



Grants Activity Report- December 2023

Grant Name	Funding Agency	Department	Application Amount	Matching Amount	Due Date	Status
FY22 Flood Mitigation Assistance (FMA)	TWDB	Executive	\$ 320,000	25%		Submitted-Tracking
FY22 Building Resilient Infrastructure and Communities (BRIC)	TDEM	Executive	\$ 415,000	25%		Submitted-Tracking
Underrepresented Communities Grant Program	NPS	Museum	\$ 75,000	None		Submitted-Tracking
Trail Accelerator Grant	IMBA	Park	\$ 10,000	1-1		Submitted-Tracking
FY23 Community Wildfire Defense Grant	USDA	Fire	\$ 250,000	None		Submitted-Tracking
FY24 Youth Garden Grant	Kids Gardening	Library	\$ 10,000	None		Submitted-Tracking
FY23 Flood Mitigation Assistance (FMA)	TWDB	Executive	TBD	25%		In Process
FY22 Building Resilient Infrastructure and Communities (BRIC)	TDEM	Executive	TBD	25%		In Process
FY22 Assistance to Firefighters Grant (AFG)	DHS	Fire	\$ 172,873.50	10%		Not Awarded
Staffing for Adequate Fire and Emergency Response Grants (SAFER)	DHS	Fire	\$ 2,322,424	None		Not Awarded
FY22 Fire Prevention and Safety	DHS	Fire	\$ 22,440.49	5%		Not Awarded



Grants Activity Report- December 2023

Grant Name	Funding Agency	Department	Application Amount	Award Amount	Matching Amount	Status
FY23 COPS Hiring Program	DOJ COPS	Police	\$ 1,771,398.16	\$ 1,000,000	25%	Awarded/Active
FY24 General Victim Assistance Grant Program	OOG	Police	\$ 50,000	\$ 50,000	None	Awarded/Active
FY24 Local Border Security Program	OOG	Police	\$ 190,000	\$ 190,000	None	Awarded/Active
FY23 SHSP Regular	OOG	Fire	\$ 123,927.18	\$ 61,963.58	None	Awarded/Active
FY23 SHSP LETPA	OOG	Police	\$ 56,142.35	\$ 50,544.24	None	Awarded/Active
FY23 Transportation Alternatives	RGVMPO	Executive	\$ 250,000	\$ 250,000	25%	Awarded/Active
OVAG-Victim Services	OAG	Police	\$ 84,000	\$ 49,500	None	Awarded/Active
FY22 Operation Stonegarden Program	OOG	Police	\$ 350,000	\$ 350,000	None	Awarded/Active
Animal Welfare Organization	Petco Love	Health	\$ 35,000	\$ 30,000	None	Awarded/Active
La Cuchilla Drainage Improvement Project	TXGLO	Executive	\$ 1,000,000	\$ 997,236.75	1%	Awarded/Active
Astroland Drainage Improvement Project	TXGLO	Executive	\$ 1,000,000	\$ 999,162	1%	Awarded/Active
Trail Connectivity Project	VBLF	Park	\$ 500,000	\$ 500,000	None	Awarded/Active
FY22 Justice and Mental Health Program	BJA	Police	\$ 388,001.38	\$ 229,962.91	(Year 1) 20%	Awarded/Active
Better Cities for Pets	Mars Petcare Program	Health	\$ 20,000	\$ 20,000	None	Awarded/Active
Lions Park Development	AEP	Parks	\$ 30,000	\$ 30,000	None	Awarded/Active
All-Inclusive Lions Park	TPWD	Parks	\$ 1,500,000	\$ 750,000	\$750,000	Awarded/Active
Border Zone Fire Dept.	OOG	Fire	\$ 250,000	\$ 78,735.25	None	Awarded/Active
			Grand Total: \$	5,645,105.00		



Mission Fire Prevention Bureau
415 W. Tom Landry Ave.
Mission, TX 78572
Phone 956-580-8711
Fax 956-580-8712

Mission Fire Prevention

Monthly Activity Report: December 2023

FIRE INVESTIGATIONS

There were three (3) fire investigations for the month of December.

- On December 17, 2023, Assistant Fire Marshal Frank Chaires was called to document a structural fire at 1401 Garcia St^h. Undetermined
- On December 26, 2023 Fire Marshal Frank Cavazos was called out to an investigation to a house fire at 721 E 3rd St. Accidental
- On December 27, 2023, Fire Marshal Frank Cavazos was called out to a Regular Alarm contained to an appliance at 412 Bohla st.

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 December.

Our assistance was requested: 0 Total

Assistance Requested by us: 0 Total

Year to Date: 0 Total

INSPECTIONS

There were seventy-seven (77) Inspections conducted for the month of December: sixteen (16) occupancy, Thirty-four (34) annual and twenty-seven (27) other forms of inspections.

Year to Date: 229 Total 75 Occupancy 86 Annual 68 Other

Inspection rate to date: 4%

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

SUBDIVISION REVIEWS

For the month of December there were nine (9) subdivision plan reviews.

Year to Date: 54 Total

SPRINKLER SYSTEM REVIEWS

For the month of December there were five (5) sprinkler system plan reviews.

Year to Date: 14 Total

FIRE ALARM SYSTEM REVIEWS

For the month of December there were one (1) fire alarm system plan review.

Year to Date: 9 Total

EXHAUST HOOD CANOPY PLAN REVIEWS

For the month of December there was two (2) exhaust hood canopy plan reviews.

Year to Date: 5 Total

HOOD SUPPRESSION PLAN REVIEWS

For the month of December there were zero (00) hood suppression plan reviews.

Year to Date: 4 Total

LP TANK PERMITS

For the month of December there were one (1) LP tank permits issued.

Year to Date: 3 Total

UNDERGROUND STORAGE TANK REMOVAL PERMITS

There was zero (0) underground storage tank removal permits issued for the month of December

Year to Date: 0 Total

ABOVEGROUND STORAGE TANK REMOVAL PERMITS

There was zero (0) aboveground storage tank removal permits issued for the month of December

Year to Date: 4 Total

BURNING PERMITS

There were one (1) city burning permits issued for the month of December.

Year to Date: 10 Total

PLAN REVIEWS

We had thirteen (13) plan reviews for the month of December.

- Battery Energy Storage – 1408 Mayberry
- St. Pauls Church – 1119 N Francisco
- 4 Plex lot #10 – 908 Hidden Hills
- Kumon Learning Center – 1821 N. Shary Rd suite 9
- Hidden Hills Estates 4plex apts. Lot#40 – 905 Hidden Hills
- Addition Restroom – 715 Ragland
- Drive way – 2530 E Griffin
- 4 plex apartments lot #9 – 1801 Ramirez
- 44 plex apartments lot #9 – 1800 Ramirez
- Collision Masters Inc. – 2510 W exp.83

- Dr. Juan Sued – 1106 Kika De La Garza
- Salon Modification – 1512 E Griffin ste 9
- Remodel finish out – 409 N. Bryan ste 106

Year to Date: 39 Total

FIRE DRILLS

There were zero (0) fire drills conducted for the month of December.

Year to Date: 0 Total

TRAINING

There were two (2) trainings in the month of December.

- Fire Marshal Frank Cavazos attended the “Carrying Case Training” at Mission Central Fire Department Training room on December 5, 2023.
- Fire Marshal Frank Cavazos, Asst. Fire Marshal Frank Chaires, Asst. Fire Marshal Joel Saenz, Lieutenant Oscar Alaniz and Lieutenant Omar Salinas attended “Qualifications Training” at La Joya Gun Range on December 21, 2023.

