

Media Relations- Departmental Report/August 2023

Kenia:

- Created daily content on the City of Mission's social media platforms- Facebook, Instagram, Twitter, and YouTube
- Coordinating filming for State of the City
- Produced PSA for Mission Police Department on school threats
- Produced PSA for Mission Police Department on Back to School Safety
- Produced a video for the Mission Police Department for STEP Program.
- Produced video of Dante Alejandro, a blind tennis player from the B&G Club
- Shared road closure graphics to inform residents through social media
- Wrote talking points and welcome remarks for the Mayor and City Manager for city events
- Coordinated all media advisories, footage, photos, and press events for Mission City events and police department events, including...
- Wrote a news release for Mission Police Department's National Night Out
- Wrote news release for the TxDOT Labor Day Campaign

Charlie

- Shot and edited video on Back to School Safety
- Shot and edited video for Mission Police Department on School Threats
- Shot and edited video on STEP Program
- Shot and edited a video of Dante Alejandro, a blind tennis player from the B&G Club
- Video coverage for at the RGV Economic Summit
- Coverage for the Buenas Tarde Luncheon
- Updating drone shots of the City of Mission, including drainage, new developments, city facilities, and others that will be utilized for State of the City.

- Edited video promo of National Night Out
- Coverage for the grass fire that occurred at Granjeno
- Coverage of the retirement of Assistant Police Chief Jody Tittle.
- Edited multiple videos for YouTube
- Carried city meetings live
- Maintained and updated the city's website and added events to the city's website calendar.
- Produced and edited videos for multiple public service announcements
- Created graphics for all social media platforms

Alex

- Covered City Council Meetings, Special Meetings, and all city-sponsored events with video and still photos
- Coverage at Buenas Tarde Luncheon
- Took photos for the Hidalgo County Commissioners Court commemorating former Mayor Norberto "Beto" Salinas
- Coverage for the Alliance of South Texas Cities Meeting held in Mission
- Updating drone shots of the City of Mission, including drainage, new developments, city facilities, and others that will be utilized for State of the City.
- Coverage for the grass fire that occurred at Granjeno
- Coverage for the retirement of Assistant Police Chief Jody Tittle.
- Ordered updated gear and equipment
- Responsible for purchasing procedures
- Produced graphics for all social media platforms

- Responsible for audio and video production for council meetings and continuing improvements to Master Control and PEG channel

Humberto

- Created videos for weekly segment of “Pet of the Week,” to highlighting pets at the Humane Society to promote adoptions
- Photo coverage of multiple city events, including...
- Took photos at the RGV Economic Summit
- Took photos for the weekly “Pet of the Week”
- Took photos at various food distributions
- Took photos at the Buenas Tarde Luncheon
- Took photos at the Boys& Girls Club summer camp
- Took photos for the grass fire that occurred at Granjeno
- Took photos for the Prevention Awareness Team of Hidalgo County (PATH) Conference
- Took photos for CDBG Welcome Home
- Photos at the retirement of Assistant Police Chief Jody Tittle.
- Translated graphics and multiple posts for the City of Mission social media platforms
- Takes photos for video creation, city proclamations, social media posts, and the City of Mission website

MEMORANDUM

TO: MAYOR AND CITY COUNCIL
THROUGH: RANDY PEREZ, CITY MANAGER
FROM: JESSE LERMA, CIVIL SERVICE DIRECTOR
SUBJECT: CIVIL SERVICE REPORT, OCTOBER 2023
DATE: OCTOBER 30, 2023



1. We had two Police Officers retire in the month of October:
 1. Samuel Segura
 2. Ezequiel Navarro
2. Mission Police Department will have an entry level examination on November 3, 2023
3. Mission Police Department will have a CPL's promotional examination on November 30, 2023.
4. Mission Police Department will have an entry level examination on November 3, 2023.
5. Mission Fire Department will have a CPT's promotional examination on November 16, 2023.

Thank you!

**MINUTES FOR THE
MISSION CIVIL SERVICE COMMISSION
September 20, 2023**

Commission-Present

**Jerry Saenz-Chairman-A
Polo Garza-Vice-Chair
Michael Davis-Member**

Staff Present

**Jesse Lerma Jr-CS Director
Noemi Munguia-HR Director
Victor Flores-City Attorney
Robert Hinojosa-Director OD
Cesar Torres-Chief of Police
Reynaldo Perez-Asst Chief of Police
Randy Cruz-DC Fire
Joey Flores-LT Fire
Homer Salinas-LT Fire**

Call to Order

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

Approval of Minutes-August 21, 2023

Mr. Lerma submitted the minutes for review. After a brief discussion, Mr. Davis made a motion to approve the minutes as submitted. Mr. Garza seconded the motion. Motion was approved unanimously.

Approval of Mission Police Department CPT's Promotional Examination Scores and the Creation of a New Eligibility List (pending appeal)

Mr. Lerma advised the Commission that they held a promotional examination for CPT for the Mission Fire Department on September 7, 2023. He advised them that four (4) individuals had participated and these were the scores pending the APPEAL:

1. Joey Flores 77 plus 10 seniority points-87
2. Homer Salinas-67-0 seniority points-67
3. Juan Garcia-58-0 points seniority-58
4. Guillermo De La Garza-51-0 points seniority-51

Mr. Lerma advised the Commission that Joey Flores and Homer Salinas had submitted appeals and that those would be heard today then we would approve the final scores and the eligibility list for the position. Mr. Lerma advised the Commission that both individuals submitted their appeals in writing as required, both received the same packets as the Commission, and both were advised to show up to the meeting.

Appeal #1-Question #16 LT Joey Flores

Firefighters must time their ventilation efforts properly. Generally, venting for the fire should take place:

- A. Once additional resources have arrived**
- B. Once containment has been achieved**
- C. Just after the hose line begins its attack**
- D. Just after the initial attack begins**

ANSWER: C

LT Flores selected D and went on to state that the reader was left confused on when exactly to perform venting for fire due a sentence stating that venting should be delayed until resources are in place of attack. Testing agency submitted their backup where it specifically stated in the book that venting for fire should take place just after the hose line begins its attack. After a brief discussion, Mr. Davis made a motion to deny the appeal. Mr. Garza seconded the motion. Motion was approved unanimously.

Appeal #2-Question #36 LT Joey Flores

Effective supervisors watch for small signs of trouble before an issue has the potential to grow into a serious problem. In such cases, which action should a supervisor take to keep one step ahead of potential problems?

- A. Observing trends or patterns for clues that are noticed**
- B. Speaking frequently with the most verbal employees**
- C. Periodically meeting with employees to make informal inquiries**
- D. Providing an anonymous box for comments and suggestions**

Answer: A

LT Flores selected C and went on to state that the answer was not verbatim and that the book stated that holding regular meetings throughout the year make the annual performance evaluations easier for team members and that felt through deductive reasoning his answer was correct. Testing agency submitted that information that the answer was in the resource and reminded us the question was specific to supervisors identifying and resolving employee problems not annual employee evaluations. Mr. Lerma also reminded them that the test says to select the best possible answer and that it does not have to be verbatim. After a brief discussion, Mr. Davis made a motion to deny the appeal. Mr. Garza seconded the motion. Motion was approved unanimously.

Question #3-Question #66 LT Joey Flores

The most important thing a supervisor should do to prevent workplace accidents is to:

- A. Establish a health and wellness program**
- B. Establish a safety committee to oversee work practices**
- C. Make sure the employees know the proper way to do their jobs**
- D. Survey the ergonomic properties of the workspace and equipment**

Answer: C

LT Flores selected A and went on to state that the answer was not verbatim and that the answer was not specifically identified. He went on to say that the question was poorly worded. Testing agency submitted where the resource states when people are properly trained and motivated, accidents are less likely to occur. Your employee must have the know-how, commitment and willingness to work safely. There is no information in the book that mentions a formal health and wellness program. After a brief discussion, Mr. Garza made a motion to deny the appeal. Mr. Davis seconded the motion. Motion was approved unanimously.

Appeal #40 Question # 48 LT Homer Salinas

As long as a team leader's decision is legal, ethical, moral, and _____, every member of the team owes 100 percent follow through.

- A. Specific
- B. Safe
- C. Popular
- D. Clear

Answer: B

LT Salinas selected A but went on to talk about that it was not specific and the answer B pertained to a team member not the team leader. Testing agency submitted information where it reflected that the answer was very specific and in the resource. After a brief discussion, Mr. Davis made a motion to deny the appeal. Mr. Garza seconded the motion. Motion was approved unanimously.

The Commission thanked both LTs for being their and presenting their appeals.

After a brief discussion, Mr. Davis made a motion to approve the scores as presented and to create a new eligibility list. Mr. Garza seconded the motion. Motion was approved unanimously. Mr. Lerma informed them that LT Flores would be promoted immediately and we would have to test again to fill the second open position.

