

**NOTICE OF REGULAR MEETING
MISSION ECONOMIC DEVELOPMENT AUTHORITY
OCTOBER 15, 2025 4:00 PM
CENTER FOR EDUCATION AND ECONOMIC DEVELOPMENT**

The Board of Directors of the Mission Economic Development Authority, Inc., held a regular meeting on Wednesday, October 15, 2025, at 4:00 PM, in person, at the Center for Education and Economic Development, 801 N. Bryan Road, Mission, Texas 78572, to discuss the following agenda:

1. Call order & establish quorum.
2. Citizen's participation.
3. Approval of Minutes: Special Meeting of August 21, 2025.
4. Deliberation & possible action to accept the Unadjusted Financial Report ended September 30, 2025.
5. Deliberation and possible action to accept the Quarterly Report of Investments for the Quarter ending September 30, 2025 and Interest Earned for Twelve Months Ending September 30, 2025.
6. Deliberation and possible action to authorize the CEO of Mission Economic Development Corporation to act on behalf of the Mission Economic Development Authority to solicit proposals from financial institutions for banking services for the Mission Economic Development Authority.
7. Adjournment.

Minutes are as follows:

PRESENT:

Richard Hernandez, Chair
Estella Saenz, Secretary
Jose G. Vargas, Treasurer
Mayor Norie Gonzalez Garza

ABSENT:

Deborah L. Cordova, Vice Chair

ALSO PRESENT:

Councilwoman Marissa Gerlach
Gene Vaughn, JGKL LLP

STAFF PRESENT:

Tecló J. Garcia, CEO
Belen Guerrero, COO
Joe Salazar, Financial Officer
Judy Vega, Executive Assistant
Stephanie Mendiola, Business Development Director
Brianna Casares, Programs Director
Candace Rodriguez, Communication and Public Relations Manager
Andy Garcia, Co-Interim City Manager
Manuel Rodriguez, Receptionist/Marketing Asst.

1. Call to Order and Establish Quorum

After establishing a quorum of the Mission Economic Development Authority Chair Richard Hernandez called the meeting to order at 5:57 PM.

2. Citizen's Participation: None

3. Approval of Minutes: Special Meeting August 21, 2025

There being no corrections or additions, Secretary Estella Saenz moved for approval of the Special Meeting minutes of August 2, 2025. Motion was seconded by Treasurer Jose G. Vargas and approved 4-0.

4. Deliberation and possible action for acceptance of Unadjusted Financial Statement for September 30, 2025.

Financial Officer Joe Salazar presented the Unadjusted Financial Statement ended September 30, 2025.

There being no corrections or additions, Secretary Estella Saenz moved for acceptance of the Unadjusted Financial Statement ended September 30, 2025. Motion was seconded by Treasurer Jose G. Vargas and approved 4-0.

5. Deliberation and possible action to accept the Quarterly Report of Investments for the Quarter ending September 30, 2025 and Interest Earned for Twelve Months Ending September 30, 2025.

Financial Officer Joe Salazar presented the Quarterly Report of Investments for the Quarter ending September 30, 2025 and Interest Earned for Twelve Months Ending September 30, 2025.

Treasurer Jose G. Vargas moved for acceptance. Motion was seconded by Secretary Estella Saenz and approved 4-0.

6. Deliberation and possible action to authorize the CEO of Mission Economic Development Corporation to act on behalf of the Mission Economic Development Authority to solicit proposals from financial institutions for banking services for the Mission Economic Development Authority.

Chief Executive Officer Tecló J. Garcia stated that this item is similar to the item presented at the MEDC meeting. Staff is requesting authorization from the Board for the solicitation of banking proposals from financial institutions for banking services for MEDA. He recommends approval.

Treasurer Jose G. Vargas moved to authorize the CEO of Mission Economic Development Corporation to act on behalf of the Mission Economic Development Authority to solicit proposals from financial institutions for banking services for the Mission Economic Development Authority. Motion was seconded by Mayor Norie Gonzalez Garza and approved 4-0.

7. Adjournment

Secretary Estella Saenz moved to adjourn the meeting. Motion was seconded by Treasurer Jose G. Vargas and approved 4-0. The meeting was adjourned at 6:02 PM.

**MINUTES OF THE MISSION ECONOMIC DEVELOPMENT AUTHORITY, INC.
BOARD OF DIRECTORS REGULAR MEETING HELD ON OCTOBER 15, 2026 WERE
APPROVED ON THIS THE 22nd DAY OF JANUARY 2026.**

Richard Hernandez, Chairman

ATTEST

Estella Saenz , Secretary

**NOTICE OF SPECIAL MEETING
MISSION ECONOMIC DEVELOPMENT AUTHORITY, INC.
OCTOBER 30, 2025**

The Board of Directors of the Mission Economic Development Authority, Inc., held a special meeting on Thursday, October 30, 2025, at 12:00 PM, in person, at the Center for Education and Economic Development, 801 N. Bryan Road, Mission, Texas 78572, to discuss the following agenda:

1. Call to order and establish quorum.
2. Citizen's Participation.
3. Closed Session Pursuant to V.T.C.A. Gov't Code Sec. 551.001.
Deliberation and possible action regarding the purchase, exchange, lease, or value of real property (as permitted under Tex. Gov't Code Sec. 551.072), including, but not limited to the following:
MEDA Land
Consultation with Attorney and possible action regarding (as permitted under Texas Government Code Section 551.071).
The Mission Economic Development Authority Board of Directors will reconvene in open session to take any actions necessary.
4. Adjournment.

Minutes are as follows:

PRESENT:

Richard Hernandez, Chair
Estella Saenz, Secretary
Jose G. Vargas, Treasurer
Mayor Norie Gonzalez Garza

ABSENT:

Deborah Cordova, Vice Chair

ALSO PRESENT:

Gene Vaughan JGKL LLP
Mark Hanna, Hanna Solutions
Julian Alvarez, MEDC Board

STAFF PRESENT:

Teclo J. Garcia, CEO
Belen Guerrero-Aguirre, COO
Joe Salazar, Financial Officer
Judy Vega, Executive Assistant
J.P. Terrazas, Interim Co-City Manager
Andy Garcia, Interim Co-City Manager

1. Call to order and establish quorum.

After establishing a quorum of the Board of Directors, Chair Richard Hernandez called the meeting to order at 12:39 PM.

CEO Teclo J. Garcia, COO Belen Guerrero-Aguirre, and Financial Officer Joe Salazar participated in the meeting via Teams teleconference.

2. Citizen's Participation: None.

At **12:40 PM**, Chair Richard Hernandez announced that the MEDA Board of Directors were convening in closed session.

3. **Closed Session Pursuant to V.T.C.A. Gov't Code Sec. 551.001. Deliberation and possible action regarding the purchase, exchange, lease, or value of real property (as permitted under Tex. Gov't Code Sec. 551.072), including, but not limited to the following:**

MEDA Land

Consultation with Attorney and possible action regarding (as permitted under Texas Government Code Section 551.071).

The Mission Economic Development Authority Board of Directors will reconvene in open session to take any actions necessary.

At 1:04 PM, Chair Richard Hernandez announced that the MEDA Board of Directors were reconvening in open session.

Regarding MEDA Land – Mayor Norie Gonzalez Garza moved to authorize CEO to negotiate and execute a Letter of Intent for the sale of approximately 30 acres of land along Military Parkway subject to the terms as discussed in executive session. Motion was seconded by Treasurer Jose Vargas and approved 4-0.

4. Adjournment.

At 1:05 PM, Treasurer Jose G. Vargas moved to adjourn the meeting. Motion was seconded by Secretary Estella Saenz and approved 4-0.

MINUTES OF THE MISSION ECONOMIC DEVELOPMENT AUTHORITY, INC. BOARD OF DIRECTORS SPECIAL MEETING HELD ON OCTOBER 30, 2025 WERE APPROVED ON THIS THE 22ND DAY OF JANUARY, 2026.

ATTEST

Richard Hernandez, Chairman

Estella Saenz, Secretary

**Mission Tax Increment Reinvestment Zone
Board of Directors Meeting
November 12, 2025**

MINUTES

Call to Order, Establishment of Quorum

The Board of Directors of the Mission TIRZ #1, held a special meeting open to the public, in person, on November 12, 2025 at 801 N. Bryan Road, Mission, Texas and at 1:48 PM, the roll was called of the duly appointed members of the Board, to-wit:

Martin Garza, Chairman
Albert X. Chapa, Vice Chairman
Aissa I. Garza, Secretary
Efrain Reyna Jr.
Hector Moreno
Andrew C. Riddle
Dennis Burlison

All the above were present, except Vice Chairman Albert X. Chapa. Participating in person were J.P. Terrazas, Joe Salazar, Mario Garcia, Attorney Gene Vaughan, Councilwoman Marissa Gerlach, Judy Vega, and Executive Director Tecló J. Garcia.

1. **Call meeting to order and establish quorum.**
2. **Consent Agenda:**
 - A. **Approve minutes of the meeting of October 7, 2025 of the TIRZ #1.**
 - B. **Ratify all actions taken by the Mission Redevelopment Authority Board of Directors at the November 12, 2025 meeting.**

Upon a motion duly made by Secretary Aissa I. Garza and seconded by Director Riddle, the Board unanimously approved the consent agenda and ratified all actions taken by the Mission Redevelopment Board of Directors at the meeting of November 12, 2025.

3. Adjournment

As there was no further business for the board to consider, upon a motion duly made by Secretary Aissa I. Garza and seconded by Director Riddle, the Board unanimously voted to adjourn the meeting at 1:49 PM.

