

SPEER MEMORIAL LIBRARY BOARD

The Speer Memorial Library Board met for its regularly scheduled meeting on December 13, 2022, at Speer Memorial Library.

A. Call to order

The Meeting was called to order by Linda Fraser at 5:36 p.m.

Attendance was taken.

Present:

Beth Blanton
Lina Cantu Cruz
Linda Fraser
Elizabeth Garza
Cynthia Leon

Absent:

Charles Austin, M.D.
Kathy Brown
Lourdes Garcia
Vanessa Suarez

Library Staff Present:

Mayra Rocha, Library Director

Approval/Disapproval of Absences

All absences for the December 13, 2022, meeting was approved as excused as they were work or out of state travel related absences.

1.0 Disposition of Minutes

1.1 Board Minutes

Elizabeth Garza moved to approve the minutes as presented for the September 20, 2022, Speer Memorial Library Board Meeting. Lina Cantu Cruz seconded the motion and the motion passed unanimously.

2.0 Acknowledge Receipt of Reports

2.1 Treasurer's Report

Elizabeth Garza stated that the current balances in both the Breyfogle and MacDonald accounts, with activity as of October 14, 2022, were attached for review. She stated that the MacDonald account has a balance of \$27,476.62 and Breyfogle account has a balance of \$6,811.75. The treasurer's report was filed for audit as presented.

3.0 Routine Business

3.1 HCLS

Mayra Rocha, Library Director reported HCLS meeting information for the following meetings: October 20, 2022, and November 17, 2022. She highlighted the presentation by Orange Boy, Inc. which is a marketing management platform for libraries that focuses on information/news centers specific to each library with numerous communication letters that can be emailed to library patrons, etc., within each public library's community. She stated that the McAllen Public Library was already using a version of the product and they felt it was extremely easy to use and a very effective communication source for their patrons. The member libraries are awaiting a HCLS consortium pricing structure based on population of respective cities and perhaps a trial period for effective study of the product. She further highlighted the need to increase circulation checkouts by our community members. This need was prompted by the review of statistics by each member library. While library use by patrons in the Speer Library is high, Mayra reported that one of the goals of the library for 2023 was to increase circulation of library items. Lina

Cantu Cruz and Linda Fraser recommended consideration of a “rewards card” for patrons, like a punch card that would be managed at the circulation desk... Free items like pencils, books, cups of coffee, etc., were discussed as possible rewards items to consider, including special recognition for all new and renewal library card applicants at the time they get their library card, like a yahoo, the ringing of a bell, etc.

Mayra further reported that the President of HCLS, Armandina Sesin, San Juan Memorial Library Director had resigned as she is retiring and Adolfo Garcia, Pharr Memorial Library Director, had been elected as the new HCLS President. Discussion of a “Fine Free Library” occurred during the November meeting. Mayra reported that several libraries across the state are already implementing a fine free platform for late returns of library items that are checked out, especially for children’s books. She stated that she would be conducting a study of the possibility of such an implementation.

3.2 Friends of the Library

Mayra Rocha reported that the "Friends of the Library" meeting for October was cancelled, and the next meeting is tentatively scheduled for February. Cynthia Leon asked about the status of the “Friends of the Library” non-profit reinstatement with the IRS. Mayra reported that she is continuing to work on it.

3.4 Librarian’s Report

Mayra Rocha presented the Board members with the monthly reports for the months of October 2022 through November 2022 which included performance and circulation statistics totals as well as the Library Accounts Summary sheets. The monthly reports also included detailed information on the library’s monthly program activities hosted for library patrons, local schools and the public which reflected significant increases in each area from last fiscal year.

Mayra Rocha reported on the numerous library activities held in October which included the Halloween Trick-or-Treat Day held on October 26th for toddlers and small children who were in attendance for the Toddler Time Program. Children dressed in costumes enjoyed story time, singing, dancing, snacks, books, and lots of candy. The Children’s Department also hosted a Pumpkin Decorating Contest from October 7th through October 23rd. Pumpkins had to be decorated as book characters in order to be accepted for display and judging.

The Teen Department programming included crafting from October 11th through October 25th as well as movie nights on October 13th, 22nd and 27th. On Wednesdays, during the month of October, the teen department focused programming on anime and manga for crafts, movies and learning Japanese. The teen department also held a Costume Contest and participants submitted pictures of their entries via Social Media.

In addition to the October programming, the very talented library staff in the Children’s Department made skulls for the Dia de los Muertos festival to be held at the Mission Historical Museum. Each staff member was tasked with creating one skull so each one was unique and artistic in their own way. The masks were also highlighted during the Friday Review Club meeting held on October 21st in the Community where 66 adult attendees were able to hear about the masks and took selfies with the collection.

Mayra stated that the Book Club was held on October 4th where the book discussion was “Britt Marie Was Here” by Fredrik Backman. Fifteen people joined the in-person discussion of which 2 joined via Zoom. The book discussion was outstanding, and all found a lot of life lessons to

be learned through the story. She further stated that the November Book Club was held on November 15th where the book discussion was “The Honey Bus” by Meredith May which is an unforgettable story about finding home in the most unusual of places, and how a tiny, little-understood insect could save a life. Mayra ended the Book Club report by stating that the Book Club members requested more books that focused on uplifting stories and not just uplifting difficult struggles.

November brought another month of outstanding programming and activities by the Children’s and Teen Departments as well a Grant Award of \$1000.00 from Walmart for the Children’s Department. The talented library staff once again used their numerous talents to design and create the backdrop for the City hosted employee luncheon held on November 15th.

With December already underway, the Children’s and Teen Departments will be hosting their Christmas Parties for the children on December 13th and for the teens on December 15th. There will be a game night for teens along with goodies and for the children, Letters to Santa Stations, Selfies with Santa Stations, Coloring, Crafts, and Game Stations as well as goodies and a free book for every child while supplies last will be available.

Mayra Rocha finalized the librarian’s report with information regarding the status of the position of Assistant Library Director. She stated that applications had been received and interviews would be scheduled by the City of Mission HR Department over the next few weeks.

4.0 Unfinished Business – None

5.0 New Business –

5.1 Any Discussion or Action on Board Items -

Under agenda item **5.1a Nominating Committee** - Elizabeth Garza reported that the nominating committee, which consisted of Lina Cantu Cruz, Vanessa Suarez and Elizabeth Garza, had met and the following Board members were nominated to serve as Speer Library Board members for the 2023 year. The nominations were as follows: Linda Fraser - President, Charles Austin, M.D. - Vice-President, Lina Cantu Cruz - Secretary and Elizabeth Garza – Treasurer. Cynthia Leon moved to accept the nominating committee’s recommendations and Lina Cantu Cruz seconded the motion. The motion passed unanimously

5.2 Any Discussion or Action on Library Items - None

6.0 Announcements or Remarks

The next Speer Memorial Library Board meeting is tentatively scheduled for March 21, 2023, at 5:00 p.m.

7.0 Adjournment

Elizabeth Garza made a motion to adjourn the meeting and Cynthia Leon seconded the motion which passed unanimously. Linda Fraser adjourned the meeting at 6:42 pm.

Library Board Secretary _____ Date _____
(Cynthia Leon)

SPEER MEMORIAL LIBRARY BOARD

The Speer Memorial Library Board met for its regularly scheduled meeting on March 21, 2023, at Speer Memorial Library.

A. Call to order

The Meeting was called to order by Linda Fraser at 5:36 p.m.

Attendance was taken.

Present:

Linda Fraser
Elizabeth Garza
Cynthia Leon
Vanessa Suarez
Lina Cantu

Absent:

Charles Austin, M. D
Kathy Brown
Beth Blanton

Library Staff Present:

Yenni Espinoza, Library Asst. Director

Approval/Disapproval of Absences

All absences for the March 21, 2023, meeting were approved as excused as they were work or out-of-state travel-related absences.

1.0 Disposition of Minutes

1.1 Board Minutes

Cynthia Leon moved to approve the minutes as presented for December 13, 2022, Speer Memorial Library Board Meeting. Elizabeth Garza seconded the motion and the motion passed unanimously.

2.0 Acknowledge Receipt of Reports

2.1 Treasurer's Report

Elizabeth Garza stated that the current balances in both the Breyfogle and MacDonald accounts, with activity as of October 14, 2022, were attached for review. She stated that the MacDonald account has a balance of \$27,476.62 and the Breyfogle account has a balance of \$6,811.75. The treasurer's report was filed for audit as presented.

3.0 Routine Business

3.1 HCLS

Yenni Espinoza, Library Asst. Director reported HCLS meeting information for the following meetings: January 19, 2023, February 16, 2023, and March 16, 2023. She highlighted The FESTIBA Event that is hosted by the Sekula Memorial Library and they extended an invitation to all libraries if would like to join in on this event. They are also looking into revising the HCLS procedures handbook to make sure that it is up to date. The libraries also signed up to turn in their interlocals. Linda Fraser wanted to know if it was possible to see the reports on the interlocals and how the Speer Memorial Library is doing. Yenni further highlighted the interlocals and the E-Library in specifics the funding that is being used. Venessa and Elizabeth recommended if possible that they can connect with schools so that they can also implement the E-library in the classrooms.

Yenni remarked that she has discussed with Mayra on working with Schools and are trying to find ways to partner up with the School district to try to make this a program between the library and

the schools. The Library Board members each recommended the consideration of how to promote the patrons to update or get a library card by the library holding an informational booth or making a promotional video that they can advertise.

3.2 Friends of the Library

Yenni Espinoza reported that the "Friends of the Library" had no meeting due to quorum but the next meeting is tentatively scheduled for May 1st, 2023. Yenni informed the group that the new president of the "Friends of the Library" is now Adela Ortega.

3.3 Librarian's Report

Yenni Espinoza presented the Board members with the monthly reports for the months of January 2023 through February 2023 which included that at the end of January, they had two of their employees retired from the Library. Belinda Garza retired after 44 years of service and Edna Morales retired after 32 years of service. The monthly reports included performance and circulation statistics totals as well as the Library Accounts Summary sheets. The monthly reports also included detailed information on the library's monthly program activities hosted for library patrons, local schools, and the public which reflected significant increases in each area from last fiscal year.

Yenni Espinoza reported on the numerous library activities held in January which included that The Children's Department initiated a "Kids Animanga" Club that meets each week on Wednesdays Since it's been a big hit with our Teens, the younger teens expressed wanting their own club.

The Children's Department continues to host their usual activities Monday Movie Night at 5:30 pm, Color Me Calm on Tuesdays at 6 pm, Toddler Time every Wednesday at 10 am, Play-Doh every Thursday at 6 pm, Scavenger Hunt on Saturdays at 2 pm, and Family Games every Sunday at 2 pm.

The Teen Department programming hosted a "Mario Kart Tournament" on January 19th, On January 25th we hosted a local Author Dr. Isaias Rodriguez, he had read his book to the children which is titled *Mom, Are You Ready*, the group enjoyed the story reading and discussion afterwards. They also had craft events and movie nights throughout January. On Wednesdays, during the month of January, the teen department focused programming on anime and manga for crafts, movies, and learning Japanese.

Yenni stated that the Book Club was held on January 28th, for The Personal Librarian by Marie Benedict at 6:30 pm, we had 14 participants join us that evening. The book discussion was outstanding, and some found they could connect with the issues the Main Character was going through. The Reference Department also hosts a Color Me Calm class on Tuesdays at 10 am, Computer Classes Wednesdays at 2 pm and 6 pm, Coffee and Games on Fridays at 10 am, and Movies once a month on a Saturday at 2 pm. She further stated that the February on 28th Book Club was about the book *The Rosie Project* by Graeme Simsion at 5:30 pm for Spanish speakers and 6:30 pm for English Speakers.

In February our Library Director retired from the Library, Mayra Rocha retired after 23 years of service. But February also brought another month of outstanding programming and activities by the Children's and Teen Departments. We also held a successful Valentine's Book Sale on February 11th from 10 am to 3 pm. The Library has also hosted the VITA Program a tax preparation service to the public until April 8, 2023.

With May already underway, the Children's and Teen Departments will be hosting their Summer Reading Program for the Children and Teens starting June 1, 2023. There will be many new activities, crafts, and events for the program as well as goodies and books as prizes for these activities. The Reference Department will be having a Summer Reading event that will also be starting on June 1, 2023. Yenni Espinoza finalized the librarian's report.

3.4 Accreditation for State Library System –

Yenni Espinoza explained to the board about form that the library was submitting for statistics and expenditures to the state in order for accreditation by the State. Elizabeth Garza moved to approve the accreditation application and Lina Cruz seconded the motion. The motion passed unanimously. Linda Fraser the president of the board signed the form with the Asst. Director Yenni Espinoza.