Approval of Mission Fire Department Promotional Examination Resource List for CPT (2nd)

Mr. Lerma advised the Commission that we still had one position open for CPT and we had to re test. Chief Garcia and staff were recommending the same sources for approval:

1. Fire Officer Handbook of Tactics, 5th Edition
2. Effective Supervisory Practices, 5th Edition
3. Fire and Emergency Company Officer, 6th Edition

After a brief discussion, Mr. Garza made a motion to approve the resource list as presented. Mr. Davis seconded the motion. Motion was approved unanimously.

Approval of Mission Fire Department Promotional Examination Schedule for CPT

Mr. Lerma was requesting the following examination schedule for approval:

1. Post Resource List-September 20, 2023
2. 30 Day Notice-October 14, 2023
3. Deadline to submit MOI-November 2, 2023
4. Date of Examination-November 16, 2023

After a brief discussion, Mr. Garza made a motion to approve the schedule as presented. Mr. Davis seconded the motion. Motion was approved unanimously.

Approval of Mission Fire Department Promotional Examination Resource List for LT

Mr. Lerma advised the Commission that we needed to fill the position of LT Flores. Chief Garcia and staff were recommending the following sources for approval:

1. Building Construction Related to the Fire Service, 4th Edition
2. Fire and Emergency Company Officer 6th Edition Part "A" only
3. Fire Officer Coaching Revised 2nd Edition

After a brief discussion, Mr. Davis made a motion to approve the resource list as presented. Mr. Garza seconded the motion. Motion was approved unanimously.

Approval of Mission Fire Department Promotional Examination Schedule for LT

Mr. Lerma submitted the following schedule for approval:

1. Post resource list-September 20, 2023
2. 30 Day Notice-November 20, 2023
3. Last day to submit MOI-December 7, 2023
4. Date of Examination-December 21, 2023

After a brief discussion, Mr. Davis made a motion to approve the schedule as presented. Mr. Garza seconded the motion. Motion was approved unanimously.

Approval to Create a New Eligibility List for the Mission Police Department

Mr. Lerma advised the Commission that Chief Torres and his staff were requesting a new eligibility list to fill any pending openings. Mr. Lerma submitted the following dates for approval:

1. Post Notice on City Website-September 20, 2023
2. Advertise in newspaper-October 1, 2023
3. Deadline to submit applications-October 26, 2023
4. Date of Examination-November 3, 2023

After a brief discussion, Mr. Davis made a motion to create a new eligibility list for the police department. Mr. Garza seconded the motion. Motion was approved unanimously.

Approval to Amend City of Mission Local Civil Service Rules-Chapter 4 Sec 4.03

(B) age

Mr. Lerma advised the Commission that HB 1661 that repealed the provision that prohibits a person who is 45 years of age or older from being certified for a beginning position in a police department was passed and signed into law effective September 1, 2023 by the Governor. So, to be complying we had to make the changes in our local rules. After a brief discussion, Mr. Davis made a motion to amend the local rules to be following the new law. Mr. Garza seconded the motion. Motion was approved unanimously.

Pending Business

Mr. Lerma gave the Commission information on the upcoming training in Georgetown.

Adjourn

Meeting was adjourned at 9:45 a.m.

MEMORANDUM

TO: MAYOR AND CITY COUNCIL
THROUGH: RANDY PEREZ, CITY MANAGER
FROM: JESSE LERMA, 311 COORDINATOR/CIVIL SERVICE DIRECTOR
SUBJECT: 311 REPORT, OCTOBER 2023
DATE: OCTOBER 30, 2023



We have a total of 90 submission for October of 2023 with a total of 3590 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!

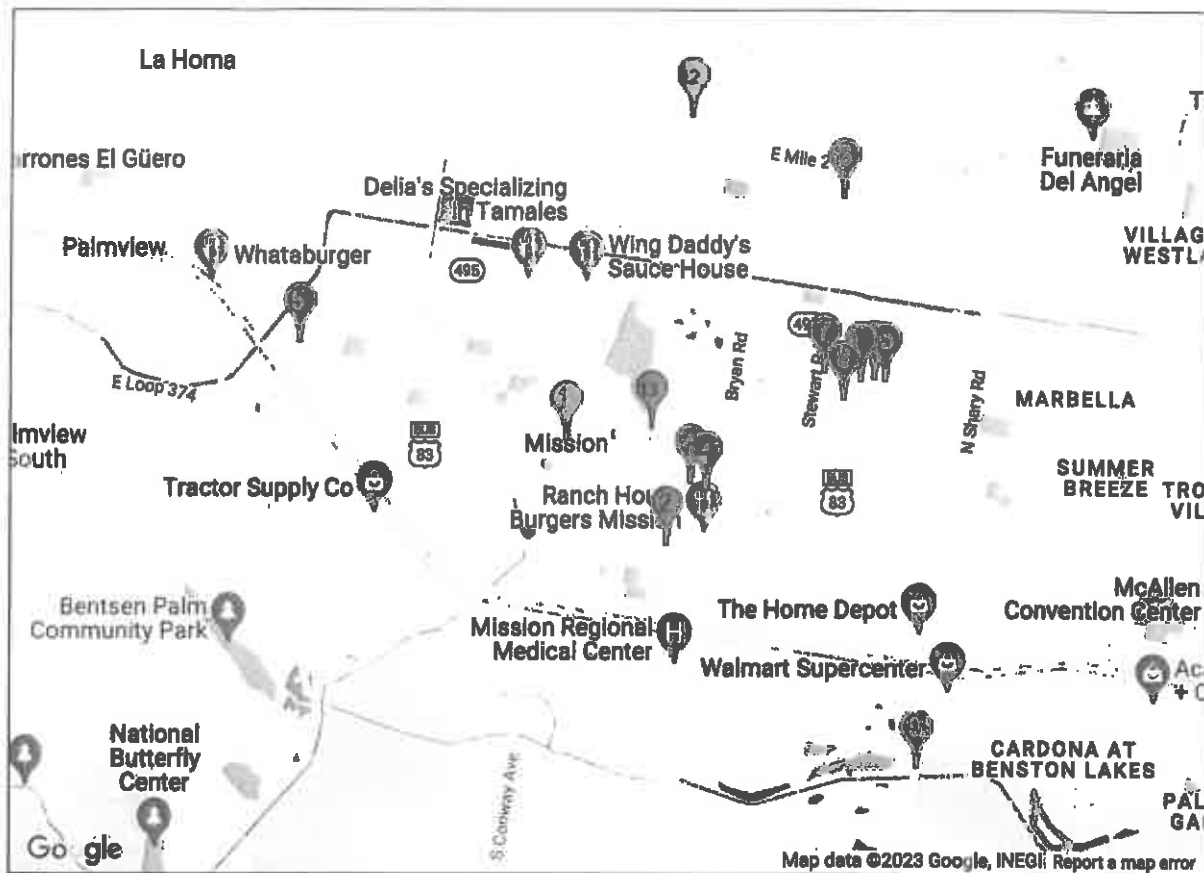
Topic Counts of Opened Requests
For Date Period From 10/01/2023 Through 10/31/2023

Topic	Count
Health	
Animal Control	18
Mosquitoes	0
Total - Health	18
Obstructions -Tree/Branches	
MOWING	2
Total - Obstructions -Tree/Branches	2
Parks & Rec	
Graffiti	0
Mowing	0
Parks	1
Restrooms	0
Right of way (mowing)	1
Trails	0
Total - Parks & Rec	2
Planning	
Construction Concerns	1
Dilapidated Home/Structure	0
Garage Sales	1
Health & Sanitation	0
Illegal Dumping	3
Junked Vehicle on private property	0
Sewer Concerns	3
Unsafe Building	0
Weedy Lot	7
Total - Planning	15
Police Department	
Illegal Parking	6
Total - Police Department	6
Public Works	
Flooded area/Roadway and streets	0
Foul smell	0
Junk Vehicle	0
Lift Station	1
Low Water Pressure	1
Obstruction-Trees/Branches	2
Pot Holes	12
Sandbag (Elderly And Disabled)	0
Side Walk	1
Street Light	12
Streets/Signs	3
Tires	1
Traffic Signals	1
Water Leaks	7
Total - Public Works	41
Sanitation	
Brush	2
Bulky Items	2
Garbage	2
Trash	0
Total - Sanitation	6
All Topics	
Total All Topics	90