Year to Date: 8 Total

MEETINGS ATTENDED

For the month of December there were thirty-six (36) meetings attended by the Fire Prevention Office.

- December 1, 2023 - Fire Marshal Frank Cavazos attended a Teams “Follow-up Veterans Day meeting via zoom call
- December 4, 2023 - Fire Marshal Frank Cavazos City ID’s
- December 4, 2023 - Fire Marshal Frank Cavazos meeting with Chief Garcia and Dana Safety Supply at Mission Fire Department Central Station
- December 5, 2023 – Fire Marshal Frank Cavazos attended the Carrying Case Training at Mission Central Fire Department training room
- December 5, 2023 – Fire Marshal Frank Cavazos attended Directors Staff meeting at City Hall
- December 5, 2023 – Fire Marshal Frank Cavazos attended PowerDMS introduction meeting via Google Meet
- December 6, 2023 – Fire Marshal Frank Cavazos attended a webinar “Lexipol Policy Orientation” via zoom call
- December 7, 2023 - Fire Marshal Frank Cavazos attended SRC meeting
- December 7, 2023 – Fire Marshal Frank Cavazos attended a meeting with JC Avila from Fleet and Chief Adrian Garcia at the Mission Fire Department Administration Conference room

- December 8, 2023 – Fire Marshal Frank Cavazos attended and was IC for the Chamber of Commerce – Health Fare held at the Mission Event Center
- December 11, 2023 – Fire Marshal Frank Cavazos attended Command Staff Meeting at the Mission Fire Department Administration Conference room
- December 11, 2023 - Fire Marshal Frank Cavazos City ID's
- December 11, 2023 – Fire Marshal Frank Cavazos attended the “Kops for Kids Logistic Meeting” at the Chiefs briefing room.
- December 12, 2023 - Fire Marshal Frank Cavazos attended Directors Staff meeting at City Hall

- December 13, 2023 – Fire Marshal Frank Cavazos attended meeting with Deputy Chief Doug Williams, Deputy Chief Chris Navarette and Deputy Chief Randy Cruz regarding Lexipol questionnaire at the Mission Fire Department Administration Conference room.
- December 13, 2023 – Fire Marshal Frank Cavazos attended the Ground Breaking Ceremony for Hotels at the Mission Event Center.
- December 14, 2023 - Fire Marshal Frank Cavazos City ID's
- December 14, 2023 - Fire Marshal Frank Cavazos attended SRC meeting
- December 15, 2023 – Fire Marshal Frank Cavazos attended the MEDC Christmas luncheon at the CEED Center.
- December 18, 2023 – Fire Marshal Frank Cavazos attended City Council meeting at Mission City Hall Chambers
- December 18, 2023 – Fire Marshal Frank Cavazos attended GPS Presentation at City Hall
- December 19, 2023 – Fire Marshal Frank Cavazos attended CDBG meeting hosted by Joanne Longoria at the CDBG Office conference room
- December 19, 2023 – Fire Marshal Frank Cavazos attended Samsara Demo meeting via zoom call.
- December 19, 2023 – Fire Marshal Frank Cavazos attended meeting with the “Memorial Project Committee” at the Central Fire Station training room
- December 20, 2023 – Fire Marshal Frank Cavazos attended the distribution meeting for the Adopt a grandparent Christmas package at the Mission Police Department
- December 20, 2023 – Fire Marshal Frank Cavazos attended the Fire Prevention Budget meeting with Chief Garcia at the Central Administration Conference room.
- December 21, 2023- Fire Marshal Frank Cavazos attended the Qualifications Training at La Joya
- December 21, 2023 – Fire Marshal Joel Saenz for Frank Cavazos attended SRC Meeting at City Hall
- December 21, 2023 – Fire Marshal Frank Cavazos attended meeting to discuss Waterway Proposal with Chief Garcia and Deputy Chief Navarrete at the Central Administration Conference room
- December 22, 2023 – Fire Marshal Frank Cavazos attended Staff meeting at Mission City Hall – Council Chambers
- December 22, 2023 – Fire Marshal Frank Cavazos attended a follow-up meeting regarding the Twin Oak Apartments Compliance at their office.
- December 22, 2023 – Fire Marshal Frank Cavazos attended the Discovery Meeting via zoom call
- December 22, 2023 – Fire Marshal Frank Cavazos attended the meeting with Lexipol Project Manager along with Chief Garcia via zoom call.
- December 27, 2023 – Fire Marshal Frank Cavazos City ID's
- December 28, 2023 - Fire Marshal Frank Cavazos City ID's
- December 29, 2023 - Fire Marshal Frank Cavazos City ID's

Year to Date: 95 Total

PUBLIC EDUCATION

During the month of December there were nine (9) presentations conducted.

Date	Location	Fire Extinguisher w/Simulator	Fire Safety Trailer	Tours of Stations	Fire Safety Presentation	City Events/Parade
12/01/2023	Holiday Market/Leo Pena Placita park					200
12/02/2023	IDEA Mission All Star Games				100	
12/05/2023	Martinez Elementary/Career on wheels				120	
12/08/2023	Mission Rv Park -Presentation				40	
12/12/2023	Travis Middle School/3 rd Annual Career & Emotional Intelligence				120	
12/13/2023	Mission Bell RV Park/Fire Prevention & community Risk Reduction				40	
12/13/2023	TradeWinds RV Park/Fire Prevention & community Risk Reduction				50	
12/18/2023	Mission Community Health Fair					150
12/19/2023	Pearson Elementary:Career Day				65	
12/22/2023	Station Tour			3		
12/22/2023	Station Tour			6		

Year to Date: 46 Presentations 12,624 Audience
 Year to Date w/The Tutor 0 Presentations 0 Audience
 Year to Date w/F.S.T. 10 Presentations 1010 Audience
 Year to Date w/City Events 4 Presentations 2180 Audience
 Year to Date – Other 7 Presentations 1460 Audience
 Year to Date Grand Total 67 Presentations 17,274 Audience

Frank Cavazos, Deputy Chief/Fire Marshal

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



Information Technology

Departmental Report December 2023

Information Technology Department Overview

In partnership with other City of Mission departments, Information Technology's focus is to maintain core technologies; plan for technology evolution; promote centralized data storage and reporting; consolidate business operations on standardized applications; provide effective communication tools; and enhance local area network (LAN) and mobile connectivity in the most efficient, team oriented, and fiscally responsible manner so that City of Mission residents, businesses and visitors receive the best service possible.

Barracuda Email Security

Purchase and Configure barracuda email security for Microsoft 365. 95% Complete.

Equip new and existing units with new Technology

Equip units with in new in car video system, and tablet. 85% Complete

Multifactor Authentication

Purchase and configure Multi Factor Authentication to strengthen security posture. 60% Complete.

Public Safety Application

Migrate New World Enterprise PD application and data to new server environment and Upgrade to latest version. 50% Complete.

Proximity Cards

Issue new proximity cards to all staff to include PD and Fire. ID, Door Access, and Time Clock will be combined into one. 30% Complete.

Public Safety #6

Install and configure Telephones, AP's, Switches, Door access Control, Security Cameras, WAN Connectivity, and data drops. 95% Complete

Work Orders

The goal is to close tickets within 48 hours. Priority work orders are worked on first.