By: _____	Attest: _____
Printed Name: <u> Martin Garza </u>	Printed Name: <u> Aissa I. Garza </u>
Title: <u> Chairman </u>	Title: <u> Secretary </u>
Date: _____	Date: _____

**Mission Redevelopment Authority
Board of Directors Meeting
November 12, 2025**

MINUTES

Call to Order, Establishment of Quorum

The Board of Directors of the Mission Redevelopment Authority (MRA) held a regular meeting open to the public, by teleconference and in person, November 12, 2025, at 12:00 PM, at 801 N. Bryan Road, Mission Texas, and the roll was called of the duly appointed members of the Board, to-wit:

Martin Garza, Chairman
Albert X. Chapa, Vice Chairman
Aissa I. Garza, Secretary
Efrain Reyna Jr.
Hector Moreno
Andrew C. Riddle
Dennis Burleson

All the above were present, except Vice Chair Albert X. Chapa. Participating via Teams teleconference was legal counsel Eugene Vaughan. Participating in person were J.P. Terrazas, Abel Bocanegra, Damien D. Tijerina, Ruben James de Jesus, Mario Garcia, Stephanie Mendiola, Councilwoman Marissa Gerlach, Judy Vega, and Executive Director Tecló J. Garcia.

1. Call Meeting to Order at 12:08 PM.

Chairman Martin Garza opened the meeting with a welcome to all. He recognized and thanked Councilwoman Marissa Gerlach for joining meeting.

2. Citizens' Participation: None.

3. Approval of minutes: October 7, 2025

There being no changes or corrections, upon a motion duly made by Director Burleson and seconded by Director Reyna, the Board unanimously approved the Board meeting minutes of October 7, 2025.

4. Acceptance of Project Reports.

Chairman Martin Garza recognized Abel Bocanegra with Killam Development, who reported on **El Milagro Phase I Project**. El Milagro subdivision plat was recorded on Nov. 4, 2025, and all roads have been completed or repaired. AEP is back on track with installation of electrical lines. Posillico is cleaning the site, addressing sediment, inlets, and weeds. Fiber optic installation has started, and final project approval is pending from the city. Regarding marketing, Mr. Bocanegra noted that a sales team in Laredo is handling promotions, with Killam displaying signs on Anzalduas Highway. They plan on engaging various contractors to begin construction of homes. Chairman Garza requested a meeting for an operations report on the marketing properties. Director Burleson highlighted the project's importance for job creation and urged a timely completion, given the TIRZ's funding commitment.

Upon a motion made by Director Riddle and seconded by Secretary Aissa I. Garza, the Board unanimously accepted **Killam Development's El Milagro Phase I** report as presented.

Chairman Martin Garza recognized Damien Tijerina, P.E., with L&G Engineering, who reported on the **Inspiration Rd./Military Parkway Loop Phases II and III**. He explained that **Phase II** focuses on the design of Inspiration Rd. with the two phases now treated as separate projects. Mr. Tijerina noted that TxDOT continues to review the railroad package and said that the City of Mission and TxDOT had met this morning in which they mentioned that they should finalize the review by the end of this week. The PS&E's are still with TxDOT and Mr. Tijerina expects them to be completed withing three months. Regarding Military Parkway, the design has been put on hold but if the City of Mission sends a request for the firm to begin the design on Military, the firm will begin. Co-Interim City Manager J.P. Terrazas mentioned that the city had received the Advance Funding Agreement (AFA) for Military Parkway Loop last week from TxDOT and that it was on the agenda for City Council approval today to move forward. He mentioned that he will be sending communication to L&G Engineering once it is approved so they can execute and begin the design and also apply with Right-of-Way acquisitions. For Inspiration Road, there are 22 parcels of which seven have been acquired, 10 in eminent domain, four in condemnation, and the rest should be finalized by the end of the year. Bid letting should be held in 2027, but the city and L&G will try to get it moving sooner with the MPO for funding. Mr. Terrazas mentioned that they are short of funding for construction of this project, but that the city will continue reaching out to the MPO for additional funding, and they will also continue to work with Transportation Commissioner Alex Meade and Congresswoman Monica de la Cruz for additional funding. A fully executed AFA should be in place within two-three weeks. Mr. Tijerina mentioned that the ROW will be affected after the AFA is executed because he isn't sure if they will need to get a new ROW release from TxDOT to begin the appraisal process again for Military Parkway or can they work with the appraisals that were already completed under the entire project prior, but TxDOT is handling those inquiries, so we don't have to begin another appraisal process. Chairman asked about the amount of the appraisals. Mr. Terrazas said he will provide an update at the next Board meeting.

Regarding **Phase III**, Mr. Tijerina summarized that the update for Phase III was mentioned during the report for Phase II and that the firm is waiting on TxDOT's responses to inquiries related to the ROW acquisition.

Upon a motion duly made by Secretary Aissa I. Garza and seconded by Director Riddle, the Board unanimously accepted the **Inspiration Road/Military Parkway Loop for Phase II and III** as presented.

Chairman Martin Garza recognized Mario Garcia, P.E. with Halff Associates to report on the **Hoerner Street Project**. Mr. Garcia reported that United Irrigation District (UID) has provided an appraised value of \$510,987.53 for the tract of land required for the Hoerner Road expansion. The City of Mission subsequently engaged UID to convey that the appraised amount substantially exceeds the city's budgetary constraints and presented a counter offer. UID declined the counter offer and mentioned that Mr. Terrazas has met with Appraiser Leonel Garza to negotiate a reduced appraised value. Mr. Terrazas mentioned that he met UID's General Manager Juan Martinez, who presented his offer to the UID Board, which was originally \$267,000, but the offer was rejected. Mr. Terrazas said that he informed Mr. Martinez that the city isn't requesting the entire property and that they will also offer an easement as well as access to the property. Mr. Martinez said that he will bring it back to the UID Board for consideration to bring the price down. He will report back to him on their decision after he presents. Mr. Terrazas will report back to the TIRZ Board at the next TIRZ meeting.

Upon a motion made by Secretary Aissa I. Garza and seconded by Director Burleson, the Board unanimously accepted the Hoerner Street Project report as presented.

Chairman Martin Garza recognized Ruben James de Jesus, P.E. with Melden & Hunt Inc. (M&H) to present on the **Tierra Dorada Sanitary Sewer Improvements Project**. This project aims to eliminate existing Lift Stations No. 13 and 14 within Tierra Dorada Subdivision and construct a new lift station to reroute sewer discharge into the existing sanitary sewer trunkline along Los Ebanos Road. Mr. de Jesus reported that RDH contractors continue working on the gravity line installation needed to complete the de-watering of

the pumps. He expects the wet-well to be completed by the end of this month and the gravity line installation by mid-December. A few constraints have presented themselves related to the gravity line due to the ditch's berm, but they're working to make it work. The project should be finished by January 2026.

Upon a motion made by Director Riddle and seconded by Secretary Aissa I. Garza, the Board unanimously accepted the **Tierra Dorada Sanitary Improvements Project** as presented.

Mr. de Jesus provided an update on the **Inspiration Road Trunklines (Sanitary Sewer Master Plan)**. This project is connected to the Tierra Dorada Sanitary Sewer Improvements Project and includes the re-routing of Lift Station #10, located on Mile 2 & FM 495 to AGUA SUD lift station located on FM 364 by force main. He reported that the preliminary survey design for the project is underway and should be completed before the Thanksgiving holiday. He plans to submit a 30% design for review. Work Authorization #28 has been established with the City of Mission and an Interlocal Agreement concerning passage rates has also been established between AGUA SUD and the City of Mission.

Upon a motion made by Secretary Aissa I. Garza and seconded by Director Riddle, the Board unanimously accepted the **Inspiration Road Trunklines (Sanitary Sewer Master Plan)** report as presented.

Mr. de Jesus provided an update on the **Walsh Road Expansion Project**, which involves the design and surveying necessary to extend the road from Perez St. to Frontage Rd., covering approximately $\frac{3}{4}$ of a mile. He reported that the project plans are 90% complete. The proposed project will consist of a 60-ft ROW with a 36-ft back-to-back curb section and the appraisal process for the remaining ROW is ongoing. Mr. De Jesus mentioned that he has been communicating with Mr. Flores, the land owner who has a concern regarding the ROW parcel that is pending closing documents. He was wondering if anything was going to be paid to United Irrigation District for the existing easement that the City of Mission holds, and Mr. de Jesus said assured him that no payment would be made to UID. Mr. de Jesus will be meeting with Mr. Flores tomorrow, Nov. 13, 2025, to sign the contract, per his last conversation with him. Currently, the project is on hold until the closing documents are finalized.

Upon a motion made by Director Riddle and seconded by Secretary Aissa I. Garza, the Board unanimously accepted the **Walsh Road Expansion Project** report as presented.

Mr. de Jesus updated on the **Glasscock & Bryan Road Project Sanitary Sewer Improvements Project**. Contractor RDH is currently de-watering the site, which will take at least two more weeks. The contractor will most likely mobilize to do the bore the second week of December. Once the contractor installs the gravity line, to the plan is to take some of the pumps at Tierra Dorada and move them over to Bryan Road. A meeting is planned before Thanksgiving for an update to their schedule. The project is expected to be completed within 18 months.

Upon a motion made by Director Reyna and seconded by Secretary Aissa. I. Garza, the Board unanimously accepted the **Glasscock & Bryan Road Project Sanitary Sewer Improvements** as presented.

Chairman Martin Garza called on Interim Co-City Manager J.P. Terrazas for an update on the **TIRZ Building (1301 E. 8th Street) Improvements**. Mr. Terrazas mentioned that the elevator would be delivered the second week of December instead of the second week of November, as previously reported. He said that the in-house remodeling should be finalized by the end of December and that some of the walls inside the building are being painted white. Mr. Terrazas said that he plans on moving the Media Dept. into the building within the next two weeks. City staff will complete their work alongside the contractor, RDZ Group.

Upon a motion duly made by Secretary Aissa I. Garza and seconded by Director Riddle, the Board accepted the TIRZ Building (1301 E. 8th Street) Improvements as presented.

At **12:41 PM**, Chairman Martin Garza announced that the Mission Redevelopment Authority Board of Directors would be convening in closed session. Director Riddle moved to convene. Motion was seconded by Director Secretary Aissa I. Garza and approved unanimously.