Request #	Topic	Status	Date Entered	Expected Close	Assigned To	Description
3572	Water Leaks	Closed	10/01/2023		cantu,omar	water leak at rear of unit by water meter
3573	Water Leaks	Open	10/02/2023	10/12/2023	cantu,omar	Photo attached
3574	Illegal Dumping	Closed	10/02/2023		Villarreal,Yvette	Photo attached
3575	Illegal Dumping	Closed	10/02/2023		Villarreal,Yvette	Photo attached
3576	Pot Holes	Closed	10/02/2023		Hernandez,Baldo	Pot hole in entrance of Pine Ridge
3577	Animal Control	Closed	10/03/2023		Garza,Griselda	Photo attached
3578	Pot Holes	Closed	10/03/2023		Hernandez,Baldo	pot hole
3579	Animal Control	Closed	10/04/2023		Garza,Griselda	dogs from 1709 Merlin today
3580	Water Leaks	Closed	10/04/2023		cantu,omar	small water leak under asphalt in middle of...
3581	Sewer Concerns	Closed	10/04/2023		cantu,omar	sewer smell and pipe full
3582	Bulky Items	Closed	10/05/2023		Pena,Yaritza	apartment complex 401 san Antonio ave same...
3583	Animal Control	Closed	10/05/2023		Garza,Griselda	dummy test
3584	Animal Control	Closed	10/05/2023		Lerma,Jesse	GOGov Test
3585	Animal Control	Closed	10/05/2023		Garza,Griselda	GOGov testing
3586	Street Light	Closed	10/05/2023		acevedo,Yahaira	lens of street light broken.
3587	Pot Holes	Closed	10/05/2023		Hernandez,Baldo	there is a big pot hole that needs to be...
3588	Traffic Signals	Open	10/05/2023	10/10/2023	Diaz,Gabriel	can you put lines through the intersection...
3590	Garbage	Open	10/07/2023	10/17/2023	Martinez,Roman	broken garbage top
3591	Pot Holes	Closed	10/07/2023		Hernandez,Baldo	In front of the red gate entering Anzalduas...
3593	Street Light	Closed	10/08/2023		acevedo,Yahaira	shoes hanging on the wire, has been there for...
3594	Low Water Pressure	Closed	10/09/2023		cantu,omar	The city busted my sprinkler system...
3595	Garbage	Open	10/11/2023	10/21/2023	Martinez,Roman	Trash Bin set on top of headboard unable to...
3596	Street Light	Open	10/11/2023	10/16/2023	acevedo,Yahaira	still no report from AEP. Light is out. City...
3597	Animal Control	Closed	10/11/2023		Garza,Griselda	there are several little white dogs and keep...
3598	Obstruction-Trees/Branches	Open	10/11/2023	10/16/2023	Diaz,Gabriel	Tree branches - Do u guys charge for it to...
3599	Animal Control	Closed	10/11/2023		Garza,Griselda	Loose dogs, always throwing down trash cans,...
3600	Pot Holes	Closed	10/12/2023		Hernandez,Baldo	pothole
3601	Lift Station	Open	10/14/2023	10/15/2023	Diaz,Gabriel	When the engineering company worked on the...
3602	Water Leaks	Closed	10/14/2023		cantu,omar	there is a water leak at the water meter. my...
3603	Street Light	Closed	10/14/2023		acevedo,Yahaira	not working
3605	Sewer Concerns	Closed	10/15/2023		cantu,omar	heard gurgling from a toilet yesterday. got...
3606	Weedy Lot	Closed	10/16/2023		Villarreal,Yvette	Photo attached
3607	Weedy Lot	Closed	10/16/2023		Villarreal,Yvette	Photo attached
3608	Weedy Lot	Closed	10/16/2023		Villarreal,Yvette	Photo attached
3609	Streets/Signs	Closed	10/16/2023		Diaz,Gabriel	Down stop sign, stood up to take pic, it...
3610	Weedy Lot	Closed	10/16/2023		Villarreal,Yvette	small tree in side wall blocking where my...
3611	Sewer Concerns	Closed	10/17/2023		cantu,omar	Cement drainage pipe
3613	Streets/Signs	Open	10/18/2023	10/28/2023	Diaz,Gabriel	Damaged streets from city contractors working...
3614	Streets/Signs	Open	10/18/2023	10/28/2023	Diaz,Gabriel	Photo attached
3616	Pot Holes	Open	10/18/2023	10/23/2023	Hernandez,Baldo	pot holes alley area
3617	Pot Holes	Closed	10/19/2023		Hernandez,Baldo	lone star plaza parking lot has a bunch of...
3618	Weedy Lot	Closed	10/19/2023		Villarreal,Yvette	Photo attached
3619	Pot Holes	Closed	10/19/2023		Hernandez,Baldo	Photo attached
3620	Animal Control	Closed	10/19/2023		Garza,Griselda	they from 1709 Merlin I my yard
3621	Pot Holes	Open	10/19/2023	10/24/2023	Hernandez,Baldo	there is a pothole in front of my house
3622	Brush	Closed	10/20/2023		Pena,Yaritza	Photo attached
3623	Animal Control	Closed	10/22/2023		Garza,Griselda	Photo attached
3624	Bulky Items	Closed	10/22/2023		Pena,Yaritza	broken recliner has been on this corner for...
3625	Animal Control	Closed	10/22/2023		Garza,Griselda	dead animal
3626	Water Leaks	Closed	10/22/2023		cantu,omar	water leak at rear at water meter
3627	Weedy Lot	Closed	10/23/2023		Villarreal,Yvette	Photo attached
3628	MOWING	Open	10/23/2023	10/28/2023	Diaz,Gabriel	Tall weeds and hulsache keeps growing taller...
3629	Animal Control	Closed	10/24/2023		Garza,Griselda	dead animal in road
3630	Animal Control	Closed	10/24/2023		Garza,Griselda	lost dogs
3631	Tires	Closed	10/24/2023		Hernandez,Baldo	Photo attached
3632	Water Leaks	Closed	10/24/2023		cantu,omar	I'm reviewing my water bill from October vs...
3634	Brush	Open	10/24/2023	11/03/2023	Pena,Yaritza	left behind by driver we make sure we place...
3637	Garage Sales	Open	10/25/2023	11/04/2023	Villarreal,Yvette	2nd request to ask that code enforcement...
3638	Street Light	Closed	10/25/2023		acevedo,Yahaira	does not turn on
3639	Street Light	Closed	10/25/2023		acevedo,Yahaira	3308 Los Indios pkwy S the...
3640	Animal Control	Work Done	10/26/2023	11/10/2023	Kotsatos,Steven	HELP MEIM TRAPI
3641	Animal Control	Work Done	10/26/2023	11/10/2023	Kotsatos,Steven	new test !
3643	Street Light	Closed	10/26/2023		acevedo,Yahaira	Photo attached
3644	Animal Control	Open	10/27/2023	11/11/2023	Zamora,Jennifer	Lots of dogs roaming around every day on...
3645	Street Light	Open	10/27/2023	11/01/2023	acevedo,Yahaira	light on pole w946 in San Marino neighborhood...
3646	Animal Control	Open	10/27/2023	11/11/2023	Cantu,Griselda	TEST
3647	Animal Control	Open	10/27/2023	11/11/2023	Cantu,Griselda	DO NOT DELETED !

