Staff and City Manager recommended approval.

Mayor Pro Tem Plata to approve Resolution # 1944 declaring expectation to reimburse expenditures with proceeds of future debt. Motion was seconded by Councilman Vela and approved unanimously 5-0.

**RESOLUTION NO. 1944**

**RESOLUTION DECLARING EXPECTATION TO REIMBURSE EXPENDITURES WITH PROCEEDS OF FUTURE DEBT**

**44. Approval of Resolution #1945 authorizing various actions to prepare for the issuance of the City of Mission, Texas Tax Notes, Series 2025: and containing other matters relating thereto – Perez**

Authorization to approve resolution to prepare for the issuance of the City of Mission, Texas Tax Notes, Series 2025: and containing other matters relating thereto.

Staff and City Manager recommended approval.

Mayor Pro Tem Plata to approve #1945 authorizing various actions to prepare for the issuance of the City of Mission, Texas Tax Notes, Series 2025: and containing other matters relating thereto. Motion was seconded by Councilman Vela and approved unanimously 5-0.

**RESOLUTION NO. 1945**

**RESOLUTION AUTHORIZING VARIOUS ACTIONS TO PREPARE FOR THE ISSUANCE OF THE CITY OF MISSION, TEXAS TAX NOTES, SERIES 2025: AND CONTAINING OTHER MATTERS RELATING THERETO**

**UNFINISHED BUSINESS**

None

**ROUTINE MATTERS**

City Manager Comments – January 21<sup>st</sup> – Product Costume Style Show, Mission Event Center, 6:30pm January 23<sup>rd</sup> – Royal Coronation, Mission Event Center, 7:00 pm, January 25<sup>th</sup> – Parade of Oranges, Conway Avenue 12:00 p.m., Fun Fair Festival CEED Building 2:00 pm, Royal Ball Mission Event Center 7:00 pm.

City Council Comments – Councilwoman Ortega wished everyone a Happy New Year, Stay Warm & Safe.

Mayor's Comments – Reminded staff and City Council that the Legislative Tour was set for January 23<sup>rd</sup>.

At 5:21 p.m., Mayor Pro Tem Plata moved to convene into Executive Session. Motion was seconded by Councilwoman Ortega and approved unanimously 5-0.

### EXECUTIVE SESSION

Councilman Vela stepped out of the meeting at 6:18 p.m.

Upon conclusion of Executive Session at 6:46 p.m., Mayor Pro Tem Plata moved to reconvene the regular meeting. Motion was seconded by Councilwoman Ortega and approved unanimously 4-0.

1. Closed session pursuant to Tex. Gov't Code Section 551.074 (Personnel Matters) Evaluation of City Manager relating to goals and objectives

No Action

2. Closed session pursuant to Tex. Gov't Code Section 551.071 (Consultation with Attorney) related to Black Diamond Developers, LP and CCC Operations, LLC v. City of Mission, Cause No. C-5276-23-D.

No Action

3. Closed session pursuant to Tex. Gov't Code Sections 551.071 (Consultation with Attorney), Section 551.072 (Real Property) related to 523 Dunlap, Mission Original Townsite Subdivision, Block 93 the North 8 feet of Lot 11 and all of Lot 12 and 919 Rankin Street, Carlos G. Leal Subdivision, Lot 19, Block 6

Councilman Plata moved to advertise the sale of the home at 919 Rankin Street. Motion was seconded by Councilwoman Ortega and approved unanimously 4-0.

4. Closed session pursuant to Tex. Gov't Code Section 551.071 (Consultation with Attorney), Section 551.072 (Real Property) related to transferring of real estate contract from the City of Mission to the Mission Education Development Council for project ABC.

Councilwoman Ortega moved to proceed as discussed in executive session. Motion was seconded by Councilwoman Gerlach and approved unanimously 3-0 with Mayor Pro Tem Plata abstaining.

5. Closed session pursuant to Tex. Gov't Code Sections 551.071 (Consultation with Attorney) and 551.072 (Deliberation Regarding Real Property), relating to 2.332 acres of land situated in Hidalgo County Texas, and being out of a canal right of way located between Lots 216 and 226 - John H. Shary Subdivision.

Councilwoman Ortega moved to proceed with settlement negotiations as discussed in executive session. Motion was seconded by Mayor Pro Tem Plata and approved unanimously 4-0.

6. Closed session pursuant to Tex. Gov't Code Section 551.071 (Consultation with Attorney) related to collection of past due utility bills.

Councilwoman Ortega moved to proceed as discussed in executive session. Motion was seconded by Mayor Pro Tem Plata and approved unanimously 4-0.

7. Closed session pursuant to Tex. Gov't Code Section 551.071 (Consultation with Attorney) related to Community Development Block Grant Home located at 1313 E. 2nd Street and related issues.

Councilwoman Ortega moved to proceed as discussed in executive session. Motion was seconded by Councilwoman Gerlach and approved unanimously 4-0.

### **RECONVENE**

The City Council will reconvene in open session to take any actions if necessary, on any item(s) discussed in closed session

### **ADJOURNMENT**

At 6:50 p.m., Mayor Pro Tem Plata moved for adjournment. Motion was seconded by Councilwoman Ortega and approved unanimously 4-0.

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Norie Gonzalez Garza, Mayor

ATTEST:

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Anna Carrillo, City Secretary



# CITY OF MISSION

## CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

**MEETING DATE:** January 27, 2025

**PRESENTED BY:** Mike R. Perez, City Manager

**AGENDA ITEM:** Acknowledge Receipt of Minutes – Perez  
 Youth Advocacy Advisory Board – December 10, 2024  
 Boys & Girls Club Board – December 10, 2024  
 Accommodations Review Board – September 25, 2024  
 Planning & Zoning Commission – November 20, December 4, December 18, 2024  
 Zoning Board of Adjustments – July 24, August 28, September 25, October 23, 2024

### NATURE OF REQUEST:

See attached minutes.

**BUGETED:** Yes / No / N/A **FUND:** \_\_\_\_\_ **ACCT. #:** \_\_\_\_\_

**BUDGET:** \$ \_\_\_\_\_ **EST. COST:** \$ \_\_\_\_\_ **CURRENT BUDGET BALANCE:** \$ \_\_\_\_\_

**BID AMOUNT:** \$ \_\_\_\_\_

### STAFF RECOMMENDATION:

Approval

**Departmental Approval:** N/A

**Advisory Board Recommendation:** N/A

**City Manager's Recommendation:** Approval *MRP*

**RECORD OF VOTE:** **APPROVED:** \_\_\_\_\_

**DISAPPROVED:** \_\_\_\_\_

**TABLED:** \_\_\_\_\_

\_\_\_\_\_ AYES

\_\_\_\_\_ NAYS

\_\_\_\_\_ DISSENTING \_\_\_\_\_



# BOYS AND GIRLS CLUB OF MISSION

## Minutes of the Boys and Girls Club Mission Youth Advocacy Advisory Board Meeting, December 10<sup>th</sup>, 2024

The Youth Advocacy Advisory Board of the Boys and Girls Club of Mission held a regularly scheduled meeting on Tuesday, December 10<sup>th</sup>, 2024 at 12:30 p.m. at the Main Unit of the Boys and Girls Club Mission

### Board Members Present:

Henry Rodriguez	Scott Meyer	Jesus Garcia
Sergio Cruz	Jennifer Lee Venecia	
Peter Geddes	Rebecca Lopez	
Aimee Ortega	Nanette Ortiz	

### Board Members Absent:

Christine Barrera  
Rolando Reyna

### BGCM Staff:

Rick Venecia  
Xavier Sanchez  
Edgar Villarreal

### Guests:

Sujei Rodriguez  
Andrea Perez

### I. Call to Order

H. Rodriguez called the meeting to order at 12:35 p.m.; quorum established.

### II. Approval of Minutes for the November 19<sup>th</sup>, 2024 Meeting

After a brief review, a motion was made by R. Lopez to approve the November 19<sup>th</sup>, 2024 Board Minutes; the motion was seconded by P. Geddes; the motion passed unanimously.

### III. Citizen Participation

No citizens participated ...

### IV. Director's Report

R. Venecia stated that the After-School Programs are doing very well. He also mentioned that he is working to complete more grants for the upcoming year. Mr. Venecia furthermore reviewed with the Board the steps required to complete the grant from BGCA which is asking for Board input for information.

(Director's Report attached)

### V. Programs Report

S. Rodriguez introduced the Board to Andrea Perez. Andrea will be the acting Program Coordinator for the Club. S. Rodriguez stated to the Board that Spring registration for After-School, programs has begun and that the Club has seen a significant increase in the numbers of students enrolling or already attending.

(Program Coordinator's Report attached)

Continue . . .

**VI. Athletics Report**

E. Villarreal reported for the Athletic Department. He stated that the Basketball league will be ending this week. He also reported that Baseball and Softball registration has begun as well. Some discussion was generated concerning shirt orders and how the process was carried-out. Mr. Villarreal also shared with the Board that Soccer registration will soon begin. Some discussion was generated concerning rules and regulation of Soccer play and how the procedures were working. More discussion was generated concerning the number of students participating in the sports leagues and how to handle the increasing numbers.

(Athletic Coordinator's Report attached)

**VII. Chairperson Comments**

None at this time . . .

**VIII. Adjournment**

After a brief discussion, H. Rodriguez entertained a motion to adjourn this portion of the Advisory Board meeting. A motion was made by R. Lopez; the motion was seconded by A. Ortega; the motion passed unanimously. Adjournment time was 12:51 p.m.

## Minutes of the Boys and Girls Club Mission Board of Directors' Regularly Scheduled Meeting, December 10<sup>th</sup>, 2024

The Board of Directors of the Boys and Girls Club of Mission held a regularly scheduled meeting on Tuesday, December 10<sup>th</sup>, 2024, 12:30 p.m. at the Main Unit of the Boys and Girls Club Mission

### I. Call to Order

H. Rodriguez called the meeting to order at 12:52 p.m.

### II. Approval of 501c3 Minutes for December 10<sup>th</sup>, 2024 Meeting

After a brief review, a motion was made by S. Meyers to approve the minutes for the December 10<sup>th</sup>, 2024 501c3 meeting; the motion was seconded by R. Lopez; the motion carried forward unanimously.

### III. 501C3 Financial Report

No City financial statements were presented this month. However, R. Venecia did review with the Board Grant money that will be moved to 501C3 accounts beginning in January. He stated that more detailed reports will be presented in January.

### IV. BGCA Dues

R. Venecia announced to the Board that our annual membership dues owed to the Boys and Girls Clubs of America are outstanding. After a brief discussion, a motion was made to allocate \$4,474.00 for the annual BGCA Membership dues by J. Garcia; the motion was seconded by R. Lopez; the motion passed unanimously.

### V. Gala

R. Venecia stated that he did meet with the Fundraising Committee to discussion details of the upcoming Gala. Some details were reviewed and more information is still pending. This topic will be discussed in further meetings.

### VI. Christmas Drive and Member Party

R. Venecia announced to the Board that the Club is currently working on a Toy Drive to provide toys for all members. He stated that the Club would like to culminate in a Christmas Party. The theme would be a "Winter Wonderland." At this point, Program Coordinator A. Perez, asked the Board for \$1,500.00 to cover the expenses of purchasing additional toys, games and food for the Christmas Party. After a brief discussion, the Board suggested a limit of \$2,000.00 for the additional expenses. At this point, a motion was made by S. Cruz to allocate up to \$2,000.00 for the Christmas expenses; the motion was seconded by N. Ortiz; the motion passed unanimously.

### VII. Staff Christmas Party

S. Rodriguez announced to the Board that the Staff would like to stay in the Club for their annual Christmas Party. The Club would provide food and drinks for all staff members. S. Rodriguez requested \$750.00 to purchase the food and drinks for the party. After a brief discussion, a motion was made by N. Ortiz to allocate \$750.00 for the purchase of the party supplies; the motion was seconded by J. Garcia; the motion passed unanimously.



Continued . . .

**VIII. Bingo Ranch Check**

R. Venecia informed the Board that the Club received a check from the Bingo Ranch Bingo Unit. The amount was for \$1,000.00; Unit #2281, check # 7133. The check was deposited into the Bingo Ranch account.

(Copy of Check and Deposit Slip attached)

**IX. Youth Worker and Emergency Operations Policies**

Mr. Venecia reviewed with the Board the modifications made to the Youth Advocacy Advisory Board policies. He asked the Board to review the changed policies (Attached) and invited comments, if any. There were no comments and Mr. Venecia asked the Board to approve the changed policies. A motion was made by J. Garcia to accept the changed policies, as stated; the motion was seconded by S. Meyers; the motion passed unanimously.

**X. Board Status**

R. Venecia informed the Board that the Mayor is considering a reduction of the Board by two members. Mr. Venecia reviewed the benefits and implications of the decision with the Board.

**XI. Announcements**

R. Venecia announced to the Board that he will be attending a Boys and Girls Club of America Board Conference. He also shared a concern with the City's response to his leave time.

Mr. Venecia furthermore informed the Board that S. T. H. S. will be donating to the Club for participating in events occurring within the community. More specific information to be forthcoming.

**XII. Adjournment**

After a brief discussion, H. Rodriguez entertained a motion to adjourn this portion of the 501C3 meeting. A motion was made by R. Lopez to adjourn the 501C3 meeting; the motion was seconded by N. Ortiz; the motion passed unanimously. Adjournment time was 1:26 p.m.

  
Xavier Sanchez  
Operations Administrator  
Rebecca Lopez  
BGCM Board Secretary

**ACCOMODATIONS REVIEW BOARD  
SEPTEMBER 25, 2024  
CITY HALL'S COUNCIL CHAMBERS**

**ZBA PRESENT**

Heraclio Flores Jr.  
Romeo Sanchez  
Humberto Garza Garza  
Alberto Salazar  
Andrew C. Riddle

**ZBA ABSENT**

Dolly Elizondo  
William F. Ueckert Jr.  
Michael R. De Leon

**STAFF PRESENT**

Susie De Luna  
Jessica Munoz  
Irasema Dimas  
Garbriel Ramirez

**GUESTS PRESENT**

Ramiro Rodriguez  
Eliberto Perez  
Roberto Soto  
Salvador Reyes  
Elizabeth Batten  
Victor Raygosa  
Eliberto & Manuela Perez  
Rene Leal  
Kamilah Torres  
Miguel Nunez

**CALL TO ORDER**

Chairman Salazar called the meeting to order at 5:30 p.m.

**DISCLOSURE OF CONFLICT OF INTEREST**

Mr. Humberto Garza filed a conflict of interest for items 1.6, and 1.7

First item being discussed was item 2.1

**ITEM #1.1**

**TO KEEP A 7' FRONT SETBACK INSTEAD OF THE REQUIRED 18', AND A 1' SIDE SETBACK INSTEAD OF THE REQUIRED 6', AT 1808 W. 15<sup>TH</sup> STREET, BEING LOT 245, SOUTHERN OAKS PHASE 3 SUBDIVISION AS REQUESTED BY ELSA M. GRESS**

Ms. De Luna stated that the subject site is located approximately 130' west of Crisantema Avenue along the north side of W. 15<sup>th</sup> Street. The lots measures 60' x 105' for a total 6,300 sq. ft.

The applicant would like the Board to consider the above-mentioned request for medical reasons. The applicant would like to keep a 16.6'x20.10' carport and a 7'x12' shed, which were built without obtaining the proper permits. Staff notes that the structure on the rear of the property shown on the aerial has been removed.

Chairman Salazar asked if the board had any questions for staff.

There was none.

Chairman Salazar asked if the applicant was present.

The applicant was not present.

Discussion amongst the board and staff, on the existing 7'x12' shed.

Chairman Salazar read the application and it stated that Mrs. Gress has her mother living in her house, and her mother takes care of one of her sisters that was 85 years old and has no legs. She

mentioned that the carport is being used to protect and transport her sister to the doctor twice a month.

Chairman Salazar asked that if this request would stay with the property.

Ms. De Luna stated that the request was only for the applicant, once the property was sold the request was void and the setbacks need to be complied with.

Discussion amongst the board and staff, on how staff can find out when the house was sold and the structure was no longer needed by the requester.

There being no further discussion, Chairman Salazar entertained a motion. Mr. Sanchez moved to approve the carport based on medical reasons, limited to the footprint and subject to signing a hold harmless agreement. Mr. Riddle seconded the motion. Upon a vote the motion passed unanimously.

#### **ITEM #1.2**

**TO KEEP A 4.5' FRONT SETBACK INSTEAD OF THE REQUIRED 20' FRONT SETBACK AND A 0' SIDE SETBACK INSTEAD OF THE REQUIRED 6' SIDE SETBACK, AT 3538 GARZA STREET, BEING LOT 27-28, BLOCK 5, MADERO TEX TOWNSITE AS REQUESTED BY VICTOR RAYGOSA**

Ms. De Luna stated that the subject site is located approximately 107' south of Los Indios Road along the west side of Garza Street. The lots measures 50' x 100' for a total 5,000 sq. ft.

The applicant would like the Board to consider the above-mentioned request for medical reasons. The applicant would like to keep a 20'x18' carport which was built without obtaining the proper permits. This violation was discovered by Code Enforcement Division while doing a sweep in the area. Staff notes that the house is also encroaching into the side setback. Madero was annexed into the City of Mission on November 22, 1998.

Chairman Salazar asked if the board had any questions for staff.

There was none.

Chairman Salazar asked if the applicant was present.

Mr. Victor Raygosa who resides at 3538 Garza Street was present.

Mr. Riddle stated that based on the medical records that were submitted, the request was needed due to a skin condition.

Mr. Victor Raygosa stated that the reason he built the carport was to protect his daughter that was allergic to the sun and pollen.

There being no further discussion, Chairman Salazar entertained a motion. Mr. Riddle moved to approve the carport for medical reasons, limited to the foot print and subject to signing a hold harmless agreement. Mr. Garza seconded the motion. Upon a vote the motion passed unanimously.

#### **ITEM#1.3**

**TO KEEP A 3.5' SIDE SETBACK INSTEAD OF THE REQUIRED 6' SIDE SETBACK AND A 3' REAR SETBACK INSTEAD OF THE REQUIRED 15' REAR SETBACK AT 4102 SAN CLEMENTE,**

**BEING LOT 46, SHARYLAND PLANTATION VILLAGE LAGO ESCONDIDO PHASE I, AS REQUESTED BY ELIZABETH BATTEN**

Ms. De Luna stated that the subject site located on the southwest corner of San Clemente Street and San Efrain Street. The irregular lot measures a total of 11,576 sq. ft.

The applicant would like the Board to consider the above-mentioned request for medical reasons. The applicant would like to keep a 15'x16' pergola that was built without a permit. This violation was discovered by the Code Enforcement Division while doing a sweep on the Sharyland Plantation area.

Chairman Salazar asked if the board had any questions for staff.

Mr. Garza asked that if the pergola was built over a utility easement.

Ms. De Luna replied yes.

Chairman Salazar asked if the board had more questions for staff.

There were none.

Chairman Salazar asked if the applicant was present.

Mrs. Elizabeth Batten who resides at 4102 San Clemente was present.

Mr. Sanchez asked that what was the reason a permit was not obtained.

Mr. Elizabeth Batten replied that it was built during covid and was not aware she needed a permit. She added that the city recommended for her to contact 811 to mark her utilities and submitted the report to staff, where it stated that the structure was not interfering with the utilities.

Mr. Garza asked that if Mrs. Batten had a letter from the doctor.

Mrs. Elizabeth Batten replied that she asked staff and was informed that it wasn't needed.

Staff replied that it was optional to submit medical records.

Mr. Garza stated that his only concern was that the structure was over a utility easement.

Mrs. Elizabeth Batten replied that the structure wasn't over a utility easement that the report had been submitted to staff.

Mr. Riddle stated that the report mentioned that there was no conflict.

There being no further discussion, Chairman Salazar entertained a motion. Mr. Riddle moved to approve the pergola for medical reasons, limited to the footprint and subject to signing a hold harmless agreement. Mr. Garza seconded the motion. Upon a vote the motion passed unanimously.

**ITEM# 1.4**

**TO KEEP A 7' FRONT SETBACK INSTEAD OF THE REQUIRED 20' FRONT SETBACK AT 3729 PENA STREET, BEING LOT 1-6, BLOCK 10, MADERO TEX TOWNSITE, AS REQUESTED BY ELIBERTO & MANUELA PEREZ**

Ms. De Luna stated that the subject site is located on the southeast corner of Main Street and Peña Street. The lots measures 50' x 100' for a total 5,000 sq. ft.

The applicant would like the Board to consider the above-mentioned request for medical reasons. The applicant would like to keep a 26'x40' carport which was built without obtaining the proper permits. This violation was discovered by Code Enforcement Division while doing a sweep in the area. Staff notes that the house is also encroaching into the front setback. However, the house was built in 1978, while the property was still in the county area. Madero was annexed into the City of Mission on November 22, 1998; therefore, the house is grandfathered in.

Mr. Perez stated that the carport was built in order to protect his sister from inclement weather as she is a disabled woman.

Chairman Salazar asked that if the board had any questions for staff.

There was none.

Chairman Salazar asked if the applicant was present.

Mr. Eliberto & Manuela Perez who reside at 3729 Pena Street were present. Mr. Perez mentioned that his wife had been disabled for many years due to an accident she had. He added that there was no concrete driveway, that it was all dirt and needed the carport for transportation purposes. He mentioned that the ramp was located where the carport was and if he would modify the carport it would push it back, and the ramp would be to far from the carport which helps him get his wife on and off the car.

There being no further discussion, Chairman Salazar entertained a motion. Mr. Garza moved to approve the carport for medical reasons, limited to the footprint and subject to signing a hold harmless agreement. Mr. Sanchez seconded the motion. Upon a vote the motion passed unanimously.

#### **ITEM# 1.5**

#### **TO KEEP A 6' FRONT SETBACK INSTEAD OF THE REQUIRED 15' & A 0' SIDE SETBACK INSTEAD OF THE REQUIRED 6 AT 1735 E. SAN JUAN, BEING LOT 21, BLOCK 10, FIESTA VILLAGE AS REQUESTED BY ROSEMARY WEBER**

Ms. De Luna stated that the subject site is located approximately 450' east of Laredo Blvd. along the north side of San Juan Ave. The lot measures 44.53'x55' for a total 2,449 sq. ft.

The applicant would like the Board to consider the above-mentioned request for medical reasons. The applicant would like to keep a 17'x48' carport, which was built in 2016 without a permit.

Staff notes that the applicant had applied for a variance in 2019 for a 0' front and side setbacks and were denied. Since 2019, Mr. Weber has had at least 3 strokes and is requesting that the Board reconsider the request.

Chairman Salazar asked if the board had any questions for staff.

Mr. Sanchez asked if it was a mobile home.

Ms. De Luna replied yes.

Mr. Flores asked that if it was denied because of the HOA.

Ms. De Luna replied that the HOA was against the request. She added that the previous attorney recommended that the applicant applied for the special accommodation to consider the request.

Chairman Salazar asked if the applicant was present.

The applicant was not present.

There being no further discussion, Chairman Salazar entertained a motion. Mr. Sanchez moved to "table" the request. Mr. Flores seconded the motion. Upon a vote the motion passed unanimously.

#### **ITEM# 1.6**

**TO KEEP A 2' FRONT SETBACK INSTEAD OF THE REQUIRED 30', A 2' SIDE SETBACK INSTEAD OF THE REQUIRED 6', AND A 2' REAR SETBACK INSTEAD OF THE REQUIRED 10' AT 1215 BARNES STREET, BEING LOT 3, BLOCK 2, WEST MISSION UNIT 1 AS REQUESTED BY MIGUEL NUNEZ**

Ms. De Luna stated that the subject site is located approximately 180' east of N. Los Ebanos Road along the north side of Barnes Street. The lots measures 60'x130' for a total of 7,800 sq. ft.

The applicant would like the Board to consider the above-mentioned request for medical reasons. The applicant would like to keep the following: an 18' x 24' carport and a 14' x 14' storage shed, which were built without obtaining the proper permits.

Chairman Salazar asked if the board had any questions for staff.

There was none.

Chairman Salazar asked if the applicant was present.

Mr. Miguel Nunez who resides at 1215 Barnes was present. He mentioned that the carport was built for his mother that was 100 years old and his wife that was in a wheelchair, to protect them when the weather was bad. He added that the shed was built in 2003 and there were no utility easements in the rear of his property. He stated that there was a huge tree in the rear of his property and was not able to move the shed to comply with setbacks.

Mr. Sanchez asked that if the shed could be moved.

Mr. Nunez replied that the shed was on concrete.

Mr. Garza stated that he was abstaining from voting but wanted to make a comment. He mentioned that the subdivision had a lot of old structures similar to the one being presented.

Mr. Sanchez asked that what was the shed used for.

Mr. Nunez replied that the shed was used for his tools.

There being no further discussion, Chairman Salazar entertained a motion. Mr. Flores moved to approve the carport and shed, limited to the foot and subject to signing a hold harmless agreement. Mr. Garza abstained from voting. Mr. Riddle seconded the motion. Upon a vote the motion passed unanimously.

#### **ITEM# 1.7**

**TO KEEP A 0' SIDE SETBACK INSTEAD OF THE REQUIRED 6', A 0' REAR SETBACK INSTEAD OF THE REQUIRED 10', AND TO ALLOW A TOTAL OF 3,114 SQ.FT. INSTEAD OF THE MAXIMUM 800SQ. FT. ALLOWED AT 1114 MIRACLE LANE, BEING LOT 18, BLOCK 1, WEST MISSION UT 1 AS REQUESTED BY ROBERTO T. SOTO**

Ms. De Luna stated that the subject site is located approximately 180' east of Joycee Drive along the south side of Miracle Lane. The lots measures 60'x130' for a total of 7,800 sq.ft.

The applicant would like the Board to consider the above-mentioned request for medical reasons. The applicant would like to keep the existing encroachments on the side and rear setbacks. These structures would be the following: 1) a 20'x40' canopy, 2) a 16'x32' canopy, 3) 16'x20' storage, 4) 6'x6' storage, 5) a 16'x22' patio, 6) a 16'x24' restroom/patio, and 7) to keep 2,314 sq.ft. over the 800 sq.ft. maximum allowed. Some of the structures were built without obtaining the proper permits.

Accessory structures are allowed on R-1 (Single Family Residential) lots, however, they need to meet the following requirements:

- d) An accessory use customarily related to a principal use authorized in this district. Furthermore, any non-living accessory structure, such as a carport or a garage, whether as an addition or as a detached building, shall not exceed a maximum size equal to 40% of the primary structure's living area; and shall not exceed the primary structure's total height, as measured to the top of its roof. However, if the primary structure's living area totals less than 2,000 square feet, the accessory structure may be constructed to a maximum size of 800 square feet. It is noted that the total living area for the home is 1,742 sq.ft.

Section 1.371(2) Permitted Uses: (c) of the Mission Code of Ordinances states that: One portable building not more than three percent of the lot's net square footage used for either storage, hobby or other similar uses. Therefore, one storage room will need to be removed from the property.

No Action was taken.

#### **ITEM# 1.8**

**TO KEEP A 1' FRONT SETBACK INSTEAD OF THE REQUIRED 18' AND A 1' SIDE SETBACK INSTEAD OF THE REQUIRED 6' AT 3010 NICKEL AVENUE, BEING LOT 76, FAIRMONT ESTATES AS REQUESTED BY RENE LEAL**

Ms. Dimas stated that the subject site is located approximately 132' north of W. 30 ½ Street along the east side of Nickel Avenue. The regular lot measures 60'x103' a total 6,180 sq. ft.

The applicant would like the Board to consider the above-mentioned request for medical reasons. The applicant would like to keep the following: a 24'x24' metal carport and an 8'x8' storage shed that were built without obtaining permits. These violations were discovered by Code Enforcement while doing a sweep in the area.

Chairman Salazar asked if the board had any questions for staff.

Mr. Garza asked that if the storage room was relocated.

Mr. Rene Leal who resides at 3010 Nickel Avenue was present. He mentioned that he was waiting for one of his friends to help him relocate the shed. He stated that if he hired a company to do it, that it would be too expensive since the fence had to be removed to move the shed.

There being no further discussion, Chairman Salazar entertained a motion. Mr. Garza moved to approve the carport, limited to the footprint and subject to signing a hold harmless agreement. Mr. Flores seconded the motion. Upon a 3-1 vote, the motion passed. Mr. Romeo Sanchez was against.

#### **ITEM# 1.9**

**TO KEEP A 0' & A 3.5' SIDE SETBACKS INSTEAD OF THE REQUIRED 6' AND A 3' REAR SETBACK INSTEAD OF THE REQUIRED 10' AT 3018 COPPER AVENUE, BEING LOT 116, FAIRMONT ESTATES, AS REQUESTED BY JUAN LEYVA**

Ms. De Luna stated that the subject site is located approximately 132' south of W. 31 Street along the east side of Cooper Avenue. The regular lot measures 60'x103' a total 6,180 sq. ft.

The applicant would like the Board to consider the above-mentioned request for medical reasons. The applicant would like to keep the following: a 12'x 13' shed, and patio that were built without obtaining permits. These violations were discovered by Code Enforcement while doing a sweep in the area.

Chairman Salazar asked if the board had any questions for staff.

There was none.

Chairman Salazar asked if the applicant was present.

The applicant was not present.

Mr. Sanchez asked that what was the medical reason for the shed and patio.

Ms. Dimas replied that the applicant had cancer.

There being no further discussion, Chairman Salazar entertained a motion. Mr. Garza moved to "table" the request to allow the applicant to be present. Mr. Riddle second the motion. Upon a vote the motion passed unanimously.

#### **ITEM# 2.0**

**TO KEEP A 0' SIDE SETBACK INSTEAD OF THE REQUIRED 6', A 0' REAR SETBACK INSTEAD OF THE REQUIRED 10' AND TO ALLOW A TOTAL OF 1,940 SQ.FT. INSTEAD OF THE MAXIMUM 800 SQ.FT. ALLOWED AT 1505 DOLORES DEL RIO AVENUE, BEING LOT 44, ALA BLANCA NORTE NO. 1, AS REQUESTED BY SALVADOR REYES**

Ms. De Luna stated that the subject site is located approximately 360' south of Tencha Street along the west side of Dolores Del Rio Avenue. The regular lot measures 60'x120' a total 7,200 sq.ft.

The applicant would like the Board to consider the above-mentioned request for medical reasons. The applicant would like to keep the following: 1) a 10'x78' patio, 2) a 12'x13' canopy, 3) a 6'x78' patio, 3) a 10'x12' shed, 4) 13'x40' garage, 5) a 13'x22' garage, and 6) to keep 1,140 sq.ft. over the



800 sq.ft. maximum allowed that were built without obtaining permits. These violations were discovered by Code Enforcement while doing a sweep in the area.

Accessory structures are allowed on R-1 (Single Family Residential) lots, however, they need to meet the following requirements:

d) An accessory use customarily related to a principal use authorized in this district. Furthermore, any non-living accessory structure, such as a carport or a garage, whether as an addition or as a detached building, shall not exceed a maximum size equal to 40% of the primary structure's living area; and shall not exceed the primary structure's total height, as measured to the top of its roof. However, if the primary structure's living area totals less than 2,000 square feet, the accessory structure may be constructed to a maximum size of 800 square feet. It is noted that the total living area for the home is 1,108 sq.ft.

Chairman Salazar asked if the board had any questions for staff.

Mr. Sanchez asked that what was the applicant's medical reason for his request. He added that the applicant neighbor had an encroachment on there property.

Ms. Dimas replied that the neighbor with the encroachment had been previously seen on ZBA and was tabled.

Chairman Salazar asked if the applicant was present.

Mr. Salvador Reyes who resides at 1505 Dolores Del Rio was present.

Mr. Salvador Reyes Jr. who resides at 1505 Dolores Del Rio also, mentioned that the existing structure in the rear of his property, were built with permits. He added that the structure being questioned was the metal sheet one. He mentioned that it was built so his father could go outside in his wheel chair and also protect him from the sun.

Mr. Garza asked that if Mr. Reyes was related to his neighbor.

Mr. Salvador Reyes Jr. replied no.

Mr. Garza stated that if the roofs were connected.

Mr. Salvador Reyes Jr. replied that the roofs were not connected.

Mr. Sanchez asked if a permit was obtained.

Mr. Salvador Reyes Jr. replied no, not for the metal sheet structure.

Mr. Sanchez asked that if permits were obtained for the side structures.

Mr. Salvador Reyes Jr. replied yes, those structures are more than 7 years old.

Mr. Sanchez asked what year was the house purchased.

Mr. Salvador Reyes Jr. replied that the home was purchased in 2011.

Mr. Sanchez stated that if he purchased the home in 2011, he purchased the home 13 years ago. He added that if the structures were built more than 7 years ago, Mr. Reyes was already the property owner.

Mr. Salvador Reyes Jr. replied that the side structure was built when the permit for the front concrete was done. He added that he was informed that it could be built as long as water wouldn't not fall into his neighbor's property.

Mr. Sanchez asked Mr. Reyes that who gave him that information.

Mr. Salvador Reyes Jr. replied that he was informed when he applied for the front concrete "driveway" that he built. He added that if staff could check the permit for the driveway.

Mr. Sanchez replied yes. He stated that he didn't understand the medical need of the encroachment.

Discussion amongst the board in regards to the encroachment for medical needs.

There being no further discussion, Chairman Salazar entertained a motion. Mr. Sanchez moved to deny the request. Mr. Flores second the motion. Upon a vote the motion passed unanimously.

#### **ITEM# 2.1**

**TO KEEP A 3' FRONT SETBACK INSTEAD OF THE REQUIRED 20' AND A 3' SIDE SETBACK INSTEAD OF THE REQUIRED 6' AT 607 PINO STREET, BEING LOT 6, BLOCK 12, ALTA VISTA, AS REQUESTED BY JOSE RAMIRO RODRIGUEZ**

Ms. De Luna stated that the subject site is located approximately 135' north of Laredo Street along the west side of Pino Street. The regular lot measures 25'x100' a total 2,500 sq.ft.

The applicant would like the Board to consider the above-mentioned request for medical reasons. The applicant would like to keep the following: a 12'x 13' shed, and patio that were built without obtaining permits. These violations were discovered by Code Enforcement while doing a sweep in the area.

Chairman Salazar asked if the board had questions for staff.

There were none.

Chairman Salazar asked if the applicant was present.

Mr. Jose Ramiro Rodriguez who resides at 607 Pino Street was present.

Chairman Salazar read the application that Mr. Rodriguez uses a wheelchair on a daily to be moved around, and uses the carport to protect him from the weather when being transported to and from locations.

There being no further discussion, Chairman Salazar entertained a motion. Mr. Riddle moved to approve the carport limited to the footprint and medical conditions. Mr. Garza second the motion. Upon a vote the motion passed unanimously.

#### **ITEM# 2.2**

**TO KEEP A 0' SIDE SETBACK INSTEAD OF THE REQUIRED 6' AT 1608 TRINITY STREET, BEING LOT 5, TRINITY GROVE AT 1608 TRINITY STREET, AS REQUESTED BY JEANETTE MARTINEZ SALEH**

No Action Taken

### **3.0 OTHER BUSINESS**

### **4.0 ADJOURNMENT**

There being no further business, Mr. Sanchez moved to adjourn. Mr. Flores seconded the motion. Upon a vote, the motion passed unanimously at 7:09 p.m.



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Alberto Salazar, Chairman  
Accommodations Review Board

**PLANNING AND ZONING COMMISSION  
NOVEMBER 20, 2024  
CITY HALL'S COUNCIL CHAMBERS @ 5:30 P.M.**

**P&Z PRESENT**

Kevin Sanchez  
Connie Garza  
Diana Izaguirre  
Omar Guevara  
Irene Thompson

**P&Z ABSENT**

J.D Villarreal  
Raquenel Austin  
Steven Alaniz

**STAFF PRESENT**

Susana De Luna  
Alex Hernandez  
Jessica Munoz  
Elisa Zurita  
Gabriel Ramirez

**GUEST PRESENT**

Korissa Eldredge  
Edith Sanchez  
Jose Luis Morin  
Ryan Stauffer  
Dina Salinas

**CALL TO ORDER**

Chairwoman Izaguirre called the meeting to order at 5:30 p.m.

**DISCLOSURE OF CONFLICT OF INTEREST**

There was none.

**CITIZENS PARTICIPATION**

There was none.

**APPROVAL OF MINUTES FOR NOVEMBER 6, 2024**

Chairwoman Izaguirre asked if there were any corrections to the minutes for November 6, 2024. Mr. Sanchez moved to approve the minutes as presented. Mr. Guevara seconded the motion. Upon a vote, the motion passed unanimously.

**Started: 5:31 p.m.**

**Ended: 5:49 p.m.**

**Item #1.1**

**Rezoning:**

**A 2.44 acre tract of land out of the,  
7.8 acres out of the Fernandez Strip  
out of Porcion 52  
R-2 to C-3  
Sandra Tamez**

Ms. De Luna went over the write-up stating the site is located approximately 1,660' South of Mile One South Road along the west side of S. Inspiration Road.

**SURROUNDING ZONES:**

N:	PUD	- Single Family Residential
E:	PUD	- Single Family Residential
W:	PUD	- Single Family Residential
S:	R-3	- Multi-Family Residential

**EXISTING LAND USES:**

N:	Single Family Home
E:	RV Park
W:	Vacant
S:	Vacant
Site:	Single Family Home

**FLUM:**

Low Density Residential (LD)

**REVIEW COMMENTS:** The proposed zone does not comply with City's Future Land Use Map nor surrounding land uses. The LD designation classification includes single family homes. The applicant wishes to rezone a portion of the acreage to commercial to be able to rent the existing structures as an Event Center. This item was considered and approved by P&Z on September 4, 2024, however it was denied by the City Council. In an effort to help the applicant, City Council suggested a short-term rental. This would allow the applicant to keep the existing zone and be able to rent out the existing home, palapa and pool.

After meeting with the applicant and explaining the short-term rental option she informed staff that her intentions is to convert this property into an Event Center that would offer the sale & on-site consumption of alcoholic beverages. Staff did advise the applicant that under a short-term rental she would not be able to do that and the only way to accomplish her goal would be through a change of zone. She would require a C-3 (General Business) zone. Staff notes that the applicant is requesting a higher density than what is currently existing in this surrounding area and for that reason staff cannot support the request. Staff mailed out 10 notices to property owners within 200' radius to get input in regards to this request. As of this writing, staff has not received any comments in favor or against the request.

**RECOMMENDATION:** Staff recommends Denial.

Chairwoman Izaguirre asked if there was any input in favor or against the request.

Jose Luis Morin resides at 1407 San Felipe Drive, He mentioned no one was opposed to the rezoning of the property. He stated they wanted to rezone the property to be able to advertised as an event center instead as a short-term rental.

Chairwoman Izaguirre entertained a motion to close the public hearing. Ms. Thompson moved to close the public hearing. Mr. Sanchez seconded the motion. Upon a vote, the motion passed unanimously.

Chairwoman Izaguirre asked the board if they had any questions for staff.

Chairwoman Izaguirre asked what the difference between a short-term rental and rezoning the property to commercial.

Ms. De Luna stated that a short-term rental would be a temporary use and rezoning the property to commercial would be a permanent use. She added that a short-term rental would allow them to advertise the property for rent and if they had a party it would be okay. However, they wouldn't be able to advertise as Tamez Event Center because the zone they have is R-2 (Duplex-Fourplex) and what they need is commercial. She added the applicant would have to rezone the property to a C-3 in order to advertise as an event center.

Ms. Garza asked if the applicant is planning to offer the sale & on-site consumption of alcoholic beverages.

Ms. De Luna stated yes, the sale & on-site consumption of alcoholic beverages wouldn't be allowed as an Airbnb.

Mr. Sanchez stated asked under Airbnb policy would they be able to have a personal party.

Ms. De Luna stated yes.

Mr. Guevara stated that in a short-term rental the renter would bring their own alcohol. In this case the applicant will be providing the alcohol and would have to go through TABC and get a license.

Ms. De Luna stated that the reason for the denial of the C-3 by City Council was because once the property is zoned commercial it opens the possibility of other businesses. These businesses may include a restaurant, bar & grill, nightclub that the neighborhood may not want. She stated that the Event Center did not appear to be the concern it's that unknown that concerns the City Council. She added that there is also a senior citizen development proposed south of this property.

Mr. Sanchez stated that the short-term rental would get them to be able to rent out the property but they wouldn't be able to advertise or to provide alcohol.

Ms. De Luna stated that the short-term rental limits what they are allowed based on the zoning that the applicant has.

Mr. Sanchez asked their intention is to have an event center.

Ms. De Luna stated yes.

Chairwoman Izaguirre asked why can't event center be approved in a C-2 zone.

Ms. De Luna stated that the C-2 does not allow event centers. The only way to allow them would be through an amendment to the C-2 zone. She added a C-2 zone limits to businesses that would benefit surrounding neighborhood.

Chairwoman Izaguirre stated that this area was relatively close to commercial property. She added that in the corner there is a Family Dollar and another business in the other corner.

Ms. De Luna stated that staff needs to protect the residence and most of the neighbors might be fine with the event center but not to a bar and grill for example. She explained that once the property is rezoned you can't restrict the type of business as long as it is allowed in that particular zone they can have it. Ms. De Luna added that applicant intention is to rezone the entire 7 acres as commercial.

Chairwoman Izaguirre stated on Bryan Road before you get to the hospital there is an adult daycare and right next to it there is a Lonestar Bank. She asked how does the commercial area hurt the daycare.

Ms. De Luna stated I would depend on the type of business they are proposing.

Chairwoman Izaguirre asked why can't the applicant apply for a conditional use permit that is not transferable it would only be for the owner.

Ms. De Luna stated that based on the current zone a CUP is not even an option. This would require an amendment to the R-2 zone. The amendment could be either to the C-2 to allow event center or if they allow it with a condition use permit.

Chairwoman Izaguirre mentioned why can't the applicant apply under a conditional use permit.

Ms. De Luna stated that currently the zone doesn't allow it and the only option is to rezone the property to C-3.

Chairwoman Izaguirre asked if there were no conditional use permit under a C-3.

Ms. De Luna stated that the C-3 zone has several options for a conditional use permit, however the current zone on the property is R-2. The R-2 zone does not allow as a condition use permit. She mentioned that under an R-2 zone the only option for a conditional use permit is for temporary structures and in this case the structures on the property were permanent. She added the only way to consider it would be to C-3 zone unless the City Council wanted to do an amendment to the current zone. She stated the applicant wants to rezone the 2.44 acres of the property first and eventually they are considering to rezone the entire 7 acres. Ms. De Luna stated there were 2 options that were presented to the City Council for their consideration which were to amend the R-2 zone code to allow a conditional use permit subject to meeting a certain criterion. This would allow staff to notify the residence, limited to only the applicant and the board can put restrictions on the conditional use permit. The second option was to apply for a short-term rental so the City Council choose the short-term rental.

Mr. Morin stated they had been going back-and-forth through meetings because there's been misunderstanding miscommunication on what the applicant wanted or what was allowed.

Chairwoman Izaguirre stated the board knows the applicant wanted an event center.

Mr. Morin stated council was recommending different options.

Ms. De Luna stated her option was to amend the R-2 code to allow a conditional use permit subject to meeting a certain criteria. This would allow staff to notify the residence and if there was a concern it could be addressed at that time. She mentioned the applicant wanted to use the property for as commercial and that could only be accomplished with a change of the zone. She added that the information staff has always had was that the applicant wanted to be able to rent out the house for parties that's why they're pursuing the rezoning because they need the C-3 to accomplish the event center. Staff was not aware that the applicant wanted to offer alcohol this was discussed after the City Council meeting.

The board discussed among themselves of options of how to help out the applicant.

There being no further discussion, Chairwoman Izaguirre entertained a motion. Ms. Garza moved to deny the rezoning as per staff recommendation. Mr. Guevara seconded the motion. Upon a vote, the motion passed unanimously.

**Started: 5:49 p.m.**

**Ended: 5:51 p.m.**

**Item #1.2**

**Conditional Use Permit:**

**Institutional Use (New Mausoleum) in an AO-I Zone  
3611 N. Taylor Road  
All of Valley Memorial Gardens West Garden  
of Glory Phase 3 Subdivision**

**AO-I  
Valley Memorial Gardens**

Ms. De Luna went over the write-up stating the site is located ½ mile north of Mile 2 Road along the west side of Taylor Road. Valley Memorial Gardens West was recorded in 1987 and was annexed into the City of Mission in June 2008. The property included several structures, including a funeral home, cemetery offices, underground mausoleums and two existing above ground mausoleums. Now, the proposal is to build a new 1,423 sq.ft. concrete cast-in-place mausoleum with a 269 sq.ft. interior space for the internment and visitation of urns. Access to the site is through a paved driveway off of Taylor Road. The last CUP approved for the construction of the 3<sup>rd</sup> above ground mausoleum was on August 27, 2012.

- **Days & Hours of Operation:** Monday – Friday from 8 a.m. to 5 p.m., and Saturday from 9 a.m. to 3 p.m. (Funeral Home hours vary)
- **Employees:** 32 employees (included all Funeral Home & Cemetery Staff)
- **Parking & Landscaping:** In regards to the parking, there are 96 parking spaces, including 4 ADA spots, plus a long driveway that wrapped around the entire cemetery/mausoleum site that also allowed for parking during visitation. An ADA drop-off and loading zone is proposed to be added next to the proposed new mausoleum. The landscaping requirements are being met.

**REVIEW COMMENTS:** Staff mailed out 1 notice to property owners within 200' radius and staff has not received any comments in favor or against the request. With such a low-key operation and the fact that staff has not received any complaints from any adjoining properties, staff does not object to the CUP or the construction of the new mausoleum.

**RECOMMENDATION:** Staff recommends approval for life of use subject to:

- 1) Must comply with all City Codes (Building, Fire, etc.), and
- 2) CUP to be transferable to others

Chairwoman Izaguirre asked if there was any input in favor or against the request.

There was none.

Chairwoman Izaguirre entertained a motion to close the public hearing. Ms. Thompson moved to close the public hearing. Mr. Sanchez seconded the motion. Upon a vote, the motion passed unanimously.

Chairwoman Izaguirre asked the board if they had any questions for staff.

There was none.

There being no discussion, Chairwoman Izaguirre entertained a motion. Ms. Garza moved to approve the conditional use permit. Ms. Thompson seconded the motion. Upon a vote, the motion passed unanimously.

**Started: 5:51 p.m.**

**Ended: 5:57 p.m.**

**Item #1.3**

**Conditional Use Permit:                      Guest House on Residential Property**



**2001 Oleander Drive  
 Lot 20, Lots 18,19,20, Oleander Estates Unit A  
 R-1  
 Herminio Sanchez**

Ms. De Luna went over the write-up stating the site is located approximately 1,314' east of Moorefield Road along the southside of Oleander Drive. The owner is requesting a conditional use permit for the construction of a Guest House. The proposed guesthouse will have 716 sq.ft. of living area. It will consist of one (1) bedroom, one (1) bathroom, two (1/2) baths, and a storage. They are also proposing to construct a 2,422 sq.ft. covered patio that includes a chimney and an outdoor kitchen. Guest Homes are allowed under the R-1 (Single Family Residential) Zone as long as they apply for a conditional use permit and comply with the following conditions:

- Lot be a minimal of 12,000 sq. ft.
- Cannot be made available or used for lease, rent, hire, and the owner of such use may not receive remuneration for the use of one of the above
- Proposal must be clearly secondary to the primary residence
- Shall not have access to a public street (No shared/extended driveway)
- Shall not have separate kitchen area or utilities

**REVIEW COMMENTS:** This conditional use permit request seems to be consistent with other similar request approved by this Board. The lot is a little over an acre and all building setbacks will be met. The proposed driveway is more than sufficient to accommodate any guest vehicle. All utilities will have to be interconnected to the primary home there should be no separate utilities. Staff notes that if CUP is approved the outdoor kitchen would need to be removed in order to comply with the conditions. Staff mailed out 32 notices to property owners within 200' radius and staff has not received any comments in favor or against this request.

**RECOMMENDATION:** Staff recommends approval subject to:

- 1) The applicant must comply with the provisions outlined in Section 1.56-4 of the zoning Code,
- 2) The unit may not have a separate utility and electrical connections,
- 3) Transferability to other future owners imposing the same conditions imposed to this applicant,
- 4) Not to be used for rental purposes, and
- 5) Removal of the outdoor kitchen

Chairwoman Izaguirre asked if there was any input in favor or against the request.

There was none.

Chairwoman Izaguirre entertained a motion to close the public hearing. Mr. Sanchez moved to close the public hearing. Ms. Thompson seconded the motion. Upon a vote, the motion passed unanimously.

Ms. Thompson asked why there are two half baths.

Ms. De Luna stated their proposing one bath for men and the second bath for woman.

Mrs. Sanchez stated that she didn't want to have only one bath for men and women. She mentioned the shower is located inside the guest house.

Ms. Thompson mentioned there is already a full bath.

Mrs. Sanchez stated it is located inside the guest house. She added she wouldn't want people walking into the guest house if she had any guest staying over.

Ms. Garza asked about the removal of the outdoor kitchen.

Ms. De Luna stated one of the conditions was the applicant couldn't have a separate kitchen.

Ms. Sanchez asked even if there would be a sink or chimney area.

Ms. De Luna stated if it was going to have a chimney or sink it's not a problem.

Ms. Thompson asked what does removal of an outdoor kitchen mean.

Ms. De Luna stated they aren't allowed to have a full kitchen outdoors.

Ms. Sanchez stated the carport area is covered to have space for the vehicles because of the storms to protect the vehicles.

There being no further discussion, Chairwoman Izaguirre entertained a motion. Ms. Thompson moved to approve the conditional use permit. Mr. Guevara seconded the motion. Upon a vote, the motion passed unanimously.

**Started: 5:57 p.m.**

**Ended: 6:14 p.m**

**Item #1.4**

**Conditional Use Permit**

**Renewal:**

**To Keep a Portable Building for Office Use**

**302 S. Taylor Road**

**Being a 0.102 of one acre tract of land out  
of a tract of land adjacent to Lot 176 & 186,**

**John H. Shary Subdivision**

**C-3**

**Best Assets, LLC (c/o Ryan Stauffer)**

Ms. De Luna went over the write-up stating the site is located on the northwest corner of Victoria Avenue and Taylor Road. The applicant desires to keep the 12' x 64' modular office for the general contractor of the Jeep dealership. Access to the site is off of Victoria Street & Taylor Road. The last CUP approved for this location was on October 23, 2023 for a period of 1 year.

- **Days/Hours of Operation:** Monday – Friday from 8:00 a.m. to 5:00 p.m.
- **Staff:** 3 employees
- **Parking:** Based on the square footage of the building a total of 5 parking spaces are required. The parking requirements are being met.

**REVIEW COMMENTS:** Staff notes that there are some areas of concern that have not been addressed by the applicant such as the lack of additional landscaping required during the last CUP, a secondary structure that was moved in to be used as storage with no permits, and a pod that is in front of the property. In talking to the applicant, he advised staff that the pod and secondary structure would be moved out of the property within a month or two and the additional

landscaping was not done due to the Taylor Road improvement project. He mentioned that now that the project was complete he would start working beautifying the area. Staff notes that there is an on-going case in Municipal Court regarding some of this concerns.

It is not uncommon to have portable buildings to be used as an office. Staff knows that having a portable building may not be a long-term desire of the City when considering aesthetics. Thus, perpetual (CUP) monitoring will be the norm where, one day the portable will need to be upgraded with an on-site built structure. Staff mailed out 12 notices to property owners within 200' radius and staff has not received any comments in favor or against this request.

**RECOMMENDATION:** Staff cannot support this request due to existing violations and non-compliance. However, if the P&Z is inclined to approve the request then I would recommend that they comply with the following: 1) 6 month re-evaluation in order to continue to assess this operation, 2) continued compliance with all City Codes, (Building, Fire, Parking, etc.), and 3) CUP not transferable to others.

Chairwoman Izaguirre asked if there was any input in favor or against the request.

Mr. Ryan Stauffer asked Ms. De Luna if she could repeat staff recommendation.

Ms. De Luna repeated the staff recommendation.

Mr. Ryan Stauffer asked Ms. De Luna if she could repeat the concerns.

Ms. De Luna stated that the concerns were the lack of additional landscaping that was required; the second portable structure that was moved in without any permits; and the pod that had been in the front of the property.

Mr. Ryan Stauffer stated that he didn't think he was violating any city ordinance just for having storage units on my property.

Ms. De Luna stated you need to apply for a permit and that is the reason it's in violation.

Mr. Stauffer stated the city ordinance says that he is required to apply for a permit for the storage unit. He mentioned the second concern was the landscaping he thought he had already discussed the issue with the landscaping because of Taylor Road was under complete reconstruction which they tore up all his landscaping also the irrigation standpipe located there so he couldn't invest in landscape until the construction was completed.

Ms. Thompson mentioned construction has been completed for more than two weeks.

Mr. Stauffer stated they came back to address the last construction two weeks ago. He asked regarding the third issue which additional unit that was moved in with no permit is staff referring to.

Ms. De Luna stated the applicant had a storage pod.

Mr. Stauffer stated he can haul the structures off the lot since they are movable structures. He mentioned he had spoken to staff about these issues already.

Ms. De Luna stated that he had spoken to the applicant and had advised him of staff's concerns. He has an ongoing case in Municipal Court for the concerns that have not been addressed. She

mentioned since it's a conditional use permit there are some conditions that the applicant need to comply with that you hadn't been done so already.

Mr. Stauffer stated he had explained the reason of the landscaping. He asked if the only thing he did not meet from the previous CUP approval was the landscaping is that correct?

Ms. De Luna stated yes.

Chairwoman Izaguirre mentioned the applicant had stated he would get permits for the storage unit and pod.

Mr. Stauffer stated he was referring to the landscaping from last year's conditional use permit. He mentioned the only thing he didn't comply with was the landscape.

Chairwoman Izaguirre entertained a motion to close the public hearing. Mr. Sanchez moved to close the public hearing. Ms. Garza seconded the motion. Upon a vote, the motion passed unanimously.

Mr. Sanchez asked what is the municipal case.

Ms. De Luna stated for the structure that were moved in without any permits.

Mr. Sanchez asked if staff had any information on the case like when it was filed.

Ms. De Luna stated that all she knows is that the last time it went to court the applicant didn't show up and there hasn't been a final decision.

Ms. Garza asked when was the case filed.

Ms. De Luna stated she didn't have that information with her.

Mr. Sanchez asked if it was filed as a civil action against him for putting two structures on the property without permit

Ms. De Luna stated yes.

Chairwoman Izaguirre stated there are three structures which are two temporary structures and a storage.

Ms. De Luna mentioned that during the discussion with the applicant he had mentioned that the pod and the other structure would be moved within one or two months. She added that the case was still active until he it has complied.

Ms. Thompson stated there are three manufactured structure on site. She asked what structure does he have a permit for.

Ms. De Luna stated it's the one in the middle that has a permit. She mentioned the structure that looks like an RV.

Ms. Thompson asked if the applicant has been notified.

Ms. De Luna stated yes, they were sent a letter through code enforcement and staff approached the applicant because they have a conditional use permit for its limited and certain conditions.

Ms. Garza asked the trailer the flat bed that is located on the street if it's meeting city ordinance.

Ms. De Luna stated it would be with PD.

Ms. Garza stated she passes by quite frequently which if a vehicle had an emergency, they don't have anywhere to pullover to be stationary. She mentioned she passes by see cars parked on the yard since they don't have adequate parking.

Ms. De Luna stated that she had addressed the parking on the grass concern to them. She mentioned the applicant stated that his employees do not park on the grass area.

Chairwoman Izaguirre asked if there was an issue with landscaping.

Ms. De Luna stated she let the applicant know he was not in compliance with landscaping.

Ms. Thompson asked if there was a city ordinance.

Ms. De Luna stated there is an ordinance which states that they need to have at least 10% of landscaping combination of tree and shrubs.

Chairwoman Izaguirre mentioned there is a tree and a shrub.

Ms. Garza stated that they should be considering the noncompliance, the other violations and the pending case before the municipal court and parking space.

Ms. Thompson asked how long it would take to resolve.

Ms. De Luna if the board is willing to helping him out within six months.

The board discussed options on how long to give the applicant to resolve the concerns and issues.

Ms. De Luna stated that the City Council doesn't really like portable buildings they rather see a permanent structure.

Chairwoman Izaguirre stated that the applicant needs to comply with the landscaping and getting the permit for the other structures.

Ms. Thompson asked if the applicant could have two modular structures per city ordinance.

Ms. De Luna stated that each unit would require its own conditional use permit.

Mr. Sanchez asked if the applicant applied for a permit for the pod would I be approved.

Ms. De Luna stated if he complies with setbacks it would be approved.

Mr. Sanchez asked if the second structure would that be approved.

Ms. De Luna stated the second structure probably wouldn't be approved because it requires a minimum separation of 10' between structures.

Mr. Guevara asked if the applicant is the GC for the jeep dealership does staff know when the GC job is terminated, and will the business remain after or is the applicant located specifically only for the Jeep dealership and what would the timeframe be.

Ms. De Luna stated the applicant wanted to keep the business as in the future. The applicant did mentioned that based on the size of the property there wasn't enough space to a permanent building.

There being no further discussion, Chairwoman Izaguirre entertained a motion. Ms. Thompson moved to table the conditional use permit renewal. Mr. Sanchez seconded the motion. Upon a vote, the motion passed unanimously.

**Started: 6:14 p.m.**

**Ended: 6:15 p.m.**

**Item #2.0**

**Site Plan Approval:**

**Construction of 3 Duplex Buildings  
Lot 34, Las Esperanzas Subdivision  
R-3  
Shaddai Construction**

Mr. Ramirez went over the write-up stating the site is located on Lot 34, Las Esperanzas Subdivision situated on the East side of Glasscock Rd. and E. 1<sup>st</sup> St. – **see vicinity map**. The site is an irregular lot at the end of a cul-de-sac intersecting Cardinal St. and Selena St. - see attached plat/survey for measurements.

**PROPOSAL:** To build 3 duplex structures containing a total of 6 apartments. Two duplex structures will measure a total of 2,125 sq. ft. each and the third building will measure 1,910 sq. ft. Units 1-4 (3/2) of duplex 1 and 2 will measure 1,062.5 sq. ft. and units 5 & 6 (2/2) of duplex 3 will measure 955 sq. ft. All apartments will be divided by 1 hr. rated firewalls.

**SETBACKS:** The minimum required setbacks based on the subdivision are: Front: 30', Rear: 15', Sides: 6'. All setbacks are exceeded.

**PARKING:** The 6 units are calculated to require 12 parking spaces based on the 2:1 parking ratio. The developer is proposing 12 parking stalls, thus meeting code.

**LANDSCAPING:** 10% landscaping/green area with a minimum of 2 – 3" caliper shade trees is required for multi-family developments. The developer will comply by providing a landscaping plan to include: green area with 2 trees and a combination of plants, and shrubs.

#### **OTHER COMMENTS:**

- Payment of Capital Sewer Recovery Fees and Park Fees have been paid by the developer
- Installation of Sidewalks per subdivision requirements
- Installation of Buffers per zoning code requirements

#### **RECOMMENDATION**

Staff recommends approval

Chairwoman Izaguirre asked if there were any questions for staff.

There was none.

There being no discussion, Chairwoman Izaguirre entertained a motion. Mr. Sanchez moved to approve the site plan approval as presented. Mr. Guevara seconded the motion. Upon a vote, the motion passed unanimously.

**Started: 6:15 p.m.**

**Ended: 6:17 p.m.**

**Item #3.0****Preliminary & Final  
Plat Approval:****Bellwood Manor Subdivision**

A tract of land containing 26.79 acres of land being part or portion of Lot 39, Lot 40, Lot 41, and a 70.00' strip of canal Right-of-Way between Lot 40 and Lot 41, Bell-Woods Company's Subdivision "C" R-2

Developer: DS3 Development, LLC

Engineer: S2 Engineering, PLLC

Mr. Ramirez went over the write-up stating the subdivision is located on the East side of N. Trosper Rd. approximately 1,970' North of W. Mile 2 Road. — **see vicinity map.** Bellwood Manor Subdivision is a proposed 70-Lot Duplex-Fourplex residential development — see plat for actual dimensions, square footages, and land uses.

**WATER**

The developer is proposing to connect from an existing 8" water line located along the east side of N. Trosper Road and looped with a proposed 8" water line to the water system of Amber Groves Estates Subdivision which is prepped with a flush valve that will be removed. Each lot will be serviced by a 2" water line to accommodate each duplex-fourplex. They are proposing 7 fire hydrants as via direction of the Fire Marshal's office. — **see utility plan**

**SEWER**

Wastewater service will connect to an existing 8" PVC sanitary sewer line by a proposed MH with a drop structure along the East side N. Trosper Rd. ROW at 2 different locations. An internal 8" sewer line system will provide 6" sewer service to all the lots. The Capital Sewer Recovery Fee is required at \$670.00/Lot which equates to \$46,900.00 (\$670.00 x 70 lots).

**STREETS & STORM DRAINAGE**

Access to the subdivision will be from N. Trosper Road thru 2 streets intersections. The proposed internal streets will be 37' Back-to-Back within 60' Right of Ways. The site is in a Zone "C" according to the FEMA FIRM Community Panel No. 480334 0400 C, map revised dated November 16, 1982. Defined as area of minimal flooding. In accordance with the County of Hidalgo's drainage requirements, 135,765.75 cu. ft. of runoff detention will need to be detained for a 50year storm event. Storm water surface runoff will be intercepted by proposed type "A" curb inlets which will outfall into a proposed detention facility. This system will bleed out into the City of Mission system at the existing 10-yr storm event runoff to ensure no increase of runoff. The City Engineer has reviewed and approved the drainage report.

**OTHER COMMENTS**

- Water District Exclusion
- Conveyance or Payment of Water Rights
- Escrow Park fees (70 lots x 4 units x \$500 = \$140,000.00)
- Installation of Street Lighting as per City Standards
- Must Comply with all other format findings

**RECOMMENDATION**

Staff recommends approval subject to:

1. Payment of Capital Sewer Recovery Fee's
2. Payment of Park Fee's
3. Provide Water District Exclusion, and
4. Conveyance or Payment of Water Rights

Chairwoman Izaguirre asked if there were any questions for staff.

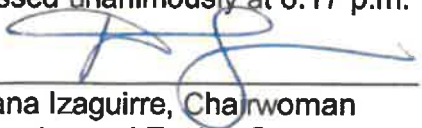
There was none.

There being no discussion, Chairwoman Izaguirre entertained a motion. Ms. Garza moved to approve the Subdivision as presented. Mr. Guevara seconded the motion. Upon a vote, the motion passed unanimously.

**ITEM#3.0**

**ADJOURNMENT**

There being no discussion, Chairwoman Izaguirre entertained a motion. Ms. Thompson moved to adjourn the meeting. Mr. Sanchez seconded the motion. Upon a vote, the motion to adjourn passed unanimously at 6:17 p.m.



Diana Izaguirre, Chairwoman  
Planning and Zoning Commission



**PLANNING AND ZONING COMMISSION  
DECEMBER 4, 2024  
CITY HALL'S COUNCIL CHAMBERS @ 5:30 P.M.**

**P&Z PRESENT**

Steven Alaniz  
Kevin Sanchez  
Connie Garza  
Diana Izaguirre  
Irene Thompson

**P&Z ABSENT**

J.D Villarreal  
Raquenel Austin  
Omar Guevara

**STAFF PRESENT**

Susana De Luna  
Alex Hernandez  
Jessica Munoz  
Elisa Zurita  
Gabriel Ramirez

**GUEST PRESENT**

Zoraida Garcia  
Ryan Stuffer  
Ofelia Cisneros  
Claudia Aguilar  
Sanjuana Violeta Garcia  
Leonel Cantu  
Roberto Cantu  
Jerry Benavides  
Edward Ruiz  
Jackie  
Josh

**CALL TO ORDER**

Chairwoman Izaguirre called the meeting to order at 5:32 p.m.

**DISCLOSURE OF CONFLICT OF INTEREST**

There was none.

**CITIZENS PARTICIPATION**

There was none.

**APPROVAL OF MINUTES FOR NOVEMBER 20, 2024**

Chairwoman Izaguirre asked if there were any corrections to the minutes for November 20, 2024. Mr. Sanchez moved to approve the minutes as presented. Ms. Thompson seconded the motion. Upon a vote, the motion passed unanimously.

**Started: 5:34 p.m.**

**Ended: 5:36 p.m.**

**Item #1.1**

**Rezoning:**

**A 0.99 of an acre tract of land being  
The South 25' of the West 170' of  
Lot 26-9, West Addition to Sharyland  
AO-I to R-1  
Sanjuana V. Garcia Serna**

Ms. De Luna went over the write-up stating the site is located approximately 1,280' North of E. Griffin Parkway on the East side of N. Mayberry Road.

**SURROUNDING ZONES:**

N:	AO-I	– Agricultural Open Interim
E:	AO-I	– Agricultural Open Interim
W:	R-1	– Single Family Residential
S:	AO-I	– Agricultural Open Interim

**EXISTING LAND USES:**

N:	Residential
E:	Residential

W: Residential  
 S: Edinburg Main Canal  
 Site: Single Family Home

**FLUM:** Low Density Residential (LD)

**REVIEW COMMENTS:** Staff notes that the proposed zone complies with the City's Future Land Use Map, and surrounding land uses. The LD designation classification includes single family homes which is consistent with the applicant's proposal. Staff mailed out 16 notices to property owners within 200' radius to get input in regards to this request. As of this writing, staff has not received any comments in favor or against the request.

**RECOMMENDATION:** Staff recommends approval.

Chairwoman Izaguirre asked if there was any input in favor or against the request.

Ms. Sanjuana V. Garcia Serna was present to answer any questions the board may have.

Chairwoman Izaguirre entertained a motion to close the public hearing. Mr. Sanchez moved to close the public hearing. Ms. Thompson seconded the motion. Upon a vote, the motion passed unanimously.

Chairwoman Izaguirre asked the board if they had any questions for staff.

Ms. Garza asked if the applicant is planning to have another home on the lot.

Ms. De Luna stated the applicant plans to subdivide the property for a residential subdivision to add two more lots.

There being no further discussion, Chairwoman Izaguirre entertained a motion. Ms. Garza moved to approve the rezoning request. Ms. Thompson seconded the motion. Upon a vote, the motion passed unanimously.

**Started: 5:36 p.m.**

**Ended: 5:40 p.m.**

**Item #1.2**

**Conditional Use Permit:**

**To Keep a RV "Temporarily"  
 To care for Health Stricken Parent  
 4034 Lopez Street  
 Lots 37-40, Block 9, Madero Tex Townsite  
 AO-I  
 Ofelia Cisneros**

Ms. De Luna went over the write-up stating the site is located approximately 100' north of Bogamilla Street along the west side of Lopez Street. Ms. Ofelia Cisneros is requesting that the Board considers allowing her to keep her RV on the property to care for her elderly mother. Her mother, Mrs. Martha M. Rodriguez has her main residence thereon. Mrs. Rodriguez is 74 years old suffers dementia and requires general assistance and care. Ms. Cisneros has been caring for her mother and living in the RV for approximately 8 months. Ms. Cisneros intentions are to continue living in the RV temporarily while she gathers funds to add to the existing 300 sq. ft. home. Staff notes that the RV has its own electrical meter and the water is shared from the

residence, once the use is not longer needed the RV and electrical meter would be removed. Staff notes that the home was constructed in 1968 as per HCAD records which was currently outside the City limits of Mission. This area was annexed into the City on March 9, 1998.

**REVIEW COMMENTS:** Staff notes that the Board has approved other similar request but it has always been a mobile home not RV's. Staff mailed out 38 notices to property owners within 200' radius and staff has not received any comments in favor or against this request. The applicant submitted several letters and signatures in support of the request from some of the surrounding neighbors, however they were not listed as the property owners according to the appraisal district records. Only 1 out of the 4 letters could be counted within the radius.