5. Closed Session Pursuant to V.T.C.A. Gov't Code Section 551.071, Section 551.072, and Section 551.087.

A. Deliberation regarding real property.

B. Deliberation regarding economic development negotiations or projects including but not limited to the following: Report from Executive Director as to potential project(s).

C. Consultation with Attorney.

The Mission Redevelopment Authority Board of Directors will reconvene in open session to take any actions necessary.

At **1:21 PM**, Chairman Martin Garza announced that the Mission Redevelopment Board of Directors were reconvening in open session. Director Reyna moved to convene. Motion was seconded by Secretary Aissa I. Garza and approved unanimously. Motions are as follows:

A. Regarding Real Property – Director Burleson moved to authorize the Executive Director and the Chairman to discuss an extension of the term of TIRZ #1 with the City of Mission and Hidalgo County. Motion was seconded by Secretary Aissa I. Garza and approved unanimously.

B. No action.

6. Discussion and possible action regarding a Seventh Amendment to the Agreement for Administrative Services between the City of Mission and Mission Redevelopment Authority/TIRZ #1.

Exec. Dir. Teclo J. Garcia presented a Seventh Amendment to the Administrative Services between the City of Mission and Mission Redevelopment Authority/TIRZ #1, correcting the omission of administrative service amounts for employees Joe Salazar, Yadira J. Vega, J.P. Terrazas, and himself as Executive Director. He proposed a 5% salary increase for each employee, excluding himself, which is already budgeted. The administrative services amount will increase from \$11,300 per month to \$12,376 per month. The amendment is effective October 1, 2025 through March 31, 2026.

Upon a motion duly made by Director Reyna and seconded by Secretary Aissa I. Garza, the Board unanimously approved a Seventh Amendment for Administrative Services between the City of Mission and Mission Redevelopment Authority/TIRZ #1 will be effective October 1, 2025 through March 31, 2026.

7. Acceptance of Unadjusted Financial Report for September & October 2025.

Financial Officer Joe Salazar presented the Unadjusted Financial Reports for September and October 2025. Secretary Aissa I. Garza asked about expenses for the month of September. Mr. Salazar explained that the TIRZ did not have a September Board meeting and that an expense report was not readily available for the October 7, 2025 Board meeting. Invoices for September were presented in October, but not an expense report. Secretary Aissa I. Garza said that she would like to see a financial report for September at the next Board meeting, as well as an “year-end” expense report.

Upon a motion duly made by Director Burlison and seconded by Director Reyna, the Board unanimously accepted the Financial Report for the month of September 2025.

Mr. Salazar presented the Unadjusted Financial Report for October. Secretary Aissa I. Garza requested that monthly expenses be reported "as incurred" to avoid reviewing outdated reports. Chairman Martin Garza noted that the early October meeting caused confusion and suggested future meetings be scheduled no later than the third week of each month for accurate reporting. He asked about a December meeting, which the TIRZ Board typically does not hold, but the Executive Director said that one could be arranged if the Board wishes. Mr. Salazar mentioned that December invoices are paid in December and approved in January. Director Burlison proposed a December meeting to approve financials and urgent business without project reports. Staff will inform the Board about a proposed meeting if one is scheduled.

Upon a motion duly made by Director Burlison and seconded by Secretary Aissa I. Garza, the Board unanimously approved the Unadjusted Financial Report for October 2025.

8. Approval of invoices for November 2025.

Upon a motion duly made by Director Riddle and seconded by Director Moreno, the Board unanimously approved all invoices for the month of November 2025 as presented.

9. Adjournment.

As there was no further business to discuss, upon a motion made by Director Riddle and seconded by Director Moreno, the Board unanimously voted to adjourn the meeting at 1:46 PM.

By: _____

Attest: _____

Printed Name: Martin Garza

Printed Name: Aissa I. Garza

Title: Chairman

Title: Secretary

Date: _____

Date: _____

**NOTICE OF SPECIAL MEETING
MISSION ECONOMIC DEVELOPMENT CORPORATION
DECEMBER 10, 2025 4:00 PM
CENTER FOR EDUCATION AND ECONOMIC DEVELOPMENT**

PRESENT:

Richard Hernandez, President
Deborah Cordova, Vice President
Estella Saenz, Secretary
Jose G. Vargas
Carl Davis
Mayor Norie Gonzalez Garza

ABSENT:

Julian Alvarez, Treasurer

ALSO PRESENT:

Gene Vaughan, JGKL LLP
Mark Hanna, Hanna Solutions
Juan Diego Academy Choir

STAFF PRESENT:

Teclo J. Garcia, Chief Executive Officer
Belen Guerrero-Aguirre, Chief Operating Officer
Joe Salazar, Financial Officer
Judy Vega, Executive Assistant
Andy Garcia, Co-City Manager
Stephanie Mendiola, Business Development Director
Candace Rodriguez, Communications & Public Relations Manager
Brianna Casares, Programs Director
Manuel Rodriguez, CEED Receptionist & Marketing Asst.

1. Call to Order and Establish Quorum

After establishing a quorum of the Mission Economic Development Corporation Board of Directors, President Richard Hernandez called the meeting to order at 4:03 PM.

2. Invocation: Communications & Public Relations Manager Candace Rodriguez welcomed members of the Juan Diego Academy Choir, who performed "God Bless America" and "I Trust In God".

3. Pledge of Allegiance: Secretary Estella Saenz.

4. Citizen's Participation: None.

5. Approval of Minutes:

- A. Regular Meeting of October 15, 2025
- B. Special Meeting of October 30, 2025

There being no corrections or additions, Mayor Norie Gonzalez Garza moved for approval of the regular meeting minutes of October 15, 2025. Motion was seconded by Carl Davis and approved 6-0.

There being no corrections or additions, Jose G. Vargas moved for approval of the special meeting minutes of October 30, 2025. Motion was seconded by Carl Davis and approved 6-0.

6. Deliberation and possible action regarding the selection of a banking institution for Mission Economic Development Corporation's banking services.

Chief Executive Officer Tecló J. Garcia reported that on October 15, 2026, the Board of Directors authorized him to seek banking proposals for MEDC's banking services. Currently, the City of Mission handles funding requests, but MEDC intends to manage its own disbursements and needs a banking institution. Seven local banks submitted proposals, including Frost Bank, PNC Bank, Freedom Bank, Plains Capital Bank, Texas Regional Bank, Texas National Bank, and Lone Star National Bank. A Selection Committee, which included Mr. Garcia, Board President Richard Hernandez, Financial Officer Joe Salazar, Board member Carl Davis, and Mayor Norie Gonzales Garza evaluated these proposals on December 1, 2025. Mr. Garcia mentioned that the banking services contract is for three years and the Selection Committee meticulously evaluated each proposal, considering factors such as banking fees, interest rates, and customer service based on prior experiences with various banks. Following a thorough assessment, the Selection Committee recommends Lone Star National Bank as the optimal choice for MEDC. CEO Tecló J. Garcia expressed gratitude to all banks that submitted proposals. In addition, Jose G. Vargas acknowledged PNC Bank for their generous grant contributions to MEDC in support of our programs. Mr. Vargas emphasized the importance of maintaining strong relationships with local banks, highlighting not only with PNC but also with Texas National Bank for their partnership with the City of Mission.

Mayor Norie Gonzalez Garza moved to select Lone Star National Bank for MEDC's banking services. Motion was seconded by Carl Davis and approved 5-0. Vice President Deborah L. Cordova abstained from voting.

7. Deliberation and possible action to authorize CEO to execute a professional services agreement with Auto Charge It for electric vehicle chargers at CEED.

Mr. Garcia welcomed Chief Operating Officer Belen Guerrero, who announced that MEDC plans to install electric car charging stations for multiple car brands at the CEED property. After reviewing quotes, Ms. Guerrero said that Auto ChargeIt was the best option for the operation, offering complete installation and post-sale service, for \$45,000.

This initiative will not only provide the best CEED co-working experience, but will also enhance the CEED premises. The initiative will also generate revenue for the facility, making these the only universal electric vehicle chargers in Mission. Four stations will be installed between El Pato and the Jitterz Coffee Shop.

Jose G. Vargas moved to authorize CEO to execute a professional services agreement with Auto ChargeIt for electric vehicle chargers at CEED in the amount of \$45,000. Motion was seconded by Carl Davis and approved 6-0.

8. Deliberation and possible action for acceptance of MEDC Financial Statements & Independent Auditor's Report for Fiscal Year ended September 30, 2024.

Chief Executive Officer Tecló J. Garcia introduced and welcomed Ricky Longoria and Josh Longwell with BML LLP/CPA Firm, to present the audit report.

Mr. Longwell confirmed that the 2024 audit issued an unmodified opinion. However, he noted that a prior adjustment was necessary for the Shary Business Park project, which although intended for completion in 2023, the project continued into 2024. Consequently, it was incorrectly recorded as a development asset rather than an expended asset. According to GASB 34, costs should remain categorized as “construction in progress” until the asset is completed and conveyed to its owner. Since the project was not completed until fiscal year 2025, it should have been removed from the financial statements then. Capital grants dropped from \$2,298,596 in 2023 to \$927,454 in 2024 due to the EDA grant being fully utilized. Meanwhile, sales tax revenue increased from \$6,504,552 in 2023 to \$6,994,694 in 2024, and the Mission EDC repaid \$7,526,397 in debt obligation within the 2024 fiscal year. In conclusion, the auditors provided a clean audit report with no major concerns.

Vice President Deborah L. Cordova moved to accept MEDC’s Financial Statements & Independent Auditor’s Report for Fiscal Year ended September 30, 2024. Motion was seconded by Secretary Estella Saenz and approved 6-0.

9. Discussion and possible action for acceptance of Unadjusted Financial Statements for October & November 2025.

Mayor Norie Gonzalez Garza left the meeting at 5:03 PM.