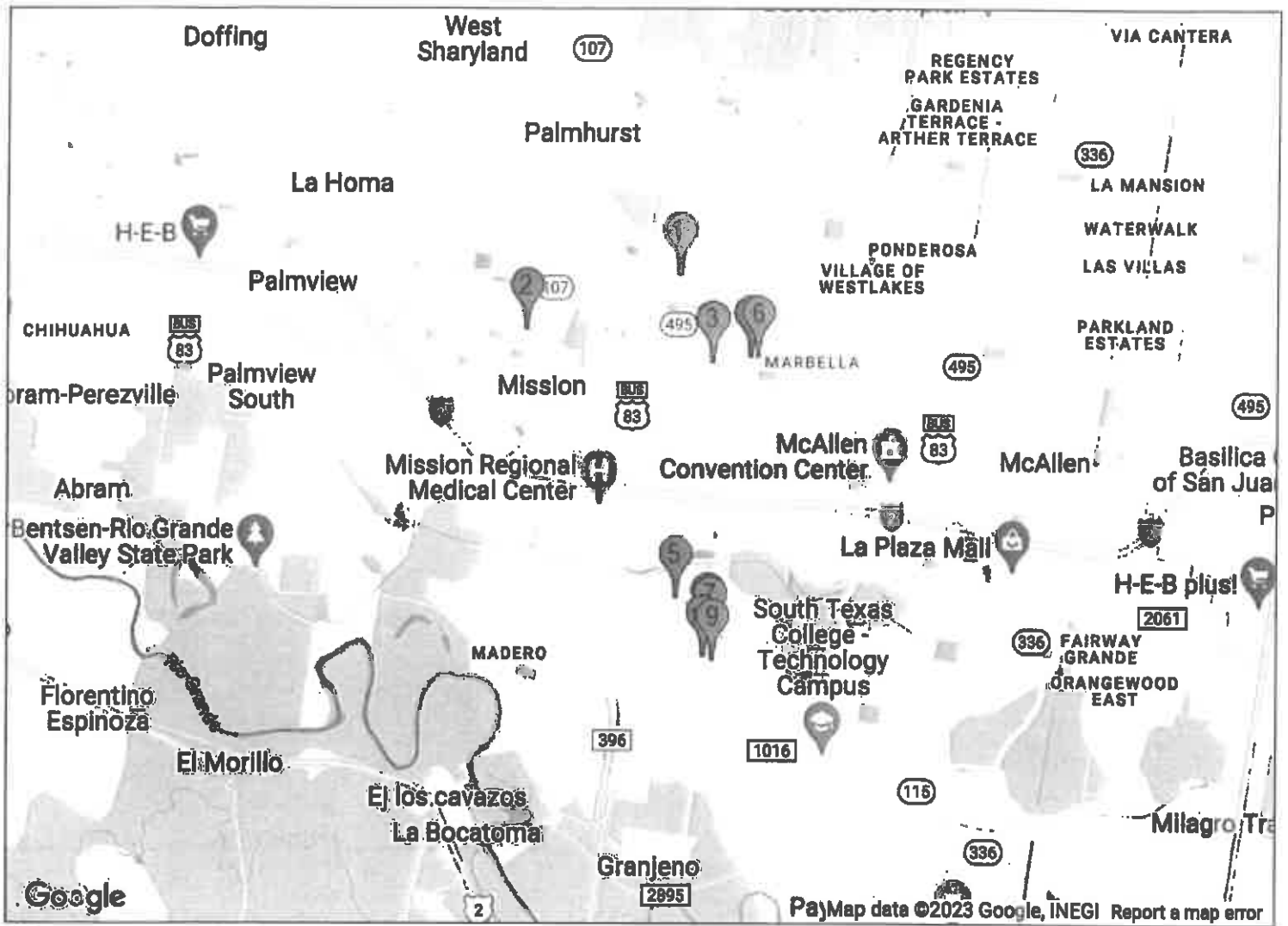
Request #	Topic	Status	Date Entered	Expected Close	Assigned To	Description
3648	Street Light	Open	10/27/2023	11/01/2023	acevedo,Yahaira	light is not functioning
3649	Obstruction-Trees/Branches	Open	10/27/2023	11/01/2023	Diaz,Gabriel	alley right away behind 1st street on Bryan...
3650	Pot Holes	Open	10/27/2023	11/01/2023	Hernandez,Baldo	Photo attached
3651	Construction Concerns	Open	10/27/2023	11/11/2023	Villarreal,Yvette	the new Burlington store handicap parking...
3652	Weedy Lot	Open	10/27/2023	11/21/2023	Villarreal,Yvette	Photo attached
3653	Street Light	Open	10/27/2023	11/01/2023	acevedo,Yahaira	light has been out for over 6 months
3654	Animal Control	Open	10/28/2023	11/12/2023	Cantu,Griselda	Dead Dog on side of Stewart road
3655	Side Walk	Open	10/29/2023	11/03/2023	Diaz,Gabriel	The sidewalk at the entrance to valencia...
3656	Pot Holes	Open	10/29/2023	11/03/2023	Hernandez,Baldo	Photo attached

Request #	Topic	Status	Date Entered	Expected Close	Assigned To	Description
<u>3577</u>	Animal Control	Closed	10/03/2023		Garza,Griselda	Photo attached
<u>3579</u>	Animal Control	Closed	10/04/2023		Garza,Griselda	dogs from 1709 Merlin today
<u>3583</u>	Animal Control	Closed	10/05/2023		Garza,Griselda	dummy test
<u>3584</u>	Animal Control	Closed	10/05/2023		Lerma,Jesse	GOGov Test
<u>3585</u>	Animal Control	Closed	10/05/2023		Garza,Griselda	GOGov testing
<u>3597</u>	Animal Control	Closed	10/11/2023		Garza,Griselda	there are several little white dogs and keep...
<u>3599</u>	Animal Control	Closed	10/11/2023		Garza,Griselda	Loose dogs, always throwing down trash cans,...
<u>3620</u>	Animal Control	Closed	10/19/2023		Garza,Griselda	they from 1709 Merlin I my yard
<u>3623</u>	Animal Control	Closed	10/22/2023		Garza,Griselda	Photo attached
<u>3625</u>	Animal Control	Closed	10/22/2023		Garza,Griselda	dead animal
<u>3629</u>	Animal Control	Closed	10/24/2023		Garza,Griselda	dead animal in road
<u>3630</u>	Animal Control	Closed	10/24/2023		Garza,Griselda	lost dogs
<u>3640</u>	Animal Control	Work Done	10/26/2023	11/10/2023	Kotsatos,Steven	HELP MEIM TRAPI
<u>3641</u>	Animal Control	Work Done	10/26/2023	11/10/2023	Kotsatos,Steven	new test !
<u>3644</u>	Animal Control	Open	10/27/2023	11/11/2023	Zamora,Jennifer	Lots of dogs roaming around every day on...
<u>3646</u>	Animal Control	Open	10/27/2023	11/11/2023	Cantu,Griselda	TEST
<u>3647</u>	Animal Control	Open	10/27/2023	11/11/2023	Cantu,Griselda	DO NOT DELETED I
<u>3654</u>	Animal Control	Open	10/28/2023	11/12/2023	Cantu,Griselda	Dead Dog on side of Stewart road



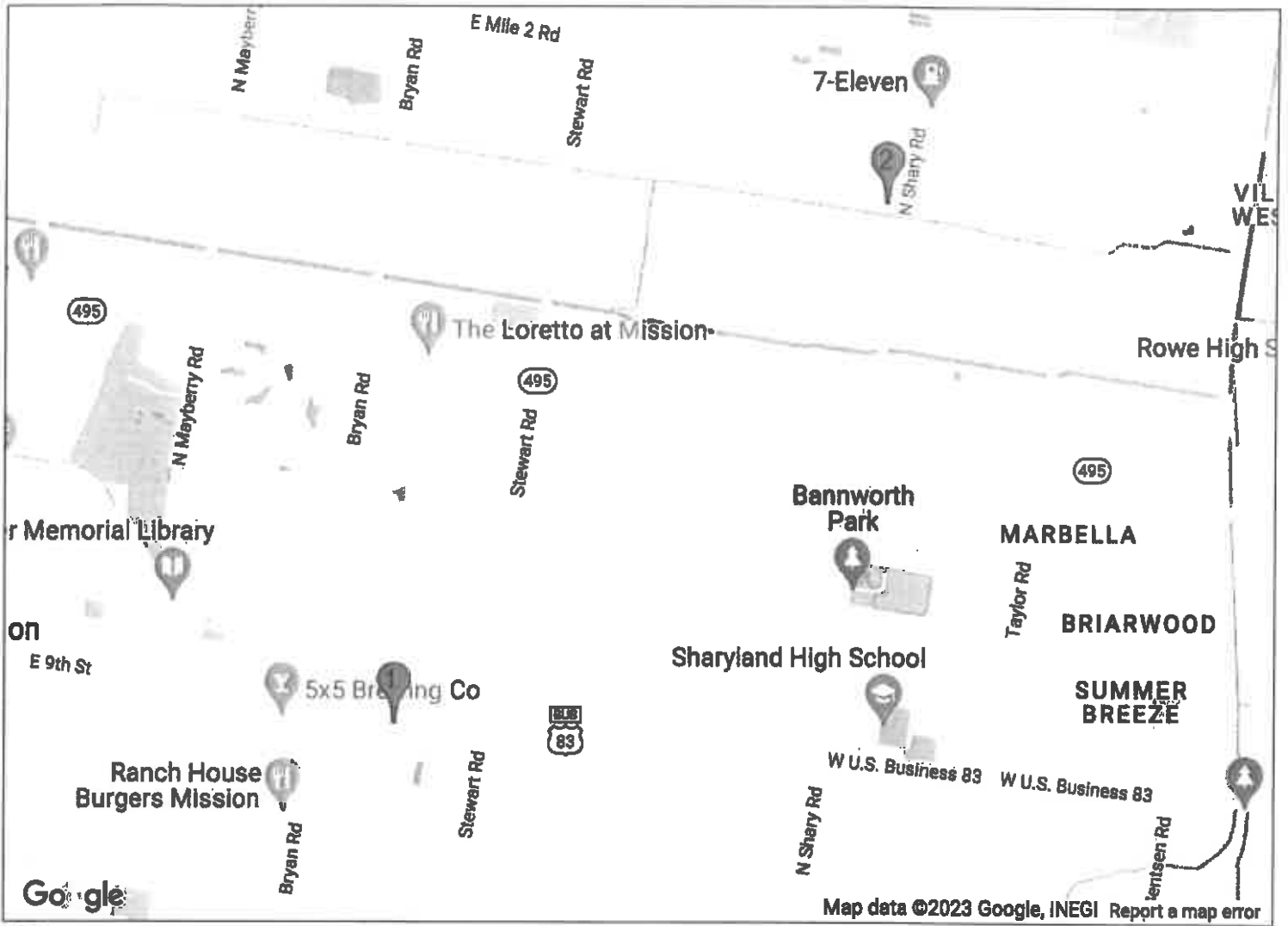
- 1 1006 N Conway Ave, Mission
- 2 1111 Sonora Street, Mission
- 3 1200 South Shary Road, Mission
- 4 1201 E 8th St
- 5 1504 Magdalena Ave, Mission
- 6 1601 E 30th St, Mission
- 7 1605 Merlin Dr, Mission
- 8 1610-1698 Lauren Ln, Mission
- 9 1917 E 21st St, Mission
- 10 1929 E 21st St, Mission
- 11 2004 Jonquil Ave, Mission
- 12 706 Ramirez Lane, Mission
- 13 801 E 12th St
- 14 801 N Bryan Rd, Mission