**RECOMMENDATION:** Staff recommends approval subject to:

1. 1 year re-evaluation to assess the need,
2. Compliance with all City Codes (Building, Fire, and Health Codes, etc.),
3. Recording of document on removal of RV when need for second residence expires, and
4. CUP not to be transferable to others

Chairwoman Izaguirre asked if there was any input in favor or against the request.

There was none.

Chairwoman Izaguirre entertained a motion to close the public hearing. Ms. Thompson moved to close the public hearing. Ms. Garza seconded the motion. Upon a vote, the motion passed unanimously.

Chairwoman Izaguirre asked the board if they had any questions for staff.

Ms. Garza asked if she could add on the staff's recommendation approval subject to Ms. Cisneros mother resides in the RV as well.

Ms. De Luna stated Ms. Cisneros mother resides in the home.

Ms. Garza asked who lives in the RV.

Ms. De Luna stated Ms. Cisneros the applicant resides in the RV. She mentioned the applicant wanted the RV to live in temporarily while the applicant gathers funds to add to the home.

Ms. Ofelia Cisneros resides at 4034 Lopez Street, stated she is trying to pay off her mother's taxes on the 3 lots her mother owns but the main property she is pay off the taxes is the lot her mother home is located on. She mentioned the size of her mother's house is 20'x30' which there isn't room for her to place a bed for herself.

Ms. Garza asked Ms. De Luna in the recommendation if staff could add a limitation on how long its approved for.

Ms. De Luna mentioned that staff recommendation stated approval for 1 year and it was not transferable to others. She added that the applicant would also have to sign a document which stated that the RV would be removed from the property when it's no longer needed.

There being no further discussion, Chairwoman Izaguirre entertained a motion. Mr. Alaniz moved to approve the conditional use permit. Ms. Thompson seconded the motion. Upon a vote, the motion passed unanimously.

**Started: 5:40 p.m.**

**Ended: 5:42 p.m.**

**Item #1.3**

**Conditional Use Permit:**

**Sale and On-Site Consumption of Alcoholic  
Beverages – 100% Antojitos Mexicanos  
2306 E. Interstate Hwy 2, Ste. 1 & 2  
Lot 1, Cimarron Crossing Ph. I Subdivision  
C-3  
100% Antojitos Mexicanos, Inc.**

Ms. De Luna went over the write-up stating the site is located near the SE corner of J.R. Drive and Expressway 83 along the Frontage Road. The applicant has been operating this Mexican Restaurant since 2010. The restaurant is located at the east end of the commercial plaza with a drive-thru service window. This business previously had a Conditional Use Permit for the Sale & On-Site Consumption of Alcoholic Beverages but their TABC license recently expired, therefore the need to reapply. The last CUP approved for this location was on May 22, 2023 for life of use. Access to the site is via a 35' driveway from J.R. Drive and Cecilia Lane.

- **Hours of Operation:** Sunday – Thursday from 10:30a.m. to 10:00p.m., and Friday & Saturday from 10:30a.m. to 11:00p.m. Alcoholic beverages are only served during allowable State selling hours.
- **Staff:** 11 employees
- **Parking & Landscaping:** There are 122 total seating spaces, which require 41 parking spaces (122 seats/1 space for every 3 seats = 40.6 parking spaces). It is noted that the parking area is held in common (105 existing parking spaces) and is shared with other businesses. Landscaping is meeting code and is maintained.

**REVIEW COMMENTS:** Staff notes that the applicant has complied with Health, Fire, Building and Sign Codes. Staff mailed out 7 notices to property owners within 200' radius and staff has not received any comments in favor or against this request. Since there have been no issues or concerns with this establishment staff does not object to approving the conditional use permit for an extended term.

**RECOMMENDATION:** Staff recommends approval for life of use subject to:

1. Compliance with all City Codes (Building, Fire, and Health Codes, etc.), and
2. CUP not to be transferable to others.

Chairwoman Izaguirre asked if there was any input in favor or against the request.

There was none.

Chairwoman Izaguirre entertained a motion to close the public hearing. Ms. Thompson moved to close the public hearing. Ms. Garza seconded the motion. Upon a vote, the motion passed unanimously.

Chairwoman Izaguirre asked the board if they had any questions for staff.

There was none.

There being no further discussion, Chairwoman Izaguirre entertained a motion. Ms. Garza moved to approve the conditional use permit. Ms. Thompson seconded the motion. Upon a vote, the motion passed unanimously.

**Started: 5:42 p.m.**

**Ended: 5:48 p.m.**

**Item #1.4**

**Conditional Use Permit:**

**Eliz Event Center  
2407 Brock Street, Suite C  
Lot 9, Shary Business Center  
(aka Shary Business Center Condos Unit 17)  
C-3  
Elizabeth Gonzalez**

Ms. De Luna went over the write-up stating the site is located approximately 130' east of Shary Road along the south side of Brock Street. The applicant is leasing a 2,880 sq.ft. suite within a multi-unit commercial plaza for an event center. Staff notes that this suite is being shared with a church, podcast, and a all weatherization office. The applicant proposes to have wedding, quincenieras, birthday parties, baby showers, gender reveals, etc. Access to the site will be provided via a driveway off of Shary Road and Brock Street.

- **Hours of Operation:** Fridays from 6:00pm to 11:00 pm; Saturdays from 2:00 pm to 5:00 pm, and 6:00 pm to 12:00 am
- **Staff:** 2 employees
- **Parking:** In viewing the floor plan, there is a total of 100 seating spaces, which require 19 parking spaces (100 seats/ 1 space for every 3 seats = 18.6 parking spaces). It is noted that the parking area is held in common (142 existing parking spaces) and are shared with other businesses. Staff notes that when this commercial plaza was built the parking requirements were based on the square footage and not on the actual use.

**REVIEW COMMENTS:** Staff mailed out 25 notices to property owners within 200' radius of the site, and as of this writing staff has not received any comments in favor or against the request. Staff notes that although this is a very busy commercial plaza more than 50% of the businesses are only open Monday thru Friday and close at 5pm. The applicant is only proposing to have events on Saturdays, however staff notes that there are 3 existing event centers and two restaurants that already occupy the entire parking spaces, for that reason staff cannot support this request.

**RECOMMENDATION:** Staff recommends denial.

Chairwoman Izaguirre asked if there was any input in favor or against the request.

There was none.

Chairwoman Izaguirre entertained a motion to close the public hearing. Ms. Thompson moved to close the public hearing. Mr. Sanchez seconded the motion. Upon a vote, the motion passed unanimously.

Mr. Sanchez stated the writeup he had in front of him didn't mention the hours operation and the total of seating spaces Ms. De Luna had stated.

Ms. De Luna stated yes that's correct the information was verified by the applicant after the writeup was done. She stated the applicant rarely rents on Friday's mainly she rents on Saturday's but the applicant is wanting the option to be able to rent on Friday's.

Chairwoman Izaguirre asked if the event center is located at the Cristo Center.

Ms. De Luna stated yes.

Chairwoman Izaguirre asked if the church was going to be still at the suite.

Ms. De Luna stated yes, the church and the event center alternate different dates. She mentioned that in this suite there are several businesses church, event center, podcast, all weatherization business.

Chairwoman Izaguirre asked if staff had considered removing the islands in the parking lot and adding additional parking.

Ms. De Luna suggested the item be tabled due to the parking issues.

Chairwoman Izaguirre stated the parking wouldn't met by the square footage.

Ms. De Luna stated if the existing businesses were close the event centers and restaurants would still take up most of the parking.

There being no further discussion, Chairwoman Izaguirre entertained a motion. Ms. Garza moved to table the conditional use permit. Mr. Alaniz seconded the motion. Upon a vote, the motion passed unanimously.

Chairwoman Izaguirre entertained a motion to untable item 1.5. Ms. Thompson moved to untable item 1.5. Mr. Alaniz seconded the motion. Upon a vote the motion passed.

**Started: 5:48 p.m.**

**Ended: 5:54 p.m**

**Item #1.5**

**Tabled**

**Conditional Use Permit  
Renewal:**

**To Keep a Portable Building for Office Use  
302 S. Taylor Road  
Being a 0.102 of one acre tract of land out  
of a tract of land adjacent to Lot 176 & 186,  
John H. Shary Subdivision  
C-3  
Best Assets, LLC (c/o Ryan Stauffer)**

Ms. De Luna went over the write-up stating the site is located on the northwest corner of Victoria Avenue and Taylor Road. The applicant desires to keep the 12' x 64' modular office for the general contractor of the Jeep dealership. Access to the site is off of Victoria Street & Taylor Road. The last CUP approved for this location was on October 23, 2023 for a period of 1 year.

- **Days/Hours of Operation:** Monday – Friday from 8:00 a.m. to 5:00 p.m.
- **Staff:** 3 employees
- **Parking:** Based on the square footage of the building a total of 5 parking spaces are required. The parking requirements are being met.

**REVIEW COMMENTS:** Staff notes that there are some areas of concern that have not been addressed by the applicant such as the lack of additional landscaping required during the last CUP, a secondary structure that was moved in to be used as storage with no permits, and a pod that is in front of the property. In talking to the applicant, he advised staff that the pod and secondary structure would be moved out of the property within a month or two and the additional landscaping was not done due to the Taylor Road improvement project. He mentioned that now that the project was complete he would start working beautifying the area. Staff notes that there is an on-going case in Municipal Court regarding some of these concerns.

It is not uncommon to have portable buildings to be used as an office. Staff knows that having a portable building may not be a long-term desire of the City when considering aesthetics. Thus, perpetual (CUP) monitoring will be the norm where, one day the portable will need to be upgraded with an on-site built structure. Staff mailed out 12 notices to property owners within 200' radius and staff has not received any comments in favor or against this request.

**RECOMMENDATION:** Staff cannot support this request due to existing violations and non-compliance. However, if the P&Z is inclined to approve the request then I would recommend that they comply with the following: 1) 6 month re-evaluation in order to continue to assess this operation, 2) continued compliance with all City Codes, (Building, Fire, Parking, etc.), and 3) CUP not transferable to others.

Chairwoman Izaguirre asked if there was any input in favor or against the request.

Mr. Ryan Stauffer stated he has to do the landscaping and the pods will be removed in 2 weeks.

Mr. Sanchez asked if Mr. Stauffer knew who the trailer in the street belong to.

Mr. Stauffer stated yes, it belonged to him. He mentioned it was placed there temporarily but will be removed in 2 weeks.

Chairwoman Izaguirre asked staff if the pictures were updated.

Ms. De Luna stated yes, they are updated pictures.

Chairwoman Izaguirre mentioned Josh had stated in the previous meeting he was going to remove the pod and the structure in the rear the following day.

Mr. Stauffer stated the structure in the rear; the pod; and the trailer are going to be used for a project in the city of mission for the hidalgo county facility building within 2 weeks.

Chairwoman Izaguirre entertained a motion to close the public hearing. Ms. Thompson moved to close the public hearing. Mr. Sanchez seconded the motion. Upon a vote, the motion passed unanimously.

Chairwoman Izaguirre asked why can't the applicant place the trailer on his property on the driveway.

Ms. De Luna stated the applicant could place the trailer on his driveway but only temporarily.

Chairwoman Izaguirre stated the board members thought it belonged to TXDOT or someone else.

Ms. De Luna stated no, it belongs to the applicant.

Chairwoman Izaguirre asked where was the building for the Hidalgo county facility.

Mr. Stauffer stated in the city of mission for the county building.

Chairwoman Izaguirre asked if there was nowhere to store the pods and trailer at the location.

Mr. Stauffer stated its a portable building job office it will be store there temporarily.

There being no further discussion, Chairwoman Izaguirre entertained a motion. Mr. Sanchez moved to table the conditional use permit renewal. Ms. Thompson seconded the motion. Upon a vote, the motion passed unanimously.

**Started: 5:54 p.m.**

**Ended: 5:56 p.m.**

**Item #1.6**

**Preliminary & Final**

**Replat Approval:**

**Re-Plat of Mar Subdivision**

**Lot 28, Lot 43, and Common Lots B, C, and D  
A 0.92 acre tract of land composed of a 0.263 of  
an acre tract of land, more or less, being all of  
Common Area "B" and Lot 28, all of common  
area "C" and Lot 43, and all of Common Area "D"  
out of the Mar Subdivision**

**R-1T**

**Developer: LAC Enterprises**

**Engineer: Benavides Engineering, LLC**

Mr. Ramirez went over the write-up stating the site is located on the West side of N. Shary Rd. intersecting El Dorado St. and N. Shary Rd. – **see vicinity map**. The proposed Replat of Common Lots and 2 existing lots of Mar Subdivision will be replatted and divided to generate 12 additional townhouse lots – see plat for actual dimension, square footages, and land uses.

### **UTILITIES**

When Mar Subdivision was subdivided water and sewer services were made accessible to each lot. This replat will not affect any utility lines or the availability to connect to them upon issuance of permits.

### **STREETS & STORM DRAINAGE**

This is a simple re-plat; as per approved Mar Subdivision drainage report, the entirety of this new replat is within the existing drainage areas that have been already accounted for during the development of Mar Subdivision, and with all of the drainage runoff collecting in Lot A before discharging into Shary Rd. public stormwater system. The City Engineer has reviewed and approved the drainage report.



**OTHER COMMENTS**

- Must comply with all other format findings
- Street lighting already exists

**RECOMMENDATION**

Staff recommends approval subject to complying with all typical format findings.

Chairwoman Izaguirre asked if there were any questions for staff.

There was none.

There being no discussion, Chairwoman Izaguirre entertained a motion. Mr. Alaniz moved to approve the preliminary & final replat approval as presented. Mr. Guevara seconded the motion. Upon a vote, the motion passed unanimously.

Mr. Ramirez stated the preliminary & final replat approval is a public hearing.

Chairwoman Izaguirre entertained to rescind the motion. Mr. Alaniz moved to rescind his motion. Mr. Thompson seconded to rescind the motion. Upon a vote, the motion passed unanimously.

Chairwoman Izaguirre asked if there was any input in favor or against the request.

There was none.

Chairwoman Izaguirre entertained a motion to close the public hearing. Ms. Thompson moved to close the public hearing. Mr. Sanchez seconded the motion. Upon a vote, the motion passed unanimously.

Chairwoman Izaguirre asked if there were any questions for staff.

There was none.

There being no discussion, Chairwoman Izaguirre entertained a motion. Mr. Alaniz moved to approve the preliminary & final replat approval as presented. Ms. Thompson seconded the motion. Upon a vote, the motion passed unanimously.

**Started: 5:56 p.m.**

**Ended: 5:58 p.m.**

**Item #2.0**

**Preliminary & Final  
Plat Approval:**

Conway Village Subdivision  
Being 19.118-acre tract of land out of Lot 36-6,  
West Addition to Sharyland Subdivision  
Suburban E.T.J  
Developer: Rimaga, LLC  
Engineer: Lopez Engineering Designs, LLC

Mr. Ramirez went over the write-up stating the subdivision is located on the southwest corner of W. St. Francis and Conway Ave.-S.H. 107 (Mission Suburban ETJ) — see vicinity map. The developer is proposing a (36) thirty-six lot duplex/fourplex subdivision that will include (1) one commercial lot and (1) one detention pond — see plat for actual dimensions, square footages, and land uses.

**WATER**

The water CCN belongs to Sharyland Water Supply Corp (SWSC). The developer is proposing to connect to an existing 12" water line located along the south side of W. St. Francis Ave. and along the west side of Conway Ave. – S.H. 107 to provide water service to each lot. There are 6 fire hydrants proposed to be used as filling stations via direction of the Fire Marshal's office.

**SEWER**

An internal 8" sewer line system will provide sewer service to all the lots as it ties into an existing 12" sanitary sewer line south along the west side of N. Conway Ave. (S.H. 107). The Capital Sewer Recovery Fee is required at \$670.00 per lot and \$750 per ac. for commercial lots which equates to \$26,797.50.

\$24,120.00 + \$2,677.50 (\$670.00 x 36 lots + \$750.00 x 3.57 ac.).

**STREETS & STORM DRAINAGE**

All internal streets are 32' Back-to-Back within a 50' Right of Way. There will be 2 access points both from W. St. Francis Ave.

After development, the detention required will be 3.46 ac ft. which is based on a 50-yr storm event. The onsite detention channel will discharge into the ROW of N. Conway Ave. (S.H. 107). This ditch is owned by H.C.D.D. #1. The City Engineer has reviewed and approved the drainage report.

**OTHER COMMENTS**

- Installation of Street Lighting as per City Standards
- Payment of Park fees
- Must comply with all other Format Findings

**RECOMMENDATION**

This project was previously approved by P&Z on April 2024. Since then the owner changed engineering firm and initiated a new application. Staff has no objection therefore recommends approval subject to payment of Capital Sewer Recovery fee, payment of Park Fee, meeting City's Model Subdivision Rules, and compliance with County Planning Department requirements.

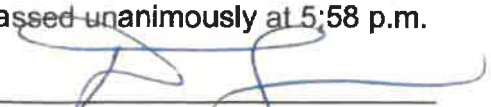
Chairwoman Izaguirre asked if there were any questions for staff.

There was none.

There being no discussion, Chairwoman Izaguirre entertained a motion. Ms. Thompson moved to approve the Subdivision as presented. Mr. Sanchez seconded the motion. Upon a vote, the motion passed unanimously.

**ITEM#3.0****ADJOURNMENT**

There being no discussion, Chairwoman Izaguirre entertained a motion. Ms. Thompson moved to adjourn the meeting. Mr. Sanchez seconded the motion. Upon a vote, the motion to adjourn passed unanimously at 5:58 p.m.

  
Diana Izaguirre, Chairwoman  
Planning and Zoning Commission

**PLANNING AND ZONING COMMISSION  
DECEMBER 18, 2024  
CITY HALL'S COUNCIL CHAMBERS @ 5:30 P.M.**

**P&Z PRESENT**

Raquenel Austin  
Connie Garza  
Omar Guevara  
Kevin Sanchez  
Irene Thompson

**P&Z ABSENT**

Steven Alaniz  
Diana Izaguirre

**STAFF PRESENT**

Susana De Luna  
Alex Hernandez  
Jessica Munoz  
Elisa Zurita  
Gabriel Ramirez

**GUEST PRESENT**

Ryan Stuffer  
Margarito Guzman  
Jorge Guzman  
Melva Guzman  
Ricardo Salinas  
Sabira Bhimji

**CALL TO ORDER**

Vice-Chairman Sanchez called the meeting to order at 5:30 p.m.

**DISCLOSURE OF CONFLICT OF INTEREST**

There was none.

**CITIZENS PARTICIPATION**

There was none.

**APPROVAL OF MINUTES FOR DECEMBER 3, 2024**

Vice-Chairman Sanchez asked if there were any corrections to the minutes for December 3, 2024. Ms. Thompson moved to approve the minutes as presented. Mr. Guevara seconded the motion. Upon a vote, the motion passed unanimously.

**Started: 5:32 p.m.**

**Ended: 5:50 p.m.**

**Item #1.1**

**Rezoning:**

**A tract containing 39.88 acres of land  
being part or portion of Lot 26-11,  
West Addition to Sharyland  
AO-I to R-1A  
J.S. Kawamoto, LLC**

Ms. De Luna went over the write-up stating the site is located approximately 1,280' North of E. Griffin Parkway on the east side of N. Bryan Road.

**SURROUNDING ZONES:**

N:	R-1A	– Large Lot Single Family
E:	R-1A	– Large Lot Single Family
W:	AO-I, R-1A, R-1	– Agricultural Open Interim, Large Lot Single Family, & Single Family Residential
S:	AO-I	– Agricultural Open Interim

**EXISTING LAND USES:**

N:	Residential
E:	Residential & Vacant
W:	Residential
S:	Edinburg Main Canal
Site:	Single Family Home

**FLUM:** Lower Density Residential (LDA)

**REVIEW COMMENTS:** Staff notes that the proposed zone complies with the City's Future Land Use Map, and surrounding land uses. The LDA designation classification includes single family homes which is consistent with the applicant's proposal. Staff mailed out 62 notices to property owners within 200' radius to get input in regards to this request. As of this writing, staff has not received any comments in favor or against the request.

**RECOMMENDATION:** Staff recommends approval.

Vice-Chairman Sanchez asked if there was any input in favor or against the request.

Mr. Guzman asked if he was going to have access to the sewer system.

Ms. De Luna stated currently they are going through the rezone of the property they didn't submit any plans.

Mr. Ricardo Salinas owns the corner lot on 495 & Bryan Road. He mentioned why rezone the property if the applicant isn't going to develop the property. He stated that it wouldn't be the first property that has been approved that hasn't been developed. He added staff should be considering the traffic impact on Bryan Road when approving the rezoning.

Ms. Sabira Bhimji resides at 2501 Lilac Avenue, she mentioned there is a lot of traffic in the area. She stated the huge problem in the area would be the sewer system lines that gets frequently backed up into the properties. She added the city has fixed the sewer system and she believe the sewage system will not be able to hold up more lots with the pressure.

Vice-Chairman Sanchez entertained a motion to close the public hearing. Ms. Thompson moved to close the public hearing. Mr. Guevara seconded the motion. Upon a vote, the motion passed unanimously.

Mr. JP Terrazas mentioned the applicant is in the rezoning process of the property. He stated when the applicant begins the subdivision process the City of Mission will be asking for the drainage report, traffic impact analysis report, and feasibility study of sewer and water.

Vice-Chairman Sanchez asked the board if they had any questions for staff.

Ms. Thompson asked what is the sizes of lot.

Ms. De Luna stated the lot size would be 8,500 sq. ft.

There being no further discussion, Vice-Chairman Sanchez entertained a motion. Ms. Thompson moved to approve the rezoning request. Mr. Guevara seconded the motion. Upon a vote, the motion passed unanimously.

**Started: 5:50 p.m.**

**Ended: 5:56 p.m.**

**Item #1.2**

**Rezoning:** A tract containing 9.99 acres of land,

**being part or portion of Lot 26-10,  
West Addition to Sharyland  
AO-I to R-1A  
J.S. Kawamoto, LLC**

Ms. De Luna went over the write-up stating the site is located approximately 2,260' North of E. Griffin Parkway on the west side of N. Bryan Road.

<b>SURROUNDING ZONES:</b>	N:	R-1A	– Large Lot Single Family
	E:	AO-I	– Agricultural Open Interim
	W:	R-1A	– Large Lot Single Family
	S:	AO-I	– Agricultural Open Interim

<b>EXISTING LAND USES:</b>	N:	Residential
	E:	Vacant
	W:	Residential
	S:	Residential
	Site:	Vacant

**FLUM:** Lower Density Residential (LDA)

**REVIEW COMMENTS:** Staff notes that the proposed zone complies with the City's Future Land Use Map, and surrounding land uses. The LDA designation classification includes single family homes which is consistent with the applicant's proposal. Staff mailed out 30 notices to property owners within 200' radius to get input in regards to this request. As of this writing, staff has not received any comments in favor or against the request.

**RECOMMENDATION:** Staff recommends approval.

Vice-Chairman Sanchez asked if there was any input in favor or against the request.

Mr. Jorge Guzman resides at 1113 Teofilo Drive, mentioned he isn't against nor in favor of the rezoning due to the built home foundation in case of the flooding it would flood into his property. He mentioned they have septic tanks onto his property which they could possible use for the sewer system if they would be given access to the sewer system.

Vice-Chairman Sanchez entertained a motion to close the public hearing. Ms. Austin moved to close the public hearing. Mr. Guevara seconded the motion. Upon a vote, the motion passed unanimously.

Vice-Chairman Sanchez asked the board if they had any questions for staff.

Ms. Austin asked when would they start developing the large lot homes.

Ms. De Luna mentioned once the property owner is ready to subdivided the property they would need to provide and feasibility study of sewer and water, number of lots, and traffic impact analysis report.

Ms. Thompson asked if the board would vote on the rezoning again if the lots would not be able to develop the property.

Ms. De Luna stated it would limit the property owner to what would be allowed to develop on the property.

Ms. Thompson asked if the subdivision would come back to planning and zoning.

Ms. De Luna stated yes, the subdivision would have to go through approval.

Ms. Garza asked Assistant City Manager Mr. Terrazas if the City of Mission had any proposals of making improvement on Bryan Road.

Mr. JP Terrazas stated the City of Mission doesn't have any proposal of extending Bryan Road. He mentioned they do have proposals on 495 to south of Bryan Road to make repairs to the infrastructure lines.

There being no further discussion, Vice-Chairman Sanchez entertained a motion. Ms. Thompson moved to approve the rezoning. Mr. Guevara seconded the motion. Upon a vote, the motion passed unanimously.

Vice-Chairman Sanchez entertained a motion to untable item 1.3. Ms. Thompson moved to untable item 1.3. Ms. Austin seconded the motion. Upon a vote the motion passed.

**Started: 5:56 p.m.**

**Ended: 5:59 p.m.**

**Item #1.3**

**Tabled**

**Conditional Use Permit:**

**Eliz Event Center  
2407 Brock Street, Suite C  
Lot 9, Shary Business Center  
(aka Shary Business Center Condos Unit 17)  
C-3  
Elizabeth Gonzalez**

Ms. De Luna went over the write-up stating the site is located approximately 130' east of Shary Road along the south side of Brock Street. The applicant is leasing a 2,880 sq.ft. suite within a multi-unit commercial plaza for an event center. Staff notes that this suite is being shared with a church, podcast, and a all weatherization office. The applicant proposes to have wedding, quincenieras, birthday parties, baby showers, gender reveals, etc. Access to the site will be provided via a driveway off of Shary Road and Brock Street.

- **Hours of Operation:** Friday & Saturdays from 2:00 pm to 5:00 pm, and 6:00 pm to 12:00 am
- **Staff:** 2 employees
- **Parking:** In viewing the floor plan, there is a total of 100 seating spaces, which require 33 parking spaces (100 seats/ 1 space for every 3 seats = 33.33 parking spaces). It is noted that the parking area is held in common (142 existing parking spaces) and are shared with other businesses. Staff notes that when this commercial plaza was built the parking requirements were based on the square footage and not on the actual use.

**REVIEW COMMENTS:** Staff mailed out 25 notices to property owners within 200' radius of the site, and as of this writing staff has not received any comments in favor or against the request.

Staff notes that although this is a very busy commercial plaza more than 50% of the businesses are only open Monday thru Friday and close at 5pm. The applicant events are mostly on Saturdays, however staff notes that there are 3 existing event centers and two restaurants that already the entire parking spaces, for that reason staff cannot support this request.

**RECOMMENDATION:** Staff recommends denial.

Vice-Chairman Sanchez asked if there was any input in favor or against the request.

There was none.

Vice-Chairman Sanchez entertained a motion to close the public hearing. Mr. Guevara moved to close the public hearing. Ms. Garza seconded the motion. Upon a vote, the motion passed unanimously.

Vice-Chairman Sanchez asked the board if they had any questions for staff.

There was none.

There being no further discussion, Vice-Chairman Sanchez entertained a motion. Ms. Garza moved to deny the conditional use permit. Mr. Guevara seconded the motion. Upon a vote, the motion passed unanimously.

Vice-Chairman Sanchez entertained a motion to untable item 1.4. Ms. Thompson moved to untable item 1.4. Mr. Guevara seconded the motion. Upon a vote the motion passed.

**Started: 5:42 p.m.**

**Ended: 5:48 p.m**

**Item #1.4**

**Tabled**

**Conditional Use Permit  
Renewal:**

**To Keep a Portable Building for Office Use  
302 S. Taylor Road  
Being a 0.102 of one acre tract of land out  
Of a tract of land adjacent to Lot 176 & 186,  
John H. Shary Subdivision  
C-3  
Best Assets, LLC (c/o Ryan Stauffer)**

Ms. De Luna went over the write-up stating the site is located on the northwest corner of Victoria Avenue and Taylor Road. The applicant desires to keep the 12' x 64' modular office for the general contractor of the Jeep dealership. Access to the site is off of Victoria Street & Taylor Road. The last CUP approved for this location was on October 23, 2023 for a period of 1 year.

- **Days/Hours of Operation:** Monday – Friday from 8:00 a.m. to 5:00 p.m.
- **Staff:** 3 employees
- **Parking:** Based on the square footage of the building a total of 5 parking spaces are required. The parking requirements are being met.

**REVIEW COMMENTS:** Staff notes that there are some areas of concern that have not been addressed by the applicant such as the lack of additional landscaping required during the last

CUP, a secondary structure that was moved in to be used as storage with no permits, and a pod that is in front of the property. In talking to the applicant, he advised staff that the pod and secondary structure would be moved out of the property within a month or two and the additional landscaping was not done due to the Taylor Road improvement project. He mentioned that now that the project was complete he would start working beautifying the area. Staff notes that there is an on-going case in Municipal Court regarding some of this concerns.

It is not uncommon to have portable buildings to be used as an office. Staff knows that having a portable building may not be a long-term desire of the City when considering aesthetics. Thus, perpetual (CUP) monitoring will be the norm where, one day the portable will need to be upgraded with an on-site built structure. Staff mailed out 12 notices to property owners within 200' radius and staff has not received any comments in favor or against this request.

**RECOMMENDATION:** Staff recommends approval subject to: 1) 1 year re-evaluation in order to continue to assess this operation, 2) continued compliance with all City Codes, (Building, Fire, Parking, etc.), and 3) CUP not transferable to others.

Vice-Chairman Sanchez asked if there was any input in favor or against the request.

There was none.

Vice-Chairman Sanchez entertained a motion to close the public hearing. Ms. Thompson moved to close the public hearing. Mr. Guevara seconded the motion. Upon a vote, the motion passed unanimously.

Ms. Thompson asked if the RV belongs to the applicant.

Ms. De Luna stated the RV doesn't belong to the applicant. She mentioned the RV is on another property lot. She stated the applicant has removed everything that was in violation.

Mr. Sanchez asked if the landscaping was still in violation.

Ms. De Luna stated the applicant is complying.

Ms. Garza asked if staff recommendation for 1 year is different from the writeup.

Ms. De Luna stated yes that's correct the information was verified by the applicant after the writeup was done.

There being no further discussion, Vice-Chairman Sanchez entertained a motion. Ms. Thompson moved to approve the conditional use permit. Mr. Guevara seconded the motion. Upon a vote, the motion passed unanimously.

**Started: 6:03 p.m.**

**Ended: 6:03 p.m**

**Item #2.0**

**Site Plan Approval:**                    **Construction of an Indoor/Outdoor Padel Courts Facility  
(Casa Padel Sports Complex) Lot 2A, Stewart Plaza  
Subdivision  
C-3  
Jesus Guerra**

No Action.



**Started: 6:03 p.m.**

**Ended: 6:06 p.m.**

**Item #2.1**

**Site Plan Approval:**

**Construction of an Industrial Building Shell  
(Unrecorded Lot 1, Anzalduas Logistics Warehouse  
Subdivision)**

**A 14.65 acre tract of land, more or less, being a portion of  
The South 15.37 acres of Lot 6-10, West Addition to  
Sharyland**

**I-1**

**Union Design Developers, L.P.**

Mr. Ramirez went over the write-up stating the site is located at the northwest corner of the intersection of S. Bryan Rd and W. Military Hwy. (F.M. 1016). – see vicinity map. The developer is proposing 1 main structure on the property currently being a vacant tract of land.

Upon reviewing the site plan, main access will be from W. Military Hwy. A secondary access will be from S. Bryan Rd. The size of the building will measure 250,640 sq. ft. The building is to be Dock-high, fully sprinklered, Concrete tilt-up wall with open bar steel joist construction to meet the requirements of the applicable sections of the International Building Codes, Energy Code and the City of Mission ordinances/ development code. The structure will consist of 66 truck staging spaces, 59 overhead doors, and an office facility.

A total of 186 employee/public parking spaces will be allocated to serve the building, 8 being handicapped stalls. There will be 7 fire hydrants available: 4 existing FHs along the W. Military Hwy. R.O.W. and 3 proposed FHs at the rear of the property. Fire lanes will be noted at restricted locations and throughout the parking zone.

The front building setback is approximately 74' from the property line and all other setbacks are to comply with zoning ordinance, easements or greater as per site plan.

The proposed drainage shall consist of surface runoff along parking areas and drives and be collected by an underground storm drain system and conveyed to 3 on-site detention areas. The collected runoff will eventually discharge into the City of Mission drainage system located along E. Military Highway. Landscaping and the Lighting Plans have been reviewed to comply with the City's regulations and code ordinances.

#### **OTHER COMMENTS:**

1. 2 enclosed dumpsters will be located within the lot to be screened with a 6' block fence and opaque (solid) gates.
2. Sign permits will be required.
3. Installation of 5' sidewalks along both frontage roads.

**RECOMMENDATION:** Staff recommends approval.

Vice-Chairman Sanchez asked if there were any questions for staff.

There was none.

There being no discussion, Vice-Chairman Sanchez entertained a motion. Ms. Garza moved to approve the site plan approval as presented. Mr. Guevara seconded the motion. Upon a vote, the motion passed unanimously.

**Started: 6:05 p.m.**

**Ended: 6:26 p.m.**

**Item #3.0**

**Variance request by Quintanilla, Headley & Associates on behalf of Ricardo Salinas to the Subdivision Code for unrecorded Papillion Square Subdivision, A 1.977 acre tract of land being a 2.00 acre tract out of lot 25-11, West Addition to Sharyland a/k/a Papillion Square Subdivision**

Mr. Ramirez went over the write-up stating On November 6, 2024 staff received a renewal subdivision application for Papillion Square Subdivision (initial submittal August 18, 2022). This proposed subdivision is located at the northeast corner of E. Griffin Parkway (FM 495) and N. Bryan Road. The developer is proposing a 1-lot subdivision. It is commercially zoned and he would like to do a commercial plaza at this location. On November 7, 2024 the Project Engineer, Alfonso Quintanilla submitted a letter for a variance request to the Subdivision Requirements for the following:

- Bryan Road Paving widening plus curb and gutter
- Replacement and size increase from 4" to 8" waterline along N. Bryan Rd.
- Relocation of AEP overhead power line along N. Bryan Rd.
- Relocation of AT&T pedestal on N. Bryan Rd.
- Relocation of Traffic Signal

Now, due to the nature of the proposed use, amount of people working in the subdivision, effects on traffic, health, safety and convenience in the vicinity it was determine by staff that there were no hardships to consider that would prevent this development therefore full compliance would be required for the Subdivision approval. Staff is requiring the same requirements that would be imposed on any new subdivision. After conferring with the developer, on staff's recommendation he would still like these variances to go before the P&Z Board and City Council for their consideration.

**Timeline:**

1. November 7, 2022, first variance request letter submitted to consider the following:
  - Bryan Road Paving widening plus curb and gutter
  - Replacement and size increase from 4" to 8" waterline along N. Bryan Rd.
2. On April 20, 2023, Mr. Quintanilla submitted a new variance request letter and was then asking for the following variances from the Subdivision Requirements:
  - Bryan Road Paving widening plus cub and gutter
  - Replacement and size increase from 4" to 8" waterline along Bryan Road
  - Drainage Improvements along Bryan Road

There was no public opposition during the P&Z meeting. Board unanimously recommended denial.

**RECOMMENDATION:** Staff recommends denial.

\*Note: If P&Z is incline to approve the variance requests, then we would suggest that a contractual agreement be made and allow the developer to proceed with the understanding that once the improvements are required then he would have to comply.

Vice-Chairman Sanchez asked if there were any questions for staff.

Ms. Thompson asked what is the applicant proposing on the property.

Mr. Ramirez stated the applicant is proposing a commercial plaza. He mentioned the variance requests are for new developments.

Ms. Thompson asked if there were any plans of the plaza of where it's going to be located as to why the applicant is needed the variance requested.

Mr. Ricardo Salinas stated the commercial plaza wouldn't be like any other typical plazas in the City of Mission. He mentioned he wanted to create a upscaled commercial plaza which he would be invest around \$3 million into the plaza. He mentioned the commercial plaza building would be an L - shaped plaza. He stated in order to make the improvements to the widen the road and relocate the power lines would cost around an additional \$300,000. He stated he had previously drafted a 308 agreement with the pervious city attorney Mr. Flores the agreement would allow him to inherit the \$100,000 to fix the improvements that are required to develop for the commercial plaza. Mr. Salinas stated there aren't any plans for the City of Mission to widen Bryan Road. He believes the board shouldn't deny or approve the request without getting more information on the variance request. He stated the lot size for the commercial plaza would be around 10,000 sq. ft. to 15,000 sq. ft. he believes It wouldn't be fair to himself to put the money down for the required improvements that the City of Mission should be responsible for.

Ms. Thompson mentioned if the applicant wants to develop the lot but in order to develop he would have to widen the road and relocate the power line. She asked if he is requesting a variance request in order for the applicant to not to do the requirements to develop the commercial plaza.

Mr. Salinas stated yes, if he wouldn't fix and make the required improvements the City of Mission would need to do the improvements. He mentioned traffic and the sewer system are a huge problem north of Bryan Road. He stated the City of Mission should be responsible for the improvements on Bryan Road since it would benefit the City of Mission in the long run.

Ms. Thompson stated she is gathering all the information Mr. Salinas has provided the board. She stated the applicant mentioned the City of Mission is needing to widen Bryan Road but the City of Mission doesn't have any money to make the improvements. She mentioned the applicant would have to relocate the power lines, traffic signal sign and etc. she asked who is going to be paying for the improvements. She mentioned if the board would approve the variance request without widening Bryan Road.

Mr. Salinas stated widening and relocating would cost around \$100,000 with the City of Mission. He stated he wouldn't want to pay out of pocket for the improvements that could be made by the City of Mission.

Ms. Thompson asked if the board would approve the request what would be the applicant's next step.

Mr. Salinas stated he would either go to MEDC or the City of Mission to ask to help him with the funding for the improvements of widening the road and relocating the power lines.

Ms. Thompson asked if the board would approve the request would he still go through with the installation of the improvements.

Mr. Salinas stated he doesn't want to be responsible for the improvements himself.

Ms. Thompson asked Mr. Ramirez what is the contractual agreement between which parties.

Mr. Ramirez stated the agreement would be with the applicant and the City of Mission.

There being no discussion, Vice-Chairman Sanchez entertained a motion. Ms. Thompson moved to table the variance request as presented. Ms. Garza seconded the motion. Upon a vote, the motion passed unanimously.

**Started: 6:26 p.m.**

**Ended: 6:26 p.m.**

**Item #4.0**

**Preliminary & Final  
Plat Approval:**

**Trosper Creek Subdivision**

**Being a 8.21 gross acre tract of land, more or less,  
out of a portion of Lots 38, 43, and, a portion of a  
40.0 foot strip of land claimed fee simple lands held  
By united irrigation district located between said  
Lots 38 and 43, all out of Bell-Woods Co's  
Subdivision "C"**

**R-2**

**Developer: Raymundo Platas**

**Engineer: Salinas Engineering & Assoc.**

No Action.

**ITEM#5.0**

**ADJOURNMENT**

There being no discussion, Vice-Chairman Sanchez entertained a motion. Ms. Thompson moved to adjourn the meeting. Mr. Guevara seconded the motion. Upon a vote, the motion to adjourn passed unanimously at 6:26 p.m.

  
Kevin Sanchez, Vice-Chairman  
Planning and Zoning Commission

**ZONING BOARD OF ADJUSTMENTS  
JULY 24, 2024  
CITY HALL'S COUNCIL CHAMBERS**

**ZBA PRESENT**

Dolly Elizondo  
Heraclio Flores Jr.  
William F. Ueckert Jr.  
Romeo Sanchez  
Humberto Garza Garza  
Andrew C. Riddle  
Alberto Salazar

**ZBA ABSENT**

Michael R. De Leon

**STAFF PRESENT**

Susie De Luna  
Jessica Munoz  
Irasema Dimas  
Alex Hernandez  
Elisa Zurita

**GUESTS PRESENT**

Inez Quinones  
Rene Leal  
Eduardo Gonzalez  
Jesus Cardenas  
Jaime Garza  
Juan Salinas  
Jose Diaz  
Dario Rodriguez  
Jose Alvarez  
Luis Chavez  
San Juanita Aresola

**CALL TO ORDER**

Chairman Salazar called the meeting to order at 4:30 p.m.

**CITIZENS PARTICIPATION**

Chairman Salazar asked if there was anyone in the audience that had anything to present or express that was not on the agenda.

There was none.

**DISCLOSURE OF CONFLICT OF INTEREST**

Mr. Romeo Sanchez filed a conflict of interest for item 1.7  
Mr. Humberto Garza field a conflict of interest for item 2.3  
Mr. Alberto Salazar field a conflict of interest for items 1.1, and 1.9  
Ms. Dolly Elizondo field a conflict of interest for item 2.3

**APPROVAL OF MINUTES FOR JUNE 26, 2024**

Chairman Salazar asked if there were any corrections to the minutes. Ms. Elizondo moved to approve the minutes. Mr. Flores seconded the motion. Upon a vote, the motion passed unanimously.

**ITEM #1.1**

**TO ALLOW A 6' SEPARATION FROM THE MAIN RESIDENCE INSTEAD OF THE REQUIRED 12' FOR A PROPOSED SHED AT 501 PAUL STREET, BEING LOT 38, VILLAS ESTATES AS REQUESTED BY JAIME GARZA**

Ms. Dimas stated that the subject site is located at the cul-de-sac of Paul Street and Oaxaca Street. The irregular lot measures a total of 5,828.63 sq. ft.

The applicant would like the Board to consider the above-mentioned variance to allow the following. a minimum separation of 6' from the residence to a proposed 10'x12' storage shed instead of the required 12' minimum separation.

Section 1.59-4(a) states: An accessory building not exceeding 20 feet in height may occupy not more than 30 percent of the rear yard and unenclosed parking spaces may occupy not more than 90 percent of the area of a required rear yard. An accessory building, however, shall be no closer than 12 feet to the main building and no closer than four feet to any rear lot line.

Staff notes that ZBA has considered the following variances in this subdivision.

<u>Legal Description</u>	<u>Variance Request</u>	<u>Date of Meeting</u>	<u>Recommendation</u>
Lots 26 & 27	14' Front & 400 sq.ft.	5/19/21	Denied

Staff mailed out 35 notices to the surrounding property owners within 200' radius to get their input in regards to this request. As of this writing staff has not received any comments in favor or against the request.

**RECOMMENDATION:** Staff recommends denial. Structures must meet the minimum 12' separation from residence.

Chairman Salazar asked if the board had any questions for staff.

Mr. Riddle asked if the 12' was a separation for fire code.

Ms. Dimas replied "yes".

There being no further questions, Chairman Salazar asked if the applicant was present.

Mr. Jaime Garza, mentioned that he didn't have windows on the side of the house where he was proposing the shed, the shed would be within the property line but not meeting the required separation between the home and the shed.

Mr. Riddle asked if the shed was going to be electrified.

Mr. Garza replied "yes".

Mr. Sanchez asked what was the shed going to be used for?

Mr. Garza replied for a storage.

Ms. Elizondo asked how was the shed going to be mounted to the ground?

Mr. Garza replied that the storage shed was not built yet, the shed he was proposing to build was on concrete.

Mr. Sanchez asked what was the black shaded area in the aerial.

Mr. Garza replied that it was the corner of the house.

Mr. Sanchez asked if there was a problem with issuing a permit if the shed would be attached to the house.

Ms. Dimas replied that the code allowed the storage shed to be adjacent to home. However, if they wish to leave a distance between the shed and the home it had to be a minimum of 12'.

Mr. Sanchez stated so if the shed was connected there wouldn't be a problem.

Ms. Dimas replied a variance wouldn't be needed if the shed was connected to the home.

Mr. Sanchez asked what was the distance between the home and the shed that was needed.

Ms. Dimas replied that it needed to be wall to wall.

Mr. Sanchez asked if the applicant would install a breezeway from the home to the shed, would it be allowed?

Ms. Dimas replied "no", it has to be wall to wall.

Mr. Garza stated that the cost would be different if he would build it wall to wall.

Ms. Elizondo stated that it was an an irregular shaped lot.

Chairman Salazar asked if there were any comments in favor or against the request.

There were no comments

Chairman Salazar entertained a motion to close the public hearing. Ms. Elizondo moved to close the public hearing. Mr. Riddle seconded the motion. Upon a vote, the motion passed unanimously.

Mr. Riddle asked in the event that the variance would be granted the applicant would need to obtain a building permit, and ask for inspections.

Ms. Dimas replied "yes".

Ms. Elizondo mentioned that previous variances that were requested in that subdivision were denied but are regular shaped lots.

There being no further discussion, Chairman Salazar entertained a motion. Mr. Garza moved to approve the variance request on the foot print only. Ms. Elizondo seconded the motion. Upon a vote the motion passed unanimously.

#### **ITEM #1.2**

#### **TO ALLOW A 10' REAR SETBACK INSTEAD OF THE REQUIRED 15', AT 1511 SANDSTONE DRIVE, BEING LOT 20, SPRING VALLEY AS REQUESTED BY DARIO RODRIGUEZ**

Ms. Dimas stated that the subject site is located at the cul-de-sac of Dora Jeanne Drive and Sand Stone Drive. The irregular lot measures a total 8,595 sq. ft.

The applicant would like the Board to consider the above-mentioned variance to allow a jacuzzi with a wood deck. It is noted that the applicant is proposing a 10' rear setback but the site plan shows a chimney adjacent to the rear property line.

Staff notes that ZBA has not approved any variances within this subdivision. Approving this variance would set precedence to others.

Staff mailed out 17 notices to the surrounding property owners within 200' radius to get their input in regards to this request. As of this writing staff has not received any comments in favor or against the request.

**RECOMMENDATION:** Staff recommends denial. Plans can be modified to comply with the required setbacks.

Chairman Salazar asked if the board had any questions for staff.

Mr. Riddle asked if the construction existed already.

Ms. Dimas replied no it's being proposed.

Mr. Riddle asked if it was under construction.

Ms. Dimas replied the home was being constructed.

There being no further questions. Chairman Salazar asked if the applicant was present.

Mr. Dario Rodriguez who resides at 1805 Sunset Drive, mentioned that the home was finalized and what was being proposed was mostly paving stones and not underground, the only structure outside of the easements was the jacuzzi area.

Mr. Riddle asked if he was asking for a 5' variance?

Mr. Rodriguez replied "yes".

Ms. Elizondo asked if a utility locater was requested?

Mr. Rodriguez replied ""no", I haven't requested one, I am waiting on the outcome of my variance request.

Mr. Ueckert asked if the decking was part of the project?

Mr. Rodriguez replied that it was paving stones, wooding deck, pool, jacuzzi, and the enclosed grill area.

Mr. Ueckert asked if it met requirements based on the percentage of the square footage?

Ms. Dimas replied that the enclosed grill area is not considered in the minimum square footage for accessory structures, the items being considered were the pool, jacuzzi and the chimney. She mentioned that the decking was above ground and decking had been allowed in the past but was still within the setbacks and it was up to the board to allow it.

Mr. Sanchez mentioned that the pool was not encroaching on the setback, what's encroaching was the chimney, wooden deck and the extension.

Chairman Salazar asked if there were any comments for or against the request.



There were no comments.

Chairman Salazar entertained a motion to close the public hearing. Ms. Dolly Elizondo moved to close the public hearing. Mr. Romeo Sanchez seconded the motion. Upon a vote, the motion passed unanimously.

There being no further discussion, Chairman Salazar entertained a motion. Mr. Ueckert moved to deny the variance request. Mr. Sanchez seconded the motion. Upon a vote the motion passed unanimously.

### ITEM#1.3

#### **TO ALLOW A 15' GARAGE SETBACK INSTEAD OF THE REQUIRED 20' AT 4103 ANITA STREET, BEING LOT 21, TAURUS ESTATES NO. 9 PHASE 2 AS REQUESTED BY JORGE L. ACEVEDO**

Ms. Dimas stated that the subject site located approximately at the cul-de-sac of W. 41<sup>st</sup> ½ Street and Anita Street. The irregular lot measures a total 6,137 sq. ft.

The applicant would like the Board to consider the above-mentioned variances to allow the applicant to build his residence at the 15' setback.

Staff notes the following: The minimum R-1 (Single Family Residential) front setback is 20', however on lots fronting cul-de-sacs a minimum of 10' setback is permitted. When subdivisions go through the Planning office that contain cul-de-sacs, Staff normally requires the plat note specifying this reduction to the front setback on cul-de-sacs lots, however this plat did not contain that particular note. Since there isn't a note that states cul-de-sacs may have a 10' front setback; Staff must enforce the minimum front setback, which is 20'.

Staff notes that ZBA has considered the following variances in this subdivision.

<u>Legal Description</u>	<u>Variance Request</u>	<u>Date of Meeting</u>	<u>Recommendation</u>
Lot 12, Block 2	15' Front	8/21/13	Approved

Staff mailed out 18 notices to the surrounding property owners within 200' radius to get their input in regards to this request. As of this writing staff has not received any comments in favor or against the request.

**RECOMMENDATION:** Staff recommends denial. Plans can be modified to comply with the required setbacks.

Mr. Flores asked if the variance that was approved, was it in the same subdivision as the one being requested.

Ms. Dimas replied "yes" that it was another lot on the other side, the problem with that one was the garage was in the rear of the property and not the front.

Ms. Elizondo stated that a plat note would off fixed this issue.

Chairman Salazar asked if it was a typo or intentional?

Ms. Dimas replied that she thinks it was an oversight from the engineer.

Mr. Sanchez asked if staff verified the plat notes.

Ms. Dimas replied the engineer was not in business anymore.

Mr. Sanchez asked where did staff get the 10' setback for cul de sacs.

Ms. Dimas replied that the city had an ordinance.

Ms. Elizondo stated but a developer can make an exemption on plats.

Mr. Sanchez stated that it still accommodated the city's ordinance, if the ordinance states 10ft in a cul de sac.

Ms. Elizondo replied the plat would say with the exemption of lots x, x, and x.

Mr. Flores asked that if the city allowed 10' on cul de sacs.

Ms. Dimas replied that the city had an ordinance that allowed 10' in the front on cul de sac lots, 10' for the house and 18' for garage and carports.

Chairman Salazar asked if the applicant was present.

Mr. Jorge Acevedo mentioned that he was asking for a 15' front setback instead of the 20'.

Chairman Salazar asked if there were any comments in favor or against the request.

There were no comments.

Chairman Salazar entertained a motion to close the public hearing. Ms. Dolly Elizondo moved to close the public hearing. Mr. Romeo Sanchez seconded the motion. Upon a vote, the motion passed unanimously.

Mr. Sanchez mentioned that he was confused and was trying to understand, he stated it was 18' for garage and 20' for houses, but if listed on the plat it would be 10' for cul de sacs.

Ms. Dimas replied that the 10ft would apply for the home only, the garage needs to be at 18ft.

Mr. Sanchez asked if the city's ordinance mentioned that it needed to be noted on subdivision plat.

Ms. Dimas replied "no", the developer during the development of the subdivision decides on the setbacks. The city just provides the setbacks that are required, but the developer can request higher setbacks but not less than what is required.

Mr. Sanchez stated the fact that the developer is no longer in business, the fact that it was an omission from the developer, in my opinion the ordinance still stands.

Ms. Dimas replied not necessarily, since it's not noted on the subdivision plat we have to go based on what is recorded on the plat.

Mr. Sanchez stated in spite of the ordinance.

Ms. Dimas replied "yes".

Mr. Sanchez stated and you provided the ordinance to the developer.

Ms. Dimas replied "yes"

Mr. Sanchez stated they omitted that.

Ms. Dimas replied he could've or he didn't want a reduced setback on cul de sacs.

Ms. De Luna Planning Director, mentioned some subdivisions don't indicate specific setbacks, however the subdivision can have a plat note that states must meet the required R-1 setbacks.

Ms. Elizondo stated that she was a developer and that it would be detrimental for the person building on the cul de sac lot, she added I think it was not intentional by the developer but an oversight.

Mr. Sanchez stated that he thinks it was an oversight, and his thing was that if the city had an ordinance that allows 10' on an irregular lot, he was inclined to make a motion to approve.

There being no further discussion, Chairman Salazar entertained a motion. Mr. Sanchez moved to approve the 15' garage setback. Mr. Garza seconded the motion. Upon a vote the motion passed unanimously.

Chairman entertained a motion to amend the motion, to add that the approval is only on the foot print on the garage.

Chairman Salazar entertained a motion, Mr. Sanchez moved to approve the 15' garage setback subject to only on the foot print. Mr. Garza second the motion. Upon a vote the motion passed unanimously.

#### **ITEM# 1.4**

**TO KEEP A 4' SIDE SETBACK INSTEAD OF THE REQUIRED 6' AT 953 N. LOS EBANOS ROAD, BEING THE EAST ½ OF SOUTH 50' OF LOT 40, MISSION ACRES, AS REQUESTED BY JOSE I. ALVAREZ**

Ms. Dimas stated that the subject site is located approximately 670' South of Barnes Street along the west side of N. Los Ebanos Road. The regular lot measures 50'x144' a total 7,200 sq. ft.

The applicant would like the Board to consider the above-mentioned variance to keep a 12'x20' storage shed that was built without a permit.

Staff notes that ZBA has considered the following variances in this subdivision.

<u>Legal Description</u>	<u>Variance Request</u>	<u>Date of Meeting</u>	<u>Recommendation</u>
Lot 31-B	12' Side	1/11/00	Denied
W.50' of E.200' Of Lot 86	6' Front & 0' Side	2/15/23	Denied
E ½ of Lot 14	0' Side / 0' Rear & To allow a total of 2,910 sq.ft	6/26/24	Denied

Staff mailed out 19 notices to the surrounding property owners within 200' radius to get their input in regards to this request. As of this writing staff has not received any comments in favor or against the request.

**RECOMMENDATION:** Staff recommends denial. The structure needs to be modified to comply with the required setbacks within 60 days.

Chairman Salazar asked if the board had any questions for staff.

Mr. Sanchez asked if a permit was obtained.

Ms. Dimas replied no.

Mr. Sanchez asked if the shed was going to have plumbing and electrical installed.

Ms. Dimas replied that she wasn't aware.

Chairman Salazar asked if the applicant was present.

Mr. Jose Alvarez, mentioned that a permit was not obtained, he added he received a red tag from the City of Mission and that same day went to apply for a permit. He stated an inspector went to his house a week after he applied for his permit, and advised the inspector that he was able to move it to comply with the 6'. Mr. Alvarez, was advised not to move the shed but to apply for a variance and wait until the meeting to see what the outcome would be.

Ms. Elizondo asked if he was willing to move the shed.

Mr. Alvarez replied absolutely, he stated I hired someone to move it, but I kept moving the date because of the rain.

Mr. Sanchez asked so you were advised, to wait until this hearing.

Mr. Alvarez replied "yes", I was advised to wait, he added that the shed didn't have electricity or plumbing.

Mrs. Belen Cantu who was representing her mother that lives next to Mr. Alvarez at 947 Los Ebanos Road, asked that if the shed was going to be 6ft from there fence.

Chairman Salazar asked if she was in favor or against the request.

Mrs. Cantu replied that it was ok for Mr. Alvarez to have the shed, as long as it was 6ft from the property line.

Chairman Salazar replied that Mr. Alvarez was going to comply.

Salazar asked if there were any comments for or against the request.

Chairman Salazar entertained a motion to close the public hearing. Ms. Elizondo moved to close the public hearing. Mr. Riddle seconded the motion. Upon a vote, the motion passed unanimously.

There being no further discussion, Chairman Salazar entertained a motion. Ms. Elizondo moved to deny the variance. Mr. Riddle seconded the motion. Upon a vote the motion passed unanimously.

Mr. Sanchez stated that he wanted to make a comment, He asked staff that why was the applicant advised not to move the shed.

Ms. Dimas replied that she was not aware and was going to ask the applicant.

#### ITEM# 1.5

**TO KEEP A 2.6' CORNER SIDE SETBACK INSTEAD OF THE REQUIRED 10'; A 5' REAR SETBACK INSTEAD OF THE REQUIRED 10'; AND TO ALLOW A TOTAL OF 1,281 SQ. FT. INSTEAD OF THE MAXIMUM 852 SQ. FT. AT 3023 ABBOTT AVENUE, BEING LOT 119, FAIRMONT ESTATES AS REQUESTED BY INEZ QUINONES**

Ms. Dimas stated that the subject site is located at the southwest corner of Abbott Avenue and W. 31<sup>st</sup>. Street. The regular lot measures 72'x103' a total 7,488 sq. ft.

The applicant would like the Board to consider the above-mentioned variances to allow the following: (1) a 2.6' corner side setback for a 8'x12' shed, (2) a 6' corner side setback and a 7.6' rear setback for a 8x12' palapa, (3) a 5' rear setback for a 20'x24 carport, and (4) and a to keep 429 sq.ft. over the 852 sq.ft. maximum allowed that were built without permits. These violations were discovered by Code Enforcement while doing a sweep in the subdivision.

Accessory structures are allowed on R-1 (Single Family Residential) lots, however, they need to meet the following requirements.

d) An accessory use customarily related to a principal use authorized in this district. Furthermore, any non-living accessory structure, such as a carport or a garage, whether as an addition or as a detached building, shall not exceed a maximum size equal to 40% of the primary structure's living area; and shall not exceed the primary structure's total height, as measured to the top of its roof. However, if the primary structure's living area totals less than 2,000 square feet, the accessory structure may be constructed to a maximum size of 800 square feet. It is noted that the total living area for the home is 2,129 sq.ft.

Staff notes that ZBA has considered the following variances in this subdivision.

<u>Legal Description</u>	<u>Variance Request</u>	<u>Date of Meeting</u>	<u>Recommendation</u>
Lot 44	4.4' Rear & 1' Side	5/17/06	Denied
Lot 108	0' Side to the South,	6/26/24	Denied
Lot 50	1' Side to the North & 1' Rear 7' Carport, 0' Side to the West, 2.6' Side to the East & 4.6' Rear	6/26/24	Denied
Lot 38	2' Carport; 0' Side to the South, 1' Side to the North, 4.6' Rear & to allow 1,252 sq.ft.	6/26/24	Denied
Lot 47	0' Carport, 4' Side & 5' Rear	6/26/24	Tabled

Staff mailed out 28 notices to the surrounding property owners within 200' radius to get their input in regards to this request. As of this writing staff has not received any comments in favor or against the request.

**RECOMMENDATION:** Staff recommends denial. Structures need to be modified or removed to comply with the required setbacks and square footage within 60 days.

Chairman Salazar asked if the board had any questions for staff.

Mr. Riddle asked if staff knew when the carports were built.

Ms. Dimas replied that the data sheet was included in the packet, she asked which carport are you talking about.

Mr. Riddle replied I found it, Thank you.

Mr. Sanchez asked since it's a corner lot, shouldn't the setback be greater.

Ms. Dimas replied that it was a 10' corner side setback.

Chairman Salazar asked that the applicant was present.

Mr. Ines Quinones mentioned that the palapa where the chimney was, had been there for 17 years. He added that the other "palapa" had been there for 10 years, and the shed was already there but remodeled it and moved it to one side.

Mr. Sanchez asked what was the reason, permits were not obtained.

Mr. Quinones replied that he obtained a permit for the chimney that was connected to the house.

Mr. Sanchez stated you have several structures not only the chimney.

Mr. Quinones replied that he didn't obtain a permit for the palapa, only for the big structure that was were the chimney was.

Ms. Elizondo asked if staff confirmed if building permits were obtained.

Ms. Dimas replied that a copy was included of the building permits that were obtained in the packet, but the only permit that was obtained was a residential addition, but did not specify the type addition.

Mr. Sanchez stated that the permit was probably for the structure in the rear, and asked what type of structure it was.

Mr. Quinones replied that it was a porch.

Mr. Sanchez asked if he was provided with the measurements that are required to leave between the property line and the porch.

Mr. Quinones replied 5', but it was a long time ago.

Mr. Sanchez stated 5', and that information was given by the permits department.

Mr. Quinones replied "yes", I brought a drawing.

Ms. Elizondo asked staff that the permit in the packet was from June 2024.

Ms. Dimas replied that Mr. Quinones recently obtained a permit for one of the palapas.

Chairman Salazar asked if the permit was obtained after the fact.

Ms. Dimas replied that one of her code enforcement officers did a sweep in that subdivision, and noticed the palapa in the corner.

Mr. Sanchez asked if the addition was something else, and not what is being discussed that is encroaching.

Ms. Dimas stated that the city didn't have records of the addition, records get destroyed every five years.

Chairman Salazar asked if there were any comments for or against the request.

There were no comments.

Chairman Salazar entertained a motion to close the public hearing. Ms. Elizondo moved to close the public hearing. Mr. Riddle seconded the motion. Upon a vote, the motion passed unanimously.

Chairman Salazar asked to show on the screen the 8'x12' shed.

Ms. Dimas stated that the shed being discussed was along the corner side setback.

Chairman Salazar asked if the shed was on foundation.

Ms. Dimas replied "no".

Mr. Sanchez stated it could be moved.

Chairman Salazar mentioned that he had to figure out where it could be moved too.

Mr. Riddle stated since the shed and palapa were over a utility easement, he didn't feel comfortable moving forward.

There being no further discussion, Chairman Salazar entertained a motion. Mr. Riddle moved to deny the variances requested for the shed and palapa. Mr. Sanchez. seconded the motion. Upon a vote the motion passed unanimously.

The second item being discussed was the carport.

There being no discussion, Chairman Salazar entertained a motion. Mr. Riddle moved to deny the variance for the carport. Ms. Elizondo seconded the motion. Upon a vote the motion passed unanimously.

## ITEM# 1.6

**TO KEEP A 1' FRONT SETBACK INSTEAD OF THE REQUIRED 18' AND A 1' SIDE SETBACK INSTEAD OF THE REQUIRED 6' AT 3010 NICKEL AVENUE, BEING LOT 76, FAIRMONT ESTATES, AS REQUESTED BY RENE LEAL**

Ms. Irasema Dimas stated that the subject site located approximately 132' north of W. 30 ½ Street along the east side of Nickel Avenue. The regular lot measures 60'x103' a total 6,180 sq. ft.

The applicant would like the Board to consider the above-mentioned variances to allow the following: a 24'x24' metal carport and an 8'x8' storage shed that were built without obtaining permits. These violations were discovered by Code Enforcement while doing a sweep in the area.

Staff notes that ZBA has considered the following variances in this subdivision.

<u>Legal Description</u>	<u>Variance Request</u>	<u>Date of Meeting</u>	<u>Recommendation</u>
Lot 44	4.4' Rear & 1' Side	5/17/06	Denied
Lot 108	0' Side to the South,	6/26/24	Denied
	1' Side to the North & 1' Rear		
Lot 50	7' Carport, 0' Side to the West,	6/26/24	Denied
	2.6' Side to the East & 4.6' Rear		
Lot 38	2' Carport; 0' Side to the South,	6/26/24	Denied
	1' Side to the North, 4.6' Rear & to allow 1,252 sq.ft.		
Lot 47	0' Carport, 4' Side & 5' Rear	6/26/24	Tabled

Staff mailed out 39 notices to the surrounding property owners within 200' radius to get their input in regards to this request. As of this writing staff has not received any comments in favor or against the request.

**RECOMMENDATION:** Staff recommends denial. Structures need to be modified or removed to comply with the required setbacks within 60 days

Chairman Salazar asked that if the board had questions for staff.

There were no comments.

Chairman Salazar asked if the applicant was present.

Mr. Rene Leal who resides at 3010 Nickle Ave, mentioned that he was willing to move the storage shed to comply. He stated that the carport was built for his elderly mother and a relative that had medical issues, and protected them from the elements when they would get on off the car.

Mr. Sanchez asked what was the reason a permit was not obtained.

Mr. Leal replied that he was not aware a permit was needed.

Mr. Riddle asked if he would be able to obtain a letter or a recommendation from the doctor.

Mr. Leal replied "yes".

Mr. Sanchez asked that if his mother lived at the home.



Mr. Leal replied that his mother would go over to take care of his kids.

Mr. Sanchez stated so she doesn't live there.

Mr. Leal replied no, that is not her main residence.

Chairman Salazar asked if there were any comments for or against the request.

There were no comments.

Chairman Salazar entertained a motion to close the public hearing. Mr. Garza moved to close the public hearing. Ms. Elizondo seconded the motion. Upon a vote, the motion passed unanimously.

Mr. Sanchez asked that if under the special need's accommodation, does the applicant have to live there.

Ms. Dimas replied "yes", it has to be there main residence. She mentioned that to apply for the special accommodation it has to be there homestead.

There being no further discussion, Chairman Mr. Salazar entertained a motion. Mr. Ueckert moved to deny the variances requested. Mr. Sanchez seconded the motion. Upon a 5-1 vote, the motion passed. Mr. Humberto Garza was against.

#### **ITEM# 1.7**

**TO KEEP A 0' FRONT SETBACK INSTEAD OF THE REQUIRED 35' AND A 1' SIDE SETBACK INSTEAD OF THE REQUIRED 6' AT 601 LAS BRISAS DRIVE, BEING LOT 10, BLOCK A, LAS BRISAS AS REQUESTED BY EDUARDO GONZALEZ**

Ms. Irasema Dimas stated that this item was located approximately 465' west of N. Mayberry Road along the north side of Las Brisas Drive. The regular lot measures 80'x135' a total 10,800 sq. ft.

The applicant would like the Board to consider the above-mentioned variances to keep a 12'x15' carport that was built without a permit. This violation was reported to our Code Enforcement Department via an anonymous call.

Staff notes that ZBA has not approved any variances within this subdivision. Approving this variance would set precedence to others.

Staff mailed out 28 notices to the surrounding property owners within 200' radius to get their input in regards to this request. Staff received a petition in favor of the request reflecting 29%.

**RECOMMENDATION:** Staff recommends denial. Structures need to be modified or removed to comply with the required setbacks within 60 days.

Chairman Salazar asked if the board had any questions for staff.

There were no comments.

Chairman Salazar asked if the applicant was present.

Mr. Eduardo Gonzalez and his wife Anna Marie who reside at 601 Las Brisas were present.

Chairman Salazar asked when was the carport built.

Mr. Gonzalez replied the beginning of July.

Mr. Sanchez asked why didn't he obtain a permit.

Mr. Gonzalez replied I didn't think about it honestly, I thought the contractor usually gets the permit. He mentioned he applied for a permit after the fact and it was denied based on a 40-year ordinance.

Mr. Sanchez stated that Mr. Eduardo Gonzalez was his son teacher, and had to obtain from voting.

Mrs. Gonzalez stated that there was an error, she mentioned that it was not a 0ft front setback that it was 11' from the street and 6' into the property line.

Ms. Dimas replied that the property line started where the first apron was.

Mrs. Gonzalez stated so the 11' is the right of way, we were not informed about that.

Chairman Salazar asked if they were in contact with the contractor.

Mr. Gonzalez replied yes, I called him and asked him about the permit and he said I've never needed a permit.

Mrs. Gonzalez stated he showed up on Friday, gave us an amazing quote and was built by Monday.

Mr. Humberto Flores asked who was the contractor.

Mr. Gonzalez replied RAC from Brownsville.

Chairman Salazar asked if there were any comments for or against the request.

Mr. Arnold Trevino who resides at 509 Las Brisas, stated that he was in favor of the request.

Chairman Flores entertained a motion to close the public hearing. Mr. Riddle moved to close the public hearing. Mr. Flores seconded the motion. Upon a vote, the motion passed unanimously.

Mr. Flores asked that if the structure that what was in violation was the yellow box shown in aerial.

Ms. Dimas replied that it was the entire structure.

Mr. Ueckert asked that if the subdivision had other structures that were in violation.

Ms. Dimas replied that several structures were tagged by code enforcement.

Mr. Garza stated that he didn't think it looked like a structure since it didn't have support on the other side.

Mr. Riddle asked that if the variance was denied, the applicant had to remove the concrete and the carport.

Ms. Dimas replied "yes".

Mr. Ueckert asked that if other structures in the area that were going to be seen by the board.

Ms. Dimas replied that she was not aware.

There being no further discussion, Chairman Mr. Salazar entertained a motion. Mr. Ueckert moved to deny the variance request. There was no second, the motion dies. Mr. Garza moved to approve the variance request. Ms. Dolly seconded the motion. Mr. Sanchez obtained from voting. Upon a 4-1 vote, the motion passed. Mr. Ueckert was against.