Financial Officer Joe Salazar presented the Unadjusted Financial Statements for October & November 2025.

There being no corrections or additions, Carl Davis moved for approval of the unadjusted financial statement for October 2025. Motion was seconded by Jose G. Vargas and approved 5-0.

There being no corrections or additions, Vice President Deborah L. Cordova moved for approval of the unadjusted financial statement for November 2025. Motion was seconded by Secretary Estella Saenz and approved 5-0.

10. Deliberation and possible action to authorize CEO to execute a professional service renewal agreement with Hanna Solutions – Commercial Real Estate.

Chief Operating Officer Belen Guerrero introduced this item by stating that MEDC staff were pleased with the services that Realtor Mark Hanna of Hanna Solutions provided for MEDC. Mr. Hanna’s professionalism and expertise in the field have made property transactions run smoothly and positively. Ms. Guerrero is recommending that the MEDC Board approve a second year of professional real estate services for MEDC with Hanna Solutions – Commercial Real Estate. The professional services agreement being presented mirrors the one from the prior year.

Carl Davis moved to authorize CEO to execute a professional services renewal agreement with Hanna Solutions – Commercial Real Estate. Motion was seconded by Vice President Deborah L. Cordova and approved 5-0.

At **5:15 PM** President Richard Hernandez announced that the MEDC Board would be convening in closed session.

11. Closed Session Pursuant to V.T.C.A. Gov. Code Sec. 551.001

Deliberation and possible action regarding economic development negotiations or prospects (as permitted under Tex. Gov't Code Sec. 551.087), including, but not limited to the following: Report from CEO as to potential prospect(s.):

- A. Project Superior**
- B. Project Market**

Deliberation and possible action regarding real property (as permitted under Tex. Gov't Code Sec. 551.072), including, but not limited to the following:

- A. Project Javelina**
- B. 1 Perkins Avenue, Mission, Texas (Mission Original Townsite Lot 5, Block 131)**
- C. 801 Perkins Avenue, Mission Texas (Mission Original Townsite Lot 4, Block 131)**

Consultation with Attorney and possible action (as permitted under Texas Government Code Section 551.071).

The Mission Economic Development Corporation Board of Directors will reconvene in open session to take any actions necessary.

At **5:43 PM** President Richard Hernandez announced that the MEDC Board was reconvening in open session. Motions are as follows:

Regarding Projects:

- A. Project Superior - Vice President Deborah L. Cordova moved to authorize staff to negotiate a Letter of Intent for a potential incentive as discussed in closed session. Motion was seconded by Secretary Estella Saenz and approved 5-0.
- B. Project Market - Carl Davis moved to authorize staff to negotiate a Letter of Intent for a potential incentive as discussed in closed session. Motion was seconded by Jose G. Vargas and approved 5-0.

Regarding Real Property:

- A. Project Javelina - Jose G. Vargas moved to authorize the CEO to negotiate and execute a real estate contract for the sale of lot 6A as discussed in closed session. Motion was seconded by Secretary Estella Saenz and approved 5-0.
- B. 1 Perkins Avenue, Mission, Texas (Mission Original Townsite Lot 5, Block 131) – No action.
- C. 801 Perkins Avenue, Mission Texas (Mission Original Townsite Lot 4, Block 131) - Carl Davis moved to authorize legal counsel for MEDC to accept the owner's counteroffer for the purchase of this property. Motion was seconded by Jose G. Vargas and approved 5-0.

12. Deliberation and possible action to approve a relocation services agreement with Sendero Acquisitions, LP.

Chief Executive Officer Tecló J. Garcia welcomed MEDC legal counsel Gene Vaughan to explain this item. Mr. Vaughan said that this agreement is related to residential property relocation services that must be provided to residents located at the Perkins properties.

After reviewing the agreement provided by Sendero Acquisitions, it is determined that they are the best company for relocation services. Mr. Vaughan recommends approval subject of final legal review.

Subject to final legal review, Carl Davis moved for approval on a relocation services agreement with Sendero Acquisitions LP. Motion was seconded by Jose G. Vargas and approved 5-0.

13. CEO Report on Economic Development Activity.

Chief Executive Officer Tecló J. Garcia briefly shared his experience from the annual I-69 Alliance meeting held on December 5, 2025 in Houston. The Alliance includes elected and appointed representatives from various counties within Texas.

Chief Operating Officer Belen Guerrero elaborated on MEDC's 2025 annual report. In addition to briefly reviewing each section, Ms. Guerrero said that a QR code on each page may be scanned for more information on its corresponding section. The report is available both by hard copy and digitally on Mission EDC's website.

14. President Comments.

None.

15. Adjournment.

Secretary Estella Saenz moved to adjourn the meeting. Motion was seconded by Carl Davis and approved 5-0. The meeting was adjourned at 6:01 PM.

ATTEST:

Richard Hernandez, President

Estella Saenz, Secretary

**Mission Police Department
Traffic Safety Meeting Minutes
Thursday, December 11, 2025 12:00 pm
Mission Police Department – Conference Room
1200 E. 8th Street
Mission, Texas 78572**

MEMBERS PRESENT

Gilbert Salinas
Rodolfo Treviño
Apolinar Solis
Manuel Salinas
Luis Moreno

STAFF PRESENT

Chief Cesar Torres
Assistant Ted Rodriguez
Maribel Castellanos

GUESTS PRESENT

Edgar Gonzalez

I. Call To Order

With a quorum being present, Assistant Chairman Rodolfo Treviño called the Regular Meeting to order at 12:07 p.m.

II. Invocation

Apolinar Solis led the Invocation

III. Pledge of Allegiance

Chairman Rodolfo Treviño led the pledge of allegiance.

IV. Citizens' Participation

Chairman Rodolfo Treviño asked if there was any citizen's participation.

There was none.

V. New Business

A. Discussion for No Parking signs adjacent to cross Church on Union Street and Glasscock Street.

Chief Torres began explaining that church building permit was under a condition that cars were not going to park on the side of the road. Now cars are parked on the side of the roads because the church has grown so much. There are 3 impacts here to see, one is the Church, the other one is the citizens and the third one is traffic safety. Cimarron HOA is complaining and have shown me a picture where cars are parked all the way on Union Street and Glasscock St. This is causing a potential hazard and a safety issue. The only documentation is me telling you all right now that it came before me and it will be presented to City Council after your recommendation. Mr. Manuel Salinas recommended to bring the church in and resolve the issue in some other way since they invested so much in it. Engineer Edgar Gonzalez stated that depending how narrow the street is, it is a hazard issue for residents living in Cimarron driving in and out of the subdivision making the street narrow. Chairman Mr. Treviño open the topic for discussion. Mr. Manuel Salinas is against the No parking signs. Mr. Apolinar Solis mentioned that maybe cars can park on one side of the road and not use both streets. Assistant Chief Ted Rodriguez explain to the Board that their role here is to make a recommendation, City Council will have the final saying on how to proceed with this request. There being no further discussion, Mr. Luis Moreno entertained a motion for the No Parking signs adjacent to Cross Church on Union Street and Glasscock Street and Mr. Gilbert Salinas second the motion. Upon a vote, the motion was passed unanimously.

VI. Old Business

Chairman Rodolfo Treviño asked if there was any old business.

There was none.

VII. Approval of Minutes

Approval of Minutes for Thursday, June 12, 2025.

Chairman Rodolfo Treviño asked if there were any corrections to the minutes for June 12, 2025. Mr. Luis Moreno moved to approve of the minutes as presented. Mr. Gilbert Salinas seconded the motion. Upon a vote, the motion passed unanimously.

VIII. Traffic Report

No Traffic Report

IX. Adjournment

At 12: 23 p.m., Mr. Apolinar Solis moved for adjournment, Mr. Manuel Salinas seconded the motion and it was approved unanimously -0.



Cesar Torres, Chief of Police

PARKS AND RECREATION BOARD MEETING
October 14, 2025

<u>BOARD MEMBERS PRESENT</u>	<u>STAFF</u>
Tony Guerrero	Brad Bentsen
Chris Voss	Pete Lopez
Maggie Guajardo Pena	Taylor Cavazos
Melissa Reyna	Rick Contreras
Jesus Mendiola	
Julissa Barrera Martin	
Diego Gutierrez	

Call to Order

Maggie Guajardo Pena called the meeting to order.

Roll Call

Roll call was taken and quorum was met.

Prayer

Chris Voss led us in prayer.

Approval of Minutes

CITIZEN PARTICIPATION

N/A

UPDATE OF PARKS

The Parks Department completed several community events and facility improvements such as:

- Assisted the Police and Fire Departments in multiple events, including a childhood cancer event at the Mission Event Center, Groundbreaking Ceremony for Hike and Bike Connectivity Trail, a fall Roundup trash disposal event, and fire prevention events at La Placita.
- The Humane Society facility received major upgrades, including a new irrigation system, gardens, a shade structure, and a mural by artist Oneida Trevino, with a ribbon cutting event scheduled for Saturday from 5 to 8 PM
- Staff levels have declined compared to a year ago, and the department faces challenges with its right-of-way contractor, who is failing to maintain sidewalks and easements on major roads
 - Loss of contractor increases workload for city staff, risking daily operation delays.
 - Staffing shortages and difficulty keeping workers, as explained by Pete, are linked to constraints on hiring.
 - The department plans to seek a new contractor to restore service levels, in the meantime the Department will mow necessary areas.

UPDATE OF RECREATION

Pickleball at the Recreation center is averaging about 15 players per day with an increased price of \$2 for entry. With many Padel and Pickleball private facilities being offered nearby, it was discussed to focus on what the City could excel in that no private sectors offer.

- Brad emphasized the importance of focusing on the basketball league and gym as a competitive advantage, noting the Mission Parks and Rec hardwood floor encourages many to want to use the facility.
 - The gym space also serves multiple sports and rental opportunities, including wrestling and boxing, and could be better utilized as a multi-use gym for community and rental events and even for practice space for the Boys and Girls Club.
 - The city does not compete with private entities in basketball or swimming, which should encourage the Department to focus on those two areas.