4.0 Unfinished Business – None

5.0 New Business –

5.1 Any Discussion or Action on Board Items -

Under agenda item **5.1a Nominating Committee** - Elizabeth Garza moved to nominate a New President as Mrs. Linda Fraser is retiring from the board as of this month. The nominations were as follows: Charles Austin, M.D - President, Elizabeth Garza - Vice-President, Lina Cantu Cruz – Secretary, and Vanessa Suarez – Treasurer. Cynthia Leon moved to accept the recommendations of the nominations and Lina Cantu Cruz seconded the motion. The motion passed unanimously

Linda Fraser mentioned if there are any recommendations on whom they would like to add to the committee now that a position would be open with her leaving. The board has discussed asking the former library director Mayra Rocha to be part of the board committee.

5.2 Any Discussion or Action on Library Items - None

6.0 Announcements or Remarks

The next Speer Memorial Library Board meeting is tentatively scheduled for June 20, 2023, at 5:00 p.m.

7.0 Adjournment

Elizabeth Garza made a motion to adjourn the meeting and Cynthia Leon seconded the motion which passed unanimously. Linda Fraser adjourned the meeting at 6:42 pm.

Library Board Secretary _____ Date _____
Charles Austin, M.D - President



**KEEP MISSION
BEAUTIFUL BEAUTIFICATION
COMMITTEE REGULAR MEETING
MISSION CITY HALL
APRIL 4, 2023 at 5:45 PM**

MINUTES

MEMBERS PRESENT:

Lucille Cavazos
Lisa Salinas
Mario Cantu
Robert Treviño

ABSENT:

Gavino Garza

STAFF PRESENT:

Anais Chapa, Assistant City Secretary
Roel Mendiola, Sanitation Director
Yaritza Peña, Administrative Coordinator
Laura Ojeda, Administrative Assistant

REGULAR MEETING

CALL TO ORDER AND ESTABLISH QUORUM

With a quorum being present, Roel Mendiola, Sanitation Director, called the meeting to order at 5:47 p.m.

APPROVAL OF MINUTES – MARCH 7, 2023

Members took a few minutes to review the minutes from the meeting held on March 7, 2023 meeting. Ms. Lucille Cavazos moved to approve the minutes as presented. Motion was seconded by Ms. Lisa Salinas, and approved unanimously 4-0.

NEW BUSINESS

A. Introduction of New Member – Mr. Robert Trevino

Anais Chapa, Assistant City Secretary, welcomed Mr. Robert Trevino to the committee and staff members present. Mr. Trevino was appointed as the fifth and final committee member. Mr. Trevino has worked for the City of McAllen over the last ten years and is currently the Renewable Resource Manager. He has been a resident of the City of Mission his entire life. Mr. Trevino expressed his excitement to be able to work with our group and share his ideas and expertise with us in order to move forward with our beautification efforts.

B. Update on Keep Texas Beautiful Application

Ms. Chapa informed the group that the Keep Texas Beautiful Provisional Checklist was in the final stages and just pending some minor information. Her goal was to have the application submitted by the end of the following week. Once everything was submitted, she would advise the board and send them a copy of the checklist for their review. Mr. Trevino mentioned that once we have an official affiliation with Keep Texas Beautiful, we gain more access to amazing grant opportunities. He stated that in McAllen, they have partnered with Coca-Cola for several projects and have applied/received grant money for various projects. The next step is to get our 501(c)(3) status. In order to do so, we would have to name a chairman and officers to be able to list on the application. This had not been done since we

have not had a meeting where all members have been present. It was suggested that we schedule a zoom meeting to appoint officers.

C. Discussion of Upcoming Community Spring Round Up

The Community Spring Round Up event is scheduled to take place on Saturday, April 22nd at the brush site which is located at 1400 s. Conway. This event is in partnership with the Lower Rio Grande Development Council and their "Road to Recycling" campaign. LRGVDC will partially pay for the disposal of the tires collected at the event. This is a drive-thru style event where residents drive up to drop off their unwanted bulky items. Staff members and volunteers would be helping the residents unload these items. In the past, these events have been a great success. We normally get a very good turn-out. Items that are usually brought in are tables, chairs, mattresses, BBQ pits, pallets, tires, etc. For this event, we don't need too many volunteers other than the city staff. We would like for the committee members to be present at the event. Ms. Chapa would be placing an order for shirts the following week and would text everyone to ask for their size.

D. Discussion of Upcoming Trash Bash Event and Roll-Off Placement

The City of Mission Annual Trash Bash was scheduled to take place on Saturday April 29th at the CWV Park/Mayberry Pool. This was a much bigger event, and for this one, we do need all hands on deck. The city partnered with MCISD to provide transportation for the volunteers to/from their designated clean up areas. At the moment, there were about 145 volunteers signed up for this event. The goal was to get at least 200 volunteers prior to the event date. Ms. Chapa continued to receive phone calls asking for information on the event and the registration process. There are several vendors that have sent in a sponsorship already and several others that have committed. We would like to get all the packets (t-shirts, capes, masks, gloves, bags and first aid kits) a few days prior to the event. We may need help with this process so we would be reaching out to the committee members for assistance. The one thing that was pending for the Trash Bash Event was the maps of the designated clean up areas. Once we had the maps, we would be able to assign volunteer groups to each section. Mr. Mendiola mentioned that as part of trash bash, the city also places nine roll-off containers throughout the city. These containers would be utilized by residents who need to get rid of unwanted household trash and/or bulky items. The roll offs would remain in their designated areas for two weeks beginning on April 14th.

E. Nomination and Appointment of Chairman, Secretary and Treasurer

Since not all members of the board are present, we would not be taking any action on this item. We would like to have all members present at the meeting in order to complete this task. It was suggested that we schedule a special meeting, via zoom, to address and take action on this item. All efforts would be made to try and schedule a meeting for the following week.

DATE AND TIME OF NEXT MEETING

The next meeting will be held on May 2, 2023 at 5:45 p.m..

CHAIRMAN'S COMMENTS

None.

MEMBER'S COMMENTS

For the next meeting, we would be discussing the "After-Action Plans" for both the Community Round Up event as well as the Annual Trash Bash. This would give us an opportunity to see

what areas could be improved. It was also announced that the list of sponsorships were due no later than the next day to ensure that shirts would get printed in time for the day of the event. Ms. Cavazos also suggested that we come up with a program as a competition for landscaping amongst the banks. She had already spoken to several individuals about implementing a competition and she received positive feedback and interest.

ADJOURNMENT

At 6:45 p.m., the meeting was adjourned.

Roel Mendiola, Sanitation Director

CITIZEN'S ADVISORY COMMITTEE

May 9, 2023

Teleconference Regular Meeting

Members Present

Lorenzo Garza
Roxanne Mendez
Alma Garcia
Zoreida Lopez
Victor Anzaldua
Cynthia Pacheco
Elizabeth Segovia (Virtual)

Members Absent

Alex Guerra

Staff Present

Jo Anne Longoria
Esther Rivera

Call Public Hearing to Order

Vicechairman Zoreida Lopez called the Regular Meeting to order at 5:07 p.m. Ms. Jo Anne Longoria conducted roll call. She stated six members were present, therefore there was quorum.

Citizens Participation

Vicechairman Lopez asked if there were any citizens present to discuss any items on the agenda or to express their concerns on this Regular Meeting. With no one present and no comments, she continued with the next item.

Discussion and Recommendation to Approve Minutes for Special Meeting held on April 18, 2023

Ms. Longoria presented the minutes for Special Meeting held on April 18, 2023. There being no questions or comments, Vicechairman Lopez asked for a motion to approve the minutes as presented. Ms. Cynthia Pacheco motioned to approve the minutes as presented. Ms. Alma Garcia seconded the motion. Motion carried. (6-0)

Chairman Lorenzo Garza joined the meeting at 5:08PM.

Discussion on Citizen Participation Plan

Ms. Longoria presented the Citizen Participation Plan. She explained that the virtual meetings were allowed due to the Declared Disaster (pandemic) as shown on page 7 & 8 and will no longer be required. After a brief discussion, Chairman Garza continued with the next item. No action was taken.

Ethics Training

Chairman Garza presented the Ethics Training. However, the video was not available. He recommended the Ethics Training be rescheduled for the next meeting on May 23, 2023 and all members present agreed. After a brief discussion, Chairman Garza asked for a motion to reschedule the Ethics Training for the next meeting on May 23, 2023. Ms. Pacheco motioned to reschedule the Ethics Training as agreed. Vicechairman Lopez seconded the motion. Motion carried. (7-0)

Ms. Segovia left the meeting at 5:40PM.

Other Business

A. Progress Reports- April 2023

Ms. Longoria presented the Unofficial Progress Reports for April 2023. After a brief discussion, Chairman Garza asked for a motion to approve the progress reports as presented. Ms. Pacheco motioned to approve the progress reports as presented. Ms. Roxanne Mendez seconded the motion. Motion carried. (6-0)

B. Chairman's Comments

Chairman Garza no comments.

C. Committee Member's Comments

Ms. Mendez thanked Sanitation Department for their response on the trash and brush pick-up after the thunderstorm. No other comments were made from the members present.

Adjourn

Chairman Garza asked for a motion to adjourn the meeting. Mr. Victor Anzaldua motioned to adjourn meeting. Ms. Pacheco seconded. Motion carried (6-0). The meeting was adjourned at 5:49 P.M.

Lorenzo Garza, Chairman

**NOTICE OF REGULAR MEETING
MISSION ECONOMIC DEVELOPMENT CORPORATION
APRIL 26, 2023 4:00 PM
CENTER FOR EDUCATION AND ECONOMIC DEVELOPMENT**

PRESENT:

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

ABSENT:

ALSO PRESENT:

Eugene Vaughan, JGKL LLP
Jonathan Stephens, Teach for America
Tony Barrera, Progress Times

STAFF PRESENT:

Joel Garza, Chief Operating Officer
Judy Vega, Executive Assistant
Stepanie Palacios, Financial Officer
Naxiely López-Puente, Director of Marketing & Communications
Blanca Davila, Director of Economic Development
Belen Guerrero-Aguirre, Director of Strategic Partnership & Program Development
Randy Perez, City Manager
Angie Vela, Finance Director
Ezeiza Garcia, Assistant Finance Director

1. Call to Order and Establish Quorum

With a quorum being present, President Richard Hernandez called the meeting to order at 4:02 PM and announced that CEO Teclo J. Garcia was not attending this meeting, but COO Joel Garza was present in his place.

2. Approval of Minutes: Special Meeting & Public Hearing of April 5, 2023

Subject to a minor typographical correction, Secretary Deborah L. Cordova moved for approval of the special meeting and public hearing minutes of April 5, 2023. Motion was seconded by Treasurer Estella Saenz and approved 7-0.

3. Teach for America Recognition & Check Presentation

COO Joel Garza welcomed Naxiely Lopez, Director of Marketing and Communications, to introduce Teach for America (TFA) representatives. Ms. Lopez introduced Ana Gonzalez, Executive Director for TFA and Jonathan Stephens, Senior Managing Director for Network & Strategy with TFA. A short video was presented to the Board related to TFA and their purpose. After the video presentation, Ms. Gonzalez thanked the Board for their support and

mentioned that TFA works toward ensuring that students receive the best education possible. She mentioned that the organization now has 200+ educators and continues to work jointly with Mission EDC and area front-runners, to continue bringing a new generation of leaders in the Rio Grande Valley.

President Richard Hernandez called for a recess at 4:09 to take a check (\$5,000) presentation picture with TFA executives. President Richard Hernandez called the meeting back to order with a quorum present at 4:20 PM.

4. Deliberation & possible action to accept Adjusted Financial Statements for February 2023

Financial Office Stephanie Palacios presented and recommended approval of the adjusted financial statement for February 2023.

Vice President Jose G. Vargas moved for acceptance of the Adjusted Financial Statement for February 2023. Motion was seconded by Carl Davis and approved 7-0.

5. Deliberation & possible action for approval of Resolution No. 2023-02, Resolution of the Mission Economic Development Corporation authorizing the issuance of one or more series of revenue bonds and the loan of the proceeds thereof to Waste Management, Inc.; approving documents relating thereto; and approving other matters in connection therewith

Lee McCormick, President with Community Development Associates, briefly informed the Board on how the bond process works. He said that that MEDC's private bond activity program allows companies like Waste Management Inc., and other companies, to access the tax-exempt bond market by going through a governmental bond agency, but must meet certain state requirements to qualify. By applying for tax-exempt bonds, the companies save a quarter or half percent by soliciting bonds vs. going to the normal bondable tax market. Waste Management Inc.'s initial resolution was approved by the Board in September 2022 in an amount not to exceed \$100 million. In October 2022, the project owner decided to increase the project to \$200 million as well as add new locations for it. Now the project is ready to move forward. They have the paperwork ready, and the good news is that they have received notification from the Texas Bond Review Board that \$50 million has been allocated for this project; therefore, a final resolution is necessary in order to close. Although the request was higher, the Texas Bond Review Board will allocate bonds at their discretion. The company plans to close on June 1, 2023. This project is related to the refinancing of the construction costs for eight (8) proposed landfill locations in Texas. Mr. McCormick said this is a conduit transaction for MEDC. The borrower is responsible for the repayment of the debt. Approval of this resolution does not impose any payment or obligation on MEDC or the City of Mission. There is potential "reputational risk" if the borrower defaults since the Mission Economic Development Corporation name is included on the bonds. Fiscal impact benefits: Based on an initial transaction of \$50 million, at closing the MEDC is expected to receive approximately \$92,500 for serving as the issuer of the bonds and an annual fee of \$12,500 until maturity. Bracewell LLP is bond counsel and has been for most bond transactions with MEDC.