Mr. Garza amended his motion to approve only on the foot print of the structure.

#### ITEM# 1.8

**TO KEEP A 2' SIDE SETBACK INSTEAD OF THE REQUIRED 6' AND TO ALLOW A TOTAL OF 1,756 SQ.FT. INSTEAD OF THE MAXIMUM 800 SQ. FT. AT 505 OBLATE AVENUE, BEING LOT 8, BLOCK 89, MISSION ORIGINAL TOWNSITE, AS REQUESTED BY JUAN DURAN**

Ms. Dimas stated that the subject site is located approximately 50' north of E. Rafael Ramirez along the west side of N. Oblate Avenue. The regular lot measures 50'x150' a total 7,500 sq. ft.

The applicant would like the Board to consider the above-mentioned variances to keep the following: 1) a 68'x11' carport and 2) to keep 956 sq.ft. over the 800 sq.ft. maximum allowed that were built without permits.

Accessory structures are allowed on R-1 (Single Family Residential) lots, however, they need to meet the following requirements.

d) An accessory use customarily related to a principal use authorized in this district. Furthermore, any non-living accessory structure, such as a carport or a garage, whether as an addition or as a detached building, shall not exceed a maximum size equal to 40% of the primary structure's living area; and shall not exceed the primary structure's total height, as measured to the top of its roof. However, if the primary structure's living area totals less than 2,000 square feet, the accessory structure may be constructed to a maximum size of 800 square feet. It is noted that the total living area for the home is 1,230 sq.ft.

Staff notes that ZBA has not approved any variances within this area. Approving this variance would set precedence to others.

Staff mailed out 18 notices to the surrounding property owners within 200' radius to get their input in regards to this request. As of this writing staff has not received any comments in favor or against the request.

**RECOMMENDATION:** Staff recommends denial. The structures need to be modified or removed to comply with the required setbacks and square footage within 60 days.

Chairman Salazar asked that if the board had any questions for staff.

There were no comments.

Chairman Salazar asked if the applicant was present.

The applicant was not present.

Chairman Salazar asked if there were any comments for or against the request.

Mr. Jorge Escobar Jr. who resides at 1304 N. 47<sup>th</sup> Street in McAllen, stated that he was in opposition to the request.

Chairman Salazar entertained a motion to close the public hearing. Ms. Elizondo moved to close the public hearing. Mr. Riddle seconded the motion. Upon a vote, the motion passed unanimously.

There being no further discussion, Chairman Salazar entertained a motion. Ms. Elizondo moved to deny the variance request. Mr. Garza seconded the motion.

Mr. Sanchez stated that he had a question. He asked if the recommendation for denial was for the section that was only encroaching on the setbacks.

Ms. Dimas replied that it was the setbacks and square footage of the structures.

Chairman Salazar stated, upon a vote the motion to deny passed unanimously.

#### **ITEM# 1.9**

**TO KEEP A 3' SEPARATION BETWEEN THE RESIDENCE AND THE SHED INSTEAD OF THE REQUIRED 12' AND TO ALLOW 323 SQ. FT. OVER THE 3% MAXIMUM ALLOWED FOR STORAGE ROOMS AT 2709 TULIPAN AVENUE, BEING LOT 14, INSPIRATION HEIGHTS AS REQUESTED BY JESUS CARDENAS**

Ms. Dimas stated that this item was previously denied on May 29, 2024, the applicant requests that he be given the opportunity to defend his case since he was not present when the item was denied.

The subject site is located at the end of the cul-de-sac of Montecruz Street and Tulipan Avenue. The irregular lot measures a total of 6,425.52 sq. ft.

The applicant would like the Board to consider the above-mentioned variance to keep a 17'x19' storage room. The applicant obtained a building permit for a 12.6'x24' shed adjacent to the house on 8/4/22, which staff mistakenly approved due to showing compliance with required setbacks but not factoring the square footage allowed for portable buildings. However, the applicant decided to build a bigger shed and leaving a small distance between the house and the shed. It is noted that this violation was discovered by Code Enforcement Division while doing a sweep in the area.

Section 1.59-4(a) states: An accessory building not exceeding 20 feet in height may occupy not more than 30 percent of the rear yard and unenclosed parking spaces may occupy not more than 90 percent of the area of a required rear yard. An accessory building, however, shall be no closer than 12 feet to the main building and no closer than four feet to any rear lot line.

Staff notes that ZBA has considered the following variances in this subdivision.

<u>Legal Description</u>	<u>Variance Request</u>	<u>Date of Meeting</u>	<u>Recommendation</u>
Lot 7	5' Rear Setback	4/10/2024	Approved
Lot 8	3' Rear Setback	4/10/2024	Approved
Lot 14	3' Rear setback & allow 323 sq.ft. over the 3% max. Allowed	5/29/2024	Denied

Staff mailed out 20 notices to the surrounding property owners within 200' radius to get their input in regards to this request. As of this writing staff has not received any comments in favor or against the request. Staff notes that if a variance is approved it would set precedence.

**RECOMMENDATION:** Since it's a self-inflicted violation, staff recommends denial. The structure needs to be modified or removed to comply with the required setbacks and square footage within 60 days.

Discussion amongst the board and staff, on why this item was being presented again.

Chairman Salazar asked if the board had any questions for staff.

Mr. Sanchez stated that he had a problem with the rear setback, you said it was 4' and not 10'.

Ms. Dimas replied that the city had an ordinance in place that read, if there were no utility easements within the lot, portable structures are allowed at 4' on the rear setback.

Chairman Salazar stated even if the plat says 10'.

Ms. Dimas replied "yes", only on accessory structures.

Ms. Elizondo stated that another issue with the structure, was that the city wanted access inside.

Ms. Dimas replied that pictures were needed from the second floor.

Chairman Salazar asked if the applicant was present.

Mr. Jesus Cardenas who resides at 2709 Tulipan Avenue, was present.

Chairman Salazar asked that what was the shed used for.

Mr. Cardenas replied that it was a storage shed, he mentioned that he used to own a business that is now closed, and uses the storage shed to store all his belongings from the business he owned. He added that he obtained a building permit and if there was any type of violation he wasn't aware, that storage shed was built with a plan an architect provided me with.

Mr. Sanchez asked that if a permit was obtained.

Mr. Cardenas replied "yes", I have the permit with me I can show it to you.

Ms. Elizondo stated that there was a measurement that was incorrect, but the square footage was the problem.

Ms. De Luna planning director, mentioned that the survey being showed on the screen showed he was not meeting the setbacks and the shed was attached to the house. She added since it's an accessory building 4' was allowed in the rear, and what was noted in the plan he has it was reduced to 12'x24' which was the permit that was issued.

Mr. Cardenas stated that survey was the first application that was submitted to the permit department, and was denied, but was advised that he need a plan with measurements and pictures. He added that his permit was issued with the plans that his architect did and not the first one that was submitted.

Ms. De Luna stated that the plan that the architect did showed a 12' x 24'.

Mr. Cardenas replied "no", it shows a 16'x20'.

Ms. De Luna stated what was approved was a 12'x24'.

Mr. Cardenas replied that was discarded, the inspector approved the plan I brought from the architect.

Ms. De Luna planning director, was explaining to Mr. Cardenas that the plans that were submitted showed a 16'x24' shed, but what was approved was a 12'x24'. She added that regardless of what was on the plans, what was built on the property was not the size that was proposed.

Mr. Cardenas replied that what he built was what the plans showed.

Ms. De Luna planning director, stated that the setbacks were not the problem, she mentioned that the problem was the size of the shed and the distance between the shed and the home.

Mr. Cardenas replied that he was not aware that he was violating any rights.

Chairman Salazar stated that he was abstaining from this item, he has an ongoing deal with the architect.

Vice Chairman Flores was now conducting the meeting.

Vice Chairman Flores asked if the board had more questions for the applicant.

Mr. Riddle asked why didn't you build the shed like the plans.

Mr. Cardenas replied I don't understand your question.

Mr. Sanchez stated let me explain to Mr. Cardenas in Spanish. He stated what you initially applied for was a 24' x 16' and was denied, then you hired an architect to design your plans and what was on the plans was not allowed, what the city approved was a 12' x 24' but what was built was a 17' x 19'.

Mr. Cardenas replied that what was built was a 16' x 19'1/2".

Mr. Sanchez asked why did you deviate from the plans.

Mr. Cardenas replied that he didn't deviate from the plans, the architect designed the measurements of the storage shed that was being proposed and the feet that needed to be left on each side. He added that maybe the architect made a mistake on the measurements of the shed, but the plans showed the setbacks that were going to be left.

Mr. Sanchez stated so the architect made a mistake.

Mr. Cardenas replied that maybe there was a mistake by the architect but the measurements of the shed are what the plans have.

Mr. Sanchez stated that even though he followed what the plans have, the plans measurements are 12' wide and the shed measure 17' wide or the size Mr. Cardenas mentioned, but it wasn't built at 12'.

Mr. Cardenas replied what was required was 10' in the rear but the architect advised me, that if the shed was built on blocks I was able to leave 4' in the rear instead of 10'.

Vice Chairman Flores stated that the permit that was approved and issued was a 12' x 24'.

Vice Chairman Flores asked if there were any comments for or against the request.

There were no comments.

There being no further discussion, Vice Chairman Flores entertained a motion. Ms. Elizondo moved to close the public hearing. Mr. Garza seconded the motion. Upon a vote the motion passed unanimously.

There being no further discussion, Vice Chairman Flores entertained a motion. Mr. Garza moved to deny the variance request. Ms. Elizondo seconded the motion. Chairman Alberto Salazar abstained. Upon a vote the motion passed unanimously.

Chairman Salazar was now conducting the meeting.

Chairman Salazar entertained a motion to un table item 2.0. Mr. Riddle move to un table item 2.0. Ms. Elizondo seconded the motion. Upon a vote the motion passed.

## **TABLED**

### **ITEM# 2.0**

**TO KEEP A 2' CARPORT SETBACK INSTEAD OF THE REQUIRED 18', A 0' SIDE SETBACK TO THE SOUTH, A 1' SIDE SETBACK FOR THE NORTH INSTEAD OF THE REQUIRED 6', A 4.6' REAR SETBACK INSTEAD OF THE REQUIRED 10', AND TO ALLOW A TOTAL OF 1,252 SQ. FT. INSTEAD OF THE MAXIMUM 800 SQ. FT. ALLOWED AT 3008 ABBOTT AVENUE, BEING LOT 38, FAIRMONT ESTATES, AS REQUESTED BY JOSE LUIS ESPINOSA**

Ms. Dimas stated that this item was previously tabled on June 26, 2024 in order to allow staff time to go and take pictures of the modifications that were done to the structures.

The subject site is located 70' south of W. 30<sup>th</sup> ½ Street entrance along the east side of Abbott Avenue. The lot measures 60'x102.92' for a total 6,175.20 sq. ft.

The applicant would like the Board to consider the above-mentioned variances to keep the following: 1) a 20'x20' metal carport, 2) a 12'x35' carport, which the applicant is proposing to move the post to comply with the setbacks, 3) a 14'x24' covered patio, 4) an 8'x12' shed, and 5) to keep 452 sq.ft. over the 800 sq.ft. maximum allowed that were built without permits. These violations were discovered by Code Enforcement Division while doing a sweep of the subdivision.

Accessory structures are allowed on R-1 (Single Family Residential) lots, however, they need to meet the following requirements:

d) An accessory use customarily related to a principal use authorized in this district. Furthermore, any non-living accessory structure, such as a carport or a garage, whether as an addition or as a detached building, shall not exceed a maximum size equal to 40% of the primary structure's living area; and shall not exceed the primary structure's total height, as measured to the top of its roof. However, if the primary structure's living area totals less than 2,000 square feet, the accessory structure may be constructed to a maximum size of 800 square feet. It is noted that the total living area for the home is 1,344 sq.ft.

Staff notes that ZBA has considered the following variances within this subdivision.

<u>Legal Description</u>	<u>Variance Request</u>	<u>Date of Meeting</u>	<u>Recommendation</u>
Lot 44	4.4' Rear & 1' Side	5/17/2006	Denied

Staff mailed out 27 notices to the surrounding property owners within 200' radius to get their input in regards to this request. As of this writing staff has not received any comments in favor or against the request.

**RECOMMENDATION:** Staff recommends denial. Structures need to be modified or removed to comply with the required setbacks and square footage within 60 days.

Chairman Salazar asked that if the board had any questions for staff.

Mr. Sanchez asked that if the city had an ordinance for additions that state that it needs to be in conformity with existing structures.

Ms. Dimas replied that ordinance is for carports, they need to match the ascetics of the house.

Chairman Salazar stated that he needed clarification, He asked that if staff measured from the overhang or the poles.

Ms. Dimas replied that it was measured from the poles.

Chairman Salazar asked if there were no problems with the overhang.

Ms. Dimas replied that as long as it wouldn't encroach into the neighbor's property.

Mr. Sanchez stated that allowing the overhang was a fire hazard, and setbacks are to contain fires.

Chairman Salazar asked that if that was a set ordinance that the city had.

Ms. Dimas replied that staff would need to work on an ordinance.

Mr. Sanchez stated that it was a generic ordinance, that setbacks are to prevent fires.

Chairman Salazar asked that if the applicant was present.

Mr. Jose Espinoza was present via zoom, he mentioned that he was going to modify the 14'x24' covered patio.

Chairman Salazar asked about the 8' x 12' shed.

Mr. Jose Espinoza stated that shed was there when he purchased the house.

Chairman Salazar asked about the 20' x 20' metal carport.

Mr. Espinoza replied that he built the metal carport to protect his cars from bad weather.

Mr. Sanchez asked what was the reason a permit was not obtained.

Mr. Espinoza replied that he was a first-time home buyer and was not aware he needed a permit.

Ms. Elizondo stated just for clarification Mr. Espinoza, you mentioned that you were going to comply with the 14' x 24" covered patio and the 12' x 35' carport by moving the poles within the setbacks.

Mr. Espinoza replied the 12' x 35' carport had been modified, and the 14' x 24' covered patio was going to get modified as soon as he had a chance.



Ms. Elizondo asked if he was also complying with the 8' x 12' shed, and move it close to the trampoline.

Mr. Espinoza asked if the shed could be moved close by the fence.

Chairman Salazar asked if Mr. Espinoza was allowed to place the shed at 4' in the rear since there was no utility easement and the shed was portable.

Ms. Dimas replied that 4' was allowed only for the shed, but needed to verify if there was a utility easement.

Ms. Dimas stated that there was a utility easement in the rear.

Discussion continued in regards to the shed.

Mr. Sanchez stated that he had a problem with the structures that were built without a permit.

Chairman Salazar asked if there were any comments in for or against the request.

There were no comments.

Chairman Salazar entertained a motion to close the public hearing. Ms. Elizondo moved to close the public hearing. Mr. Romeo Sanchez seconded the motion. Upon a vote, the motion passed unanimously.

Chairman Salazar stated that Mr. Espinoza was complying with the cover patio and the carport. He added what was being discussed was the 20' x 20' metal carport and the 8' x 12' shed.

There being no further discussion, Chairman Salazar entertained a motion. Mr. Sanchez moved to deny the variances for the 20' x 20' carport and the 8' x 12' shed. Mr. Flores seconded the motion. Upon a vote the motion passed unanimously.

Chairman Salazar entertained a motion to un table item 2.1. Ms. Elizondo move to un table item 2.0. Mr. Riddle seconded the motion. Upon a vote the motion passed.

## **TABLED**

### **ITEM# 2.1**

**TO KEEP A 3' SIDE SETBACK INSTEAD OF THE REQUIRED 6' SIDE SETBACK AT 2002 CRISANTEMA AVENUE, BEING LOT 80, SOUTHERN OAKS PHASE I, AS REQUESTED BY JAIME PEREZ**

Ms. Dimas stated that this item was previously tabled on June 26, 2024 in order to allow staff time to verify signatures that were submitted. The petition reflected 38% in favor of the request.

The subject site is located approximately 66' north of W. 20<sup>th</sup> Street along the east side of Crisantema Avenue. The lots measure 61.50'x105' for a total of 6.457.50 sq. ft.

The applicant would like the Board to consider the above-mentioned variance to keep a 12.4' x 30' carport within the 6' side setback. This violation was discovered by Code Enforcement Division while doing a sweep of the subdivision.

Staff notes that ZBA has considered the following variances in this subdivision.

<u>Legal</u> <u>Description</u>	<u>Variance Request</u>	<u>Date of</u> <u>Meeting</u>	<u>Recommendation</u>
Lot 25, Ph. I	2' side setback	3/15/23	Approved
Lot 100, Ph. II	3' E. side /0' rear shed/ 0' West side tool shed/ 3.7 rear	2/21/24	Approved
Lot 112, Ph. II	Front	12/4/19	Approved
Lot 150, Ph. II	0' side	1/17/24	Denied
Lot 161, Ph. II	2' side	11/15/19	Approved
Lot 100, Ph. III	0' E. side/ 2.9' W. side/0' rear	3/17/21	Denied
Lot 217, Ph. III	1' & 2' side / 3' rear	2/16/22	Denied
Lot 261, Ph. III	6.6' side	12/23/22	Denied
Lot 190, Ph. III	0' side	2/18/15	Approved
Lot 191, Ph. III	0' side	2/18/15	Approved

Staff mailed out 24 notices to the surrounding property owners within 200' radius to get their input in regards to this request. There was a written petition submitted during the previous ZBA meeting.

**RECOMMENDATION:** Staff recommends denial. Structure needs to be modified or removed to comply with the required setbacks within 60 days

Chairman Salazar asked that if the board had questions for staff.

Mr. Sanchez asked what does the applicant need to do to comply

Ms. Dimas replied that the applicant would need to comply with the required setbacks.

Mr. Sanchez stated that if the recommendation was just to move the poles, he added that if that was the case that was unacceptable. He added that the city was causing a connection that was a fire hazard and needed to get guidance from legal.

Chairman Salazar asked if the applicant was present.

Mr. Jaime Perez who resided at 2002 Chrisantema, stated that the carport was built to protect his cars. He added that if he would move the poles to comply with setbacks his cars would not fit.

Mr. Sanchez stated that if he would've obtained a permit for the city would have given him guidance.

Mr. Jaime Perez replied I was not aware I needed a permit, when I purchased the house the carport existed already, and after one of the storms it was destroyed, and all I did was build it again.

Chairman Salazar asked if there were any comments in favor or against the request.

There were no comments.

Ms. Elizondo stated that the petition that was submitted, had 38% in favor of this request.

Vice Chairman Salazar entertained a motion to close the public hearing. Ms. Dolly Elizondo moved to close the public hearing. Mr. Sanchez seconded the motion. Upon a vote, the motion passed unanimously.

Ms. Elizondo stated that the subdivision had several variances approved.

There being no further discussion, Chairman Salazar entertained a motion. Mr. Riddle moved to approve the variance request based on other approvals in the subdivision. Ms. Elizondo seconded the motion. Upon a 5-1 vote the motion passed. Mr. Romeo Sanchez was against.

Chairman Salazar entertained a motion to un table item 2.2. Ms. Elizondo move to un table item 2.2. Mr. Riddle seconded the motion. Upon a vote the motion passed.

#### **ITEM# 2.2**

**TO KEEP A 35' FRONT SETBACK INSTEAD OF THE REQUIRED 42' COMMON ACCESS EASEMENT AND A 1' REAR SETBACK INSTEAD OF THE REQUIRED 15' AT 4006 N. INSPIRATION ROAD, BEING LOT 52, COLINAS DEL RIO PH. 1, AS REQUESTED BY LUIS CHAVEZ**

Ms. Dimas stated that this item was previously tabled on June 26, 2024 in order to allow staff time to go and take pictures of the shed on the rear.

The subject site is located approximately 100' north of Azalea Street along the east side of N. Inspiration Road. The lots measures 96.09'x125.35' for a total of 12,056 sq. ft.

The applicant would like the Board to consider the above-mentioned variances to keep the following: 1) a 21'x 63' metal carport that is built 6.5' within the 42' common access easement and a 11.1'x15.2 storage shed. Staff notes that the carport was constructed in the late 90's which the shed was built without obtaining the proper permits.

Staff notes that ZBA has considered the following variances within this subdivision.

<u>Legal Description</u>	<u>Variance Request</u>	<u>Date of Meeting</u>	<u>Recommendation</u>
Lot 19, Ph. III	0'Front/5.7' Side	4/21/21	Approved
Lot 59, Phase II	0'Front/3'Side/1'Rear	9/20/23	Approved Front/Side, Denied Rear
Lot 60, Phase II	10' Garage/Carport & 2.6' Rear for the Shed	1/17/24	Approved Garage & Denied Rear
Lot 60, Phase II	3' Rear for the Gazebo	2/10/24	Denied

Staff mailed out 26 notices to the surrounding property owners within 200' radius to get their input in regards to this request. As of this writing staff has not received any comments in favor or against the request.

**RECOMMENDATION:** Staff recommends approval of the carport and denial for the shed. Structures need to be modified or removed to comply with the required setbacks within 60 days.

Chairman Salazar asked if the board had questions for staff.

Mr. Riddle asked if there was a utility easement in the rear.

Ms. Sanjuanita Arsola stated that she was representing her dad Mr. Luis Chavez, she mentioned that her father built the shed almost 10 or 15 years ago to use for his tools.

Chairman Salazar asked if there were any comments in favor or against the request.

There were no comments.

Vice Chairman Flores entertained a motion to close the public hearing. Ms. Elizondo moved to close the public hearing. Mr. Riddle seconded the motion. Upon a vote, the motion passed unanimously.

Ms. Elizondo stated that there was a street and not a structure in the rear.

There being no further discussion, Chairman Salazar entertained a motion. Ms. Elizondo moved to approve the variance request only on the foot print of the shed. Mr. Romeo Sanchez seconded the motion based on the years the shed had been there. Upon a vote the motion passed unanimously.

Chairman Salazar entertained a motion to un table item 2.3. Ms. Elizondo move to un table item 2.3 Mr. Riddle seconded the motion. Upon a vote the motion passed.

## **TABLED**

### **ITEM# 2.3**

**TO ALLOW 1) A 14' FRONT SETBACK INSTEAD OF THE REQUIRED 20', 2) A 4' SIDE SETBACK TO THE SOUTH, 3) A 3' SIDE SETBACK TO THE NORTH INSTEAD OF THE REQUIRED 6', 4) A 13.6' REAR SETBACK INSTEAD OF THE REQUIRED 15' AND 5) TO ALLOW A TOTAL OF 1,143 SQ. FT. WHERE THE MAXIMUM IS 800' SQ.FT. AT 919 BLAKE STREET, BEING LOT 76, EAGLE HEIGHTS NORTH, AS REQUESTED BY JUAN SALINAS**

Ms. Dimas stated that this item was previously tabled on June 26, 2024 in order to allow property owner time to get with 811 to see if there were any utility lines on the rear of the property. During that meeting the 14' front and 4' side setback for the carport were denied.

The subject site is located along the east side of Blake Street, near the Blake/Miracle Lane intersection. The lot measures 54' x 113' for total of 6,102 sq.ft.

The applicant would like the Board to consider the above-mentioned variance: 1) to allow a 22.4'x24' carport, 2) 12'x15' storage shed, 3) a 15'x15' gazebo, 4) an 8'x27' canopy that were built without a permit, and 4) to keep 343 sq.ft. over the 800 sq.ft. maximum allowed for accessory structures. Staff notes that the there is a permit for the gazebo.

This item was previously considered by ZBA on February 19, 2020; the request before the Board at that time was to consider a 0' front setback instead of the required 20' and a 0' side setback instead of the required 6' for an open carport. ZBA denied the request as presented and instead asked the applicant to apply for a building permit, pay double permit fee, and modify the structure to meet the 8' front setback and 4' side setback by March 27, 2020.

Staff notes that during that year, the open carport ordinance was revised by P&Z and City Council. Under the new ordinance #4963, residents in a subdivision 20 years or older were allowed reduced setbacks for open carports. The new ordinance allowed open carports to be 8' from the front and 4' from the sides. In November 8, 2021; P&Z and City Council adopted Ordinance #5109 re-establishing the typical building setbacks for all residential auxiliary structures.

Accessory structures are allowed on R-1 (Single Family Residential) lots, however, they need to meet the following requirements.

d) An accessory use customarily related to a principal use authorized in this district. Furthermore, any non-living accessory structure, such as a carport or a garage, whether as an addition or as a detached building, shall not exceed a maximum size equal to 40% of the primary structure's living area; and shall not exceed the primary structure's total height, as measured to the top of its roof. However, if the primary structure's living area totals less than 2,000 square feet, the accessory structure may be constructed to a maximum size of 800 square feet. It is noted that the total living area for the home is 1,249 sq.ft.

Staff notes that ZBA has considered the following variances within this subdivision.

<u>Legal Description</u>	<u>Variance Request</u>	<u>Date of Meeting</u>	<u>Recommendation</u>
Lot 67	2' Side Setback	6/12/01	Approved
Lot 76	0' Front & 0' Side	2/16/00	Denied
Lot 1, Blk 3 Unit #1	28' Front Setback	12/13/05	Approved
Lot 2, Blk.3 Unit #1	28' Front Setback	4/20/05	Approved
Lot 2, Blk.3 Unit #1	5' Side Setback	12/13/05	Denied
Lot C, Unit #2	15' Front & 11' Rear	10/19/05	15' Front Denied 11' Rear Approved
Lot 10, Blk. A Unit #3	3' Side, 3' Rear & 1' Side	4/19/23	Denied
Lot 76	14' Front & 4' Side	5/29/24	Denied

Staff mailed out 23 notices to the surrounding property owners within 200' radius to get their input in regards to this request. As of this write up we haven't received any comments in favor or against the request.

**RECOMMENDATION:** Staff maintains the recommendation for denial. Structures need to be modified or removed to comply with the required setbacks and square footage within 60 days.

Ms. Elizondo stated that she had a conflict of interest, that she represents one of the neighbors, and will be abstaining.

Ms. Dimas stated that there was two conflict of interest for this item, Mr. Humberto Garza and Ms. Dolly Elizondo.

Mr. Flores stated that he thought that a decision had been mad already for this item.

Ms. Dimas replied that it was previously seen, and that the board denied the 22' 4" x 24' carport. She added that the item that was un tabled was the 12' x 15' shed for the rear violation and the total square footage.

Chairman Salazar asked that if the applicant was present.

Mr. Juan Salinas who resides at 919 Blake Street was present, he mentioned that he was here to hear what needed to be done for the storage shed.

Mr. Sanchez asked to see a sight view.

Chairman Salazar asked if it was on concrete.

Mr. Salinas replied "yes".

Mr. Sanchez asked if there was a utility easement in the rear.

Mr. Riddle stated that it was cleared by AEP.

Mr. Salinas stated that the fence was not on the property line.

Chairman Salazar asked if there were any comments for or against the request.

There were no comments.

Chairman Salazar entertained a motion to close the public hearing. Mr. Riddle moved to close the public hearing. Mr. Sanchez seconded the motion. Mr. Humberto Garza and Ms. Dolly Elizondo abstained from the voting. Upon a vote, the motion passed unanimously.

Mr. Riddle asked that the shed was the only item being discussed that was encroaching 1' 6" to the rear and 3' on the side.

Ms. Dimas replied "yes".

There being no further discussion, Chairman Sanchez entertained a motion. Mr. Riddle moved to approve the variance request for the shed. Mr. Sanchez seconded the motion. Mr. Humberto Garza and Ms. Dolly Elizondo abstained from voting. Upon a vote the motion passed unanimously.

Chairman Salazar entertained a motion to un table item 2.4. Mr. Riddle move to un table item 2.4 Mr. Flores seconded the motion. Upon a vote the motion passed.

## **TABLED**

### **ITEM# 2.4**

**TO KEEP A 0' REAR SETBACK FOR A STORAGE; A 4.9' REAR SETBACK FOR A PERGOLA INSTEAD OF THE REQUIRED 10', A 2.7' SIDE SETBACK INSTEAD OF THE REQUIRED 6' AND TO ALLOW A TOTAL OF 1,978 SQ.FT. INSTEAD OF THE MAXIMUM 1,093.60 SQ.FT. ALLOWED AT 1363 GARDEN DRIVE, BEING LOTS 31 & 32, SANTA FE, AS REQUESTED BY RICARDO DIAZ MIRANDA**

Ms. Dimas stated that this item was previously tabled on May 29, 2024 in order to allow the applicant time to get with 811 to see if there were any utility lines under the structures and to obtain letters from those utility companies stating that they have no problems with the structures being there.

The subject site is located approximately 134' east of Yosemite Drive along the north side of Garden Drive. The lots measure 120'x120' for a total of 14,400 sq.ft.

The applicant would like the Board to consider the above-mentioned variances to keep: 1) a 17'x11.7' pergola, 2) a 6'x8' shed, 3) a swimming pool, 4) 21.4'x11' canopy, and 4) to keep 884.4 sq.ft. over the 1,093.60 sq.ft. maximum allowed. The violations were discovered when the applicant submitted a permit for a pergola that was tagged by Code Enforcement during a sweep in the area. When staff was reviewing the building permit for the initial pergola in question by Code Enforcement, staff checked the aerial and noticed other structures within the property that didn't have permits and were indeed encroaching into the rear and side setbacks.

Accessory structures are allowed on R-1 (Single Family Residential) lots, however, they need to meet the following requirements:

d) An accessory use customarily related to a principal use authorized in this district. Furthermore, any non-living accessory structure, such as a carport or a garage, whether as an addition or as a detached building, shall not exceed a maximum size equal to 40% of the primary structure's living area; and shall not exceed the primary structure's total height, as measured to the top of its roof. However, if the primary structure's living area totals less than 2,000 square feet, the accessory structure may be constructed to a maximum size of 800 square feet. It is noted that the total living area for the home is 2,734 sq.ft. ( $2,734 \times 40\% = 1,093.60$  sq.ft.)

Staff notes that ZBA has considered the following variances in this subdivision.

<u>Legal Description</u>	<u>Variance Request</u>	<u>Date of Meeting</u>	<u>Recommendation</u>
Lot 10 & 11	11' Garage/Carport; 1' East & 2' West, 0' Rear, 1859 sq.ft.	9/15/21	Denied
Lot 26	6.4' rear	4/24/24	Denied

Staff mailed out 28 notices to the surrounding property owners within 200' radius to get their input in regards to this request. As of this write up we haven't received any comments in favor or against the request.

**RECOMMENDATION:** Since it's a self-inflicted violation, staff recommends denial. Structures need to be modified or removed to comply with the required setbacks within 60 days.

Mr. Riddle stated that the letter from 811 stated that AEP had no problems allowing the swimming pool.

Chairman Salazar asked that if the applicant was present.

Mr. Jose Diaz was present, he mentioned that the structures had been there for 15 years. He added that he had no comments.

Ms. Elizondo asked if he's been the owner for the past 15 years.

Mr. Diaz replied since 2008.

Ms. Elizondo asked that if his house was in front of the cemetery.

Mr. Diaz replied "no".

Chairman Salazar asked if there were any comments for or against the request.

There were no comments.

Chairman Salazar entertained a motion to close the public hearing. Mr. Riddle moved to close the public hearing. Mr. Flores Sanchez seconded the motion. Upon a vote, the motion passed unanimously.

Mr. Sanchez asked if permits were obtained.

Ms. Dimas stated "no".

Mr. Riddle read that AEP was willing to allow the owner to have a swimming pool and an out building, hereafter referred to as 'improvements', on and over the public utility easement

Ms. Dimas stated that the pergola on the north side was denied.

Chairman Salazar asked that what was the material used for the walls.

Mr. Diaz replied plywood.

Mr. Sanchez stated that he had several concerns in regards to the structures.

There being no further discussion, Chairman Salazar entertained a motion. Mr. Sanchez moved to approve the variance requested for the swimming pool. Mr. Riddle seconded the motion. Upon a vote the motion passed unanimously.

Chairman Salazar stated that the next items being discussed were the pergola, shed, canopy and total square footage.

Mr. Sanchez asked where was the shed located.

Ms. Dimas replied that it wasn't a shed, that it was a shower.

There being no further discussion, Chairman Salazar entertained a motion. Mr. Sanchez moved to deny the variance request for the restroom and pergola. Mr. Garza second the motion. Upon a vote the motion passed unanimously.

The next item being discussed was the canopy.

There being no further discussion, Chairman Salazar entertained a motion. Mr. Sanchez moved to approve the variance request for the 21' 4" x 11' canopy. Mr. Riddle second the motion. Upon a vote the motion passed unanimously.

Ms. Dimas stated that the next item was going to remain tabled.

Chairman Salazar stated that the board had to go back to item 1.1. He mentioned that he needed to remove himself from the vote and abstain. He stated that he was the builder of the home. He added that the vote needed to be amended to approve only on foot print.

#### **TABLED**

#### **ITEM# 2.5**

**TO KEEP AN 8' SIDE SETBACK INSTEAD OF THE REQUIRED 15' U.E. AND A 3' REAR SETBACK INSTEAD OF THE REQUIRED 15' U.E. AT 1709 TRINITY STREET, BEING LOT 11, THE GROVES AT CIMARRON, AS REQUESTED BY MIGUEL RIOS**

Ms. Dimas stated that this item was previously tabled on June 26, 2024 in order to allow the property owner time to get with 811 and obtain a letter of release for the swimming pool. It is noted that during the previous meeting the side and rear setback for the canopy were denied.



The subject site is located approximately 110' west of Frio Drive along the north side of Trinity Street. The regular lot measures 120'x104' for a total of 12,480 sq. ft.

The applicant would like the Board to consider the above-mentioned variances to keep a 20'x28' canopy that was built without a permit. This violation was discovered by Code Enforcement Division while doing a sweep of the subdivision. Staff notes that no permit was obtained for the swimming pool nor the storage room. There was an address changed in 2003 from 1621 Trinity to 1709 Trinity.

Staff notes that ZBA has considered the following variances in this subdivision.

<u>Legal Description</u>	<u>Variance Request</u>	<u>Date of Meeting</u>	<u>Recommendation</u>
Lot 10	0' Side Setback / 10' Rear Setback	8/16/17	Approved

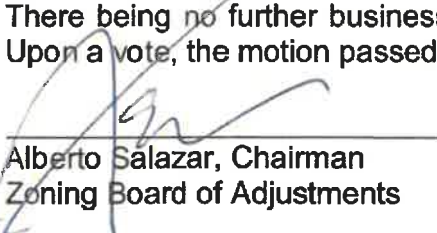
Staff mailed out 21 notices to the surrounding property owners within 200' radius to get their input in regards to this request. As of this writing staff has not received any comments in favor or against the request.

**RECOMMENDATION:** Staff recommends denial. Structures need to be modified or removed to comply with the required setbacks and square footage within 45 days.

### 3.0 OTHER BUSINESS

### 4.0 ADJOURNMENT

There being no further business, Mr. Riddle moved to adjourn. Ms. Elizondo seconded the motion. Upon a vote, the motion passed unanimously at 6:44 p.m.

  
 Alberto Salazar, Chairman  
 Zoning Board of Adjustments

**ZONING BOARD OF ADJUSTMENTS  
AUGUST 28, 2024  
CITY HALL'S COUNCIL CHAMBERS**

**ZBA PRESENT**

Dolly Elizondo  
Heraclio Flores Jr.  
William F. Ueckert Jr.  
Romeo Sanchez  
Humberto Garza Garza  
Michael R. De Leon

**ZBA ABSENT**

Alberto Salazar  
Andrew C. Riddle

**STAFF PRESENT**

Susie De Luna  
Jessica Munoz  
Irasema Dimas  
Alex Hernandez  
Elisa Zurita

**GUESTS PRESENT**

Eluid Lopez  
Arnold Trevino  
Juan Duran  
Frank Lozano  
Araceli De La Garza  
Omar Flores

**CALL TO ORDER**

Vice Chairman Flores called the meeting to order at 4:30 p.m.

**CITIZENS PARTICIPATION**

Vice Chairman Flores asked if there was anyone in the audience that had anything to present or express that was not on the agenda.

There was none.

**DISCLOSURE OF CONFLICT OF INTEREST**

There was none.

**APPROVAL OF MINUTES FOR JULY 24, 2024**

Vice Chairman Flores asked if there were any corrections to the minutes. Mr. Ueckert moved to approve the minutes. Mr. De Leon seconded the motion. Upon a vote, the motion passed unanimously.

**ITEM #1.1**

**TO KEEP A 6' REAR SETBACK INSTEAD OF THE REQUIRED 15' REAR SETBACK/UTILITY EASEMENT AT 1101 UNION COURT, BEING LOT 57, LOS JARDINEZ DE CIMARRON AS REQUESTED BY MANUEL GOMEZ**

Ms. Dimas stated that the subject site is located approximately 260' north of Sabinal Street at the end of the cul-de-sac of Union Court. The irregular lot measures a total 21,519 sq. ft.

The applicant would like the Board to consider the above-mentioned variance to keep a 17'x20' canopy that was built without a permit. This violation was discovered by our Code Enforcement Department while doing a sweep of the area.

Staff notes that ZBA has considered the following variances within this subdivision.

<u>Legal Description</u>	<u>Variance Request</u>	<u>Date of Meeting</u>	<u>Recommendation</u>
Lot 60	15' Front Setback	5/18/05	Approved

Staff mailed out 33 notices to the surrounding property owners within 200' radius to get their input in regards to this request. Staff received a letter from the President of Los Jardinez de Cimarron Home Owner's Association stating that the roof structure does not violate any of their rules and regulations.

**RECOMMENDATION:** Staff recommends denial. The structure needs to be modified to comply with the required setbacks within 60 days.

Vice Chairman Flores asked if the board had any questions for staff.

There was none.

Vice Chairman Flores asked if there was anyone in favor or against the request.

Mr. Frank Lozano who was representing Mr. Manuel Gomez was present, he stated the Ferris City vs The City of Austin Case, mentioned that the variance should be granted if it's consistent with the public interest in the spirit of the zoning ordinance, if special conditions on the property exist it will support the change, if literal enforcement of the ordinance would cause an unnecessary hardship to the property owner; and if issuing the variance would result in substantial change. He added that the variance was not to push the setback to the property line but requesting to leave 6' setback for the pre-existing structure.

Ms. Elizondo asked that what was his relationship to Mr. Manuel Gomez.

Mr. Lozano replied that he was his legal representative.

Mr. Sanchez asked that what was the reason a permit not obtained.

Mr. Lozano replied that his client purchased the home with the structure.

Mr. Sanchez stated that the previous owner was in violation and Mr. Gomez inherited the problem.

Mr. Lozano replied that he was aware of the problem and wanted to fix it.

Ms. Elizondo asked that if his client had contacted the utility locaters.

Mr. Lozano replied yes, and had no negative response.

Ms. Elizondo asked that if the utility locaters provided a clearance letter.

Mr. Lozano replied no, but we can provide one to the board if needed. He added that he provided a letter from the HOA.

Mr. Sanchez stated that he had a problem with the structure being built on the utility easement.

Vice Chairman Flores entertained a motion to close the public hearing. Mr. Sanchez moved to close the public hearing. Ms. Elizondo seconded the motion. Upon a vote, the motion passed unanimously.

Mr. De Leon mentioned that he was inclined to approve the variance but would like for the applicant to provide the letter from the utility locaters.

There being no further discussion, Vice Chairman Flores entertained a motion. Mr. Sanchez moved to "Table" the variance request to provide staff with the letter from the utility locator. Ms. Elizondo seconded the motion. Upon a vote the motion passed unanimously.

#### ITEM #1.2

**TO KEEP A 10" SIDE SETBACK AND A 2' SIDE SETBACK INSTEAD OF THE REQUIRED 6' SIDE SETBACK AND A 4' REAR SETBACK INSTEAD THE REQUIRED 10' REAR SETBACK, AT 509 LAS BRISAS DRIVE, BEING LOT 9, BLOCK A, LAS BRISAS AS REQUESTED BY ARNOLDO TREVINO**

Ms. Dimas stated that the subject site is located approximately 550' west of N. Mayberry Road along the north side of Las Brisas Drive. The regular lot measures 80'x135' a total 10,800 sq. ft.

The applicant would like the Board to consider the above-mentioned variances to keep the following: 1) a 20'x30' metal carport with a 10" side setback, 2) a 10'x20' storage shed with a 4' rear setback, and 3) an 8'x10' storage shed with a 4' rear setback and a 2' side setback. All of these structures were constructed without obtaining the proper permits. This violation was discovered by our Code Enforcement Department while doing a sweep of the area.

Staff notes that ZBA has considered the following variances within this subdivision.

<u>Legal Description</u>	<u>Variance Request</u>	<u>Date of Meeting</u>	<u>Recommendation</u>
Lot 1, Blk. C	30' Front Setback	8/24/93	Approved

Section 1.371(2) Permitted Uses: (c) of the Mission Code of Ordinances states that: One portable building not more than three percent of the lot's net square footage used for either storage, hobby or other similar uses. Therefore, one storage room will need to be removed from the property.

Staff mailed out 30 notices to the surrounding property owners within 200' radius to get their input in regards to this request. Staff received a letter from the adjacent neighbor at 601 Las Brisas Dr. in favor of the metal carport.

**RECOMMENDATION:** Staff recommends denial. Structures need to be modified or removed to comply with the required setbacks within 60 days.

Vice Chairman Flores that if the board had any questions for staff.

Mr. Sanchez stated that the structure can be modified to meet setbacks and still have enough room to keep a 14'x20' porch.

Vice Chairman Flores asked that if there was anyone in favor or against the request.

Mr. Arnold Trevino who resides at 509 Las Brisas mentioned that the person who built the carport stated that he was going to obtain the building permit. He added that he spoke to his neighbors about his carport and they had no problems with it. He stated that he was present to ask the board to consider his request.

Mr. Sanchez asked that how long had Mr. Trevino lived at his residence.

Mr. Trevino replied almost a year.

Mr. Sanchez stated that if Mr. Trevino understood that permits are needed when structures are built.

Mr. Trevino replied that he was aware a permit was needed, but figured his contractor would've obtained the permit.

Ms. Elizondo asked if he got an estimate on how much it would cost him to comply with setbacks.

Mr. Trevino replied no, he asked that if he could move the poles back.

Ms. Elizondo replied yes.

Mr. Trevino asked that if he could leave the overhang as is.

Ms. Elizondo stated that if the overhang was part of the encroachment.

Ms. Dimas replied yes.

Ms. Elizondo stated that the overhang had to be modified.

Mrs. Anna Marie Gonzalez who resides at 601 Las Brisas stated that she was Mr. Trevino neighbor and was in favor of the request, she added that the contractor that built her carport was the same one that built Mr. Trevino's.

Mr. Sanchez stated that Mr. Trevino needs to submit an engineer design to staff. He added that all metal structures require one.

Vice Chairman Flores asked that if there was anyone in favor or against the request.

Vice Chairman Flores entertained a motion to close the public hearing. Ms. Elizondo moved to close the public hearing. Mr. Sanchez seconded the motion. Upon a vote, the motion passed unanimously.

Ms. Elizondo stated that Mr. Trevino should obtain an estimate, to check if there was a financial hardship.

Mr. De Leon agreed with Ms. Elizondo.

The first item's being discussed are the two storage sheds.

Ms. Elizondo stated that as per ordinance, only one shed was allowed.

There being no further discussion, Vice Chairman Flores entertained a motion. Ms. Elizondo moved to deny the variance request for the two storage sheds. Mr. De Leon seconded the motion. Upon a vote the motion passed unanimously.

The second item being discussed is the 20'x30' metal carport.

There being no further discussion, Vice Chairman Flores entertained a motion. Ms. Elizondo moved to "Table" the variance request for the 20'x30' carport to obtain an estimate to comply. Mr. Ueckert seconded the motion. Upon a vote the motion passes unanimously.

### ITEM#1.3

**TO KEEP A 35' FRONT SETBACK INSTEAD OF THE REQUIRED 42' COMMON ACCESS EASEMENT AT 4002 N. INSPIRATION ROAD, BEING LOT 51, COLINAS DEL RIO PH. 1, AS REQUESTED BY ELUID LOPEZ**

Ms. Dimas stated that the subject site located approximately at the northeast corner of N. Inspiration Road and Azalea Street. The irregular lot measures a total of 12,347 sq. ft.

The applicant would like the Board to consider the above-mentioned variance to keep a 21'x 63' carport that is built 6.5' within the 42' common access easement. Staff notes that the carport was constructed at the same time as the apartment complex in the late 90's by the developer/applicant. The applicant did obtain a building permit.

Staff notes that ZBA has considered the following variances within this subdivision.

<u>Legal Description</u>	<u>Variance Request</u>	<u>Date of Meeting</u>	<u>Recommendation</u>
Lot 52	35' Front Setback for Carport	6/26/24	Approved
Lot 52	1' Rear Setback for Storage Shed	7/24/24	Approved

Staff mailed out 22 notices to the surrounding property owners within 200' radius to get their input in regards to this request. As of this writing staff has not received any comments in favor or against the request.

**RECOMMENDATION:** Staff recommends approval of the carport.

Vice Chairman Flores asked that if the board had any questions for staff.

There was none.

Vice Chairman Flores asked if the applicant was present.

Mr. Eluid Lopez was present, he mentioned that he had all the copies of the blueprints and permits that were approved by the City of Mission.

Vice Chairman Flores entertained a motion to close the public hearing. Mr. Sanchez moved to close the public hearing. Ms. Elizondo seconded the motion. Upon a vote, the motion passed unanimously.

There being no further discussion, Vice Chairman Flores entertained a motion. Ms. Elizondo moved to approve the variance request. Mr. Sanchez seconded the motion. Upon a vote the motion passed unanimously.

**ITEM# 1.4**

**TO KEEP A 35' FRONT SETBACK INSTEAD OF THE REQUIRED 42' COMMON ACCESS EASEMENT AND A 1' REAR SETBACK INSTEAD OF THE REQUIRED 15' AT 4008 N. INSPIRATION ROAD, BEING LOT 53, COLINAS DEL RIO PH. 1, AS REQUESTED BY ELUID LOPEZ**

Ms. Dimas stated that the subject site is located approximately at the southeast corner of N. Inspiration Road and Magnolia Street. The irregular lot measures a total of 12,297 sq. ft.

The applicant would like the Board to consider the above-mentioned variances to keep the following: 1) a 21'x 63' carport that is built 6.5' within the 42' common access easement, and 2) an 8'x16' storage shed built within the 15' rear setback. Staff notes that the carport was constructed at the same time as the apartment complex in the late 90's by the developer/applicant. The applicant did obtain a building permit. The storage shed was constructed by the property owner without obtaining the proper permits.

Staff notes that ZBA has considered the following variances within this subdivision.

<u>Legal Description</u>	<u>Variance Request</u>	<u>Date of Meeting</u>	<u>Recommendation</u>
Lot 52	35' Front Setback for Carport	6/26/24	Approved
Lot 52	1' Rear Setback for Storage Shed	7/24/24	Approved

Staff mailed out 22 notices to the surrounding property owners within 200' radius to get their input in regards to this request. As of this writing staff has not received any comments in favor or against the request.

**RECOMMENDATION:** Staff recommends approval of the carport and denial for the shed. Structures need to be modified or removed to comply with the required setbacks within 60 days.

Vice Chairman Flores asked if there was anyone in favor or against the request.

There was none.

Vice Chairman Flores entertained a motion to close the public hearing. Ms. Elizondo moved to close the public hearing. Mr. Sanchez seconded the motion. Upon a vote, the motion passed unanimously.

There being no discussion, Vice Chairman Flores entertained a motion. Mr. Sanchez moved to approve the variance request. Mr. De Leon seconded the motion. Upon a vote the motion passed unanimously.

#### **ITEM# 1.5**

**TO ALLOW A 7'-6" CORNER SIDE SETBACK INSTEAD OF THE REQUIRED 10' CORNER SIDE SETBACK AT 2500 E. SOLAR DRIVE, BEING LOT 28, GARDEN PATH SUBDIVISION AS REQUESTED BY OMAR FLORES**

Ms. Dimas stated that the subject site is located approximately at the southeast corner of E. Solar Drive and Harmony Street. The irregular lot measures a total 3,584 sq. ft.

The applicant would like the Board to consider the above-mentioned variance to allow a 7'-6" corner side setback instead of the required 10' corner setback for a proposed pool. The pool will be 2'-6" within the corner side setback.

Staff mailed out 29 notices to the surrounding property owners within 200' radius to get their input in regards to this request. As of this writing staff has not received any comments in favor or against the request.

**RECOMMENDATION:** Staff recommends denial. The structure needs to be modified to comply with the required setbacks within 60 days.

Vice Chairman Flores asked if the board had any questions for staff.

There was none.

Vice Chairman Flores asked if the applicant was present.

Mr. Omar Flores was present, he mentioned that he is requesting a 2' ½" variance to build a swimming pool. He added that no utility easement existed on the side where the variance was being requested.

Mrs. Araceli De La Garza that was connected via zoom, stated that she had a question for staff. She asked that if this request would impact her property? She added that she knew it wouldn't, because Mr. Flores had explained his request but wasn't sure why she received a letter since it didn't impact her property.

Ms. Dimas replied that the property owners who live within 200' had to be notified that a variance was being requested.

Vice Chairman Flores asked if the cool deck was allowed to encroach.

Ms. Dimas replied that the cool deck was allowed on the setback, but the pool needed to comply with setbacks.

Vice Chairman Flores entertained a motion to close the public hearing. Mr. Sanchez moved to close the public hearing. Ms. Elizondo seconded the motion. Upon a vote, the motion passed unanimously.

There being no discussion, Vice Chairman Flores entertained a motion. Mr. Sanchez moved to approve the variance to the foot print of the swimming pool. Mr. De Leon. seconded the motion. Upon a vote the motion passed unanimously.

#### **ITEM# 1.6**

**TO KEEP A 2' SIDE SETBACK INSTEAD OF THE REQUIRED 6' AND TO ALLOW A TOTAL OF 1,156 SQ. FT. INSTEAD OF THE MAXIMUM 800 SQ. FT. AT 505 OBLATE AVENUE, BEING LOT 8, BLOCK 89, MISSION ORIGINAL TOWNSITE, AS REQUESTED BY JUAN DURAN**

Ms. Irasema Dimas stated that the subject site located approximately 50' north of E. Rafael Ramirez along the west side of N. Oblate Avenue. The regular lot measures 50'x150' a total 7,500 sq. ft.

This item was previously considered on July 24, 2024 and it was denied. Since then the applicant has submitted a building permit to enclose 25'x25' of the carport to be used as a bedroom, laundry room, closet/storage.

The applicant would like the Board to consider the above-mentioned variances to keep a 68'x11' carport and 2) to keep 356 sq.ft. over the 800 sq.ft. maximum allowed that were built without permits.

Accessory structures are allowed on R-1 (Single Family Residential) lots, however, they need to meet the following requirements.

d) An accessory use customarily related to a principal use authorized in this district. Furthermore, any non-living accessory structure, such as a carport or a garage, whether as an addition or as a detached building, shall not exceed a maximum size equal to 40% of the primary structure's living area; and shall not exceed the primary structure's total height, as measured to the top of its roof. However, if the primary structure's living area totals less than 2,000 square feet, the accessory



structure may be constructed to a maximum size of 800 square feet. It is noted that the total living area for the home is 1,230 sq.ft. (1,855 sq.ft. new).

Staff notes that ZBA has not approved any variances within this area. Approving this variance would set precedence to others.

Staff mailed out 18 notices to the surrounding property owners within 200' radius to get their input in regards to this request. As of this writing staff has not received any comments in favor or against the request.

**RECOMMENDATION:** Staff recommends denial. The structures need to be modified or removed to comply with the required setbacks and square footage within 60 days.

Vice Chairman Flores asked if the board had any questions for staff.

Ms. Elizondo asked that if the item changed since it was last seen in July.

Ms. Dimas replied that it was the same, however the applicant was proposing to enclose part of the rear carport to be used as a bedroom, laundry room, closet/storage.

Vice Chairman Flores stated that to enclose part of the carport it would require a building permit and not a variance.

Ms. Dimas replied that a permit was submitted and being reviewed.

Mr. Sanchez stated but the variance was denied.

Ms. Dimas mentioned that once the carport was enclosed that would no longer be part of the accessory structure, but considered living area.

Vice Chairman Flores asked if the applicant was present.

Mr. Juan Duran was present, he mentioned that his intention was to build a bar-b-que area but advised that the porch was exceeding the square footage.

Mr. Sanchez stated that if Mr. Duran understood that if he had obtained the proper permits he would have known that the porch was not in compliance.

Mr. Duran mentioned that the contractor that built his porch advised him that there was no problems with the porch since it was attached to the house.

Ms. Duran was present, she stated that the 68'x11' carport existed already but was removed and replaced with a new one. She added that her neighbors had no problems with the carport being all the way to the property line.

Mr. Sanchez stated that the carport was only encroaching 4', and could be modified to comply with the side setback.

Ms. Duran replied that if she would reduce the size of the carport, her cars wouldn't fit.

Mr. Sanchez stated that it could be used as a porch.

Discussion amongst the board in regards to the exceeding square footage and the proposed enclosed 25'x25' living area.

Vice Chairman Flores entertained a motion to close the public hearing. Mr. Sanchez moved to close the public hearing. Ms. Elizondo seconded the motion. Upon a vote, the motion passed unanimously.

Discussion amongst the board in regards to the variance that was requested.

There being no further discussion, Vice Chairman Flores entertained a motion. Mr. Sanchez moved to deny the variances requested. Mr. Ueckert seconded the motion. Upon a 5-1 vote, the motion passed. Mr. Humberto Garza was against.

## **2.0 OTHER BUSINESS**

## **3.0 ADJOURNMENT**

There being no further business, Mr. Riddle moved to adjourn. Ms. Elizondo seconded the motion. Upon a vote, the motion passed unanimously at 5:51 p.m.



Heraclio Flores, Jr., Vice Chairman  
Zoning Board of Adjustments

**ZONING BOARD OF ADJUSTMENTS  
SEPTEMBER 25, 2024  
CITY HALL'S COUNCIL CHAMBERS**

**ZBA PRESENT**

Heraclio Flores Jr.  
Romeo Sanchez  
Humberto Garza Garza  
Alberto Salazar  
Andrew C. Riddle

**ZBA ABSENT**

Dolly Elizondo  
William F. Ueckert Jr.  
Michael R. De Leon

**STAFF PRESENT**

Susie De Luna  
Jessica Munoz  
Irasema Dimas  
Gabriel Ramirez

**GUESTS PRESENT**

Mayla J  
Miguel Galvan  
Nancy De Rojas  
Brad Frisby  
Jorge A. Rios  
Kelly Vela  
Cynthia Rivas  
Ismael Contreras

**CALL TO ORDER**

Chairman Salazar called the meeting to order at 4:30 p.m.

**CITIZENS PARTICIPATION**

Chairman Salazar asked if there was anyone in the audience that had anything to present or express that was not on the agenda.

There was none.

**DISCLOSURE OF CONFLICT OF INTEREST**

Mr. Humberto Garza filed a conflict of interest for item 1.5

**APPROVAL OF MINUTES FOR AUGUST 28, 2024**

Chairman Salazar asked if there were any corrections to the minutes. Mr. Sanchez moved to approve the minutes. Mr. Flores seconded the motion. Upon a vote, the motion passed unanimously.

**ITEM #1.1**

**TO ALLOW A 5' CORNER SIDE SETBACK INSTEAD OF THE REQUIRED 10' AND A 3.7' INSTEAD OF THE REQUIRED 5' AT 3804 HERON WAY, BEING LOT 144, RETAMA VILLAGE PH. 2 AS REQUESTED BY ESPERANZA HOMES MISSION, LLC**

Ms. Dimas stated that the subject site was located at the northeast corner of Heron Way and Kiskadee Lane. The irregular lot measures a total 5,947 sq. ft.

The applicant would like the Board to consider the above-mentioned variance to allow the construction of a residence. The applicant did express that their intentions are to have this new residence in alignment with the rest of the homes.

Staff notes that ZBA has considered the following variances within this subdivision.

<u>Legal Description</u>	<u>Variance Request</u>	<u>Date of Meeting</u>	<u>Recommendation</u>
Lot 157	12' Front	8/1/12	Approval
Lot 142	9.2' Rear	5/20/15	Approval

Lot 143	6.8' Rear	5/20/15	Approval
Lot 144	6' Corner	5/20/15	Approval
Lot 129	5' Rear	5/20/15	Approval
Lot 131	5.4' Rear	12/6/23	Approval

Staff mailed out 34 notices to the surrounding property owners within 200' radius to get their input in regards to this request. As of this writing staff has not received any comments in favor or against the request.

**RECOMMENDATION:** Denial, plans can be modified to comply with the required setbacks.

Chairman Salazar asked if the board had any questions for staff.

Mr. Riddle asked that if Lot 143, obtained a building permit.

Staff replied yes.

Chairman Salazar asked if the applicant was present.

Mrs. Kelly Vela with Melden & Hunt was present, she mentioned that she was the civil engineer working with Rhodes Development & Esperanza Homes. She stated that some modification were done to the site plan, and instead of 3' 8 ½" on the east side, only 4' 3" inches were needed. She added that a variance was previously granted on the west side, so the variance on the west side wasn't needed.

Mr. Flores asked if the variance being requested was only for the east side.

Mrs. Kelly Vela replied yes.

Mr. Sanchez asked if there was a utility easement on the east side.

Mr. Brad Frisby with Esperanza Homes replied that there was no utility easement, that is was a technology easement that could be abandoned since it was owned by them.

Chairman Salazar asked that if there was anyone in favor or against the variance request.

There was none.

Chairman Salazar entertained a motion to close the public hearing. Mr. Riddle moved to close the public hearing. Mr. Flores seconded the motion. Upon a vote, the motion passed unanimously.

There being no further discussion, Chairman Salazar entertained a motion. Mr. Riddle moved to approve the variance request since it's an irregular lot and being the last lot in that subdivision. Mr. Garza seconded the motion. Upon a vote the motion passed unanimously.

#### **ITEM #1.2**

**TO ALLOW A 19.5' SIDE SETBACK INSTEAD OF THE REQUIRED 20', AT 2308 SANTA CLARA, BEING LOT 22, SHARYLAND PLANTATION VILLAGE SAN MIGUEL PHASE IV SUBDIVISION AS REQUESTED BY JORGE A. GUTIERREZ**

Ms. Dimas stated that the subject site was located near the Santa Clara and San Miguel intersection. The lot measures 150' x 216' for a total 32,400 sq.ft.

The applicant would like the Board to consider the above-mentioned variance to continue with the construction of the residence. Staff notes that the applicant did apply for a building permit. The site plan showed compliance with all setbacks. However, during the construction it was discovered that the west side setback was short by ½ inch, therefore the need for a variance.

Staff notes that ZBA has considered the following variances within this subdivision.

<u>Legal Description</u>	<u>Variance Request</u>	<u>Date of Meeting</u>	<u>Recommendation</u>
Lot 8, Ph. II	30' Front instead of 50'	12/13/06	No Action taken
Lots 23-32, Ph. I	30' Rear instead of 50'	11/16/05	Approval
Lot 40, Ph. II	33.9' Rear instead of 50'	11/8/06	Approval
Lot 8, Ph. II	45' Front instead of 50'	2/6/07	Denied

Staff notes that there had been no variances granted for a side setback reduction on either of the San Miguel Subdivision Phase I -4. Staff mailed out 11 notices to the surrounding property owners within 200' radius to get their input in regards to this request. Staff received a letter in support of the variance request from the Sharyland Residential Community Property Owners Association, Inc.

**RECOMMENDATION:** Staff does not object to approving the variance since it will not be detrimental to the neighboring properties.

Chairman Salazar that if the board had any questions for staff.

There was none.

Chairman Salazar asked if the applicant was present.

Mrs. Cynthia Rivas who resides at 114 Solar Drive, mentioned that she was the applicant's lender. She mentioned that the encroachment was discovered during construction.

Mr. Sanchez asked staff why was it a 20' side setback.

Ms. Dimas replied that it was a plat note.

Chairman Salazar asked that if there was anyone in favor or against the variance request.

There was none.

Chairman Salazar entertained a motion to close the public hearing. Mr. Sanchez moved to close the public hearing. Mr. Flores seconded the motion. Upon a vote, the motion passed unanimously.

There being no further discussion, Chairman Salazar entertained a motion. Mr. Sanchez moved to approve the variance request. Mr. Flores seconded the motion. Upon a vote the motion passed unanimously.

### ITEM#1.3

**TO ALLOW A 0' SIDE SETBACK INSTEAD OF THE REQUIRED 6' AND A 0' REAR SETBACK INSTEAD OF THE REQUIRED 10' AT 1503 DOLORES DEL RIO AVENUE, BEING LOT 45, ALA BLANCA NORTE UT NO. 1, AS REQUESTED BY MIGUEL A. GALVAN**

Ms. Dimas stated that the subject site was located 360' north of Jorgeanna Street along the west side of Dolores Del Rio Avenue. The lot measures 60' x 120' for a total 7,200 sq.ft.

The applicant would like the Board to consider the above-mentioned variance to keep the following: 1) 8'x16' shed at 6" side, 2) 11.4'x3' BBQ pit at 0' side, and 3) 12'x22' carport at 0' side and rear that were constructed without obtaining the proper permits. These violations were discovered by our Code Enforcement Department while doing a sweep on this subdivision. Staff notes that there are other structures on the property meeting setbacks, however no permits were obtained for any of these structures.

Staff notes that ZBA has considered the following variances within this subdivision.

<u>Legal Description</u>	<u>Variance Request</u>	<u>Date of Meeting</u>	<u>Recommendation</u>
Lot 36, Phase I	5' Side	5/21/03	Denied
Lot 9, Phase I	40' Front	5/15/03	Approval
Lot 133, Phase I	6' Rear	3/11/11	Approval
Lots 3 & 4, Phase I	4.9 'Rear	3/21/03	Approval
Lot 78, Phase I	0' Side/0' Rear/ & Total 1,053 sq.ft.	4/10/24	Denied

In regards to the portable buildings, Section 1.371(2) Permitted Uses: (c) of the Mission Code of Ordinances states that: One portable building not more than three percent of the lot's net square footage used for either storage, hobby or other similar uses. Therefore, one storage room will need to be removed from the property.

Staff mailed out 31 notices to the surrounding property owners within 200' radius to get their input in regards to this request.

**RECOMMENDATION:** Staff recommends denial. Structures need to be modified or removed to comply with the required setbacks within 60 days.

Chairman Salazar asked that if the board had any questions for staff.

There was none.

Chairman Salazar asked if the applicant was present.

The applicant was on zoom.

Chairman Salazar asked if there was anyone in favor or against this request.

There was none.

Due to having problems with zoom, the board decided to table this item so the applicant could be present in person, Chairman Salazar entertained a motion. Mr. Garza moved to "Table" the variance request. Mr. Riddle seconded the motion. Upon a vote the motion passed unanimously.

**ITEM# 1.4**

**TO ALLOW A 10' FRONT SETBACK INSTEAD OF THE REQUIRED 18' FOR CARPORT AT 1506 ESPERANZA AVENUE, BEING LOT 16, LOS EBANOS VILLAGE, AS REQUESTED BY JORGE ANTONIO RIOS**

Ms. Dimas stated that the subject site was located 263' west of Los Ebanos Road along the northside of Esperanza Street. The lot measures 62' x 216' for a total 13,392 sq.ft.

The applicant would like the Board to consider the above-mentioned variance to keep a 30'x21.4' carport that was constructed without obtaining the proper permits. This violation was discovered by our Code Enforcement Department while doing a sweep on this subdivision.

Staff notes that ZBA has not approved or considered any variances within this subdivision. Approving this variance will set precedence. Staff mailed out 18 notices to the surrounding property owners within 200' radius to get their input in regards to this request.

**RECOMMENDATION:** Staff recommends denial. Structures need to be modified or removed to comply with the required setbacks within 60 days.

Chairman Salazar asked that if the board had any questions for staff.

There was none.

Chairman Salazar asked that how often were sweeps done.

Ms. Dimas replied that sweeps were done every other day.

Chairman Salazar asked if the applicant was present.

Mr. Jorge A. Rios who resides at 1506 Esperanza Avenue was present. He mentioned that he measured 16' from his grass and wanted to know where staff got 10' shown on the aerial.

Mr. Garza stated that the place to measure from was the property line.

Mr. Jorge A. Rios stated that initially he measured 23' from the street and his permit was denied. He mentioned that he was informed that he had to measure from where his grass started and he did, and he measured 16'.

Ms. Dimas mentioned that the property line usually starts where the first drive expansion was.

Mr. Riddle asked if there was an HOA.

Mr. Jorge A. Rios replied no.

Mr. Sanchez stated that the house on the left didn't look aligned with the other houses.

Ms. Dimas replied that when she works on the item being presented she only focuses on the house with the violation.

Mr. Riddle asked that if the applicant had a purpose for the carport other than the sun.

Mr. Jorge A. Rios replied hail, weather, and 3 babies.

Chairman Salazar asked that if there was anyone in favor or against the variance request.

There was none.

Chairman Salazar entertained a motion to close the public hearing. Mr. Sanchez moved to close the public hearing. Mr. Riddle seconded the motion. Upon a vote, the motion passed unanimously.

Mr. Sanchez asked if the lots were half of an acre.

Ms. Dimas replied no.

There being no further discussion, Chairman Salazar entertained a motion. Mr. Garza moved to "table" the variance request to get more information on the house to the left. Mr. Sanchez seconded the motion. Upon a vote the motion passed unanimously.

#### **ITEM# 1.5**

**TO ALLOW A 0' SIDE SETBACK INSTEAD OF THE REQUIRED 6', A 0' REAR SETBACK INSTEAD OF THE REQUIRED 10', AND TO ALLOW A TOTAL OF 936 SQ FT INSTEAD OF THE MAXIMUM 800 SQ FT ALLOWED AT 2500 E. SOLAR DRIVE, BEING LOT 28, GARDEN PATH SUBDIVISION AS REQUESTED BY ISMAEL CONTRERAS**

Ms. Dimas stated that the subject site was located 792' east of Los Ebanos Road along the north side of Fincher Street. The lot measures 70' x 105' for a total 7,350 sq.ft.

The applicant would like the Board to consider the above-mentioned variance to keep a 15'x19' patio and to keep 136 sq.ft. over the 800 sq.ft. maximum allowed that were built without obtaining the proper permits. This violation was discovered by our Code Enforcement Department while doing a sweep on this subdivision.

Accessory structures are allowed on R-1 (Single Family Residential) lots, however, they need to meet the following requirements:

d) An accessory use customarily related to a principal use authorized in this district. Furthermore, any non-living accessory structure, such as a carport or a garage, whether as an addition or as a detached building, shall not exceed a maximum size equal to 40% of the primary structure's living area; and shall not exceed the primary structure's total height, as measured to the top of its roof. However, if the primary structure's living area totals less than 2,000 square feet, the accessory structure may be constructed to a maximum size of 800 square feet. It is noted that the total living area for the home is 1,808 sq.ft.

Staff notes that ZBA has not approved or considered any variances within this subdivision. Approving this variance will set precedence. Staff mailed out 21 notices to the surrounding property owners within 200' radius to get their input in regards to this request.

**RECOMMENDATION:** Staff recommends denial. Structures need to be modified or removed to comply with the required setbacks within 60 days.

Chairman Salazar asked if the board had any questions for staff.

Chairman Salazar asked if the applicant was present.



Mr. Ismael Contreras who resides at 2500 E. Solar was present.

Mr. Riddle asked what year was the patio built.

Mr. Ismael Contreras replied 3 years ago.

Mr. Sanchez asked what was the reason a building permit wasn't obtained.

Mr. Ismael Contreras replied that he was not aware a building permit was needed.

Mr. Sanchez stated that all structures required a building permit.

Mr. Flores asked if there was an alley.

Ms. Dimas replied yes.

Chairman Salazar asked if there was anyone in favor or against the variance request.

There was none.