UPDATE ON AQUATICS

Lap swimming continues at the Bannworth Pool.

USA swim program continues with 48 participants, still below the usual 60, across the Elite, Blue, and Red Team. White team will not be added to the USA program.

- Diego Gutierrez asks if it affects as a sector when there is less contracts happening and a certain quota is not being met if they will be penalized by the City, Rick brings up they will never make even, with charging \$2/ person, compared to maintenance of pools and paying lifeguards.
- Chris Voss brought up the status of The Mayberry Pool and what it is used for during the day and has outlived its usefulness and are just maintaining it, it is one of the city's oldest

facilities and is primarily maintained without active programming outside of summer swim lessons and occasional party rentals throughout the year.

- The Board discussed potential for private trainers to rent the facility for swim lessons or water polo, but due to staffing shortages, Mayberry's location, and limited pool availability this may restrict these opportunities.
 - The city is open to increasing rental use if staffing and operational challenges can be addressed, aiming to maximize pool utilization without compromising public access.

OLD BUSINESS

As previously discussed, the project at the Animal Shelter project was finally completed by the Parks Department, with the addition of landscaping and an irrigation system. This project took the Department 30-45 days to complete with an average of about 12-14 Park employees.

After discussion about the Adopt-a-Park program between Julissa Barrera Martin and Director Brad Bentsen, they presented a series of questions to the Board for their input and approval to move forward with creating the program and its requirements. Questions that were presented to the Board included the length of the program, the frequency, and the minimum requirements. After discussion among the Board, Tony Guerrero made a motion for participants for the program to participate 4 times a year, 2 hour minimum, and a 2 year minimum requirement. Jesus Mendiola then proposed a change to the motion with changing the 2 year minimum requirement to a 1 year minimum requirement, which Tony Guerrero agreed with and motioned again, which Jesus Mendiola seconded. The Board all agreed unanimously, and the motion was passed.

For the program, it was determined the Parks Department would only be responsible with providing trash bags and gloves for the participants. The requirements for cleaning the park would be simple tasks such as trash pickup, tree support, and landscape maintenance. Liability waivers would need to be filled out and a contact person for the program would need to be assigned. The program would also have a separate agreement for the Hike and Bike Trail than the other Parks. Organizations would need to submit proof of work done and reported activities at their assigned Park to be eligible for recognition such as getting their logo on the Parks and Rec website, plaques at the Park, or a shout out on social media from the City. The application for this program would be open to the public, for entities, individuals, and families, as long as there is no political agenda or controversy involved. Julissa Barrera Martin said the focus for the program should be more on groups/organizations, and will be on a first come first serve basis to make sure all Parks are getting assistance from the program.

NEW BUSINESS

Brad Bentsen informed the Board there was only a \$200 budget for this Fiscal Year's Board meeting meals. With this being said, it was suggested for each Board member to bring their own lunch or eat before/after the meeting. Further discussion regarding the meeting time for the Board was brought up, but was ultimately decided to keep the same meeting day and time. Pete Lopez suggested for the future possibly accepting sponsorships or donations for meals.

Jesus Mendiola brought up wanting to install a bench at the Hike and Bike Trail and is just needing the slab/base, the bench meets the requirements for installation since it is the same style and material of those there.

D. Gutierrez and Jesus Mendiola proposed the idea of seeking approval for solicitations of sponsorships to implement at the Park such as Park bench donations, selling ads in summer programs, banners at the baseball fields to encourage those entities that give to the Parks also receive something in return/recognition.

Brad let the Board know the contractual agreement expires in December for the Splash Pad at Lions Park. The Park is currently closed due to a crack in the concrete and problems with the filtration system. They are also removing and replacing the material underneath the zipline in the playscape area.

Brad Bentsen also informed the Board on Councils decision to limit special events by combining or limiting the frequency of these events in an effort to save money. This year there will be no Christmas Lighting event at La Placita, but just a lighting at City Hall. Council also limited the Parks and Recreations Departments monthly Music at the Park event to only twice a year with the help of an outside entity to coordinate the event, however then it brings concern of an outside entity making money over the City.

Adjournment

Tony Guerrero made a motion to adjourn the meeting and was seconded by **Maggie Guajardo Pena**.

The Board voted unanimously and the meeting was adjourned.

**BUILDING BOARD OF ADJUSTMENTS AND APPEALS
MARCH 25, 2025
CITY COUNCIL CHAMBERS @ 4:00 P.M.**

BBOA PRESENT

Hector Gonzalez
Abel Beltran
Michael Davis

BBOA ABSENT

Ken Jones
Victor Meza

STAFF PRESENT

Susie De Luna
Alex Hernandez
Elisa Zurita
Xavier Cervantes

GUEST PRESENT

Monica Gonzalez
Michael Elizalde
Esther Rivera

CALL TO ORDER

Chairman Mr. Davis called the meeting to order at 4:23 p.m.

CITIZENS PARTICIPATION

There was no citizens' participation upon inquiry.

APPROVAL OF MINUTES FOR FEBRUARY 25, 2025

Chairman Mr. Davis asked the Board if there were any corrections to the minutes. There being none, Mr. Beltran moved to approve the minutes as presented. Mr. Gonzalez seconded the motion. Upon a vote, the motion passed unanimously.

Start: 4:24 p.m.

End: 4:51 p.m.

ITEM #1.0

Ms. De Luna stated the Community Development Block Grant (CDBG) Program will be presented by Michael J. Elizalde

Mr. Michael J. Elizalde stated that he is the director of grant administration for the City of Mission. He mentioned he had a brief presentation on the Community Development Block Grant which is a CDBG program that he administers for the City of Mission. He mentioned he has provided a packet for the presentation and a couple of other documents. He stated CBDG is a grant fund that receives directly from (HUD) Housing Urban Development which are federal funds the City of Mission receives approximately \$980,000 almost \$1 million. He mentioned that 70% of the funding had to be dedicated to low and moderate income individuals. He added the definition of (LMI) Low and Moderate income stands for Individuals through the eligibility criteria such as accepting their income documentation or determining that the individuals that CDBG are serving through projects that they receive are within an (LMI) area. He mentioned the map in the back of the packet they provided the board members would show that they're dedicating the project within an LMI track area. He stated CDBG national objectives all of the projects that they review for eligibility that they administered through the CDBG program have to meet one of the three national objectives such as 1. must benefit low and moderate income person; 2. Must aid in the prevention or elimination of slum or blight; and 3. must meet an urgent need. He added the base level of understanding whether the project is eligible for CBDG funding if they meet one of those three criteria. He mentioned he would explain more of slum and blight and low and moderate income individuals. He stated Slum being that densely populated and published area typically lack in the basic needs of services and blight is defined as deteriorated

conditions such as a physical decay or even abandonment and the signs of blight and decay goes through HUD. He added he wanted to talk about was as the public improvements throughout the area must be in the general state of deterioration for this purpose it would be insufficient for only one type of public improvement, such as sewer system, to be in the state of deterioration; rather, than public improvements taken as a whole must clearly exhibit signs of deterioration as well as activities to be assisted with CDBG funds must be limited to those that address one or more of the conditions which contributed to the deterioration of the area which he stated they are trying to maximize the use of HUD funding through the CDBG program. He mentioned how they find a root cause of the deterioration of the area so for example, sum and a blight is more the deterioration of a particular home, it may devalue a residential area also it may devalue an area because a single home had been abandoned and you may have a broken window model so that's what it's basically the root causes that homer or that issue so identify that root cause and funding a project through.

Mr. Gonzalez asked what is an urgent need mean.

Mr. Elizalde stated medical related if there's like a medical need for an individual living in the home they also consider like battered family members to be an urgent need handicap but also like fire incidence for an example if a home catches on fire you would need some sort of priority sense of that

Mr. Gonzalez asked what the general state of deterioration mean. He mentioned he can see if the building is in deterioration.

Mr. Elizalde stated HUD gives them a lot of leeway for them to be able to document so anybody who apply they can make sure that they have all the documentation for their department would be looking for would be if they could prove if it was a fixer for example if they would make improvements. We want to prove it because of a legitimate issue, a legitimate decay or a general deterioration like for an example a sewer system to be in the state of deterioration. Which might be with overtime it's been like that, but if you can determine that particular part of that sewer system is deteriorated. He stated they are looking for that determination factor along with all the proper documentation, as long as you can justify it and we could justify to HUD and considered.

Mr. Gonzalez asked if the final decision is made by HUD or CBDG.

Mr. Elizalde stated they decide to all their projects which they give a recommendation so they have a citizens advisory committee that reviews all the projects that are submitted and then get a recommendation for approval before our council they review it and they also approved the project as far as the site goes city staff actually reviews environmental processes for that so we make sure that we cover everything that environmental clearances is given before we actually say there's a green light go ahead and start your project.

Mr. Gonzalez asked if there is a time they overrule a recommendation of the commission and if they do, have you ever had fought to change that vote.

Mr. Elizalde stated there is an appeal process he has been with the City of Mission for 5 years CBDG department for a year now, but I've been with the city for five years managing

grants and typically with grants service if there is a clear definitive definition of what qualifies for an account if it meets the national objective. He mentioned there's an appeal process if they ever find that HUD does do a preliminary review before they release the funds to us.

Mr. Davis asked if the program is only for residents or public building or City facility to qualify.

Mr. Elizalde stated that would depend on what's going to be done in the area itself so LMI area up by tracks but depending on where it is on those tracks, you'll see the yellow there's a percentage like track 020205 right in the middle block group 2 has 55.15% so to be considered low modern income areas has to be 51% or higher so any projects that going to land in that particular track because it's at 55% it's above 50%. It's going to qualify under that track because it's in an LMI area.

Mr. Gonzalez asked for the homes that are in such a deterioration state or the building is unsafe for CDBG/ HUD to decide it's not worthy investing to fixing it up and turn it down and rebuilding it again. Where does the homes fit in regards to you guys helping these people.