Request #	Topic	Status	Date Entered	Expected Close	Assigned To	Description
<u>3586</u>	Street Light	Closed	10/05/2023		acevedo,Yahaira	lens of street light broken.
<u>3593</u>	Street Light	Closed	10/08/2023		acevedo,Yahaira	shoes hanging on the wire, has been there for...
<u>3596</u>	Street Light	Open	10/11/2023	10/16/2023	acevedo,Yahaira	still no report from AEP. Light is out. City...
<u>3603</u>	Street Light	Closed	10/14/2023		acevedo,Yahaira	not working
<u>3638</u>	Street Light	Closed	10/25/2023		acevedo,Yahaira	does not turn on.
<u>3639</u>	Street Light	Closed	10/25/2023		acevedo,Yahaira	3308 Los Indios pkwy S the...
<u>3643</u>	Street Light	Closed	10/26/2023		acevedo,Yahaira	Photo attached
<u>3645</u>	Street Light	Open	10/27/2023	11/01/2023	acevedo,Yahaira	light on pole w946 in San Marino neighborhood...
<u>3648</u>	Street Light	Open	10/27/2023	11/01/2023	acevedo,Yahaira	light is not functioning
<u>3653</u>	Street Light	Open	10/27/2023	11/01/2023	acevedo,Yahaira	light has been out for over 6 months



- 1 1510 E 29 Th St, Mission
- 2 1810 Peace Ave, Mission
- 3 1821 Lauren Ln, Mission
- 4 2289-2359 E 22nd St, Mission
- 5 2303 Santa Monica, Mission
- 6 2361-2399 E 22nd St, Mission
- 7 2906 Santa Idalia, Mission
- 8 3405 San Diego, Mission
- 9 3508 Los Indios Pkwy, Mission
- 10 Los Indios Rd, Mission

Request #	Topic	Status	Date Entered	Expected Close	Assigned To	Description
<u>3590</u>	Garbage	Open	10/07/2023	10/17/2023	Martinez,Roman	broken garbage top
<u>3595</u>	Garbage	Open	10/11/2023	10/21/2023	Martinez,Roman	Trash Bin set on top of headboard unable to...



1 1321 Tropical Circle, Mission

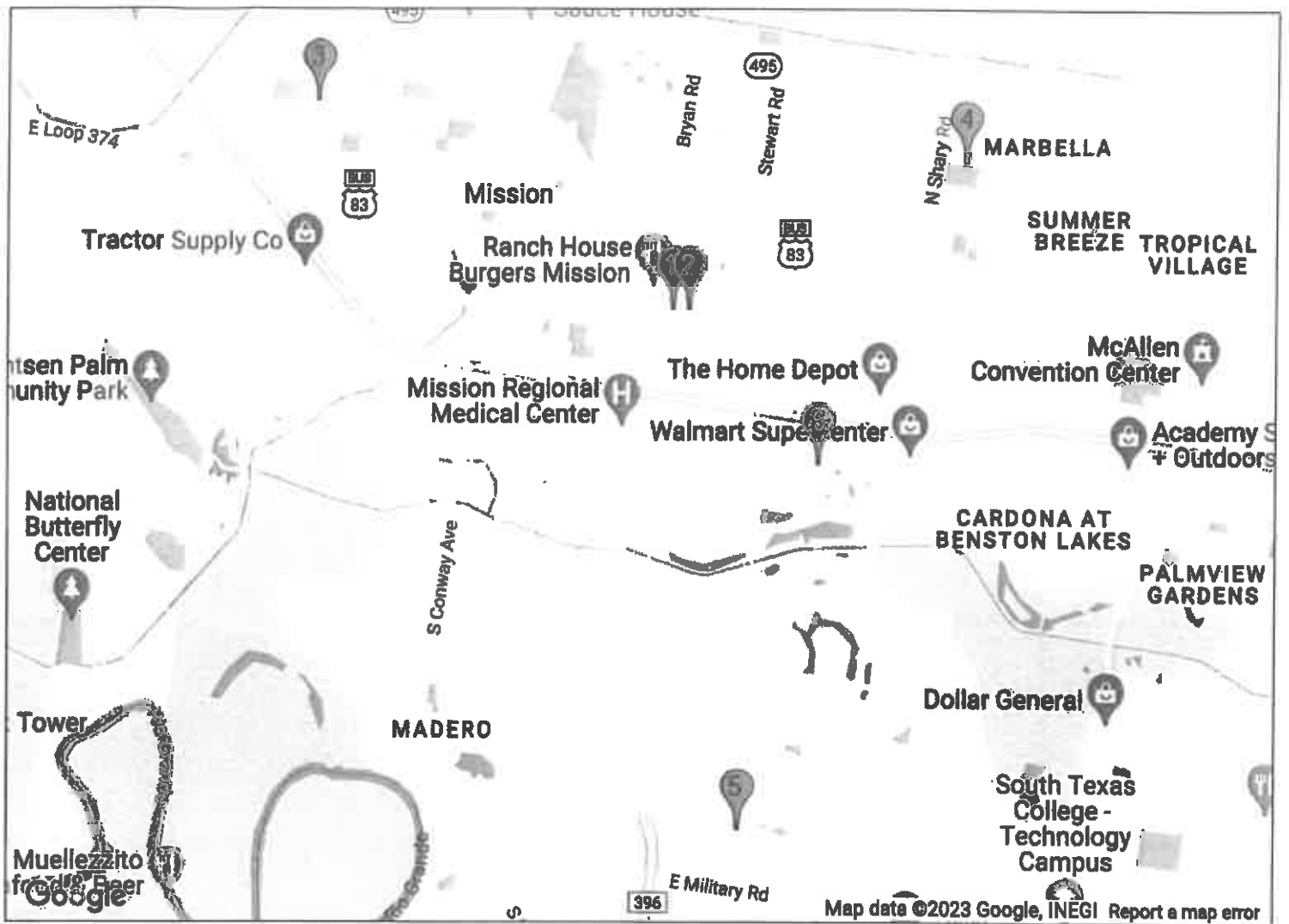
2 2310 Norma Dr, Mission

Request #	Topic	Status	Date Entered	Expected Close	Assigned To	Description
<u>3576</u>	Pot Holes	Closed	10/02/2023		Hernandez,Baldo	Pot hole in enterance of Pine Rldge
<u>3578</u>	Pot Holes	Closed	10/03/2023		Hernandez,Baldo	pot hole
<u>3587</u>	Pot Holes	Closed	10/05/2023		Hernandez,Baldo	there is a big pot hole that needs to be...
<u>3591</u>	Pot Holes	Closed	10/07/2023		Hernandez,Baldo	In front of the red gate entering Anzalduas...
<u>3600</u>	Pot Holes	Closed	10/12/2023		Hernandez,Baldo	pothole
<u>3616</u>	Pot Holes	Open	10/18/2023	10/23/2023	Hernandez,Baldo	pot holes alley area
<u>3617</u>	Pot Holes	Closed	10/19/2023		Hernandez,Baldo	lone star plaza parking lot has a bunch of...
<u>3619</u>	Pot Holes	Closed	10/19/2023		Hernandez,Baldo	Photo attached
<u>3621</u>	Pot Holes	Open	10/19/2023	10/24/2023	Hernandez,Baldo	there is a pothole in front of my house
<u>3650</u>	Pot Holes	Open	10/27/2023	11/01/2023	Hernandez,Baldo	Photo attached
<u>3656</u>	Pot Holes	Open	10/29/2023	11/03/2023	Hernandez,Baldo	Photo attached



Pamela Dr, Mission

Request #	Topic	Status	Date Entered	Expected Close	Assigned To	Description
<u>3572</u>	Water Leaks	Closed	10/01/2023		cantu,omar	water leak at rear of unit by water meter
<u>3573</u>	Water Leaks	Open	10/02/2023	10/12/2023	cantu,omar	Photo attached
<u>3580</u>	Water Leaks	Closed	10/04/2023		cantu,omar	small water leak under asphalt in middle of...
<u>3602</u>	Water Leaks	Closed	10/14/2023		cantu,omar	there is a water leak at the water meter. my...
<u>3626</u>	Water Leaks	Closed	10/22/2023		cantu,omar	water leak at rear at water meter
<u>3632</u>	Water Leaks	Closed	10/24/2023		cantu,omar	I'm reviewing my water bill from October vs...



- 1 1423 Saint Augustine, Mission
- 2 1518 East Santa Maria, Mission
- 3 1608 Blake Street, Mission
- 4 2422 E 20th St, Mission
- 5 4112 Santa Veronica St, Mission
- 6 812 Brazos St, Mission



Information Technology

Departmental Report October 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.