Chairman Salazar entertained a motion to close the public hearing. Mr. Sanchez moved to close the public hearing. Mr. Flores seconded the motion. Upon a vote, the motion passed unanimously.

Mr. Sanchez asked that if the 20' canal easement was active.

Ms. Dimas replied that she was not sure.

Mr. Garza stated that he abstained.

Mr. Sanchez stated that the structure does not belong where it was built, if in the future the utility companies or whomever needed to access the property the applicant would need to remove the patio.

Mr. Riddle stated that it could be a finical hardship, since the patio had a concrete slab.

Discussion amongst the board in regards to financial hardship.

Mr. Flores asked that if staff could find out if the canal easement was abandoned.


Ms. Dimas replied yes.

There being no further discussion, Chairman Salazar entertained a motion. Mr. Riddle moved to "table" the variance, so the applicant could obtain 3 quotes and for staff to call united irrigation and ask if the canal easement was abandoned. Mr. Garza abstained from voting. Mr. Sanchez seconded the motion. Upon a vote the motion passed.

## **2.0 OTHER BUSINESS**

## **3.0 ADJOURNMENT**

There being no further business, Mr. Garza moved to adjourn. Mr. Sanchez seconded the motion. Upon a vote, the motion passed unanimously at 5:51 p.m.



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Alberto Salazar, Chairman  
Zoning Board of Adjustments

Item 8.

**ZONING BOARD OF ADJUSTMENTS  
OCTOBER 23, 2024  
CITY HALL'S COUNCIL CHAMBERS**

**ZBA PRESENT**

Heraclio Flores Jr.  
Romeo Sanchez  
Dolly Elizondo  
Andrew C. Riddle  
William F. Ueckert Jr.  
Michael R. De Leon

**ZBA ABSENT**

Humberto Garza  
Alberto Salazar

**STAFF PRESENT**

Susie De Luna  
Jessica Munoz  
Irasema Dimas  
Alejandro Hernandez

**GUESTS PRESENT**

Frank Lozano  
Ruplai  
Arnoldo Trevino  
Linda Pena  
Ismael Contreras  
Rocio Huerta  
Jorge Rios  
Miguel A. Galvan

**CALL TO ORDER**

Vice Chairman Flores called the meeting to order at 4:40 p.m.

**CITIZENS PARTICIPATION**

Vice Chairman Flores asked if there was anyone in the audience that had anything to present or express that was not on the agenda.

There was none.

**DISCLOSURE OF CONFLICT OF INTEREST****APPROVAL OF MINUTES FOR SEPTEMBER 25, 2024**

Vice Chairman Flores asked if there were any corrections to the minutes. Ms. Elizondo moved to approve the minutes. Mr. Riddle seconded the motion. Upon a vote, the motion passed unanimously.

**ITEM #1.1**

**TO KEEP A 6.6' FRONT SETBACK INSTEAD OF THE REQUIRED 10' AT 110 S. MOCKINGBIRD AVENUE, BEING LOT 24, VILLAS SAN GABRIEL SUBDIVISION AS REQUESTED BY JUAN MANUEL CORONA**

Ms. De Luna stated that the subject site was located approximately 147' north of Cassandra Street along the west side of Mockingbird Avenue. The irregular lot measures a total 8,485 sq. ft.

The applicant would like the Board to consider the above-mentioned variance to allow the construction of a residence. The applicant did express that their intentions are to have this new residence in alignment with the rest of the homes.

A building permit was issued on September 4, 2024, the site plan showed that the front setback will be complied with and being that the lot is irregular, staff required a pre-pour survey. A pre-pour survey was conducted on September 26, 2024 showing the encroachment, at that time only forms were at the site. The owner proceeded with the construction and on October 2, 2024, the building inspector failed the R-I Foundation, since the front setback was not being met.

Staff notes that ZBA has not approve or considered any variances within this subdivision. Approving this will set precedence on the subdivision. Staff mailed out 24 notices to the surrounding property owners within 200' radius to get their input in regards to this request. As of this writing staff has not received any comments in favor or against the request.

**RECOMMENDATION:** Denial, plans can be modified to comply with the required setbacks.

Vice Chairman Flores asked if the board had any questions for staff.

There was none.

Vice Chairman Flores asked if there was anyone in favor or against this request.

There was none.

Vice Chairman Flores asked if the applicant was present.

The applicant was not present.

There being no discussion, Vice Chairman Flores entertained a motion. Mr. Ueckert moved to table the variance request to allow the applicant to be present. Ms. Elizondo seconded the motion. Upon a vote the motion passed unanimously.

#### **ITEM #1.2**

**TO KEEP A 0' SIDE SETBACK INSTEAD OF THE REQUIRED 6' AND A 2.8' REAR SETBACK INSTEAD OF THE REQUIRED 10' AT 2800 CASSANDRA STREET, BEING LOT 5, VILLAS SAN GABRIEL SUBDIVISION AS REQUESTED BY ROCIO HUERTA**

Ms. De Luna stated that the subject site was located approximately 278' west of Taylor Road along the south side of Cassandra Street. The lot measures 60' x 109.36' for a total 6,561.60 sq.ft.

The applicant would like the Board to consider the above-mentioned variance to keep a 10.5'x24' patio that was constructed without a permit. This violation was discovered by Code Enforcement while doing a sweep in the subdivision. Staff notes that there is a storage shed on the property that appears to be not meeting setbacks. Staff was not given permission by the property owner to measure and take additional pictures of the storage shed.

Staff notes that ZBA has not approve or considered any variances within this subdivision. Approving this will set precedence on the subdivision. Staff mailed out 23 notices to the surrounding property owners within 200' radius to get their input in regards to this request. As of this writing staff has not received any comments in favor or against the request.

**RECOMMENDATION:** Staff recommends denial.

Vice Chairman Flores asked if the board had any questions for staff.

Mr. Riddle asked if the subdivision had an HOA.

Ms. De Luna replied that she was not aware if there was an HOA in that subdivision.

Mr. Vice Chairman Flores asked if there was anyone if favor or against this request.

Mrs. Rocio Huerta who resides at 2800 Cassandra Street was present, she mentioned that she was not aware that she needed a permit and that it was not complying with the city's requirements. She mentioned that the pergola was used for shade for her son's gatherings after band practice.

Ms. Elizondo stated that staff was denied to take additional pictures of the storage shed.

Mrs. Rocio Huerta replied that no one asked her to take additional pictures of the storage shed. She added that the storage shed was made out of plastic and was easy to relocate.

Ms. De Luna stated that she was advised by staff that Mrs. Huerta denied access to take more pictures, because the notice that she received was only for the pergola and not for the shed. She added that since staff discovered other structures on the property, staff wanted to consider all of them and not just the pergola.

Mrs. Rocio Huerta stated that when she went to court she was advised that the kitchen was ok, that the only structure that she had to remove was the pergola. She added that staff wanted to take pictures and measure the kitchen, and she didn't know why if that structure was ok.

Ms. Elizondo asked if there was a court case for the kitchen?

Ms. De Luna replied that the violation was the pergola.

Mr. Sanchez asked that if there was a utility easement in the rear?

Vice Chairman Flores asked that if there was anyone in favor or against this request.

There was none.

Vice Chairman Flores entertained a motion to close the public hearing. Mr. Riddle moved to close the public hearing. Ms. Elizondo seconded the motion. Upon a vote, the motion passed unanimously.

Ms. Elizondo stated that this property was abutting an alley, that her opinion was that Mrs. Huerta should get the opportunity to get a utility location letter.

Mr. Sanchez stated that his opinion was that the utility easement should be respected, he added that if exemptions are made then their neighbors are going to want to do the same.

There being no further discussion, Vice Chairman Flores entertained a motion. Ms. Elizondo moved to table the variance request to allow Mrs. Huerta to obtain an 811 letter. Mr. Sanchez seconded the motion. Upon a vote the motion passed unanimously.

### **ITEM#1.3**

**TO KEEP A 3.6' FRONT SETBACK INSTEAD OF THE REQUIRED 20' AND A 2' SIDE SETBACK INSTEAD OF THE REQUIRED 6' AND TO ALLOW A TOTAL OF 1,171.40 SQ.FT. INSTEAD OF THE MAXIMUM REQUIRED 800 SQ. FT. AT 2104 CRISANTEMA AVENUE, BEING LOT 69, SOUTHERN OAKS PHASE I, AS REQUESTED BY LINDA PENA**

Ms. De Luna stated that the subject site was located 80' south of W. 22nd Street along the east side of Crisantema Avenue. The lot measures 61.50' x 105' for a total 6,457 sq.ft.

The applicant would like the Board to consider the above-mentioned variance to keep a 12.8'x53' carport with a bar-b-que area and to keep 371.40 sq.ft. over the 800 sq.ft. maximum allowed that were built without obtaining the proper permits. This violation was discovered by our Code Enforcement Department while doing a sweep on this subdivision.

Accessory structures are allowed on R-1 (Single Family Residential) lots, however, they need to meet the following requirements:

d) An accessory use customarily related to a principal use authorized in this district. Furthermore, any non-living accessory structure, such as a carport or a garage, whether as an addition or as a detached building, shall not exceed a maximum size equal to 40% of the primary structure's living area; and shall not exceed the primary structure's total height, as measured to the top of its roof. However, if the primary structure's living area totals less than 2,000 square feet, the accessory structure may be constructed to a maximum size of 800 square feet. It is noted that the total living area for the home is 1,194 sq.ft.

Staff notes that ZBA has considered the following variances within this subdivision.

<u>Legal Description</u>	<u>Variance Request</u>	<u>Date of Meeting</u>	<u>Recommendation</u>
Lot 25, Phase I	2' Side	3/15/03	Approved
Lot 80, Phase I	3' Side	7/24/24	Approval

Staff mailed out 23 notices to the surrounding property owners within 200' radius to get their input in regards to this request.

**RECOMMENDATION:** Staff recommends denial. Structures need to be modified or removed to comply with the required setbacks within 60 days.

Vice Chairman Flores asked if the applicant was present?

Mrs. Linda Pena who resides at 2104 Crisantema was present. She mentioned that she built a two-car carport to fit her and her husbands' vehicles. She added that she had a one car garage but was being used for storage. She stated that in 2020 there was a bad accident on inspiration, and the car broke her fence and went into her property and was scared to build anything in the back.

Vice Chairman Flores asked if there was anyone in favor or against this request.

There was none.

Vice Chairman Flores entertained a motion to close the public hearing. Mr. Riddle moved to close the public hearing. Ms. Elizondo seconded the motion. Upon a vote, the motion passed unanimously.

Mr. Riddle stated that if the structure was approved, and a fire would occur there was a possibility that Mrs. Pena's insurance would sue the board. He added that there are setbacks that are mandated between houses that keep fire's from jumping from one house to the next.

There being no further discussion, Vice Chairman Flores entertained a motion. Mr. Riddle moved to deny the variance request. Ms. Elizondo seconded the motion. Upon a vote the motion passed unanimously.

Vice Chairman Flores entertained a motion to un table Item 1.4 Ms. Elizondo moved to un table Mr. Riddle seconded the motion. Upon a vote, the motion passed unanimously.

**TABLED ITEM# 1.4**

**TO ALLOW A 0' SIDE SETBACK INSTEAD OF THE REQUIRED 6' AND A 0' REAR SETBACK INSTEAD OF THE REQUIRED 10' AT 1503 DOLORES DEL RIO AVENUE, BEING LOT 45, ALA BLANCA NORTE UT NO. 1, AS REQUESTED BY MIGUEL A. GALVAN**

Ms. De Luna stated that this item was previously tabled during the September 25, 2024 to allow the applicant to be present. The applicant was present via zoom but staff had connection issues with zoom.

The subject site is located 360' north of Jorgeanna Street along the west side of Dolores Del Rio Avenue. The lot measures 60' x 120' for a total 7,200 sq.ft.

The applicant would like the Board to consider the above-mentioned variance to keep the following: 1) 8'x16' shed at 6" side, 2) 11.4'x3' BBQ pit at 0' side, and 3) 12'x22' carport at 0' side and rear that were constructed without obtaining the proper permits. These violations were discovered by our Code Enforcement Department while doing a sweep on this subdivision. Staff notes that there are other structures on the property meeting setbacks, however no permits were obtained for any of these structures.

Staff notes that ZBA has considered the following variances within this subdivision.

<u>Legal Description</u>	<u>Variance Request</u>	<u>Date of Meeting</u>	<u>Recommendation</u>
Lot 36, Phase I	5' Side	5/21/03	Denied
Lot 9, Phase I	40' Front	5/15/03	Approval
Lot 133, Phase I	6' Rear	3/11/11	Approval
Lots 3 & 4, Phase I	4.9 ' Rear	3/21/03	Approval
Lot 78, Phase I	0' Side/0' Rear/ &	4/10/24	Denied
	Total 1,053 sq.ft.		

In regards to the portable buildings, Section 1.371(2) Permitted Uses: (c) of the Mission Code of Ordinances states that: One portable building not more than three percent of the lot's net square footage used for either storage, hobby or other similar uses. Therefore, one storage room will need to be removed from the property.

Staff mailed out 31 notices to the surrounding property owners within 200' radius to get their input in regards to this request.

**RECOMMENDATION:** Staff recommends denial. Structures need to be modified or removed to comply with the required setbacks within 60 days.

Vice Chairman Flores asked if the applicant was present.

Mr. Miguel Galvan who resides at 1503 Dolores Del Rio was present. He stated that the 12'x14' shed was built over 30 years ago and got a permit, he added that the 12'x22' carport was built during the "dog days" and didn't get a permit, because the offices were closed. He mentioned that the carport was not built with bad intentions or to bother anyone but if he needed to remove it he would.

Vice Chairman Flores asked if the board had any questions.

There was none.

Vice Chairman Flores asked if Mr. Galvan had a permit for the 12'x14'.

Ms. De Luna replied that the list of permits was in their packets, however if the permit was from 30 years ago the city would not have any record of those permits. She added that the 12'x14' that was mentioned was complying with setbacks.

Ms. Elizondo stated that the 12'x14' was complying with setbacks, however the issue was the amount of accessory structures.

Ms. De Luna replied that he was also exceeding the sq. ft. allowed for accessory structures.

Mr. Miguel Galvan mentioned that when the structures were built they were within his property because he owned the property next door.

Vice Chairman Flores asked if there was anyone in favor or against this request.

Vice Chairman Flores entertained a motion to close the public hearing. Mr. Riddle moved to close the public hearing. Ms. Elizondo seconded the motion. Upon a vote, the motion passed unanimously.

There being no further discussion, Vice Chairman Flores entertained a motion. Ms. Elizondo moved to deny the variances requested for the 8'x16 shed, 11'4 x 3' BBQ, and 12'x22' carport, and approve the 12'x14' shed and 9'x6"x12' canopy. Mr. Riddle seconded the motion. Upon a vote the motion passed unanimously.

No motion was made to un table item 1.5

#### **TABLED ITEM# 1.5**

#### **TO KEEP A 10' FRONT SETBACK INSTEAD OF THE REQUIRED 20' FOR CARPORT AT 1506 ESPERANZA AVENUE, BEING LOT 16, LOS EBANOS VILLAGE AS REQUESTED BY JORGE ANTONIO RIOS**

Ms. De Luna stated that the subject site was previously tabled during the September 25, 2024 meeting in order to allow staff time to verify the front setback for Lot 15. Staff notes that the front setback for Lot 15 is 20' and complies with setback requirements.

The subject site is located 263' west of Los Ebanos Road along the northside of Esperanza Street. The lot measures 62' x 216' for a total 13,392 sq.ft.

The applicant would like the Board to consider the above-mentioned variance to keep a 30'x21.4' carport that was constructed without obtaining the proper permits. This violation was discovered by our Code Enforcement Department while doing a sweep on this subdivision.

Staff notes that ZBA has not approved or considered any variances within this subdivision. Approving this variance will set precedence. Staff mailed out 18 notices to the surrounding property owners within 200' radius to get their input in regards to this request.

**RECOMMENDATION:** Staff recommends denial. Structures need to be modified or removed to comply with the required setbacks within 60 days.

Mr. Sanchez asked that if staff checked that if the home was complying with setbacks.



Ms. De Luna replied that the minimum front setback was 20'. She stated that the aerial in their packet showed where the house was meeting the front setback.

Mr. Sanchez stated so the other homes are resettled.

Ms. De Luna replied yes.

Vice Chairman Flores asked if the applicant was present.

Mr. Jorge Antonio Rios who resides at 1506 Esperanza Avenue was present. He mentioned that he was told that his property was outside city limits but then got a letter in the mail that he was not compliance.

Vice Chairman Flores asked if there was anyone in favor or against this request.

There was none.

Vice Chairman Flores entertained a motion to close the public hearing. Mr. Riddle moved to close the public hearing. Ms. Elizondo seconded the motion. Upon a vote, the motion passed unanimously.

Mr. Sanchez stated that Mr. Rios had room to modify the carport to comply with setbacks.

There being no further discussion, Vice Chairman Flores entertained a motion. Mr. Sanchez moved to deny the variance request. Ms. Elizondo seconded the motion. Upon a vote the motion passed.

Vice Chairman Flores entertained a motion to un table Item 1.6 Ms. Elizondo moved to un table Mr. Riddle seconded the motion. Upon a vote, the motion passed unanimously.

#### **ITEM# 1.6**

#### **TO KEEP A 6' REAR SETBACK INSTEAD OF THE REQUIRED 15' REAR SETBACK/UTILITY EASEMENT AT 1101 UNION COURT, BEING LOT 57, LOS JARDINEZ DE CIMARRON AS REQUESTED BY MANUEL GOMEZ**

Ms. De Luna stated that this item was previously tabled during the August 28, 2024 meeting in order to allow the applicant time to call 811 to schedule an appointment to mark the utility lines and provide letters from the utility locator.

The subject site is located approximately 260' north of Sabinal Street at the end of the cul-de-sac of Union Court. The irregular lot measures a total 21,519 sq. ft.

The applicant would like the Board to consider the above-mentioned variance to keep a 17'x20' canopy that was built without a permit. This violation was discovered by our Code Enforcement Department while doing a sweep of the area.

Staff notes that ZBA has considered the following variances within this subdivision.

<u>Legal Description</u>	<u>Variance Request</u>	<u>Date of Meeting</u>	<u>Recommendation</u>
Lot 60	15' Front Setback	5/18/05	Approved

Staff mailed out 33 notices to the surrounding property owners within 200' radius to get their input in regards to this request. Staff received a letter from the President of Los Jardinez de Cimarron Home Owner's Association stating that the roof structure does not violate any of their rules and regulations.

**RECOMMENDATION:** Staff recommends denial. The structure needs to be modified to comply with the required setbacks within 60 days.

Vice Chairman Flores asked if the board had any questions for staff.

There was none.

Mr. Riddle stated that the structure was not on concrete that it was only 4 poles on the ground.

Mr. Sanchez asked that if staff reviewed the 811 reports that were submitted.

Ms. De Luna replied that what utility companies do is send you a report telling you if they spotted any lines. They don't provide a letter telling you if the easement is active or not.

Mr. Sanchez asked that if any lines were spotted.

Ms. De Luna replied that they did spot some lines, however not where the canopy was.

Vice Chairman Flores asked if the applicant was present.

Mr. Frank Lozano was present representing Mr. Manuel Gomez. He mentioned that he represented Mr. Gomez in the previous meeting and the board was inclined to approve the variance, because of the lot unique shape. However, the board asked for us to locate all utilities in the area, and we did and submitted all the reports to staff. He added that Mr. Gomez purchased the property with the canopy and was not aware that it was in violation. He stated that the homeowner's association agreed with the canopy and no neighbors have complained about it.

Mr. Sanchez asked that if the canopy was made out of fabric?

Mr. Lozano replied yes.

Vice Chairman Flores entertained a motion to close the public hearing. Mr. Riddle moved to close the public hearing. Ms. Elizondo seconded the motion. Upon a vote, the motion passed unanimously.

There being no further discussion, Vice Chairman Flores entertained a motion. Ms. Elizondo moved to approve the variance request based on the unique shape of the lot and that they went through the process of identifying no issues with utilities. Mr. De Leon seconded the motion. Upon a vote the motion passed.

Vice Chairman Flores entertained a motion to un table Item 1.7 Ms. Elizondo moved to un table Mr. Riddle seconded the motion. Upon a vote, the motion passed unanimously.

#### **ITEM# 1.7**

**TO KEEP A 10' SIDE SETBACK INSTEAD OF THE REQUIRED 6' AT 509 LAS BRISAS DRIVE, BEING LOT 9, BLOCK A, LAS BRISAS AS REQUESTED BY ARNOLDO TREVINO**

Ms. De Luna stated that this item was previously tabled during the August 28, 2024 meeting in order to allow the applicant time to provide 3 quotes from contractors to bring his property into compliance.

The subject site is located approximately 550' west of N. Mayberry Road along the north side of Las Brisas Drive. The regular lot measures 80'x135' a total 10,800 sq. ft.

The applicant would like the Board to consider the above-mentioned variances to keep the following: 1) a 20'x30' metal carport with a 10" side setback, 2) a 10'x20' storage shed with a 4' rear setback, and 3) an 8'x10' storage shed with a 4' rear setback and a 2' side setback. All of these structures were constructed without obtaining the proper permits. This violation was discovered by our Code Enforcement Department while doing a sweep of the area.

Staff notes that ZBA has considered the following variances within this subdivision.

<u>Legal Description</u>	<u>Variance Request</u>	<u>Date of Meeting</u>	<u>Recommendation</u>
Lot 1, Blk. C	30' Front Setback	8/24/93	Approved

Section 1.371(2) Permitted Uses: (c) of the Mission Code of Ordinances states that: One portable building not more than three percent of the lot's net square footage used for either storage, hobby or other similar uses. Therefore, one storage room will need to be removed from the property.

Staff mailed out 30 notices to the surrounding property owners within 200' radius to get their input in regards to this request. Staff received a letter from the adjacent neighbor at 601 Las Brisas Dr. in favor of the metal carport.

**RECOMMENDATION:** Staff recommends denial. Structures need to be modified or removed to comply with the required setbacks within 60 days.

Vice Chairman Flores asked if the board had any questions for staff.

Mr. Riddle asked that if the sheds were on concrete.

Ms. De Luna replied no.

Mr. Riddle asked if there were any the utility easements.

Ms. De Luna replied that there was a 10' utility easement in the rear of the property.

Vice Chairman Flores asked if the applicant was present.

Mr. Arnoldo Trevino who resides at 509 Las Brisas Drive was present. He mentioned that he received a letter from the city advising him to relocate one of the sheds to comply with setbacks and remove the second one. He stated that he submitted the 3 estimates that the board requested in the previous meeting and the cost to comply with setbacks was more then what he paid to build it. He added that the board stated in the last meeting that if it was more than 50% the board would consider it a hardship.

Mr. Riddle asked if the sheds had electricity?

Mr. Arnoldo Trevino replied no.

Vice Chairman Flores asked if there was anyone in favor or against this request.

Vice Chairman Flores entertained a motion to close the public hearing. Mr. Riddle moved to close the public hearing. Ms. Elizondo seconded the motion. Upon a vote, the motion passed unanimously.

Mr. Riddle stated that since the sheds were not on concrete he had no problem approving the sheds.

Mr. Sanchez stated that he was ok with the sheds also, but the carport needed to comply with the setbacks.

Ms. Elizondo asked that what were the dollar amounts of the quotes that were submitted.

Ms. De Luna replied the dollar amount on the quotes are \$7,640, \$8,500, and \$11,483.50.

Mr. Riddle was making a motion to approve the sheds subject to signing a hold harmless agreement.

Staff advised Mr. Riddle that the sheds were denied in the previous meeting, so no motion was needed.

Mr. Riddle stated disregard my motion.

Mr. Sanchez asked that what were the estimates for.

Ms. De Luna replied that the estimates were for the carport.

Mr. Sanchez stated that his opinion was that the carport needed to comply with setbacks.

There being no further discussion, Vice Chairman Flores entertained a motion. Mr. Sanchez moved to deny the variance requested for the 20'x30' carport. Mr. Riddle seconded the motion. Upon a vote the motion passed.

Ms. Elizondo stated that she thought the board was going to discuss the item before the vote.

Mr. Arnoldo Trevino was making comments from the audience.

Ms. Elizondo stated that her comment/question was, what was the number being used from HCAD for calculation to consider it a hardship.

Ms. De Luna replied the square footage.

Ms. Elizondo stated the hardship consideration. She added that the applicant stated that the estimates were more than 50%, but she wanted to know what number/value of the carport was being used.

Ms. De Luna asked if Mr. Trevino was being taxed for the carport.

Mr. Arnoldo Trevino replied no, it was just built.

Ms. De Luna stated that in order to find out if it's more than 50%, the appraisal district needs to reflect the value of the carport. She added since the appraisal district is not reflecting the value, staff cannot determine if it's 50% or more to modify the carport.

Ms. Elizondo stated that she just wanted clarification on how Mr. Trevino was determining the 50% since she didn't see a number on the appraisal district.

Mr. Sanchez stated that if the motion passed.

Ms. Elizondo stated that was my discussion.

Mr. Sanchez stated that the board had voted.

Ms. Elizondo replied no, that the discussion was before the vote.

Vice Chairman Flores stated that there was no second.

Mr. Sanchez replied that there was a second vote.

Ms. Elizondo stated that Mr. Riddle second the vote.

Vice Chairman entertained a motion to vote, Mr. Romeo Sanchez voted to deny the variance requested. Mr. Riddle second the vote. Upon a 2/3 vote the motion to deny was denied.

Vice Chairman Flores entertained a motion to un table Item 1.8 Ms. Elizondo moved to un table Mr. Riddle seconded the motion. Upon a vote, the motion passed unanimously.

#### **ITEM# 1.8**

#### **TO KEEP A 3' REAR SETBACK INSTEAD OF THE REQUIRED 15' U.E. AT 1709 TRINITY STREET, BEING LOT 11, THE GROVES AT CIMARRON AS REQUESTED BY MIGUEL RIOS**

Ms. De Luna stated that this item was previously tabled on July 24, 2024 in order to allow the property owner time to get with 811 and obtain a letter of release for the swimming pool. It is noted that during the previous meeting the side and rear setback for the canopy were denied.

The subject site is located approximately 110' west of Frio Drive along the north side of Trinity Street. The regular lot measures 120'x104' for a total of 12,480 sq. ft.

The applicant would like the Board to consider the above-mentioned variances to keep a swimming pool. Staff notes that no permit was obtained for the swimming pool nor the storage room. There was an address changed in 2003 from 1621 Trinity to 1709 Trinity.

Staff notes that ZBA has considered the following variances in this subdivision.

<u>Legal Description</u>	<u>Variance Request</u>	<u>Date of Meeting</u>	<u>Recommendation</u>
Lot 10	0' Side Setback / 10' Rear Setback	8/16/17	Approved

Staff mailed out 21 notices to the surrounding property owners within 200' radius to get their input in regards to this request. As of this writing staff has not received any comments in favor or against the request.

**RECOMMENDATION:** Staff recommends denial. Structures need to be modified or removed to comply with the required setbacks and square footage within 45 days.

Vice Chairman Flores asked if the applicant was present.

Mr. Miguel Rios who resides at 1709 Trinity was present. He mentioned that there was an 811-request done that was requested by the board. He stated that the city inspectors went to his house and advised him where to move the poles for the canopy. He added that he got quotes to move to comply with setbacks, and he should have it done in two or three weeks.

Vice Chairman Flores entertained a motion to close the public hearing. Mr. Riddle moved to close the public hearing. Mr. De Leon seconded the motion. Upon a vote, the motion passed unanimously.

Ms. De Luna stated that the only item being discussed was the pool.

Mr. Sanchez stated that this item has been seen 3 times.

Ms. De Luna replied that the last time this item was seen it was tabled, to allow the applicant to request an 811-utility locator report to find out if any utility easement were located where the pool was.

Mr. Sanchez asked if any utility easements were located.

Ms. De Luna replied that a report was submitted.

Mr. Miguel Rios stated that 811 doesn't provide letters, that they only send a report.

There being no further discussion, Vice Chairman Flores entertained a motion. Mr. Sanchez moved to approve the variance request based on the 811 report. Ms. Elizondo seconded the motion. Upon a vote the motion passed.

#### **ITEM# 1.9**

**TO KEEP A 0' SIDE SETBACK INSTEAD OF THE REQUIRED 6', A 0' REAR SETBACK INSTEAD OF THE REQUIRED 10', AND TO ALLOW A TOTAL OF 936 SQ.FT. INSTEAD OF THE MAXIMUM 800 SQ. FT. ALLOWED AT 1111 FINCHER STREET, BEING LOT 6, NORTH PARK ESTATES AT AS REQUESTED BY ISMAEL CONTRERAS**

Ms. De Luna stated that this item was previously tabled during the September 25, 2024 meeting in order to allow the applicant time to provide 3 quotes from contractors to bring his property into compliance and to investigate, if the 20' canal easement was abandoned by the united irrigation district.

The subject site is located 792' east of Los Ebanos Road along the north side of Fincher Street. The lot measures 70' x 105' for a total 7,350 sq.ft.

The applicant would like the Board to consider the above-mentioned variance to keep a 15'x19' patio and to keep 136 sq.ft. over the 800 sq.ft. maximum allowed that were built without obtaining the proper permits. This violation was discovered by our Code Enforcement Department while doing a sweep on this subdivision.

Accessory structures are allowed on R-1 (Single Family Residential) lots, however, they need to meet the following requirements:

- d) An accessory use customarily related to a principal use authorized in this district. Furthermore, any non-living accessory structure, such as a carport or a garage, whether as an addition or as a detached building, shall not exceed a maximum size equal to 40% of the primary structure's living area; and shall not exceed the primary structure's total height, as measured to the top of its roof.

However, if the primary structure's living area totals less than 2,000 square feet, the accessory structure may be constructed to a maximum size of 800 square feet. It is noted that the total living area for the home is 1,808 sq.ft.

Staff notes that ZBA has not approved or considered any variances within this subdivision. Approving this variance will set precedence. Staff mailed out 21 notices to the surrounding property owners within 200' radius to get their input in regards to this request.

**RECOMMENDATION:** Staff recommends denial. Structures need to be modified or removed to comply with the required setbacks within 60 days.

Vice Chairman Flores asked if the applicant was present.

Mr. Ismael Contreras who resides at 1111 Fincher Street was present. He mentioned that in the previous meeting he notified the board that he was not aware that a permit was needed. He added that he spoke to his neighbor and she had no problems with his patio.

Vice Chairman Flores asked if there was a utility easement?

Ms. Elizondo replied that there was a 20' canal easement.

Vice Chairman Flores asked if there was anyone in favor or against this request.

There was none.

Vice Chairman Flores entertained a motion to close the public hearing. Mr. Ueckert moved to close the public hearing. Mr. Riddle seconded the motion. Upon a vote, the motion passed unanimously.


Ms. De Luna stated that staff contacted the united irrigation district to ask if the canal easement was active, but staff didn't get a respond.

There being no further discussion, Vice Chairman Flores entertained a motion. Mr. Sanchez moved to table the variance request to get more information on the canal easement. Ms. Elizondo seconded the motion. Upon a vote the motion passed.

## 2.0 OTHER BUSINESS

## 3.0 ADJOURNMENT

There being no further business, Ms. Elizondo moved to adjourn. Mr. Riddle seconded the motion. Upon a vote, the motion passed unanimously at 5:44 p.m.

  
Heraclio Flores Jr., Vice Chairman  
Zoning Board of Adjustments



# CITY OF MISSION

## CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

**MEETING DATE:** January 27, 2024  
**PRESENTED BY:** Cesar Torres, Chief of Police  
**AGENDA ITEM:** Approval of Resolution # \_\_\_\_\_ declaring gym equipment as surplus and authorizing the disposition of said property to the City of Palmview Police Department - Torres

### NATURE OF REQUEST:

Staff is seeking authorization to surplus gym equipment for donation to the City of Palmview Police Department. The gym equipment is currently not being used and has been determined to be of no use to the Mission Police Department or the City of Mission.

**BUGETED:** Yes / No / N/A **FUND:** \_\_\_\_\_ **ACCT. #:** \_\_\_\_\_

**BUDGET:** \$ \_\_\_\_\_ **EST. COST:** \$ \_\_\_\_\_ **CURRENT BUDGET BALANCE:** \$ \_\_\_\_\_

**BID AMOUNT:** \$ \_\_\_\_\_

### STAFF RECOMMENDATION:

Approval

**Departmental Approval:** Finance

**Advisory Board Recommendation:** N/A

**City Manager's Recommendation:** Approval *MRP*

**RECORD OF VOTE:** **APPROVED:** \_\_\_\_\_

**DISAPPROVED:** \_\_\_\_\_

**TABLED:** \_\_\_\_\_

\_\_\_\_\_ AYES

\_\_\_\_\_ NAYS

\_\_\_\_\_ DISSENTING \_\_\_\_\_



**RESOLUTION NO. \_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS  
DECLARING CERTAIN CITY PROPERTY SURPLUS AND AUTHORIZING THE  
DISPOSITION OF SAID PROPERTY TO FURTHER A PUBLIC PURPOSE; AND  
ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Mission, as a home-rule municipality, may “lease, grant, or convey” personal property in accordance with the Texas Constitution and state law; and

**WHEREAS**, included among the management responsibilities of public property is the authority and duty to declare property determined to be of no further use to the City to be surplus; and,

**WHEREAS**, surplus property is personal property that is not needed or required for an entity’s foreseeable needs but still has some usefulness for the purpose it was originally intended; and

**WHEREAS**, the City is authorized to dispose of personal property that is found to be surplus in any manner that does not violate the Constitution; and

**WHEREAS**, the City has determined that the gym equipment is no longer needed for its operations and has requested to be designated as surplus property; and

**WHEREAS**, the City of Palmview Police Department has expressed a need for the gym equipment and the City of Mission has determined that the disposition of property, seen in Exhibit A of this resolution, would be beneficial to the City of Palmview Police Department and serve a public purpose.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS:**

Section 1. The City Council of the City of Mission, Texas hereby declares the property listed in the attached **Exhibit A** as surplus, authorizes the convey of the property, and authorizes the City Manager and their staff to execute all necessary documents to complete the transfer of said property in accordance with the foregoing legislative findings.

Section 2. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the City Council.

Section 3. All resolutions or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

Section 4. This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 5. If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City Council hereby declares that this Resolution would have been enacted without such invalid provision.

Section 6. It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, Texas Government Code, as amended.

Section 7. This Resolution shall be in force and effect from and after its final passage, and it is so resolved.

**PASSED AND APPROVED** this 27th day of January, 2025.

---

Norie Gonzalez Garza, Mayor

ATTEST:

---

Anna Carrillo, City Secretary

**POLICE DEPT.**

<b><i>ASSET</i></b>	<b><i>ASSET NUMBER</i></b>	<b><i>SERIAL NUMBER</i></b>
CYBEX SQUAT RACK	<b>001935</b>	N/A
KETTLE BELL RACK	<b>010882</b>	N/A
KETTEL BELL RACK	<b>010887</b>	N/A
DUMBELL RACK	<b>001940</b>	N/A
MATRIX ELIPTICAL MACHINE	<b>010880</b>	N/A
MATRIX TREADMILL	<b>010878</b>	N/A
MATRIX STATIONARY BIKE	<b>010872</b>	N/A
(20) DUMBELLS (10 PAIRS) VARIOUS WEIGHTS	N/A	N/A



# CITY OF MISSION

## CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

**MEETING DATE:** January 27, 2025  
**PRESENTED BY:** Cesar Torres, Chief of Police  
**AGENDA ITEM:** Authorization to allow the purchase of a firearm by Honorably Retired Peace Officer, Rolando Perez for the Mission Police Department, in accordance with Texas Government Code, Section 614.051 - Torres

### NATURE OF REQUEST:

Honorably Retired Peace Officer, Rolando Perez has requested to purchase his Glock 17/Generation 4, 9mm service weapon, serial # BACG-559 from the Mission Police Department.

**BUDGETED:** \_\_\_\_\_ **FUND:** \_\_\_\_\_ **ACCT. #:** \_\_\_\_\_

**BUDGET:** \_\_\_\_\_ **EST. COST:** \_\_\_\_\_ **CURRENT BUDGET BALANCE:** \_\_\_\_\_

**BID AMOUNT:** \$ \_\_\_\_\_

### STAFF RECOMMENDATION:

Approval.

**Departmental Approval:** N/A

**Advisory Board Recommendation:** N/A

**City Manager's Recommendation:** Approval *MRP*

**RECORD OF VOTE:** **APPROVED:** \_\_\_\_\_

**DISAPPROVED:** \_\_\_\_\_

**TABLED:** \_\_\_\_\_

\_\_\_\_\_ AYES

\_\_\_\_\_ NAYS

\_\_\_\_\_ DISSENTING \_\_\_\_\_

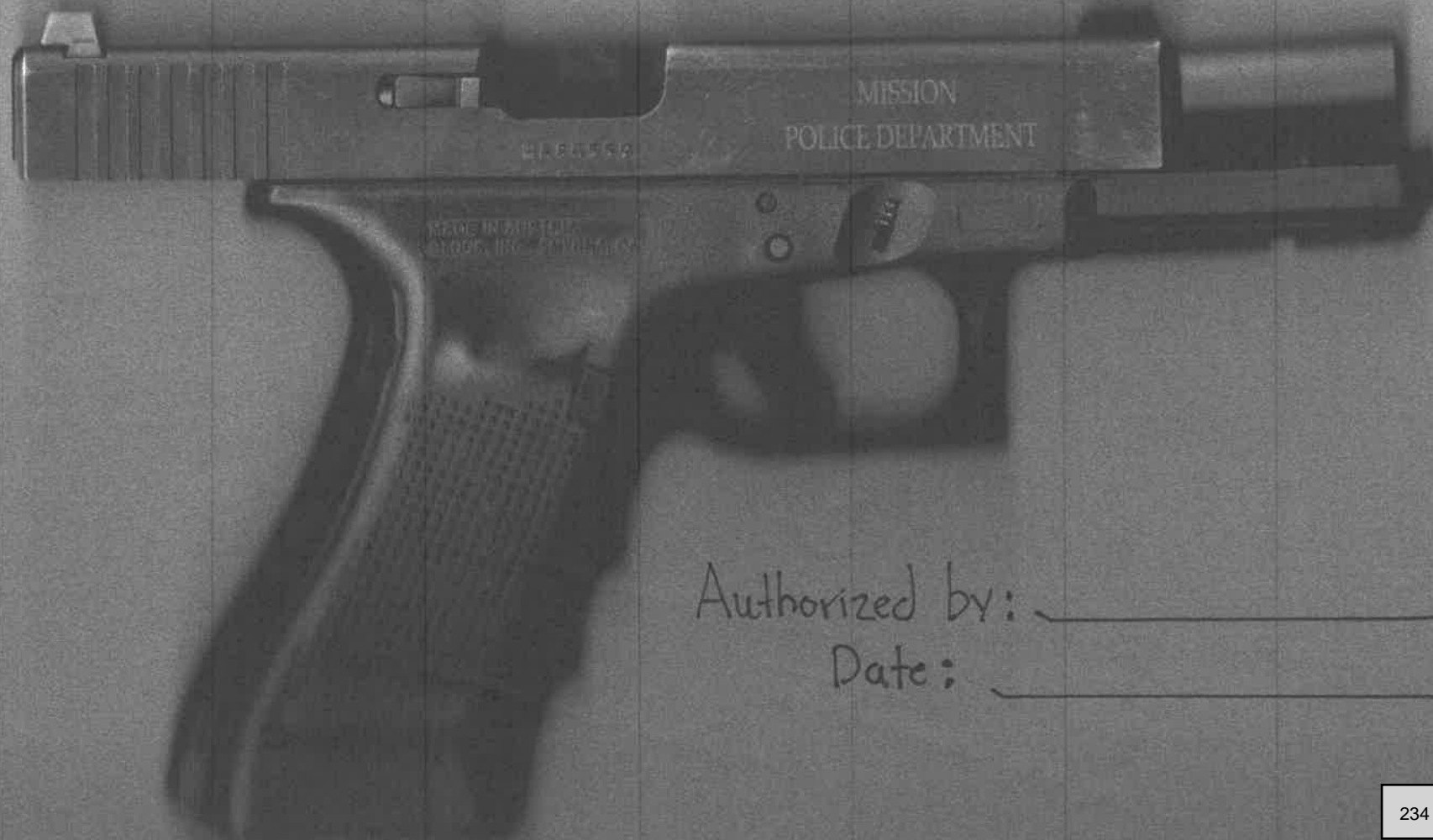
January 10, 2025

Item 10.

Serial # BACG 559

Purchased by: Rolando Perez - Badge #0256  
City of Mission P.D. - Employee #0513

Paid In full by: Western Union Money Order # 22-063541521 Dated: 01-09-25



Authorized by: \_\_\_\_\_  
Date: \_\_\_\_\_



# CITY OF MISSION

## CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

**MEETING DATE:** January 27, 2025

**PRESENTED BY:** Michael Elizalde, Director of Grants & Strategic Development

**AGENDA ITEM:** Authorization to submit a grant application to the U.S. Department of Agriculture, Forest Service for the Community Wildfire Defense Grant in the amount of \$250,000 with no match requirement - Elizalde

### NATURE OF REQUEST:

The Mission Fire Department is seeking authorization to submit a grant application to the U.S. Department of Agriculture, Forest Service for the Community Wildfire Defense Grant. Intended to help at-risk local communities plan for and reduce the risk of wildfire, the Mission Fire Department seeks to develop a Community Wildfire Protection Plan (CWPP). The total grant request is \$250,000 and the City of Mission will request waiver of its 10% match as an eligible nationally recognized underserved community.

**BUGETED:** Yes / No / N/A **FUND:** \_\_\_\_\_ **ACCT. #:** \_\_\_\_\_

**BUDGET:** \$ \_\_\_\_\_ **EST. COST:** \$ \_\_\_\_\_ **CURRENT BUDGET BALANCE:** \$ \_\_\_\_\_

**BID AMOUNT:** \$ \_\_\_\_\_

### STAFF RECOMMENDATION:

Approval

**Departmental Approval:** Finance

**Advisory Board Recommendation:** N/A

**City Manager's Recommendation:** Approval *MRP*

**RECORD OF VOTE:** **APPROVED:** \_\_\_\_\_

**DISAPPROVED:** \_\_\_\_\_

**TABLED:** \_\_\_\_\_

\_\_\_\_\_ AYES

\_\_\_\_\_ NAYS

\_\_\_\_\_ DISSENTING \_\_\_\_\_



# Community Wildfire Defense Grants

Find eligibility and scoring information for your community.

🔍 Which community, county, or tribal area?



**Mission, TX**, is eligible to apply for Community Wildfire Defense Grants.

📄 Notice of Funding Opportunity

Use the 📄 button in the sections below to copy & paste info into your application.

This dashboard displays data for CWDG Round 3, which closes February 28, 2025. Data sources and methodology may change for future funding rounds. [Learn More](#)

## Eligibility



Yes. Mission, TX, is considered "at risk." It has a higher Wildfire Risk to Homes than 74.5% of communities in the nation.

(Source: Wildfire Risk to Communities, Version 2. 2024. As reported by the CWDG Data Tool, <https://wildfirerisk.org/cwdg-tool/4800048768>)

📄 More information

## GIS Coordinates



Latitude 26.201444



Longitude -98.329033



📄 More information

## Scoring



**Low-Income Community** 10 points

Yes. Mission, TX, meets the "low income" criteria. The Census Bureau estimates its median household income is between \$52,526 and \$60,316. To qualify in Texas, the low-end of the estimate must be less than \$59,998.

(Source: U.S. Census Bureau. (2022). American Community Survey. Washington, DC. As reported by the CWDG Data Tool, <https://wildfirerisk.org/cwdg-tool/4800048768>)

📄 More information

**Severe Disaster Impacts** 10 points

Use the table below to find severe disaster(s). Explain in your application how previous disasters have impacted wildfire risk in your project area. The FEMA identification link will provide more information about each disaster.

Declaration Title	Location	Year	Incident Type	FEMA Identification
Hurricane Beryl	Hidalgo (County)	2024	Hurricane	<a href="#">DR-4798-TX</a>
Severe Winter Storm	Hidalgo (County)	2021	Severe Ice Storm	<a href="#">EM-3554-TX</a>
Severe Winter Storms	Hidalgo (County)	2021	Severe Ice Storm	<a href="#">DR-4586-TX</a>
Covid-19	Hidalgo (County)	2020	Biological	<a href="#">EM-3458-TX</a>
Covid-19 Pandemic	Hidalgo (County)	2020	Biological	<a href="#">DR-4485-TX</a>
Hurricane Hanna	Hidalgo (County)	2020	Hurricane	<a href="#">EM-3530-TX</a>
Severe Storms And Flooding	Hidalgo (County)	2019	Flood	<a href="#">DR-4454-TX</a>
Severe Storms And Flooding	Hidalgo (County)	2018	Flood	<a href="#">DR-4377-TX</a>
Severe Storms And Flooding	Hidalgo (County)	2016	Flood	<a href="#">DR-4272-TX</a>
Severe Storms, Tornadoes, Straight-Line Winds, And Flooding	Hidalgo (County)	2016	Severe Storm	<a href="#">DR-4245-TX</a>
Severe Storms, Tornadoes, Straight-Line Winds And Flooding	Hidalgo (County)	2015	Severe Storm	<a href="#">DR-4223-TX</a>

There may be unmatched disasters for your location; [click here to download spreadsheet.](#)

More information

**Wildfire Hazard Potential** 20 points

Yes. Mission, TX, meets the "wildfire hazard potential" criteria and has a higher wildfire risk to homes than 74.5% of communities in the nation.

(Source: Wildfire Risk to Communities, Version 2. 2024. As reported by the CWDG Data Tool, <https://wildfirerisk.org/cwdg-tool/4800048768>)

More information

**Cost-Share Waiver**





Ha

Mission, TX, is considered an underserved community and is eligible to apply for a cost-share waiver. It is identified as "disadvantaged" in the Climate and Economic Justice Screening Tool.

(Source: Council on Environmental Quality. (2022). Climate and Economic Justice Screening Tool, version 1.0. As reported by the CWDG Data Tool, <https://wildfirerisk.org/cwdg-tool/4800048768>)



04:30

## About Community Wildfire Defense Grants

The U.S. Forest Service's Community Wildfire Defense Grant (CWDG) program is intended to help at-risk communities and Tribes plan for and reduce the risk of wildfire. The program, which was authorized by the Bipartisan Infrastructure Law, prioritizes at-risk communities in areas identified as having high or very high wildfire hazard potential, that are low-income, or that have been impacted by a severe disaster that increases the risk of wildfire. [Read more](#) about the CWDG program. [Read more](#) about the data in this dashboard.

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USDA FOREST SERVICE



# CITY OF MISSION

## CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

**MEETING DATE:** January 27, 2025

**PRESENTED BY:** Michael Elizalde, Director of Grants & Strategic Development

**AGENDA ITEM:** Approval of Resolution No. \_\_\_\_\_ authorizing the submittal of a grant application for the FY25 State Homeland Security Program-LETPA Grant Program to the Office of the Governor in the amount of \$158,400 with no match requirement. – Elizalde

### NATURE OF REQUEST:

The Mission Fire Department is seeking approval of resolution authorizing the submittal of a grant application to the OOG for the FY25 SHSP-LETPA Grant Program and designates the Mayor as the Authorized Representative. The department seeks to purchase ballistic equipment, trailer, generator, and All-Terrain Vehicle to support local efforts to prevent and respond to threats of terrorism. The total project request is \$158,400 and does not have a match requirement.

**BUGETED:** Yes / No / N/A **FUND:** \_\_\_\_\_ **ACCT. #:** \_\_\_\_\_

**BUDGET:** \$ \_\_\_\_\_ **EST. COST:** \$ \_\_\_\_\_ **CURRENT BUDGET BALANCE:** \$ \_\_\_\_\_

**BID AMOUNT:** \$ \_\_\_\_\_

### STAFF RECOMMENDATION:

Approval

**Departmental Approval:** Finance

**Advisory Board Recommendation:** N/A

**City Manager's Recommendation:** Approval *MRP*

**RECORD OF VOTE:** **APPROVED:** \_\_\_\_\_

**DISAPPROVED:** \_\_\_\_\_

**TABLED:** \_\_\_\_\_

\_\_\_\_\_ AYES

\_\_\_\_\_ NAYS

\_\_\_\_\_ DISSENTING \_\_\_\_\_

**RESOLUTION # \_\_\_\_\_**

**WHEREAS,** The City of Mission finds it in the best interest of the citizens of Mission, Texas that the Mission Fire Department Emergency Response Equipment Project #5352501 under the FY25 State Homeland Security Program -LETPA be operated for the 2025-2026 fiscal year; and

**WHEREAS,** The City of Mission agrees that in the event of loss or misuse of the Office of the Governor funds, the City of Mission assures that the funds will be returned to the Office of the Governor in full; and

**WHEREAS,** The City of Mission designates the City of Mission Mayor as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

**NOW THEREFORE, BE IT RESOLVED** that the City of Mission approves submission and acceptance of the grant application and award for the FY25 State Homeland Security Program- LETPA to the Office of the Governor.

**READ, CONSIDERED AND APPROVED,** this 27<sup>th</sup> day of January 2025.

\_\_\_\_\_  
Norie Gonzalez Garza, Mayor

Attest:

\_\_\_\_\_  
Anna Carrillo, City Secretary



# CITY OF MISSION

## CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

**MEETING DATE:** January 27, 2025

**PRESENTED BY:** Michael Elizalde, Director of Grants & Strategic Development

**AGENDA ITEM:** Approval of Resolution No. \_\_\_\_\_ authorizing the submittal of a grant application for the FY25 State Homeland Security Program (SHSP) to the Office of the Governor (OOG) in the amount of \$100,000 with no match requirement - Elizalde

### NATURE OF REQUEST:

The Mission Police Department is seeking approval of resolution authorizing the submittal of a grant application to the OOG for the FY25 SHSP- Regular Projects Grant and designates the Mayor as the Authorized Representative. The department seeks to purchase portable narcotics detection equipment and portable vehicle imaging detection equipment to support local efforts to prevent and respond to threats of terrorism. The total project request is \$100,000 with no match requirement.

**BUGETED:** Yes / No / N/A **FUND:** \_\_\_\_\_ **ACCT. #:** \_\_\_\_\_

**BUDGET:** \$ \_\_\_\_\_ **EST. COST:** \$ \_\_\_\_\_ **CURRENT BUDGET BALANCE:** \$ \_\_\_\_\_

**BID AMOUNT:** \$ \_\_\_\_\_

### STAFF RECOMMENDATION:

Approval

**Departmental Approval:** Finance

**Advisory Board Recommendation:** N/A

**City Manager's Recommendation:** Approval *MRP*

**RECORD OF VOTE:** **APPROVED:** \_\_\_\_\_

**DISAPPROVED:** \_\_\_\_\_

**TABLED:** \_\_\_\_\_

\_\_\_\_\_ AYES

\_\_\_\_\_ NAYS

\_\_\_\_\_ DISSENTING \_\_\_\_\_

**RESOLUTION # \_\_\_\_\_**

**WHEREAS,** The City of Mission finds it in the best interest of the citizens of Mission, Texas that the Mission Police Department Narcotics Detection Equipment Project #5396801 under the FY25 State Homeland Security Program -Regular be operated for the 2025-2026 fiscal year; and

**WHEREAS,** The City of Mission agrees that in the event of loss or misuse of the Office of the Governor funds, the City of Mission assures that the funds will be returned to the Office of the Governor in full; and

**WHEREAS,** The City of Mission designates the City of Mission Mayor as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

**NOW THEREFORE, BE IT RESOLVED** that the City of Mission approves submission and acceptance of the grant application and award for the FY25 State Homeland Security Program- Regular to the Office of the Governor.

**READ, CONSIDERED AND APPROVED,** this 27<sup>th</sup> day of January 2025.

\_\_\_\_\_  
Norie Gonzalez Garza, Mayor

Attest:

\_\_\_\_\_  
Anna Carrillo, City Secretary



# CITY OF MISSION

## CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

**MEETING DATE:** January 27, 2025

**PRESENTED BY:** Michael Elizalde, Director of Grants & Strategic Development

**AGENDA ITEM:** Approval of Resolution No. \_\_\_\_\_ authorizing the submittal of a grant application for the FY25 State Homeland Security Program- LETPA Projects to the Office of the Governor (OOG) in the amount of \$50,000 with no match requirement - Elizalde

### NATURE OF REQUEST:

The Mission Police Department is seeking approval of resolution authorizing the submittal of a grant application to the OOG for the FY25 SHSP- LETPA Projects Grant and designates the Mayor as the Authorized Representative. The department seeks to purchase License Plate Reader equipment for K-9 unit interdiction efforts to support local efforts to prevent and respond to threats of terrorism. The total project request is \$50,000 with no match requirement.

**BUGETED:** Yes / No / N/A **FUND:** \_\_\_\_\_ **ACCT. #:** \_\_\_\_\_

**BUDGET:** \$ \_\_\_\_\_ **EST. COST:** \$ \_\_\_\_\_ **CURRENT BUDGET BALANCE:** \$ \_\_\_\_\_

**BID AMOUNT:** \$ \_\_\_\_\_

### STAFF RECOMMENDATION:

Approval

**Departmental Approval:** Finance

**Advisory Board Recommendation:** N/A

**City Manager's Recommendation:** Approval *MRP*

**RECORD OF VOTE:**

<b>APPROVED:</b>	_____
<b>DISAPPROVED:</b>	_____
<b>TABLED:</b>	_____

\_\_\_\_\_ AYES

\_\_\_\_\_ NAYS

\_\_\_\_\_ DISSENTING \_\_\_\_\_

**RESOLUTION # \_\_\_\_\_**

**WHEREAS,** The City of Mission finds it in the best interest of the citizens of Mission, Texas that the Mission Police Department LPR Project #5396701 under the FY25 State Homeland Security Program -LETPA be operated for the 2025-2026 fiscal year; and

**WHEREAS,** The City of Mission agrees that in the event of loss or misuse of the Office of the Governor funds, the City of Mission assures that the funds will be returned to the Office of the Governor in full; and

**WHEREAS,** The City of Mission designates the City of Mission Mayor as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

**NOW THEREFORE, BE IT RESOLVED** that the City of Mission approves submission and acceptance of the grant application and award for the FY25 State Homeland Security Program- LETPA to the Office of the Governor.

**READ, CONSIDERED AND APPROVED,** this 27<sup>th</sup> day of January 2025.

\_\_\_\_\_  
Norie Gonzalez Garza, Mayor

Attest:

\_\_\_\_\_  
Anna Carrillo, City Secretary



# CITY OF MISSION

## CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

**MEETING DATE:** January 27, 2025

**PRESENTED BY:** Michael Elizalde, Director of Grants & Strategic Development

**AGENDA ITEM:** Approval of Resolution No. \_\_\_\_\_ authorizing the submittal of a grant application for the FY26 Criminal Justice Grant Program to the Office of the Governor in the amount of \$54,000 with no match requirement – Elizalde

### NATURE OF REQUEST:

The Mission Police Department is seeking approval of resolution authorizing the submittal of a grant application to the OOG for the FY26 Criminal Justice Grant Program and designates the Mayor as the Authorized Representative. The department seeks to purchase public safety software and supporting office equipment or a total request of 54,000. This grant opportunity does not have a match requirement.

**BUGETED:** Yes / No / N/A **FUND:** \_\_\_\_\_ **ACCT. #:** \_\_\_\_\_

**BUDGET:** \$ \_\_\_\_\_ **EST. COST:** \$ \_\_\_\_\_ **CURRENT BUDGET BALANCE:** \$ \_\_\_\_\_

**BID AMOUNT:** \$ \_\_\_\_\_

### STAFF RECOMMENDATION:

Approval

**Departmental Approval:** Finance

**Advisory Board Recommendation:** N/A

**City Manager's Recommendation:** Approval *MRP*

**RECORD OF VOTE:** **APPROVED:** \_\_\_\_\_

**DISAPPROVED:** \_\_\_\_\_

**TABLED:** \_\_\_\_\_

\_\_\_\_\_ AYES

\_\_\_\_\_ NAYS

\_\_\_\_\_ DISSENTING \_\_\_\_\_



**RESOLUTION # \_\_\_\_\_**

**WHEREAS,** The City of Mission finds it in the best interest of the citizens of Mission, Texas that the Mission Public Safety Software Project #5396901 under the FY26 Criminal Justice Grant Program be operated for the 2025-2026 fiscal year; and

**WHEREAS,** The City of Mission agrees that in the event of loss or misuse of the Office of the Governor funds, the City of Mission assures that the funds will be returned to the Office of the Governor in full; and

**WHEREAS,** The City of Mission designates the City of Mission Mayor as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

**NOW THEREFORE, BE IT RESOLVED** that the City of Mission approves submission and acceptance of the grant application and award for the FY26 Criminal Justice Grant Program to the Office of the Governor.

**READ, CONSIDERED AND APPROVED,** this 27<sup>th</sup> day of January 2025.

\_\_\_\_\_  
Norie Gonzalez Garza, Mayor

Attest:

\_\_\_\_\_  
Anna Carrillo, City Secretary



# CITY OF MISSION

## CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

**MEETING DATE:** January 27, 2025

**PRESENTED BY:** Michael Elizalde, Director of Grants & Strategic Development

**AGENDA ITEM:** Approval of Resolution No. \_\_\_\_\_ authorizing the submittal of a grant application for the FY26 First Responder Mental Health Program to the Office of the Governor in the amount of \$70,000 with a 20% in-kind match contribution – Elizalde

### NATURE OF REQUEST:

The Mission Fire Department is seeking approval of resolution authorizing the submittal of a grant application to the OOG for the FY26 First Responder Mental Health Program and designates the Mayor as the Authorized Representative. The department seeks to provide professional mental health services to its firefighters and supporting staff for a total request of 70,000. This grant opportunity requires a 20% match, which will be supported through in-kind contribution.

**BUGETED:** Yes / No / N/A **FUND:** \_\_\_\_\_ **ACCT. #:** \_\_\_\_\_

**BUDGET:** \$ \_\_\_\_\_ **EST. COST:** \$ \_\_\_\_\_ **CURRENT BUDGET BALANCE:** \$ \_\_\_\_\_

**BID AMOUNT:** \$ \_\_\_\_\_

### STAFF RECOMMENDATION:

Approval

**Departmental Approval:** Finance

**Advisory Board Recommendation:** N/A

**City Manager's Recommendation:** Approval *MRP*

**RECORD OF VOTE:** **APPROVED:** \_\_\_\_\_

**DISAPPROVED:** \_\_\_\_\_

**TABLED:** \_\_\_\_\_

\_\_\_\_\_ AYES

\_\_\_\_\_ NAYS

\_\_\_\_\_ DISSENTING \_\_\_\_\_

**RESOLUTION # \_\_\_\_\_**

**WHEREAS,** The City of Mission finds it in the best interest of the citizens of Mission, Texas that the Mission Fire Department Mental Health Service Project #5352701 under the FY26 First Responder Mental Health Program be operated for the 2025-2026 fiscal year; and

**WHEREAS,** The City of Mission agrees that in the event of loss or misuse of the Office of the Governor funds, the City of Mission assures that the funds will be returned to the Office of the Governor in full; and

**WHEREAS,** The City of Mission designates the City of Mission Mayor as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

**NOW THEREFORE, BE IT RESOLVED** that the City of Mission approves submission and acceptance of the grant application and award for the FY26 First Responder Mental Health Program to the Office of the Governor.

**READ, CONSIDERED AND APPROVED,** this 27<sup>th</sup> day of January 2025.

\_\_\_\_\_  
Norie Gonzalez Garza, Mayor

Attest:

\_\_\_\_\_  
Anna Carrillo, City Secretary



# CITY OF MISSION

## CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

**MEETING DATE:** January 27, 2025

**PRESENTED BY:** Michael Elizalde, Director of Grants & Strategic Development

**AGENDA ITEM:** Approval of Resolution No. \_\_\_\_\_ authorizing the submittal of a grant application for the FY26 General Victim Assistance Grant Program to the Office of the Governor in the amount of \$40,000 with a 20% in-kind match contribution – Elizalde

### NATURE OF REQUEST:

The Mission Police Department is seeking approval of resolution authorizing the submittal of a grant application to the OOG for the FY26 General Victim Assistance Grant Program and designates the Mayor as the Authorized Representative. The department seeks to support the victim's assistant program through supporting victims with essential support for clothing, shelter, food, minor home repairs and services. The total project request is \$40,000 and requires a 20% match, which will be supported through in-kind contribution.

**BUGETED:** Yes / No / N/A **FUND:** \_\_\_\_\_ **ACCT. #:** \_\_\_\_\_

**BUDGET:** \$ \_\_\_\_\_ **EST. COST:** \$ \_\_\_\_\_ **CURRENT BUDGET BALANCE:** \$ \_\_\_\_\_

**BID AMOUNT:** \$ \_\_\_\_\_

### STAFF RECOMMENDATION:

Approval

**Departmental Approval:** Finance

**Advisory Board Recommendation:** N/A

**City Manager's Recommendation:** Approval *MRP*

**RECORD OF VOTE:**

**APPROVED:** \_\_\_\_\_

**DISAPPROVED:** \_\_\_\_\_

**TABLED:** \_\_\_\_\_

\_\_\_\_\_ AYES

\_\_\_\_\_ NAYS

\_\_\_\_\_ DISSENTING \_\_\_\_\_

**RESOLUTION # \_\_\_\_\_**

**WHEREAS,** The City of Mission finds it in the best interest of the citizens of Mission, Texas that the Mission Police Department Victims Assistance Project #4831102 under the FY26 General Victim Assistance Grant Program be operated for the 2025-2026 fiscal year; and

**WHEREAS,** The City of Mission agrees that in the event of loss or misuse of the Office of the Governor funds, the City of Mission assures that the funds will be returned to the Office of the Governor in full; and

**WHEREAS,** The City of Mission designates the City of Mission Mayor as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

**NOW THEREFORE, BE IT RESOLVED** that the City of Mission approves submission and acceptance of the grant application and award for the FY26 General Victim Assistance Grant Program to the Office of the Governor.

**READ, CONSIDERED AND APPROVED,** this 27<sup>th</sup> day of January 2025.

\_\_\_\_\_  
Norie Gonzalez Garza, Mayor

Attest:

\_\_\_\_\_  
Anna Carrillo, City Secretary



# CITY OF MISSION

## CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

**MEETING DATE:** January 27, 2025

**PRESENTED BY:** Michael Elizalde, Director of Grants & Strategic Development

**AGENDA ITEM:** Approval of Resolution No. \_\_\_\_\_ authorizing the submittal of a grant application for the FY26 State Crisis Intervention Grant Program to the Office of the Governor in the amount of \$80,000 with no match requirement - Elizalde

### NATURE OF REQUEST:

The Mission Police Department is seeking approval of resolution authorizing the submittal of a grant application to the OOG for the FY26 State Crisis Intervention Grant Program and designates the Mayor as the Authorized Representative. The department seeks to purchase a fully loaded patrol unit and equipment for the mental health unit. The total grant project request is \$80,000 and does not have a match requirement.

**BUGETED:** Yes / No / N/A **FUND:** \_\_\_\_\_ **ACCT. #:** \_\_\_\_\_

**BUDGET:** \$ \_\_\_\_\_ **EST. COST:** \$ \_\_\_\_\_ **CURRENT BUDGET BALANCE:** \$ \_\_\_\_\_

**BID AMOUNT:** \$ \_\_\_\_\_

### STAFF RECOMMENDATION:

Approval

**Departmental Approval:** Finance

**Advisory Board Recommendation:** N/A

**City Manager's Recommendation:** Approval *MRP*

**RECORD OF VOTE:** **APPROVED:** \_\_\_\_\_

**DISAPPROVED:** \_\_\_\_\_

**TABLED:** \_\_\_\_\_

\_\_\_\_\_ AYES

\_\_\_\_\_ NAYS

\_\_\_\_\_ DISSENTING \_\_\_\_\_

**RESOLUTION # \_\_\_\_\_**

**WHEREAS,** The City of Mission finds it in the best interest of the citizens of Mission, Texas that the Mission Police Mental Health Unit Project #5393801 under the FY26 State Crisis Intervention Grant Program be operated for the 2025-2026 fiscal year; and

**WHEREAS,** The City of Mission agrees that in the event of loss or misuse of the Office of the Governor funds, the City of Mission assures that the funds will be returned to the Office of the Governor in full; and

**WHEREAS,** The City of Mission designates the City of Mission Mayor as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

**NOW THEREFORE, BE IT RESOLVED** that the City of Mission approves submission and acceptance of the grant application and award for the FY26 State Crisis Intervention Grant Program to the Office of the Governor.

**READ, CONSIDERED AND APPROVED,** this 27<sup>th</sup> day of January 2025.

\_\_\_\_\_  
Norie Gonzalez Garza, Mayor

Attest:

\_\_\_\_\_  
Anna Carrillo, City Secretary



# CITY OF MISSION

## CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

**MEETING DATE:** January 27, 2025

**PRESENTED BY:** Michael Elizalde, Director of Grants & Strategic Development

**AGENDA ITEM:** Approval of Resolution No. \_\_\_\_\_ authorizing the submittal of a grant application for the FY25 State Homeland Security Program-Regular Projects to the Office of the Governor in the amount of \$225,000 with no match requirement.  
– Elizalde

### NATURE OF REQUEST:

The Mission Fire Department is seeking approval of resolution authorizing the submittal of a grant application to the OOG for the FY25 SHSP-Regular Projects Grant Program and designates the Mayor as the Authorized Representative. The department seeks to purchase P25 Portable Radio Equipment to support local effort to prevent and respond to threats of terrorism. The total project request is \$225,000 and does not have a match requirement.

**BUGETED:** Yes / No / N/A **FUND:** \_\_\_\_\_ **ACCT. #:** \_\_\_\_\_

**BUDGET:** \$ \_\_\_\_\_ **EST. COST:** \$ \_\_\_\_\_ **CURRENT BUDGET BALANCE:** \$ \_\_\_\_\_

**BID AMOUNT:** \$ \_\_\_\_\_

### STAFF RECOMMENDATION:

Approval

**Departmental Approval:** Finance

**Advisory Board Recommendation:** N/A

**City Manager's Recommendation:** Approval *MRP*

**RECORD OF VOTE:** **APPROVED:** \_\_\_\_\_

**DISAPPROVED:** \_\_\_\_\_

**TABLED:** \_\_\_\_\_

\_\_\_\_\_ AYES

\_\_\_\_\_ NAYS

\_\_\_\_\_ DISSENTING \_\_\_\_\_



**RESOLUTION # \_\_\_\_\_**

**WHEREAS,** The City of Mission finds it in the best interest of the citizens of Mission, Texas that the Mission Fire Department Portable Radio Equipment Project #5352601 under the FY25 State Homeland Security Program -Regular be operated for the 2025-2026 fiscal year; and

**WHEREAS,** The City of Mission agrees that in the event of loss or misuse of the Office of the Governor funds, the City of Mission assures that the funds will be returned to the Office of the Governor in full; and

**WHEREAS,** The City of Mission designates the City of Mission Mayor as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

**NOW THEREFORE, BE IT RESOLVED** that the City of Mission approves submission and acceptance of the grant application and award for the FY25 State Homeland Security Program- Regular to the Office of the Governor.

**READ, CONSIDERED AND APPROVED,** this 27<sup>th</sup> day of January 2025.

\_\_\_\_\_  
Norie Gonzalez Garza, Mayor

Attest:

\_\_\_\_\_  
Anna Carrillo, City Secretary



# CITY OF MISSION

## CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

**MEETING DATE:** January 27, 2025  
**PRESENTED BY:** JC Avila, Fleet Director  
**AGENDA ITEM:** Authorization to extend the lease for five (5) 2019 Ram 1500 2WD Crew Cab Tradesman units from D&M Leasing Company (Buyboard #744-24) in the amount of \$45,617.65- Avila

### NATURE OF REQUEST:

The Mission Parks and Recreation Department is seeking authorization the extend the lease for five (5) 2019 Ram 1500 2WD Crew Cab Tradesman units from D&M Leasing Company (Buyboard contract #744-24) to be used by their staff. The Rams would be leased for an extended 12-month term. Monthly debt service (including principal and interest) for each unit would be \$508.98. The total purchase capitalized cost for the lease extensions amounts to \$45,617.65.