Mayor Norie Gonzalez Garza moved for approval of Resolution No. 2023-02 as presented. Motion was seconded by Vice Chairman Jose G. Vargas and approved 7-0.

Resolution No. 2023-02

Resolution of the Mission Economic Development Corporation authorizing the issuance of one or more series of revenue bonds and the loan of the proceeds thereof to Waste Management, Inc.; approving documents relating thereto; and approving other matters in connection therewith

6. **Deliberation & possible action for approval of Resolution No. 2023-03, Resolution of the Mission Economic Development Corporation regarding request of Chaparral Steel Midlothian, LP for the issuance of one or more series of revenue bonds; authorizing the filing of an application for allocation of volume cap for private activity bonds with the Texas Bond Review Board; authorizing public hearings regarding the bonds; and authorizing other action related thereto**

Lee McCormick, President with Community Development Associates, presented this item by saying that was an inducement resolution that will be brought back to the Board at a later date once final allocation notice is received. This transaction is for a steel recycling and manufacturing facility in Dallas. The company currently operates in 10 countries with over 300 employees. The bond proceeds will be used to finance and refinance the acquisition, improvements, equipment, and installation of materials used for recycling of waste materials.

As with the previous agenda item, this is also a conduit transaction for the MEDC. The borrower is responsible for repayment of the debt. Approval of this resolution does not impose any payment or obligation on MEDC or the City of Mission. There is potential "reputational risk" if the borrower defaults since the MEDC name is included on the bonds. Assuming a bond issuance of \$85 million, at closing the MEDC is expected to receive approximately \$162,500 for serving as Issuer of the bonds and an annual fee of \$21,250 until maturity. Mr. McCormick recommends that the MEDC Board of Directors adopt this resolution in an amount not to exceed \$175 million of tax-exempt private activity bonds to finance the proposed project.

Secretary Deborah L. Cordova moved for approval of Resolution No. 2023-03 as presented. Motion was seconded by Treasurer Estella Saenz and approved 7-0.

Resolution No. 2023-03

Resolution of the Mission Economic Development Corporation regarding request of Chaparral Steel Midlothian, LP for the issuance of one or more series of revenue bonds; authorizing the filing of an application for allocation of volume cap for private activity bonds with the Texas Bond Review Board; authorizing public hearings regarding the bonds; and authorizing other action related thereto

7. Deliberation & possible action to approve Quarterly Report of Investments for the Quarter ending March 31, 2023 and Interest Earned for Six Months Ending March 31, 2023

Finance Director Angie Vela presented and recommended approval of the Quarterly Report of Investments for the Quarter ending March 31, 2023 and Interest Earned for Six Months ending March 31, 2023.

There being no corrections or additions, Treasurer Estella Saenz moved for approval. Motion was seconded by Carl Davis and approved 7-0.

8. Deliberation & possible action to authorize CEO to negotiate the purchase of shade structures for the Mission Food Park in an amount not to exceed \$95,000.00

City Manager Randy Perez presented this item by saying that with increasing outside temperatures discussions have taken place related to the installation of much needed shade structures for the Mission Food Park. The request has come from food truck vendors and CEED tenants. Mr. Perez shared some images with the Board on shade structure renderings and on what the park will look like once installed. The vendor, Tenzo McAllen LLC of Mission is a BuyBoard vendor who provided a proposal for the structures in an amount not to exceed \$95,000. BuyBoard is a government purchasing cooperative, designed, and created to offer local government entities an opportunity to purchase supplies and equipment online conveniently and easily eliminating the need to follow a procurement process. The City of Mission is a member of BuyBoard. Secretary Deborah L. Cordova asked why the proposal did not have MEDC as the purchaser instead of Mission Parks & Rec.? Mr. Perez said that the purchaser's name can be changed to MEDC. He also reported that the vendor has done several projects with the City of Mission and the city has been pleased with their work. The installation will take about six weeks to complete or by mid-June. If approved, Mr. Perez said that a budget amendment will need to be approved by the Board for the purchase, but that today's approval starts the process. Questions were asked related to the life of the Mission Food Park, on warranty for the structures, and on a definition of "Acts of God" and what that would involve. President Richard Hernandez asked that the Finance Committee composed of Vice President Jose G. Vargas, and Treasurer Estella Saenz, coordinate a meeting to decide on the color of the shades. He is recommending approval of the proposal.

Secretary Deborah L. Cordova moved to authorize the CEO to negotiate the purchase of shade structures for the Mission Food Park in an amount not to exceed \$95,000. Motion was seconded by Vice Chairman Jose G. Vargas and approved 7-0.

At 5:05 PM, President Richard Hernandez announced that the Mission EDC Board of Directors will convene in closed session.

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

Deliberation and possible action regarding commercial or financial information received the Mission EDC from a business prospect with which the Mission EDC is conducting economic development negotiations or with which the Mission EDC seeks to have to locate, stay, or expand operations in or near the City of Mission (as permitted under Tex. Gov't Code Sec. 551.087), including, but not limited to the following: Report from CEO as to potential prospects.

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: M.E.D.C. Land.

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

At 5:13 PM. President Richard Hernandez announced the MEDC Board was convening in open session.

No action was taken.

10. CEO Report on Economic Activity

None.

11. President Comments

President Richard Hernandez recognized Financial Officer Stephanie Palacios, Director of Economic Development Blanca Davila, and Director of Marketing & Communications Naxiely Lopez Puente for their work. He also thanked the Board of Directors for their time and service to this Board.

COO Joel Garza introduced a new member to the MEDC Team, Ms. Belen Guerrero-Aguirre, Director of Strategic Partnerships & Programs. Ms. Guerrero-Aguirre introduced herself by saying she had just moved to McAllen from San Antonio, where she worked for the San Antonio Economic Development Foundation for six years. She graduated from St. Mary's University and is originally from McAllen. She is excited and thankful to have become part of the MEDC Team.

12. Adjournment

At 5:17 PM, Mayor Norie Gonzalez Garza moved to adjourn the meeting. Motion was seconded by Estella Saenz and approved 7-0.

Richard Hernandez, President

ATTEST

Deborah L. Cordova, Secretary

**Mission Redevelopment Authority
Board of Directors Meeting
April 25, 2023**

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, on April 25, 2023, at 4:00 PM, at 801 N. Bryan Road, Mission Texas, and the roll was called of the duly appointed members of the Board, to-wit:

David Penoli, Chairman
Martin Garza, Vice Chairman
Aissa I. Garza, Secretary
Amanda O'Caña
Albert X. Chapa
Efrain Reyna Jr.
Hector Moreno

All the above were present. Director O'Caña participating via Zoom teleconference. Also present at the meeting were Joe Morin, Angie Vela, Ezeiza Garcia, Mayor Norie Gonzalez Garza, J.P. Terrazas, Randy Perez, Crystal Chavez, Joe Salazar, Damien D. Tijerina, Ruben James de Jesus, Rene Alcalá, Armando Sandoval, Dale Leven, Abel Bocanegra, David Flores, Abraham Ramirez, Kelly Vela, Joel Barragan, Colby Eckols, and Judy Vega.

Call Meeting to Order at 4:08 PM

With a quorum present, Chairman Penoli opened the meeting with a welcome to all.

Approve minutes of the March 28, 2023 meeting of the Mission Redevelopment Authority

Upon a motion duly made by Secretary Aissa I. Garza and seconded by Director Chapa, the Board unanimously approved the meeting minutes of March 28, 2023.

Project Reports

Chairman Penoli questioned the South Conway Lift Station Project and a balance of \$20,113.71 since it has been completed. Assistant City Manager J.P. Terrazas mentioned that this project is completed; however, the due amounts are for pending testing items that have not been paid.

Chairman Penoli recognized P.E. Ruben James de Jesús with Melden & Hunt to report on the **Bentsen Palm Development Phase III Project**. Mr. de Jesús reported that the contractor has completed Lines A (runs through Sendero Ph. 1) and Line B (runs along the south side of Amigos del Valle). The contractor, RDH Site & Concrete LLC, has installed the last segment within the roadway. One borehole that will go behind the houses on Lake View Drive & Lake

Front Drive is left, approximately 250 ft. This final step will be to eliminate the lift station within Meadow Creek, which will be completed within the next 30 days. The project is moving forward with no issues. No further comments were made.

Chairman Penoli recognized P.E. Ruben James de Jesús with Melden & Hunt to report on the **Tierra Dorada Sanitary Sewer Improvements Project**. The project description involves the design to eliminate Lift Stations #13 and 14 within Tierra Dorada Subdivision and construct a new proposed lift station to reroute sewer discharge into existing sanitary trunklines along Los Ebanos Road. Mr. de Jesus mentioned that the design plans have been completed and have been submitted to the City of Mission for their review and comments. A meeting is being planned this week to go over the lift station's location, review numbers and prepare bid let the project in May. Chairman Penoli asked a question related to the construction estimate for this project. Mr. Terrazas said he requested cost estimates on construction for this project when this project was first awarded; however, the cost of construction has changed, and the firm needs new estimates for bond purposes.

On the **Inspiration Road Trunklines Project**, Mr. de Jesus mentioned that they are working on submitting a preliminary draft report now that a plan is in place with the City of Mission. He said he will be able to provide cost estimates for both a feasible and non-feasible project. This project is considered feasible because it will help infrastructure along Inspiration Road and will be more cost effective in the long run. He will present a draft cost estimate at the next Board meeting. Mr. de Jesús mentioned that a non-feasible plan would be to just upgrade or align the existing line along Inspiration Road but by doing this there will be conflicts related to the existing utility lines, and not recommended. The cost to do this would be more expensive than to re-route the force main. No further comments were made.

Chairman Penoli recognized P.E. Damien D. Tijerina with L&G Engineering to report on the **Inspiration Rd./Military Parkway Loop Ph. I & II**. On **Phase I**, Mr. Tijerina mentioned that the project involves environmental assessment, public involvement, and schematics. He reported that a virtual public hearing begins tomorrow, April 26, 2023 at 10:00 AM. Notices were sent to the property owners two weeks ago informing them of the virtual public hearing. And notices in the newspapers were published on April 12, 2023. The firm has partnered with the City of Mission's IT Department as well as with TxDOT's IT Department for coordination. Chairman Penoli asked if someone will be available during the virtual public hearing in case public participating has questions. Mr. Terrazas said he will be available. He also said that he has already received messages from people that live along the property easements (about 40' from their property), expressing concerns or requesting a survey (provided). The environmental assessment has not been finalized on the surveys; however, it should be finalized by the end of this year. Once finalized, the firm may continue evaluating ROW acquisitions.

On **Phase II**, Mr. Tijerina mentioned that Phase II consists of Right of Way maps (nearly 100% complete) and should be submitted by the end of this week. PS&E plans are 90% completed. Internal review of the plans has been completed and at this time the firm expects to have a 90% submittal plan on May 8, 2023. Secretary Aissa I. Garza asked about Work Authorization (WA) No. 34 which was noted at \$3,728,854.02; however, on the Total Budgeted Amount spreadsheet, there is no budget listed. Mr. Terrazas explained that WA No. 34 was for Phase III of Inspiration Road/Military Parkway Loop, approved last year, but funding for this project is pending. He said this project was discussed with the Finance Committee meetings where cash flow was reviewed and then later determined that the project will be funded with bond proceeds. Mr. Terrazas also mentioned that he had emailed an engineering costs breakdown related to Phase III to Chairman Penoli, which were roughly \$200,000. No further comments were made.