Migrate PD Email

Migrate PD Emails to Microsoft 365 @missiontexas.us. 80 % Complete.

Barracuda Email Security

Purchase and Configure barracuda email security for Microsoft 365. Purchase in progress.

Office 365 Government Tenant Migration

Migrate Office 365 tenant from education to Government Tenant. Complete

Equip new and existing units with new technology

Equip units with in new in car video system, and tablet. 70% Complete

Multifactor Authentication

Purchase and configure Multi Factor Authentication to strengthen security posture. Purchase in progress.

Public Safety Application

Migrate New World Enterprise PD application and data to new server environment and Upgrade to latest version. 10% Complete.



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 October 2023

October - 2023	Double Depth	Standard	Columbarium In-Ground	Scatter Garden	Memorial Garden	Total
Veterans	7	3	10	3	0	23
Spouses	7	0	2	1	0	10
Family Members	0	0	0	0	0	0
Total	14	3	12	4	0	33
Percentage of Total	42.42%	9.09%	36.36%	12.12%	0.00%	100.00%

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 RGV SVC	25,090	3,802	21,288	15.15%	84.85%	
RGV SVC - Total Plots in Developed Areas	9,255	3,802	5,453	41.08%	58.92%	
RGV SVC - Availability of Casketed Burial Option in Developed Areas	4,430	2,217	2,213	50.05%	49.95%	
RGV SVC - Availability of Cremation Burial Option in Developed Areas	3,825	1,548	2,277	40.47%	59.53%	



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RGV State Veterans Cemetery - Plot Availability and Utilization Report

Section	Total Plots	Plots Utilized	Plots Available	% Utilized	% Available	Date Opened to 1st Interments	Date Closed to 1st Interments
Section 1 - Standard Casket	412	34	378	8.3%	91.7%	11/18/2022	
Section 2 - Double-Depth Casket (Pre-Set)	1,000	441	559	44.1%	55.9%	10/23/2019	
Section 3 - Standard Casket	432	0	432	0.0%	100.0%		
Section 29 - Standard Casket	432	0	432	0.0%	100.0%		
Section 30 - Standard Casket	412	0	412	0.0%	100.0%		
Section 31 - In-Ground Cremains	525	55	470	10.5%	89.5%	2/14/2022	
Section 32 - Standard Casket	371	371	0	100.0%	0.0%	9/28/2015	11/11/2022
Section 33 - In-Ground Cremains	700	412	288	58.9%	41.1%	12/5/2006	
Section 34 - Standard Casket	371	371	0	100.0%	0.0%	12/4/2006	9/24/2015
Section 35 - Double-Depth Casket (Pre-Set)	1,000	1,000	0	100.0%	0.0%	12/4/2006	10/21/2019
Columbarium A	1,200	1,081	119	90.1%	9.9%	12/5/2006	
Columbarium B	1,400	0	1,400	0.0%	100.0%		
Memorial Section 1 - (Memorial/Scatter)	340	37	303	10.9%	89.1%	3/30/2007	
Memorial Section 2 - (Memorial/Scatter)	660	0	660	0.0%	100.0%		
Total Plots in Developed Areas	9,255	3,802	5,453	41.1%	58.9%		
Estimate of Total Plots Planned for RGVSYC	25,090	3,802	21,288	15.2%	84.8%		



RGV State Veterans Cemetery

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RIO GRANDE VALLEY STATE VETERANS CEMETERY DATE OF ESTIMATED SECTION CLOSURES - (ACTIVE SECTIONS ONLY)



■ # 1st Interments as of:

■ Estimated Date of Section Closure

MS1 10/31/2023 10/31/2023 10/31/2023 10/31/2023 10/31/2023 10/31/2023

10/6/2024 12/6/2024 1/25/2034 7/19/2031 2/4/2023 10/6/2024

Section 1 Section 2 Section 31 Section 33 Columbarium A MS1



RGV State Veterans Cemetery

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RGVSYC	Section 1	Section 2	Section 3	Section 29	Section 30	Section 31	Section 32	Section 33	Section 34	Section 35	Columbarium A	Columbarium B	Memorial Section 1	Memorial Section 2
VA Fiscal Year	34	441	0	0	0	95	365	410	365	999	1,076	0	37	0
Total # 1st Interments	0	0	0	0	0	0	6	2	6	1	5	0	0	0
Total # Plots Reserved	412	1,000	432	432	412	525	371	700	371	1,000	1,200	1,400	340	660
Total # Plots in Section	0	0	0	0	0	0	0	0	0	1	0	0	0	0
Disinterments	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total # Unusable Plots	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total # Plots Remaining	378	559	432	432	412	470	0	288	0	0	119	1,480	303	660
Number of 1st Interments Per Burial Site by VA Fiscal Year														
RGVBYC	Section 1	Section 2	Section 3	Section 29	Section 30	Section 31	Section 32	Section 33	Section 34	Section 35	Columbarium A	Columbarium B	Memorial Section 1	Memorial Section 2
VA Fiscal Year	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2006	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2007	0	0	0	0	0	0	0	14	23	23	30	0	6	0
2008	0	0	0	0	0	0	0	15	32	51	53	0	7	0
2009	0	0	0	0	0	0	0	20	41	56	42	0	4	0
2010	0	0	0	0	0	0	0	24	49	61	49	0	0	0
2011	0	0	0	0	0	0	0	18	43	67	53	0	0	0
2012	0	0	0	0	0	0	0	31	54	75	61	0	2	0
2013	0	0	0	0	0	0	0	19	32	76	56	0	0	0
2014	0	0	0	0	0	0	0	21	41	100	64	0	1	0
2015	0	0	0	0	0	0	0	32	39	89	51	0	2	0
2016	0	0	0	0	0	0	0	33	11	77	73	0	0	0
2017	0	0	0	0	0	0	0	33	0	89	62	0	0	0
2018	0	0	0	0	0	0	0	22	0	94	65	0	1	0
2019	0	0	0	0	0	0	0	51	38	100	81	0	1	0
2020	0	67	0	0	0	0	0	53	20	30	68	0	1	0
2021	0	133	0	0	0	0	0	60	34	0	84	0	0	0
2022	0	110	0	0	0	0	0	52	29	0	77	0	1	0
2023	25	97	0	0	0	37	20	4	0	0	78	0	2	0
2024	9	34	0	0	0	6	0	1	0	9	39	0	1	0

Map

Sections:

- 1-Casket
- 2-Casket
- 3-Casket
- 28-Casket
- 29-Casket
- 30-Cremation
- 31-Casket
- 32-Casket
- 33-Cremation
- 34-Casket
- 35-Casket
- Columbaria A-Cremation
- Columbaria B-Cremation
- MS1-Cremation
- MS2-Cremation





RGV State Veterans Cemetery

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Events and Ceremonies Information

Upcoming Events:

Unaccompanied Veteran Service Nov. 2nd.

Veterans Day, November 11th.

Wreaths Across America Dec. 16th.



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Completed Projects:

Columbarium B Site
New 2 Dump trucks delivered in September
Irrigation Pump –repairs (VLB Funded)
Road patching/pot holes
Privacy Screen –Around fence line repaired
Irrigation Audit for October 2023 completed

Ongoing Projects Pending- VLB OAR- Funded:

60" Mower repairs (VLB OAR approved pending part)
72" Mower repairs (VLB OAR pending approval)
Compressor replacement (VLB OAR pending approval)
Palm Tree Trimming (VLB OAR pending approval)
450 Truck Tires -6 total (VLB OAR pending approval)
Water Heater repairs (VLB OAR approved)
Shed/debris removal pending – VLB contractor

Ongoing Projects Pending:

Monthly Irrigation Audit-replace broken lines/equipment
100% Pre-registration eligibility review-on going project
Mowing/Up keep North area tract-TBD
Repaint/restriping of roads/parking/signage
Lowering Device maintenance –pending quote
Staff cross-training

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

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



Grants Activity Report- October 2023

Grant Name	Funding Agency	Department	Application Amount	Matching Amount	Due Date	Status
FY22 FEMA 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
FY22 AFG	DHS	Fire	\$ 172,873.50	10%		Submitted-Tracking
Staffing for Adequate Fire and Emergency Response Grants (SAFER)	DHS	Fire	\$ 2,322,424	None		Submitted-Tracking
FY22 Fire Prevention and Safety	DHS	Fire	\$ 2,440.49	5%		Submitted-Tracking
Underrepresented Communities Grant Program	NPS	Museum	\$ 75,000	None		Submitted-Tracking
Trail Accelerator Grant	IMBA	Parks	\$ 10,000	1-1		Submitted-Tracking
FY23 Community Wildfire Defense Grant	USDA	Fire	\$ 250,000	None		Submitted-Tracking