RIO GRANDE VALLEY STATE VETERANS CEMETERY

MONTHLY REPORT



RGV State Veterans Cemetery

2520 South Inspiration Road • Mission, Texas 78572

Office: (956) 583-7227 • Fax: (956)-583-7887



Interments December 2023

Rio Grande Valley State Veterans Cemetery - (Mission)							
December - 2023	Double Depth	Standard	Columbarium	In-Ground	Scatter Garden	Memorial Garden	Total
Veterans	7	5	6	2			
Spouses	3	2	1	2			
Family Members	0	0	0	0	0	0	0
Total	10	7	7	4	0	0	28

Rio Grande Valley State Veterans Cemetery - Plot Availability and Utilization Report							
	Total Plots	Plots Utilized	Plots Available	% Utilized	% Available		
Estimate of Total Plots Planned for RGVSVG	25,090	3,842	21,248	15.31%	84.69%		
RGVSVG - Total Plots in Developed Areas	9,255	3,842	5,413	41.51%	58.49%		
Mission	Total Plots	Plots Utilized	Plots Available	% Utilized	% Available		
RGVSVG Availability of Casketed Burial Option in Developed Areas	4,430	2,239	2,191	50.54%	49.46%		
RGVSVG Availability of Cremation Burial Option in Developed Areas	3,825	1,566	2,259	40.95%	59.05%		
RGVSVG Availability of Memorial Burial Option in Developed Areas	1,000	37	963	3.70%	96.30%		



RGV State Veterans Cemetery

2520 South Inspiration Road • Mission, Texas 78572

Office: (956) 583-7227 • Fax: (956)-583-7887



Events and Ceremonies Information

Upcoming Events:

VLB Recognition of 99.03 Customer Satisfaction Dec. 18th

Wreaths Across America Dec. 16th





RGV State Veterans Cemetery

2520 South Inspiration Road • Mission, Texas 78572

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Completed Projects:

Privacy Screen –Around fence line repaired
Irrigation Audit for November 2023 completed
Shed/debris removal Completed – VLB contractor
450 Truck Tires-6 total (VLB OAR completed 11/28/2023)
New Mule- for team arrived 11/24/2023
Removal of 80% non-usable equipment 11/24/2023
Water Heater repairs (VLB OAR approved/completed)
Palm Tree Trimming (VLB OAR completed 12/11/2023)
New Golf Cart delivered -12/15/2023

Ongoing Projects Pending- VLB OAR- Funded:

60" Mower repairs (VLB OAR approved pending part)
72" Mower repairs (VLB OAR approved pending part)
Compressor replacement (VLB OAR pending approval)
Lowering Device maintenance –pending quote (VBL)
Sweeper for Tool Cat VLB (OAR pending approval)

Ongoing Projects Pending:

Monthly Irrigation Audit-replace broken lines/equipment
100% Pre-registration eligibility review-on going project
Mowing/Up keep North area track-TBD
Repaint/restriping of roads/parking/signage
Grave Audit-2023
Staff cross-training --2024

VLB Funded (In-Progress)

Re-alignment on 1,000 Flat Marker/ Headstone

VLB Funded (Pending)

Addition of New Space Force Military Branch of Service Seal and Flag in
Assembly Area
Casket Transport Vehicle Hearse (Flat)
Automatic Gate

VLB Funded (Approved)


Bobcat Tool Cat UW56 -2
Mule -1-arrived 11/24/2023

VA Grant Applications Pending:

Administration Building Roofing Replacement
Installation of Automatic and Remotely Controlled Entry Gate
Public Water Fountains Installed Throughout Grounds
Remotely Controlled Public Digital Display Board for Schedules and
Events

MEMORANDUM

TO: MAYOR AND CITY COUNCIL
THROUGH: RANDY PEREZ, CITY MANAGER
FROM: JESSE LERMA, 311 COORDINATOR/CIVIL SERVICE DIRECTOR
SUBJECT: 311 REPORT, DECEMBER, 2023
DATE: DECEMBER 28, 2023



We have a total of 299 submission for December of 2023 with a total of 3973 since we began. The system is fully functional and very user friendly. We are able to customize the system to meet the needs of our daily operations. Our staff has bought into the system and working on improvements every day. We are able to find problematic areas using the system and it allows for us to attend to the needs of those areas in a timely manner. We try to contact as many residents as possible and are getting feedback from them to improve the system.

Our media department has been pushing the 311 program with an interview with City Manager Randy Perez encouraging our citizens to utilize the program.

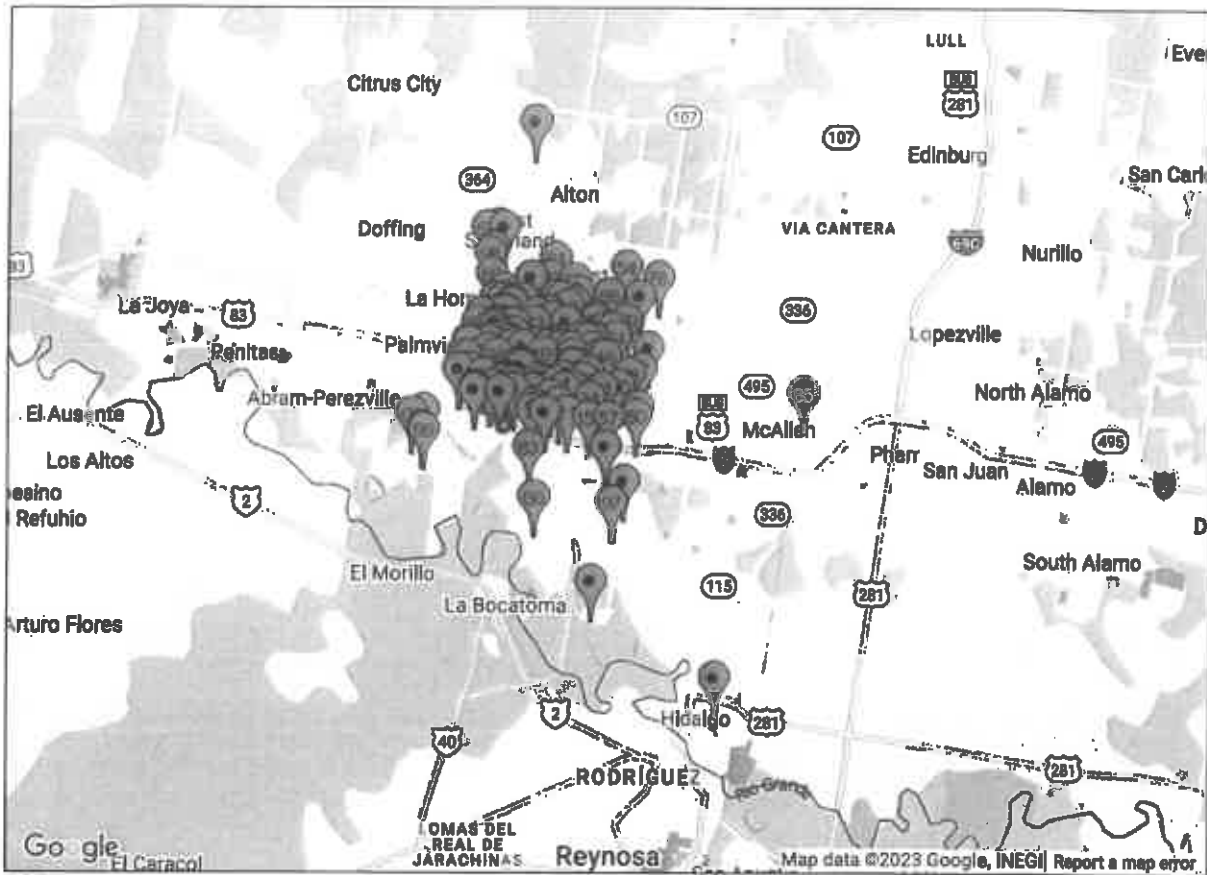
Thank you!