**BUGETED:** Yes **FUND:** Capital Asset Replacement **ACCT. #:** 29-410-84800  
**BUDGET:** \$974,788 **EST. COST:** \$                      **CURRENT BUDGET BALANCE:** \$639,830

**BUGETED:** Yes **FUND:** Capital Asset Replacement **ACCT. #:** 29-410-84820  
**BUDGET:** \$120,000 **EST. COST:** \$                      **CURRENT BUDGET BALANCE:** \$42,559

### STAFF RECOMMENDATION:

Approval

**Departmental Approval:** Finance, Purchasing

**Advisory Board Recommendation:** N/A

**City Manager's Recommendation:** Approval *MRP*

**RECORD OF VOTE:** **APPROVED:** \_\_\_\_\_  
**DISAPPROVED:** \_\_\_\_\_  
**TABLED:** \_\_\_\_\_

\_\_\_\_\_ AYES

\_\_\_\_\_ NAYS

\_\_\_\_\_ DISSENTING \_\_\_\_\_



## Open-End (Equity) Lease Quote

Quote: 27232

Prepared For: City of Mission, TX

Date: 01/13/2025

Unit#: 27232

Unit: 2019 Ram RAM 1500 2WD Crew Cab Tradesman x 5 units

Order Type: Re-Lease Term: 12 State: TX

Customer#: 6606

Schedule#: 177.00

8100.03	Capitalized Cost of Vehicle <sup>1</sup>
0.00	Up Front Sales Tax Rate <u>0.0625</u> State <u>TX</u>
123.50	Initial License and Registration Fees
0.00	Added Equipment (See Page 2)
250.00	Acquisition Fee
650.00	Other Capitalized Fees Tax
0.00	on Gain on Prior Vehicle
0.00	Inventory Tax Extended
0.00	Service Contract Gross
9123.53	Capitalized Cost LESS:
0.00	Cash Down
0.00	Trade Equity
0.00	Rebate
9123.53	Total Capitalized Cost (Delivered Price)

All language and acknowledgements contained in the signed quote apply to all vehicles ordered under this signed quote

## Order Information

Driver  
Ext Color  
Int Color  
License  
GVWR 0



Contract # 744-24

443.63 Depreciation Reserve @ 0.0486365.35 Monthly Lease Charge (Based on Rate - Subject to a Floor)<sup>2</sup>

508.98 Total Monthly Rental Excluding Additional Services

## Additional Fleet Management and Services

0.00 Full Maintenance Program<sup>3</sup>

0.00 Miscellaneous

0.00 Additional Services Sub Total

Contract Miles 0Over Mileage Charge 0.00 / MileIncl: #Brake Sets (1 set = 1 axle) 0#Tires 0 Loaner Vehicle Not Incl0.00 Monthly Sales Tax 0

0.00 Total Monthly Insurance

508.98 Total Monthly Rental Including Additional Services

## Monthly Insurance Premiums and Disclosures

0.00 Commercial Liability Enrollment (Estimate Only)0.00 Physical Damage (Estimate Only)Liability Limit 0.00Comprehensive/Collision Deductible: 0.00 // 0.003800.01 Reduced Book Value at 12 Months

250.00 Service Charge Due at Lease Termination

Quote based on estimated annual mileage of 15000 and a Security Deposit of 0.00

(Current market and vehicle conditions may also affect value of vehicle)

(Quote is Subject to Customer's Credit Approval)

## Terms:

Commercial Vehicle Leasing, L.L.C., d/b/a D&M Leasing Commercial (Lessor) will be the owner of the vehicle(s) covered by this Quote, and shall have all rights and remedies arising under the Master Lease. By signing below, Lessee authorizes Lessor to order the vehicle(s), and Lessee agrees to accept delivery and lease the vehicle(s) pursuant to the Master Lease. In the event Lessee fails or refuses to accept delivery of the vehicle(s), Lessor shall have the right to recover from Lessee any damages (whether actual, general consequential, special, incidental or otherwise) and seek any other available relief, at law or in equity, arising from such failure or refusal. The terms of the Master Lease are referenced and incorporated herein. Lessee acknowledges and agrees that Lessor makes no promises, representations or warranties concerning the manufacture or delivery date for the vehicle(s). Lessee certifies that it intends for more than 50% of the use of the vehicle is to be in a trade or business of Lessee. **ALL TAX AND LICENSE FEES TO BE BILLED TO Lessee AS THEY OCCUR.**

LESSEE City of Mission, TX

BY

TITLE

DATE

01/13/2025

\* INDICATES ITEMS TO BE BILLED ON DELIVERY.

1 Capitalized Cost of Vehicle may be adjusted to reflect final manufacturer's invoice. Lessee hereby assigns to LESSOR any Manufacturer Rebates and/or Manufacturer incentives intended for the Lessee, which Rebates and/or incentives have been used by LESSOR to reduce the Capitalized Cost of the Vehicle.

2 Monthly Lease Charge will be adjusted to reflect the Interest Rate on the Delivery Date (Subject to a Floor).

3 The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of the Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule

/Quote] all such maintenance services are to be performed by LESSOR and all such maintenance fees are payable by Lessee solely for the account of LESSOR pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and LESSOR; provided that such maintenance fees are being billed by LESSOR and are payable at the direction of LESSOR solely

as an authorized agent for collection on behalf of LESSOR.

## Open-End (Equity) Lease Quote

Quote: 27232

*Item 20.*

Prepared For: City of Mission, TX

Date: 01/13/2025

Unit#: 27232

Unit: 2019 Ram RAM 1500 2WD Crew Cab Tradesman x 5 units

### ADDED EQUIPMENT / OTHER TOTALS

Description	(B)illed or (C)apped	Price
Total Charges (B)illed		0
Total Charges (C)apitalized		0
Total of All Added Equipment and Other Charges		0



## Vendor Contract Information Summary

Item 20.

Vendor	Commercial Vehicle Leasing LLC dba D&M Leasing Commercial
Contact	Ed Cain
Phone	214-412-1656
Email	ecain@dmautoleasing.com
Vendor Website	<a href="https://www.dmfleets.org/">https://www.dmfleets.org/</a>
TIN	90-0996325
Address Line 1	1400 W. 7th Street, #200
Vendor City	Fort Worth
Vendor Zip	76102
Vendor State	TX
Vendor Country	USA
Delivery Days	10
Freight Terms	FOB Destination
Payment Terms	Payment terms are net 30.
Shipping Terms	Freight prepaid by vendor and added to invoice
Ship Via	Common Carrier
Designated Dealer	No
EDGAR Received	Yes
Service-disabled Veteran Owned	No
Minority Owned	Yes
Women Owned	No
Certificate Number	1900996325700
Certifying Agency	The Texas Comptroller of Public Accounts
National	Yes
No Foreign Terrorist Orgs	Yes
No Israel Boycott	Yes
MWBE	No
ESCs	All Texas Regions
States	All States
Contract Name	Vehicle & Bus Fleet Leasing & Management Services
Contract No.	744-24
Effective	10/01/2024
Expiration	09/30/2027
Accepts RFQs	Yes
Service Fee Note	Vehicle purchase orders are subject to a \$400 service fee



## Vendor Contract Information Summary

Item 20.



# CITY OF MISSION

## CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

**MEETING DATE:** January 27, 2025  
**PRESENTED BY:** JC Avila, Fleet Director  
**AGENDA ITEM:** Authorization to lease a 2024 Ford Trucks F-250 2WD Reg Cab XL from D&M Leasing Company (Buyboard #744-24) in the amount of \$39,676.27- Avila

### NATURE OF REQUEST:

The Mission Parks and Recreation department is seeking authorization to lease one (1) 2024 Ford Trucks F-150 2WD Reg cab XL from D&M Leasing Company (Buyboard contract #744-24) to be used by their staff. This truck would be to replace the previous unit that was involved in a vehicular accident and is no longer available to be used. The Ford Truck would be leased for a 60-month term. Monthly debt service (including principal and interest) would be \$698.27. The total purchase capitalized cost for the lease amounts to \$39,676.27.

**BUGETED:** Yes **FUND:** Capital Asset Replacement **ACCT. #:** 29-410-84800  
**BUDGET:** \$974,788 **EST. COST:** \$                      **CURRENT BUDGET BALANCE:** \$639,830

**BUGETED:** Yes **FUND:** Capital Asset Replacement **ACCT. #:** 29-410-84820  
**BUDGET:** \$120,000 **EST. COST:** \$                      **CURRENT BUDGET BALANCE:** \$42,559

### STAFF RECOMMENDATION:

Approval

**Departmental Approval:** Finance, Purchasing

**Advisory Board Recommendation:** N/A

**City Manager's Recommendation:** Approval *MRP*

**RECORD OF VOTE:** **APPROVED:** \_\_\_\_\_  
**DISAPPROVED:** \_\_\_\_\_  
**TABLED:** \_\_\_\_\_

\_\_\_\_\_ AYES

\_\_\_\_\_ NAYS

\_\_\_\_\_ DISSENTING \_\_\_\_\_



## Open-End (Equity) Lease Quote

Quote: 27004

Prepared For: City of Mission, TX

Date: 01/13/2025

Unit#: 27004

Unit: 2024 Ford Trucks F-150 2WD Reg Cab XL- Crash Replacement

Order Type: In Stock

Term: 60

State: TX

Customer#: 6606

Schedule#: 0.00

39204.52	Capitalized Cost of Vehicle <sup>1</sup>
0.00	Up Front Sales Tax Rate <u>0.0625</u> State <u>TX</u>
21.75	Initial License and Registration Fees
450.00	Added Equipment (See Page 2)
0.00	Acquisition Fee
0.00	Other Capitalized Fees Tax
0.00	on Gain on Prior Vehicle
0.00	Inventory Tax Extended
0.00	Service Contract Gross
39676.27	Capitalized Cost LESS:
0.00	Cash Down
0.00	Trade Equity
0.00	Rebate
39676.27	Total Capitalized Cost (Delivered Price)

All language and acknowledgements contained in the signed quote apply to all vehicles ordered under this signed quote

## Order Information

Driver  
Ext Color  
Int Color  
License  
GVWR 0



Contract # 744-24

500.27 Depreciation Reserve @ 0.01261  
198.00 Monthly Lease Charge (Based on Rate - Subject to a Floor)<sup>2</sup>  
698.27 Total Monthly Rental Excluding Additional Services

## Additional Fleet Management and Services

0.00 Full Maintenance Program<sup>3</sup>  
0.00 Miscellaneous

Contract Miles 0  
Incl: #Brake Sets (1 set = 1 axle) 0

Over Mileage Charge 0.00 / Mile  
#Tires 0 Loaner Vehicle Not Incl

0.00 Additional Services Sub Total

0.00 Monthly Sales Tax 0

0.00 Total Monthly Insurance

698.27 Total Monthly Rental Including Additional Services

9660.18 Reduced Book Value at 60 Months

250.00 Service Charge Due at Lease Termination

## Monthly Insurance Premiums and Disclosures

0.00 Commercial Liability Enrollment (Estimate Only)0.00 Physical Damage (Estimate Only)Liability Limit 0.00Comprehensive/Collision Deductible: 0.00 // 0.00Quote based on estimated annual mileage of 15000 and a Security Deposit of 0.00

(Current market and vehicle conditions may also affect value of vehicle)

(Quote is Subject to Customer's Credit Approval)

## Terms:

Commercial Vehicle Leasing, L.L.C., d/b/a D&M Leasing Commercial (Lessor) will be the owner of the vehicle(s) covered by this Quote, and shall have all rights and remedies arising under the Master Lease. By signing below, Lessee authorizes Lessor to order the vehicle(s), and Lessee agrees to accept delivery and lease the vehicle(s) pursuant to the Master Lease. In the event Lessee fails or refuses to accept delivery of the vehicle(s), Lessor shall have the right to recover from Lessee any damages (whether actual, general consequential, special, incidental or otherwise) and seek any other available relief, at law or in equity, arising from such failure or refusal. The terms of the Master Lease are referenced and incorporated herein. Lessee acknowledges and agrees that Lessor makes no promises, representations or warranties concerning the manufacture or delivery date for the vehicle(s). Lessee certifies that it intends for more than 50% of the use of the vehicle is to be in a trade or business of Lessee. **ALL TAX AND LICENSE FEES TO BE BILLED TO Lessee AS THEY OCCUR.**

LESSEE City of Mission, TX

BY

TITLE

DATE

01/13/2025

\* INDICATES ITEMS TO BE BILLED ON DELIVERY.

1 Capitalized Cost of Vehicle may be adjusted to reflect final manufacturer's invoice. Lessee hereby assigns to LESSOR any Manufacturer Rebates and/or Manufacturer incentives intended for the Lessee, which Rebates and/or incentives have been used by LESSOR to reduce the Capitalized Cost of the Vehicle.

2 Monthly Lease Charge will be adjusted to reflect the Interest Rate on the Delivery Date (Subject to a Floor).

3 The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of the Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule /Quote] all such maintenance services are to be performed by LESSOR and all such maintenance fees are payable by Lessee solely for the account of LESSOR pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and LESSOR; provided that such maintenance fees are being billed by LESSOR and are payable at the direction of LESSOR solely as an authorized agent for collection on behalf of LESSOR.



Quote: 27004 Item 21.

Date: 01/13/2025

Unit: 2024 Ford Trucks F-150 2WD Reg Cab XL- Crash Replacement

Description	(B)illed or (C)apped	Price
Bedliner	C	450.0000
<b>Total Charges (B)illed</b>		0
<b>Total Charges (C)apitalized</b>		450.0000
<b>Total of All Added Equipment and Other Charges</b>		450.0000



## Vendor Contract Information Summary

Item 21.

Vendor	Commercial Vehicle Leasing LLC dba D&M Leasing Commercial
Contact	Ed Cain
Phone	214-412-1656
Email	ecain@dmautoleasing.com
Vendor Website	<a href="https://www.dmfleets.org/">https://www.dmfleets.org/</a>
TIN	90-0996325
Address Line 1	1400 W. 7th Street, #200
Vendor City	Fort Worth
Vendor Zip	76102
Vendor State	TX
Vendor Country	USA
Delivery Days	10
Freight Terms	FOB Destination
Payment Terms	Payment terms are net 30.
Shipping Terms	Freight prepaid by vendor and added to invoice
Ship Via	Common Carrier
Designated Dealer	No
EDGAR Received	Yes
Service-disabled Veteran Owned	No
Minority Owned	Yes
Women Owned	No
Certificate Number	1900996325700
Certifying Agency	The Texas Comptroller of Public Accounts
National	Yes
No Foreign Terrorist Orgs	Yes
No Israel Boycott	Yes
MWBE	No
ESCs	All Texas Regions
States	All States
Contract Name	Vehicle & Bus Fleet Leasing & Management Services
Contract No.	744-24
Effective	10/01/2024
Expiration	09/30/2027
Accepts RFQs	Yes
Service Fee Note	Vehicle purchase orders are subject to a \$400 service fee



## Vendor Contract Information Summary

Item 21.



## CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

**MEETING DATE:** January 27, 2025

**PRESENTED BY:** Susana De Luna, Interim Planning Director

**AGENDA ITEM:** Rezoning: Being a 40' wide rectangularly shaped strip of land containing 0.31 acres of land, more or less, carved out of that certain 40' wide United Irrigation District canal right of way (fee simple) located between Lots 38 and 43, Bell-Woods Subdivision "C", from (AO-I) Agricultural Open Interim to (R-2) Duplex-Fourplex Residential, Trosper Creek, L.P. (c/o Raymundo Platas Merino), and Adoption of Ordinance#\_\_\_\_\_ - De Luna

### NATURE OF REQUEST:

On January 15, 2024, the Planning and Zoning Commission held a Public Hearing to consider the rezoning request. The subject site is located approximately 579' East of N. Trosper Road between Lots 38 and 43 of Bell-Woods Company's Subdivision "C". There was no public opposition during the P&Z Meeting. The board unanimously recommended approval.

**BUGETED:** Yes / No / N/A **FUND:** \_\_\_\_\_ **ACCT. #:** \_\_\_\_\_

**BUDGET:** \$ \_\_\_\_\_ **EST. COST:** \$ \_\_\_\_\_ **CURRENT BUDGET BALANCE:** \$ \_\_\_\_\_

**BID AMOUNT:** \$ \_\_\_\_\_

**STAFF RECOMMENDATION:** Approval

**Departmental Approval:** N/A

**Advisory Board Recommendation:** Approval

**City Manager's Recommendation:** Approval *MRP*

**RECORD OF VOTE:** **APPROVED:** \_\_\_\_\_

**DISAPPROVED:** \_\_\_\_\_

**TABLED:** \_\_\_\_\_

\_\_\_\_\_ AYES

\_\_\_\_\_ NAYS

\_\_\_\_\_ DISSENTING \_\_\_\_\_

**ORDINANCE NO. \_\_\_\_**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS  
GRANTING A REZONING BEING A 40' WIDE RECTANGULARLY SHAPED STRIP  
OF LAND CONTAINING 0.31 ACRES OF LAND, MORE OR LESS, CARVED OUT OF  
THAT CERTAIN 40' WIDE UNITED IRRIGATION DISTRICT CANAL RIGHT OF  
WAY (FEE SIMPLE) LOCATED BETWEEN LOTS 38 AND 43, BELL-WOODS  
SUBDIVISION "C" , (AO-I) AGRICULTURAL OPEN INTERIM TO (R-2) DUPLEX-  
FOURPLEX**

WHEREAS, the City Council of the City of Mission finds that during consideration of the rezoning request of January 15, 2025, the Planning and Zoning Commission of the City of Mission upon duly recognized motion and second, voted to recommend to the City Council that the rezoning shown below be granted.

WHEREAS, The City Council of the City of Mission, held a public hearing at 4:30 p.m. Monday, January 27, 2025, in the Council Chambers of the City Hall to consider the following rezoning:

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS, THAT THE FOLLOWING REZONING BE GRANTED:

<b>Legal Description</b>	<b>From</b>	<b>To</b>
Being a 40' wide rectangularly shaped strip of land containing 0.31 acres of land, more or less, carved out of that certain 40' wide United Irrigation District canal right of way (fee simple) located between Lots 38 and 43, Bell-Woods Subdivision "C"	AO-I	R-2

READ, CONSIDERED AND PASSED, this the 27<sup>th</sup> day of January, 2025.

\_\_\_\_\_  
Norie Gonzalez Garza, Mayor

ATTEST:

\_\_\_\_\_  
Anna Carrillo, City Secretary

**ITEM# 1.3****REZONING:**

Being a 40' wide rectangularly shaped strip of land containing 0.31 acres of land, more or less, carved out of that certain 40' wide United Irrigation District canal right of way (fee simple) located between Lots 38 and 43, Bell-Woods Subdivision "C"  
 AO-I to R-2  
 Trosper Creek, L.P.  
 Raymundo Platas Merino

**REVIEW DATA**

The subject site is located approximately 579' East of N. Trosper Road between Lots 38 and 43 of Bell-Woods Company's Subdivision "C".

**SURROUNDING ZONES:**

N:	AO-I	- Agricultural Open Interim
E:	R-2	- Duplex – Fourplex Residential
W:	R-2	- Duplex – Fourplex Residential
S:	AO-I	- Agricultural Open Interim

**EXISTING LAND USES:**

N:	Vacant
E:	Vacant
W:	Vacant
S:	Vacant
Site:	Vacant

**FLUM:**

Low Density Residential (LD)

**REVIEW COMMENTS:** The proposed zone does not comply with the City's Future Land Use Map. However it complies with the fairly new existing surrounding land uses. Staff notes that the Future Land Use Map can be amended to reflect the proposed zone. Staff mailed 8 notices to property owners within a 200' radius of the site to solicit comments in favor or against this request. As of the date of this write-up, staff has not received any comments.

**RECOMMENDATION:** Staff recommends Approval.



**SCOBAR / RIOS MENTARY SCHOOL**

**29-4**

**Item 22.**

**RAMIREZ ST.**

**W. 2 MILE RD.**

**268**

**THOMPSON RD.**

**GILBERTO GUTIERREZ**

**No.**

**1 OJEDA**

**2 SUBD.**

**No.**

**35**

**36**

**No.**

**37**

**38**

**No.**

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**No.**

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**198**

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**222**

**No.**

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**No.**

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**240**

**No.**

**241**

**242**

**No.**

**243**

**244**

**No.**

**245**

**246**

**No.**

**247**

**248**

**No.**

269





B2225-00-00C-0037-20 ( 123518)  
SALINAS-VALDEZ DINA  
3608 COMPTON DR  
MISSION TX 78573

B2225-00-00C-0038-00 ( 123519)  
JIMENEZ HUMBERTO & FERNANDO  
3112 HAWK AVE  
MCALLEN TX 78504

B2225-00-00C-0038-10 ( 123520)  
JACOBSON STANLEY  
1505 DOHERTY AVE  
MISSION TX 78572

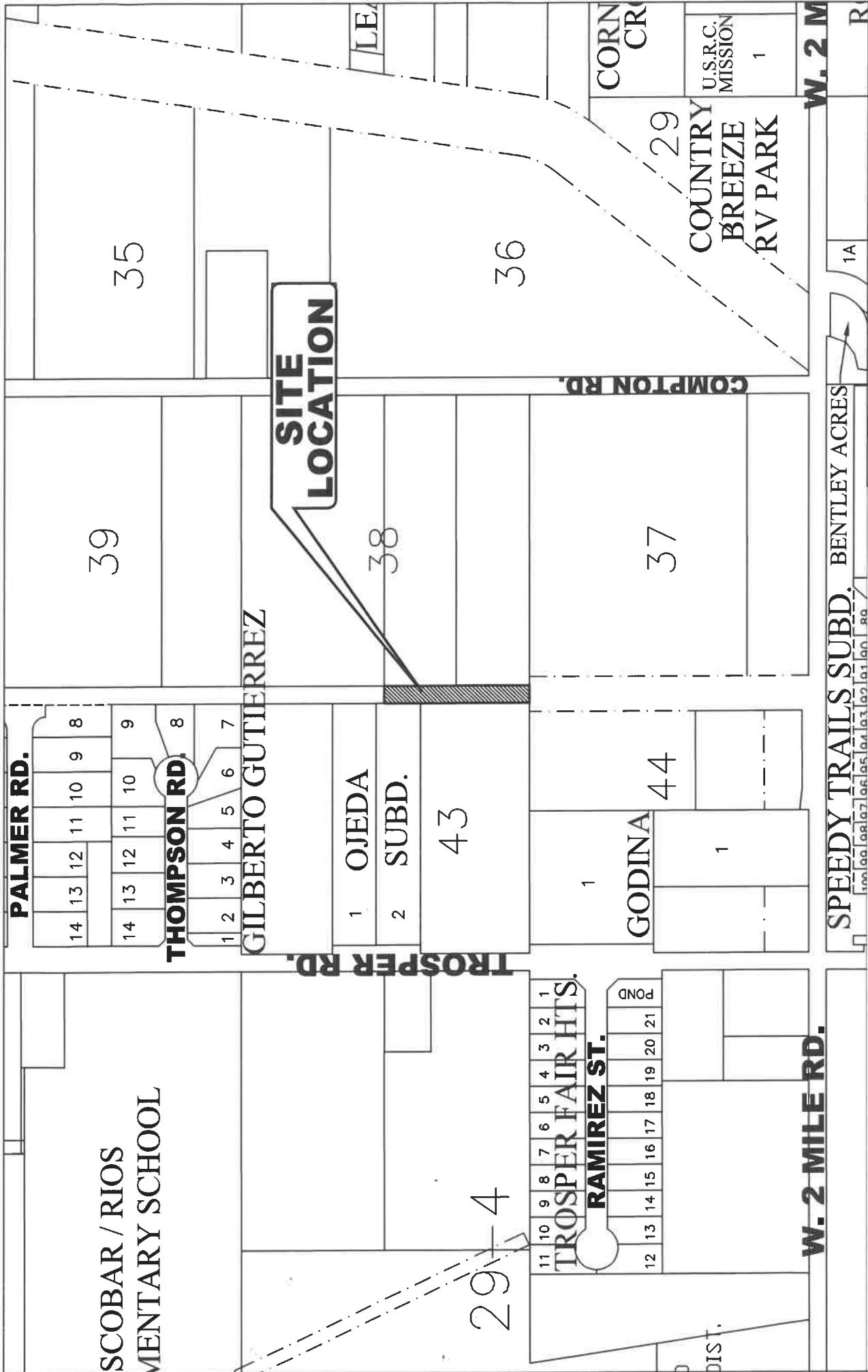
B2225-00-00C-0043-00 ( 123528)  
SANCHEZ EDUARDO & MARIA G  
3406 N TROSPER RD  
MISSION TX 78573

B2225-00-00C-0043-05 ( 123529)  
GONZALEZ JOSE LUIS  
717 TIERRA LINDA CIR E  
MISSION TX 78572

O2000-00-000-0001-00 ( 513179)  
OJEDA RAFAEL  
3418 N TROSPER RD  
MISSION TX 78573

O2000-00-000-0002-00 ( 513180)  
TOBIAS FERNANDO GABRIEL & LAURA  
513 RAMIREZ LN  
MISSION TX 78573

B2225-00-00C-0044-40 ( 815404)  
NINO RAMIRO & SANDRA A  
3300 N TROSPER RD  
MISSION TX 78573



**CITY OF MISSION**  
 HIDALGO COUNTY, TEXAS  
 1201 E. 8th. Street  
 MISSION, TX 78572  
 PH: (956) 580-8672  
 FAX: (956) 580-8680

Item 22.

No.

272



# CITY OF MISSION

## CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

**MEETING DATE:** January 27, 2025

**PRESENTED BY:** Susana De Luna, Interim Planning Director

**AGENDA ITEM:** Conditional Use Permit: To construct an Indoor/Outdoor Casa Padel Sports Complex, 1508 E. Expressway 83, Lot 2A, Stewart Plaza, C-3, Jesus Guerra, and Adoption of Ordinance #\_\_\_\_ - De Luna

### NATURE OF REQUEST:

On January 15, 2025 the Planning and Zoning Commission held a Public Hearing to consider the Conditional Use Permit request. The subject site is located at the Southeast corner of E. Expressway 83 and Travis Street. There was no public opposition during the P&Z Meeting. The board unanimously recommended approval.

**BUGETED:** Yes / No / N/A **FUND:** \_\_\_\_\_ **ACCT. #:** \_\_\_\_\_

**BUDGET:** \$ \_\_\_\_\_ **EST. COST:** \$ \_\_\_\_\_ **CURRENT BUDGET BALANCE:** \$ \_\_\_\_\_

**BID AMOUNT:** \$ \_\_\_\_\_

**STAFF RECOMMENDATION:** Staff recommends approval for life of use subject to: 1) Compliance with all City Codes (Building, Fire, and Health Codes, etc.) 2) Must comply with noise ordinance; 3) Acquisition of a business license; and 4) CUP not to be transferable to others.

**Departmental Approval:** N/A

**Advisory Board Recommendation:** Approval

**City Manager's Recommendation:** Approval *MRP*

**RECORD OF VOTE:** **APPROVED:** \_\_\_\_\_

**DISAPPROVED:** \_\_\_\_\_

**TABLED:** \_\_\_\_\_

\_\_\_\_\_ AYES

\_\_\_\_\_ NAYS

\_\_\_\_\_ DISSENTING \_\_\_\_\_

**ORDINANCE NO. \_\_\_\_**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS  
GRANTING A CONDITIONAL USE PERMIT TO CONSTRUCT AN INDOOR/OUTDOOR  
CASA PADEL SPORTS COMPLEX, 1508 E. EXPRESSWAY 83, LOT 2A, STEWART  
PLAZA**

WHEREAS, the City Council of the City of Mission finds that during consideration of the conditional use permit request of January 15, 2025, the Planning and Zoning Commission of the City of Mission upon duly recognized motion and second, voted to recommend to the City Council that the conditional use permit shown below be granted.

WHEREAS, The City Council of the City of Mission, held a public hearing at 4:30 p.m. Monday, January 27, 2025, in the Council Chambers of the City Hall to consider the following conditional use permit:

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS, THAT THE FOLLOWING CONDITIONAL USE PERMIT BE GRANTED:

<b>Legal Description</b>	<b>Type</b>	<b>Conditions of Approval</b>
1508 E. Expressway 83 Lot 2A, Stewart Plaza	To construct an Indoor/Outdoor Casa Padel Sports Complex	<ol style="list-style-type: none"> <li>1. Life of Use</li> <li>2. Compliance with all City Codes (Building, Fire, and Health Codes, etc.)</li> <li>3. Acquisition of a business license</li> <li>4. CUP not to be transferable to others.</li> </ol>

READ, CONSIDERED AND PASSED, this the 27<sup>th</sup> day of January, 2025.

\_\_\_\_\_  
Norie Gonzalez Garza, Mayor

ATTEST:

\_\_\_\_\_  
Anna Carrillo, City Secretary

**ITEM# 1.5**

**CONDITIONAL USE PERMIT:** To construct an Indoor/Outdoor  
 Casa Padel Sports Complex  
 1508 E. Expressway 83  
 Lot 2A, Stewart Plaza  
 C-3  
 Jesus Guerra

**REVIEW DATA**

The subject site is located at the Southeast corner of E. Expressway 83 and Travis Street —**see vicinity map**. The applicant is proposing to construct a 12,852 square foot 2-story Sports Complex Facility that would include the following: A 3-padel interior courts, 2-padel exterior courts, lobby, office, storage areas, bar area and a terrace. Access to the site will be via a 24' access driveway off of Travis Street. Staff notes that if the applicant wants to offer alcoholic beverages in his venue he would require a conditional use permit.

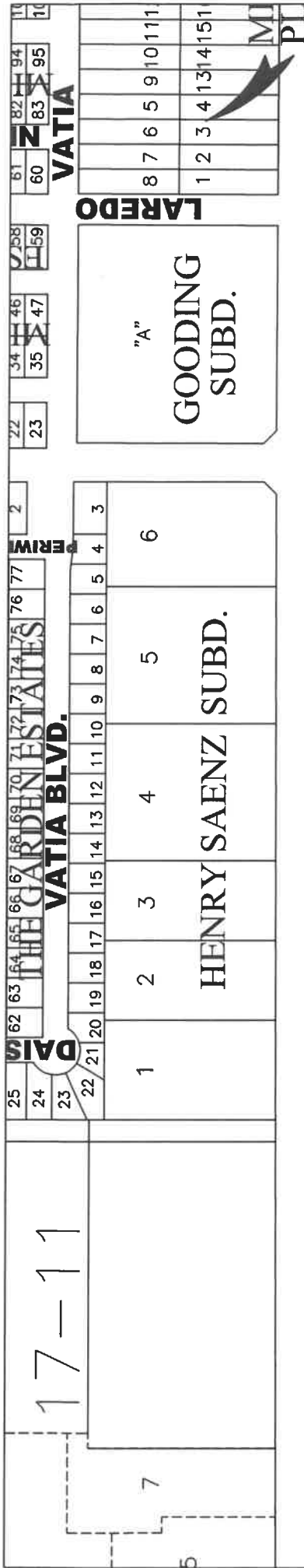
- **Section 1.43-C-3(General Business)(3)(g)** states that “Amusement parks, circus or carnival grounds, commercial amusement, or recreation development, or other temporary structure used for temporary purposes” are allowed with a Conditional Use Permit.
- **Hours of Operation:** Monday – Sunday from 7:00 am to 11:30 pm
- **Staff:** 12 employees
- **Parking & Landscaping:** In reviewing the site plan, the applicant is proposing a total of 42 parking spaces including 2 for handicap. Landscaping and lighting will need to be complied with.
- **Other Requirements:** Must continue to comply with all Building, Fire and Health Codes.

**REVIEW COMMENTS:** Staff mailed out 6 notices to property owners within 200' radius and staff has not received any comments in favor or against the request. Staff notes that this sport has become popular and is in demand.

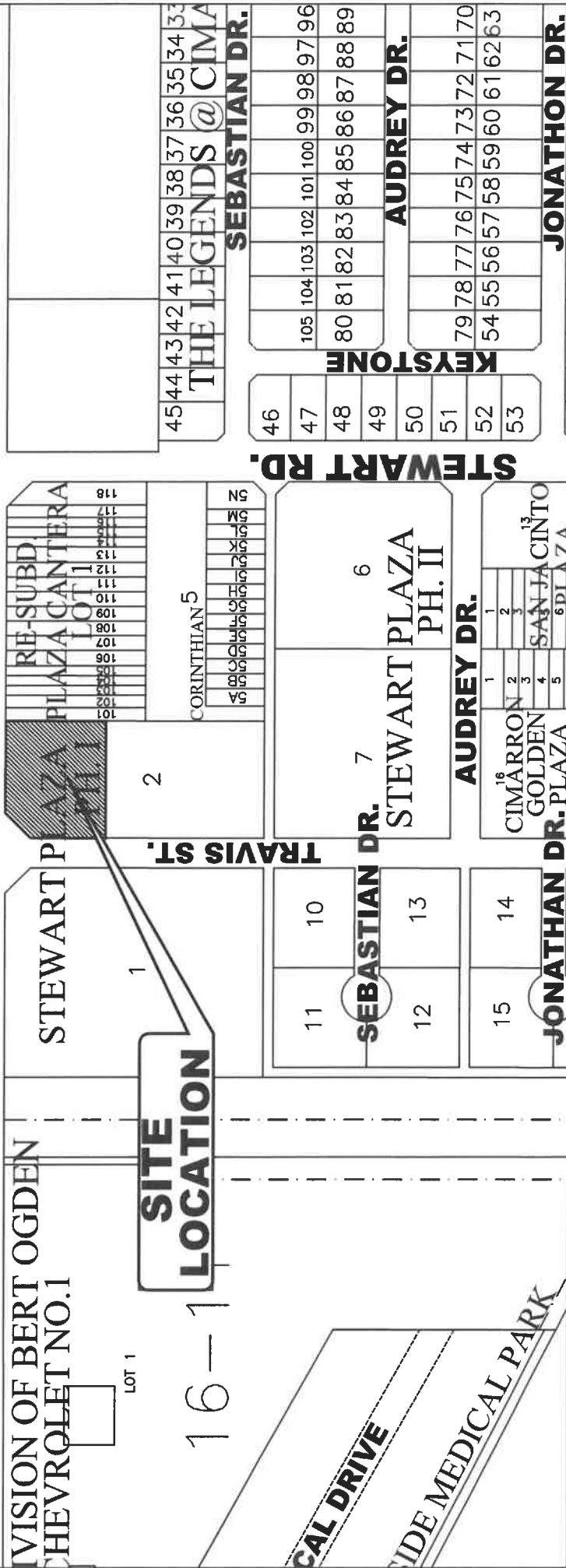
**RECOMMENDATION:** Staff recommends approval for life of use subject to:

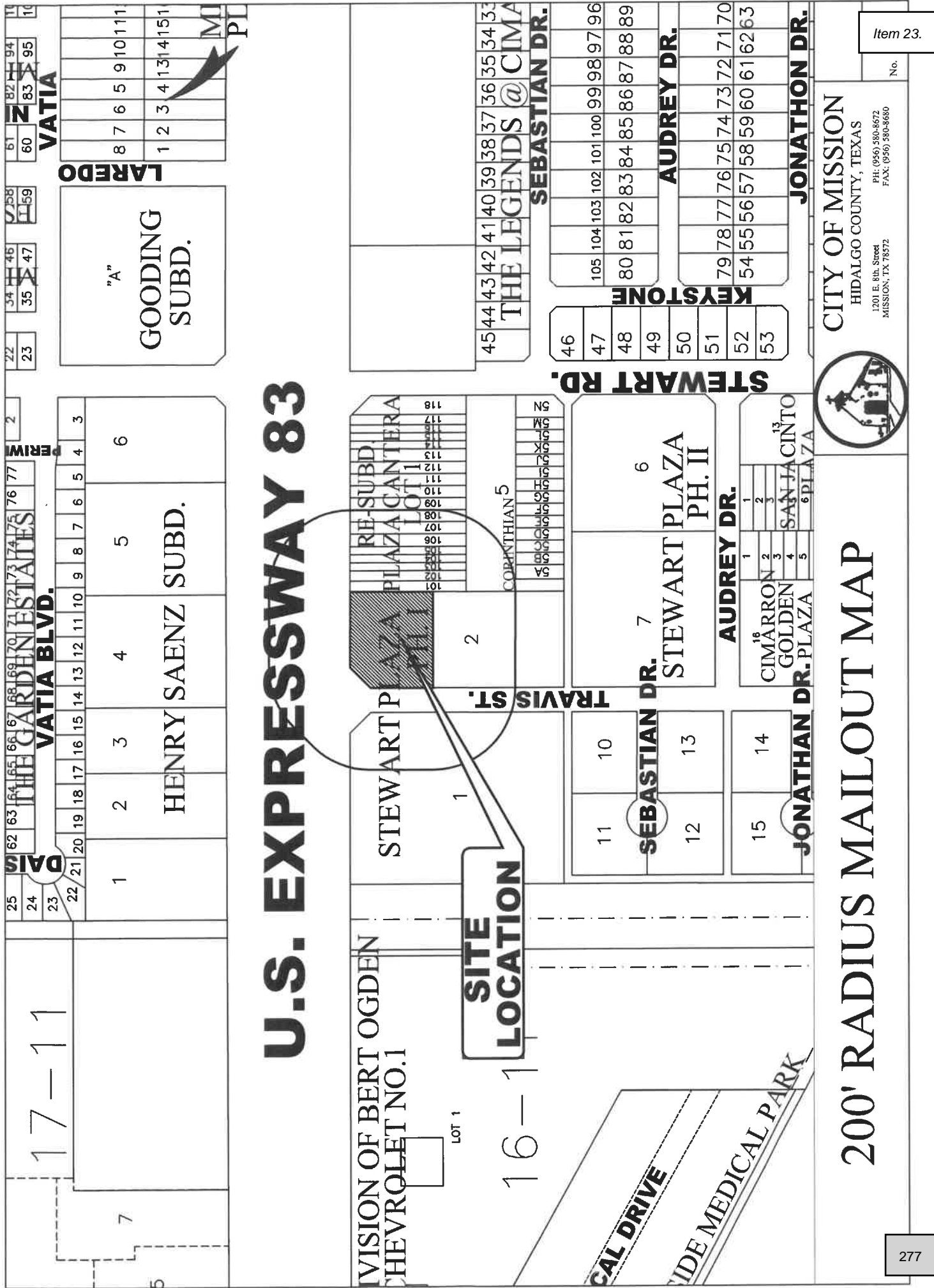
1. Compliance with all City Codes (Building, Fire, and Health Codes, etc.)
2. Must comply with noise ordinance.
3. Acquisition of a business license.
4. CUP not to be transferable to others.





# U.S. EXPRESSWAY 83

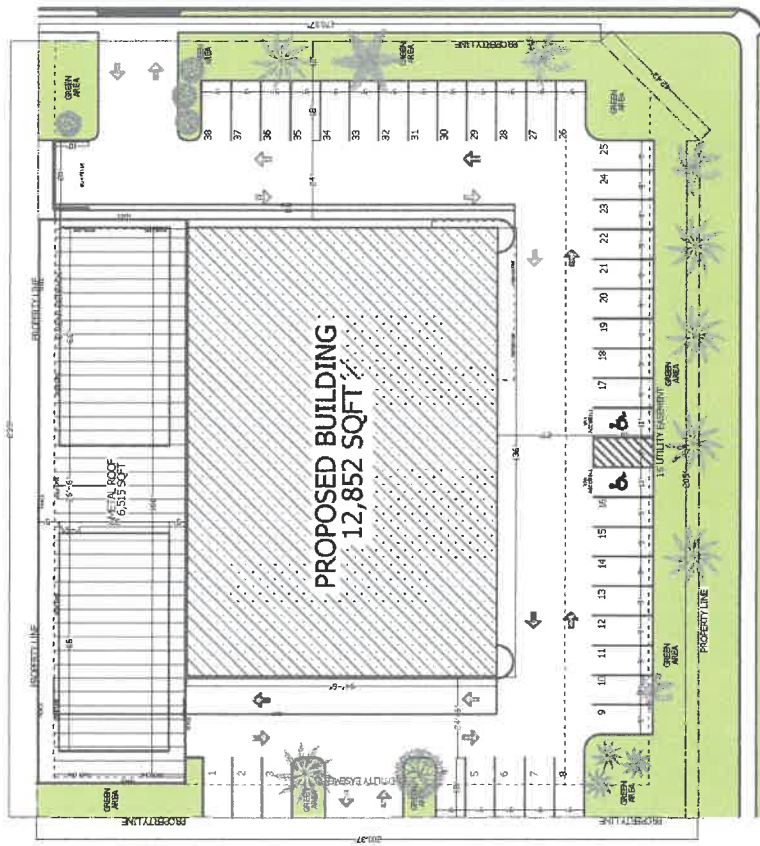








STEWART PLAZA  
SBDV. LOT 2A  
MISSION, TX.

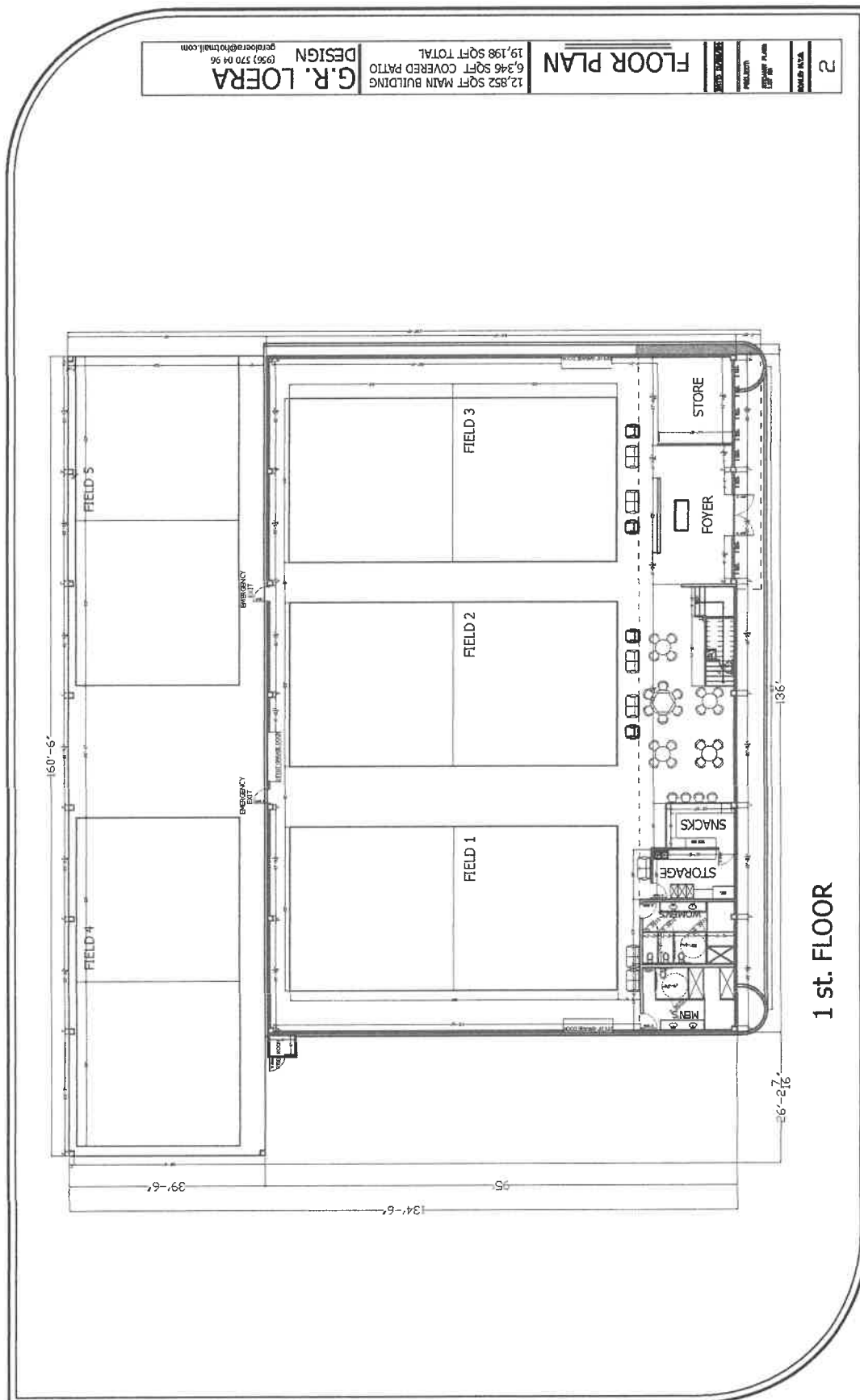


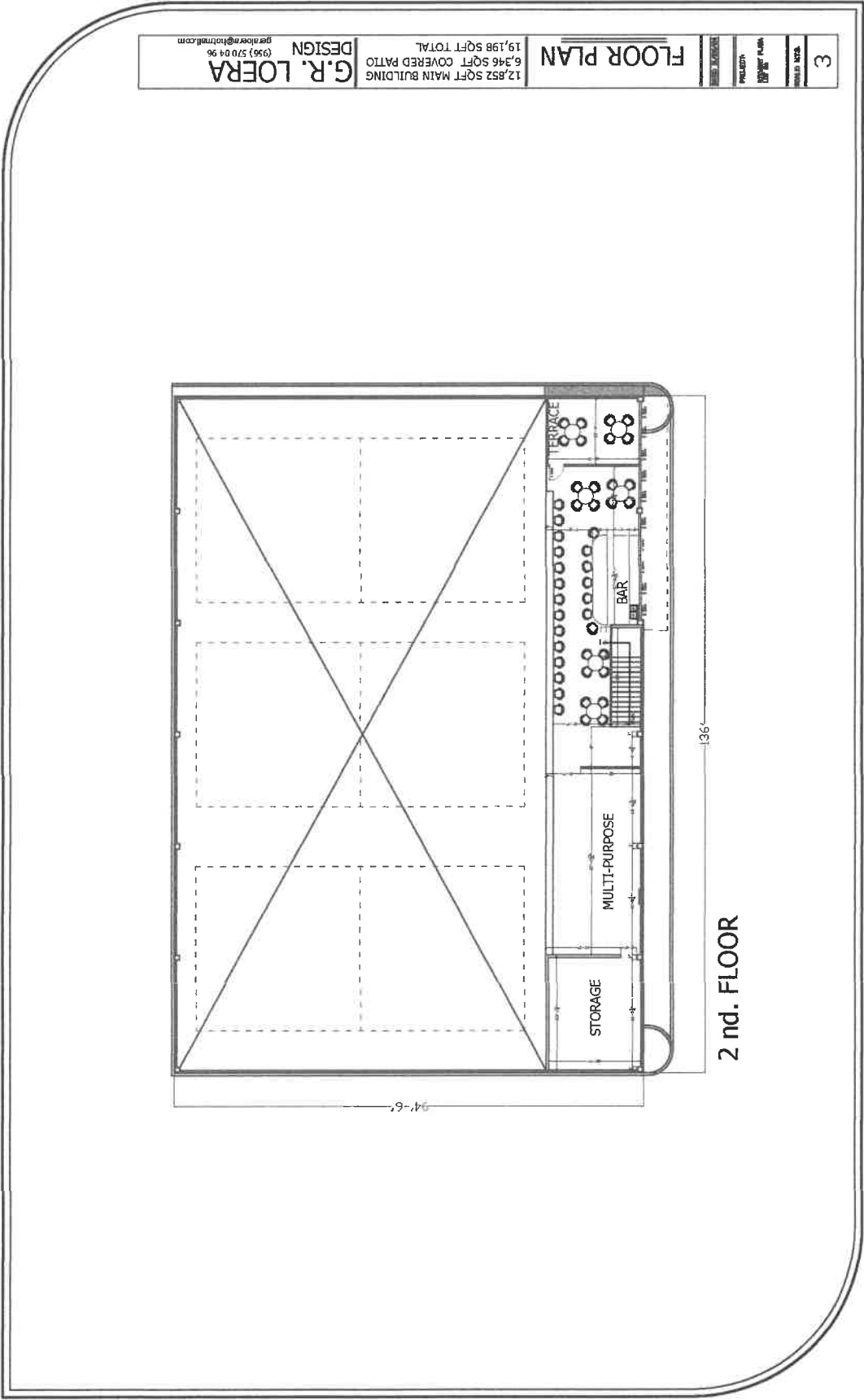
TRAVIS ST.

FRONTAGE RD. E. EXPRESSWAY 83

LOT SQ.F.T. = 46,636.95  
GREEN AREA SQ.F.T. = 7,316  
GREEN AREA % = 55.68%  
PARKING PROVIDED= 40  
H.C. PARKING PROVIDED= 2

1	12,852 SQFT MAIN BUILDING 6,346 SQFT COVERED PATIO 19,198 SQFT TOTAL	G.R. LOERA DESIGN gloera@earthlink.com (956) 570 04 96
2	SITE PLAN	
3	PROJECT NAME	
4	PROJECT NO.	
5	DATE	
6	SCALE	





S6215-00-000-0001-00 ( 686762)  
GRAM ENTERPRISES LTD  
10213 N BENTSEN RD  
MCALLEN TX 78504

S6215-00-000-0003-00 ( 686763)  
MGV INVESTMENT GROUP LLC  
4712 VERMONT AVE  
MCALLEN TX 78503

S6215-00-000-0005-00 ( 686764)  
LESKKO REAL ESTATE INVESTORS LTD  
1205 TRAVIS STREET  
MISSION TX 78572

S6215-00-000-002A-00 ( 686778)  
MGV INVESTMENT GROUP LLC  
4712 VERMONT AVE  
MCALLEN TX 78503

S6215-00-000-002B-00 ( 686779)  
BLUE SUNRISE INVESTMENTS LLC  
312 W NOLANA LOOP  
PHARR TX 78577

S6215-00-000-005A-00 ( 686792)  
LESKO REAL ESTATE INVESTORS LTD  
1205 TRAVIS ST  
MISSION TX 78572



# CITY OF MISSION

## CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

**MEETING DATE:** January 27, 2025

**PRESENTED BY:** Susana De Luna, Interim Planning Director

**AGENDA ITEM:** Conditional Use Permit: To Place a Mobile Food Truck – El Original Ramirez, 3314 N. Conway Avenue, Being the Northernly portion of Lot 29-7, West Addition to Sharyland, C-3, Mario Ramirez Adoption of Ordinance #\_\_\_\_ - De Luna

### NATURE OF REQUEST:

On January 15, 2025 the Planning and Zoning Commission held a Public Hearing to consider the Conditional Use Permit request. The subject site is located approximately 970' North off East Mile 2 Road along the east side of N. Conway Avenue. There was no public opposition during the P&Z Meeting. The board unanimously recommended approval subject to: 1-year re-evaluation after business license issuance to assess this operation; 2) Additional Parking; 3) The Mobile Food Truck to be Placed North of the Warehouse on pavement; 4) Compliance with all City Codes (Building, Fire, Parking, etc.); 5) Acquisition of a business license prior to occupancy; and 6) CUP not transferable to others.

**BUGETED:** Yes / No / N/A **FUND:** \_\_\_\_\_ **ACCT. #:** \_\_\_\_\_

**BUDGET:** \$ \_\_\_\_\_ **EST. COST:** \$ \_\_\_\_\_ **CURRENT BUDGET BALANCE:** \$ \_\_\_\_\_

**BID AMOUNT:** \$ \_\_\_\_\_

**STAFF RECOMMENDATION:** Staff recommends denial of this request: Area needs additional parking stalls to accommodate the existing businesses plus 4 parking stalls for the food truck, and add landscaping.

**Departmental Approval:** N/A

**Advisory Board Recommendation:** Approval

**City Manager's Recommendation:** Approval *MRP*

**RECORD OF VOTE:**

**APPROVED:** \_\_\_\_\_

**DISAPPROVED:** \_\_\_\_\_

**TABLED:** \_\_\_\_\_

\_\_\_\_\_ AYES

\_\_\_\_\_ NAYS

\_\_\_\_\_ DISSENTING \_\_\_\_\_



**ORDINANCE NO. \_\_\_\_**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS  
GRANTING A CONDITIONAL USE PERMIT TO PLACE A MOBILE FOOD TRUCK –  
EL ORIGINAL RAMIREZ, 3314 N. CONWAY AVENUE, BEING THE NORTHERNLY  
PORTION OF LOT 29-7, WEST ADDITION TO SHARYLAND**

WHEREAS, the City Council of the City of Mission finds that during consideration of the conditional use permit request of January 15, 2025, the Planning and Zoning Commission of the City of Mission upon duly recognized motion and second, voted to recommend to the City Council that the conditional use permit shown below be granted.

WHEREAS, The City Council of the City of Mission, held a public hearing at 4:30 p.m. Monday, January 27, 2025, in the Council Chambers of the City Hall to consider the following conditional use permit:

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS, THAT THE FOLLOWING CONDITIONAL USE PERMIT BE GRANTED:

<b>Legal Description</b>	<b>Type</b>	<b>Conditions of Approval</b>
3314 N. Conway Avenue Being the Northernly portion of Lot 29-7, West Addition to Sharyland	To Place a Mobile Food Truck – El Original Ramirez	<ol style="list-style-type: none"> <li>1 year re-evaluation after business license issuance to assess this operation;</li> <li>Add additional parking</li> <li>The mobile food truck to be placed on the North of the warehouse on pavement;</li> <li>Compliance with all City Codes (Building, Fire, Parking, etc.)</li> <li>Acquisition of a business license prior to occupancy; and</li> <li>CUP not transferable to others.</li> </ol>

READ, CONSIDERED AND PASSED, this the 27<sup>th</sup> day of January, 2025.

\_\_\_\_\_  
Norie Gonzalez Garza, Mayor

ATTEST:

\_\_\_\_\_  
Anna Carrillo, City Secretary

**ITEM# 1.6**

**CONDITIONAL USE PERMIT:** To Place a Mobile Food Truck –  
 El Original Ramirez  
 3314 N. Conway Avenue  
 Being the Northernly portion of  
 Lot 29-7, West Addition to Sharyland  
 C-3  
 Mario Ramirez

**REVIEW DATA**

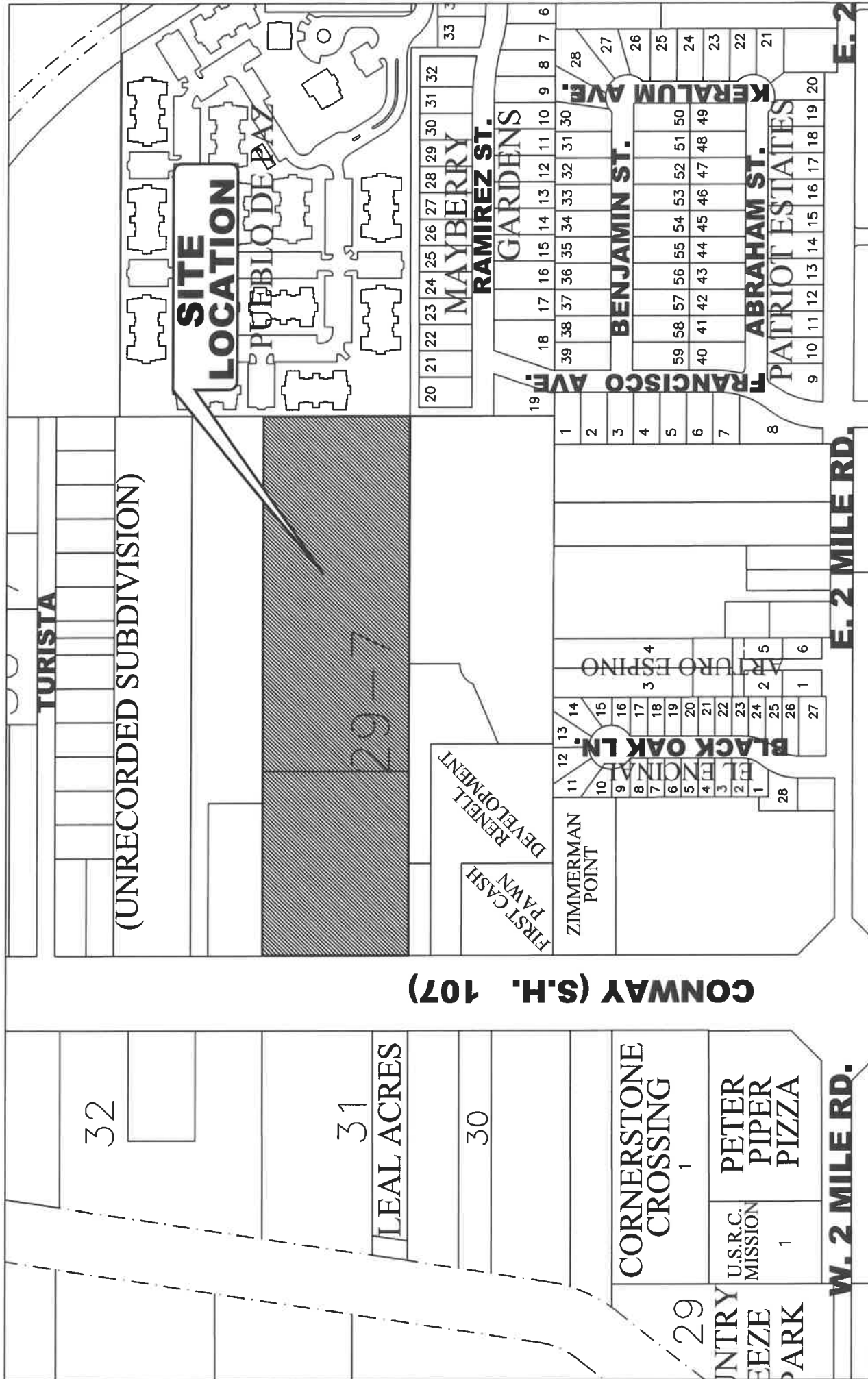
The subject site is located approximately 970' North off East Mile 2 Road along the east side of N. Conway Avenue. The applicant is leasing an area within a multi-use Commercial zone property which include Saenz Hardware and Propane, The Shack Health Store, and a Barber shop. He plans to offer Hamburgers, Hotdogs and Tacos. This operation will only be for pick up and go. Access to the site is provided off of N. Conway Avenue through an existing 24' concrete driveway.

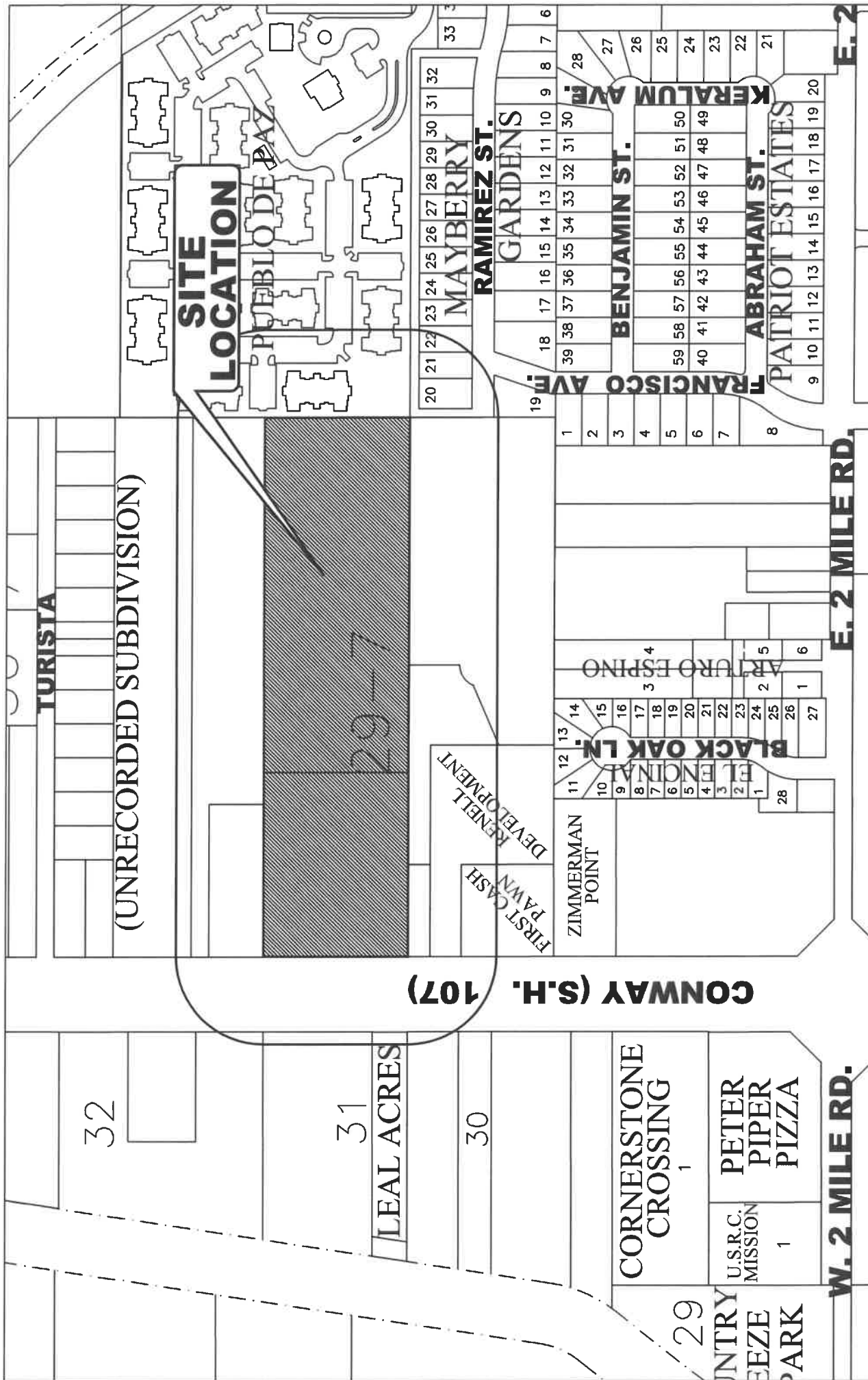
- **Days / Hours of operation:** Monday – Thursday from 3 pm – 10 pm and Friday & Saturday from 3 pm – 12 pm and Sundays from 3 pm – 10 pm
- **Staff:** 2 employees will man this operation.
- **Parking & Landscaping:** There is a total of 7 parking spaces available that are shared amongst the three businesses. The applicant will be required to add landscaping.

**REVIEW COMMENTS:** Staff mailed out 18 notices to property owners within 200' radius and as of this write up staff has not received any comments in favor or against this request.

**RECOMMENDATION:** Staff recommends denial of this request: Area needs additional parking stalls to accommodate the existing businesses plus 4 parking stalls for the food truck, and add landscaping.







**CITY OF MISSION**  
 HIDALGO COUNTY, TEXAS  
 1201 E. 8th Street  
 MISSION, TX 78572  
 PH: (956) 380-8672  
 FAX: (956) 380-8680

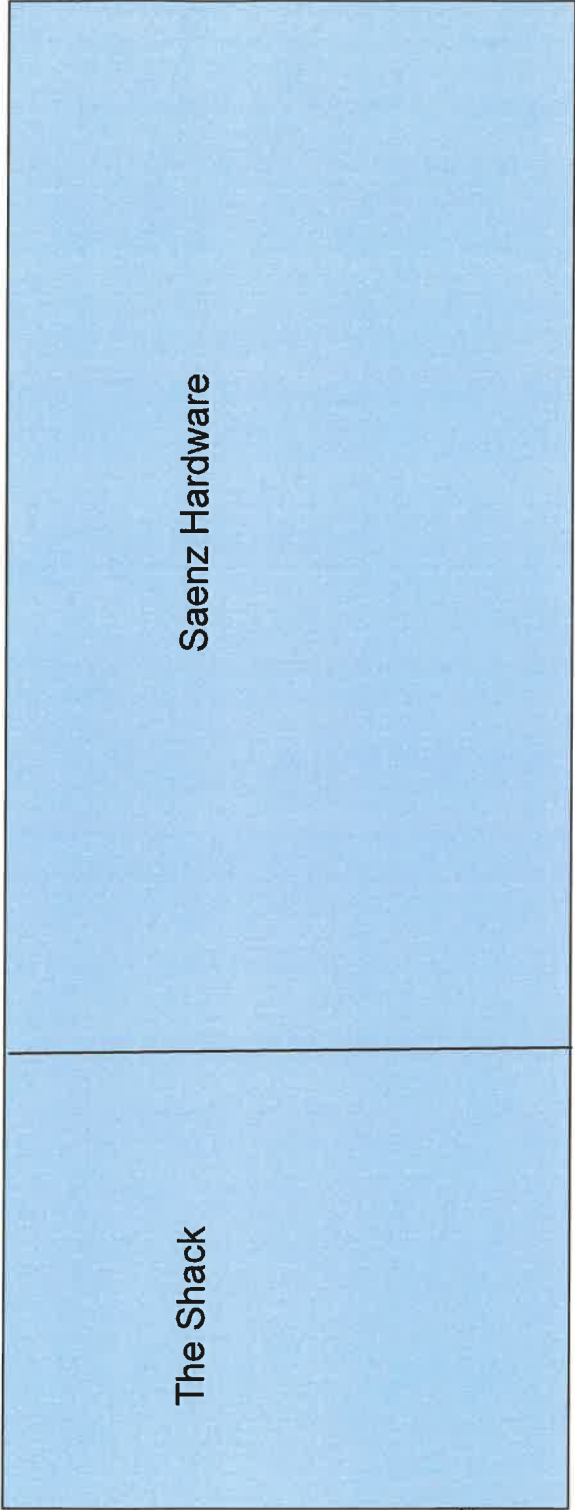
# 200' RADIUS MAILOUT MAP

Item 24.

No.