Chairman Penoli recognized Rene Alcalá with **Killam Development** to report on the El Milagro Phase I Project. Mr. Alcalá said that the project continues to move forward but did slow down due to rainy days. He shared some images with the Board that showed just how much rainwater affected the construction area recently, but also said that water was being taken out. A description of the areas being worked on was provided by Mr. Alcalá and these included Los Indios Blvd. (22.79% completed); Minor Arterial (Green Street), (13.79% completed); Minor Arterial (Mayberry), (20.35% completed); Principal Arterial 1-Way, Divided Residential, (29.03% completed); Principal Arterial 1-Way Divided Commercial, (14.97% completed); Minor Arterial (2-Way Bike), (15.24% completed); Local Alley & Streets, (13.83% completed); and Alley Commercial (24.29% completed). In all the project is 67.57% completed and about \$2.7 million has been expensed. Chairman Penoli mentioned that on the description sheet, Item #1, Los Indios Blvd., the total amount on the sheet shown was \$4,734,636, but adding up what was expensed for the months of December 2022 (\$348,487.41), January 2023 (485,281.77), February 2023 (\$877,919.00), and March 2023 (1,078,848.30), against the shown balance of \$3,655,787.70, it appears to be incorrect. Mr. Alcalá said he will review the numbers and make a correction accordingly. Another question was asked by Chairman Penoli related to weather days. Mr. Alcalá said that he does not anticipate any delays for this project; however, it will be difficult to predict weather days ahead of time. Interim Executive Director Randy Perez said that with every project, weather day allowances are always factored in. Vice Chairman Martin Garza suggested that weather days are reported to the Board perhaps on a quarterly basis. Mr. Terrazas mentioned that he would like to see weather days' records at the end of the project to see if the contractor tried to make up weather days by either working on weekends or holidays; however, Vice Chairman Martin Garza said that it would be difficult to rebut weather days at the end of projects. Quarterly reports on weather days for each project from contractors will be requested as recommended. No further comments were made.

Chairman Penoli recognized Crystal Chavez with The Warren Group to report on the **Fire & Police Sub-Station #6**. Ms. Chavez mentioned that the project's cost estimate is \$6.1 million and that it is about 71% complete. On the site construction progress Ms. Chavez said that the contractor has completed 95% of the concrete sidewalk. The perimeter concrete block is 90% complete. The cast in place concrete fire truck driveway on the north side has been completed since yesterday (April 24th) and final grading on drives and parking lots is ongoing. Installation at gate islands is ongoing and AEP has installed transformers, dip poles and fuse holders. On the building construction Ms. Chavez reported that exterior brick has been completed and the installation of wall insulation has also been completed. The installation of gypsum board, tape, float, and primer paint in the Police Dept. has been completed and in the Fire Department it is ongoing. Electrical wire rough in and panel trim-out is in progress. The contractor is currently installing the interior panel board. Painting and door frames are in progress. Installation of ceiling grid and boarder tile is ongoing as well as plumbing rough-in in the fire department area. The contractor reported three additional weather days from the 21 reported last month. The Warren Group submitted Pay Application #10 to the City of Mission for the pay period of March 23, 2023 in the amount of \$358,651.68. Three pending delivery items are a PA panel, with estimated delivery of June 13, 2023; a main disconnect switchboard with estimated delivery of June 9, 2023; and roof top units that have an estimated delivery by the end of April. Ms. Chavez mentioned that they do request proof from the contractor every time they submit weather days and they do keep a record for verification purposes. Mr. Terrazas said that although weather days and pending items may impact construction, the contractor may continue installing other items. Vice Chairman Martin Garza asked if the roof had had any damage during the past storms. Ms. Chavez said that during the first storm yes, but

the contractor made repairs. During the second storm, no leaks were reported. No further comments were made.

Chairman Penoli recognized Assistant City Manager J.P. Terrazas to report on the **Walsh Street Project**. Mr. Terrazas said that this project has not been funded and that it will be made part of the bonds the Authority is working on securing.

Mr. Terrazas reported on the **Mayberry Road Extension** and said that developer Ruben Hinojosa is not ready to start this project.

Mr. Terrazas reported on the **1st Street Extension** by sharing some images of this project, a subdivision containing 66 lots. The contractor has installed 85% of sewer lines. The drainage system is 45% complete, but the water line installation has not yet begun. Issues were reported in the area as apparently, it used to be a landfill, which has debris. As the contractor continues his work, the crews are also removing debris as they go. The contractor did a Change Order on their own to provide more backfill material. Nothing further was reported. The contractor is River Side Construction.

Deliberation & possible action to approve resolution reimbursement of funds from pending bond proceeds

Interim Executive Director Randy Perez mentioned that the Authority's legal counsel, Tim Austin, prepared this resolution which stipulates that the Board of Directors of the Authority has determined that it is in the best interest of the Authority to use general fund revenues currently on hand to finance the projects with the intent to reimburse the general fund with bond proceeds. Mr. Austin explained that any projects that the Authority has had expenditures on within the last 60 days need to be listed on Exhibit A of the resolution. A list of projects was not immediately available by the time of this meeting, but the resolution may be approved subject to that information being provided. Mr. Austin also mentioned that this resolution is necessary if the Authority wants the bonds to be tax exempt as the IRS will want to know what the Authority will be reimbursing from bonds to the general fund. He is recommending approval.

Upon a motion duly made by Secretary Aissa I. Garza, and being seconded by Vice Chairman Martin Garza, the Board unanimously approved Resolution No. 04-25-2023, subject to a forthcoming list of projects on Exhibit A prepared with the assistance of bond counsel and staff.

Presentation from Hilltop Securities regarding the feasibility of the issuance of tax increment revenue bonds by the Authority, and consider authorizing the financial advisor, bond counsel, and staff to proceed as necessary with the steps required to proceed with the sale of such bonds

Chairman Penoli recognized Colby Eckols, Senior Vice President & Investment Officer with Hilltop Securities to inform the Board on options for the sale of bonds. Mr. Eckols referred to some important points in the presentation. He said Ms. Anne Burger, Senior Managing Director with Hilltop Securities spoke with staff and members of the Finance Committee last week related to several scenarios with the Authority issuing negotiated bonds and how to raise the most proceeds they possibly can. Two options were discussed, an Open Market Sale and or a Direct Placement Sale. After discussing with staff and the Finance Committee members, the recommendation was to work on keeping the current Authority's rating (A-) to maximize the amount of proceeds as we can while also insuring the bonds. An Open Market Bond Sale generally has lower interest rates than a Direct Placement Bond; however, overall costs may not be less after factoring in the preparation of documents, rating fee, underwriter fee, and the process taking more time to

execute. The Direct Placement Sale option generally has higher interest rates, but the overall preparation of documents, rating fee, underwriter fees, and the process to execute takes less steps and potentially increases the proceeds. Speaking with staff and the Finance Committee, Mr. Eckols felt that the best option was a Direct Placement Sale; however, both options will be presented to the Board at the next meeting to see which is best. Mr. Eckols said that upon conducting an analysis projection, the RDA could issue approximately \$17.1 million and would potentially maintain its rating of A- based on current market conditions and 1.75x insurance coverage. Another analysis projection is the RDA could issue approximately \$19.9 million and could receive a credit downgrade to BBB+ based on current market conditions and 1.60x insurance coverage. Mr. Eckols mentioned that one thing to keep in mind is that regardless of which option is selected, there will always need to be an excess reserve fund that the MRA will not be able to utilize for projects.

Upon a motion duly made by Secretary Aissa I. Garza, and seconded by Vice Chairman Martin Garza, the Board unanimously authorized the Authority's Financial Advisor to continue analyzing the aspects of a proposed bond issue along with assistance from bond counsel and staff and bring a recommendation to the Board as soon as possible.

Deliberation & possible action on approval of an extension to the Agreement for Interim Administrative Services between the City of Mission and Mission Redevelopment Authority/Mission Tax Increment Reinvestment Zone No. 1

At 5:13 PM, Secretary Aissa I. Garza moved to convene into Executive Session, under Texas Government Code Sec. 551.071, Consultation with Attorney, regarding legal matters related to contract term negotiations. Motion was seconded by Director Chapa and approved unanimously.

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

At 5:28 PM, Chairman Penoli announced that the Mission Redevelopment Board of Directors were convening in open session.

Interim Executive Director Randy Perez mentioned that the City of Mission's City Attorney Victor A. Flores had prepared the Interim Administrative Services Agreement and that he had also prepared the First Amendment to the same agreement that is being presented today. This amendment extends the agreement from until the end of this fiscal year of September 30, 2023. Secretary Aissa I. Garza requested that moving forward, she would like to see the prior agreements for comparison purposes. Ms. Garza also asked a question related to staff and their duties and on how they were dealing with the additional work overload. Mr. Perez mentioned that he has assigned staff additional duties, but that at this time what's been difficult has been the financial aspect of the Authority since staff did not have access to financial statements or bank information. Staff have been coordinating with Bookkeeper Joe Morin to obtain the information as they continue to work on the audit. He stated that everyone is well within their capacity of duties. Mr. Perez mentioned that he would like to hold a Budget Workshop, something that has not been done before, to facilitate projects and to approve the Budget before the end of the fiscal year.

Upon a motion duly made by Director Chapa, and being seconded by Director Reyna, the Board approved an extension to the Agreement for Interim Administrative Services between the City of Mission and Mission Redevelopment Authority/Mission Tax Increment Reinvestment Zone No. 1, until September 30, 2023, 6-0, with Vice Chairman Martin Garza abstaining.

Mr. Garza did not participate in this discussion and abstained from voting on this item as he reported that he has a family member working for the City of Mission in the Finance Department.

Deliberation & possible action on approval of Change Order #1 related to Police & Fire Sub Station #6 in an amount not to exceed \$802,685.70

Chairman David Penoli asked questions related to the list of items requested on Change Order #1. For example, there were items such as computers, laptops, monitors, and accessories as well as control systems and security cameras. Mr. Penoli questioned whether those items pertained to furniture fixtures and equipment or if they were allowed under MRA statute. Mr. Perez introduced Abraham Ramirez, IT Director for the City of Mission to explain. Vice Chairman Martin Garza asked a question related to the items, are they going to be installed into walls and what are “accessories” on the list? Mr. Ramirez mentioned that laptops and desktops were not items related to infrastructure, but that those are items needed for day-to-day operations. He said that “accessories” were mice and or pads. The legal counsel Tim Austin confirmed these items were allowable for public improvements as part of project costs under the Authority’s statute; however, the issue here is whether that should be done. He said the items are not required because they were not in the reimbursement agreement in place with the City of Mission. The short answer is they are not allowed now, but if the reimbursement agreement is amended, they can be included. Secretary Aissa I. Garza asked why these items were not in the original contract, and on whether the technological aspect of the facility needed to be evaluated by a professional. Mr. Perez said that Mr. Ramirez does have certifications that deal with law enforcement security, and this is why he took over the evaluation process. The former IT Director, Roland Rodriguez with the city did not hold these types of certifications. Vice Chairman Martin Garza mentioned that he would not like to set precedence to where other projects may come along and make additional requests that were not in the original contract. He suggested that for all projects, nothing should be amiss for later and everything should be included if we know ahead of time that there are items that will need to be incorporated later. Secretary Aissa I. Garza mentioned that she would like more detailed information related to the listed items. Another component that was not available at this meeting is the furniture for the facilities, which is something that will be brought to the Board later. Chairman Penoli requested more information on this Change Order be provided at the next meeting, as well as whatever else is missing that needs to be funded. Vice Chairman Martin Garza questioned items 15 (split face concrete masonry fencing) & 17 (Fire Dept. 2 gates & motors) on the list. Ms. Chavez said these were items that were recommended by Police Chief Cesar Chavez. Mr. Penoli reviewed the list of items he would like to approve at this time, and they are: CO. 1 Cat 6A in lieu of CAT 6 (\$43,885), CO.2R Storm Line (\$14,928.10), CO.9R2 Schuerbach Street Widening with Geogrid (\$190,889.47), and CO 6 Culverts for Military (\$14,058) only, in the amount not to exceed \$263,760.57, until the Board receives more information on the rest of the items CO.15, CO.17, and City of Mission IT Fixtures and Equipment No. 1 & No. 2, as well as an update on what other future change orders may be (if available).

Upon a motion duly made by Secretary Aissa I. Garza and being seconded by Director Reyna, the Board approved the following items in Change Order #1: CO. 1 Cat 6A in lieu of CAT 6 (\$43,885), CO.2R Storm Line (\$14,928.10), CO.9R2 Schuerbach Street Widening with Geogrid (\$190,889.47), and CO 6 Culverts for Military (\$14,058), in an amount not to exceed \$263,760.57.

Deliberation & possible action on approval of Budget Amendment to FY 2022-2023 Budget related to Change Order #1 related to Police & Fire Sub Station #6 in an amount not to exceed \$802,685.70

Upon a motion duly made by Vice Chairman Martin Garza and being seconded by Secretary Aissa I. Garza, the Board unanimously approved a Budget Amendment to FY 2022-2023 Budget related to Change Order #1 related to Police & Fire Sub Station #6 in an amount not to exceed \$263,760.57

Director Amanda O'Caña left the meeting at 6:36 PM.

Deliberation & possible action for acceptance of Financial Report for March 2023

Bookkeeper Joe Morin presented and recommended acceptance of the Financial Report for the month of March 2023.

Upon a motion duly made by Director Reyna and seconded by Secretary Aissa I. Garza, the Board unanimously accepted the Financial Report for March 2023.

Deliberation & possible action for acceptance of MRA's FY 2021-2022 Audit Report by Burton McCumber & Longoria, LLP

Mr. Perez reported that the Authority's audit has been completed and that a preliminary report had been provided to staff, but that it was under review. A special meeting will need to be called next week for the Board's acceptance. No action was taken.