Topic Counts of Opened Requests
For Date Period From 12/01/2023 Through 12/28/2023



























Topic	Count
Health	
Animal Control	218
Mosquitoes	5
Total - Health	223
Obstructions -Tree/Branches	
MOWING	7
Total - Obstructions -Tree/Branches	7
Parks & Rec	
Graffiti	0
Mowing	0
Parks	1
Restrooms	0
Right of way (mowing)	3
Trails	0
Total - Parks & Rec	4
Planning	
Construction Concerns	0
Dilapidated Home/Structure	0
Garage Sales	1
Health & Sanitation	1
Illegal Dumping	2
Junked Vehicle on private property	1
Sewer Concerns	2
Unsafe Building	0
Weedy Lot	5
Total - Planning	12
Police Department	
Illegal Parking	3
Total - Police Department	3
Public Works	
Flooded area/Roadway and streets	2
Foul smell	1
Junk Vehicle	0
Lift Station	0
Low Water Pressure	2
Obstruction-Trees/Branches	2
Pot Holes	14
Sandbag (Elderly And Disabled)	0
Side Walk	4
Street Light	12
Streets/Signs	2
Tires	0
Traffic Signals	1
Water Leaks	2
Total - Public Works	42
Sanitation	
Brush	2
Bulky Items	1
Garbage	3
Trash	2
Total - Sanitation	8
All Topics	
Total All Topics	299

Request #	Topic	Status	Date Entered	Expected Close	Assigned To	Description
3748	Animal Control	Closed	12/01/2023		Kotsatos,Steven	Dead Cat
3749	Animal Control	Closed	12/02/2023		Kotsatos,Steven	from 1709 Merlin every morning
3752	Animal Control	Closed	12/03/2023		Kotsatos,Steven	Photo attached
3761	Animal Control	Closed	12/08/2023		Garza,Griselda Cantu	Photo attached
3774	Animal Control	Closed	12/10/2023		Garza,Griselda Cantu	Dog running at large! Took our fajitas from...
3777	Animal Control	Closed	12/11/2023		Garza,Griselda Cantu	too many loose dogs and cats and in...
3789	Animal Control	Closed	12/13/2023		Kotsatos,Steven	Hey, a stray dog is running around the city....
3791	Animal Control	Closed	12/13/2023		Rodriguez,Daniel	Test for GOGov System
3794	Animal Control	Closed	12/14/2023		Garza,Griselda Cantu	Loose dogs in my backyard throwing trash, and...
3795	Animal Control	Closed	12/14/2023		Espinoza,Mitchell I.	311 test, barking dog
3796	Animal Control	Closed	12/14/2023		Rodriguez,Daniel	test 311... dog poop on yard
3798	Animal Control	Closed	12/14/2023		Rodriguez,Daniel	st.cat at front
3799	Animal Control	Closed	12/14/2023		Rodriguez,Daniel	dog roam prop & neighborhood, dog poop on...
3800	Animal Control	Closed	12/14/2023		Rodriguez,Daniel	dog bite ? / abrasion, no blood upon bite, no...
3801	Animal Control	Closed	12/14/2023		Rodriguez,Daniel	resident wants call back regarding vaccine...
3803	Animal Control	Closed	12/15/2023		Espinoza,Mitchell I.	contained dog on leash
3804	Animal Control	Closed	12/15/2023		Espinoza,Mitchell I.	svrc trap possum- front
3805	Animal Control	Closed	12/15/2023		Espinoza,Mitchell I.	2 loose dogs just appeared, caller ran to her...
3806	Animal Control	Closed	12/15/2023		Espinoza,Mitchell I.	svrc trap psm at front
3807	Animal Control	Closed	12/15/2023		Espinoza,Mitchell I.	2 loose dogs, cross point- Pebble Dr. &...
3808	Animal Control	Closed	12/15/2023		Espinoza,Mitchell I.	svrc trap possum aka- address: 300 S....
3809	Animal Control	Closed	12/15/2023		Espinoza,Mitchell I.	caller is apt building mgr., states 3 loose...
3811	Animal Control	Closed	12/15/2023		Espinoza,Mitchell I.	caller is resident's provider, has resident's...
3812	Animal Control	Closed	12/15/2023		Espinoza,Mitchell I.	1045.cat in alley by fence thank you
3813	Animal Control	Closed	12/15/2023		Rodriguez,Daniel	2 loose small breed dogs, possible...
3814	Animal Control	Closed	12/15/2023		Rodriguez,Daniel	loose dalmatian from neighbor subdivision. ...
3815	Animal Control	Closed	12/15/2023		Espinoza,Mitchell I.	dog on prop/patio, adult / possible great...
3816	Animal Control	Closed	12/15/2023		Rodriguez,Daniel	loose dog, ? g shep/ black-tan, possible...
3817	Animal Control	Closed	12/15/2023		Rodriguez,Daniel	svrc trap cat at front, open gate / access ...
3818	Animal Control	Closed	12/15/2023		Espinoza,Mitchell I.	svrc trap. cat x3
3819	Animal Control	Closed	12/15/2023		Rodriguez,Daniel	dog bark, all day, address noted is of dog...
3820	Animal Control	Closed	12/15/2023		Rodriguez,Daniel	sick dog on floor (msg/ ofc Yesenia) thank...
3821	Animal Control	Closed	12/15/2023		Rodriguez,Daniel	resident inquires on dog bite / vaccine...
3822	Animal Control	Closed	12/15/2023		Espinoza,Mitchell I.	1045.?? dog (msg / ofc Yesenia) thank you
3823	Animal Control	Closed	12/15/2023		Espinoza,Mitchell I.	1045.?? racoon (mgs / ofc Yesenia) aka / ...
3824	Animal Control	Closed	12/15/2023		Rodriguez,Daniel	cat asleep under tree, by field & playground,...
3825	Animal Control	Closed	12/15/2023		Espinoza,Mitchell I.	caller is resident / landlord to adjacent...
3826	Animal Control	Closed	12/15/2023		Rodriguez,Daniel	cat bite, yes blood was incurred. cat is...
3827	Animal Control	Closed	12/15/2023		Rodriguez,Daniel	loose dog, warehouse entrance, causes...
3828	Animal Control	Closed	12/15/2023		Espinoza,Mitchell I.	contained cat in box, sick / ringworm thank...
3829	Animal Control	Closed	12/15/2023		Rodriguez,Daniel	dog bite, call from justin / p.d., victim is...
3830	Animal Control	Closed	12/15/2023		Rodriguez,Daniel	1045.racoon, large at back of school. next to...
3838	Animal Control	Closed	12/18/2023		Espinoza,Mitchell I.	1045-dog, street / southbound / right side ...
3839	Animal Control	Closed	12/18/2023		Rodriguez,Daniel	loose dog, brown / med, roam to Leo's Food...
3840	Animal Control	Closed	12/18/2023		Rodriguez,Daniel	barking dog / night only, address is dog...
3841	Animal Control	Closed	12/18/2023		Rodriguez,Daniel	barking dog / loose dog, no known owner,...
3842	Animal Control	Closed	12/18/2023		Espinoza,Mitchell I.	court ordered, home inspection, remove all...
3843	Animal Control	Closed	12/18/2023		Rodriguez,Daniel	loose dog on prop, black / brown, ? g...
3844	Animal Control	Closed	12/18/2023		Espinoza,Mitchell I.	loose dog, black / large, ? mastiff / king...
3845	Animal Control	Closed	12/18/2023		Espinoza,Mitchell I.	dog attack, bit pant only, no bite / no...
3846	Animal Control	Closed	12/18/2023		Rodriguez,Daniel	request for trap, 2 loose possums, resident...
3848	Animal Control	Closed	12/18/2023		Espinoza,Mitchell I.	animal waste in caller's yard, she wants this...
3850	Animal Control	Open	12/18/2023	01/02/2024	Espinoza,Mitchell I.	animal waste on caller's yard, caller wants...
3851	Animal Control	Closed	12/18/2023		Rodriguez,Daniel	wellness ck- dog is skinny, tied to chain,...
3852	Animal Control	Closed	12/18/2023		Espinoza,Mitchell I.	animal waste on caller's yard, caller wants...
3853	Animal Control	Closed	12/18/2023		Rodriguez,Daniel	dog on property, at caller front door,...
3854	Animal Control	Closed	12/18/2023		Rodriguez,Daniel	2 loose dogs at prop in BACK, ptbl & canine / ...
3855	Animal Control	Closed	12/18/2023		Rodriguez,Daniel	5-6 loose dogs, variety- pitbulls / boxers / ...
3856	Animal Control	Closed	12/18/2023		Espinoza,Mitchell I.	loose dog, black with brown underbelly,...
3860	Animal Control	Closed	12/19/2023		Rodriguez,Daniel	on call- alert eml frm Mr. K, 2-4 loose / agg...