Mr. Elizalde stated we do have a housing assistance program and so we have some money that comes from CDBG program the 980,000 that we receive annually just about it fluctuates here and there but I think it's like 10 to 15% of that money get into the housing assistance program we do rehab rehabilitation of homes of low income individuals that qualify and we also do reconstruction of their homes so depending on how far gone the house is we may have it or they just need minor repairs like roofing.

Mr. Gonzalez asked if he is talking about the general state of deterioration.

Mr. Elizalde stated yes, exactly when we talk about determination our staff in house we go out to these homes and there's a scoring criteria where somebody goes out there and they inspect the home and they say the roof looks about 80% gone so on a scale of 1 to 15 that place score it may be at 12 or 13 you know and based on that we determine whether it's a reconstruction of the home which is completely demolished the home and rebuild from the ground or the rehabilitation of the home says everything else looks good. The only thing is that roof needs to be replaced, so will do a minor rehab rehabilitation of now with the reconstruction that the first component of it is what we need to do lead base testing that's that depends on the age of the home. Some of these older homes we have to lead base testing if we find that there's lead based on the exterior of the home, renter of the home we cannot touch it so that's one of the things that would be beyond our scope of abilities with the program, but we can at least do the testing now if everything checks out and we were able to do a reconstruction of the home we do demolish so that's on our that's part of the program itself so with that being said, you know your question you know there are somebody home eligible for that I very well believe they could be now to determine on the individual basis. We could either one determines if it's an abandoned home then the city has the choice. You know whether they want to seek assistance to the program which I believe they submit application, but if the homeowner is basically saying, you know, there was a fire incident I needed. I don't have the funds to do so. They also may be eligible, but at that point, we probably have to gather their documentation to see if they're ineligible to determine if they're low income, family, I left there that's the guideline that shows where they need to fall as far as the low moderate guideline HUD determine this they release it back in

May 2024 so typical for right across they need to be below 60,000 which is 80% of the total income area so we get all the adults everyone who was living in the home get their income their check stubs in the past time and any other benefits that they might be receiving we had all that up and they need to be below 60,000 to be determined as LMI. He mentioned the eligible activity so a few eligible activities that you know we've seen among other municipalities typically the City of Mission dedicated the majority of their funding and I want to say maybe like 60% of the towards housing assistance program. There's been a recent change in the direction where now we're trying to look at investing some of that money to infrastructure project or other city driven initiatives that may very well include demolishing and unsafe homes so the eligibility example of this the personal acquisition of real property relocation and demolition, and that was to relocation demolition of activities can be eligible, especially in areas designated as Slum and Blight and rehabilitation structures, and public facilities and improvements, economic development, assistance, environmental remediation, that we briefly talked on as well we can talk about activities related to the preservation and remediation of environmentally contaminated properties, eligible area benefiting activities include like street improvements, water, sewer, lines, neighborhood, facilities, façade improvements in neighborhood, commercial districts.

Mr. Gonzalez asked what do they do if they buy a property.

Mr. Elizalde depends on what the use of that property exactly what are they going to zone it as or what is a designated for. Typically, what we've seen in a property be allocated for is for park development maybe there's an empty vacant lot that is slum and blight. We're going to repurpose that so you know we get we get planning zone involved we get the city involved and you know if they try to zone that to be a property where we can develop a park so it's probably a multi-phase. With the Holland that because we have submitted some grants to the general land office or street improvements utility improvements in that area drainage improvement. It's a multimillion dollar project so you know it's a slow process but it is in the works that something we've identified as a priority so there's a lot of other ones that are in the works on the other activities those examples are particularly to slum and blight those examples are include acquisition and clearance applied properties installation of park or playgrounds. We mentioned that commercial revitalization through facade improvement treatments of toxic materials on properties to enable it to redevelop for a specific use elimination of faulty, wiring, falling, plaster or other similar conditions from a residential building, which were detrimental to potential like the rehab rehabilitation reconstruction about historic preservation of light, public facilities, and demolition of vacant deteriorated abandoned buildings and deteriorated abandoned buildings. He mentioned they're completely online base so any applications that we received from city department or from services from agencies that provide services to the community they are submitted online so it's through the Neighbor software also they just finished closing their application. We have presentations this evening from several agencies and departments estimated applications so really excited to see kind of the new direction that we're going in what kind of projects we can get funded to see those changes come to the city, but I just want to showcase how that all goes through. The income determination that I mentioned when we determine on an individual basis, like if identifying a home or individual lives and is currently occupied are they eligible based on their income so we would look at some of their gross amounts from their payroll documentations annual income from the wages, salaries, unemployment payments, disability, compensation, severance pays, alimony, temporary assistance, Social

Security, benefits, and veteran benefits. He stated they look at everything but typically you know the individuals that seek assistance may be eligible for the assistance.

Mr. Gonzalez asked What's the prevailing disqualifier does it mean if they earn too much money which is the one that seems to be the predominant one that disqualifies.

Mr. Elizalde stated I don't think it's going to be income driven. I mean, I think a lot of them who seek the assistance need assistance and they may be eligible assistance wise so a disqualifier is the taxation. He mentioned there is a waiting list for housing assistance programs. they currently have about like 10 to 12 individuals waiting for assistance as income as that funds become available. he mentioned they look into see if they may be income eligible but when we look at the documentation that the house isn't under your name so we have to have them fix that and then maybe don't hear from them again for whatever reason another thing maybe you know you're behind on your taxes and We don't require them to pay all the taxes to be current. We would love that we encourage it, but we do ask them to get into like a deferral plan with the county and can get that going. They also need to provide proof of insurance a lot of times. These homes may not even have insurance so before we even consider that home we will need them to provide proof of insurance as well for the home so those are some of the determinants but those are the minor.

Mr. Gonzalez asked if he had any statistics on that.

Mr. Elizalde stated No, but they can look into it and part of the application process as we have every applicant sign a conflict of interest and basically just going through the few things to saying you know that you have no adventurist of any of my staff, either the board and the city council all the powers vested who kind of make the determination factors on that. he mentioned their team is a small team of four which is Michael, Monica Gonzalez, she's our direct compliance coordinator Miss Esther Rivera, our housing coordinator and Miss Martha Lopez is our project clerks.

Mr. Gonzalez asked if the application started or just closed.

Mr. Elizalde stated yes, it is currently closed.

Mr. Gonzalez asked How many applications they received.

Mr. Elizalde stated they probably received about 18.

Mr. Gonzalez asked what the majority request was for.

Mr. Elizalde stated the majority I would say 50/50 some from our local nonprofits who provide services to our community such as meals on wheels and those types of services but then we also have an internal department that submitted. We do have our planning department who submitted for demolition of abandoned homes and we also have some sewer improvements projects that are on their park improvement project lighting some from our public safety offices that submitted as well so will review those this evening with my committee to hear those presentations and get a better feel for where the funding should be allocated towards and that'll be presented to our mayor and council at a later time once they narrow that down with the recommendations.

ITEM #2.0
ADJOURNMENT

There being no other business, Chairman Mr. Davis entertained a motion to adjourn. Mr. Beltran moved to adjourn the meeting. Mr. Gonzalez seconded the motion. Upon a vote, the meeting was adjourned at 4:51 p.m.

A handwritten signature in black ink, appearing to read "Michael Davis", written over a horizontal line.

Michael Davis, Chairman
Building Board of Adjustments & Appeals

**BUILDING BOARD OF ADJUSTMENTS AND APPEALS
JUNE 24, 2025
CITY COUNCIL CHAMBERS @ 4:00 P.M.**

BBOA PRESENT

Hector Gonzalez
Abel Beltran
Ken Jones
VÍctor Meza

BBOA ABSENT

Michael Davis

STAFF PRESENT

Susie De Luna
Patricio Martinez
Elisa Zurita
Xavier Cervantes
Irasema Dimas

GUEST PRESENT

Maria V. Pedroza
Stephanie Pedroza
Rosa Elia Cuacou
Rosa Maria Garcia
George Garcia
Gloria Wyant
Yolanda M. Ramirez

CALL TO ORDER

Vice-Chairman Meza called the meeting to order at 4:17 p.m.

CITIZENS PARTICIPATION

There was no citizens' participation upon inquiry.

APPROVAL OF MINUTES FOR MARCH 25, 2025

Vice-Chairman Meza asked the Board if there were any corrections to the minutes. There being none, Mr. Gonzalez moved to approve the minutes as presented. Mr. Jones seconded the motion. Upon a vote, the motion passed unanimously.

ITEM #1.1

Unsafe Structure:

Start: 4:18 p.m.

End: 4:25 p.m.

823 Cuchilla Circle

Lot 2-3-4-5, Block 3

Stites B

R-1

HK REO LLC

Ms. Dimas stated in September 2024 staff contacted the company. She stated they were going to board up the house but as of May 29, 2025 the company still hasn't boarded the house up and is still wide open and the building is decaying. She mentioned the company isn't going to board up the building and the company buys property and sells the property as if they don't spend any money on the properties. She stated staff sent out numerous letters to the company such as the companies in Austin and Dallas. Staff recommendation is to declare the building unsafe and start the process to demolish the structure.

Mr. Gonzalez asked if the property taxes are up to date.

Ms. Dimas stated yes, the property taxes are up to date.

Mr. Gonzalez asked if anybody had made any effort to rehabilitate the home.

Ms. Dimas stated the real estate company buys the property as is and sells the property as is. The company has owned the property for 5 years.

Mr. Jones asked if they keep up with the taxes.

Ms. Dimas stated yes.

Mr. Gonzalez asked if the state of the home has been an unsafe building for 5 years.

Ms. Dimas stated it has been unsafe but the building is getting worse. She stated since the building isn't boarded up people are going into the building and vandalizing the property. She said that it is in the middle of a neighborhood if you look at the vicinity map.

Mr. Jones asked if the city of mission charges them for mowing services.