Deliberation & possible action for acceptance of General Fund and Debt Service Investment Reports for Quarter Ending March 31, 2023

Bookkeeper Joe Morin presented and recommended acceptance of the General Fund and Debt Service Investment Report for Quarter Ending March 31, 2023. Chairman Penoli said that any interest earned on money market mutual funds needs to be moved and included in cash flow reports.

Upon a motion duly made by Secretary Aissa I. Garza and seconded by Director Reyna, the Board unanimously accepted the General Fund and Debt Service Investment Report for Quarter Ending March 31, 2023.

Deliberation & possible action for approval of invoices for April 2023

Bookkeeper Joe Morin noted that a ratification needed to be approved for check number 5663 made to U.S. Bank in the amount of \$4,950.00 for annual fees related to bonds.

Upon a motion duly made by Vice Chairman Martin Garza and seconded by Secretary Aissa I. Garza, the Board unanimously ratified Check No. 5663 payable to U.S. Bank and approval of invoices for the month of April.

Adjournment

As there was no further business for the board to consider, upon a motion made by Director Chapa, and being seconded by Secretary Aissa I. Garza, the Board unanimously voted to adjourn the meeting at 6:50 PM.

Follow up items:

All projects: Binders with project reports as presented each month. In progress.

Tierra Dorada Sanitary Sewer Improvements Project: Construction cost estimates pending.

Killam Development: Correction on balance entries for each item in progress for Los Milagros Phase I.

Mayberry Extension: Follow up with developer Ruben Hinojosa regarding Development Agreement related to Pro Valley Foods LLC.

By: _____

Attest: _____

Printed Name: David Penoli

Printed Name: Aissa I. Garza

Title: Chairman

Title: Secretary

Date: _____

Date: _____

**Mission Redevelopment Authority
Board of Directors' Special Meeting
May 11, 2023**

MINUTES

Call to Order, Establishment of Quorum

The Board of Directors of the Mission Redevelopment Authority (MRA) held a special meeting open to the public, on May 11, 2023, at 4:00 PM, at 801 N. Bryan Road, Mission Texas, and the roll was called of the duly appointed members of the Board, to-wit:

David Penoli, Chairman
Martin Garza, Vice Chairman
Aissa I. Garza, Secretary
Amanda O'Caña
Albert X. Chapa
Efrain Reyna Jr.
Hector Moreno

All the above were present. Director O'Caña participated via Zoom teleconference. Also present at the meeting were Joe Morin, Angie Vela, Ezeiza Garcia, J.P. Terrazas, Randy Perez, Crystal Chavez, Joe Salazar, Cristian Garza, Laura Warren, Joshua Longwell, Abraham Ramirez, Colby Eckols, Jorge Rodriguez, Tim Austin, David Flores, Fernando Chapa, Cesar Torres, and Judy Vega.

Call Meeting to Order at 4:03 PM

With a quorum present, Chairman Penoli opened the meeting with a welcome to all.

Director Moreno joined the meeting at 4:06 PM.

Deliberation & possible action for acceptance of MRA's FY 2021-2022 Audit Report by Burton McCumber & Longoria, LLP

Chairman Penoli recognized Joshua Longwell, Auditor with Burton McCumber & Longoria, LLP to present the MRA's FY 2021-2022 audit report. Mr. Longoria thanked the Board of Director for the opportunity to present. He briefed the Board on various pages of the report and mentioned that the delay in providing the complete report was due to the way the information was provided. Chairman Penoli asked Mr. Longwell to describe the reasons for the delay in wrapping up the audit, and inquired about the cost of the additional time spent as a result. Mr. Longwell mentioned that although additional time was needed to complete the report, he did not have total hours worked. Mr. Longwell presented the governance letter, a management letter, and the financial statements. Secretary Aissa I. Garza asked a question regarding a note payable, and why was it paid from the general fund instead of the debt service fund? Mr. Longwell said that note was related to a state infrastructure loan with TxDOT and that although the Board did approve that payment be made from a debt service fund account, it didn't happen that way; however, the error was corrected in MRA books. Ms. Garza asked whether controls were in place so that this doesn't happen again. Mr. Longwell mentioned that that this obligation was paid in full in December 2022; therefore, no more payments will be made. Mr. Longwell mentioned that the Authority's liabilities exceeded assets by \$4.47 million; therefore, a deficit in net position was reflected, but that was due to fund accounting practices, which consider long debt obligations and stated that this was normal. Mr. Longwell explained Note #4 on page 23, discussing improvement projects that the Authority authorized and undertaken apart from the City were listed. In accordance with GASB 34, capital expenditures made for the benefit of another government cannot be reported as assets of the governmental entity making such expenditures. In prior years, certain projects were directly undertaken by the Authority for the benefit of separate governmental entities. To ensure the appropriate infrastructure improvement values are remitted to the respective governmental entities upon transfer, the accumulated project costs are memorialized in the following schedule as of September 30, 2022: US 83 Overpass

at Inspiration Road Phase I, Phase II, & Phase III (owned by TxDOT); Military Highway W. Wastewater & Water; Anzalduas Lift Station; and Hoerner Rd. Project (owned by the City of Mission). Chairman Penoli requested that an agenda item be in place at the next Board's meeting to discuss how these projects can be transferred over to their beneficiaries. Mr. Longwell said it was more an administrative matter than a legal matter to take them off the Authorities' books. Overall, Mr. Longwell informed the Board that Burton McCumber & Longoria, LLP was delivering an opinion that the financial statements contained in the audit for the year ended September 30, 2022, are presented fairly, in all material respects.

Upon a motion duly made by Secretary Aissa I. Garza and seconded by Director Reyna, the Board unanimously accepted the MRA's FY 2021-2022 Audit Report by Burton McCumber & Longoria, LLP.

Deliberation & possible action on approval of Change Order #1 related to Police & Fire Sub Station #6

Chairman Penoli recognized Assistant City Manager J.P. Terrazas to present this item. Mr. Terrazas recapped from last month's Board meeting, where the Board approved the first four items listed on the Change Order which were a CAT 6A in lieu of CAT 6; a Storm Line improvement; and Schuerbach Street Widening with Geogrid, all an amount not to exceed \$263,760.57. At this meeting, Mr. Terrazas was requesting approval of the rest of the items including split fence masonry fencing, fire department 2 gates and motors, an amount not to exceed \$188,979.03; and IT fixtures and equipment in an amount not to exceed \$349,946.10. As requested by the Board, Abram Ramirez, IT Director for the City of Mission, provided more detailed information on the IT equipment. Project Manager Crystal Chavez with The Warren Group provided a breakdown of what has been installed. Architect Laura Warren with The Warren Group said she understood that these items were budgeted separately by the city, but City Manager Randy Perez said they were not. Mr. Terrazas mentioned that he was presenting all and any items that were pending to complete a turnkey project, so he was also submitting a request for furniture Vice Chairman Martin Garza expressed his disagreement on some of the items that were being presented for example, laptops and mouses. Mr. Garza felt these items are not related to infrastructure. He recalled that the Fire Station on Glasscock, its furniture was funded by forfeiture funds and some from surplus bond funds. The Board members asked a significant number of questions concerning the remaining charge order items, in order to get clarity about the reasons why they were being presented as change orders and funding requests, at this late time in the project. Mr. Perez said that the items were at the Board's discretion and may be taken out of not agreed upon; however, what's more important at this time related to IT is the network to complete the system. Mr. Garza suggested that the Board review a list item by item to decide which items to fund. Chairman Penoli asked for motions on the pending items one by one from the Board and motions were made as follows:

CO 2: Upon a motion duly made by Vice Chairman Martin Garza and being seconded by Secretary Aissa I. Garza, the Board unanimously approved CO 2 that includes the Telepro UPS's Network Equipment, AP's Audio/Visual, Door Access Control System, Security Camera System in an amount not to exceed \$312,491.20.

CO 1: A motion to approve duly made by Secretary Aissa I. Garza died for lack of a second on CO 1 that included Dell computers, laptops, monitor and accessories in an amount not to exceed \$37,454.90.

CO 15: Upon a motion duly made by Vice Chairman Martin Garza and being seconded by Director Reyna, the Board approved CO 15 that includes the Split Face Concrete Masonry Fencing, in an amount not to exceed \$98,723.03. Motion passed 6-1, with Chairman Penoli against.

CO 17: Upon a motion duly made by Vice Chairman Martin Garza and being seconded by Secretary Aissa I. Garza, the Board approved the CO 17 that includes Fire Department 2 Gates & Motors, in an amount not to exceed \$90,256.00. Motion passed 6-1, with Director Reyna against.

Furniture: Interim Exec. Director Randy Perez said that he was including this item following the Board's direction to bring all and any pending items for consideration. The amount he is requesting is an amount not to exceed \$300,000. Assistant City Manager J.P. Terrazas said he has received quotes, but staff has not specified types of fabrics, textures, colors, which may change the amounts, therefore they are calculating an amount between \$260,000 to \$300,000.

Ms. Warren volunteered to assist in the color selection schemes. Vice Chairman Martin Garza would like to see what was done at the Fire Station on Glasscock. He recalls forfeiture funds were used for furniture purchases or from bond funds. A quick fact-check of the Fire Station on Glasscock by staff at Finance revealed that furniture, fixtures, and equipment was included in the budgeted amount for that project and that no forfeiture or bond funds were used. Chairman Penoli requested that an itemized list of the items, costs, and confirmation that bids were taken, is provided at the next Board meeting. No action was taken.

Deliberation & possible action on approval of Amendment to FY 2022-2023 Budget related to Change Order #1 related to Police & Fire Sub Station #6

Upon a motion duly made by Director Reyna and seconded by Director Chapa, the Board unanimously approved an Amendment to FY 2022-2023 Budget related to Change Order #1 related to Police & Fire Sub Station #6 in an amount not to exceed \$765,230.80.

Deliberation & possible action regarding a Second Amendment to Reimbursement Agreement between the City of Mission and Mission Redevelopment Authority related to Police & Fire Substation No. 6

The administrative assistant noted a correction on the amendment to the reimbursement agreement by saying that this was a **Third** Amendment to Reimbursement Agreement and not a **Second** Amendment as stated on the agenda. Correction was noted.

Subject to the noted correction, upon a motion duly made by Director Reyna and seconded by Director Chapa the Board unanimously approved a Third Amendment to Reimbursement Agreement between the City of Mission and Mission Redevelopment Authority related to Police & Fire Substation No. 6 with the following changes: Item 3, Amendment to the Agreement, Section 3.2, \$802,685.70 will be changed to \$765,230.80. The total amount of the Third Amendment to Reimbursement Agreement will be changed from \$6,968,725.70, to \$6,931,270.80.

Adjournment

As there was no further business for the board to consider, upon a motion made by Director Chapa, and being seconded by Secretary Aissa I. Garza, the Board unanimously voted to adjourn the meeting at 5:47 PM.

By: _____
Printed Name: David Penoli
Title: Chairman
Date: _____

Attest: _____
Printed Name: Aissa I. Garza
Title: Secretary
Date: _____

**Mission Tax Increment Reinvestment Zone
Board of Directors Meeting
April 25, 2023**

MINUTES

Call to Order, Establishment of Quorum

The Board of Directors of the Mission TIRZ #1, held a regular meeting, open to the public, April 25, 2023, at 801 N. Bryan Road, Mission, Texas and at 6:51 PM, the roll was called of the duly appointed members of the Board, to-wit:

David Penoli, Chairman
Martin Garza, Vice Chairman
Aissa I. Garza, Secretary
Amanda O'Caña
Albert X. Chapa
Efrain Reyna Jr.
Hector Moreno

All the above were present except Director O'Caña. Also present at the meeting were Joe Morin, Angie Vela, Ezeiza Garcia, J.P. Terrazas, Randy Perez, Crystal Chavez, Joe Salazar, Cristian Garza, Laura Warren, Joshua Longwell, Colby Eckols, Jorge Rodriguez, Tim Austin, David Flores, Fernando Chapa, Cesar Torres, and Judy Vega.

I. Consider Consent Agenda

- A. Call meeting to order and establish quorum
- B. Approve Minutes of the March 28, 2023 meeting of the TIRZ#1
- C. Ratify all actions taken by the Mission Redevelopment Authority Board of Directors at the April 25, 2023 meeting

Upon a motion duly made by Director Chapa and seconded by Secretary Aissa I. Garza, the Board unanimously approved the minutes of the March 28, 2023 meeting of TIRZ #1.

Upon a motion duly made by Vice Chairman Martin Garza and seconded by Director Chapa, the Board unanimously approved the consent agenda.

II. Adjournment

As there was no further business for the board to consider, upon a motion made by Director Moreno, and being seconded by Chairman Penoli, the Board unanimously voted to adjourn the meeting at 6:52 PM.