Request #	Topic	Status	Date Entered	Expected Close	Assigned To	Description
3861	Animal Control	Closed	12/19/2023		Rodriguez,Daniel	svrc trap cat, at front thank you
3862	Animal Control	Closed	12/19/2023		Espinoza,Mitchell I.	loose psm inquiry, info to trap, psm under...
3863	Animal Control	Closed	12/19/2023		Rodriguez,Daniel	loose dog, repeat concern, dark brwn /...
3864	Animal Control	Closed	12/19/2023		Espinoza,Mitchell I.	svrc trap psm, at front thank you
3865	Animal Control	Closed	12/19/2023		Espinoza,Mitchell I.	1 contained dog at prop, 1 loose dog (hsky) ...
3866	Animal Control	Closed	12/19/2023		Espinoza,Mitchell I.	svrc trap cat, at front, black, caller is...
3867	Animal Control	Closed	12/19/2023		Rodriguez,Daniel	sick cat, possible run over, middle of street...
3868	Animal Control	Closed	12/19/2023		Espinoza,Mitchell I.	Photo attached
3869	Animal Control	Closed	12/19/2023		Espinoza,Mitchell I.	1045.cat, street, HEB entrance / furthest...
3870	Animal Control	Closed	12/19/2023		Rodriguez,Daniel	city / sanitation dept., loose dog, exact...
3871	Animal Control	Closed	12/19/2023		Rodriguez,Daniel	1045. psm, side at alley, between 2 cars,...
3872	Animal Control	Closed	12/19/2023		Espinoza,Mitchell I.	patrol, 2 loose dogs, they chased after car /...
3873	Animal Control	Closed	12/19/2023		Rodriguez,Daniel	1045.dog (theirs), med / in bag, alley thank...
3874	Animal Control	Closed	12/19/2023		Espinoza,Mitchell I.	1045 cat, front of business msg- frm our...
3875	Animal Control	Closed	12/19/2023		Espinoza,Mitchell I.	resident came to ofc, has animal trap,...
3876	Animal Control	Closed	12/19/2023		Rodriguez,Daniel	loose dog by playground, mix / med / blk ...
3877	Animal Control	Closed	12/19/2023		Espinoza,Mitchell I.	dog in car, car is off / windows up, fire...
3878	Animal Control	Closed	12/19/2023		Rodriguez,Daniel	4 loose dogs / roam neighborhood, history of...
3879	Animal Control	Closed	12/19/2023		Rodriguez,Daniel	dog with fleas, man states he works out of...
3880	Animal Control	Closed	12/19/2023		Espinoza,Mitchell I.	caller is landlord / prop owner at above...
3881	Animal Control	Closed	12/19/2023		Espinoza,Mitchell I.	caller / new pup owner, wants further info,...
3882	Animal Control	Closed	12/19/2023		Rodriguez,Daniel	4 loose dogs causing poop on properties and...
3883	Animal Control	Closed	12/19/2023		Espinoza,Mitchell I.	1045. cat, med sz, middle of street thank...
3884	Animal Control	Closed	12/19/2023		Rodriguez,Daniel	2 large dogs on prop, caller scared to exit...
3885	Animal Control	Closed	12/19/2023		Rodriguez,Daniel	loose dog, large / husky / grey / missing ear...
3886	Animal Control	Closed	12/19/2023		Espinoza,Mitchell I.	caller resides at 1008, dog owner resides at...
3887	Animal Control	Closed	12/19/2023		Rodriguez,Daniel	dog by "electric" fence, on outside of seven...
3888	Animal Control	Closed	12/19/2023		Espinoza,Mitchell I.	1045. cat, black bag / on tree. front thank...
3889	Animal Control	Closed	12/19/2023		Espinoza,Mitchell I.	1045. psm, on corner of street, street is...
3890	Animal Control	Closed	12/19/2023		Espinoza,Mitchell I.	loose dog, caller cannot mow her lawn, owner...
3891	Animal Control	Closed	12/20/2023		Espinoza,Mitchell I.	opossum in a cage, please pick up behind gate...
3899	Animal Control	Closed	12/21/2023		Rodriguez,Daniel	svrc trap cat, same trap location thank you
3900	Animal Control	Closed	12/21/2023		Rodriguez,Daniel	Thurs-- svrc trap psm, at front thank you
3901	Animal Control	Closed	12/21/2023		Espinoza,Mitchell I.	wednesday-- 3 loose sick cats thank you
3902	Animal Control	Closed	12/21/2023		Rodriguez,Daniel	wednesday-- 4 loose dogs thank you
3903	Animal Control	Closed	12/21/2023		Rodriguez,Daniel	wednesday-- svrc trap psm thank you
3904	Animal Control	Closed	12/21/2023		Rodriguez,Daniel	wednesday-- svrc trap psm thank you
3905	Animal Control	Closed	12/21/2023		Rodriguez,Daniel	thursday-- svrc trap psm thank you
3906	Animal Control	Closed	12/21/2023		Rodriguez,Daniel	thursday-- loose dog, with collar / no tag,...
3907	Animal Control	Closed	12/21/2023		Espinoza,Mitchell I.	wednesday-- svrc trap psm thank you



- 1 100 N Moorefield Rd
- 2 1002 E 30th St
- 3 1003 Lee St
- 4 1007 Park Ln
- 5 1007 W 26th St
- 6 1008 Paloma St
- 7 101 Encino Ave
- 8 1014 Blake St
- 9 1016 S Conway Ave
- 10 102 S Highland Park Ave
- 11 1025 Highland Park
- 12 1037 Washington Ave
- 13 104 North St
- 14 110 Paseo De La Tranquilidad
- 15 1100 Dover St