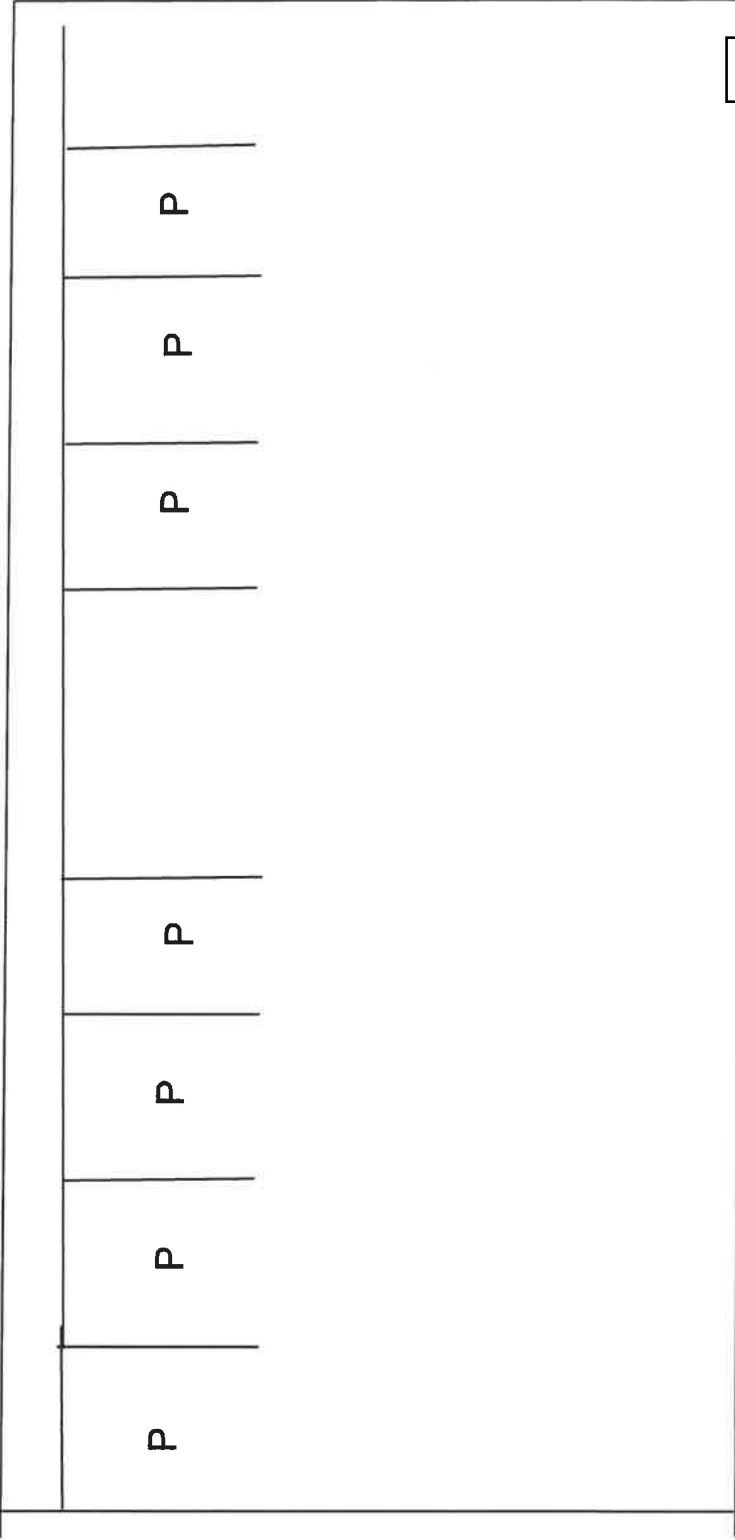




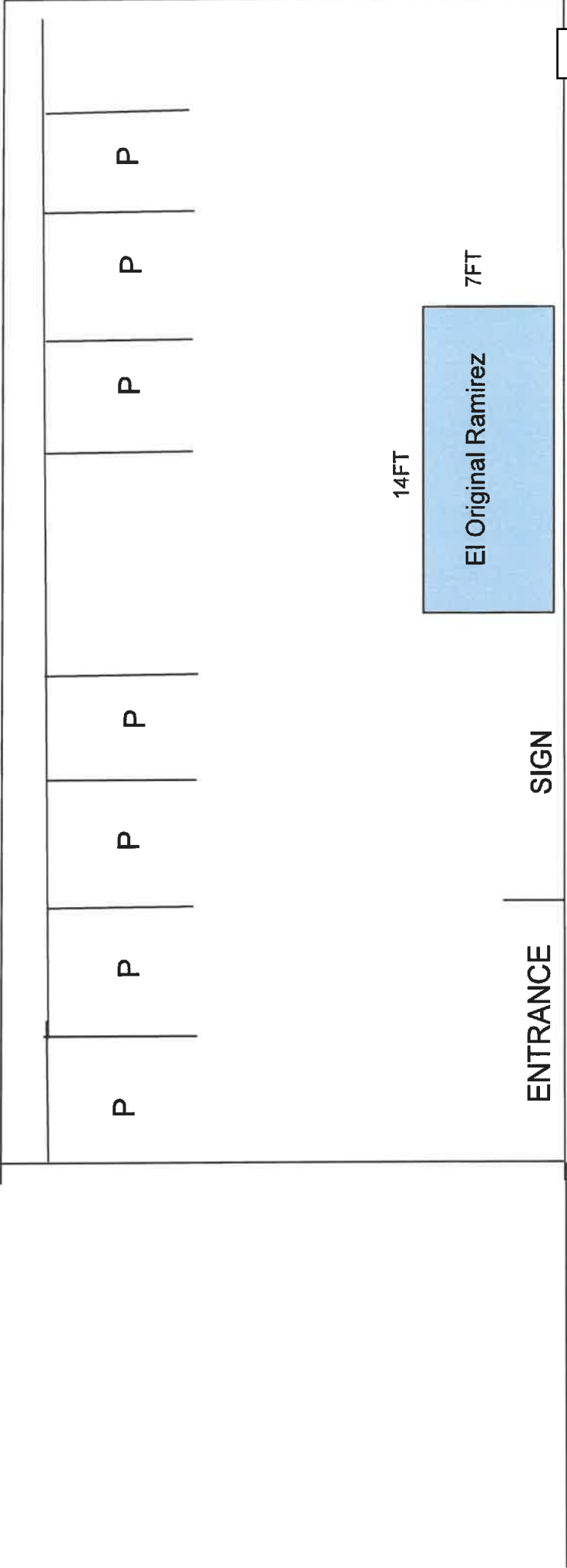
14FT



7FT



Item 24.



Item 24.

CONWAY AVE

















## **Quarter Pound Hot Dogs**

**Gourmet Hot Dog Combo \$10**

**Gourmet Hot Dog \$6**

## **Hamburgers**

**Mexican Hamburger Combo \$12**

**Mexican Hamburger \$8**

**Loaded Fries w/Bistek \$14**

**Tacos de Bistek (5) \$10**

**Spiropapas \$6      Extra Patty \$3**

**Drinks \$2      Bacon \$1.50**

**Churros \$8**

*\*For your convinience customers may avoid  
Fees by paying with CASH! \**

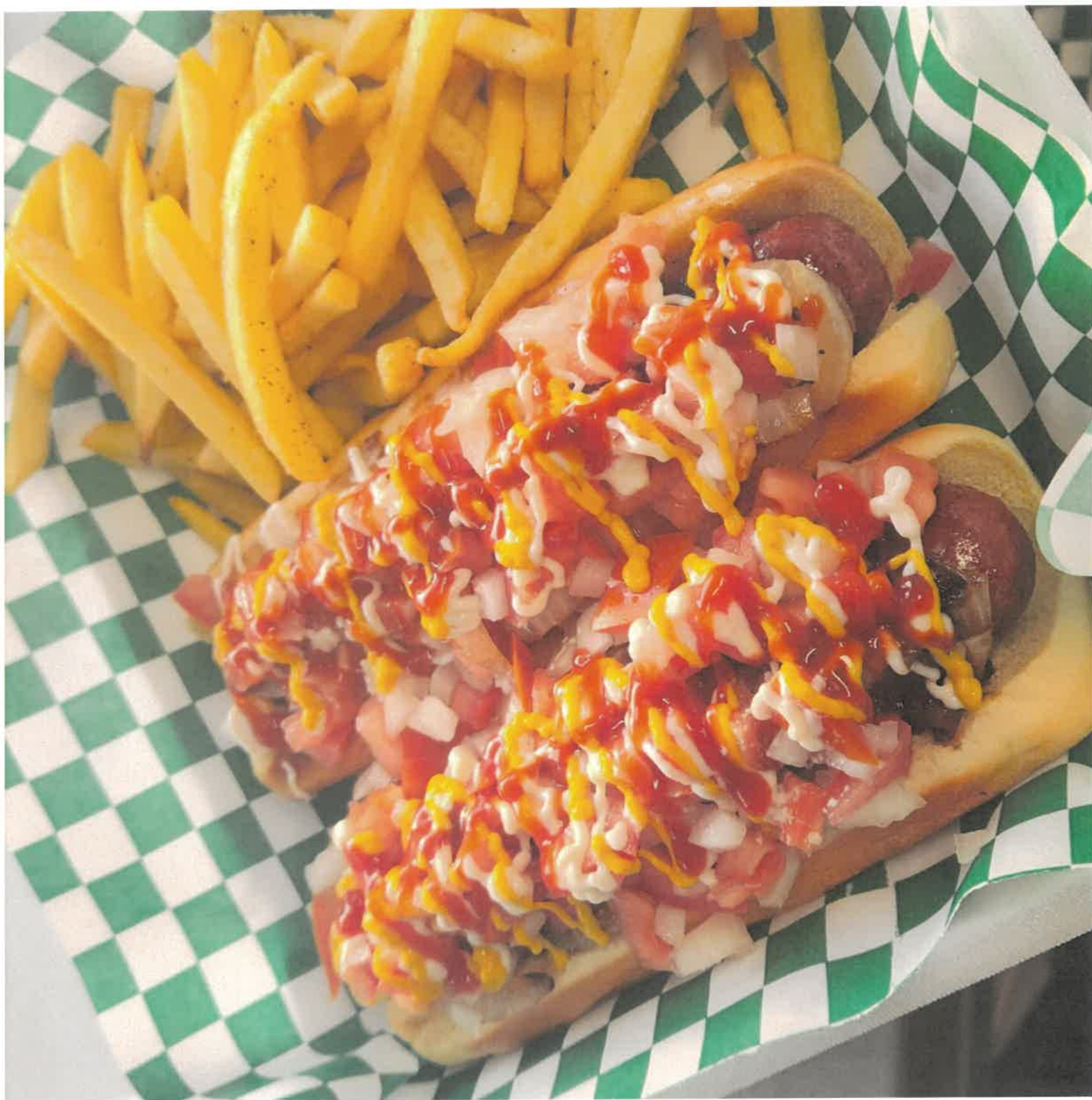












B2225-00-00C-0030-20 ( 123503)  
VILLARREAL JAVIER & NOEMI  
2034 E GRIFFIN PKWY  
MISSION TX 78572

B2225-00-00C-0031-00 ( 123504)  
VILLARREAL JAVIER & NOEMI  
2034 E GRIFFIN PARKWAY  
MISSION TX 78572

B2225-00-00C-0031-04 ( 511111)  
MCCLAIN DANIEL M JOSEPH  
1508 N INSPIRATION ROAD  
MISSION TX 78572

W0100-00-029-0007-11 ( 317264)  
JIMENEZ MAYRA A PEREZ & VICTOR HUGO  
3310 N CONWAY AVE  
MISSION TX 78573

W0100-00-029-0007-13 ( 317266)  
SAENZ CONRADO & MARIA DEL CARMEN  
SAENZ FAMILY REVOCABLE LVN TRUST  
PO BOX 1914  
MISSION TX 78573

W0100-00-030-0007-00 ( 317360)  
3504 CONWAY SERIES A SERIES OF VN  
4600 TORONTO AVE  
MCALLEN TX 78503

W0100-00-030-0007-02 ( 317362)  
VMK INVESTMENTS GROUP LLC  
4600 TORONTO AVE  
MCALLEN TX 78503

R1965-00-000-0000-00 ( 630622)  
CENTRO FAMILIAR CRISTIANO EL BUEN  
A TEXAS NON-PROFIT CORPORATION  
1317 CLAY TOLLE ST  
MISSION TX 78572

P9278-00-000-0001-00 ( 658540)  
PUEBLO DE PAZ APARTMENTS  
175 POWDER FOREST DR  
WEATOGUE CT 6089

M1855-00-000-0019-00 ( 716997)  
ROJAS MARRISA L & JOSE R  
500 RAMIREZ LN  
MISSION TX 78573

M1855-00-000-0020-00 ( 716998)  
VILLARREAL MARIA ODILIA & EVERARDO  
501 RAMIREZ LN  
MISSION TX 78573

M1855-00-000-0021-00 ( 716999)  
SALINAS ARMANDO A & JACKYLIN M  
1523 E FILMORE AVE  
ALTON TX 78573

M1855-00-000-0022-00 ( 717000)  
GARCIA RAFAEL & SANDRA  
505 RAMIREZ LN  
MISSION TX 78573

W0100-00-029-0007-30 ( 690223)  
CENTRO FAMILIAR CRISTIANO EL BUEN  
1713 CLAY TOLLE ST  
MISSION TX 78572

F3658-00-000-0001-00 ( 795060)  
FIRST CASH LTD  
1600 W 7TH STREET  
FORT WORTH TX 76102

B2225-00-00C-0031-06 ( 1014121)  
DOUBLE GS MOTORS LLC  
3315 N CONWAY  
MISSION TX 78573

L3720-00-000-0001-00 ( 685472)  
DOUBLE GS MOTORS LLC  
3315 N CONWAY  
MISSION, TX 78573-1312

I2080-00-000-0002-00 ( 1559739)  
HAIDAR PROPERTIES LLC  
1601 SOUTH CAGE BLVD SUITE B  
PHARR TX 78577



# CITY OF MISSION

## CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

**MEETING DATE:** January 27, 2025

**PRESENTED BY:** Susana De Luna, Interim Planning Director

**AGENDA ITEM:** Conditional Use Permit: To extend Hours of Operation and add Live Music – Las Calles De Mexico Taqueria, 308 N. Shary Road, Ste. A, Lot 2A, Stewart Plaza, C-3, Jesus Guerra Adoption of Ordinance #\_\_\_\_\_ - De Luna

### NATURE OF REQUEST:

On January 15, 2025 the Planning and Zoning Commission held a Public Hearing to consider the Conditional Use Permit request. The subject site is located at the Southeast corner of E. Expressway 83 and Travis Street. There was no public opposition during the P&Z Meeting. The board unanimously recommended approval.

**BUGETED:** Yes / No / N/A **FUND:** \_\_\_\_\_ **ACCT. #:** \_\_\_\_\_

**BUDGET:** \$ \_\_\_\_\_ **EST. COST:** \$ \_\_\_\_\_ **CURRENT BUDGET BALANCE:** \$ \_\_\_\_\_

**BID AMOUNT:** \$ \_\_\_\_\_

**STAFF RECOMMENDATION:** Staff recommends approval for life of use subject to: 1) Compliance with all City Codes (Building, Fire, and Health Codes, etc.) 2) Must comply with noise ordinance; 3) Acquisition of a business license; and 4) CUP not to be transferable to others.

**Departmental Approval:** N/A

**Advisory Board Recommendation:** Approval

**City Manager's Recommendation:** Approval *MRP*

**RECORD OF VOTE:** **APPROVED:** \_\_\_\_\_

**DISAPPROVED:** \_\_\_\_\_

**TABLED:** \_\_\_\_\_

\_\_\_\_\_ AYES

\_\_\_\_\_ NAYS

\_\_\_\_\_ DISSENTING \_\_\_\_\_

## ORDINANCE NO. \_\_\_\_

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS  
GRANTING A CONDITIONAL USE PERMIT TO EXTEND HOURS OF OPERATION  
AND ADD LIVE MUSIC – LAS CALLES DE MEXICO TAQUERIA, 308 N. SHARY  
ROAD, STE. A, LOT 1, SUNDANCE CROSSING**

WHEREAS, the City Council of the City of Mission finds that during consideration of the conditional use permit request of January 15, 2025, the Planning and Zoning Commission of the City of Mission upon duly recognized motion and second, voted to recommend to the City Council that the conditional use permit shown below be granted.

WHEREAS, The City Council of the City of Mission, held a public hearing at 4:30 p.m. Monday, January 27, 2025, in the Council Chambers of the City Hall to consider the following conditional use permit:

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS, THAT THE FOLLOWING CONDITIONAL USE PERMIT BE GRANTED:

<b>Legal Description</b>	<b>Type</b>	<b>Conditions of Approval</b>
308 N. Shary Road, Ste. A Lot 1, Sundance Crossing	To extend Hours of Operation and add Live Music – Las Callas De Mexico Taqueria	<ol style="list-style-type: none"> <li>1 year re-evaluation at which point the C.U.P. for the sale of alcohol will need to be renewed</li> <li>Must comply with noise ordinance</li> <li>Reducing the Hours on Tuesday-Thursday to 11p.m.</li> </ol>

READ, CONSIDERED AND PASSED, this the 27<sup>th</sup> day of January, 2025.

\_\_\_\_\_  
Norie Gonzalez Garza, Mayor

ATTEST:

\_\_\_\_\_  
Anna Carrillo, City Secretary



**ITEM# 1.7**

**CONDITIONAL USE PERMIT:** To extend Hours of Operation and add  
 Live Music – Las Calles De Mexico Taqueria  
 308 N. Shary Road, Ste. A  
 Lot 1, Sundance Crossing  
 C-3  
 Las Calles De Mexico, LLC  
 c/o Stephanie Carrillo

**REVIEW DATA**

The site is located approximately 214' south of E. 4<sup>th</sup> Street along the east side of Shary Road – see vicinity map. The last conditional use permit for the sale & on-site consumption of alcoholic beverages for this location was approved by City Council on 1/08/2024 for 2 years. The applicant would like to extend the hours of operations and add Live Acoustic & Karaoke music. Access to the site is off of two 25' driveways off of N. Shary Road along the north and south side of the property.

- **Days & Hours of Operation:** Sunday – Monday from 7:00am to 11:00pm and Tuesday - Saturday from 7:00am to 2:00 am
- **Staff:** 5 employees
- **Parking & Landscaping:** In reviewing the floor plan, there is a total of 70 seating spaces, which require 24 parking spaces. It is noted that the parking is held in common and there are 80 parking spaces that are shared with other businesses. Landscaping is meeting code.
- **Other Requirements:** Must continue to comply with all Building, Fire and Health Codes.

**REVIEW COMMENTS:** Staff mailed out 18 notices to property owners within 200' radius of the site, and as of this writing staff has not received any comments in favor or against the request.

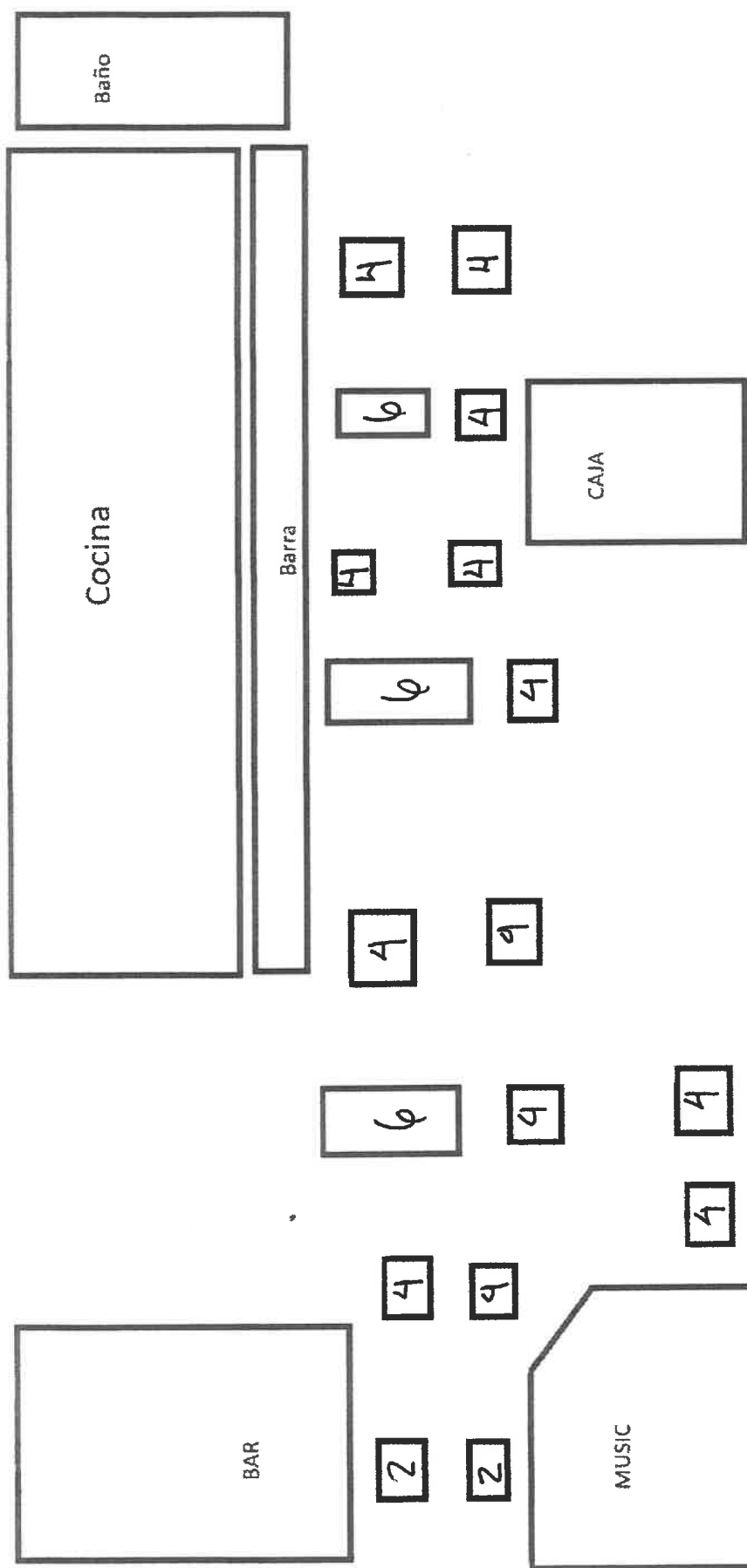
**RECOMMENDATION:** Staff recommends approval subject to:

- 1) 1 year re-evaluation at which point the C.U.P. for the sale of alcohol will need to be renewed.
- 2) Must comply with noise ordinance.
- 3) Reducing the Hours on Tuesday – Thursday to 11 pm.





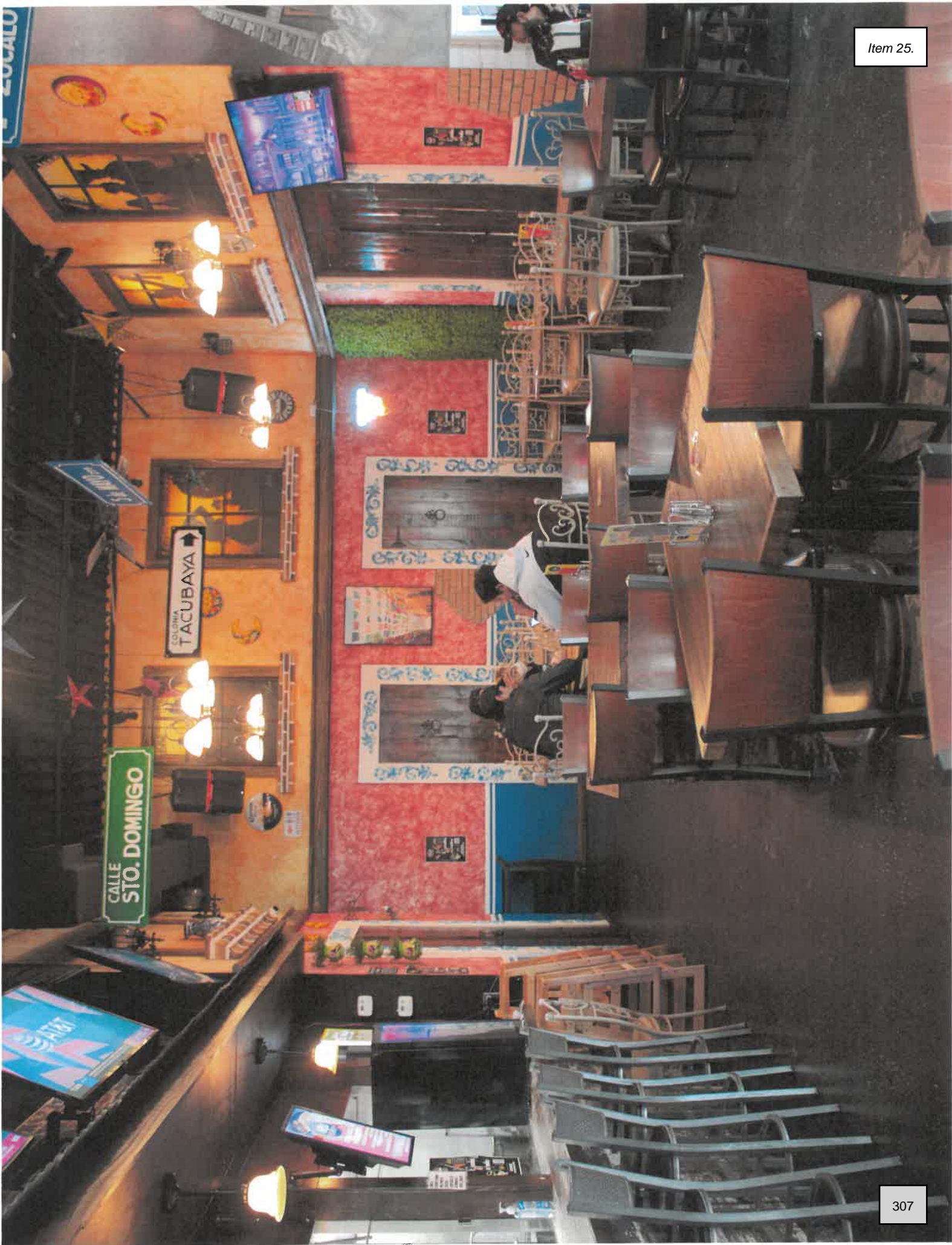




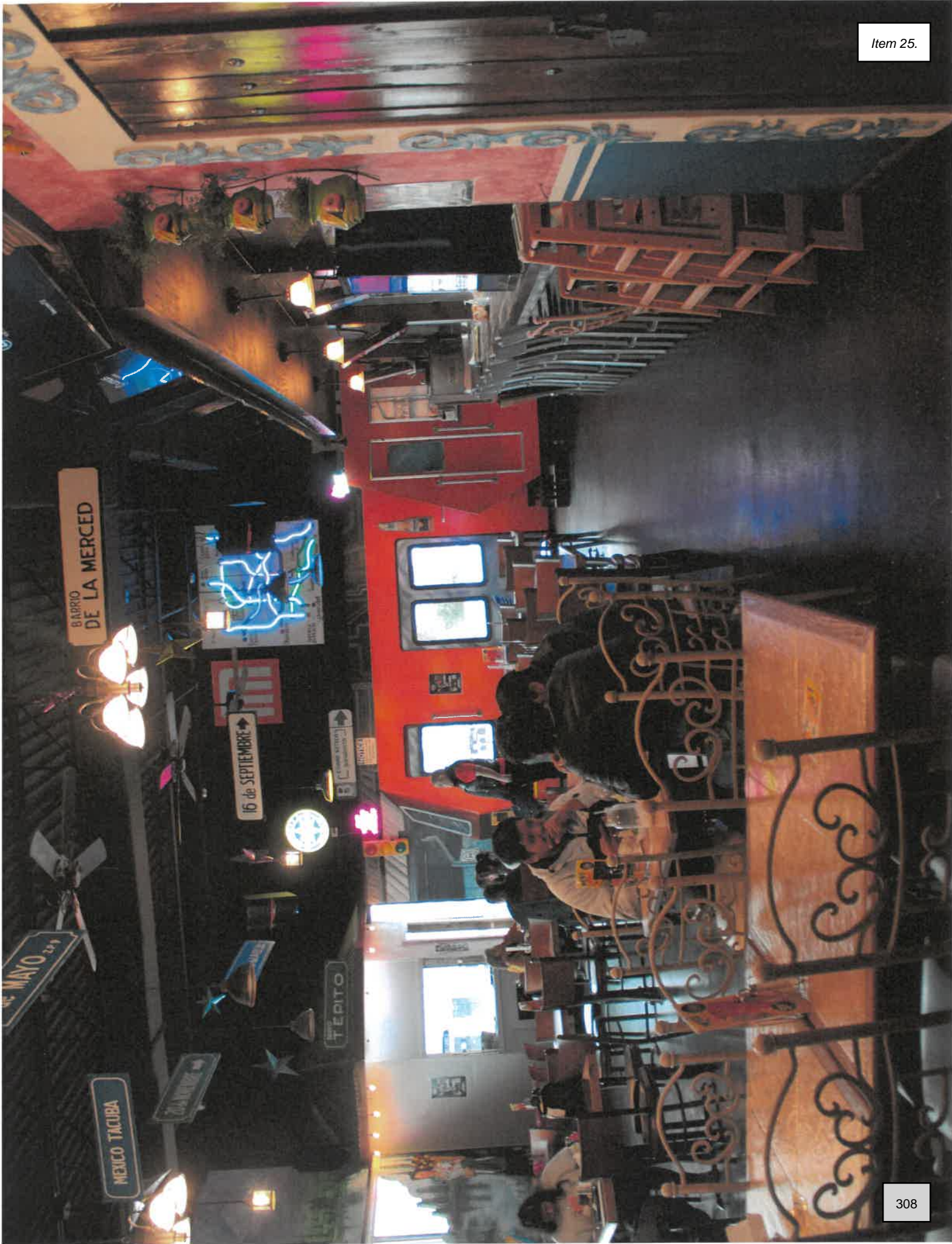
Seats = 70 people

$$\text{Barra} = \frac{6}{76}$$

























# Bienvenidos



## LAS CALLES

DE

## MEXICO

## TAQUERIA

### El Arte de la comida Mexicana





# Los Tacos

## de la esquina



- Al Pastor (Trompo con piña)
- Bistec
- Suadero
- Campechano (bistec y salchicha)
- Chorizo
- Tripa
- Carne Asada
- Fajita
- Gringa de Pastor
- La prieta (bistec c/queso)
- Costilla Rib Eye
- Extra Queso:

Incluyen cebolla  
y cilantro,  
con opción  
de cebolla asada

## Los Especiales del Centro

Servido en 3 tortillas de maíz "HECHAS A MANO"

- Carne a su elección con 1 complemento incluido:

Opciones de Carne:

- Bistek
- Cecina de Res
- Milanesa
- Asada
- Puerco Enchilado

Opciones de Complemento:

- Papa Encebollada
- Nopales Encebollado
- Papas Fritas



# Los Tacos



**Combinación de Carnes: Selecciona 3 tipos de carne para 6 tacos en tortillas de maíz.**

**Opciones: 2 Pastor, 2 Bistec, 2 Tripa,  
2 Asada, 2 Suadero**

## Tacos

**LOS GUEROS**

**Pruebe nuestros  
tacos con  
doble carne**

**Servidos en 3 tortillas de maíz  
"hechas a mano", 3 Chiles Güeros (Banana  
Peppers) rellenos de Queso Philadelphia  
y envueltos en tocino, asados a la parrilla.  
Carne a su elección. Tiempo de preparación:  
25 minutos.**

- Al Pastor (Trompo con piña)
- Bistec
- Campechano (bistec y salchicha)
- Asada

### **Extras "Para Tacos"**

- Queso Gratinado:
- Queso Fresco:
- (5) Tortillas de Maíz Taquera:
- Aguacate:
- Tortillas Hechas a Mano:



# Las Dobladitas





Tortillas de Maíz "Hechas a Mano"  
Servidas con carne a su elección.

- Tinga de Pollo en Chipotle:
- Dobladita de Queso:
- Bistec, Queso y Champiñones:
- Deshebrada con Queso:
- Deshebrada, Queso y Champiñones:
- Chicharrón Prensado en Salsa Roja:
- Deshebrada, Queso, Champiñones y Rajas:

## Los Alambres

- Bistec:
- Carne Asada:
- Al Pastor (Trompo):
- Bistec y Pastor:
- Campechano:

Elige entre 5 tortillas de maíz o 4 de harina   
 servida con la carne de tu elección, acompañada de cebolla, pimiento morrón, tocino, queso gratinado, cilantro y más cebolla para una experiencia llena de sabor.





# Los huaraches

## De la Tía Chona

- Sencillo:
- Huevo:
- Puerco Enchilado:
- Sirloin (Bistec):
- Cecina de Res:
- Costilla de Res: "Ribeye 10 oz"

### Extras:

- Lechuga:
- Crema:
- Salsa:
- Nopal:
- Huevo:
- Queso Fresco:

Servidos en una tortilla gigante  
hecha a mano con frijoles refritos,  
salsa verde de la casa, queso fresco,  
cebolla y crema





# Las Tortas del Primo



- Salchicha:
- Jamón y Queso:
- Pastor:
- Bistec:  
(Adicional de lechuga, jitomate, cebolla, mayonesa, jamón, queso amarillo y salsa de la casa)
- Pastor y Bistec:
- Milanesa de Res:
- Cubana Especial:  
(Milanesa, jamón, queso amarillo, queso gratinado, huevo, salchicha, [redacted] y queso de puerco)

Servidas en un pan de telera con jitomate, cebolla, mayonesa, aguacate y una salsa especial de la casa.



# Hamburguesas

## del Tío Pachín

Preparadas con una receta especial de la casa.  
Servidas con **papas fritas** y acompañadas de lechuga, jitomate, cebolla, ketchup, mostaza, mayonesa, y una salsa especial de la casa.

- **La Sencilla:**  
*Carne y queso*
- **La Clásica:**  
*Carne, jamón y queso amarillo*
- **La Monterrey:**  
*Carne, queso Jack, tocino, jalapeño y cebolla asada*
- **La Hawaiana:**  
*Carne, jamón, piña y queso*
- **La Mexicana:**  
*Carne, jamón, tocino, queso amarillo y huevo*
- **Al Pastor:**  
*Carne, pastor, jamón, queso amarillo y aguacate*
- **La Monster:**  
*Carne, queso amarillo, jamón, tocino, sausage y aguacate*

## Las Empanadas del Mercadito

Orden de 4 empanadas fritas con relleno a su elección, servidas con repollo, crema, queso fresco, jitomate y aguacate:

- **Queso:**
- **Pollo en Chipotle:**
- **Carne Deshebrada:**
- **Chicharrón Prensado:**
- **Empanadas Mixtas:**  
(Una combinación de distintos rellenos)
- **Con Queso EXTRA:**







# Las Quesadillas

de la Tía Lupis

**Una super tortilla de 12", servida con**

- Bistec con Queso Gratinado:
- Deshebrada con Queso Gratinado y Rajas (Poco Picante):
- Deshebrada con Queso Gratinado y Champiñones:
- Deshebrada con Queso Gratinado, Rajas y Champiñones:
- Campechana (Pastor, Bistec y Queso Gratinado):
- Quesadilla con Fajita y Queso Gratinado:
- Quesadilla Vegana con 2 Tortillas de Maíz, Servida con Morrón Verde y Amarillo, Cebolla y Champiñones:
- Keto Quesadilla Servida en Costra de Queso con Carne a su Elección:
- Pastor:
- Bistec:
- Asada:
- Carne Mix:

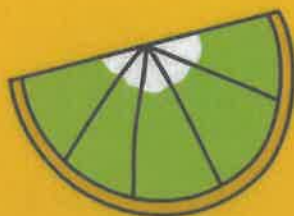




# Las GARNACHAS

## DE LA CALLE

- **Sopes Tradicionales:**  
*Frijoles refritos, lechuga, cebolla, crema y queso fresco*
- **Sopes con Carne Deshebrada:**  
*Frijoles refritos, lechuga, cebolla, crema y queso fresco*
- **Quesadibirria:**  
*Servidas en 2 tortillas "HECHAS A MANO", con queso gratinado, carne de birria y 1 consomé super delicioso*
- **Quesadibirria EXTRA**
- **Pambazo:**  
*Servido en una telera bañada en salsa de la casa, dorado a la plancha, con relleno de papa con chorizo, lechuga y crema*
- **Flautas de Pollo o Res:**  
*Servidas con repollo, crema, queso fresco, rebanadas de jitomate y aguacate*



# La Super Papa Asada

- Sencilla:
- Pastor:
- Sirloin:
- Tripa o Chicharrón:
- Fajita:
- Extra Queso:
- Extra Crema:
- Extra Mantequilla:

servida con una combinación  
de crema, mantequilla, y una  
costra de queso amarillo.  
Carne a su elección:

## El Burriloco

Servido en una Tortilla Gigante de 12"  
Rellena de frijol refrito, arroz, aguacate,  
crema, queso gratinado y carne a su  
elección.

- Pastor:
- Asada:
- Bistec:
- Fajita:



**\*\*Nota Importante:** Para mesas de 6 personas  
o más, se agregará automáticamente un 18%  
de propina.





# Los Super Volcanes

Servidos en 3 tortillas de maíz deshidratadas, gratinadas con queso blanco y pimienta, con carne a su elección:

- Pastor
- Bistec
- Asada
- El Super Volcán con Aguacate
- Campechanos con Aguacate

## KIDS MENU

- Quesadilla:  
*2 quesadillas de harina servidas con papas fritas.*
- Salchi-Pulpos:  
*2 salchichas fritas servidas con papas fritas.*
- Tacos de Bistec:  
*2 tacos en tortillas de maíz acompañados de papas fritas.*
- Quesadilla de Bistec:  
*2 quesadillas de bistec en tortillas de harina servidas con papas fritas.*





# Platillos de la Casa



## **Milanesa Plate**

*Acompañado con papas fritas y ensalada.*

## **Parrillada de Costilla "Ribeye 10 oz" (4 huesos)**

*Costilla de 4 huesos con salchicha, cebolla, pimienta y chile toreado.*

## **Cecina Plate**

*Incluye papa encebollada, nopal asado y cebolla cambray.*

## **Fajita Plate**

*Fajita, pimientos y cebolla a la plancha, servidos con arroz y frijoles refritos.*

## **Costilla Plate "Ribeye 10 oz"**

*Acompañada de papa encebollada, nopal asado y cebolla cambray.*

## **Super Plate**

*Cecina, 3 enchiladas verdes, arroz y frijol refrito.*

## **Molcajete Las Calles**

*Costilla de 4 huesos, queso fundido, chorizo, cebolla cambray, arroz y frijoles.*





# Todos los viernes, sábados y domingos

- **Menudo de Res:**  
*Tortilla "HECHA A MANO",  
cebolla y serrano.*
- **Pozole Rojo de Puerco:**  
*Servido con lechuga,  
cebolla, rábano y tostadas.*
- **Birria de Res:**  
*Consomé de birria de res,  
tortilla "HECHAS A MANO",  
cilantro y cebolla.*
- **Barbacoa de Borrego X Libra:**  
*Libra de borrego, 2 consomés,  
6 tortillas "HECHAS A MANO",  
cilantro y cebolla.*
- **Chilaquiles Verdes Mexicanos**
- **Chilaquiles el Jefe**

## Extras:

- **Huevo (2)**
- **Cecina**
- **Pastor**
- **Huevo extra**
- **Bistec**
- **Bolillo Extra**

# EXTRAS

- Tortilla a Mano:
- Tortilla de Maíz Taquera (5):
- Tortilla de Harina Taquera (4):
- Cebolla Cambray:
- Chiles Treadados (3):
- Chips con Pico:
- Papas Fritas:
- Nopal Entero:
- Nopal Encebollado:
- Extra Pico:
- Frijoles Refritos:
- Arroz:
- Papa Encebollada:
- Lechuga:
- Tomate Picado:
- Crema:
- Mantequilla:
- Queso Fresco:
- Piña:
- Deshebrada:
- Fajita:
- Frijoles Charros:
- Frijoles Charros Preparados:





Food Allergies? Please let us know. ¿Alérgico a ciertas comidas? Avísenos, por favor

# Bebidas

- Sodas de Lata:
- Sodas Mexicanas:
- Cerveza domestica
- Cerveza Importada
- Mix Michelada
- Aguas de Fruta Natural  
(32 Oz., NO REFILL):
- Topochico:
- Topochico Preparado:
- Freska Preparada:
- Sangría Calles:
- Botella de Agua:
- Bebida de Niño  
(NO REFILL):
- Café de Olla  
(NO REFILL):

## **\*\*CONTÁCTANOS PARA TUS FIESTAS**

- Taquizas
- Taquiza Estilo Buffet /Tornabodas
- Y Mucho Mas ..



S2950-00-000-0194-05 ( 281053)  
 DRAGONFLY 6265 LLC  
 305 A N SHARY RD  
 MISSION TX 78572

S2950-00-000-0194-10 ( 281054)  
 ELIZONDO DOLLY L  
 305 N SHARY RD  
 MISSION TX 78572

S2950-00-000-0195-00 ( 281055)  
 LAND GRABBER LLC  
 550 W 3 MILE LINE  
 PALMHURST TX 78573

S2950-00-000-0195-35 ( 281066)  
 BENCHMARK REAL ESTATE INVESTMENTS  
 10930 N SHARY RD  
 MISSION TX 78573

S2755-01-000-0072-00 ( 684476)  
 GONZALEZ MARIA LETICIA GALLEGOS  
 2422 CHRISTINA AVE  
 MISSION TX 78572

S2755-01-000-0073-00 ( 684477)  
 ZARATE PEDRO A & MARIA E  
 2420 CHRISTINA AVE  
 MISSION TX 78572

S2755-01-000-0074-00 ( 684478)  
 CANTU MAYRA J  
 ALFREDO & MAYRA IBETH VILLASENOR  
 401 SYCAMORE AVE  
 MISSION TX 78572

S2755-01-000-0075-00 ( 684479)  
 MARTINEZ LUIS A DEL ANGEL  
 403 SYCAMORE AVE  
 MISSION TX 78572

M1455-00-000-0001-00 ( 711991)  
 DEERFIELD ACQUISITION GROUP LLC  
 305 N SHARY RD  
 MISSION TX 78572

S2978-02-000-002A-00 ( 684215)  
 R1 REAL ESTATE SERVICES LLC  
 1624 N 49TH ST  
 MCALLEN TX 78501

H0652-00-000-0001-00 ( 729298)  
 HAIDAR PROPERTIES LTD  
 1601 SOUTH CAGE BLVD SUITE B  
 PHARR TX 78577

E4397-01-000-0001-00 (20829990)  
 SARAM DEVELOPMENT LLC  
 300 N SHARY RD  
 MISSION TX 78572

N0321-00-000-0001-00 ( 958828)  
 RALLY CREDIT UNION  
 2730 RODD FIELD RD  
 CORPUS CHRISTI TX 78414

T6805-02-000-0001-00 ( 1013410)  
 R & L LOZANO LEASING LTD  
 208 N CAGE BLVD  
 PHARR TX 78577

N6761-00-001-0004-00 ( 1236067)  
 WEINGARTEN SHARY NORTH JV  
 500 N BROADWAY STE 201  
 JERICHO NY 11753

M4947-00-000-0001-00 ( 1238512)  
 CITY OF MISSION  
 1201 E 8TH ST  
 MISSION TX 78572

S7035-00-000-0001-00 ( 1236061)  
 GUERRERO JUAN DAVID & DARIELA G  
 JESUS ARMANDO GUERRERO  
 960 FALL CRK  
 GRAPEVINE TX 76051

S2965-00-000-0002-00 ( 1569218)  
 AURIEL INVESTMENTS LLC  
 1200 AUBURN AVE STE 250  
 MCALLEN TX 78504



# CITY OF MISSION

## CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

**MEETING DATE:** January 27, 2025

**PRESENTED BY:** Susana De Luna, Interim Planning Director

**AGENDA ITEM:** Conditional Use Permit Renewal: Sale & On-Site Consumption of Alcoholic Beverages – Chisme Bar & Grill, 1512 E. Expressway 83, Suites 108 & 109, Lot 1, Re-Subdivision of Plaza Cantera (aka Lot 2A and 3, Stewart Plaza Subdivision), C-3, MN 2016, LLC (c/o Molamma B. George) Adoption of Ordinance #\_\_\_\_ - De Luna

### NATURE OF REQUEST:

On January 15, 2025 the Planning and Zoning Commission held a Public Hearing to consider the Conditional Use Permit request. The subject site is located on the SW corner of Stewart Road and Expressway 83. There was no public opposition during the P&Z Meeting. The board unanimously recommended approval.

**BUGETED:** Yes / No / N/A **FUND:** \_\_\_\_\_ **ACCT. #:** \_\_\_\_\_

**BUDGET:** \$ \_\_\_\_\_ **EST. COST:** \$ \_\_\_\_\_ **CURRENT BUDGET BALANCE:** \$ \_\_\_\_\_

**BID AMOUNT:** \$ \_\_\_\_\_

**STAFF RECOMMENDATION:** Staff recommends approval subject to: 1) 2 years re-evaluation at which time they will need to renew their TABC License; 2) Waiver of the 300 separation requirement from residential uses; 3) Provide a sound buffer to avoid noise from traveling; and 4) Continued compliance with all City Codes (Building, Fire, Health codes, Noise, etc.)

**Departmental Approval:** N/A

**Advisory Board Recommendation:** Approval

**City Manager's Recommendation:** Approval *MRP*

**RECORD OF VOTE:**

**APPROVED:** \_\_\_\_\_

**DISAPPROVED:** \_\_\_\_\_

**TABLED:** \_\_\_\_\_

\_\_\_\_\_ AYES

\_\_\_\_\_ NAYS

\_\_\_\_\_ DISSENTING \_\_\_\_\_

**ORDINANCE NO. \_\_\_\_**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS  
GRANTING A CONDITIONAL USE PERMIT RENEWAL FOR THE SALE & ON-SITE  
CONSUMPTION OF ALCOHOLIC BEVERAGES – CHISME BAR & GRILL, 1512 E.  
EXPRESSWAY 83, SUITES 108 & 109, LOT 1, RE-SUBDIVISION OF PLAZA CANTERA  
(AKA LOT 2A AND 3, STEWART PLAZA SUBDIVISION)**

WHEREAS, the City Council of the City of Mission finds that during consideration of the conditional use permit request of January 15, 2025, the Planning and Zoning Commission of the City of Mission upon duly recognized motion and second, voted to recommend to the City Council that the conditional use permit shown below be granted.

WHEREAS, The City Council of the City of Mission, held a public hearing at 4:30 p.m. Monday, January 27, 2025, in the Council Chambers of the City Hall to consider the following conditional use permit:

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS, THAT THE FOLLOWING CONDITIONAL USE PERMIT BE GRANTED:

<b>Legal Description</b>	<b>Type</b>	<b>Conditions of Approval</b>
1512 E. Expressway 83, Suites 108 & 109 Lot 1, Re-Subdivision of Plaza Cantera (aka Lot 2A and 3, Stewart Plaza Subdivision)	Sale & On-Site Consumption of Alcoholic Beverages – Chisme Bar & Grill	<ol style="list-style-type: none"> <li>1. 2 years re-evaluation at which time they will need to renew their TABC License;</li> <li>2. Waiver of the 300' separation requirement from residential uses;</li> <li>3. Continue compliance with all City Codes (Building, Fire, Health codes, Noise, etc.)</li> </ol>

READ, CONSIDERED AND PASSED, this the 27<sup>th</sup> day of January, 2025.

\_\_\_\_\_  
Norie Gonzalez Garza, Mayor

ATTEST:

\_\_\_\_\_  
Anna Carrillo, City Secretary

**ITEM# 1.8****CONDITIONAL USE PERMIT  
RENEWAL**

Sale & On-Site Consumption of Alcoholic  
Beverages – Chisme Bar & Grill  
1512 E. Expressway 83, Suites 108 & 109  
Lot 1, Re-Subdivision of Plaza Cantera  
(aka Lot 2A and 3, Stewart Plaza Subdivision)  
C-3  
MN 2016, LLC  
c/o Molamma B. George

**REVIEW DATA**

The site is located on the SW corner of Stewart Road and Expressway 83 -**see vicinity map**. The applicant is leasing two suites within the commercial plaza for a Bar & Grill. Access to the site is provided from a 38' driveway off of Expressway 83. The last CUP approved for this location was on January 22, 2024 for a 6 months period after obtaining their business license.

- **Days/Hours of Operation:** Every day from 11:00 a.m. to 2:00 a.m.
- **Staff:** 20 employees
- **Parking & Landscaping:** It is noted that the parking area is held in common and there is a total of 219 parking spaces that are shared with the other businesses within the commercial plaza.
- **Sale of Alcohol:** The restaurant includes a 'bar' component. Section 1.56 (3a) of the Zoning code requires a minimum separation of 300' from *the property line* of any churches, schools, publicly owned property, and residences. There are 3 residential lots that are within the 300'. However, P&Z and City Council have waived the separation requirement during other similar CUP's approval.

**REVIEW COMMENTS:** Staff mailed out 14 notices to property owners within 200' radius and staff has not received any comments in favor or against this request. Staff also requested a report from Mission P.D. in regards to any incidents which may have occurred in relation to the sale and on-site consumption of alcohol as of this day not reports have been filed. Staff notes that other CUPS for the sale and on-site consumption of alcoholic beverages for this location have been approved for other businesses in the past.

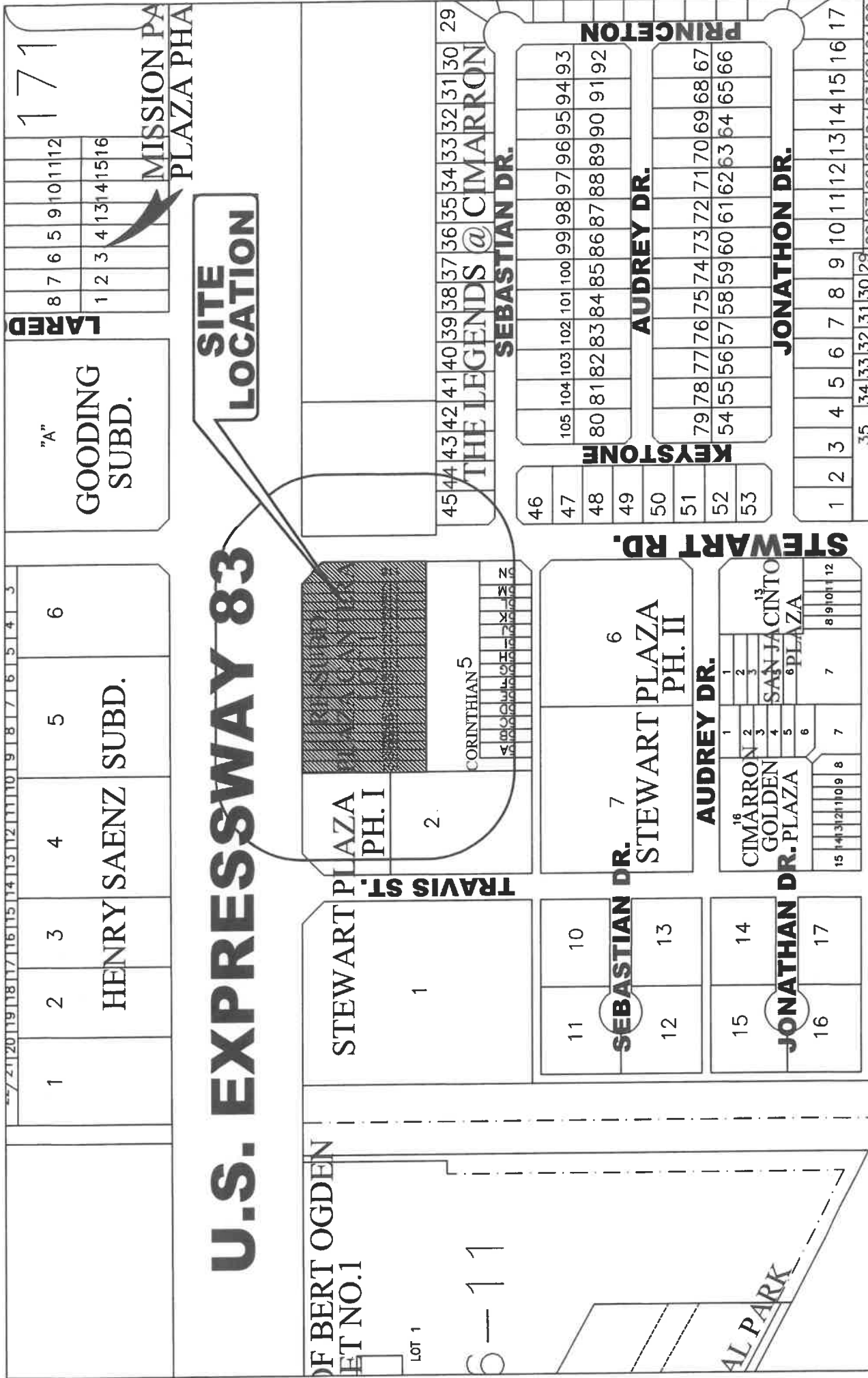
**RECOMMENDATION:**

Staff recommends approval subject to:

1. 2 year re-evaluation at which time they will need to renew their TABC License.
2. Waiver of the 300' separation requirement from residential uses, and
3. Continued compliance with all City Codes (Building, Fire, Health codes, Noise, etc.),



1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500	501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523	524	525	526	527	528	529	530	531	532	533	534	535	536	537	538	539	540	541	542	543	544	545	546	547	548	549	550	551	552	553	554	555	556	557	558	559	560	561	562	563	564	565	566	567	568	569	570	571	572	573	574	575	576	577	578	579	580	581	582	583	584	585	586	587	588	589	590	591	592	593	594	595	596	597	598	599	600	601	602	603	604	605	606	607	608	609	610	611	612	613	614	615	616	617	618	619	620	621	622	623	624	625	626	627	628	629	630	631	632	633	634	635	636	637	638	639	640	641	642	643	644	645	646	647	648	649	650	651	652	653	654	655	656	657	658	659	660	661	662	663	664	665	666	667	668	669	670	671	672	673	674	675	676	677	678	679	680	681	682	683	684	685	686	687	688	689	690	691	692	693	694	695	696	697	698	699	700	701	702	703	704	705	706	707	708	709	710	711	712	713	714	715	716	717	718	719	720	721	722	723	724	725	726	727	728	729	730	731	732	733	734	735	736	737	738	739	740	741	742	743	744	745	746	747	748	749	750	751	752	753	754	755	756	757	758	759	760	761	762	763	764	765	766	767	768	769	770	771	772	773	774	775	776	777	778	779	780	781	782	783	784	785	786	787	788	789	790	791	792	793	794	795	796	797	798	799	800	801	802	803	804	805	806	807	808	809	810	811	812	813	814	815	816	817	818	819	820	821	822	823	824	825	826	827	828	829	830	831	832	833	834	835	836	837	838	839	840	841	842	843	844	845	846	847	848	849	850	851	852	853	854	855	856	857	858	859	860	861	862	863	864	865	866	867	868	869	870	871	872	873	874	875	876	877	878	879	880	881	882	883	884	885	886	887	888	889	890	891	892	893	894	895	896	897	898	899	900	901	902	903	904	905	906	907	908	909	910	911	912	913	914	915	916	917	918	919	920	921	922	923	924	925	926	927	928	929	930	931	932	933	934	935	936	937	938	939	940	941	942	943	944	945	946	947	948	949	950	951	952	953	954	955	956	957	958	959	960	961	962	963	964	965	966	967	968	969	970	971	972	973	974	975	976	977	978	979	980	981	982	983	984	985	986	987	988	989	990	991	992	993	994	995	996	997	998	999	1000	1001	1002	1003	1004	1005	1006	1007	1008	1009	1010	1011	1012	1013	1014	1015	1016	1017	1018	1019	1020	1021	1022	1023	1024	1025	1026	1027	1028	1029	1030	1031	1032	1033	1034	1035	1036	1037	1038	1039	1040	1041	1042	1043	1044	1045	1046	1047	1048	1049	1050	1051	1052	1053	1054	1055	1056	1057	1058	1059	1060	1061	1062	1063	1064	1065	1066	1067	1068	1069	1070	1071	1072	1073	1074	1075	1076	1077	1078	1079	1080	1081	1082	1083	1084	1085	1086	1087	1088	1089	1090	1091	1092	1093	1094	1095	1096	1097	1098	1099	1100	1101	1102	1103	1104	1105	1106	1107	1108	1109	1110	1111	1112	1113	1114	1115	1116	1117	1118	1119	1120	1121	1122	1123	1124	1125	1126	1127	1128	1129	1130	1131	1132	1133	1134	1135	1136	1137	1138	1139	1140	1141	1142	1143	1144	1145	1146	1147	1148	1149	1150	1151	1152	1153	1154	1155	1156	1157	1158	1159	1160	1161	1162	1163	1164	1165	1166	1167	1168	1169	1170	1171	1172	1173	1174	1175	1176	1177	1178	1179	1180	1181	1182	1183	1184	1185	1186	1187	1188	1189	1190	1191	1192	1193	1194	1195	1196	1197	1198	1199	1200	1201	1202	1203	1204	1205	1206	1207	1208	1209	1210	1211	1212	1213	1214	1215	1216	1217	1218	1219	1220	1221	12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**Mixed Beverage Sales**  
**Payment Only for period ending 08/31/2024**  
**Confirmation: You Have Successfully Made A Payment**

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**Date and Time of Filing:** 01/02/2025 01:28:47 PM

**Taxpayer ID:** 32079772490  
**Taxpayer Name:** MN 2016, LLC  
**Taxpayer Address:** 1001 TRAVIS ST MISSION , TX 78572-2037

**Entered by:** Subin Mathews  
**Email Address:** subialex76@gmail.com  
**Telephone Number:** (214) 984-9423  
**IP Address:** 45.16.197.162

**Payment Summary:**

**Amount to Pay:** \$961.59  
**Electronic Check:** \$961.59

**Payment Reference Number:** 225092099  
**Trace Number:** 77859798  
**Type of Bank Account:** CHECKING  
**Accountholder Name:** Chisme Bar and Grill  
**Bank Routing Number:** 114911687  
**Bank Account Number:** \*\*\*\*\* 5153  
**Payment Effective Date:** 01/02/2025

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**Mixed Beverage Sales**  
**Payment Only for period ending 09/30/2024**  
**Confirmation: You Have Successfully Made A Payment**

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**Date and Time of Filing:** 01/02/2025 01:29:52 PM

**Taxpayer ID:** 32079772490  
**Taxpayer Name:** MN 2016, LLC  
**Taxpayer Address:** 1001 TRAVIS ST MISSION , TX 78572-2037

**Entered by:** Subin Mathews  
**Email Address:** subialex76@gmail.com  
**Telephone Number:** (214) 984-9423  
**IP Address:** 45.16.197.162

**Payment Summary:**

**Amount to Pay:** \$1,420.12  
**Electronic Check:** \$1,420.12

**Payment Reference Number:** 225092272  
**Trace Number:** 77859817  
**Type of Bank Account:** CHECKING  
**Accountholder Name:** Chisme Bar and Grill  
**Bank Routing Number:** 114911687  
**Bank Account Number:** \*\*\*\*\* 5153  
**Payment Effective Date:** 01/02/2025

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**Mixed Beverage**  
**Payment Only for period ending 09/30/2024**  
**Confirmation: You Have Successfully Made A Payment**

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**Date and Time of Filing:** 01/02/2025 01:27:29 PM

**Taxpayer ID:** 32079772490  
**Taxpayer Name:** MN 2016, LLC  
**Taxpayer Address:** 1001 TRAVIS ST MISSION , TX 78572-2037

**Entered by:** Subin Mathews  
**Email Address:** subialex76@gmail.com  
**Telephone Number:** (214) 984-9423  
**IP Address:** 45.16.197.162

**Payment Summary:**

**Amount to Pay:** \$1,158.93  
**Electronic Check:** \$1,158.93

**Payment Reference Number:** 225091890  
**Trace Number:** 77859779  
**Type of Bank Account:** CHECKING  
**Accountholder Name:** Chisme Bar and Grill  
**Bank Routing Number:** 114911687  
**Bank Account Number:** \*\*\*\*\* 5153  
**Payment Effective Date:** 01/02/2025

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## Sales and Use Tax

**Taxpayer:** 32079772490, MN 2016, LLC  
**Address:** 1001 TRAVIS ST, MISSION TX 78572-2037  
**Tax Type:** Sales and Use Tax

### Return Summary Original Return for Period Ending 10/31/2024 (2410)

#### CREDITS TAKEN

##### Credits Taken

Are you taking credit to reduce taxes due on this return?

No

##### Licensed Customs Broker Exported Sales

Did you refund sales tax for this filing period on items exported outside the United States based on a Texas Licenced Customs Broker Export Certifications?

No

#### LOCATION SUMMARY

Loc #	Total Texas Sales	Taxable Sales	Taxable Purchases	Subject to State Tax (Rate .0625)	State Tax Due	Subject to Local Tax	Local Tax Rate	Local Tax Due
00001	0	0	0	0	0.00	0	0.02000	0.00
00002	12,400	12,400	0	12,400	775.00	12,400	0.02000	248.00
<b>SubTotal</b>	<b>12,400</b>	<b>12,400</b>	<b>0</b>	<b>12,400</b>	<b>775.00</b>	<b>12,400</b>		<b>248.00</b>

**Total Tax for Locations**

**\$1,023.00**

Total Tax Due:

\$1,023.00

Prior Payments:

- \$1,017.88

Timely Filing Discount:

- \$5.11

Balance Due:

\$0.01

Pending Payments:

- \$0.00

[← Back](#)

## Sales and Use Tax

**Taxpayer:** 32079772490, MN 2016, LLC  
**Address:** 1001 TRAVIS ST, MISSION TX 78572-2037  
**Tax Type:** Sales and Use Tax

### Return Summary Original Return for Period Ending 11/30/2024 (2411)

#### CREDITS TAKEN

##### Credits Taken

Are you taking credit to reduce taxes due on this return? No

##### Licensed Customs Broker Exported Sales

Did you refund sales tax for this filing period on items exported outside the United States based on a Texas Licenced Customs Broker Export Certifications? No

#### LOCATION SUMMARY

Loc #	Total Texas Sales	Taxable Sales	Taxable Purchases	Subject to State Tax (Rate .0625)	State Tax Due	Subject to Local Tax	Local Tax Rate	Local Tax Due
00001	0	0	0	0	0.00	0	0.02000	0.00
00002	13,654	13,654	0	13,654	853.38	13,654	0.02000	273.08
<b>SubTotal</b>	<b>13,654</b>	<b>13,654</b>	<b>0</b>	<b>13,654</b>	<b>853.38</b>	<b>13,654</b>		<b>273.08</b>

**Total Tax for Locations** **\$1,126.46**

Total Tax Due:	\$1,126.46
Prior Payments:	- \$1,120.82
Timely Filing Discount:	- \$5.64
Balance Due:	\$0.00
Pending Payments:	- \$0.00

[← Back](#)

## Sales and Use Tax

**Taxpayer:** 32079772490, MN 2016, LLC  
**Address:** 1001 TRAVIS ST, MISSION TX 78572-2037  
**Tax Type:** Sales and Use Tax

### Return Summary Original Return for Period Ending 09/30/2024 (2409)

#### CREDITS TAKEN

##### Credits Taken

Are you taking credit to reduce taxes due on this return?

No

##### Licensed Customs Broker Exported Sales

Did you refund sales tax for this filing period on items exported outside the United States based on a Texas Licenced Customs Broker Export Certifications?

No

#### LOCATION SUMMARY

Loc #	Total Texas Sales	Taxable Sales	Taxable Purchases	Subject to State Tax (Rate .0625)	State Tax Due	Subject to Local Tax	Local Tax Rate	Local Tax Due
00001	0	0	0	0	0.00	0	0.02000	0.00
00002	11,345	11,345	0	11,345	709.06	11,345	0.02000	226.90
<b>SubTotal</b>	<b>11,345</b>	<b>11,345</b>	<b>0</b>	<b>11,345</b>	<b>709.06</b>	<b>11,345</b>		<b>226.90</b>

**Total Tax for Locations**

**\$935.96**

Total Tax Due: \$935.96

Determination Penalty: + \$70.91

Interest: + \$3.11

Penalty: + \$116.29

Prior Payments: - \$1,156.34

Returned Payment Fee: + \$30.00

Balance Due: -\$0.06

S2950-00-000-0161-10 ( 280841)  
RRR DEVELOPMENT LP  
PO BOX 86  
HIDALGO TX 78557

T3510-00-000-0044-00 ( 668047)  
TRISTAN YRIS VIOLETA ROBLES  
1603 SEBASTIAN ST  
MISSION TX 78572

T3510-00-000-0045-00 ( 668048)  
ZAPATA GERARDO DANIEL  
1601 SEBASTIAN ST  
MISSION TX 78572

S6215-00-000-0003-00 ( 686763)  
MGV INVESTMENT GROUP LLC  
4712 VERMONT AVE  
MCALLEN TX 78503

S6215-00-000-0005-00 ( 686765)  
LESKKO REAL ESTATE INVESTORS LTD  
1205 TRAVIS STREET  
MISSION TX 78572

S6215-00-000-002A-00 ( 686778)  
MGV INVESTMENT GROUP LLC  
4712 VERMONT AVE  
MCALLEN TX 78503

S6215-00-000-002B-00 ( 686779)  
BLUE SUNRISE INVESTMENTS LLC  
312 W NOLANA LOOP  
PHARR TX 78577

S6215-00-000-005A-00 ( 686792)  
LESKO REAL ESTATE INVESTORS LTD  
1205 TRAVIS ST  
MISSION TX 78572

S6215-00-000-005F-00 ( 686784)  
LESKKO REAL ESTATE INVESTORS LTD  
1205 TRAVIS ST  
MISSION TX 78572

S6215-00-000-005G-00 ( 686785)  
DLT DEVELOPMENT LLC  
3907 SANTA VERONICA  
MISSION TX 78572

S6215-00-000-005H-00 ( 686786)  
LESKKO REAL ESTATE INVESTORS LTD  
1205 TRAVIS STREET  
MISSION TX 78572

S6215-00-000-005I-00 ( 686793)  
CARDENAS OSCAR & LESVIA  
1205 TRAVIS ST  
MISSION TX 78572

S6215-00-000-005J-00 ( 686787)  
LESKKO REAL ESTATE INVESTORS LTD  
1205 TRAVIS STREET  
MISSION TX 78572

S6215-00-000-005M-00 ( 686790)  
LESKKO REAL ESTATE INVESTORS LTD  
1205 TRAVIS ST  
MISSION TX 78572





# CITY OF MISSION

## CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

**MEETING DATE:** January 27, 2025  
**PRESENTED BY:** Susana De Luna, Interim Planning Director  
**AGENDA ITEM:** Discussion and Action to amend the Planning and Zoning Commission Bylaws - De Luna

### NATURE OF REQUEST:

On January 15, 2025 the Planning and Zoning Commission held a Public Hearing to consider the amendment of the Planning and Zoning Bylaws.

During the December 16<sup>th</sup> City Council Meeting the City Council made some changes to the City Boards. These changes consist of the following: reducing the number of board members, removing all alternate positions, and making each term for 3 years. The purpose of this change is to have consistency among all the boards. The bylaws below will reflect the changes approved by the City Council.

There was no public opposition during the P&Z Meeting. The board unanimously recommended approval.

**BUGETED:** Yes / No / N/A **FUND:** \_\_\_\_\_ **ACCT. #:** \_\_\_\_\_

**BUDGET:** \$ \_\_\_\_\_ **EST. COST:** \$ \_\_\_\_\_ **CURRENT BUDGET BALANCE:** \$ \_\_\_\_\_

**BID AMOUNT:** \$ \_\_\_\_\_

**STAFF RECOMMENDATION:** Staff recommends approval.

**Departmental Approval:** N/A

**Advisory Board Recommendation:** P&Z Approval

**City Manager's Recommendation:** Approval *MRP*

**RECORD OF VOTE:** **APPROVED:** \_\_\_\_\_  
**DISAPPROVED:** \_\_\_\_\_  
**TABLED:** \_\_\_\_\_

\_\_\_\_\_ AYES

\_\_\_\_\_ NAYS

\_\_\_\_\_ DISSENTING \_\_\_\_\_

## ITEM# 1.2

### Discussion and Action to amend the Planning and Zoning Commission Bylaws

During the December 16<sup>th</sup> City Council Meeting the City Council made some changes to the City Boards. These changes consist of the following: reducing the number of board members, removing all alternate positions, and making each term for 3 years. The purpose of this change is to have consistency among all the boards. The bylaws below will reflect the changes approved by the City Council.

### BYLAWS FOR THE PLANNING AND ZONING BOARD

#### ARTICLE I

##### Organization

- A. Pursuant to Ordinance 649 (3/22/71), the Planning and Zoning Board is hereby created and established.
- B. The Planning and Zoning Board shall be composed of seven (7) members, ~~and one (1) alternate~~, who shall be resident citizens, taxpayers and qualified voters of the City and shall be appointed by the Mayor with confirmation by the City Council. Such appointments will be staggered upon the membership.
- C. The tenure for each member of the Planning and Zoning Board shall be for ~~two (2)~~ **three (3)** years. Vacancies occurring shall be filled for the unexpired term in the same manner as provided for original appointments.
- D. Members of the Planning and Zoning Board may be removed by the Mayor with the City Council's consent after a public hearing and for cause assigned in writing.

#### ARTICLE II

##### Duties

The Planning and Zoning Board shall perform such duties as may be prescribed upon them by the City Council, by Ordinance, and/or by State law.

#### ARTICLE III

##### Officers

- A. The Planning and Zoning Board shall elect a Chairman & Vice-Chairman from its membership.
- B. The Chairman shall make a good faith effort to attend all meetings involving the Planning and Zoning Board wherein he shall be the presiding officer; shall oversee that all meetings are professionally conducted; and shall maintain order during meetings.