By: _____

Attest: _____

Printed Name: David Penoli

Printed Name: Aissa I. Garza

Title: Chairman

Title: Secretary

Date: _____

Date: _____

**Mission Tax Increment Reinvestment Zone
Board of Directors' Special Meeting
May 11, 2023**

MINUTES

Call to Order, Establishment of Quorum

The Board of Directors of the Mission TIRZ #1, held a special meeting, open to the public, May 11, 2023, at 801 N. Bryan Road, Mission, Texas and at 5:48 PM, the roll was called of the duly appointed members of the Board, to-wit:

David Penoli, Chairman
Martin Garza, Vice Chairman
Aissa I. Garza, Secretary
Amanda O'Caña
Albert X. Chapa
Efrain Reyna Jr.
Hector Moreno

All the above were present. Director O'Caña participated via Zoom teleconference. Also present at the meeting were Joe Morin, Angie Vela, Ezeiza Garcia, J.P. Terrazas, Randy Perez, Crystal Chavez, Joe Salazar, Cristian Garza, Laura Warren, Joshua Longwell, Abraham Ramirez, Colby Eckols, Jorge Rodriguez, Tim Austin, David Flores, Fernando Chapa, Cesar Torres, and Judy Vega.

I. Consider Consent Agenda

- A. Call meeting to order and establish quorum
- B. Ratify all actions taken by the Mission Redevelopment Authority Board of Directors at the May 11, 2023 meeting

Upon a motion duly made by Director Chapa and seconded by Director Reyna, the Board unanimously approved the consent agenda.

II. Adjournment

As there was no further business for the board to consider, upon a motion made by Director Reyna, and being seconded by Vice Chairman Martin Garza, the Board unanimously voted to adjourn the meeting at 5:49 PM.

By: _____

Attest: _____

Printed Name: David Penoli

Printed Name: Aissa I. Garza

Title: Chairman

Title: Secretary

Date: _____

Date: _____

**MINUTES FOR THE
MISSION CIVIL SERVICE COMMISSION
May 22, 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
Cesar Torres-Chief of Police
Victor Flores-Atty**

Call to Order

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

Approval of Minutes-May 11, 2023

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

Approval of Mission Police Department Promotional Examination Resource List for SGT

Mr. Lerma advised the Commission of LT Zuniga's retirement that created an opening for SGT and therefore we had to fill the position. Mr. Lerma advised the Commission that Chief Torres was recommending the following sources for approval:

1. Police Ethics-A Matter of Character, 2nd Edition
2. Supervising Police Personnel-The Fifteen Responsibilities, 7th Edition
3. Mission Police Department Policy Manual

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

Approval of Mission Police Department Promotional Examination Schedule for SGT

Mr. Lerma submitted the following promotional examination schedule for approval:

1. Post Resource List-May 22, 2023
2. 30 Day Notice-July 7, 2023
3. Last Day to Submit MOI-July 28, 2023
4. Date of Examination-August 10, 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.

Pending Business

No pending business

Adjourn

Meeting was adjourned at 9:15 a.m.

PLANNING AND ZONING COMMISSION
APRIL 12, 2023
CITY HALL'S COUNCIL CHAMBERS @ 5:30 P.M.

<u>P&Z PRESENT</u>	<u>P&Z ABSENT</u>	<u>STAFF PRESENT</u>	<u>GUESTS PRESENT</u>
Steven Alaniz	Kevin Michael	Victor Flores	Nancy Lougheed
Connie Garza	Sanchez	Susie De Luna	Dean Lougheed
Diana Izaguirre	Javier Barrera	Cynthia Gonzalez	Otila M. Lopez
Jasen Hardison	Raquenel Austin	Jessica Munoz	Edna Ornelas
	Ruben Arcaute	Gabriel Ramirez	Alicia Cantu Perez
		Pat Martinez	Jennifer Ann Rocha
			Tomas Rocha
			Maria Ester Salinas
			Monica Salazar
			Jeannette Lopez
			Deborah Hernandez
			Faviola Sanchez
			Julio Bravo
			Isabel Balderas
			Albert Balderas
			David Balderas
			Stanley Jacobson
			Wayne Pearson
			Eduardo Sanchez
			Monica Guerrero
			Cesar Cardenas
			Ricardo Morales
			Martha Pizano

CALL TO ORDER

Chairwoman Izaguirre called the meeting to order at 5:33 p.m.

CITIZENS PARTICIPATION

Chairwoman Izaguirre asked if there was any citizen's participation.

There was none.

APPROVAL OF MINUTES FOR MARCH 22, 2023

Chairwoman Izaguirre asked if there were any corrections to the minutes for March 22, 2023. Mr. Hardison moved to approve the minutes. Mrs. Garza seconded the motion. Upon a vote, the motion passed unanimously.

Started: 5:34 p.m.

Ended: 5:36 p.m.

Item #1.1

Rezoning:

**Lot 11, Block 176,
Mission Original Townsite
C-4 to R-1**

Estevan Gabriel Rocha

Ms. De Luna went over the write-up stating the subject site is located 50' south of W. 11th Street along the west side of Perkins Avenue.

SURROUNDING ZONES: N: C-4 - Heavy Commercial
E: C-4 - Heavy Commercial
W: C-4 - Heavy Commercial
S: C-4 - Heavy Commercial

EXISTING LAND USES: N: Single-Family Home
E: Single-Family Home
W: Warehouse
S: Single-Family Home
Site: Vacant

FLUM: General Business (GC)

REVIEW COMMENTS: The proposed zone does not comply with the City's Future Land Use Map. However, it complies with the existing land uses. In 2006, the City did a mass rezoning of this area and zoned the entire block C-4 (Heavy Commercial). Staff notes that the area has not changed the existing land uses nor any new business have been built since the mass rezoning. A viable alternative would be to award the R-1 and have them built an attractive single-family residence that will assimilate well into the predominant single-family residential neighborhood.

RECOMMENDATION: Staff recommends Approval.

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

There was none.

Chairwoman Izaguirre entertained a motion to close the public hearing. Mrs. Garza motioned to close the hearing. Mr. Barrera seconded the motion. Upon a vote, the motion passed unanimously.

Chairwoman Izaguirre asked if the board had any questions.

There was none.

There being no discussion, Chairwoman Izaguirre entertained a motion. Mr. Alaniz moved to the approve the rezoning as presented. Mr. Hardison seconded the motion. Upon a vote, the motion passed unanimously.

Started: 5:36 p.m.

Ended: 5:38 p.m.

Item #1.2

Rezoning:

**Lot 1, Block 3, out of the
Del Monte Orchards Company Subdivision No. 1
AO-I to C-3
Yvette Espericueta**

Ms. De Luna went over the write-up stating the subject site is located approximately 1,024' south of W. Business Highway 83 along the west side of Schuerbach Road.

SURROUNDING ZONES: N: C-3 - General Commercial
E: R-1 - Single Family Residential
W: AO-I - Agricultural Open Interim
S: AO-I - Agricultural Open Interim

EXISTING LAND USES: N: Vacant
E: Jose Escandon Elementary & Single-Family Home
W: Vacant
S: Vacant
Site: Angel's Car Care

FLUM: Lower Density Residential (LD)

REVIEW COMMENTS: The proposed zone does not comply with the City's Future Land Use Map. However, it complies with the existing land uses. Staff notes that with the expansion of Business Highway 83 this transition has seen several commercial rezoning in the past. The FLUM shows a General Commercial (GC) designation fronting Business Highway 83 and Low Density (LD) further south, staff notes that the FLUM can be amended to reflect the current C-3 use. This property was annexed into the City on January 14, 2013 and has always been used as a commercial business.

RECOMMENDATION: Staff recommends Approval.

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

There was none.

Chairwoman Izaguirre entertained a motion to close the public hearing. Mrs. Garza motioned to close the hearing. Mr. Alaniz seconded the motion. Upon a vote, the motion passed unanimously.

Chairwoman Izaguirre asked if the board had any questions.

There was none.

There being no discussion, Chairwoman Izaguirre entertained a motion. Mr. Hardison moved to the approve the rezoning as presented. Mr. Alaniz seconded the motion. Upon a vote, the motion passed unanimously.

Started: 5:52 p.m.

Ended: 5:58 p.m.

Item #1.3

Rezoning:

**The South 5.4 acres of Lot 38,
Bell-Woods Company's Subdivision "C"
AO-I to R-3
Raymundo Patricio Platas Merino**

No Action Taken

Started: 5:39 p.m.

Ended: 5:41 p.m.

Item #1.4

Rezoning:

**A tract of land being the South 7.8 acres
of the North 103.7 acres of a certain**

**203.7 acres tract of land known as the
Fernandez Strip out of Porcion 52
PUD to R-3
M2 Engineering, PLLC**

No Action Taken

Chairwoman Izaguirre entertained a motion to remove the item from the table. Mrs. Garza moved to remove the item from the table. Mr. Hardison seconded the motion. Upon a vote, the motion passed unanimously.

Started: 5:38 p.m.

Ended: 6:18 p.m.

Item #1.5

**Tabled Conditional Use Permit: Home Occupation – Sale of Firearms
3106 Granite Drive
Lot 14, Stonegate Subdivision
R-1
David Balderas**

Ms. De Luna went over the write-up stating the subject site is located approximately 342' north of Stonegate Drive along the east side of Granite Drive. The applicant has his single-family residence thereon with a paved driveway off of Mile 2 Road. A 6' wooden fence is in place along the residence and covers the backyard. Mr. Balderas has his office in the dining area where he proposes to use as a Firearm Licensing Business. This business will only be used for online fulfillment and order of gun accessories. No customers would be visiting the home. The firearms would be stored in a safe at his home but will only be sold in trade shows. Mr. Balderas long term goals is to move into a commercial location once he has the funds to do so.

- **Hours of Operation:** Monday - Saturday from 1 pm to 6 pm
- **Staff:** Mr. Balderas will be the only person running the operation
- **Must continue to comply with Sec. 1.56-1, Zoning Code (Home Occupation regulations)**

REVIEW COMMENTS: Mr. Balderas is in the process of obtaining a type 01 (Firearms Dealers License) which would allow him to buy and sell firearms, do repairs and/or custom work on the firearms for customers, sell at gun shows and do online sales. However, before Mr. Balderas is issued a license, he is required to have the approval from the City for a home occupation. Staff mailed out 14 notices to property owners within 200' radius to get any comments in favor or against the request. Staff received one call in opposition to this request. In staff's assessment, the proposed service will not increase traffic and there will be no signage indicating that the site is anything else other than a residence. Staff notes that the City has approved other Firearms Dealers License in the past for the sale of firearms.

RECOMMENDATION: Staff recommends approval subject to:

- 1) 1 yr. re-evaluation in order to assess this new operation,
- 2) Must comply with all City Codes (Building, Fire, etc.),
- 3) Compliance with Section 1.56-1 of the Zoning Ordinance, and
- 4) Must acquire a business license after securing the Firearm License.

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

Mrs. Nancy Lougheed who resides at 3105 Granite Drive stated she was in opposition. Her main concerns were potential target for theft in the area and neighborhood safety. She added she presented a petition with 63 signatures within the subdivision that were opposed to the request.

Mrs. Otila Lopez who resides at 2202 Pebble Drive stated she was in opposition. Her main concerns were children safety, real weapons being stored at the home, property value, people observing the gun sales, and gun sale promotion within the City.

Mrs. Jeannette Lopez who resides at 2202 Pebble drive stated she was in opposition. Her main concerns were fear for her children at school, children safety, how the guns are being stored, predators around the area, and lockdowns in school with firearms.

Mr. Dean Lougheed who resides at 3105 Granite Drive stated he was in opposition. His main concerns were that the area is for residential use, theft, quietness, and safety for kids. He added this business should be somewhere else.

Mrs. Isabel Balderas who resides at 3106 Granite Drive stated she was in favor of the request. She stated there would be no changes to the home or signs. She added everything would be online. She mentioned her main entrance is on Mile 2. She mentioned that people go through her property to go to El Tigre and has never had issues.

Mr. David Balderas the applicant stated that he already sales out of his home. He added he already sales 95% of the firearm. He added his not the only person with an FFL License. He stated he is not selling to just any individual and he makes sure they have a clean record. He mentioned he is trying to be responsible and have everything right. He added that eventually he would like to have a business in a commercial area.

Mr. Albert Balderas who resides at 3106 Granite Drive stated he has held an FFL license before and he stopped renewing because of the cost and he no longer needed it. He added he has 5 safes in his home. He added he is also a concealed weapon holder. He mentioned their entrance is on Mile 2.

Chairwoman Izaguirre entertained a motion to close the public hearing. Mrs. Garza motioned to close the hearing. Mr. Hardison seconded the motion. Upon a vote, the motion passed unanimously.

City Attorney, Victor Flores stated he would like to discuss legal aspects and provide guidance as per "Section 551.07 Consultation with Attorney related to legal matters" for this request and suggested to go into executive session.

Chairwoman Izaguirre entertained a motion. Mrs. Garza moved to go into executive session. Mr. Alanis seconded the motion. Upon a vote, the motion passed unanimously.