-  1102 Oak St
-  1105 Ursula St
-  1134 Adams St
-  117 E Tom Landry St
-  1201 E 8th St
-  1203 St Claire Blvd
-  1205 Wildwood St
-  1206 W 24th Pl
-  1206 W 24th St
-  1213 Angela Dr
-  1217 E 8th St
-  1219 N Keralum Ave, Apt. B
-  1222 Perkins Ave
-  1300 Aldea St
-  1308 N Keralum Ave
-  1315 Francisco Ave (alley, shack)
-  1401 Garcia St
-  1401 San Felipe Dr
-  1414 Vatia Blvd
-  1424 E Daytona Dr., Lot G-4
-  1506 Charles St
-  1507 W 25th St
-  1508 Elm Dr
-  1509 E 22nd St
-  1519 E Avalon Dr
-  1600 E Gastel Cir
- 1600 Rankin St

-  1601 W Gastel Cir
-  1605 Montecruz St
-  1606 Rankin St, Mission
-  1608 School Ln
-  1609 Barnes St
-  1610 Rankin St, Mission
-  1616 Lakeside Dr
-  1702 W 17th St
-  1705 Rio Grande Ave
-  1710 Dolores Del Rio Ave
-  1715 Toni Ln
-  1720 Corales St
-  1804 US-83 BUS
-  1903 Obra Dorado Rd
-  1905 Alex Dr
-  1907 W 20th St
-  1908 E 24th St
-  1919 Seagull Ln
-  2 1/2 mile & Victory St.
-  200 Bertha Ave
-  2000 Peace Ave
-  2007 Jonquil Ave, Mission
-  2016 N Pena St, Mission
-  202 E El Ranchito
-  2104 W 42nd St
-  2116 Bracey
-  216 E 13th St

-  218 N Moorefield Rd
-  2206 Truman St
-  2212 Washington Ave
-  2309 Orange St
-  2310 N Conway Ave
-  2315 N Conway Ave
-  2325 Orange St
-  2404 E U.S. Business 83
-  2405 Durango Dr
-  2409 E Expressway 83
-  2410 E Expressway 83
-  2415 Kim Marie Ave
-  2417 St Marie
-  2421 S Conway Ave
-  2426 Timberwood Avenue, Mission
-  2500 E. Bus. Hwy. 83
-  2500 North Keralum Avenue, Mission
-  2509 Paisano St
-  2907 N Stewart Rd
-  3002 Crisantema St
-  304 N Glasscock Rd
-  305 E 27th St
-  3124 N Mayberry St
-  3131 N Conway Ave
-  318 S Los Ebanos Rd
-  320 E Griffin Pkwy
-  3202 San Esteban Ct

-  3202 San Esteban Street, Mission
-  3505 Tulipan St
-  3609 Mallard Dr
-  3700 Mallard Dr
-  3705 Blue Jay Dr
-  3707 Crisantema St
-  401 W Griffin Pkwy
-  403 Carolina Ave, Mission
-  405 N Nicholson Ave
-  410 Viento Dorado St
-  4206 Rene Ave
-  500 N Nicholson Ave
-  600 Lake View Dr
-  605 East Expressway 83, Mission
-  648 Continental Dr
-  6629 El Camino Real
-  711 W 11th St
-  801-851 E 1st St
-  809 Nueces St
-  815 Rio Grande Dr
-  816 Leal St
-  819 Rio Grande Dr
-  819 W A St
-  820 Nueces St
-  825 Hidalgo St
-  903 Sonora St
-  906 Business Park Dr