Ms. Dimas stated the property owner keeps up with mowing the yard but the owner isn't worried about the house.

Mr. Gonzalez asked for the lot size. He asked what is the City of Mission policy regarding buying a property and turn the property into a park.

Ms. Dimas stated the property is ½ of an acre in area.

Vice-Chairman Meza asked if a park was recently vandalized.

Ms. Dimas stated yes, the newly renovated Lion's Park was vandalized 2 weeks ago.

Mr. Gonzalez asked if the City of Mission would ever consider buying a property and transforming it into a park.

Ms. Dimas stated she wouldn't know. She would have to ask the City Manager.

Mr. Gonzalez asked what the staff recommendation was.

Ms. Dimas stated staff recommends declaring the building unsafe and to start the demolition process to go through district court.

There being no further discussion, Vice-Chairman Meza entertained a motion. Mr. Gonzalez moved to approve staff recommendation to declare the structure unsafe and start the demolition process. Mr. Meza seconded the motion. Upon a vote, the motion was unanimously approved.

ITEM #1.2

Unsafe Structure:

Start: 4:25 p.m.

End: 4:33 p.m.

209 Guadalupe Street

Lot 4, Block 5, Leal No. 2

R-1

Yolanda M. Ramirez

Ms. Dimas stated the board had seen this item before in September 2024. She reported that the house had caught on fire in March 2024 and the husband, the property owner, unfortunately passed away after he was rescued from the fire. Everything on the property is current. Mrs. Ramirez did apply for CDBG funds, but unfortunately due to the fire damages,

the structure would need to be reconstructed and CDBG has no funds for reconstruction at the moment. She mentioned the applicant was present. She stated staff is recommending to declare the building unsafe and to start the demolition process.

Mr. Gonzalez asked if there was anyone from the CDBG department present at the meeting since he had questions regarding the qualifications for CDBG.

Ms. Dimas stated there was no one present from the CDBG department.

Mr. Gonzalez asked do you know the reason why the applicant was denied.

Ms. Dimas stated that CDBG did not have any funds at the moment for reconstruction. They can do adjustments or modifications if the funds they have available are not reconstruction funds. Reconstruction means to build from the ground up. She said that CDBG has funds for remodeling. The structure is beyond the remodeling stage.

Mrs. Ramirez stated she is selling the property with the help from a realtor and she will be closing on the property the following week and they are getting bids on demolition.

Vice-Chairman Meza asked if it was sold.

Mrs. Ramirez stated it's going to be sold.

Vice-Chairman Meza asked if it was under contract.

Mrs. Ramirez stated yes.

Vice-Chairman Meza asked if she had the contract with her.

Mrs. Ramirez stated she does not have the contract with her.

Vice-Chairman Meza stated so that the board won't vote on the building being an unsafe structure that they would need to see a contract.

Mrs. Ramirez stated she could call her realtor for the contract.

Vice-Chairman Meza stated the board could extend the item based on the contract.

Ms. Dimas stated the board could still declare the building unsafe but hold the demolition process.

Vice-Chairman Meza stated they could do that since she has the contract that wouldn't be an issue with her.

Mr. Jones stated they wouldn't want to make it hard on the new owner. He asked if the buyer is going to do the demolition.

Mrs. Ramirez stated yes.

Mr. Gonzalez asked if the board declares the structure unsafe and starts the demolition process and the owner isn't going to do the demolition. Who does the demolition? Does the City of Mission have a contractor to demolish?

Ms. Dimas explained the City of Mission does not have a contractor to demolish. The city gets a quote and if they agree then they sign an agreement. The city of mission removes debris but they don't remove any foundation. Once there is a new owner then he would be responsible to demolish.

Mr. Gonzalez asked when the City of Mission demolishes do they hire a contractor.

Ms. Dimas stated that the Public Works department helps the City of Mission to demolish.

There being no further discussion, Vice-Chairman Meza entertained a motion. Mr. Gonzalez moved to declare the structure unsafe. Mr. Meza seconded the motion. Upon a vote, the motion was unanimously approved.

Ms. Ramirez asked what staff needed from her.

Ms. Dimas stated the closing documents.

Vice-Chairman Meza explained to her that when she is closing the property they will receive the recorded closing documents in a packet. He mentioned with those documents they would be able to close the case for her when they receive the recorded closing documents.

ITEM #1.3

Unsafe Structure:	988 Adams Avenue
Start: 4:33 p.m.	S. 65' of West 140', of Lot 53,
End: 4:39 p.m.	Mission Acres
	R-1
	Rosa Maria Garcia

Ms. Dimas stated the board had seen this item before in 2024. The board had given the property owner Ms. Garcia applied for CDBG funds, but CDBG hasn't since they are still lacking information received from her but after talking to the owner they said the information is already submitted. She stated staff is recommending to declare the building unsafe and to hold on for the demolition process till CDBG has all the information they are needing.

Ms. Gloria Wyant stated they are going to give them another month.

Ms. Dimas stated they are going to declare the structure unsafe but give you another month to sort out with CDBG,

Ms. Gloria Wyant stated they have done a lot of documenting for the affordable home program. There are a few items that need to be finalized that are needed. She asked for the grant to approve.

Mr. Garcia stated CDBG currently doesn't have any funds for the programs till the next year.

Mr. Gonzalez stated to Ms. Dimas when staff had an item on the agenda referring to CDBG to have someone from the department present at the meetings.

Ms. Dimas stated she can ask the CDBG department next month. She mentioned the applicant has already boarded up the house but there is a huge hole in the roof.

There being no further discussion, Vice-Chairman Meza entertained a motion. Mr. Gonzalez moved to declare the structure unsafe. Mr. Meza seconded the motion. Upon a vote, the motion was unanimously approved.

ITEM #1.4

Unsafe Structure:	208 Sunrise Lane
Start: 4:39 p.m.	Lot 5, Block 3, Gulf Breeze
End: 4:52 p.m.	R-1
	Jose Luis Pedroza Sr.

Ms. Dimas stated there are taxes due of \$3,634.84. She mentioned that there were no liens on the property. Ms. Dimas added on May 20, 2025 the property had overgrown so the City of Mission had to get the property mowed. She mentioned she had spoken to Ms. Maria Pedroza (Widow) and she had an affidavit with a new property owner within 30 days the affidavit will be voided. So, the new property owner hasn't done anything to the property the affidavit was done in March 2025.

Ms. Stephanie Pedroza stated this property was her father's during his first marriage with Miss Norma Linda Gonzalez but they separated. The property had stayed with her, but she didn't have 100% of ownership. She sold it without the right to sell it entirely; it had gone into litigation and ended up under her father being the property owner before he had passed. He had an attorney, Mr. Moreda, who was helping him resolve the case, had shortly passed away as well. They had secured a new attorney march 27 the property was conveyed with a vendor lien to Mr. Robert Stewart, who at the time of the agreement had 30 days to sell the property otherwise the contract would be voided. So, their next step is to contact their attorney. She is requesting an extension to sort this out with her attorney and hopefully get into contact with Mr. Stewart.

Vice-Chairman Meza stated the board could declare the structure unsafe.

Ms. Pedroza stated they have not done it since there is no need to spend the amount of money.

Vice-Chairman Meza stated she would have to contact a title company since the title company is the one that does the services with attorneys.

Mr. Gonzalez asked when they are declaring a building unsafe does that mean to demolish.

Ms. Dimas stated yes.

Vice-Chairman Meza stated it means starting the process to demolish which it takes a while.

Ms. Dimas stated in the past they never declared the structure unsafe since in the past Mr. Pedroza's Sister that was attending the meetings but now Ms. Pedroza the (Widow) is informed on the property.

Mr. Jones stated if Mr. Stewart doesn't do anything in 30 Days the contract becomes voided.

Ms. Dimas stated the agreement was signed in March. So, the 30 days have already passed and the agreement has been voided.

Vice-Chairman Meza asked what was recorded the day before.

Ms. Dimas stated the Affidavit was recorded yesterday and the agreement with Mr. Stewart was back in March. She mentioned the applicant should go to her attorney to ask what is next.

Vice-Chairman Meza stated the board should declare the structure unsafe since it would take a while to demolish.

Ms. Dimas stated once they talk to the attorney they should start boarding up the house.

Mr. Gonzalez asked if this property burned down.

Ms. Dimas stated it did not.

Mr. Gonzalez asked if this property would be an eligible for a remodeling

Ms. Dimas stated she isn't familiar with the requirements for CDBG. She mentioned she knows they have to have a certain income.

Vice-Chairman Meza stated the board should declare the structure unsafe.

Ms. Pedroza asked what type of timeline they have to demolish.

Vice-Chairman Meza stated it would take a while to demolish they won't go to demolish soon. He mentioned if they get a title company they can help with an attorney and find out what it needs to clear the title

Ms. Dimas stated another option they have is to declare the structure unsafe and start the process with demolition with district court and have our attorney hold the legal situation of ownership.

There being no further discussion, Vice-Chairman Meza entertained a motion. Mr. Gonzalez moved to approve staff recommendation to declare the structure unsafe and start the demolition process. Mr. Meza seconded the motion. Upon a vote, the motion was unanimously approved.

ITEM #2.0
ADJOURNMENT

There being no other business, Vice-Chairman Mr. Meza entertained a motion to adjourn. Mr. Meza moved to adjourn the meeting. Mr. Jones seconded the motion. Upon a vote, the meeting was adjourned at 4:52 p.m.

A handwritten signature in blue ink, appearing to read "Victor Meza", is written over a horizontal line.

Victor Meza, Vice-Chairman
Building Board of Adjustments & Appeals

**BUILDING BOARD OF ADJUSTMENTS AND APPEALS
AUGUST 26, 2025
CITY COUNCIL CHAMBERS @ 4:00 P.M.**

BBOA PRESENT

Hector Gonzalez
Abel Beltran
Michael Davis

BBOA ABSENT

Ken Jones
Victor Meza

STAFF PRESENT

Patricio Martinez
Irasema Dimas
Xavier Cervantes
Elisa Zurita
Jessica Muñoz

GUEST PRESENT

Adela Ortega
Daniel Garcia
Niclus Rodriguez
Claudia Trevino
Rosa Maria Garcia
George Garcia
Gloria Wyant

CALL TO ORDER

Chairman Davis called the meeting to order at 4:03 p.m.