- C. The tenure for the Chairman & Vice-Chairman shall be for ~~one (1) three (3)~~ year whereby the Planning and Zoning Board shall consider his/her effectiveness in being the chief presiding officer of said Board. The Chairman for the Planning and Zoning Board shall be elected each January, thereby providing the Mayor and City Council to fully appoint the Board during its December Board appointments.
- D. In the absence of the Chairman, the Vice-Chairman shall have the full authority and responsibilities of the Planning and Zoning Board Chairman.
- E. In the event the Chairman & Vice-Chairman are not present, the attending members shall appoint among themselves an Acting Chairman. The Acting Chairman shall have the full authority and responsibility of the Planning and Zoning Board Chairman.

#### ARTICLE IV

##### Voting

- A. Each member shall have one (1) vote.
- B. The Chairman shall always have the right to vote on any issue but it shall be at his discretion and option to exercise this right.
- C. The Chairman, however, shall vote when there is a tie vote. The Chairman shall also vote when there are four (4) members present, inclusive of the Chairman, so that the result shall be a total of four (4) votes. During this latter mandatory vote by the Chairman, should there be a 2-2 tie vote, the motion shall be considered as defeated.
- D. Furthermore, should a Planning and Zoning Board member abstain from voting so that the total number of notes is three (3), the Chairman shall then note to render a total of four (4) active votes.
- E. The Chairman shall not make a motion or second any motion on any issue without relinquishing the Chair to another Planning and Zoning Board member who had not made the respective motion or the second to the motion.
- F. A Planning and Zoning Board member shall only abstain from voting if he/she has a vested interest in a particular proposal before the Planning and Zoning Board and shall sign an affidavit to the conflict (see attached Exhibit A). Should there not be sufficient cause for abstention, the Planning and Zoning Board member shall vote.
- G. A Planning and Zoning Board member presenting a proposal before the Planning and Zoning Board shall remove himself/herself from the Planning and Zoning Board's platform thereby becoming a member of the respective audience and, of course, be automatically considered as an abstaining Planning and Zoning Board member. Once the time is acted on, the member shall take his/her seat on the Planning and Zoning Board.
- H. ~~An alternate member shall have the right to attend and participate in any Planning and Zoning Meeting and shall have all rights and privileges as a regular Planning and Zoning member. An alternative member shall vote as provided herein except where there are five (5) active Planning and Zoning members present.~~
  - (a) ~~An alternate member shall substitute at any such meeting a regular member who is absent and have full voting privileges during such meeting. The need~~

~~to establish quorum need not be present for an alternate member to substitute for a regular member who is absent.~~

## ARTICLE V

### Quorum

The quorum for the transaction of business shall be four (4) members from the ~~seven (7) eight (8)~~ member Board.

### Attendance

Pursuant to Sec. 2-16, any member of the board who is absent more than three (3) consecutive times from any regular or special meeting of said board, or who is absent from said meetings more than fifty (50) percent of the time during any one calendar year, without a legitimate excuse to be determined by the majority of any such board, shall be automatically dropped from membership.

## ARTICLE VI

### Meetings

- A. The Planning and Zoning shall hold at least one regular meeting in each month at a time to be fixed by it for such regular meetings, and may hold as many additional regular meetings during the month as may be necessary for the transaction of the business of the City and its citizens. All regular meetings of the Planning and Zoning Commission shall be public and shall be held at a place designated in advance.
- B. Special meetings shall be held at times and places to be determined by the Chairman with the advice and consent of the Planning and Zoning Board's membership.
- C. There shall be no regular meeting scheduled should there be less than three (3) agenda items deemed for action.

## ARTICLE VII

Administrative and clerical support for the Planning and Zoning Board shall be provided by the Planning Department which shall keep any and all records pertaining to business undertaken by the Planning and Zoning Board.

## ARTICLE VIII

The Chairman shall appoint any combination of members as a temporary subcommittee of the Planning and Zoning Board in order to review, research and discuss a particular issue. The subcommittee shall then report back to the full Planning and Zoning Board the findings and results of their meeting(s).

## ARTICLE IX

These Bylaws may be amended or added to by a majority vote (4) of the Planning and Zoning Board provided that:

1. Notice of proposed amendment(s) shall contain a full statement of the proposed amendment(s) on an agenda to be presented to the Board at a regular meeting; and,
2. Pursuant to Sec. 26-25 of Mission's Codes, shall be approved by the Mission City Council.

## ARTICLE X

These Bylaws are hereby duly adopted at a regular meeting of the Planning and Zoning Board and the Mission City Council on the dates given below:

Adoption by the Planning and Zoning Board:

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

Adoption by the Mission City Council:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

BYLAWS  
FOR THE  
PLANNING AND ZONING BOARD

ARTICLE I

Organization

- A. Pursuant to Ordinance 649 (3/22/71), the Planning and Zoning Board is hereby created and established.
- B. The Planning and Zoning Board shall be composed of seven (7) members, who shall be resident citizens, taxpayers and qualified voters of the City and shall be appointed by the Mayor with confirmation by the City Council. Such appointments will be staggered upon the membership.
- C. The tenure for each member of the Planning and Zoning Board shall be for three (3) years. Vacancies occurring shall be filled for the unexpired term in the same manner as provided for original appointments.
- D. Members of the Planning and Zoning Board may be removed by the Mayor with the City Council's consent after a public hearing and for cause assigned in writing.

ARTICLE II

Duties

The Planning and Zoning Board shall perform such duties as may be prescribed upon them by the City Council, by Ordinance, and/or by State law.

ARTICLE III

Officers

- A. The Planning and Zoning Board shall elect a Chairman & Vice-Chairman from its membership.
- B. The Chairman shall make a good faith effort to attend all meetings involving the Planning and Zoning Board wherein he shall be the presiding officer; shall oversee that all meetings are professionally conducted; and shall maintain order during meetings.

- C. The tenure for the Chairman & Vice-Chairman shall be for one (1) year whereby the Planning and Zoning Board shall consider his/her effectiveness in being the chief presiding officer of said Board. The Chairman for the Planning and Zoning Board shall be elected each January, thereby providing the Mayor and City Council to fully appoint the Board during its December Board appointments.
- D. In the absence of the Chairman, the Vice-Chairman shall have the full authority and responsibilities of the Planning and Zoning Board Chairman.
- E. In the event the Chairman & Vice-Chairman are not present, the attending members shall appoint among themselves an Acting Chairman. The Acting Chairman shall have the full authority and responsibility of the Planning and Zoning Board Chairman.

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- D. Furthermore, should a Planning and Zoning Board member abstain from voting so that the total number of votes is three (3), the Chairman shall then vote to render a total of four (4) active votes.
- E. The Chairman shall not make a motion or second any motion on any issue without relinquishing the Chair to another Planning and Zoning Board member who had not made the respective motion or the second to the motion.
- F. A Planning and Zoning Board member shall only abstain from voting if he/she has a vested interest in a particular proposal before the Planning and Zoning Board and shall sign an affidavit to the conflict (see attached Exhibit A). Should there not be sufficient cause for abstention, the Planning and Zoning Board member shall vote.
- G. A Planning and Zoning Board member presenting a proposal before the Planning and Zoning Board shall remove himself/herself from the Planning and Zoning Board's platform thereby becoming a member of the respective audience and, of course, be automatically considered as an abstaining Planning and Zoning Board member. Once the time is acted on, the member shall take his/her seat on the Planning and Zoning Board.



## ARTICLE V

### Quorum

The quorum for the transaction of business shall be four (4) members from the seven (7) member Board.

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- A. The Planning and Zoning shall hold at least one regular meeting in each month at a time to be fixed by it for such regular meetings, and may hold as many additional regular meetings during the month as may be necessary for the transaction of the business of the City and its citizens. All regular meetings of the Planning and Zoning Commission shall be public and shall be held at a place designated in advance.
- B. Special meetings shall be held at times and places to be determined by the Chairman with the advice and consent of the Planning and Zoning Board's membership.
- C. There shall be no regular meeting scheduled should there be less than three (3) agenda items deemed for action.

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The Chairman shall appoint any combination of members as a temporary subcommittee of the Planning and Zoning Board in order to review, research and discuss a particular issue. The subcommittee shall then report back to the full Planning and Zoning Board the findings and results of their meeting(s).

## ARTICLE IX

These Bylaws may be amended or added to by a majority vote (4) of the Planning and Zoning Board provided that:

1. Notice of proposed amendment(s) shall contain a full statement of the proposed amendment(s) on an agenda to be presented to the Board at a regular meeting; and,
2. Pursuant to Sec. 26-25 of Mission's Codes, shall be approved by the Mission City Council.

## ARTICLE X

These Bylaws are hereby duly adopted at a regular meeting of the Planning and Zoning Board and the Mission City Council on the dates given below:

Adoption by the Planning and Zoning Board:

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

Adoption by the Mission City Council:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date



**MEETING DATE:** January 27, 2025  
**PRESENTED BY:** Susana De Luna, Planning Director  
**AGENDA ITEM:** Consider a Variance request by Quintanilla, Headley & Associates on behalf of Ricardo Salinas to the Subdivision Code for unrecorded Papillion Square Subdivision - De Luna

**NATURE OF REQUEST:**

On December 15, 2025 the Planning and Zoning Commission held a Public Hearing to consider the variance request. The subject site is located at the northeast corner of E. Griffin Parkway (FM 495) and N. Bryan Road.

On November 6, 2024 staff received a renewal subdivision application for Papillion Square Subdivision (initial submittal August 18, 2022). This proposed subdivision is located at the northeast corner of E. Griffin Parkway (FM 495) and N. Bryan Road. The developer is proposing a 1-lot subdivision. It is commercially zoned and he would like to do a commercial plaza at this location. On November 7, 2024 the Project Engineer, Alfonso Quintanilla submitted a letter for a variance request to the Subdivision Requirements for the following:

- Bryan Road Paving widening plus curb and gutter
- Replacement and size increase from 4" to 8" waterline along N. Bryan Rd.
- Relocation of AEP overhead power line along N. Bryan Rd.
- Relocation of AT&T pedestal on N. Bryan Rd.
- Relocation of Traffic Signal

There was no public opposition during the P&Z Meeting. The board unanimously recommended denial.

**BUGETED:** Yes / No / N/A **FUND:** \_\_\_\_\_ **ACCT. #:** \_\_\_\_\_

**BUDGET:** \$ \_\_\_\_\_ **EST. COST:** \$ \_\_\_\_\_ **CURRENT BUDGET BALANCE:** \$ \_\_\_\_\_

**BID AMOUNT:** \$ \_\_\_\_\_

**STAFF RECOMMENDATION:** Staff recommends denial.

**Departmental Approval:** N/A

**Advisory Board Recommendation:** P&Z Denial

**City Manager's Recommendation:** Denial *MRP*

**RECORD OF VOTE:** **APPROVED:** \_\_\_\_\_

**DISAPPROVED:** \_\_\_\_\_

**TABLED:** \_\_\_\_\_

\_\_\_\_\_ AYES

\_\_\_\_\_ NAYS

\_\_\_\_\_ DISSENTING \_\_\_\_\_

### ITEM# 3.0

Variance request by Quintanilla, Headley & Associates on behalf of Ricardo Salinas to the Subdivision Code for unrecorded Papillion Square Subdivision, A 1.977 acre tract of land being a 2.00 acre tract out of lot 25-11, West Addition to Sharyland a/k/a Papillion Square Subdivision

On November 6, 2024 staff received a renewal subdivision application for Papillion Square Subdivision (initial submittal August 18, 2022). This proposed subdivision is located at the northeast corner of E. Griffin Parkway (FM 495) and N. Bryan Road. The developer is proposing a 1-lot subdivision. It is commercially zoned and he would like to do a commercial plaza at this location. On November 7, 2024 the Project Engineer, Alfonso Quintanilla submitted a letter for a variance request to the Subdivision Requirements for the following:

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- Replacement and size increase from 4" to 8" waterline along N. Bryan Rd.
- Relocation of AEP overhead power line along N. Bryan Rd.
- Relocation of AT&T pedestal on N. Bryan Rd.
- Relocation of Traffic Signal

Now, due to the nature of the proposed use, amount of people working in the subdivision, effects on traffic, health, safety and convenience in the vicinity it was determine by staff that there were no hardships to consider that would prevent this development therefore full compliance would be required for the Subdivision approval. Staff is requiring the same requirements that would be imposed on any new subdivision. After conferring with the developer, on staff's recommendation he would still like these variances to go before the P&Z Board and City Council for their consideration.

#### **Timeline:**

1. November 7, 2022, first variance request letter submitted to consider the following:
  - Bryan Road Paving widening plus curb and gutter
  - Replacement and size increase from 4" to 8" waterline along N. Bryan Rd.
2. On April 20, 2023, Mr. Quintanilla submitted a new variance request letter and was then asking for the following variances from the Subdivision Requirements:
  - Bryan Road Paving widening plus cub and gutter
  - Replacement and size increase from 4" to 8" waterline along Bryan Road
  - Drainage Improvements along Bryan Road

There was no public opposition during the P&Z meeting. Board unanimously recommended denial.

**RECOMMENDATION:** Staff recommends denial.

\*Note: If P&Z is incline to approve the variance requests, then we would suggest that a contractual agreement be made and allow the developer to proceed with the understanding that once the improvements are required then he would have to comply.

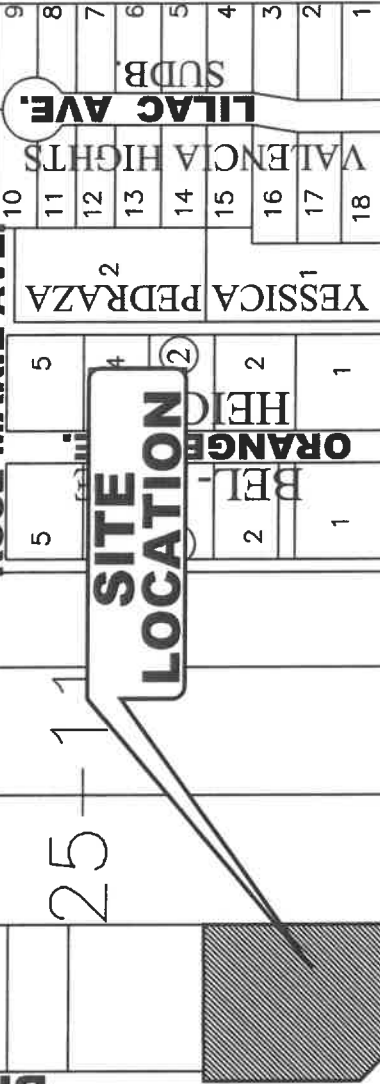
200' H.C.I.D. No. 1 EDINBURG MAIN CANAL R.O.W.

HER-VILLA SUB.  
W. RU  
BARN  
(A)  
1

2

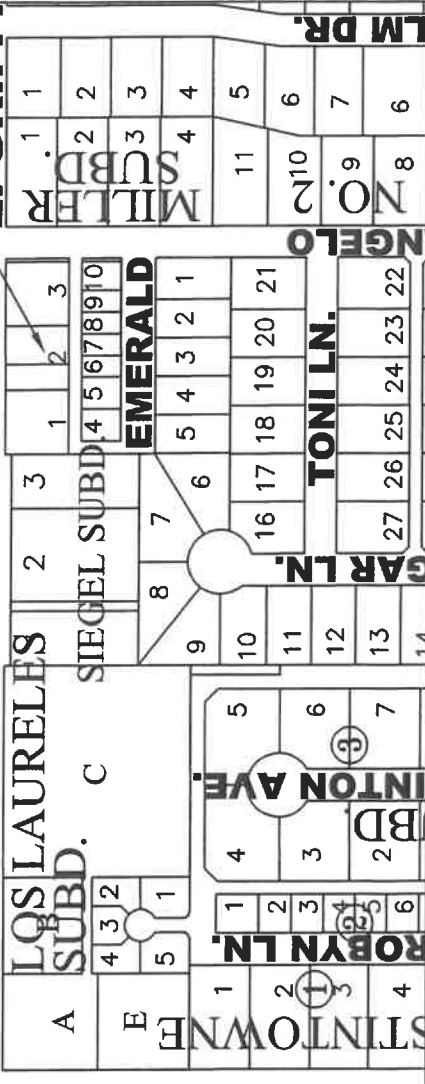
1

ROSE MARIE AVE.



E. GRIFFIN

ENCHANTED VALLEY



**CITY OF MISSION**  
HIDALGO COUNTY, TEXAS  
1201 E. 8th Street  
MISSION, TX 78572  
PH: (956) 580-8672  
FAX: (956) 580-8680

Item 28.

No.

KICKAPOO CREEK  
CONCHO ESTATES  
8 9 10 11 12 13 14 15 16 17 18

2

1

WOODLANDS  
CONCHO ESTATES  
28 29 30 31 32 33 34 35 36 37 38 39

2

1

25-10

BODINE SUBD.  
NO. ONE  
3 2 1

E. GRIFFIN PARKWAY (F.M. 495)



**CITY OF MISSION**  
HIDALGO COUNTY, TEXAS  
1201 E. 8th Street  
MISSION, TX 78572  
PH: (956) 580-8672  
FAX: (956) 580-8680

Item 28.

No.





**QUINTANILLA, HEADLEY AND ASSOCIATES, INC.****Consulting Engineers \* Land Surveyors**

Alfonso Quintanilla, P.E. # 95534 R.P.L.S. #4856 Eulalio Ramirez, P.E. # 77062  
Engineering Firm Registration No. F-1513  
Surveying Firm Registration No. 100411-00  
Municipal & County Projects \* Subdivisions \* Surveys

November 7, 2024

Mr. Gabriel Ramirez  
Subdivision Coordinator  
City of Mission  
1201 E. 8<sup>th</sup> Street  
Mission, Texas 78572

**Re: Papillon Square Subdivision**

Dear Mr. Ramirez,

On behalf of the developer Mr. Ricardo Salinas, I am requesting the following variances from the Subdivision Requirements:

- Bryan Road Paving widening plus curb and gutter
- Replacement and size increase from 4" to 8" waterline along Bryan Road
- Relocation of AEP overhead power line along Bryan Road
- Relocation of AT&T pedestal on Bryan Road
- Relocation of Traffic Signal

Please present this request to the Planning and Zoning Commission and the City Commission for their consideration.

Please let me know if you need anything else or if you have any questions, feel free to call me at (956) 381-6480.

Respectfully,

Alfonso Quintanilla, P.E., R.P.L.S.  
President









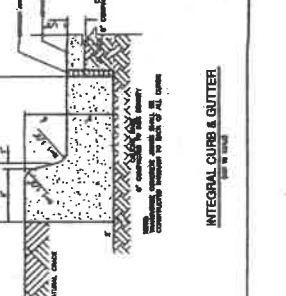
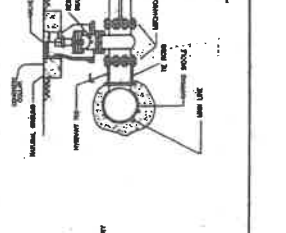
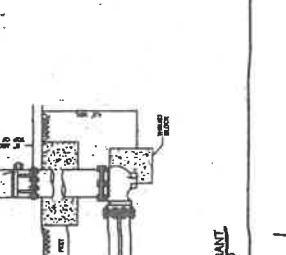
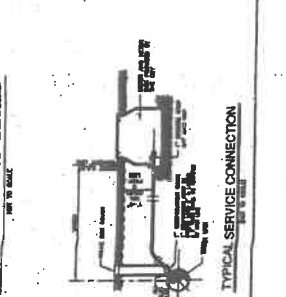
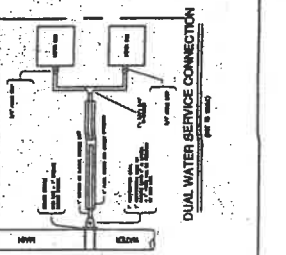
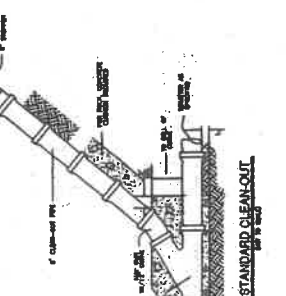
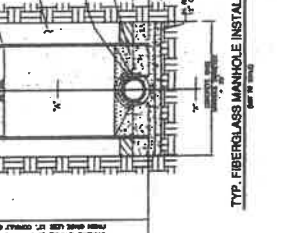
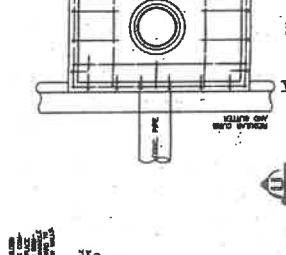
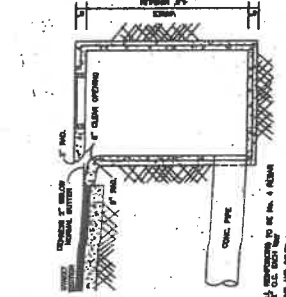
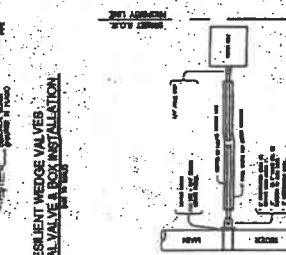
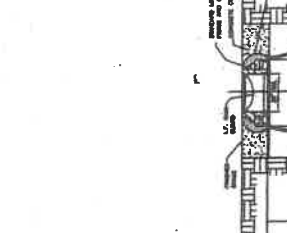
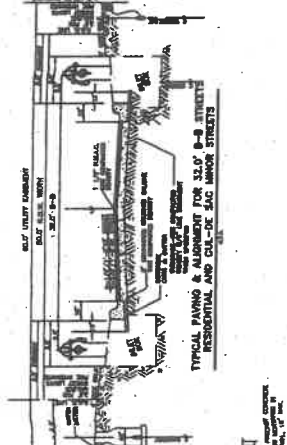
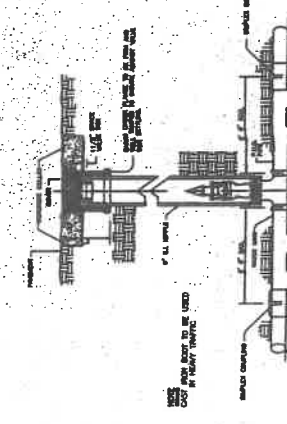
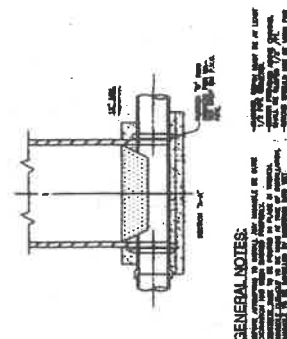
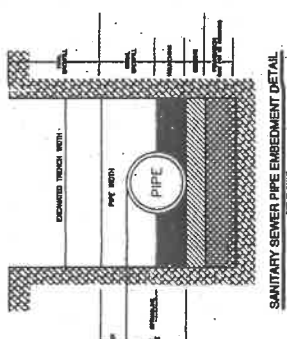
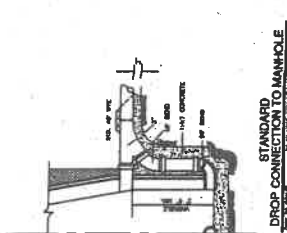
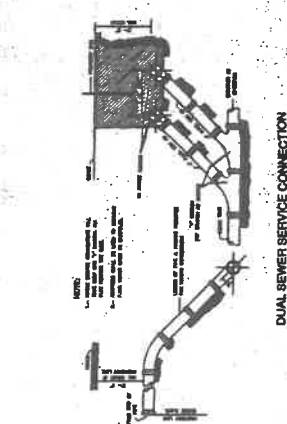




# DETAIL SHEET FOR THE CITY OF MISSION, TEXAS.



**QUINTANILLA, HEADLEY AND ASSOCIATES, INC.**  
CONSULTING ENGINEERS  
124 E. STANLEY ST.  
DALLAS, TEXAS 75202  
PHONE: 592-2511-5925  
FAX: 592-2511-5927  
CITY OF MISSION, TEXAS  
SANITARY SEWER DIVISION  
PROJECT NO. 100411-00



**GENERAL NOTES:**  
1. ALL SEWER PIPES SHALL BE 12" DIA. UNLESS OTHERWISE NOTED.  
2. ALL SEWER PIPES SHALL BE 15' MIN. DEPTH UNLESS OTHERWISE NOTED.  
3. ALL SEWER PIPES SHALL BE 15' MIN. DEPTH UNLESS OTHERWISE NOTED.  
4. ALL SEWER PIPES SHALL BE 15' MIN. DEPTH UNLESS OTHERWISE NOTED.  
5. ALL SEWER PIPES SHALL BE 15' MIN. DEPTH UNLESS OTHERWISE NOTED.  
6. ALL SEWER PIPES SHALL BE 15' MIN. DEPTH UNLESS OTHERWISE NOTED.  
7. ALL SEWER PIPES SHALL BE 15' MIN. DEPTH UNLESS OTHERWISE NOTED.  
8. ALL SEWER PIPES SHALL BE 15' MIN. DEPTH UNLESS OTHERWISE NOTED.  
9. ALL SEWER PIPES SHALL BE 15' MIN. DEPTH UNLESS OTHERWISE NOTED.  
10. ALL SEWER PIPES SHALL BE 15' MIN. DEPTH UNLESS OTHERWISE NOTED.



# CITY OF MISSION

## CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

**MEETING DATE:** January 27, 2025

**PRESENTED BY:** Michael Elizalde, Director of Grants & Strategic Development

**AGENDA ITEM:** Authorization to accept grant award from the Department of Energy for the Energy Efficiency & Conservation Block Grant Program in the amount of \$140,450.00 with no match requirement - Elizalde

### NATURE OF REQUEST:

On January 14, 2025, the City of Mission was awarded a grant from the Department of Energy for the Energy Efficiency & Conservation Block Grant (EECBG) Program in the amount of \$140,450. The EECBG program supports projects that reduce the total energy use, improve energy efficiency in transportation, building, and other appropriate sectors. The city's project will allow the acquisition and installation of energy efficient air conditioning units and retrofitting light fixtures to LED in various public facilities. The EECBG program does not have a cash match requirement.

**BUGETED:** No **FUND:** Designated Purpose **ACCT. #:** \_\_\_\_\_

**BUDGET:** \$ \_\_\_\_\_ **EST. COST:** \$140,450.00 **CURRENT BUDGET BALANCE:** \$ \_\_\_\_\_

**BID AMOUNT:** \$ \_\_\_\_\_

### STAFF RECOMMENDATION:

Approval

**Departmental Approval:** Finance

**Advisory Board Recommendation:** N/A

**City Manager's Recommendation:** Approval *MRP*

**RECORD OF VOTE:** **APPROVED:** \_\_\_\_\_

**DISAPPROVED:** \_\_\_\_\_

**TABLED:** \_\_\_\_\_

\_\_\_\_\_ AYES

\_\_\_\_\_ NAYS

\_\_\_\_\_ DISSENTING \_\_\_\_\_



**From:** [EECBG Vouchers](#)  
**To:** [grants](#); [Randy Perez](#)  
**Subject:** Department of Energy EECBG Voucher Preapproval – Mission  
**Date:** Tuesday, January 14, 2025 1:24:27 PM  
**Attachments:** [FARC 6.17.24.pdf](#)  
[Post-Installation User Guide.pdf](#)

---

Congratulations! The U.S. Department of Energy has approved your Energy Efficiency and Conservation Block Grant (EECBG) Program Equipment Rebate Voucher application. **This email serves as the official notice that you may now proceed with equipment purchase and installation.**

Next steps:

- Start your project! For information, please refer to the [EECBG Voucher Handbook](#) and the [EECBG Program website](#).
- We recommend that all entities review their state's executed historic preservation programmatic agreement (PA) by visiting [DOE's website](#) that lists out each state's executed PA. If your application includes activities that require consultation with your state historic preservation office, you are responsible for reaching out to your state's SHPO contact to complete any required reviews.

For information on reporting requirements, please review these resources:

- **Reporting** tab of the [Voucher Portal](#)
- DOE's Equipment Voucher Reporting webinar [recording](#) and [slides](#)
- Attached Federal Assistance Reporting Checklist (FARC)
  - Per the Handbook: "Following application approval, eligible entities have up to two years to use their EECBG Program voucher funds with the option to request a no-cost extension."
  - Once your entire project is complete and all costs paid, see the attached Post-Installation User Guide for instructions on requesting voucher reimbursement.
  - You are invited to join an [EECBG Program Blueprint Cohort](#) to meet monthly with other EECBG governments across [13 clean energy topic areas](#) and learn from experts, discuss challenges/best practices, and answer questions. [Sign up here](#) to join a cohort relevant to your EECBG Program project or your community's broader clean energy goals. *Have a question about the cohorts? Reach out to [TechnicalAssistance@hq.doe.gov](mailto:TechnicalAssistance@hq.doe.gov).*

If you need additional assistance or have any questions, please get in touch with us at this email address ([EECBGVouchers@icf.com](mailto:EECBGVouchers@icf.com)) and reference your application number below:

**Application Number: IA-0000001485**

Thank you,

## **EECBG Rebate & Portal Administrator**

*ICF – Supporting DOE’s Energy Efficiency and Conservation Block Grant (EECBG) Program*

Email: [EECBGVouchers@icf.com](mailto:EECBGVouchers@icf.com)

Portal: <https://doerebates.my.site.com/eecbgvouchers>

rogram (/eecbgvouchers/s/about-the-program)      Submit Application      My Applications (/eecbgvouchers/s/my-applications)      Requirements (

Individual Application

Applied Date

10/30/2024, 1:52 PM

Account

[Missio...](#)

Application Status

Project In-Progress

RecordType Name

Equipment Rebates Application

Record Detail (?Tabset-3a4af=1)

Related List (?Tabset-3a4af=2)

Reporting (?Tabset-3a4af=D07bb)

LCPTracker Registration (?Tabset-3a4af=370a6)

Annual Performance Report (?Tabset-3a4af=9a3e

Individual Application

Application ID

IA-0000001485

Account

[Mission \(/eecbgvouchers/s/detail/001Ph00000LiqIBIAZ\)](#)

Contact

[MICHAEL ELIZALDE \(/eecbgvouchers/s/detail/003Ph00000Jx4KnIAU\)](#)

Application Number

EECEQ-01485

Planning to team with other entities?

No

Application Status

Project In-Progress

Category

Rebates

Total Line Items

2

Project Start Date

1/14/2025

Project Information

Sectors served

Local Government

Other Project Sector

How the project serves DACs

One to Two Sentence Summary

The City of Mission will utilize its funding through the Energy Efficiency Conservation Block Grant to retrofit its existing lighting and HVAC systems to a more energy efficient equipment. This project will allow the city to reduce energy use at highly utilized public facilities and will guide the development of long-term planning for a sustainable initiative.

Eligible Activities

Energy Efficiency Retrofit Grants for Government Agencies and Non-profits

Serves disadvantaged communities (DACs)?

No

Budget Information

EECBG Program Formula Allocation Amount

\$140,450.00

Using multiple EECBG recipients formula?

No

Total Teaming EECBG Formula Allocation

Total Voucher Estimate

\$140,450.00

Program Metrics and Compliance Requirements

Program Metrics

Retrofits:Equipment Purchased

Other Program Metric

Applicable NEPA SOW

NEPA SOW 2

Davis-Bacon Assurance Letter Signed by

Mike R. Perez

Davis-Bacon Assurance Letter Signed Date

10/30/2024

Terms and Conditions

Terms And Conditions Signed By

Mike R. Perez

Terms And Conditions Signed Date

10/30/2024

Application Milestones

Applied Date

10/30/2024, 1:52 PM

Approved Date

Financial Report (SF-425)

Financial Report Submitted Date

One Time Location Report

One Time Location Report Submitted Date

## ✓ Annual Historic Preservation Report

Annual Historic Report Completed? ⓘ

Annual Historic Report Year ⓘ

Annual Historic Report Submitted Date ⓘ

## ✓ NEPA Report

NEPA SOW1 submission? ⓘ

NEPA Report Submitted Date

## ✓ Davis Bacon Act Report

Comply DBA Standards? ⓘ

DBA Report Submitted Date

## ✓ Semi-Annual Davis Bacon Act (DBA) Report

Semi Annual DBA Type ⓘ

Semi Annual DBA Submitted Date

## ✓ Single Audit Report

Expend 75000 or more? ⓘ

Upload Single Audit Copy? ⓘ

Single Audit Report Submitted Date

Website and program administered by ICF Incorporated under DOE BPA Award 89303023ASE000001.

Instances of potential fraud, waste, and abuse should be referred to the [DOE IG Hotline \(https://www.energy.gov/ig/ig-hotline\)](https://www.energy.gov/ig/ig-hotline), phone: 1-800-541-1625 or email: [ighotline@hq.doe.gov](mailto:ighotline@hq.doe.gov)

Budget Summary Name	Budget-001813		
Budget Category	Supplies (less than \$5,000 value)		
EECBG-BIL	\$2,500.00		
Individual Application	IA-0000001485		
If Other Direct Costs, please specify			
Created By	MICHAEL ELIZALDE, 10/30/2024, 1:52 PM	Last Modified By	MICHAEL ELIZALDE, 10/30/2024, 1:52 PM

EECBG Vouchers Portal

• [Close](#)

• [Print this Page](#)

Item 29.

Budget-001814

Budget Summary Name	Budget-001814		
Budget Category	Equipment (\$5,000 or more value)		
EECBG-BIL	\$137,950.00		
Individual Application	IA-0000001485		
If Other Direct Costs, please specify			
Created By	MICHAEL ELIZALDE, 10/30/2024, 1:52 PM	Last Modified By	MICHAEL ELIZALDE, 10/30/2024, 1:52 PM

# CITY OF MISSION BUDGET AMENDMENT REQUEST

**FISCAL YEAR:** 2024-2025

**DATE:** January 27, 2025

**DEPARTMENT:** Facilities

**FUND:** Designated Purpose

BA-25-24

ACCOUNT NO.	ACCOUNT TITLE	CURRENT BUDGET	AMOUNT INCREASE (DECREASE)	PROPOSED BUDGET
15-300-33451	Energy for the Energy Efficiency & Conser	-	140,450.00	140,450.00
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
<b>TOTAL</b>		-	140,450.00	140,450.00

## JUSTIFICATION

To accept grant award from the Department of Energy for the Energy Efficiency & Conservation Block Grant Program  
in the amount of \$140,450.00 with no match requirement

**Finance Director:** Vidal Roman

**Date:** 1/27/2025

**City Council Approved on:** \_\_\_\_\_

**Date Posted:** \_\_\_\_\_



# CITY OF MISSION BUDGET AMENDMENT REQUEST

**FISCAL YEAR:** 2024-2025

**DATE:** January 27, 2025

**DEPARTMENT:** Facilities

**FUND:** Designated Purpose

BA-25-24

ACCOUNT NO.	ACCOUNT TITLE	CURRENT BUDGET	AMOUNT INCREASE (DECREASE)	PROPOSED BUDGET
15-451-64390	Minor Euipment	-	2,500.00	2,500.00
15-451-74950	Machinery & Equipment	-	137,950.00	137,950.00
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
<b>TOTAL</b>		-	140,450.00	140,450.00

## JUSTIFICATION

To accept grant award from the Department of Energy for the Energy Efficiency & Conservation Block Grant Program  
in the amount of \$140,450.00 with no match requirement

**Finance Director:** Vidal Roman

**Date:** 1/27/2025

**City Council Approved on:** \_\_\_\_\_

**Date Posted:** \_\_\_\_\_



## CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

**MEETING DATE:** January 27, 2025  
**PRESENTED BY:** Juan Pablo "JP" Terrazas, P.E., Asst. City Manager  
**AGENDA ITEM:** Approval of Amendment #2 to Advance Funding Agreement for Inspiration Road/Military Parkway Loop widening project - Terrazas

### NATURE OF REQUEST:

Amendment #2 to Advance Funding Agreement for widening of Inspiration Road/Military Parkway Loop is needed in order to revise the cost estimates, funding amounts and project limits.

Rio Grande Valley Metropolitan Planning Organization has approved to separate the project in two phases and assigned a CSJ number. The first phase will be from IH-2 to Military Road. The total estimated cost of the Project has decreased by \$10,511,597 from \$28,616,260 to \$18,104,663 due to the change in project limits and funding amount.

**BUGETED:** Yes / No / N/A **FUND:** \_\_\_\_\_ **ACCT. #:** \_\_\_\_\_

**BUDGET:** \$ \_\_\_\_\_ **EST. COST:** \$ \_\_\_\_\_ **CURRENT BUDGET BALANCE:** \$ \_\_\_\_\_

**BID AMOUNT:** \$ \_\_\_\_\_

### STAFF RECOMMENDATION:

Approval

**Departmental Approval:** N/A

**Advisory Board Recommendation:** N/A

**City Manager's Recommendation:** Approval *MRP*

**RECORD OF VOTE:** **APPROVED:** \_\_\_\_\_

**DISAPPROVED:** \_\_\_\_\_

**TABLED:** \_\_\_\_\_

\_\_\_\_\_ AYES

\_\_\_\_\_ NAYS

\_\_\_\_\_ DISSENTING \_\_\_\_\_

TxDOT:				Federal Highway Administration:	
CCSJ #	0921-02-395	AFA ID	Z00001732	CFDA No.	20.205
AFA CSJs	0921-02-395 RCSJ 0921-02-443			CFDA Title	Highway Planning and Construction
District #	PHR-21	Code Chart 64#	28500		
Project Name	Inspiration Road (IH-2 to Military Parkway)			AFA Not Used For Research & Development	

THE STATE OF TEXAS               §

THE COUNTY OF TRAVIS           §

## ADVANCE FUNDING AGREEMENT For Surface Transportation Block Grant Project Off-System

### AMENDMENT #2

**THIS AMENDMENT** is made by and between the State of Texas, acting through the **Texas Department of Transportation**, called the “State”, and the **City of Mission**, acting by and through its duly authorized officials, called the “Local Government”. The State and Local Government shall be collectively referred to as “the parties” hereinafter.

### WITNESSETH

**WHEREAS**, the parties executed a contract on **June 18, 2019** to effectuate their agreement to **widen Inspiration Road/Military Parkway Loop to a 4-lane divided facility on Inspiration Road, from IH-2 to Military Road (Parkway Loop) east to FM 1016**; and,

**WHEREAS**, the parties executed Amendment #1 to the contract on **August 15, 2023**, to **revise cost estimates and funding amounts**; and,

**WHEREAS**, it has become necessary to amend that contract in order to **revise the cost estimates, funding amounts, and project limits**;

**NOW THEREFORE**, in consideration of the premises and of the mutual covenants and agreements of the parties, the parties do agree as follows:

### AGREEMENT

- Attachment B, Location Map Showing Project, is deleted in its entirety and replaced with Attachment B-1, Location Map Showing Project, which is attached to and made part of this Amendment. The Project location has been updated from the previous boundaries of IH-2 to FM 1016, now extending along Inspiration Road from IH-2 to Military Road
- Attachment C-1, **Project Budget**, is deleted in its entirety and replaced with Attachment C-2, **Project Budget**, which is attached to and made a part of this Amendment. The total estimated cost of the Project **decreased** by \$ **10,511,597**, from \$ **28,616,260** to \$ **18,104,663**, due to the change in project limits and funding amount.

TxDOT:				Federal Highway Administration:		Item 30.
CCSJ #	0921-02-395	AFA ID	Z00001732	CFDA No.	20.205	
AFA CSJs	0921-02-395 RCSJ 0921-02-443			CFDA Title	Highway Planning and Construction	
District #	PHR-21	Code Chart 64#	28500			
Project Name		Inspiration Road (IH-2 to Military Parkway)		AFA Not Used For Research & Development		

All other provisions of the original contract are unchanged and remain in full force and effect.

Signatory Warranty

Each signatory warrants that the signatory has necessary authority to execute this agreement on behalf of the entity represented.

Each party is signing this Agreement on the date stated under that party’s signature.

THE STATE OF TEXAS

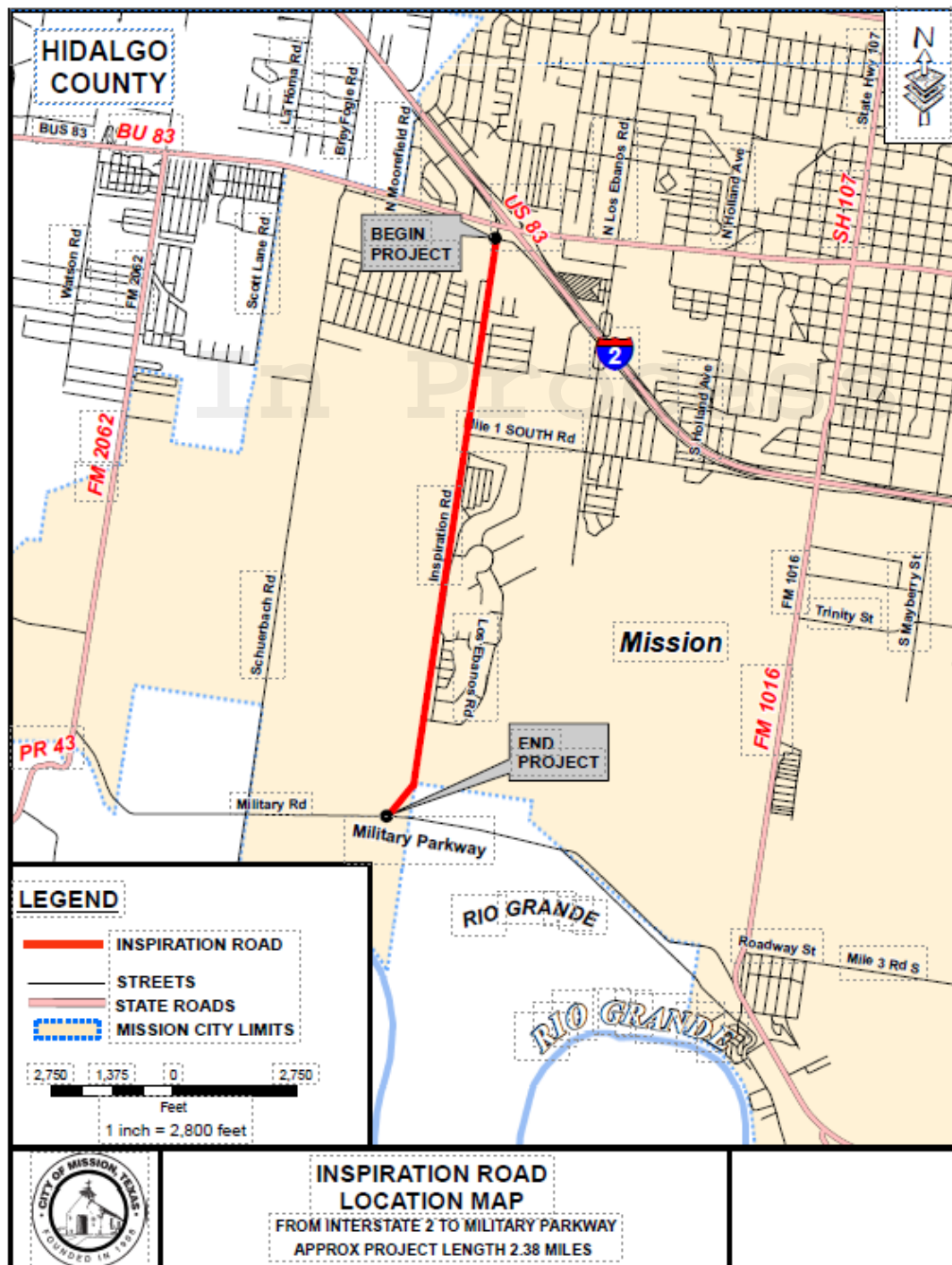
THE LOCAL GOVERNMENT

Signature
Typed or Printed Name
Typed or Printed Title
Date

Signature
Norie Gonzalez Garza, Mayor
Typed or Printed Name
Mayor
Typed or Printed Title
Date

TxDOT:				Federal Highway Administration:	
CCSJ #		AFA ID	Z00001732	CFDA No.	20.205
AFA CSJs	0921-02-395 RCSJ 0921-02-443			CFDA Title	Highway Planning and Construction
District #	PHR-21	Code Chart 64#	28500		
Project Name	Inspiration Road (IH-2 to Military Parkway)			AFA Not Used For Research & Development	

## ATTACHMENT B-1 LOCATION MAP SHOWING PROJECT



TxDOT:				Federal Highway Administration:		Item 30.
CCSJ #	0921-02-395	AFA ID	Z00001732	CFDA No.	20.205	
RCSJs	0921-02-395 RCSJ 0921-02-443			CFDA Title	Highway Planning and Construction	
District #	Pharr-21	Code Chart 64#	28500			
Project Name		Inspiration Road (IH-2 to Military Parkway)		AFA Not Used For Research & Development		

## ATTACHMENT C-2 PROJECT BUDGET

Construction & Construction Engineering cost will be allocated based on 80% Federal funding, 18% State funding and 2% Local Government funding until the federal funding reaches the maximum obligation amount. The Local Government will be responsible for 100% of costs.

Description	Total Estimated Cost	Federal Participation		State Participation			Local Participation		
		%	Cost	% Before EDC Adj.	% After EDC Adj.	Cost After EDC Adj.	% Before EDC Adj.	% After EDC Adj.	Cost After EDC Adj.
Preliminary Engineering (by Local Government)	\$431,242	0%	\$0	0%	0%	\$0	100%	100%	\$431,242
Environmental (by Local Government)	\$207,000	0%	\$0	0%	0%	\$0	100%	100%	\$207,000
Right of Way (by Local Government)	\$750,000	80%	\$600,000	0%	0%	\$0	20%	20%	\$150,000
Utilities (by Local Government)	\$250,000	80%	\$200,000	0%	0%	\$0	20%	20%	\$50,000
Construction (by Local Government) Cat 7	\$13,663,571	80%	\$10,930,857	0%	18%	\$2,459,443	20%	2%	\$273,271
Construction Engineering (by Local Government) Cat. 7	\$1,639,000	80%	\$1,311,200	0%	18%	\$295,020	20%	2%	\$32,780
<b>Subtotal</b>	<b>\$16,940,813</b>		<b>\$13,042,057</b>			<b>\$2,754,463</b>			<b>\$1,144,293</b>
Environmental Direct State Costs	\$19,147	0%	\$0	0%	0%	\$0	100%	100%	\$19,147
ROW Direct State Cost (District review and oversight)	\$6,382	0%	\$0	0%	0%	\$0	100%	100%	\$6,382
Engineering Direct State Costs	\$31,912	0%	\$0	0%	0%	\$0	100%	100%	\$31,912
Utility Direct State Costs	\$6,382	0%	\$0	0%	0%	\$0	100%	100%	\$6,382
ROW Direct State Cost (Division review and oversight)	\$30,000	0%	\$0	0%	0%	\$0	100%	100%	\$30,000
Construction Direct State Cost (State review and oversight of Construction Engineering)	\$290,749	0%	\$0	0%	0%	\$0	100%	100%	\$290,749
Indirect State Cost (4.60%)	\$779,277	0%	\$0	100%	100%	\$779,277	0%	0%	\$0
<b>Subtotal</b>	<b>\$1,163,850</b>		<b>\$0</b>			<b>\$779,277</b>			<b>\$384,573</b>
<b>TOTAL</b>	<b>\$18,104,663</b>		<b>\$13,042,057</b>			<b>\$3,533,740</b>			<b>\$1,528,866</b>

Initial payment by the Local Government to the State Received on 6.18.19: \$157,648  
\$157,648 - \$93,823 (revised PE DSC) = \$63,825 balance

Payment by the Local Government to the State 60 days prior to the date set for receipt of the construction bids (\$290,749 – \$63,825): \$226,925  
Estimated total payment by the Local Government to the State: \$384,573

This is an estimate. The final amount of Local Government participation will be based on actual costs.

Certificate Of Completion

Envelope Id: FBE1B432-F67E-48CF-A633-2871F19D6AE9

Status: Sent

Subject: Please DocuSign AFAID Z00001732 - 0921-02-395 with City of Mission

Source Envelope:

Document Pages: 7

Signatures: 0

Envelope Originator:

Certificate Pages: 5

Initials: 0

Mirelda Cavazos

AutoNav: Enabled

125 E. 11th Street

Envelopeld Stamping: Enabled

Austin, TX 78701

Time Zone: (UTC-06:00) Central Time (US & Canada)

Mirelda.Cavazos@txdot.gov

IP Address: 209.112.106.2

Record Tracking

Status: Original

Holder: Mirelda Cavazos

Location: DocuSign

1/10/2025 2:44:19 PM

Mirelda.Cavazos@txdot.gov

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: Texas Department of Transportation

Location: DocuSign

Signer Events

Signature

Timestamp

Norie Gonzalez Garza, Mayor

Sent: 1/10/2025 2:51:57 PM

mayorgarza@missiontexas.us

Viewed: 1/13/2025 9:31:43 AM

Security Level: Email, Account Authentication (Optional)

Electronic Record and Signature Disclosure:

Accepted: 1/13/2025 9:31:43 AM

ID: 281c2654-ff70-4556-8312-5687e4536032

Kenneth Stewart, Director Contract Services Division

kenneth.stewart@txdot.gov

Security Level: Email, Account Authentication (Optional)

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Carbon Copy Events

Status

Timestamp

Brenden Guerrier

Sent: 1/10/2025 2:51:56 PM

Brenden.Guerrier@txdot.gov

Security Level: Email, Account Authentication (Optional)

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Sonya Ayers

sonya.ayers@txdot.gov

Security Level: Email, Account Authentication (Optional)

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

COPIED



Witness Events	Signature	Timestamp	Item 30.
Notary Events	Signature	Timestamp	
Envelope Summary Events	Status	Timestamps	
Envelope Sent	Hashed/Encrypted	1/10/2025 2:51:56 PM	
Payment Events	Status	Timestamps	
Electronic Record and Signature Disclosure			

In Process

**ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, Texas Department of Transportation (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through your DocuSign, Inc. (DocuSign) Express user account. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

**Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. For such copies, as long as you are an authorized user of the DocuSign system you will have the ability to download and print any documents we send to you through your DocuSign user account for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

**Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

**Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of your DocuSign account. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use your DocuSign Express user account to receive required notices and consents electronically from us or to sign electronically documents from us.

**All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through your DocuSign user account all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

**How to contact Texas Department of Transportation:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: kevin.setoda@txdot.gov

### **To advise Texas Department of Transportation of your new e-mail address**

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at kevin.setoda@txdot.gov and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in DocuSign.

### **To request paper copies from Texas Department of Transportation**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to kevin.setoda@txdot.gov and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

### **To withdraw your consent with Texas Department of Transportation**

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign account, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to kevin.setoda@txdot.gov and in the body of such request you must state your e-mail, full name, IS Postal Address, telephone number, and account number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

Operating Systems:	Windows2000? or WindowsXP?
Browsers (for SENDERS):	Internet Explorer 6.0? or above
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	<ul style="list-style-type: none"> <li>• Allow per session cookies</li> </ul>

- |  |   |
|--|---|
|  | <ul style="list-style-type: none"> <li>• Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection</li> </ul> |
|--|---|

\*\* These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

**Acknowledging your access and consent to receive materials electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I Agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC RECORD AND SIGNATURE DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify Texas Department of Transportation as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Texas Department of Transportation during the course of my relationship with you.



# CITY OF MISSION

## CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

**MEETING DATE:** January 27, 2025

**PRESENTED BY:** Michael Silva, Interim Fire Chief

**AGENDA ITEM:** Authorization to Purchase EaseAlert a Fire Fighter Alerting System (FFAS) for a total cost of \$108,086.85 through Zetron via HGAC Contract RA05-21 - Silva

### NATURE OF REQUEST:

The Mission Fire Department is seeking authorization to purchase the EaseAlert Firefighter Alerting System (FFAS) from Zetron via HGAC Contract RA05-21 for a total cost of \$108,086.85. EaseAlert is a Fire Fighter Alerting System (FFAS) designed to reduce the stressful nature of the alerting process. By delivering tactile alerts to firefighters to notify them of a call to action, EaseAlert mitigates the startle response associated with traditional station alarms. Additionally, EaseAlert provides ramp up audible and visual alerts that gradually increase the decibel and brightness up over a predetermined length of time. This more gradual method of alerting further affords overall health improvements over traditional alerting systems on the market today.

**BUGETED:** Yes      **FUND:** General      **ACCT. #:** 01-431-74950

<b>BUDGET:</b> 1,080,935	<b>EST. COST:</b> 108,086.85	<b>CURRENT BUDGET BALANCE:</b> 554,933
--------------------------	------------------------------	--

**BID AMOUNT:** \_\_\_\_\_

### STAFF RECOMMENDATION:

Approval

**Departmental Approval:** Finance, Purchasing

**Advisory Board Recommendation:** N/A

**City Manager's Recommendation:** Approval *MRP*

<b>RECORD OF VOTE:</b>	<b>APPROVED:</b> _____
	<b>DISAPPROVED:</b> _____
	<b>TABLED:</b> _____

\_\_\_\_\_ AYES

\_\_\_\_\_ NAYS

\_\_\_\_\_ DISSENTING \_\_\_\_\_



## QUOTATION

Item 31.

1 of 1

Zetron Inc  
6812 185th Ave NE  
REDMOND WA 98052  
USA

**Customer # :** 100100  
**Sold to Name** Mission Fire  
**Sold to Address** 415 W. Tom Landry Street  
Mission TX 78572

**Quote Number** 20066783  
**Quote Date** 12/19/2024  
**Quote Expires** 03/19/2025  
**End User** Mission Fire  
**End User Site** TX  
**System ID**  
**Sales Person** Steven Hedley  
**Price Sheet** EaseAlert  
**Price List** HGAC-RA05-21

**Remit to:**  
PO Box 97004  
REDMOND WA 98073-9704  
USA

**Contact Name**  
**Contact Phone**  
**Contact Fax**  
**Contact Email**

**Phone:** +1 425 820 6363

**Opportunity #**

EaseAlert is a Fire Fighter Alerting System (FFAS) designed to reduce the stressful nature of the alerting process. By delivering tactile alerts to firefighters to notify them of a call to action, EaseAlert mitigates the startle response associated with traditional station alarms.

Line	Part Number	Description	List Price	Disc. %	Net Price	Quantity	Ext. List	Ext. Net
		<b>OPTIONS</b>						
		<b>This BOM contains Sub-Item: 20</b>						
20	683-1700	Central Command Unit (CCU) Main transmitter which delivers encrypted activation signal to EaseAlert devices Includes 5 year Standard Maintenance for each station. SS-05 <b>Delivery and Installation</b>	7,737.55	0%	7,737.55	6 EA	46,425.30	46,425.30
		<b>This BOM contains Sub-Item: 40</b>						
40	X72-0600	Installation (Per Station) Delivery and installation of EaseAlert hardware <b>Miscellaneous</b>	4,279.47	0%	4,279.47	6 EA	25,676.82	25,676.82
		<b>This BOM contains Sub-Item: 60 to 70</b>						
60	683-1705	BunkAlert with extension options (e.g., LED Light Strip, Vibration Puck)	595.00	15%	505.75	68 EA	40,460.00	34,391.00
70	XPS-TRAINING	Training	1,593.73	0%	1,593.73	1 HR	1,593.73	1,593.73
<b>Ext. List Total USD</b>							114,155.85	
<b>Ext. Net Total USD</b>							108,086.85	
Shipping not included								

Terms and Conditions are published on our website: [https://www.zetron.com/wp-content/uploads/2021/01/terms\\_and\\_conditions.pdf](https://www.zetron.com/wp-content/uploads/2021/01/terms_and_conditions.pdf)

# H-GAC

**Houston-Galveston Area Council**  
**P.O. Box 22777 · 3555 Timmons · Houston, Texas 77227-2777**

**Cooperative Agreement - Extension - Zetron, Inc. - Public Services - ID: 12916**

## EXTENSION No. 2 to CONTRACT No. RA05-21

**For**

**Radio Communications/Emergency Response & Mobile Interoperability Equipment**

**Between**

**HOUSTON-GALVESTON AREA COUNCIL**

**And**

**Zetron, Inc.**


THIS AMENDMENT modifies the above referenced Contract as follows:

Contract is extended through Jul 31 2025 Midnight CST or the effective date of the contracts resulting from the most recently awarded Request For Proposal (RFP) for Radio Communications/Emergency Response & Mobile Interoperability Equipment, whichever occurs first.

Unless otherwise noted, this amendment goes into effect on the date signed by **H-GAC**. All other terms and conditions of this Contract shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their respective duly authorized representatives.


Signed for: **Houston-Galveston Area Council**

DocuSigned by:  
  
82EC270D5D81423...

**Chuck Wemple**  
**Executive Director**  
**Date: 7/23/2024**

Signed for: **Zetron, Inc.**

Printed Name:  
Title:

DocuSigned by:  
  
A7B8202376044B9...

**Scott French**  
**President**  
**Date: 7/22/2024**





# CITY OF MISSION

## CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

**MEETING DATE:** January 27, 2025

**PRESENTED BY:** Cesar Torres, Chief of Police

**AGENDA ITEM:** Authorization to lease/purchase (5) five Chevy pickup trucks for the Mission Police Department fleet from D&M Leasing Company (buyboard contract #744-24), totaling \$246,397.20, using the Operation Lone Star Grant funds and Federal Treasury Asset Forfeiture funds – Torres

### NATURE OF REQUEST:

The Mission Police Department is seeking authorization to lease and later purchase (5) five Chevy pickup trucks for the Mission Police Department fleet from D&M Leasing Company (buyboard contract #744-24). The (5) five Chevy pickup trucks will be leased for a 12-month period and paid off after the leasing period ends. The principal purchase cost amount of all vehicles is \$239,481.75. The interest to be paid for all vehicles is \$6,920.45. The purchase cost amount is \$246,397.20, including the interest paid during the leasing period. This expenditure will be made with \$230,000.00 deriving from Operation Lone Star grant funds, and the remaining \$16,397.20 will derive from federal asset forfeiture funds.

**BUDGETED:** \_\_\_\_\_ **FUND:** Operation Lone Star; And **ACCT. #:** 15-486-74950; And  
Federal Forfeiture: Treasury Fund 11: Treasury

**BUDGET:** \_\_\_\_\_ **EST. COST:** \$246,397.20 **CURRENT BUDGET BALANCE:** \_\_\_\_\_

**BID AMOUNT:** \$ \_\_\_\_\_

### STAFF RECOMMENDATION:

Approval.

**Departmental Approval:** Finance, Purchasing

**Advisory Board Recommendation:** N/A

**City Manager's Recommendation:** Approval *MRP*

**RECORD OF VOTE:** **APPROVED:** \_\_\_\_\_  
**DISAPPROVED:** \_\_\_\_\_  
**TABLED:** \_\_\_\_\_

\_\_\_\_\_ AYES

\_\_\_\_\_ NAYS

\_\_\_\_\_ DISSENTING \_\_\_\_\_



Item 32.

## Open-End (Equity) Lease Quote

Quote: 27566

Prepared For: City of Mission, TX

Date: 01/14/2025

Unit#: 27566

Unit: 2025 Chevrolet Trucks SILVERADO 1500 2WD Crew Cab Custom

Order Type: In Stock

Term: 12

State: TX

Customer#: 6606

Schedule#: 178.00

50174.60	Capitalized Cost of Vehicle <sup>1</sup>
0.00	Up Front Sales Tax Rate <u>0.0625</u> State <u>TX</u>
21.75	Initial License and Registration Fees
500.00	Added Equipment (See Page 2)
0.00	Acquisition Fee
0.00	Other Capitalized Fees Tax
0.00	on Gain on Prior Vehicle
0.00	Inventory Tax Extended
0.00	Service Contract Gross
50696.35	Capitalized Cost LESS:
0.00	Cash Down
0.00	Trade Equity
2800.00	Rebate
47896.35	Total Capitalized Cost (Delivered Price)

All language and acknowledgements contained in the signed quote apply to all vehicles ordered under this signed quote

## Order Information

Driver 3GCPABEK4SG130461  
Ext Color BLACK  
Int Color  
License  
GVWR 0



Contract # 744-24

3991.28 Depreciation Reserve @ 0.08333153.91 Monthly Lease Charge (Based on Rate - Subject to a Floor)<sup>2</sup>

4145.19 Total Monthly Rental Excluding Additional Services

## Additional Fleet Management and Services

0.00 Full Maintenance Program<sup>3</sup>

0.00 Miscellaneous

0.00 Additional Services Sub Total

Contract Miles 0Incl: #Brake Sets (1 set = 1 axle) 0Over Mileage Charge 0.00 / Mile#Tires 0 Loaner Vehicle Not Ind0.00 Monthly Sales Tax 0

0.00 Total Monthly Insurance

4145.19 Total Monthly Rental Including Additional Services

1.00 Reduced Book Value at 12 Months

250.00 Service Charge Due at Lease Termination

## Monthly Insurance Premiums and Disclosures

0.00 Commercial Liability Enrollment (Estimate Only)0.00 Physical Damage (Estimate Only)Liability Limit 0.00Comprehensive/Collision Deductible: 0.00 # 0.00Quote based on estimated annual mileage of 15000 and a Security Deposit of 0.00

(Current market and vehicle conditions may also affect value of vehicle)

(Quote is Subject to Customer's Credit Approval)

## Terms:

Commercial Vehicle Leasing, L.L.C., d/b/a D&M Leasing Commercial (Lessor) will be the owner of the vehicle(s) covered by this Quote, and shall have all rights and remedies arising under the Master Lease. By signing below, Lessee authorizes Lessor to order the vehicle(s), and Lessee agrees to accept delivery and lease the vehicle(s) pursuant to the Master Lease. In the event Lessee fails or refuses to accept delivery of the vehicle(s), Lessor shall have the right to recover from Lessee any damages (whether actual, general consequential, special, incidental or otherwise) and seek any other available relief, at law or in equity, arising from such failure or refusal. The terms of the Master Lease are referenced and incorporated herein. Lessee acknowledges and agrees that Lessor makes no promises, representations or warranties concerning the manufacture or delivery date for the vehicle(s). Lessee certifies that it intends for more than 50% of the use of the vehicle is to be in a trade or business of Lessee. **ALL TAX AND LICENSE FEES TO BE BILLED TO Lessee AS THEY OCCUR.**

LESSEE City of Mission, TX

BY

TITLE

DATE 01/14/2025

\* INDICATES ITEMS TO BE BILLED ON DELIVERY.

1 Capitalized Cost of Vehicle may be adjusted to reflect final manufacturer's invoice. Lessee hereby assigns to LESSOR any Manufacturer Rebates and/or Manufacturer incentives intended for the Lessee, which Rebates and/or incentives have been used by LESSOR to reduce the Capitalized Cost of the Vehicle.

2 Monthly Lease Charge will be adjusted to reflect the Interest Rate on the Delivery Date (Subject to a Floor).

3 The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of the Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule /Quote] all such maintenance services are to be performed by LESSOR and all such maintenance fees are payable by Lessee solely for the account of LESSOR pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and LESSOR; provided that such maintenance fees are being billed by LESSOR and are payable at the direction of LESSOR solely as an authorized agent for collection on behalf of LESSOR.

## Open-End (Equity) Lease Quote

Quote: 27566

*Item 32.*

Prepared For: City of Mission, TX

Date: 01/14/2025

Unit#: 27566

Unit: 2025 Chevrolet Trucks SILVERADO 1500 2WD Crew Cab Custom

### ADDED EQUIPMENT / OTHER TOTALS

Description	(B)illed or (C)apped	Price
Bedliner	C	500.0000
Total Charges (B)illed		0
Total Charges (C)apitalized		500.0000
Total of All Added Equipment and Other Charges		500.0000

**TRAC Lease Amortization Schedule**

Unit Number: 27566      Origination Date: 1/14/2025      Finance Amount: \$47,896.35      Term: 12      Lease Number:  
Termination Date: 2/1/2026      Total Payments: \$49,279.44      Total Interest: \$1,384.09  
Customer: City of Mission, TX      Schedule Number: 178.00  
Unit: 2025 Chevrolet Trucks SILVERADO 1500 2WD Crew Cab Custom      VIN: 3GCPABEK4SG130461

LEASE AMORTIZATION					
Event	Date	Payment	Interest	Principal	New Balance
Lease Amount					\$47,896.35
Payment 1	Feb 1 2025	4106.62	228.69	3877.93	44018.42
Payment 2	Mar 1 2025	4106.62	208.44	3898.18	40120.24
Payment 3	Apr 1 2025	4106.62	188.08	3918.54	36201.70
Payment 4	May 1 2025	4106.62	167.62	3939.00	32262.70
Payment 5	Jun 1 2025	4106.62	147.04	3959.58	28303.12
Payment 6	Jul 1 2025	4106.62	126.37	3980.25	24322.87
Payment 7	Aug 1 2025	4106.62	105.58	4001.04	20321.83
Payment 8	Sep 1 2025	4106.62	84.68	4021.94	16299.89
Payment 9	Oct 1 2025	4106.62	63.68	4042.94	12256.95
Payment 10	Nov 1 2025	4106.62	42.56	4064.06	8192.89
Payment 11	Dec 1 2025	4106.62	21.34	4085.28	4107.61
Payment 12	Jan 1 2026	4106.62	0.01	4106.61	1.00
Payment 13	Feb 1 2026	1.00	0	1.00	0.00
Payment 14		0	0	0	0
Payment 15		0	0	0	0
Payment 16		0	0	0	0
Payment 17		0	0	0	0
Payment 18		0	0	0	0
Payment 19		0	0	0	0
Payment 20		0	0	0	0
Payment 21		0	0	0	0
Payment 22		0	0	0	0
Payment 23		0	0	0	0
Payment 24		0	0	0	0
Payment 25		0	0	0	0
Payment 26		0	0	0	0
Payment 27		0	0	0	0
Payment 28		0	0	0	0
Payment 29		0	0	0	0
Payment 30		0	0	0	0
Payment 31		0	0	0	0
Payment 32		0	0	0	0
Payment 33		0	0	0	0
Payment 34		0	0	0	0
Payment 35		0	0	0	0
Payment 36		0	0	0	0



### TRAC Lease Amortization Schedule (continued)

Unit Number: 27566      Origination Date: 1/14/2025      Finance Amount: \$47,896.35      Term: 12      Lease Number:  
 Termination Date: 2/1/2026      Total Payments: \$49,279.44      Total Interest: \$1,384.09  
 Customer: City of Mission, TX      Schedule Number: 178.00  
 Unit: 2025 Chevrolet Trucks SILVERADO 1500 2WD Crew Cab Custom      VIN: 3GCPABEK4SG130461

PROJECTED AMORTIZATION					
Event	Date	Payment	Interest	Principal	New Balance
Payment 37		0	0	0	0
Payment 38		0	0	0	0
Payment 39		0	0	0	0
Payment 40		0	0	0	0
Payment 41		0	0	0	0
Payment 42		0	0	0	0
Payment 43		0	0	0	0
Payment 44		0	0	0	0
Payment 45		0	0	0	0
Payment 46		0	0	0	0
Payment 47		0	0	0	0
Payment 48		0	0	0	0
Payment 49		0	0	0	0
Payment 50		0	0	0	0
Payment 51		0	0	0	0
Payment 52		0	0	0	0
Payment 53		0	0	0	0
Payment 54		0	0	0	0
Payment 55		0	0	0	0
Payment 56		0	0	0	0
Payment 57		0	0	0	0
Payment 58		0	0	0	0
Payment 59		0	0	0	0
Payment 60		0	0	0	0
Payment 61		0	0	0	0
Payment 62		0	0	0	0
Payment 63		0	0	0	0
Payment 64		0	0	0	0
Payment 65		0	0	0	0
Payment 66		0	0	0	0
Payment 67		0	0	0	0
Payment 68		0	0	0	0
Payment 69		0	0	0	0
Payment 70		0	0	0	0
Payment 71		0	0	0	0
Payment 72		0	0	0	0
Payment 73		0	0	0	0



## Open-End (Equity) Lease Quote

Quote: 27566

Prepared For: City of Mission, TX

Date: 01/14/2025

Unit#: 27566

Unit: 2025 Chevrolet Trucks SILVERADO 1500 2WD Crew Cab Custom

Order Type: In Stock

Term: 12

State: TX

Customer#: 6606

Schedule#: 179.00

50174.60	Capitalized Cost of Vehicle <sup>1</sup>
0.00	Up Front Sales Tax Rate <u>0.0625</u> State <u>TX</u>
21.75	Initial License and Registration Fees
500.00	Added Equipment (See Page 2)
0.00	Acquisition Fee
0.00	Other Capitalized Fees Tax
0.00	on Gain on Prior Vehicle
0.00	Inventory Tax Extended
0.00	Service Contract Gross
50696.35	Capitalized Cost LESS:
0.00	Cash Down
0.00	Trade Equity
2800.00	Rebate
47896.35	Total Capitalized Cost (Delivered Price)

All language and acknowledgements contained in the signed quote apply to all vehicles ordered under this signed quote

## Order Information

Driver 3GCPABEK4SG154601  
 Ext Color BLACK  
 Int Color  
 License  
 GVWR 0



Contract # 744-24

3991.28 Depreciation Reserve @ 0.08333153.91 Monthly Lease Charge (Based on Rate - Subject to a Floor)<sup>2</sup>

4145.19 Total Monthly Rental Excluding Additional Services

## Additional Fleet Management and Services

0.00 Full Maintenance Program<sup>3</sup>

0.00 Miscellaneous

0.00 Additional Services Sub Total

Contract Miles 0Incl: #Brake Sets (1 set = 1 axle) 0Over Mileage Charge 0.00 / Mile#Tires 0 Loaner Vehicle Not Incl0.00 Monthly Sales Tax 0

0.00 Total Monthly Insurance

4145.19 Total Monthly Rental Including Additional Services

1.00 Reduced Book Value at 12 Months

250.00 Service Charge Due at Lease Termination

## Monthly Insurance Premiums and Disclosures

0.00 Commercial Liability Enrollment (Estimate Only)0.00 Physical Damage (Estimate Only)Liability Limit 0.00Comprehensive/Collision Deductible: 0.00 // 0.00Quote based on estimated annual mileage of 15000 and a Security Deposit of 0.00

(Current market and vehicle conditions may also affect value of vehicle)

(Quote is Subject to Customer's Credit Approval)

## Terms:

Commercial Vehicle Leasing, L.L.C., d/b/a D&M Leasing Commercial (Lessor) will be the owner of the vehicle(s) covered by this Quote, and shall have all rights and remedies arising under the Master Lease. By signing below, Lessee authorizes Lessor to order the vehicle(s), and Lessee agrees to accept delivery and lease the vehicle(s) pursuant to the Master Lease. In the event Lessee fails or refuses to accept delivery of the vehicle(s), Lessor shall have the right to recover from Lessee any damages (whether actual, general consequential, special, incidental or otherwise) and seek any other available relief, at law or in equity, arising from such failure or refusal. The terms of the Master Lease are referenced and incorporated herein. Lessee acknowledges and agrees that Lessor makes no promises, representations or warranties concerning the manufacture or delivery date for the vehicle(s). Lessee certifies that it intends for more than 50% of the use of the vehicle is to be in a trade or business of Lessee. **ALL TAX AND LICENSE FEES TO BE BILLED TO Lessee AS THEY OCCUR.**

LESSEE City of Mission, TX

BY

TITLE

DATE 01/14/2025

\* INDICATES ITEMS TO BE BILLED ON DELIVERY.