 906 E Solar Dr

 906 S Conway Ave

 914 Bryce Dr

 914 Rankin St

 930 W Expy 83

 944 Chester St

 Abbott Ave & W 31st St

 Bamworth Park Pavilion

 Barnes St & Los Ebanos Rd

 E 1st St & N Conway Ave

 Inspiration Rd & 3 Mile Rd

 Jones Ave & Bowen St

 Judy Ave

 Lake View Dr & S Inspiration Rd

 Las Brisas Dr & N Francisco Ave

 Melba Carter

 Mission Dr

 N Los Ebanos Blvd, Lot 31, Texas 78573, USA

 Paseo Encantado & N Moorefield Rd

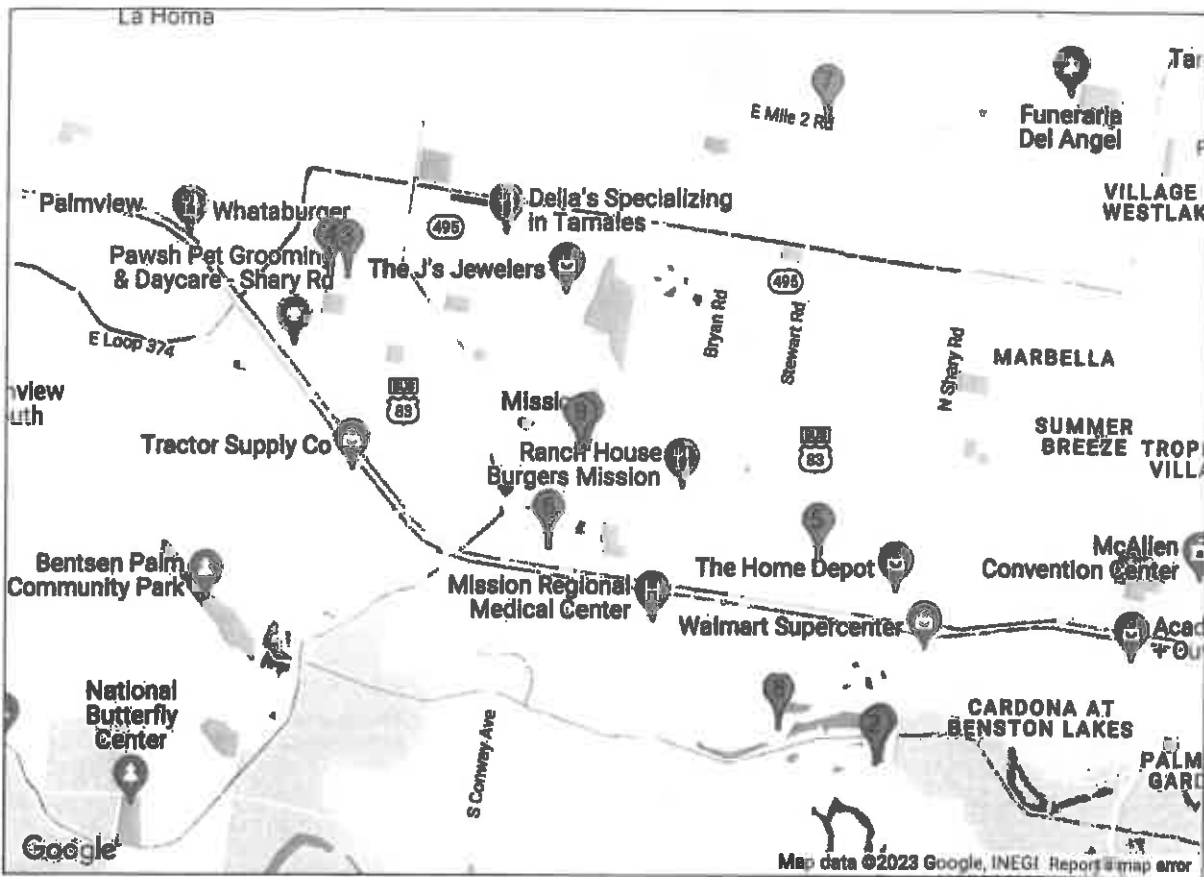
 Pebble Dr

 S Inspiration Rd & Mile 1 S Rd

 S Shary Rd & Los Indios Rd

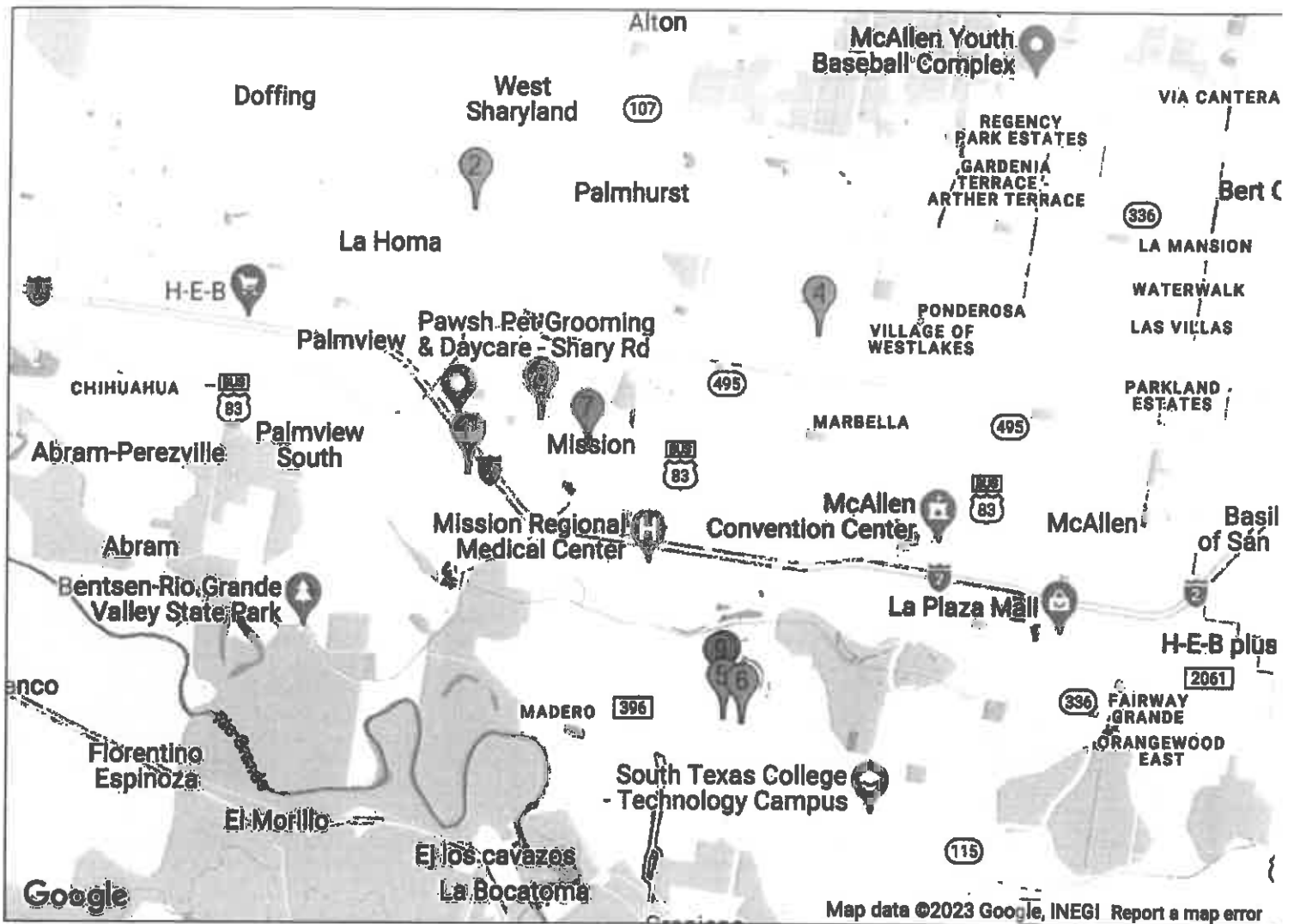
 School Ln & Elm Dr

Request #	Topic	Status	Date Entered	Expected Close	Assigned To	Description
<u>3751</u>	Pot Holes	Open	12/03/2023	12/08/2023	Hernandez,Baldo	Photo attached
<u>3753</u>	Pot Holes	Open	12/03/2023	12/08/2023	Hernandez,Baldo	workers came and left these potholes
<u>3754</u>	Pot Holes	Open	12/03/2023	12/08/2023	Hernandez,Baldo	needs repairs dangerous for cars in our area
<u>3770</u>	Pot Holes	Open	12/08/2023	12/13/2023	Hernandez,Baldo	pot hole
<u>3771</u>	Pot Holes	Open	12/08/2023	12/13/2023	Hernandez,Baldo	pot hole
<u>3783</u>	Pot Holes	Open	12/12/2023	12/17/2023	Hernandez,Baldo	pot holes at the intersection of huesashe and...
<u>3784</u>	Pot Holes	Open	12/12/2023	12/17/2023	Hernandez,Baldo	at 4 way intersection stop side on north...
<u>3892</u>	Pot Holes	Open	12/20/2023	12/25/2023	Hernandez,Baldo	Photo attached
<u>3971</u>	Pot Holes	Open	12/22/2023	12/27/2023	Hernandez,Baldo	Photo attached
<u>3972</u>	Pot Holes	Open	12/22/2023	12/27/2023	Hernandez,Baldo	Photo attached
<u>3973</u>	Pot Holes	Open	12/22/2023	12/27/2023	Hernandez,Baldo	Photo attached
<u>3991</u>	Pot Holes	Open	12/23/2023	12/28/2023	Hernandez,Baldo	Drainage area is collapsing



-  101 Sabine Ct, Mission
-  1026 Rio Grande Dr, Mission
-  1702 W 18th St, Mission
-  1721 W 18th St, Mission
-  1815 Cassandra St, Mission
-  217 Del Mar Street, Mission
-  3305 N Stewart Rd, Mission
-  516 Rio Grande Dr, Mission
-  604 North Francisco Avenue, Mission
-  623 North Saint Marie Street, Mission

Request #	Topic	Status	Date Entered	Expected Close	Assigned To	Description
<u>3747</u>	Street Light	Closed	12/01/2023		acevedo,Yahaira	There are 2 street lights in this street that...
<u>3755</u>	Street Light	Open	12/04/2023	12/09/2023	acevedo,Yahaira	There is 22 lights out on Conway Ave. These...
<u>3781</u>	Street Light	Closed	12/12/2023		acevedo,Yahaira	Photo attached
<u>3785</u>	Street Light	Closed	12/12/2023		acevedo,Yahaira	The Street Light in the corner of San Benito...
<u>3786</u>	Street Light	Closed	12/12/2023		acevedo,Yahaira	In front of 2604 Santa Erica (east side)...
<u>3787</u>	Street Light	Closed	12/13/2023		acevedo,Yahaira	light hasn't been working since like April,...
<u>3834</u>	Street Light	Closed	12/16/2023		acevedo,Yahaira	Power completely out in our area
<u>3847</u>	Street Light	Open	12/18/2023	12/23/2023	acevedo,Yahaira	corner light mostly covered by tree branches
<u>3849</u>	Street Light	Open	12/18/2023	12/23/2023	acevedo,Yahaira	corner light mostly covered by tree branches
<u>3983</u>	Street Light	Closed	12/22/2023		acevedo,Yahaira	street light not working at all. corner of...