Grants Activity Report- October 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
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	\$ 58,544.24	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	\$ 229,162.91	(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
Wal-Mart Community Grant	Wal-Mart	Fire/Police	\$ 2,000	\$ 2,000	None	Closed
COPS Accreditation Program	DOJ COPS	Police		\$ 21,116.34	None	Closed
FY23 Justice Assistance Grant Program	OOG	Police	\$ 30,000	\$ 30,000	None	Closed

Grand Total: \$ 5,698,221.07

MEMORANDUM

TO: RANDY PEREZ, CITY MANAGER
FROM: SUSANA DE LUNA, PLANNING DIRECTOR
DATE: OCTOBER 6, 2023
SUBJ: MONTHLY REPORT SEPTEMBER 2023

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

SEPTEMBER 2023

REZONINGS:	1
CONDITIONAL USE PERMIT:	3
HOMESTEAD APPROVALS:	0
SUBDIVISIONS:	0
SINGLE LOT VARIANCES:	0
VARIANCES (ZBA):	9
SITE PLAN APPROVALS:	0
OTHER P&Z REQUESTS:	0

MEMORANDUM

TO: RANDY PEREZ, CITY MANAGER
FROM: SUSANA DE LUNA, PLANNING DIRECTOR
DATE: NOVEMBER 1, 2023
SUBJ: MONTHLY REPORT OCTOBER 2023

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

OCTOBER 2023

REZONINGS:	0
CONDITIONAL USE PERMIT:	18
HOMESTEAD APPROVALS:	0
SUBDIVISIONS:	1
SINGLE LOT VARIANCES:	0
VARIANCES (ZBA):	8
SITE PLAN APPROVALS:	4
OTHER P&Z REQUESTS:	0

**CODE ENFORCEMENT
MONTHLY REPORT
SEPT 2023**

	Notices Sent
COMPLAINTS RECEIVED	83
WEEDY LOT LETTERS	19
PROPERTIES SENT TO MOWER'S LIST	10
PROPERTIES MOWED	7
SIGNS	151
JUNKED VEHICLES / BOATS	13
CONSTRUCTION W/OUT A PERMIT/SETBACKS	17
HEALTH & SANITATION/STAGNANT WATER/OVERGROWN VEG./GARBAGE/ DEAD TREES	32
HOME OCCUPATION	0
SIGHT OBSTRUCTION (SIDEWALKS / RIGHT-A-WAY)	10
UNSAFE/UNSECURED BLDG	1
DOUBLE OCCUPANCY/HOOKED UP RV	2
ILLEGAL DUMPING	0
NON RESIDENTIAL PARKING/SEMI TRUCKS	2
NO BUSINESS LICENSE/CUP REQ'D / NO GARAGE SALE PERMITS-WARNINGS 25	13
STORAGE OF VEHICLES/BOATS/TRAILERS	0
DEMOLITION FOR UNSAFE BUILDINGS	0
POTHoles /PARKING LOT MAINTENANCE/LIGHTING	3
IPMC VIOLATIONS	13
ZBA VIOLATIONS / ZONING / DAILY VIOLATIONS	4
PARKING ON LAWN	16
!CASES FILED IN COURT / PENDING APPROVAL WITH ATTORNEY 0	60
!CASES SEEN IN COURT	157
!CASES CLOSED	162
CALL IN'S	57
WALK-IN'S	15
311-COMPLAINTS	5
INTERNAL COMPLAINTS/ E-MAILS	6

CODE ENFORCEMENT
MONTHLY REPORT
OCT 2023

	<u>Notices</u> <u>Sent</u>
COMPLAINTS RECEIVED	92
WEEDY LOT LETTERS	20
PROPERTIES SENT TO MOWER'S LIST	13
PROPERTIES MOWED	9
SIGNS	166
JUNKED VEHICLES / BOATS	14
CONSTRUCTION W/OUT A PERMIT/SETBACKS	17
HEALTH & SANITATION/STAGNANT WATER/OVERGROWN VEG./GARBAGE/ DEAD TREES	32
HOME OCCUPATION	7
SIGHT OBSTRUCTION (SIDEWALKS / RIGHT-A-WAY)	1
UNSAFE/UNSECURED BLDG	0
DOUBLE OCCUPANCY/HOOKED UP RV	1
ILLEGAL DUMPING	0
NON RESIDENTIAL PARKING/SEMI TRUCKS	1
NO BUSINESS LICENSE/CUP REQ'D / NO GARAGE SALE PERMITS-WARNINGS 8	11
STORAGE OF VEHICLES/BOATS/TRAILERS	0
DEMOLITION FOR UNSAFE BUILDINGS	0
POTHoles /PARKING LOT MAINTENANCE/LIGHTING	0
IPMC VIOLATIONS	1
ZBA VIOLATIONS / ZONING / DAILY VIOLATIONS	0
PARKING ON LAWN	32
CASES FILED IN COURT / PENDING APPROVAL WITH ATTORNEY 0	26
CASES SEEN IN COURT	71
CASES CLOSED	61
CALL IN'S	59
WALK-IN'S	11
311-COMPLAINTS	11
INTERNAL COMPLAINTS/ E-MAILS	11

Monthly Report for September 2023

III. Other Fees

A. Business License Application

Number	34
Permit Fees	<u>\$1,700.00</u>

B. Garage Sale Permits

Number	303
Permit Fees	<u>\$3,160.00</u>

C. Health Cards

Number	
Permit Fees	

D. Builder Registration

Number	0
Permit Fees	<u>\$0.00</u>

E. Electrician Registration

Number	0
Permit Fees	<u>\$0.00</u>

F. Plumbing Registration

Number	0
Permit Fees	<u>\$0.00</u>

G. Mechanical Registration

Number	0
Permit Fees	<u>\$0.00</u>

H. House Inspections

Number	0
Permit Fees	<u>\$0.00</u>

I. Planning & Zoning Applications

Number	24
Permit Fees	<u>\$5,200.00</u>

I. Permits Issued

A. Building	
Number	164
Value	<u>\$11,808,098.63</u>
Permit Fees	<u>\$41,333.68</u>

B. Electrical, T-Pole, & T-Clear	
Number	167
Permit Fees	<u>\$19,340.00</u>

C. Mechanical	
Number	72
Value	<u>\$906,055.00</u>
Permit Fees	<u>\$8,705.00</u>

D. Plumbing, Gas & Sprinkler System	
Number	115
Permit Fees	<u>\$11,692.00</u>

TOTALS

Total Permits Issued	518
Total Valuation	<u>\$12,714,153.63</u>
Total Permit Fees	<u>\$81,070.68</u>

II. Number of Inspections Conducted	<u>732</u>
--	-------------------

**Building Permit and Inspections
Activity Report for
The Month of October 2023**

Total # of Building Permits	Building Permit Value	Building Permit Fee	Types of Building Permits
46	\$7,401,263.00	\$12,560.35	New Dwelling
3	\$1,950,000.00	\$5,676.73	Commercial
8	\$1,663,240.00	\$8,193.34	Assembly
2	\$5,000.00	\$210.00	Apartments
3	\$204,900.00	\$315.00	Warehouse
11	\$275,000.00	\$3,405.00	Move Out Houses/Move Within
5	\$4,830.00	\$205.00	Move In Houses
13	\$67,780.00	\$841.15	Move in Mobile Homes
13	\$64,984.00	\$533.00	Schools
			Swimming Pools
			Sheds
			Signs
			Fence
			Tower
5	\$26,500.00	\$275.00	Gas Tanks Pumps
			Demolition
			Water Well/Recreation Const.
109	\$11,663,497.00	\$32,214.57	Totals

Additions / Remodeling			
42	\$1,015,326.11	\$2,796.70	Residential Buildings
5	\$1,759,600.00	\$1,277.50	Commercial Buildings
1	\$4,800.00	\$131.00	Apartment Buildings
4	\$7,425.00	\$152.00	Assembly Buildings
21	\$94,850.00	\$1,263.60	School Buildings
17	\$186,900.00	\$1,130.28	Awnings/Decks
1	\$15,000.00	\$89.00	Carports/Concrete
			Porches/Driveways/Sidewalks
			Garages/Canopies
			Hobby Shops
91	\$3,083,901.11	\$6,840.08	Totals

Total Building Permits	200
Total Building Valuation	\$14,747,398.11
Total Building Permit Fees	\$39,054.65