CITIZENS PARTICIPATION

There was no citizen's participation upon inquiry.

APPROVAL OF MINUTES FOR JUNE 25, 2025

Chairman Davis asked the Board if there were any corrections to the minutes. There being none, Mr. Gonzalez moved to approve the minutes as presented. Mr. Beltran seconded the motion. Upon a vote, the motion passed unanimously.

ITEM # 1.1

Unsafe Structure:

**1306 Francisco Avenue
Lot 23, Block 4, Blake Addition
R-1
Moises Rodriguez Sr.**

Ms. Irasema Dimas stated that there was a total of \$15,047.99 in taxes due and that the water has been inactive since September 23, 2024, the light was not active and that there were no liens on the property. She stated staff has been trying to work with the property owner since 2022 without any success. She stated that a search warrant was conducted on August 12, 2025. She mentioned that one of Mr. Rodriguez's grandsons came to her office the previous week asking about the situation of the home and he was informed that we were in the process of declaring it unsafe and it was recommended for him to be present. Staff recommendation is to declare the building unsafe and start the process to demolish the structure.

Mr. Niclus Rodriguez stated that he was the grandson of Mr. Moises. He stated that he was interested in fixing the property since it belongs to his grandparents.

The Board members mentioned to Mr. Rodriguez that the house had already been declared unsafe by the city and now it was up to the board to decide if they continue with the demolition process or grant extensions to the property owner.

Mr. Hector Gonzalez asked Mr. Rodriguez what was his intention towards the property.

Mr. Niclaus Rodriguez stated that he would like to fix the house if the board will allow him to.

Mr. Michael Davis stated that once the board declares it unsafe it goes to district court and it will be up to the district judge to grant him the opportunity to fix the house.

Ms. Irasema Dimas stated that with the 2025 International Property Maintenance Code, the board has the option of granting extensions if they wish to and they could ask for financial status in order to determine if they would grant the extension.

Discussion on granting a 2-month extension and what would be the requirements for those 2 months.

There being no further discussion, Chairman Michael Davis entertained a motion. Mr. Hector Gonzalez moved to approve a 2-month extension in allow Mr. Rodriguez time to make an assessment of the house and clean the outside of the property and demolish the shed on the back of the property. Mr. Beltran seconded the motion. Upon a vote, the motion was unanimously approved.

ITEM # 1.2

Unsafe Structure:

**300 Toledo Avenue
Lot 24, R/S Billman Lot 192,
John H. Shary 0.67 Ac Net
R-1
Abel & Maria Luisa De Leon**

Ms. Irasema Dimas stated that there is a total of \$16,283.52 owed in taxes. She stated that the water account was inactive since November 21, 2024. There were no liens found and the electricity was inactive. She mentioned that staff has been trying to get a hold of the property owner since 2022 and no one was contacted staff. She stated that a search warrant was conducted on August 12, 2025. Staff recommendation is to declare the building unsafe and start the process to demolish the structure.

There was no audience for the case.

There being no discussion, Chairman Michael Davis entertained a motion. Mr. Abel Beltran moved to declare the structure unsafe and start the process of demolition. Mr. Hector Gonzalez seconded the motion. Upon a vote, the motion was unanimously approved.

ITEM # 1.3

Unsafe Structure:

**209 Guadalupe Street
Lot 4, Block 5, Leal No. 2
R-1
Yolanda M. Ramirez**

Ms. Irasema Dimas stated that in July Ms. Yolanda Ramirez was given an extension since the property was being sold. She mentioned that staff checked the Hidalgo County Records and the property remains under Ms. Ramirez's name. She stated that nothing has been done with the property and sections of the house had fallen. Ms. Dimas mentioned that the structure had previously been declared unsafe and now staff is asking for approval to continue with the demolition process.

There was no audience for the case.

There being no discussion, Chairman Michael Davis entertained a motion. Mr. Abel Beltran moved to start the process for demolition. Mr. Hector Gonzalez seconded the motion. Upon a vote, the motion was unanimously approved

ITEM # 1.4

Unsafe Structure:

**988 Adams Avenue
S.65' of West 140' of Lot 53
Mission Acres
R-1
Rosa Maria Garcia**

Ms. Irasema Dimas stated that in the previous meeting the board requested that someone from CDBG Department was present during the next meeting and Mr. Michael Elizalde was present as well as members of the Garcia family.

Mr. Daniel Garcia stated that they have been doing some remodeling to the home in order to qualify for the CDBG funds since they are only doing rehabilitation.

Mr. Michael Elizalde stated that what Mr. Garcia mentioned was correct, the CDBG program is only helping with rehabilitation at the moment and they are only approving 2 properties per year and they already awarded the 2 properties for 25-26, but that doesn't mean that they won't have extra monies and they might be able to help Ms. Garcia.

Mr. Hector Gonzalez asked if an inspector had inspected the changes already done by the owner.

Ms. Irasema Dimas replied that staff was not aware of any remodeling.

There being no further discussion, Chairman Michael Davis entertained a motion. Mr. Hector Gonzalez moved to grant 30 days extension so that a building inspector could inspect the changes. Mr. Abel Beltran seconded a motion. Upon a vote, the motion was unanimously approved.

ITEM #2.0

ADJOURNMENT

There being no other business, Chairman Mr. Michael Davis entertained a motion to adjourn. Mr. Abel Beltran moved to adjourn the meeting. Mr. Hector Gonzalez seconded the motion. Upon a vote, the meeting was adjourned at 4:52 p.m.



Michael Davis
Building Board of Adjustments & Appeals

**BUILDING BOARD OF ADJUSTMENTS AND APPEALS
OCTOBER 6, 2025
CITY COUNCIL CHAMBERS @ 4:00 P.M.**

BBOA PRESENT

Hector Gonzalez
Abel Beltran
Michael Davis
Ken Jones
Victor Meza

BBOA ABSENT

STAFF PRESENT

Irasema Dimas
Yvette Villarreal

GUEST PRESENT

Daniel Garcia
Niclaus Rodriguez

CALL TO ORDER

Chairman Michael Davis called the meeting to order at 4:00 p.m.

CITIZENS PARTICIPATION

There was no citizen's participation upon inquiry.

APPROVAL OF MINUTES FOR JUNE 25, 2025

Chairman Michael Davis asked the Board if there were any corrections to the minutes. There being one correction, Mr. Victor Meza moved to approve the minutes as presented. Mr. Hector Gonzalez seconded the motion, upon a vote the motion passed unanimously.

ITEM # 1.1

Unsafe Structure:

**103 Melba Carter Street
N.150' S.250' Lots 1-2 &3
Melba Carter
C-1
Gabriel Solis & Viviana Lozano**

Ms. Irasema Dimas stated that there were no taxes owed and couldn't find a water account. There is no active electricity and no liens were found for the property. She stated that on March 26, 2025, a letter was sent via certified mail and letter was returned unclaimed. On September 10, 2025 an inspection was assessed by officer Joseph Flores and he noticed that roof is collapsing. Building is unsafe and is at the edge of Conway Ave.

Irasema Dimas stated that staff is recommending for board to declare the building unsafe and to start demolition process, Building is unsafe and many children live near location.

There was no audience for the case.

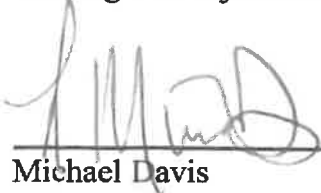
There being no further discussion, Chairman Michael Davis entertained a motion. Mr. Victor Meza moved to approve motion. Mr. Hector Gonzalez seconded the motion. Upon a vote, the motion was unanimously approved.

ITEM # 1.2

Unsafe Structure:

**408 E Griffin Parkway
E.136' N.213' Lot 24-7**

Victor Meza moved to adjourn the meeting. Mr. Ken Jones seconded the motion. Upon a vote, the meeting was adjourned at 4:15 p.m.

A handwritten signature in black ink, appearing to read 'Michael Davis', is written over a horizontal line.

Michael Davis
Building Board of Adjustments & Appeals

**MINUTES FOR THE
MISSION CIVIL SERVICE COMMISSION
December 19, 2025**

Commission-Present
Polo Garza-Chairman
Memo Delgadillo-Vice Chair
Robert Pena-Member

Staff Present
Noemi Munguia-HR Director
Cesar Torres-Chief of Police
Mike Silva-Fire Chief

Call to Order

Mr. Polo Garza called the meeting to order at 9:00 a.m.

Roll Call

All present

Pledge of Allegiance

Mr. Garza led the Pledge of Allegiance

Approval of Minutes-October 31, 2025

Mrs. Munguia submitted the minutes for review. After a brief discussion, Mr. Delgadillo made a motion to approve the minutes as submitted. Mr. Pena seconded the motion. Motion was approved unanimously.

Approval of Mission Fire Department Entry Level Scores and the Creation of a New Eligibility List

Mrs. Munguia advised the Commission that we conducted an entry level exam for the Mission Fire Department on December 11, 2025. She advised them that we had 57 applicants, 46 participated and 40 passed. The individuals that passed the written exam move on to the physical agility that will be conducted in early January. After a brief discussion, Mr. Delgadillo made a motion to create a new eligibility list and to approve the schedule as presented. Mr. Pena seconded the motion. Motion was approved unanimously.

Pending Business

Mrs. Munguia advised them of the CS training set up for January 27th-30th in Waco and the PD pinning ceremony set up for Monday the 22nd at the MEC. She also advised them that Mr. Delgadillo was re-appointed for two more years.

Adjourn

Meeting was adjourned at 9:10 a.m.