- 1 1904 Tierra Dorada St, Mission
- 2 2010 Clavele Street, Mission
- 3 2900-2902 San Efrain, Mission
- 4 2906 Granite Dr, Mission
- 5 2912 San Armando, Mission
- 6 3300-3398 Santa Inez St, Mission
- 7 900 N Conway Ave, Mission
- 8 907 Barnes St, Mission
- 9 Glasscock Rd, Mission

MEMORANDUM

TO: MAYOR AND CITY COUNCIL
THROUGH: RANDY PEREZ, CITY MANAGER
FROM: JESSE LERMA, CIVIL SERVICE DIRECTOR
SUBJECT: CIVIL SERVICE REPORT, DECEMBER 2023
DATE: DECEMBER 28, 2023

1. Mission Police Department has 11 (eleven) openings, they are in the process of filling those positions.
2. Mission Fire Department conducted a LT's promotional examination on December 21, 2023. We had 5 participants with 2 passing. We are pending any appeals and certification of scores to make promotions. Paul Bernal and Brian Sanchez will be promoted once scores certified.
3. Mission Fire Department will have an entry level examination on January 18, 2024

Thank you!

**HUMAN RESOURCES DEPARTMENT
MONTHLY REPORT
OCTOBER 2023**

PERSONNEL								Monthly Totals	YTD Totals
Number of Employees, Volunteers, and Others	Hired	Transferred	Resigned	Dismissed	Retired	Decreased	OTH		
Regular Full-Time (772 budgeted slots for fiscal year)	22		5		2			730	737
Regular Part-Time (50 budgeted slots for fiscal year)	2		2					50	52
Temporary Full-Time								0	0
Temporary Part-Time								0	0
	24		7		2			780	789
Reserve Police Officers								11	11
Volunteer Firefighters								16	16
Texas Workforce Solutions/Work Experience								0	0
AARP Participants								9	9
Community Service - Processed								0	0
Volunteers							1	249	249
							1	285	285
Staffing									
Request for Positions Processed								26	26
Positions Advertised								28	28
Application for Employment Processed								275	275
Volunteer Applications Processed								1	1
Interviews Processed								36	36
Job Offers Processed								24	24
New Hire Enrollments Processed								24	24
Pre-Employment Screenings									
Driver License Checks (MVR)								20	20
Mission Police/Mission Municipal Court Record Check								20	20
Hidalgo County Courthouse								20	20
Criminal History Background/Sex Offender Check (DPS)								21	21
Drug Testing, Physical and Pre-placement Screening								24	24
PERSONNEL, con't									
Human Resources Department Visitors:									
Employees, Citizens, Vendors/Representatives Assisted								298	298
Exit Interviews Conducted:									
Employee Exit Interview								4	4
Supervisor Exit Interview								4	4
Family and Medical Leave Act (FMLA) Forms Processed:									
FMLA Requests								8	8
-- Employee's Serious Health Condition								6	6
-- Family Member's Serious Health Condition								2	2
-- Birth of a Child								0	0
-- Military Family Leave								0	0
-- Injury or Illness of Covered Servicemember								0	0
FMLA Approvals								11	11
FMLA Denials/Withdrawals								0	0
FMLA Return-to-Work								7	7
Employees out on FMLA								23	23
Forms Processed									
Employee Change of Status Forms Processed								809	809
Employee Requests for Personnel Information Processed								3	3
Employee Disciplinary Forms Processed								11	11
Employee Grievance's Processed								0	0
Employment Verifications Processed								5	5
Unemployment Claims Processed								0	0
Public Information Requests Processed								3	3

**HUMAN RESOURCES DEPARTMENT
MONTHLY REPORT
OCTOBER 2023**

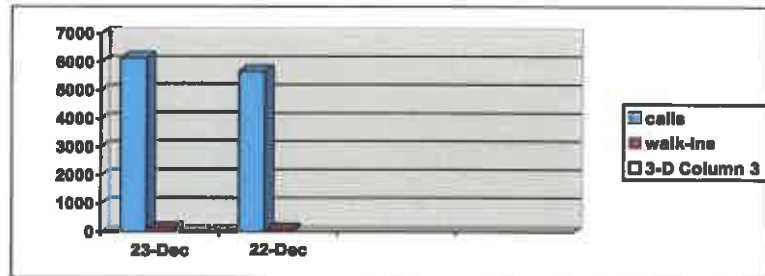
PERSONNEL TRAINING SEMINARS										Training Seminars	Employees Attended
10/02/2023 - National Custodian Appreciation Day										1	32
10/04/2023 - Reasonable Suspicion										2	113
10/20/2023 - Live2Lead										1	32
Fiscal YTD Totals:										7	180
HEALTH & WELLNESS SEMINARS/EVENTS										Training Seminars	Employees Attended
10/04/2022 - Breast Cancer Awareness Luncheon										1	128
10/12/2023 - Airrosti - Is Sitting a Pain										1	3
10/24/2023 - Airrosti - Is Sitting a Pain										1	2
10/25/2023 - Health Fair Lab Work Consultations										1	75
10/26/2023 - AirraIt - Is Sitting a Pain										1	4
Fiscal YTD Totals:										5	212
EMPLOYEE RECOGNITION/EVENTS											Employees Attended
10/02/2023 - National Custodian Appreciation Day										1	32
10/14/2023 - Mission Pink Walk										1	25
10/16/2023 - BCA Door Decorating Contest - Winner: City Secretary										1	6
Fiscal YTD Totals:										3	63

CITY SECRETARY MONTHLY REPORT DECEMBER 2023

Reception:

Calls received: 6,158

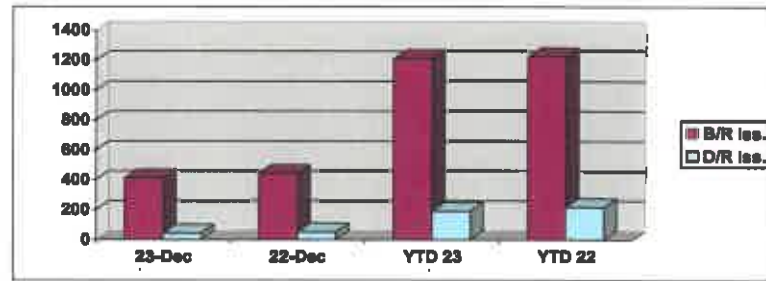
Walk-ins: 125



Vital Statistics:

Birth Records Registered
Birth Records Issued
Death Records Registered
Death Records Issued
Funds Received

Dec-23	Dec-22		YTD 23	YTD 22
165	164		505	482
410	442		1211	1224
42	43		107	143
42	51		191	219
\$9,998.00	\$10,855.00		\$ 29,648.00	\$ 30,855.00



Cemetery:

	<u>Laurel Hill</u>	<u>San Jose</u>	<u>Catholic</u>	<u>Baby Sp.</u>	<u>YTD 23/24</u>
Burials:	1	1	3	0	14
Sold Spaces:	0	0	0	0	0

	<u>Laurel Hill</u>	<u>San Jose</u>	<u>Catholic</u>	<u>Baby Sp.</u>	<u>YTD 22/23</u>
Burials:	2	0	4	0	14
Sold Spaces:	0	0	0	0	0