Prepared By: Rachel Alvarez
Date: 11/1/2023

Monthly Report for October 2023

III. Other Fees

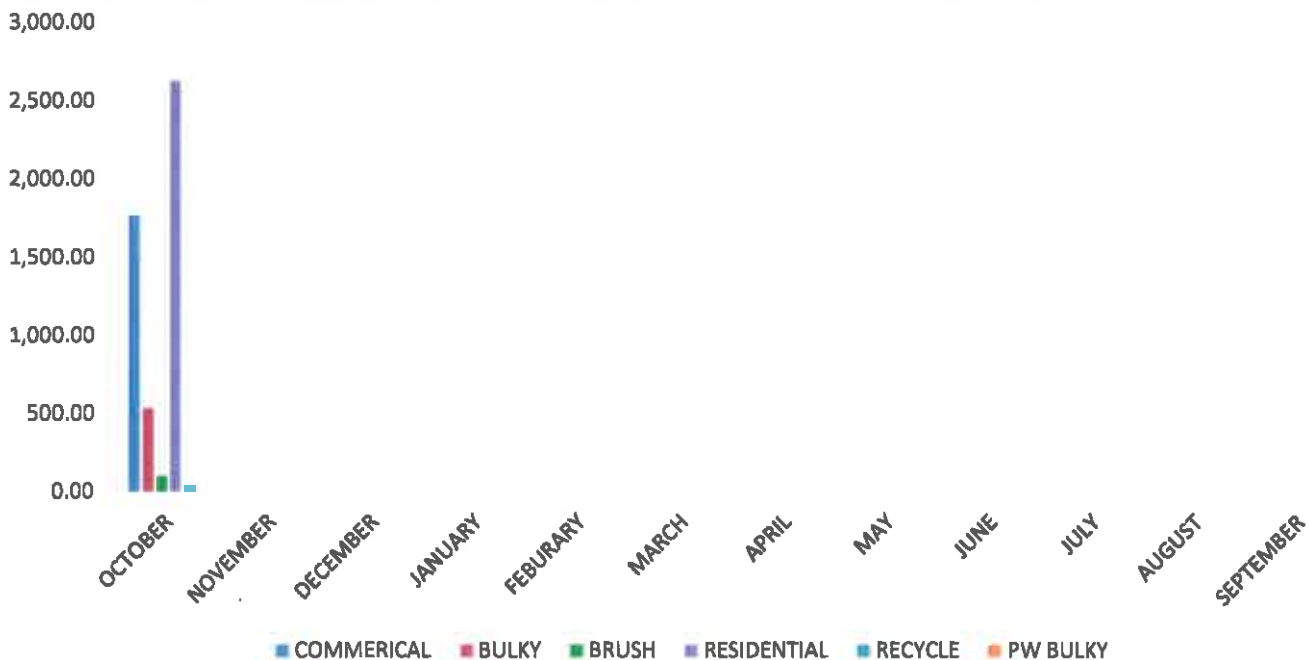
A. Business License Application	
Number	33
Permit Fees	<u>\$1,650.00</u>
B. Garage Sale Permits	
Number	342
Permit Fees	<u>\$3,485.00</u>
C. Health Cards	
Number	0
Permit Fees	<u>\$0.00</u>
D. Builder Registration	
Number	0
Permit Fees	<u>\$0.00</u>
E. Electrician Registration	
Number	0
Permit Fees	<u>\$0.00</u>
F. Plumbing Registration	
Number	0
Permit Fees	<u>\$0.00</u>
G. Mechanical Registration	
Number	0
Permit Fees	<u>\$0.00</u>
H. House Inspections	
Number	2
Permit Fees	<u>\$200.00</u>
I. Planning & Zoning Applications	
Number	39
Permit Fees	<u>\$10,000.00</u>

SANITATION DEPARTMENT

For the month of October, the City of Mission Sanitation Department disposed of a combined **5434.69** tons of trash/bulky items. In addition, a total of **7,952** cubic yards of brush was collected at our sanitation landfill.

Month	TONS RESIDENTIAL	CUBIC YARDS BRUSH	TONS BULKY	TONS COMMERICAL	TONS BRUSH	TONS RECYCLE	TONS PW BULKY
OCTOBER	2,630.89	7,952.00	541.01	1,770.93	107.352	39.12	8.64
NOVEMBER							
DECEMBER							
JANUARY							
FEBURARY							
MARCH							
APRIL							
MAY							
JUNE							
JULY							
AUGUST							
SEPTEMBER							
Total	2630.89	7952	541.01	1770.93	107.352	39.12	8.64

2023 - 2024 SANITATION PICK UP (TONS)

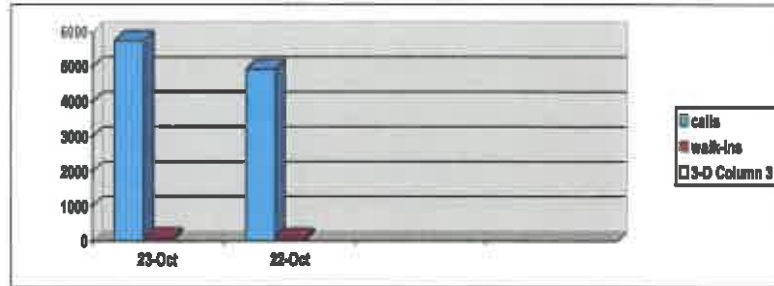


CITY SECRETARY MONTHLY REPORT OCTOBER 2023

Reception:

Calls received: 5,753

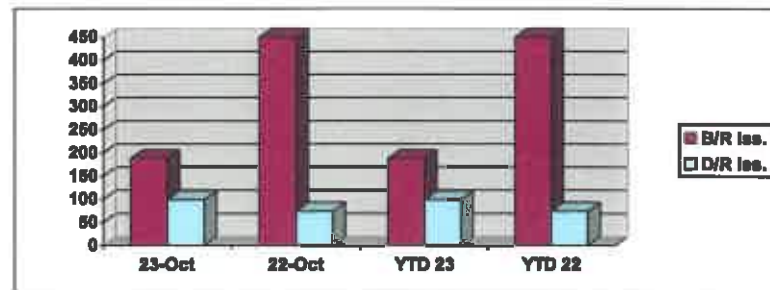
Walk-ins: 98



Vital Statistics:

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

	Oct-23	Oct-22	YTD 23	YTD 22
Birth Records Registered	188	170	188	170
Birth Records Issued	410	420	410	420
Death Records Registered	34	43	34	43
Death Records Issued	99	94	99	94
Funds Received	\$10,143.00	\$1,112.00	\$ 10,143.00	\$ 1,112.00



Cemetery:

	Laurel Hill	San Jose	Catholic	Baby Sp.	YTD 22/23	
Burials:	5	0	1	0	6	0
Sold Spaces:	0	0	0	0	0	0

	Laurel Hill	San Jose	Catholic	Baby Sp.	YTD 21/22	
Burials:	4	0	3	0	7	0
Sold Spaces:	0	0	0	0	0	0

SHARY MUNICIPAL GOLF COURSE DEPARTMENTAL REPORT September 2023

**GOLF COURSE USAGE REPORT: Attachment – Golf Course Sales by Department Report for
September 2023**

Tournaments:

September 2nd - Monday Night League Double Points - 60 players

Upcoming Tournaments:

October 7th – Mission Firefighters Fundraiser

October 13th – 14th - Mission CISD High School Invitational

October 17th – Mission CISD High School Jr. Varsity Invitational

October 21st – Dai Tung Tournament

Sales By Department

Shary Municipal Golf Course

Friday, September 1, 2023 - Saturday, September 30, 2023

Item by Department, Category, and Sub-Category	Sales					Refunds		Total			
	Qty	Sales	Tax	Cost	Margin	Qty	Sales Refund	Tax Refund	Qty	Sales	Tax
Food & Beverage	5,911	\$8,863.96		\$4,049.50	54.32%				5,911	\$8,863.96	
Beverage	5,007	\$7,580.08		\$3,552.27	53.01%				5,007	\$7,580.08	
Food	904	\$1,303.88		\$497.23	61.87%				904	\$1,303.88	
Green Fees	2,113	\$19,301.51							2,113	\$19,301.51	
League	16	\$80.00							16	\$80.00	
Member	711	\$0.00							711	\$0.00	
Mini Golf	30	\$170.00							30	\$170.00	
Online	75	\$740.50							75	\$740.50	
Public	287	\$4,663.00							287	\$4,663.00	
Regular	342	\$7,187.00							342	\$7,187.00	
Specials	561	\$6,461.01							561	\$6,461.01	
Tournament	91	\$0.00							91	\$0.00	
Package	50								50		
Pro Shop	2,710	\$53,814.91		\$12,877.51	76.07%				2,710	\$53,814.91	
Cart Fees	1,528	\$11,272.03		\$162.00	98.56%				1,528	\$11,272.03	
Driving Range	404	\$1,596.38		\$0.00	100.00%				404	\$1,596.38	
Gift Cards SOLD	94	\$17,235.00							94	\$17,235.00	
Hard Goods	150	\$10,219.17		\$6,435.04	17.46%				150	\$10,219.17	
League	50	\$1,250.00		\$0.00	100.00%				50	\$1,250.00	
Memberships	19	\$6,605.00							19	\$6,605.00	
Miscellaneous	2	\$1.13		\$0.00	100.00%				2	\$1.13	
Soft Goods	456	\$5,391.20		\$4,280.48	20.60%				456	\$5,391.20	
Tournament Fees	7	\$245.00		\$0.00	100.00%				7	\$245.00	
Total	10,784	\$81,980.35	\$3,018.60	\$16,927.01	79.35%			\$0.00	10,784	\$81,980.35	\$3,018.60