5:58p.m. Board and City Attorney went into executive session.

6:14p.m Chairwoman Izaguirre entertained a motion to return from executive session. Mrs. Garza moved to leave executive session. Mr. Alanis seconded the motion. Upon a vote, the motion passed unanimously.

Chairwoman Izaguirre asked Ms. De Luna for a list of Conditional Use Permits similar to this one.

Ms. De Luna stated there was a total of 3. She added one was on 2208 Monaco Drive, 2607 E. 28th Street, and 503 Olmo Street. She added there was one on 2407 Mimosa that has been there prior to the requirement of the Conditional Use Permit.

Ms. De Luna stated she asked for a report for all of these addresses and there has been no incidents.

Mrs. Garza asked if all of them have a Conditional Use Permit.

Ms. De Luna stated 3 of them do and the fourth one does not since it was there prior the adoption of the Conditional Use Permit requirement.

Chairwoman Izaguirre asked Ms. De Luna that how often are those being renewed.

Ms. De Luna stated those were granted life of use.

Chairwoman Izaguirre asked if any of them were located near a school or daycare.

Ms. De Luna stated she did not have that information at that time.

Mrs. Garza asked if this address of 3106 Granite had any schools, daycares, or church around the area.

Ms. De Luna stated there was a church but it was not within the 200' area.

Mrs. Garza asked if there was a church on Melody Lane.

Chairwoman Izaguirre asked if this information could be provided at the next meeting.

Chairwoman Izaguirre asked when the ordinance was approved and if any of the other items had opposition.

Ms. De Luna stated she would have that information for the next meeting.

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

Started: 6:18 p.m.

Ended: 6:21 p.m.

Item #1.6

Conditional Use Permit:

**For a Social Club/Night
Blackout Private Social Club
1512 E. Expressway 83, Suite 109,
Lot 109, Re-plat of Lots 3 & 4, Stewart Plaza Subdivision
C-3
Yair Cruz**

Ms. De Luna went over the write-up stating the subject site is located on the SW corner of Stewart Road and Expressway 83. Access to the site is provided from a 38' driveway off of Expressway 83 Frontage Road. The applicant leased a 1,400 sq.ft. suite within a commercial plaza to be used for a private social club only members can attend. They propose to host different types of social gatherings such as members birthday parties, school's locking for fundraisers, quinceaneras, private concerts, and after concert meet and greets, etc. It is noted that a social club/nightclub is an allowable use under the General Business Zone (C-3), as long as they apply for a conditional use permit. The last conditional use permit for this location was approved on February 24, 2020 for a period of 4 years for Sr. Mostacho.

- **Days/Hours of Operation:** 24 hours a day, 7 days a week (depending on the event)
- **Number of Employees:** 10
- **Parking:** In reviewing the floor plan, there are a total of 147 seating spaces between tables and sofas, which require 49 parking spaces ($147 \text{ seats} / 3 = 49 \text{ spaces}$). It is noted that the parking area is held in common (219 existing parking spaces) that are shared with the other businesses in this commercial plaza.
- **Landscaping:** The landscaping requirement is meeting code.
- Must continue to comply with all City Codes.

REVIEW COMMENTS: The social club/nightclub includes a 'bar' component and a stage. Although no alcohol will be sold only the setups. This will be a BYOB business. Section 1.56(3a) of the Zoning code requires a minimum separation of 300' from the property line of any churches, schools, publicly owned property, and residences. There are no churches, schools, publicly owned property or residences within the 300'. The applicant has 8 securities on-site to monitor the overall operation of the business. Staff mailed out 11 notices to property owners within 200' radius to get any comments in favor or against the request. Staff has not received any comments in favor or against this request.

RECOMMENDATION: Staff recommends approval subject to:

- 1) 1 yr. re-evaluation in order to assess this new operation,
- 2) Must comply with all City Codes (Noise, Building, Fire, etc.), and
- 3) Must acquire a business license prior to occupancy.

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

There was none.

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

Chairwoman Izaguirre asked if the board had any questions.

There was none.

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

Started: 6:21 p.m.

Ended: 6:23 p.m.

Item #2.0

Preliminary & Final

Plat Approval:

Bravo Subdivision

**A replat of a 1.04 acre tract of land out of Lot 1
and 24, Basham Subdivision Unit No. 6**

C-1

Developer: Julio Cesar Bravo

Engineer: Spoor Engineering

Mr. Ramirez went over the write-up stating the replat of a 1-1/2 lot subdivision is within Basham Subdivision Unit No. 6 located approximately 1/2 mile North of W. Mile 2 Road along the East side of N. Inspiration Rd. The developer is proposing to combine all of Lot 1 and the North 1/2 of Lot 24 out of Basham Subdivision Unit No. 6 for commercial use.

UTILITIES

The developer is to propose extending a 6" waterline from the West side of Inspiration Rd. to the site for the installation of a typical fire hydrant per Fire Marshal's office and a separate parallel 2" water line to service the site. Sanitary sewer for this subdivision will be addressed by an on-site sewage facility (OSSF) of a standard design septic tank and drain field due to the unavailability for this service.

STREETS & STORM DRAINAGE

This is a simple re-plat; Rainfall detention will be accomplished on site in the landscaped areas. Detention required will be installed along the east line, with a private 8" outlet from the detention pond to the existing inlet on Inspiration Rd. No additional public drainage improvements are proposed. The City Engineer has reviewed and approved the drainage report.

OTHER COMMENTS

- Must comply with all other format findings
- Street lighting already exists

RECOMMENDATION

Staff recommends approval subject to complying with all typical format findings and recording of Restrictions.

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

There was none.

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

Chairwoman Izaguirre asked if the board had any questions.

There was none.

There being no discussion, Chairwoman Izaguirre entertained a motion. Mr. Alaniz moved to the approve the request. Mr. Hardison seconded the motion. Upon a vote, the motion passed unanimously.

Started: 6:23 p.m.

Ended: 6:24 p.m.

Item #2.1

Single Lot Variance:

**Being the North one-half of Lot 42,
Toellner Subdivision
R-1
Ana Delia Mendez**

Mr. Ramirez went over the write-up stating the subject site is located south of E. 2nd ½ Street west of Toledo Street. The property measures .5 acres for a total square footage of 21,793.47 sq.ft. The property is currently vacant. The owner wishes to construct a residential home.

WATER: There is an existing 6" water line located on the north side of E. 2nd ½ Street readily available to service the lot. The Fire Marshal does not require any additional hydrants for this site since there is an existing fire hydrant located within 500' of the site.

SEWER: The site has access to an existing 8" sanitary sewer line located along the within the ROW of E. 2nd ½ St. A Capital Sewer Recovery fee will be assessed in the amount of \$200.00 (\$200/HUE) as per Ordinance #3022.

STREETS & DRAINAGE: The subject property will have frontage to E. 2nd ½ St. No additional ROW is required. Storm drainage will be accomplished through on-site detention.

OTHER COMMENTS:

- Payment of Park Fees in the amount of \$500 x HUE.
- There is an existing streetlight located at the NW corner of this lot.

RECOMMENDATION:

Staff recommends approval subject to:

1. Payment of the Capital Sewer Recovery Fee
2. Payment of the Park Fee
3. Comply with all other format findings

Chairwoman Izaguirre asked if the board had any questions.

There was none.

Mrs. Debra Hernandez who resides at 604 W. 27th Street stated she was the cousin of the applicant.

There being no discussion, Chairwoman Izaguirre entertained a motion. Mr. Alaniz moved to the approve Single-Lot Variance. Mr. Hardison seconded the motion. Upon a vote, the motion passed unanimously.

Started: 6:24 p.m.

Ended: 6:25 p.m.

Item #2.2

Single Lot Variance:

**A 1.00 acre tract of land out of Lot 226,
John H. Shary Subdivision
R-1T
Alicia Cantu Perez**

Mr. Ramirez went over the write-up stating the subject site is west of Taylor Road approximately 380' south of Country Club Drive. The property measures 1.00 acre for a total square footage of 38,332.80 sq.ft. The property is currently vacant. The owner wishes to construct a residential home.

WATER: There is an existing 6" water line located on the west ROW and is readily available to service the lot. An existing fire hydrant is located within 500' of the site thus no need for additional units per Fire Marshal.

SEWER: The site has access to an existing 6" sanitary sewer line located along the west property line. A Capital Sewer Recovery fee will be assessed in the amount of \$200.00 (\$200/HUE) as per Ordinance #3022.

STREETS & DRAINAGE: The subject property will have a frontage to Taylor Road. No additional ROW is required. Storm drainage will be accomplished through on-site detention.

OTHER COMMENTS:

- Payment of Park Fees in the amount of \$500 x HUE.
- Installation of a sidewalk along Taylor Rd.
- There is an existing streetlight located across from Taylor Rd.

RECOMMENDATION:

Staff recommends approval subject to:

1. Payment of the Capital Sewer Recovery Fee
2. Payment of the Park Fee
3. Installation of a sidewalk along Taylor Rd.
4. Comply with all other format findings

Chairwoman Izaguirre asked if the board had any questions.

There was none.

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

Started: 6:25 p.m.

Ended: 6:26 p.m.

Item #2.3

Site Plan Approval:

**Construction of a Health Care Facility
Lot 1 and the N. ½ of Lot 24, Resubdivision Plat of
Basham Subdivision Unit No. 6
C-1
Julio Bravo**

Mr. Ramirez went over the write-up stating the subject site is located on the east side of Inspiration Road, approximately 2,100' south of Mile 3 Road. The developer is proposing one main structure on the property being a vacant 1.01-acres of a combined 1-1/2 lots.

Upon reviewing the site plan, main access will be from Inspiration Road. The building size will measure 4,600 sq.ft. which will consist of 10 exam rooms, 4 offices, nurse stations, utility, data, and storages, break and procedure rooms, adult and kid's lobby, and restrooms.

The front building setback is approximately 92' from the property line and all other setbacks are to comply with zoning ordinance, easements or greater as per site plan.

A total of 44 parking spaces will be allocated to serve the Plaza, 3 being a handicapped stall. A fire hydrant will be installed at the entrance of the site and fire lanes will be noted at restricted locations throughout the parking zone.

Storm water detention area will be at the rear of the property to comply with drainage requirements as stipulated on the approved drainage report. Landscaping is to comply with the City's regulations and code ordinances and a Lighting Plan has been reviewed so that nearby residential properties won't be affected.

OTHER COMMENTS:

1. 1 enclosed dumpster will be located within the Lot to be screened with a 6' block fence and opaque (solid) gates.
2. Sign permits will be required.
3. Construction of a 5' sidewalk along Inspiration Rd. will be required.
4. Installation of a solid buffer fence abutting residential properties.

RECOMMENDATION: Staff recommends approval.

Chairwoman Izaguirre asked if the bored had any questions.

There were none.

There being no discussion, Chairwoman Izaguirre entertained a motion. Mr. Alaniz moved to approve the Site Plan. Mr. Hardison seconded the motion. Upon a vote, the motion passed unanimously.

Started: 6:26 p.m.

Ended: 6:29 p.m.

Item #2.4

Site Plan Approval:

**Construction of a Commercial Plaza
(222 Plaza – 2205 E. Griffin Parkway)
Lot 1, Edna Ornelas Subdivision
C-3
Arqcarpa Construction**

Mr. Ramirez went over the write-up stating the subject site is located on the north side of Griffin Parkway between Shary Rd. and Glasscock Rd. The developer is proposing one main structure on the property being a vacant 1.00-acre tract of land.

Upon reviewing the site plan, main access will be from Griffin Parkway by a common shared access driveway. The building size will measure 11,466 sq.ft. which will consist of 6 suites.

The front building setback is approximately 67' from the property line and all other setbacks are to comply with zoning ordinance, easements or greater as per site plan.

A total of 48 parking spaces will be allocated to serve the Plaza, 2 being handicapped stalls. There is a proposed fire hydrant and its assemblies to be located along the east side of this site. Fire lanes will be noted at restricted locations throughout the parking zone.

Storm water will be captured by curb and gutter, asphalt paving and drainage detentions ponds and bleed into city's system one lot east on E. Griffin Parkway. Landscaping is to comply with the City's regulations and code ordinances and a Lighting Plan has been reviewed so that nearby residential properties won't be affected.

OTHER COMMENTS:

1. 1 enclosed dumpster will be located within the Lot to be screened with a 6' block fence and opaque (solid) gates.
2. Sign permits will be required per tenant.
3. Construction of a 5' sidewalk along Griffin Parkway will be required.

RECOMMENDATION: Staff recommends approval.

Chairwoman Izaguirre asked if the bored had any questions.

Chairwoman Izaguirre asked about the entrance.

Mr. Ramirez stated it would have a shared entrance with the existing plaza.

Mr. Hardison asked if it would have one through the west side.

Mr. Ramirez stated it would not continue to the west side.

Chairwoman Izaguirre stated the Site plan showed an entrance. She added the Site Plan needs to be modified.