1. Capitalized Cost of Vehicle may be adjusted to reflect final manufacturer's invoice. Lessee hereby assigns to LESSOR any Manufacturer Rebates and/or Manufacturer incentives intended for the Lessee, which Rebates and/or incentives have been used by LESSOR to reduce the Capitalized Cost of the Vehicle.

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Quote: 27566

Prepared For: City of Mission, TX

Unit#: 27566

**ADDED EQUIPMENT / OTHER TOTALS**

394



**TRAC Lease Amortization Schedule**

Unit Number: 27566      Origination Date: 1/14/2025      Finance Amount: \$47,896.35      Term: 12      Lease Number:  
Termination Date: 2/1/2026      Total Payments: \$49,279.44      Total Interest: \$1,384.09

Customer: City of Mission, TX      Schedule Number: 179.0  
Unit: 2025 Chevrolet Trucks SILVERADO 1500 2WD Crew Cab Custom      VIN: 3GCPABEK4SG154601

LEASE AMORTIZATION					
Event	Date	Payment	Interest	Principal	New Balance
Lease Amount					\$47,896.35
Payment 1	Feb 1 2025	4106.62	228.69	3877.93	44018.42
Payment 2	Mar 1 2025	4106.62	208.44	3898.18	40120.24
Payment 3	Apr 1 2025	4106.62	188.08	3918.54	36201.70
Payment 4	May 1 2025	4106.62	167.62	3939.00	32262.70
Payment 5	Jun 1 2025	4106.62	147.04	3959.58	28303.12
Payment 6	Jul 1 2025	4106.62	126.37	3980.25	24322.87
Payment 7	Aug 1 2025	4106.62	105.58	4001.04	20321.83
Payment 8	Sep 1 2025	4106.62	84.68	4021.94	16299.89
Payment 9	Oct 1 2025	4106.62	63.68	4042.94	12256.95
Payment 10	Nov 1 2025	4106.62	42.56	4064.06	8192.89
Payment 11	Dec 1 2025	4106.62	21.34	4085.28	4107.61
Payment 12	Jan 1 2026	4106.62	0.01	4106.61	1.00
Payment 13	Feb 1 2026	1.00	0	1.00	0.00
Payment 14		0	0	0	0
Payment 15		0	0	0	0
Payment 16		0	0	0	0
Payment 17		0	0	0	0
Payment 18		0	0	0	0
Payment 19		0	0	0	0
Payment 20		0	0	0	0
Payment 21		0	0	0	0
Payment 22		0	0	0	0
Payment 23		0	0	0	0
Payment 24		0	0	0	0
Payment 25		0	0	0	0
Payment 26		0	0	0	0
Payment 27		0	0	0	0
Payment 28		0	0	0	0
Payment 29		0	0	0	0
Payment 30		0	0	0	0
Payment 31		0	0	0	0
Payment 32		0	0	0	0
Payment 33		0	0	0	0
Payment 34		0	0	0	0
Payment 35		0	0	0	0
Payment 36		0	0	0	0



### TRAC Lease Amortization Schedule (continued)

Unit Number: 27566      Origination Date: 1/14/2025      Finance Amount: \$47,896.35      Term: 12      Lease Number:  
 Termination Date: 2/1/2026      Total Payments: \$49,279.44      Total Interest: \$1,384.09

Customer: City of Mission, TX      Schedule Number: 179.0  
 Unit: 2025 Chevrolet Trucks SILVERADO 1500 2WD Crew Cab Custom      VIN: 3GCPABEK4SG154601

PROJECTED AMORTIZATION					
Event	Date	Payment	Interest	Principal	New Balance
Payment 37		0	0	0	0
Payment 38		0	0	0	0
Payment 39		0	0	0	0
Payment 40		0	0	0	0
Payment 41		0	0	0	0
Payment 42		0	0	0	0
Payment 43		0	0	0	0
Payment 44		0	0	0	0
Payment 45		0	0	0	0
Payment 46		0	0	0	0
Payment 47		0	0	0	0
Payment 48		0	0	0	0
Payment 49		0	0	0	0
Payment 50		0	0	0	0
Payment 51		0	0	0	0
Payment 52		0	0	0	0
Payment 53		0	0	0	0
Payment 54		0	0	0	0
Payment 55		0	0	0	0
Payment 56		0	0	0	0
Payment 57		0	0	0	0
Payment 58		0	0	0	0
Payment 59		0	0	0	0
Payment 60		0	0	0	0
Payment 61		0	0	0	0
Payment 62		0	0	0	0
Payment 63		0	0	0	0
Payment 64		0	0	0	0
Payment 65		0	0	0	0
Payment 66		0	0	0	0
Payment 67		0	0	0	0
Payment 68		0	0	0	0
Payment 69		0	0	0	0
Payment 70		0	0	0	0
Payment 71		0	0	0	0
Payment 72		0	0	0	0
Payment 73		0	0	0	0



Item 32.

## Open-End (Equity) Lease Quote

Quote: 27566

Prepared For: City of Mission, TX

Date: 01/14/2025

Unit#: 27566

Unit: 2025 Chevrolet Trucks SILVERADO 1500 2WD Crew Cab Custom

Order Type: In Stock Term: 12 State: TX Customer#: 6606

Schedule#: 180.00

50174.60	Capitalized Cost of Vehicle <sup>1</sup>
0.00	Up Front Sales Tax Rate <u>0.0625</u> State <u>TX</u>
21.75	Initial License and Registration Fees
500.00	Added Equipment (See Page 2)
0.00	Acquisition Fee
0.00	Other Capitalized Fees Tax
0.00	on Gain on Prior Vehicle
0.00	Inventory Tax Extended
0.00	Service Contract Gross
50696.35	Capitalized Cost LESS:
0.00	Cash Down
0.00	Trade Equity
2800.00	Rebate
47896.35	Total Capitalized Cost (Delivered Price)

All language and acknowledgements contained in the signed quote apply to all vehicles ordered under this signed quote

## Order Information

Driver 3GCPABEK7SG130762  
 Ext Color BLACK  
 Int Color  
 License  
 GVWR 0



Contract # 744-24

3991.28 Depreciation Reserve @ 0.08333153.91 Monthly Lease Charge (Based on Rate - Subject to a Floor)<sup>2</sup>

4145.19 Total Monthly Rental Excluding Additional Services

## Additional Fleet Management and Services

0.00 Full Maintenance Program<sup>3</sup>  
 0.00 Miscellaneous  
 0.00 Additional Services Sub Total

Contract Miles 0  
 Incl: #Brake Sets (1 set = 1 axle) 0

Over Mileage Charge 0.00 / Mile  
 #Tires 0 Loaner Vehicle Not Incl

0.00 Monthly Sales Tax 0  
 0.00 Total Monthly Insurance

4145.19 Total Monthly Rental Including Additional Services

1.00 Reduced Book Value at 12 Months

250.00 Service Charge Due at Lease Termination

## Monthly Insurance Premiums and Disclosures

0.00 Commercial Liability Enrollment (Estimate Only)  
0.00 Physical Damage (Estimate Only)  
 Liability Limit 0.00  
 Comprehensive/Collision Deductible: 0.00 // 0.00

Quote based on estimated annual mileage of 15000 and a Security Deposit of 0.00

(Current market and vehicle conditions may also affect value of vehicle)

(Quote is Subject to Customer's Credit Approval)

## Terms:

Commercial Vehicle Leasing, L.L.C., d/b/a D&M Leasing Commercial (Lessor) will be the owner of the vehicle(s) covered by this Quote, and shall have all rights and remedies arising under the Master Lease. By signing below, Lessee authorizes Lessor to order the vehicle(s), and Lessee agrees to accept delivery and lease the vehicle(s) pursuant to the Master Lease. In the event Lessee fails or refuses to accept delivery of the vehicle(s), Lessor shall have the right to recover from Lessee any damages (whether actual, general consequential, special, incidental or otherwise) and seek any other available relief, at law or in equity, arising from such failure or refusal. The terms of the Master Lease are referenced and incorporated herein. Lessee acknowledges and agrees that Lessor makes no promises, representations or warranties concerning the manufacture or delivery date for the vehicle(s). Lessee certifies that it intends for more than 50% of the use of the vehicle is to be in a trade or business of Lessee. **ALL TAX AND LICENSE FEES TO BE BILLED TO Lessee AS THEY OCCUR.**

LESSEE City of Mission, TX

BY

TITLE

DATE 01/14/2025

\* INDICATES ITEMS TO BE BILLED ON DELIVERY.

1 Capitalized Cost of Vehicle may be adjusted to reflect final manufacturer's invoice. Lessee hereby assigns to LESSOR any Manufacturer Rebates and/or Manufacturer incentives intended for the Lessee, which Rebates and/or incentives have been used by LESSOR to reduce the Capitalized Cost of the Vehicle.

2 Monthly Lease Charge will be adjusted to reflect the interest rate on the Delivery Date (Subject to a Floor).

3 The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of the Lessee. Notwithstanding the inclusion of such references in this Invoice/Schedule /Quote all such maintenance services are to be performed by LESSOR and all such maintenance fees are payable by Lessee solely for the account of LESSOR pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and LESSOR; provided that such maintenance fees are being billed by LESSOR and are payable at the direction of LESSOR solely as an authorized agent for collection on behalf of LESSOR.

Quote: 27566

Item 32.

Prepared For: City of Mission, TX

Date: 01/14/2025

Unit#: 27566

Unit: 2025 Chevrolet Trucks SILVERADO 1500 2WD Crew Cab Custom

### ADDED EQUIPMENT / OTHER TOTALS

Description	(B)illed or (C)apped	Price
Bedliner	C	500.0000
<b>Total Charges (B)illed</b>		0
<b>Total Charges (C)apitalized</b>		500.0000
<b>Total of All Added Equipment and Other Charges</b>		500.0000

**TRAC Lease Amortization Schedule**

Unit Number: 27566      Origination Date: 1/14/2025      Finance Amount: \$47,896.35      Term: 12      Lease Number:  
Termination Date: 2/1/2026      Total Payments: \$49,279.44      Total Interest: \$1,384.09

Customer: City of Mission, TX      Schedule Number: 180.00  
Unit: 2025 Chevrolet Trucks SILVERADO 1500 2WD Crew Cab Custom      VIN:3GCPABEK7SG130762

LEASE AMORTIZATION					
Event	Date	Payment	Interest	Principal	New Balance
Lease Amount					\$47,896.35
Payment 1	Feb 1 2025	4106.62	228.69	3877.93	44018.42
Payment 2	Mar 1 2025	4106.62	208.44	3898.18	40120.24
Payment 3	Apr 1 2025	4106.62	188.08	3918.54	36201.70
Payment 4	May 1 2025	4106.62	167.62	3939.00	32262.70
Payment 5	Jun 1 2025	4106.62	147.04	3959.58	28303.12
Payment 6	Jul 1 2025	4106.62	126.37	3980.25	24322.87
Payment 7	Aug 1 2025	4106.62	105.58	4001.04	20321.83
Payment 8	Sep 1 2025	4106.62	84.68	4021.94	16299.89
Payment 9	Oct 1 2025	4106.62	63.68	4042.94	12256.95
Payment 10	Nov 1 2025	4106.62	42.56	4064.06	8192.89
Payment 11	Dec 1 2025	4106.62	21.34	4085.28	4107.61
Payment 12	Jan 1 2026	4106.62	0.01	4106.61	1.00
Payment 13	Feb 1 2026	1.00	0	1.00	0.00
Payment 14		0	0	0	0
Payment 15		0	0	0	0
Payment 16		0	0	0	0
Payment 17		0	0	0	0
Payment 18		0	0	0	0
Payment 19		0	0	0	0
Payment 20		0	0	0	0
Payment 21		0	0	0	0
Payment 22		0	0	0	0
Payment 23		0	0	0	0
Payment 24		0	0	0	0
Payment 25		0	0	0	0
Payment 26		0	0	0	0
Payment 27		0	0	0	0
Payment 28		0	0	0	0
Payment 29		0	0	0	0
Payment 30		0	0	0	0
Payment 31		0	0	0	0
Payment 32		0	0	0	0
Payment 33		0	0	0	0
Payment 34		0	0	0	0
Payment 35		0	0	0	0
Payment 36		0	0	0	0



### TRAC Lease Amortization Schedule (continued)

Unit Number: 27566      Origination Date: 1/14/2025      Finance Amount: \$47,896.35      Term: 12      Lease Number:  
 Termination Date: 2/1/2026      Total Payments: \$49,279.44      Total Interest: \$1,384.09  
 Customer: City of Mission, TX      Schedule Number: 180.00  
 Unit: 2025 Chevrolet Trucks SILVERADO 1500 2WD Crew Cab Custom      VIN: 3GCPABEK7SG130762

PROJECTED AMORTIZATION					
Event	Date	Payment	Interest	Principal	New Balance
Payment 37		0	0	0	0
Payment 38		0	0	0	0
Payment 39		0	0	0	0
Payment 40		0	0	0	0
Payment 41		0	0	0	0
Payment 42		0	0	0	0
Payment 43		0	0	0	0
Payment 44		0	0	0	0
Payment 45		0	0	0	0
Payment 46		0	0	0	0
Payment 47		0	0	0	0
Payment 48		0	0	0	0
Payment 49		0	0	0	0
Payment 50		0	0	0	0
Payment 51		0	0	0	0
Payment 52		0	0	0	0
Payment 53		0	0	0	0
Payment 54		0	0	0	0
Payment 55		0	0	0	0
Payment 56		0	0	0	0
Payment 57		0	0	0	0
Payment 58		0	0	0	0
Payment 59		0	0	0	0
Payment 60		0	0	0	0
Payment 61		0	0	0	0
Payment 62		0	0	0	0
Payment 63		0	0	0	0
Payment 64		0	0	0	0
Payment 65		0	0	0	0
Payment 66		0	0	0	0
Payment 67		0	0	0	0
Payment 68		0	0	0	0
Payment 69		0	0	0	0
Payment 70		0	0	0	0
Payment 71		0	0	0	0
Payment 72		0	0	0	0
Payment 73		0	0	0	0



## Open-End (Equity) Lease Quote

Quote: 27566

Prepared For: City of Mission, TX

Date: 01/14/2025

Unit#: 27566

Unit: 2025 Chevrolet Trucks SILVERADO 1500 2WD Crew Cab Custom

Order Type: In Stock

Term: 12

State: TX

Customer#: 6606

Schedule#: 181.00

50174.60	Capitalized Cost of Vehicle <sup>1</sup>
0.00	Up Front Sales Tax Rate <u>0.0625</u> State <u>TX</u>
21.75	Initial License and Registration Fees
500.00	Added Equipment (See Page 2)
0.00	Acquisition Fee
0.00	Other Capitalized Fees Tax
0.00	on Gain on Prior Vehicle
0.00	Inventory Tax Extended
0.00	Service Contract Gross
50696.35	Capitalized Cost LESS:
0.00	Cash Down
0.00	Trade Equity
2800.00	Rebate
47896.35	Total Capitalized Cost (Delivered Price)

All language and acknowledgements contained in the signed quote apply to all vehicles ordered under this signed quote

## Order Information

Driver 3GCPABEK0SG155325  
 Ext Color BLACK  
 Int Color  
 License  
 GVWR 0



Contract # 744-24

3991.28 Depreciation Reserve @ 0.08333153.91 Monthly Lease Charge (Based on Rate - Subject to a Floor)<sup>2</sup>

4145.19 Total Monthly Rental Excluding Additional Services

## Additional Fleet Management and Services

0.00 Full Maintenance Program<sup>3</sup>

0.00 Miscellaneous

0.00 Additional Services Sub Total

Contract Miles 0Incl: #Brake Sets (1 set = 1 axle) 0Over Mileage Charge 0.00 / Mile#Tires 0 Loaner Vehicle Not Ind0.00 Monthly Sales Tax 0

0.00 Total Monthly Insurance

4145.19 Total Monthly Rental Including Additional Services

1.00 Reduced Book Value at 12 Months

250.00 Service Charge Due at Lease Termination

## Monthly Insurance Premiums and Disclosures

0.00 Commercial Liability Enrollment (Estimate Only)0.00 Physical Damage (Estimate Only)Liability Limit 0.00Comprehensive/Collision Deductible: 0.00 // 0.00Quote based on estimated annual mileage of 15000 and a Security Deposit of 0.00

(Current market and vehicle conditions may also affect value of vehicle)

(Quote is Subject to Customer's Credit Approval)

## Terms:

Commercial Vehicle Leasing, L.L.C., d/b/a D&M Leasing Commercial (Lessor) will be the owner of the vehicle(s) covered by this Quote, and shall have all rights and remedies arising under the Master Lease. By signing below, Lessee authorizes Lessor to order the vehicle(s), and Lessee agrees to accept delivery and lease the vehicle(s) pursuant to the Master Lease. In the event Lessee fails or refuses to accept delivery of the vehicle(s), Lessor shall have the right to recover from Lessee any damages (whether actual, general consequential, special, incidental or otherwise) and seek any other available relief, at law or in equity, arising from such failure or refusal. The terms of the Master Lease are referenced and incorporated herein. Lessee acknowledges and agrees that Lessor makes no promises, representations or warranties concerning the manufacture or delivery date for the vehicle(s). Lessee certifies that it intends for more than 50% of the use of the vehicle is to be in a trade or business of Lessee. **ALL TAX AND LICENSE FEES TO BE BILLED TO Lessee AS THEY OCCUR.**

LESSEE City of Mission, TX

BY

TITLE

DATE 01/14/2025

## INDICATES ITEMS TO BE BILLED ON DELIVERY.

Capitalized Cost of Vehicle may be adjusted to reflect final manufacturer's invoice. Lessee hereby assigns to LESSOR any Manufacturer Rebates and/or Manufacturer incentives intended for the Lessee, which Rebates and/or incentives have been used by LESSOR to reduce the Capitalized Cost of the Vehicle.

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3 The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of the Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule /Quote] all such maintenance services are to be performed by LESSOR and all such maintenance fees are payable by Lessee solely for the account of LESSOR pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and LESSOR; provided that such maintenance fees are being billed by LESSOR and are payable at the direction of LESSOR solely as an authorized agent for collection on behalf of LESSOR.



### Open-End (Equity) Lease Quote

Quote: 27566

Item 32.

Prepared For: City of Mission, TX

Date: 01/14/2025

Unit#: 27566

Unit: 2025 Chevrolet Trucks SILVERADO 1500 2WD Crew Cab Custom

**ADDED EQUIPMENT / OTHER TOTALS**

Description	(B)illed or (C)apped	Price
Bedliner	C	500.0000
Total Charges (B)illed		0
Total Charges (C)apitalized		500.0000
Total of All Added Equipment and Other Charges		500.0000

**TRAC Lease Amortization Schedule**

Unit Number: 27566      Origination Date: 1/14/2025      Finance Amount: \$47,896.35      Term: 12      Lease Number:  
Termination Date: 2/1/2026      Total Payments: \$49,279.44      Total Interest: \$1,384.09

Customer: City of Mission, TX      Schedule Number: 181.00  
Unit: 2025 Chevrolet Trucks SILVERADO 1500 2WD Crew Cab Custom      VIN: 3GCPABEK0SG155325.

LEASE AMORTIZATION					
Event	Date	Payment	Interest	Principal	New Balance
Lease Amount					\$47,896.35
Payment 1	Feb 1 2025	4106.62	228.69	3877.93	44018.42
Payment 2	Mar 1 2025	4106.62	208.44	3898.18	40120.24
Payment 3	Apr 1 2025	4106.62	188.08	3918.54	36201.70
Payment 4	May 1 2025	4106.62	167.62	3939.00	32262.70
Payment 5	Jun 1 2025	4106.62	147.04	3959.58	28303.12
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Payment 7	Aug 1 2025	4106.62	105.58	4001.04	20321.83
Payment 8	Sep 1 2025	4106.62	84.68	4021.94	16299.89
Payment 9	Oct 1 2025	4106.62	63.68	4042.94	12256.95
Payment 10	Nov 1 2025	4106.62	42.56	4064.06	8192.89
Payment 11	Dec 1 2025	4106.62	21.34	4085.28	4107.61
Payment 12	Jan 1 2026	4106.62	0.01	4106.61	1.00
Payment 13	Feb 1 2026	1.00	0	1.00	0.00
Payment 14		0	0	0	0
Payment 15		0	0	0	0
Payment 16		0	0	0	0
Payment 17		0	0	0	0
Payment 18		0	0	0	0
Payment 19		0	0	0	0
Payment 20		0	0	0	0
Payment 21		0	0	0	0
Payment 22		0	0	0	0
Payment 23		0	0	0	0
Payment 24		0	0	0	0
Payment 25		0	0	0	0
Payment 26		0	0	0	0
Payment 27		0	0	0	0
Payment 28		0	0	0	0
Payment 29		0	0	0	0
Payment 30		0	0	0	0
Payment 31		0	0	0	0
Payment 32		0	0	0	0
Payment 33		0	0	0	0
Payment 34		0	0	0	0
Payment 35		0	0	0	0
Payment 36		0	0	0	0



### TRAC Lease Amortization Schedule (continued)

Unit Number: 27566      Origination Date: 1/14/2025      Finance Amount: \$47,896.35      Term: 12      Lease Number:  
 Termination Date: 2/1/2026      Total Payments: \$49,279.44      Total Interest: \$1,384.09  
 Customer: City of Mission, TX      Schedule Number: 181.00  
 Unit: 2025 Chevrolet Trucks SILVERADO 1500 2WD Crew Cab Custom      VIN: 3GCPABEK0SG155325.

PROJECTED AMORTIZATION					
Event	Date	Payment	Interest	Principal	New Balance
Payment 37		0	0	0	0
Payment 38		0	0	0	0
Payment 39		0	0	0	0
Payment 40		0	0	0	0
Payment 41		0	0	0	0
Payment 42		0	0	0	0
Payment 43		0	0	0	0
Payment 44		0	0	0	0
Payment 45		0	0	0	0
Payment 46		0	0	0	0
Payment 47		0	0	0	0
Payment 48		0	0	0	0
Payment 49		0	0	0	0
Payment 50		0	0	0	0
Payment 51		0	0	0	0
Payment 52		0	0	0	0
Payment 53		0	0	0	0
Payment 54		0	0	0	0
Payment 55		0	0	0	0
Payment 56		0	0	0	0
Payment 57		0	0	0	0
Payment 58		0	0	0	0
Payment 59		0	0	0	0
Payment 60		0	0	0	0
Payment 61		0	0	0	0
Payment 62		0	0	0	0
Payment 63		0	0	0	0
Payment 64		0	0	0	0
Payment 65		0	0	0	0
Payment 66		0	0	0	0
Payment 67		0	0	0	0
Payment 68		0	0	0	0
Payment 69		0	0	0	0
Payment 70		0	0	0	0
Payment 71		0	0	0	0
Payment 72		0	0	0	0
Payment 73		0	0	0	0



## Vendor Contract Information Summary

Item 32.

Vendor Commercial Vehicle Leasing LLC dba D&M Leasing  
Commercial  
Contact Ed Cain  
Phone 214-412-1656  
Email ecain@dmautoleasing.com  
Vendor Website <https://www.dmfleets.org/>  
TIN 90-0996325  
Address Line 1 1400 W. 7th Street, #200  
Vendor City Fort Worth  
Vendor Zip 76102  
Vendor State TX  
Vendor Country USA  
Delivery Days 10  
Freight Terms FOB Destination  
Payment Terms Payment terms are net 30.  
Shipping Terms Freight prepaid by vendor and added to invoice  
Ship Via Common Carrier  
Designated Dealer No  
EDGAR Received Yes  
Service-disabled Veteran Owned No  
Minority Owned Yes  
Women Owned No  
Certificate Number 1900996325700  
Certifying Agency The Texas Comptroller of Public Accounts  
National Yes  
No Foreign Terrorist Orgs Yes  
No Israel Boycott Yes  
MWBE No  
ESCs All Texas Regions  
States All States  
Contract Name Vehicle & Bus Fleet Leasing & Management Services  
Contract No. 744-24  
Effective 10/01/2024  
Expiration 09/30/2027  
Accepts RFQs Yes  
Service Fee Note Vehicle purchase orders are subject to a \$400 service fee

12/6/2024 6:17 PM



# CITY OF MISSION

## CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

**MEETING DATE:** January 27, 2025  
**PRESENTED BY:** Kenia Gomez, Media Relations Director  
**AGENDA ITEM:** Approval of recommendation for website design and colors – K. Gomez

### NATURE OF REQUEST:

Providing an update on the website redesign progress, including the proposed layout and color scheme. Seeking council's recommendation to finalize the Layout & Color Proposal Approval Form, which must be submitted by Friday, February 7, 2025.

**BUGETED:** N/A **FUND:** \_\_\_\_\_ **ACCT. #:** \_\_\_\_\_

**BUDGET:** \$ \_\_\_\_\_ **EST. COST:** \$ \_\_\_\_\_ **CURRENT BUDGET BALANCE:** \$ \_\_\_\_\_

**BID AMOUNT:** \$ \_\_\_\_\_

### STAFF RECOMMENDATION:

Approval

**Departmental Approval:** N/A

**Advisory Board Recommendation:** N/A

**City Manager's Recommendation:** Approval *MRP*

**RECORD OF VOTE:** **APPROVED:** \_\_\_\_\_

**DISAPPROVED:** \_\_\_\_\_

**TABLED:** \_\_\_\_\_

\_\_\_\_\_ AYES

\_\_\_\_\_ NAYS

\_\_\_\_\_ DISSENTING \_\_\_\_\_



## CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

**MEETING DATE:** January 27, 2025  
**PRESENTED BY:** Mike R. Perez, City Manager  
**AGENDA ITEM:** Request by Hidalgo County Precinct # 3 for the City of Mission to approve participation in the election on the petition for the creation of Hidalgo County Emergency Services District No. 5 - Perez

### NATURE OF REQUEST:

The County of Hidalgo County Commissioners Court received two petitions signed by more than one hundred (100) qualified voters who own taxable real property within the area of Hidalgo County, Texas, calling for the creation of an emergency services district to be known as "Hidalgo County Emergency Services District No. 5"

The Petition has been set for a Public Hearing by the Commissioners Court to be held on February 4, 2025, the City of Mission has been asked to grant its permission under Texas Health and Safety code § 775.014 to allow the voters who reside within the city limits and the voters who reside within the extraterritorial jurisdiction of the City of Mission to participate in the election on the Petition and grant the City's consent for inclusion of the territory located within the City to be included in the proposed Emergency Services District No. 5 if approved by the voters.

**BUGETED:** Yes / No / N/A **FUND:** \_\_\_\_\_ **ACCT. #:** \_\_\_\_\_

**BUDGET:** \$ \_\_\_\_\_ **EST. COST:** \$ \_\_\_\_\_ **CURRENT BUDGET BALANCE:** \$ \_\_\_\_\_

**BID AMOUNT:** \$ \_\_\_\_\_

### STAFF RECOMMENDATION:

Seeking Council Direction and Approval

**Departmental Approval:** N/A

**Advisory Board Recommendation:** N/A

**City Manager's Recommendation:** Approval *MRP*

**RECORD OF VOTE:** **APPROVED:** \_\_\_\_\_  
**DISAPPROVED:** \_\_\_\_\_  
**TABLED:** \_\_\_\_\_

\_\_\_\_\_ AYES

\_\_\_\_\_ NAYS

\_\_\_\_\_ DISSENTING \_\_\_\_\_

THE STATE OF TEXAS       §  
    §  
 COUNTY OF HIDALGO       §

The City Council of Mission, Texas, convened in regular session at City Hall Council Chambers, at 3:30 P.M. on January 27, 2025, with the following members present, to wit:

The Honorable Norie Gonzalez Garza, Mayor  
 The Honorable Jessica Ortega, Council, Place 1  
 The Honorable Ruben Plata, Place 2 Mayor Pro Tem  
 The Honorable Marissa Ortega Gerlach, Council, Place 3  
 The Honorable Jose Alberto Vela, Council, Place 4

and constituting a quorum, when the following business was transacted:

ORDER OF CITY OF MISSION APPROVING PARTICIPATION IN  
 THE ELECTION ON THE PETITION FOR THE CREATION OF  
 HIDALGO COUNTY EMERGENCY SERVICES DISTRICT NO. 5

Councilmember \_\_\_\_\_ introduced an Order and made a Motion that the same be adopted. Councilmember \_\_\_\_\_ seconded the Motion for adoption of the Order. The Motion carrying with it the adoption of the Order prevailed by the following vote:

AYES:       \_\_\_\_\_

NAYS:       \_\_\_\_\_

The Mayor thereupon announced that the Order had been duly and lawfully adopted. The Order adopted reads as follows:

ORDER OF CITY OF MISSION APPROVING PARTICIPATION IN  
 THE ELECTION ON THE PETITION FOR THE CREATION OF  
 HIDALGO COUNTY EMERGENCY SERVICES DISTRICT NO. 5

WHEREAS, notice of this meeting of the Mission City Council, Texas, has been given in the manner and for the time required by law; and

WHEREAS, the City Council, has received a request from petitioners and copy of the petition filed with the Hidalgo County Commissioners Court signed by more than one hundred (100) qualified voters who own taxable real property within the area of Hidalgo County, Texas, calling for the creation of an emergency services district to be known as "Hidalgo County Emergency Services District No. 5" (the "District"); and



WHEREAS, the Petition has been set for a Public Hearing by the Commissioners Court to be held on February 4, 2025; and

WHEREAS, the City of Mission has been asked to grant its permission under Texas Health and Safety code § 775.014 to allow the voters who reside within the city limits of the City of Mission to participate in the election on the Petition and grant the City's consent for inclusion of the territory located within the City to be included in the proposed Emergency Services District No. 5 if approved by the voters; and

WHEREAS, the City of Mission has been asked to grant its permission under Texas Health and Safety code § 775.014 to allow the voters who reside within the extraterritorial jurisdiction of the City of Mission to participate in the election on the Petition and grant the City's consent for inclusion of the territory located within the City's extraterritorial jurisdiction to be included in the proposed Emergency Services District No. 5 if approved by the voters; and

WHEREAS, the City Council finds that:

(1) The inclusion of the territory within the city limits of the City of Mission in the proposed Emergency Services District No. 5 would be beneficial to the City and its residents; and

(2) The inclusion of the territory within the extraterritorial jurisdiction of the City of Mission in the proposed Emergency Services District No. 5 would be beneficial to the City and the residents of the extraterritorial jurisdiction;

THEREFORE, BE IT ORDERED, ADJUDGED, AND DECREED BY THE MISSION CITY COUNCIL THAT:

Section 1. The matters and facts recited in the preamble of this Order are hereby found and determined to be true and correct. All acts, conditions and things required to be done precedent to the City acting have been properly done and performed and have happened in regular and due time, form and manner as required by law.

Section 2. The City Council does hereby give its consent to the inclusion of the territory located within the City to be included in the proposed Emergency Services District No. 5 if approved by the voters of City of Mission at an election to be called by the County Commissioners Court and held by Hidalgo County.

Section 3. The City Council does hereby give its consent to the inclusion of the territory located within the extraterritorial jurisdiction of the City to be included in the proposed Emergency Services District No. 5 if approved by the voters of the extraterritorial jurisdiction at an election to be called by the County Commissioners Court and held by Hidalgo County.

Section 4. The City Secretary is directed to provide a copy of this Order to the Honorable Mayor and Commissioners Court of Hidalgo County prior to the hearing scheduled for February 4, 2025.

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

\_\_\_\_\_  
Mayor

ATTEST:  
City Secretary

By: \_\_\_\_\_



## Reminder for Precinct 3 Cities:

Hidalgo County has received two petitions to consider calling for an election to create Emergency Services Districts, one for Fire Suppression and one for Emergency Medical Services. The attached resolutions require your city to declare for participation in this election. Your governing body must also declare if the area outside your corporate limits, but within your ETJ, can participate in this election so that these areas can be covered for these vital services.

Our office will be following up with you to see if you require further explanation of the issues at hand. We will be glad to take meetings with you to answer any questions you might have.

Please note that action from your governing body is required by February 3rd. We strongly encourage action by your governing body by the end of next week, January 31st.

Thank you,  
Jorge Arcaute

# COVELER & PEELER, P.C.

*Attorneys At Law*

Two Memorial City Plaza  
820 Gessner, Suite 1710  
Houston, Texas 77024-4298

Phone 713.984.8222  
Fax 713.984.0670

RAMON@COVELER.COM

January 7, 2025

City of Mission

The Honorable Norie Gonzalez Garza, Mayor

The Honorable Jessica, Ortega, Council, Place 1

The Honorable Ruben Plata, Place 2 Mayor Pro Tem

The Honorable Marissa Ortega Gerlach, Council, Place 3

The Honorable Jose Alberto Vela, Council, Place 4

City Hall 1201 E. 8<sup>th</sup> Street, Mission, Texas 78572

Re: Proposed Hidalgo County Emergency Services District No. 5

Dear Mayor Garza and Council

Our office has advised petitioners as they have petitioned the Hidalgo County Commissioners Court to establish a new emergency services district which would be called Hidalgo County Emergency Services District No. 5, to provide Emergency Medical Services (EMS) and would include the corporate boundaries of the City of Mission as well as the extraterritorial jurisdiction ("ETJ") area of the City. Today, on behalf of the Petitioners, we ask that the City of Mission add an item to the next available City Council agenda to consider the following action:

To review and act on the request to include City of Mission municipal and extraterritorial jurisdiction territory within the territorial boundaries of proposed Hidalgo County Emergency Services District No. 5, including approving an Order to consent to the inclusion of such territory.

Per Texas Health and Safety Code section 775.014, an emergency services district may only include a city's corporate and/or ETJ territory if the city's governing body consents to the inclusion. Granting this consent would allow the voters of the City of Mission and the voters of the City of Mission ETJ to separately vote on whether they wish to be included in the proposed Hidalgo County Emergency Services District No. 5.

The Hidalgo County Commissioners Court has scheduled a public hearing on February 4, 2025 to consider the petition on the creation of Hidalgo County Emergency Services District No. 5. On February 4, 2025 the Commissioners Court will consider the consent or

non-consent of the City of Mission, Alton, Palmview, Penitas, La Joya, Sullivan City, Palmhurst and City of Granjeno regarding the inclusion of their municipal territory and ETJ territory within the proposed Hidalgo County Emergency Services District No. 5. The Commissioners Court will either reject the petition as not feasible or will approve the petition and call for an election on the proposition to create Hidalgo County Emergency Services District No. 5 which would be included on the May 3, 2025 Election Ballot. The proposition would be considered by several groups of voters: (1) voters residing within the City of Mission, (2) voters residing in the City of Mission ETJ, (3) voters residing within the City of Alton, (4) voters residing in the City of Alton ETJ, (5) voters residing within the City of Penitas (6) voters residing in the City of Penitas ETJ, (7) voters residing within the City of La Joya (8) voters residing in the City of La Joya ETJ (9) voters residing within the City of Sullivan City (10) voters residing in the City of Sullivan ETJ (11) voters residing within the City of Palmhurst (12) voters residing in City of Palmhurst ETJ, (13) voters residing within the City of Granjeno (14) voters residing in City of Granjeno ETJ, (15) voters residing within the City of Palmview (16) voters residing in the City of Palmview ETJ and (17) voters residing in the unincorporated areas of Hidalgo County which lie outside areas (1) – (16) and which are not residents of any existing emergency services district.

The petition which has been filed with Hidalgo County and accepted for review at the aforementioned February 4, 2025 Commissioners Court meeting is included with this letter. Per the Notice of Public Hearing being published by Hidalgo County:

The boundaries of Proposed Hidalgo County Emergency Services District No. 5 are coextensive with the boundaries of Hidalgo County Precinct No. 3, as those boundaries exist on December 1, 2024. Petitioners incorporate by reference Resolution of Hidalgo County to Adopt Plan C on which was approved by Commissioners Court on November 13, 2021, which defines the boundaries of Hidalgo County Precinct No. 3.

Hidalgo County Emergency Services District No. 5 will include all of the territory within the municipal jurisdiction of the City of Mission, Alton, Palmview, Penitas, La Joya, Sullivan City, Palmhurst and City of Granjeno as well as all of the territory within the extra territorial jurisdiction of the City of Mission, Alton, Palmview, Penitas, La Joya, Sullivan City, Palmhurst and City of Granjeno.

The proposed Hidalgo County Emergency Services District No. 5 would be formed to provide Emergency Medical Services (EMS) as allowed by Texas Health and Safety Code chapter 775 and Texas Constitution Article III, Section 48-e. If approved by the voters, Hidalgo County Emergency Services District No. 5 would be governed by a five member Board of Emergency Services Commissioners appointed by the Hidalgo County Commissioners Court. Hidalgo County Emergency Services District No. 5 would be

allowed to levy an ad valorem tax rate up to a maximum of \$0.10/\$100 to support its emergency services functions.

The Petitioners believe that the emergency services needs of the communities are growing and that the creation of Hidalgo County Emergency Services District No. 5 is necessary to ensure reliable emergency services are provided to the people of Hidalgo County, including the residents of the City of Mission and its ETJ.

We will make every effort to have a representative of our office available for the City Council meeting when the City addresses this question. My office is available to answer any questions you may have regarding this issue prior to the City Council meeting. We are also available to assist the City Attorney in preparing the Order Consenting to the Inclusion of Municipal and Extraterritorial Jurisdiction in Hidalgo County Emergency Services District No. 5.

Thank you for your attention to this urgent matter.

Sincerely,

**COVELER & PEELER, P.C.**

By:   
Krystine N. Ramon

Cc: The Honorable Richard Cortez, Hidalgo County Judge



# CITY OF MISSION

## CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

**MEETING DATE:** January 27, 2025  
**PRESENTED BY:** Vidal Roman, Finance Director  
**AGENDA ITEM:** Acceptance of Quarterly Report of Investments for the Quarter ending December 31, 2024 and including interest earned. - Roman

### NATURE OF REQUEST:

Acceptance of quarterly report required by the Public Funds Investment Act Section 2256.023 of the Texas Government Code on the total investments for the quarter ending December 31, 2024. The total increases to investment balances for the period were \$0 and total decreases were \$2,213.29, leaving a total of \$4,690,993.72 in outstanding investments for the quarter ending December 31, 2024. The total interest earned on all funds year to date was \$64,842.95.

This report of the City's investment portfolio is in compliance with State Law and the investment strategy and policy approved by the City Council.

**BUGETED:** N/A **FUND:** \_\_\_\_\_ **ACCT. #:** \_\_\_\_\_

**BUDGET:** \$ \_\_\_\_\_ **EST. COST:** \$ \_\_\_\_\_ **CURRENT BUDGET BALANCE:** \$ \_\_\_\_\_

**BID AMOUNT:** \$ \_\_\_\_\_

### STAFF RECOMMENDATION:

Approval

**Departmental Approval:** None

**Advisory Board Recommendation:** N/A

**City Manager's Recommendation:** Approval *MRP*

**RECORD OF VOTE:** **APPROVED:** \_\_\_\_\_

**DISAPPROVED:** \_\_\_\_\_

**TABLED:** \_\_\_\_\_

\_\_\_\_\_ AYES

\_\_\_\_\_ NAYS

\_\_\_\_\_ DISSENTING \_\_\_\_\_



**City of Mission, Texas**  
**Quarterly Investment Report-Summary**  
**For the Quarter Ending December 31, 2024**

<b>Market Value</b>	<b>TEXPOOL (Detail Attached)</b>	<b>Agencies (Detail Attached)</b>	<b>Total</b>
Beginning of Period	\$ 4,456,993.72	\$ 2,234,000.00 <sup>1</sup>	\$ 6,690,993.72
Change during Period	\$ (2,000,000.00)	\$ -	\$ (2,000,000.00)
End of Period	<u>\$ 2,456,993.72</u>	<u>\$ 2,234,000.00</u>	<u>\$ 4,690,993.72</u>
<b>Book Value</b>			
Beginning of Period	\$ 4,456,993.72	\$ 2,234,000.00	\$ 6,690,993.72
Change during Period	\$ 2,034,540.56	\$ (2,213.29)	\$ 2,032,327.27
End of Period	<u>\$ 2,456,993.72</u>	<u>\$ 2,231,786.71</u>	<u>\$ 8,723,320.99</u>
<b>Net Change during Period</b>			
Purchases	\$ -	\$ -	\$ -
Maturities/Withdrawals	\$ (2,000,000.00)	\$ -	\$ (2,000,000.00)
Increase (Decrease) in Accrued Interest	\$ 34,540.56	\$ (2,213.29)	\$ 32,327.27
Net Change during Period	<u>\$ 2,034,540.56</u>	<u>\$ (2,213.29)</u>	<u>\$ 2,032,327.27</u>

Prepared By: Vidal Roman  
Vidal Roman, Finance Director

Approved By: Ezeiza Garcia  
Ezeiza Garcia, Assistant Finance Director

Approved By: Mike Perez  
Mike Perez, City Manager

1. Note that investments on securities an adjustment of \$250,000 due to it belonging to MEDC.

CITY OF MISSION, TEXAS  
OUTSTANDING INVESTMENTS BY FUND  
As of December 31, 2024

SECURITY NUMBER	TYPE	DATE PURCHASED	MATURITY DATE	DAYS INVESTED	INTEREST RATE	AMOUNT INVESTED
1	07371AH89 Agencies	10/6/23	4/2/25	544.00	2.2000	247,000.00
2	336460DN7 Agencies	11/3/23	2/3/26	823.00	0.1000	249,000.00
3	39573LCG1 Agencies	1/14/22	1/14/25	1,096.00	1.0000	249,000.00
4	3130AQT37 Agencies	8/28/23	2/28/25	550.00	1.5000	250,000.00
5	05600XQB9 Agencies	11/6/23	5/8/26	914.00	4.6000	244,000.00
6	50625LAY9 Agencies	3/30/22	3/31/25	1,097.00	2.2000	249,000.00
8	254673E69 Agencies	11/24/23	5/27/25	550.00	3.1000	246,000.00
9	3130AQT10 Agencies	8/28/23	2/28/25	550.00	1.5500	500,000.00
Subtotal						2,234,000.00
Texpool	Year to Date					153,003.38
Texpool	Year to Date					172,053.86
Texpool	Year to Date					128,075.12
Texpool	Year to Date					29,384.99
Texpool	Year to Date					182,658.44
Texpool	Year to Date					105,828.68
Texpool	Year to Date					34,511.73
Texpool	Year to Date					4,934.34
Texpool	Year to Date					1,315,419.37
Texpool	Year to Date					331,123.81
Subtotal						2,456,993.72
						4,690,993.72

## Interest Earned for the Quarter Ending on December 2024-YTD

Fund Number	Fund Description	Interest On Investments	Interest On Demand Accounts	Total Interest
01	General Fund	\$ 12,148.46	\$ 2.14	\$ 12,150.60
02	Utility Fund	9,735.69	5,805.22	\$ 15,540.91
05	Solid Waste Fund	5,658.13	-	\$ 5,658.13
10	Police Dept. Special Fund	408.62	32.52	\$ 441.14
11	Police Federal Sharing US	-	178.13	\$ 178.13
14	Municipal Court Tech. FD.	-	-	\$ -
15	ARPA Designated Purpose Fund	-	1,071.32	\$ 1,071.32
16	Drainage Assessment Fund	2,281.25	-	\$ 2,281.25
17	Cemetery Trust Fund	-	-	\$ -
19	Group Health -Employee	58.46	-	\$ 58.46
24	Hotel/Motel Tax Fund	-	191.26	\$ 191.26
30	PEG Capital Fund	-	454.28	\$ 454.28
35	Veterans Cemetery	-	12.22	\$ 12.22
32	Boys & Girls Club Fund	-	-	\$ -
41	MEDC Debt Service Fund	-	828.15	\$ 828.15
75	2018 CO	15,574.59	159.10	\$ 15,733.69
76	2021 CO	7,764.78	1,101.86	\$ 8,866.64
81	Tax Increment Fund-Zone 1	-	-	\$ -
83	MEDA	1,376.77	-	\$ 1,376.77
<b>Total All Funds</b>		<b>\$ 55,006.75</b>	<b>\$ 9,836.20</b>	<b>\$ 64,842.95</b>

Approved By: \_\_\_\_\_  
Mike Perez, City Manager

Approved By: \_\_\_\_\_  
Ezeiza Garcia, Assistant Finance Director

Approved By: \_\_\_\_\_  
Vidal Roman, Finance Director



# CITY OF MISSION

## CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

**MEETING DATE:** January 27, 2025  
**PRESENTED BY:** Vidal Roman, Finance Director  
**AGENDA ITEM:** Presentation of Quarterly Budget Variance Report for Quarter #1 of 2025 Fiscal Year from October 1, 2024 to December 31, 2024 – Roman

### NATURE OF REQUEST:

The Finance Department has prepared its Quarterly Budget Variance Report displaying budget-to-actual figures for all departments between the first quarter of the 2024/2025 Fiscal Year beginning on October 1, 2024 and ending on December 31, 2024.

**BUGETED:** N/A **FUND:** N/A **ACCT. #:** N/A

**BUDGET:** \$N/A **EST. COST:** \$N/A **CURRENT BUDGET BALANCE:** \$N/A

**BID AMOUNT:** \$N/A

### STAFF RECOMMENDATION:

Approval

**Departmental Approval:** Finance

**Advisory Board Recommendation:** N/A

**City Manager's Recommendation:** Approval *MRP*

**RECORD OF VOTE:** **APPROVED:** \_\_\_\_\_  
**DISAPPROVED:** \_\_\_\_\_  
**TABLED:** \_\_\_\_\_

\_\_\_\_\_ AYES

\_\_\_\_\_ NAYS

\_\_\_\_\_ DISSENTING \_\_\_\_\_

**CITY OF MISSION, TEXAS  
GENERAL FUND  
AS OF DECEMBER 2024**

		<b>FY 2024-2025 Adopted Budget</b>	<b>FY 2024-2025 Current Month</b>	<b>FY 2024-2025 Y-T.D.</b>	<b>Variance</b>
<b><u>Budgeted Revenues:</u></b>					
<u>Taxes</u>					
<i>Ad Valorem Taxes:</i>					
Current	01-300-31000	28,644,685	12,892,345	14,918,624	13,726,061
Delinquent	01-300-31200	335,006	234,535	234,535	100,471
Penalty and Interest	01-300-31300	490,286	-	48,020	442,266
Tax Refunds	01-300-31150	-	-	-	-
<i>Sales and Use Taxes:</i>					
Sales Tax	01-300-31400	15,292,493	1,130,335	1,138,535	14,153,958
Sales Tax Abatement	01-300-31410	6,900,000	565,168	569,268	6,330,732
Bingo Tax	01-300-31420	40,000	432	432	39,568
Franchise Business Tax	01-300-31500	3,500,000	143,058	300,038	3,199,962
Telecommunication Access Fee	01-300-31520	45,000	-	-	45,000
Mixed Drink Tax	01-300-31700	54,500	3,723	3,723	50,777
<b>TOTAL TAXES</b>		<b>55,301,970</b>	<b>14,969,596</b>	<b>17,213,174</b>	<b>38,088,796</b>
<b><u>LICENSES AND PERMITS</u></b>					
<i>Occupational Licenses and Permits</i>					
Occupational Licenses	01-300-32000	51,000	4,375	10,325	40,675
Health Permit	01-300-32025	50,000	6,600	20,300	29,700
Moving & Building Permits	01-300-32100	650,000	56,641	134,553	515,447
Electrical Permits	01-300-32200	200,000	13,230	46,375	153,625
Mechanical Permits	01-300-32250	65,000	3,425	13,312	51,688
Plumbing Permits	01-300-32300	120,000	14,338	29,517	90,484
Misc. Lic. & Permits	01-300-32400	42,000	3,065	12,040	29,960
Alarm Permits	01-300-34750	10,000	4,800	7,310	2,690
<b>TOTAL LICENSES AND PERMITS</b>		<b>1,188,000</b>	<b>106,473</b>	<b>273,732</b>	<b>914,268</b>
<b><u>INTERGOVERNMENTAL REVENUES</u></b>					
MCISD & SISD-Dare Prog.	01-300-33090	1,405,093	121,395	148,713	1,256,380
Rural Fire Protection	01-300-33250	20,000	449	449	19,551
County Restitution Reimb.	01-300-33260	-	-	537	(537)
Overhead MRA	01-300-33281	400,050	-	-	400,050
Reimbursement-TIRZ	01-300-33282	24,000	11,300	11,300	12,700
COPS Reimbursement	01-300-33620	522,642	-	-	522,642
Task Force Program	01-300-33640	40,000	-	-	40,000
Peace Officers-All Fire Pre.	01-300-33660	1,000	-	-	1,000
DEA Overtime Task Force	01-300-33680	18,000	2,099	2,099	15,901
Library-Hidalgo County	01-300-35340	106,000	-	-	106,000
<b>TOTAL INTERGOVERNMENTAL REVENUES</b>		<b>2,536,785</b>	<b>135,243</b>	<b>163,098</b>	<b>2,373,687</b>

**CITY OF MISSION, TEXAS  
GENERAL FUND  
AS OF DECEMBER 2024**

		FY 2024-2025 Adopted Budget	FY 2024-2025 Current Month	FY 2024-2025 Y-T.D.	Variance
<b><u>CHARGES FOR SERVICES</u></b>					
<i>General Government:</i>					
Municipal Court Corp Fee	01-300-31600	40,000	-	12,412	27,588
Inspection Fee (2%)	01-300-32320	225,000	5,945	129,475	95,525
Planning Technology Fee	01-300-32325	16,000	1,141	3,391	12,609
Construction Material Testing Fee	01-300-32330	250,000	27,622	68,140	181,860
Lease-Serv Center Complex	01-300-34300	15,000	1,378	5,514	9,486
Rent City Buildings	01-300-34350	2,500	251	751	1,749
Cemetery Charges	01-300-34500	20,000	1,820	4,680	15,320
Zoning & Subd. Fees	01-300-34600	75,000	5,600	18,600	56,400
5% Credit Card Fee	01-300-34801	30,000	2,548	7,709	22,291
<i>Public Safety:</i>					
Truancy Prevention & Diversion	01-300-31625	30,000	2,290	7,733	22,267
Fire Inspection Fees	01-300-33252	20,000	3,963	11,524	8,476
Police Dept. Service Charge	01-300-34700	9,000	688	2,188	6,812
Fire Academy Fees	01-300-34701	-	-	1,762	(1,762)
Fire EMS Response Fees	01-300-34710	1,500,000	70,059	401,573	1,098,427
Arrest Fees - MPD	01-300-34725	32,000	2,301	8,161	23,839
Detaining Contract Services	01-300-34765	5,000	2,066	3,416	1,584
Abandoned Motor Vehicle Fee	01-300-34775	300	40	170	130
Security Event Fee	01-300-34790	4,000	-	-	4,000
<i>Sanitation:</i>					
Lot Cleaning	01-300-34150	100,000	55,651	71,239	28,761
Lot Cleaning-Admin. Fee	01-300-34155	30,000	2,400	9,500	20,500
<i>Health:</i>					
Birth Certificate Service	01-300-31620	2,500	-	667	1,833
Vital Statistics	01-300-34550	120,000	8,674	26,062	93,938
Burial Transit Permit	01-300-34580	1,000	60	165	835
Animal Adoption Fees	01-300-34584	1,000	-	-	1,000
Animal Control and Shelter fee	01-300-34585	100	-	-	100
Contracted Animal Service Fee	01-300-34586	20,000	-	-	20,000
<i>Recreation:</i>					
TAAF - Summer Programs	01-300-34489	24,000	-	-	24,000
Mayberry Pool Fees	01-300-34490	33,000	-	300	32,700
Basketball Fees and Charges	01-300-34491	4,000	-	-	4,000
Softball Fees and Charges	01-300-34492	1,000	-	-	1,000
Football Fees and Charges	01-300-34493	1,200	-	-	1,200
Volleyball Fees and Charges	01-300-34495	2,500	-	-	2,500
Park Facility Rentals	01-300-34496	30,000	1,665	5,130	24,870
Bannworth Pool Fees	01-300-34497	26,000	450	26,080	(80)
Year-round swim program	01-300-34498	22,000	1,425	4,780	17,220
Other Recreational Fees and Charges	01-300-34499	100	-	-	100

**CITY OF MISSION, TEXAS  
GENERAL FUND  
AS OF DECEMBER 2024**

		<b>FY 2024-2025 Adopted Budget</b>	<b>FY 2024-2025 Current Month</b>	<b>FY 2024-2025 Y-T.D.</b>	<b>Variance</b>
Library Copies	01-300-35310	23,000	1,904	6,798	16,202
Library Rentals	01-300-35312	100	-	413	313
<b>TOTAL CHARGES FOR SERVICES</b>		<b>2,715,300</b>	<b>199,941</b>	<b>838,331</b>	<b>1,877,595</b>
<b><u>FINES AND FORFEITS</u></b>					
Warrant Execution Fee	01-300-34800	126,000	9,353	34,710	91,290
Corporation Court Fines	01-300-35000	650,000	53,997	182,480	467,520
Library Fines	01-300-35300	10,000	442	1,245	8,755
<b>TOTAL FINES AND FORFEITS</b>		<b>786,000</b>	<b>63,792</b>	<b>218,434</b>	<b>567,566</b>
<b><u>INTEREST</u></b>					
Interest on Investments	01-300-36050	40,000	1,295	12,148	27,852
Interest on Demand Dep.	01-300-36100	5,000	-	-	5,000
<b>TOTAL INTEREST</b>		<b>45,000</b>	<b>1,295</b>	<b>12,148</b>	<b>32,852</b>
<b><u>MISCELLANEOUS REVENUES</u></b>					
REIMB.-LRGVDC	01-300-33181	39,659	-	-	39,659
State of the City	01-300-33217	100,000	-	-	100,000
Local Jury Fee	01-300-34802	750	45	152	598
Child Safety Fees	01-300-35010	2,500	401	1,396	1,104
Coke Machine & Misc.	01-300-36000	2,000	-	305	1,695
Other Misc. Income	01-300-36150	150,000	34,851	132,168	17,832
Misc. Insurance Settlements	01-300-36160	40,000	13,375	34,177	5,823
Contributions & Donations	01-300-36510	-	3,500	10,120	10,120
Economic Development	01-300-39020	50,000	-	-	50,000
<b>TOTAL MISCELLANEOUS REVENUES</b>		<b>384,909</b>	<b>52,173</b>	<b>178,318</b>	<b>226,831</b>
<b>TOTAL REVENUES</b>		<b>62,957,964</b>	<b>15,528,514</b>	<b>18,897,235</b>	<b>44,060,729</b>
<b><u>OPERATING TRANSFERS IN:</u></b>					
Utility Fund	01-300-39900	2,934,244	733,561	733,561	2,200,683
Solid Waste	01-300-39905	1,300,000	325,000	325,000	975,000
Debt Service Fund	01-300-39908	450,000	-	-	450,000
Veterans Fund	01-300-39935	180,000	-	-	180,000
Drainage Assessment Fund	01-300-39916	86,000	-	-	86,000
<b>TOTAL OPERATING TRANSFERS IN</b>		<b>4,950,244</b>	<b>1,058,561</b>	<b>1,058,561</b>	<b>3,891,683</b>
<b>TOTAL ESTIMATED REV. &amp; TRANSFERS</b>		<b>67,908,208</b>	<b>16,587,075</b>	<b>19,955,797</b>	<b>47,952,412</b>



**CITY OF MISSION, TEXAS  
GENERAL FUND  
AS OF DECEMBER 2024**

		<b>FY 2024-2025 Adopted Budget</b>	<b>FY 2024-2025 Current Month</b>	<b>FY 2024-2025 Y-T.D.</b>	<b>Variance</b>
<b><u>APPROPRIATIONS:</u></b>					
General Government					
Legislative	01-410	\$ 30,777	\$ 4,497	\$ 6,840	23,937
Executive	01-411	967,865	62,553	185,138	782,727
Finance	01-412	1,514,474	69,183	192,121	1,322,353
Municipal Court	01-413	738,260	93,403	208,631	529,629
Planning	01-414	1,352,842	101,978	272,146	1,080,696
Facilities Maintenance	01-415	1,620,753	100,702	241,780	1,378,973
Fleet Maintenance	01-416	1,318,448	56,891	190,082	1,128,366
Organizational Expense	01-417	1,204,397	321,057	679,229	525,168
Purchasing	01-418	215,043	20,946	51,643	163,400
City Secretary	01-419	441,441	31,511	92,081	349,360
Risk Management	01-422	716,109	30,153	72,269	643,840
Civil Service	01-424	41,160	7,284	105,887	(64,727)
Human Resources	01-425	382,825	39,755	95,401	287,424
Information Technology	01-426	1,364,483	254,615	536,160	828,323
Media Relations	01-427	381,108	25,202	87,508	293,600
Legal	01-428	662,187	47,352	131,184	531,003
Total General Government		12,952,172	1,267,082	3,148,097	9,804,075
Public Safety					
Police	01-430	23,095,258	1,594,385	4,727,277	18,367,981
Fire	01-431	13,726,233	1,555,766	3,554,562	10,171,671
Fire Prevention	01-432	1,224,032	155,902	300,612	923,420
Total Public Safety		38,045,523	3,306,053	8,582,452	29,463,071
Highways and Streets					
Streets	01-440	4,949,611	363,752	853,757	4,095,854
Total Highways and Streets		4,949,611	363,752	853,757	4,095,854

**CITY OF MISSION, TEXAS  
GENERAL FUND  
AS OF DECEMBER 2024**

		<b>FY 2024-2025 Adopted Budget</b>	<b>FY 2024-2025 Current Month</b>	<b>FY 2024-2025 Y-T.D.</b>	<b>Variance</b>
<b>Health and Welfare</b>					
Health	01-443	408,970	30,275	89,461	319,509
Animal Control	01-444	728,057	51,961	150,738	577,319
Total Health and Welfare		1,137,027	82,236	240,199	896,828
<b>Culture and Recreation</b>					
Museum	01-451	349,574	26,245	72,265	277,309
Parks & Recreation Admn.	01-460	319,310	21,772	61,961	257,349
Parks	01-461	2,866,168	269,026	562,665	2,303,503
Recreation	01-463	363,354	8,047	22,438	340,916
Library	01-464	1,682,923	111,053	340,388	1,342,535
Banworth Pool	01-465	307,402	19,090	42,842	264,560
Mayberry Pool	01-467	677,197	12,869	30,876	646,321
Total Culture and Recreation		6,565,928	468,103	1,133,435	5,432,493
<b>Total Operations</b>		63,650,261	5,487,227	13,957,939	49,692,321.51
<b>TRANSFERS-OUT</b>					
Capital Projects	01-499-56909	170,362	-	-	170,362
Designated Fund	01-499-56915	1,041,295	-	-	1,041,295
Event Center Fund	01-499-56923	100,000	25,000	25,000	75,000
Future Asset Replacement Fund	01-499-56929	1,094,788	-	-	1,094,788
Boys & Girls Club Fund	01-499-56932	700,000	175,000	175,000	525,000
Golf Course Fund	01-499-56970	438,800	109,700	109,700	329,100
TIRZ Fund	01-499-56981	-	-	-	-
<b>Total Transfers Out</b>		3,545,245	309,700	309,700	3,235,545
<b>TOTAL APPROPRIATIONS</b>		67,195,506	5,796,927	14,267,639	52,927,867
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>		\$ 712,702	\$ 10,790,148	\$ 5,688,158	

UTILITY FUND  
FINANCIAL STATEMENT  
AS OF: DECEMBER 31, 2024

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	VARIANCE
REVENUE SUMMARY				
WATER SALES	14,900,000	1,241,930.91	3,592,477.45	11,307,522.55
WATER SALES - GRANJENO	29,000	2,340.12	6,776.38	22,223.62
CONNECTION FEES	380,000	34,892.98	105,522.98	274,477.02
RECONNECT FEES	120,000	11,350.00	35,850.00	84,150.00
SEWAGE SERVICES	8,195,000	712,860.43	2,040,523.54	6,154,476.46
SEWAGE - SHARYLAND WATER '	264,000	20,341.18	70,964.26	193,035.74
SEWAGE - AGUA SUD	120,000	13,315.65	41,250.44	78,749.56
SEWAGE - GRANJENO	16,000	1,297.60	3,661.75	12,338.25
INDUSTRIAL SEWER SURCHARGE	12,000	1,611.56	2,253.08	9,746.92
W/W SYSTEM CAPITAL RECOVERY FEE	60,000	943.50	3,483.75	56,516.25
WASTEWATER ASSESSMENT	86,000	11,280.00	31,200.00	54,800.00
SERVICE CHARGE	84,000	10,884.00	33,722.48	50,277.52
MISCELLANEOUS INCOME	50,000	32,337.04	97,674.55	(47,674.55)
WATERLINE & SEWER REIMBURSTMENT	1,000	0.00	0.00	1,000.00
TIRZ REIMBURSEMENT	1,522,956	0.00	0.00	1,522,956.00
5% CREDIT CARD SERVICE FEE	30,000	4,199.35	12,043.12	17,956.88
INTEREST ON INVESTMENT	32,000	3,951.60	9,735.69	22,264.31
INTEREST ON DEMAND ACCOUNTS	0	1,956.78	5,805.22	(5,805.22)
*** TOTAL REVENUES ***	25,901,956.00	2,105,492.70	6,092,944.69	19,809,011.31
EXPENDITURE SUMMARY				
10-ADMINISTRATION	762,239	66,516.70	203,071.92	559,167.08
12-WATER DISTRIBUTION/SEW	3,725,936	378,051.50	791,684.10	2,934,251.90
13-SOUTH WATER PLANT	2,819,872	253,764.51	561,527.59	2,258,344.41
14-WASTEWATER TREATMENT	4,011,703	325,273.22	559,622.94	3,452,080.06
15-INDUSTRIAL PRE-TREATME	408,234	13,887.06	32,885.20	375,348.80
16-UTILITY BILLING AND CO	807,543	39,599.04	165,139.67	642,403.33
17-ORGANIZATIONAL EXPENSE	5,523,410	33,124.36	179,352.21	5,344,057.79
18-METER READERS	936,043	57,889.10	148,672.86	787,370.14
30-NORTH WATER PLANT	3,751,338	332,440.64	615,854.58	3,135,483.42
99-TRANSFERS OUT-GENERAL FUND	2,934,244	733,561.00	733,561.00	2,200,683.00
*** TOTAL EXPENDITURES ***	25,680,562.00	2,234,107.13	3,991,372.07	21,689,189.93
TOTAL REVENUES OVER/(UNDER EXPENDITURES	221,394.00	-128,614.43	2,101,572.62	

SOLID WASTE FUND  
FINANCIAL STATEMENT  
AS OF: DECEMBER 31, 2024

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET
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REVENUE SUMMARY				
GARBAGE FEES	5,650,000.00	441,166.90	1,314,178.40	4,335,821.60
COMMERCIAL DUMPSTER FEES	3,000,000.00	256,883.57	764,123.36	2,235,876.64
BRUSH FEES	1,392,000.00	106,428.96	315,727.68	1,076,272.32
ROLL-OFF FEES	70,000.00	6,888.00	19,822.00	50,178.00
GARBAGE FEES - GRANJENO	1,000.00	0.00	0.00	1,000.00
BRUSH FEES - GRANJENO	1,200.00	0.00	0.00	1,200.00
FRANCHISE FEES	24,000.00	1,960.69	1,960.69	22,039.31
MISCELLANEOUS INCOME	1,200.00	210.29	496.13	703.87
INTEREST ON INVESTMENT	3,000.00	0.00	5,658.13	(2,658.13)
	<u>10,142,400.00</u>	<u>813,538.41</u>	<u>2,421,966.39</u>	<u>7,720,433.61</u>
*** TOTAL REVENUES ***	10,142,400.00	813,538.41	2,421,966.39	7,720,433.61
EXPENDITURE SUMMARY				
10-SOLID WASTE ADMINISTRATION	7,435,899.00	459,254.11	203,724.58	7,232,174.42
17 ORGANIZATIONAL EXPENSES	917,306.04	0.00	9,296.01	908,010.03
99-TRANSFERS OUT - GENERAL FUND	1,300,000.00	325,000.00	325,000.00	975,000.00
99-TRANSFERS OUT - DEBT SERVICE	450,000.00	0.00	0.00	450,000.00
	<u>10,103,205.04</u>	<u>784,254.11</u>	<u>538,020.59</u>	<u>9,565,184.45</u>
*** TOTAL EXPENDITURES ***	10,103,205.04	784,254.11	538,020.59	9,565,184.45
TOTAL REVENUES OVER/(UNDER EXPENDITURES				
	<u>\$ 39,195</u>	<u>\$ 29,284.30</u>	<u>\$ 1,883,945.80</u>	