Chairwoman Izaguirre stated they need to add some type of barricade.

Mr. Ramirez stated the storage units have a buffer.

Mr. Hardison stated there was landscaping.

Mr. Ramirez stated landscaping is considered a barricade.

There being no further discussion, Chairwoman Izaguirre entertained a motion. Mrs. Garza moved to approve the Site Plan subject to adding a barricade on the West side. Mr. Alaniz seconded the motion. Upon a vote, the motion passed unanimously.

Started: 6:30 p.m.

Ended: 6:35 p.m.

Item #3.0

Variance request to allow a septic tank system instead of the required sewer line connection at 2913 Los Ebanos Road, being 5.26 acres gross out of Lot 28-5, West Addition to Sharyland, AO-I, Nancy Leal

Ms. De Luna stated the site is located approximately 400' south of North Mile 2 Road along the western side of Los Ebanos Road. Mrs. Leal desires a variance to install a septic tank due to the acreage and distance. She owns two tracts of land out of Lot 28-5, West Addition to

Sharyland totaling 10 acres. She recently remodeled her home and would like the Board to consider her request. There is an existing sewer line along Los Ebanos Road approximately 500' away from the home but according to the plumbers the sewer line is 12' to 14' deep which makes it impossible to connect.

Staff notes that a similar variance was requested back in February 23, 2004 for the property located across the street in that case there was no sewer line available when the home was constructed. The variance to allow a temporary septic tank was granted with the stipulation that once the sewer line was installed they would abandon the septic tank use and connect to the sewer line. The sewer line was installed in this area as part of the EDAP project back in 2006. The City usually encourages all property owners to connect to the sewer line when available.

RECOMMENDATION

Staff cannot support this variance request since there is a sewer line available in which the applicant can connect to. The City has always encouraged property owners to connect to sewer when available as it was done to the neighbor across the street back in 2004. The applicant will probably need to hire a contractor to do the connection.

Chairwoman Izaguirre asked if the bored had any questions.

Chairwoman Izaguirre mentioned that she believes its more viable for the applicant for the applicant to use a septic tank until they subdivide.

There being no further discussion, Chairwoman Izaguirre entertained a motion. Mr. Hardison moved to approve the variance request subject to connecting to sewer with a new development. Mrs. Garza seconded the motion. Upon a vote, the motion passed unanimously.

ITEM #4.0

ADJOURNMENT

There being no further items for discussion, Chairwoman Izaguirre entertained a motion. Mr. Hardison moved to adjourn the meeting. Mr. Alaniz seconded the motion. Upon a vote, the motion to adjourn passed unanimously at 6:35 p.m.



Diana Izaguirre, Chairwomen
Planning and Zoning Commission

PLANNING AND ZONING COMMISSION
MAY 10, 2023
CITY HALL'S COUNCIL CHAMBERS @ 5:30 P.M.

P&Z PRESENT

Connie Garza
Diana Izaguirre
Raquene Austin
Ruben Arcaute
Steven Alaniz
Jasen Hardison

P&Z ABSENT

Javier Barrera
Kevin Michael Sanchez

STAFF PRESENT

Victor Flores
Susie De Luna
Jessica Munoz
Cynthia Gonzalez
Pat Martinez
Gabriel Ramirez

GUESTS PRESENT

Roy Castillo
Roel Benavides
Michael Stansberry
Carlos Garza
Leticia Trevino
Ricard Trevino
Angela Trevino
Ayssa Trevino
Maria Esther Pena Salinas
Dina Salinas
Debra Alvarez
Hermad Sledge
Cecilio Chapa
Virginia Cardenas
Natalia Garay
Diana Ramirez
Nelly O. Martinez
Blanca Velmona
Nora Arguelles
Fernando Arguelles
Jay Villegas
Belinda Villegas

CALL TO ORDER

Chairwoman Izaguirre called the meeting to order at 5:31 p.m.

CITIZENS PARTICIPATION

Chairwoman Izaguirre asked if there was any citizen's participation.

There was none

APPROVAL OF MINUTES FOR MAY 8, 2023

Chairwoman Izaguirre asked if there were any corrections to the minutes for May 8, 2023. Mr. Arcaute moved to approve the minutes. Mr. Hardison seconded the motion. Upon a vote, the motion passed unanimously.

Started: 5:32 p.m.

Ended: 5:41 p.m.

Item #1.1

Rezoning:

Lot 36, Freeway Subdivision Unit No. 4
R-1 to R-2
Rogelio Castillo

Ms. De Luna went over the write-up stating the subject site is located on the southwest corner of Western Street and Alma Avenue.

SURROUNDING ZONES:

N:	R-1	- Single-Family Residential
E:	R-1	- Single-Family Residential
W:	R-1	- Single-Family Residential
S:	R-1	- Single-Family Residential

EXISTING LAND USES:

N:	Single-Family Home
E:	Single-Family Home
W:	Single-Family Home
S:	Single-Family Home
Site:	Single-Family Home

FLUM: Low Density Residential (LD)

REVIEW COMMENTS: The proposed zone does not comply with the City's Future Land Use Map nor surrounding land uses. Approving an R-2 zone in this location would be detrimental to the surrounding single-family residential properties. Staff received a letter in opposition to this request. The concerns voiced in this letter are regarding safety and increase in traffic.

RECOMMENDATION: Staff recommends denial.

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

Mrs. Virginia Alanis Cardenas who resides at 311 Alma Avenue was in opposition to the request. Her main concerns were neighborhood safety, more citizens in the area, cars parked on the side of the street, no space on lot for parking, school buses not being able to navigate through the street due to cars parked on the side of the street, and safety of children.

Mrs. Natalia Garay who resides at 317 Alma Avenue was in opposition to the request. Her main concerns kids' safety and that the area is only for single-family residential homes.

Mr. Roel Benavides who was present to represent the owner stated the owner intended to build a duplex for his two daughters. He added the total square footage would be 1,400 sq. ft.

Mrs. Austin asked that if the existing house would be demolished.

Mr. Benavides stated that it was an empty lot.

Chairwoman Izaguirre asked if the petition was brought by Mr. Castillo.

Mr. Benavides confirmed "yes".

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

Ms. De Luna stated that staff had an old map. She added that the applicant owned two lots but he only wanted to rezone one lot.

Chairwoman Izaguirre asked if the 28% of the petition was within the 200' radius.

Ms. De Luna confirmed "yes".

There being no further discussion, Chairwoman Izaguirre entertained a motion. Mrs. Garza moved to the deny the rezoning. Mr. Alaniz seconded the motion. Upon a vote, the motion passed unanimously.

Started: 5:47 p.m.

Ended: 5:51 p.m.

Item #1.3

Rezoning:

**Tract 1: The North 7.19 acres of Lot 39,
Bell-Woods Company's Subdivision "C"**
**Tract 2: A 10 acre tract of land out of Lot 40,
Bell-Woods Company's Subdivision "C"**
**Tract 3: 8.45 acre tract of land out of Lot 41,
Bell-Woods Company's Subdivision "C"**
AO-I to R-2
DS3 Development, LLC

Ms. De Luna went over the write-up stating the subject site is located approximately 1,475' North of W. Mile 2 Road on the West side of Compton Drive.

SURROUNDING ZONES:

N: County & AO-I - Agricultural Open Interim
E: AO-I - Agricultural Open Interim
W: AO-I & R-2 - Agricultural Open Interim &
Duplex-Fourplex Residential
S: AO-I & R-2 - Agricultural Open Interim &
Duplex-Fourplex Residential

EXISTING LAND USES:

N: Vacant
E: Vacant & Single Family Residential
W: Vacant & Apartments
S: Vacant & Apartments
Site: Vacant

FLUM:

Low Density Residential (LD)

REVIEW COMMENTS: The proposed zone does not comply with the City's Future Land Use Map. However, it complies with the fairly new existing land uses. Staff notes that the City has approved two rezoning's for Duplex-Fourplex off of Trosper Road. If approved, the applicant is proposing to develop a private subdivision that would have an entrance from Trosper Road only similar to what has currently been developed in the area. There would be no entrance thru Compton Road.

RECOMMENDATION: Staff recommends approval.

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

Mrs. Esther Salinas who resides at 3318 Compton Drive stated she was not in opposition but she wanted to know the specs on the apartments they were going to build, if they would be required a buffer fence, and if they would have access through Compton Drive.

Chairwoman Izaguirre stated a buffer fence is required and it can be cedar or masonry. She added there would be no traffic through Compton Drive.

Chairwoman Izaguirre entertained a motion to close the public hearing. Mr. Alaniz moved to close the hearing. Mr. Hardison seconded the motion. Upon a vote, the motion passed unanimously.

There being no further discussion, Chairwoman Izaguirre entertained a motion. Mr. Arcaute moved to the approve the rezoning. Mr. Hardison seconded the motion. Upon a vote, the motion passed unanimously.

Started: 5:51 p.m.

Ended: 5:54 p.m.

Item #1.4

**Conditional Use Permit: Mother's Retirement Home/Guest House
 on Property Zoned R-1
 Single Family Residential
 1911 Adams
 Being 2.06 acres of land, more or less,
 out of Lot 23-1, West Addition to Sharyland
 R-1
 Jose J. Villegas**

Ms. De Luna went over the write-up stating the subject site is located approximately 200' south of W. 20th Street along the west side of Adams Avenue. The request before the Board is to allow the construction of a mother's retirement home/guest house. The proposed structure will have 953 sq. ft. It will consist of (2 bedrooms with walk-in closets), 1 bathroom, a game room, utility room, and a porch. Guest Homes are allowed under the R-1 (Single Family Residential) Code as long as they apply for a conditional use permit and comply with the following conditions:

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

REVIEW COMMENTS: The lot measures 125' x 717' for a total of 89,625 sq.ft. Staff notes that this is an un-subdivided tract of land and might trigger a single lot variance requirement prior to any new construction depending on the history of the acreage. All building setbacks are being met. The driveway is more than sufficient to accommodate any guest vehicle. The guest home must be connected to the same water and electrical meters, i.e., no separate utilities. Staff mailed out 38 notices to property owners within 200' radius and staff has not received any comments in favor or against this request.

RECOMMENDATION: Staff recommends approval subject to:

1. The structure may not have a kitchen nor separate utility and electrical connections,
2. Transferability to other future owners imposing the same conditions imposed to this applicant,
3. Not to be used for rental purposes, and
4. Single lot variance if property does not pre-exist 1974.

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

Mr. Jose Villegas the applicant was present. He stated he wanted to build a home for his mother instead of her going to a retirement home.

Chairwoman Izaguirre entertained a motion to close the public hearing. Mr. Arcuate moved to close the hearing. Mrs. Austin seconded the motion. Upon a vote, the motion passed unanimously.

Chairwoman Izaguirre asked if the board had any questions.

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

Started: 5:54 p.m.

Ended: 5:56 p.m.

Item #1.5

**Conditional Use Permit: Home Occupation – Licensed Child Day Care
4204 San Roman
Lot 26, Paseo Lindo Phase 2 Subdivision
PUD
Nora Arguelles**

Ms. De Luna went over the write-up stating the subject site is located approximately 400' east of Santa Engracia along the south side of San Roman. The applicant wishes to re-apply for a Home Occupation CUP, originally approved February 2015, for a licensed child care home. The home has a two-car driveway off of San Roman capable of accommodating the safe drop off and pick up of children. There is a six-foot opaque buffer fence surrounding the rear of the residence to maximize protection of the children. Mrs. Arguelles has primarily used her living room to care for the children. The last conditional use permit for this location was approved on July 24, 2019 for a period of 3 years.

- **Hours of operation:** Monday – Friday from 8a.m. to 4p.m
- **Staff:** Herself and her daughter run the registered home.
- Active Business license for the child day care (12 children max).
- Up to date DHS certification.
- Must continue to comply with Sec.1.56-1, Zoning Code (home occupations regulation.), inclusive of sign requirements.

REVIEW COMMENTS: The applicant has been in operation for this location since 2015 with no issues or complaints to report. She has no signage on her property indicating that there is a business. Staff has received/reviewed several of these types of CUPs in the past and have not had any problems with previous others. Staff mailed out 25 notices to property owners within 200' radius and staff has not received any comments in favor or against this request.

RECOMMENDATION: Approval for life of use subject to:

1. Compliance with all City Codes (Building, Fire and Health),
2. Continued to be DHS certified; and
3. Must continue to comply with the Home Occupation portion of the Zoning Code

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

There was none

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

Chairwoman Izaguirre asked if the board had any questions.

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

Started: 5:54 p.m.

Ended: 6:03 p.m.

Item #1.6

Conditional Use Permit:

Drive-Thru Service Window

- Taco Bell

408 W. Griffin Parkway

A 2.48 acre tract of land out of

Lot 25-5, West Addition to Sharyland

C-3

ETX Bell Properties

(c/o AEC Engineering, LLC)

Ms. De Luna went over the write-up stating the subject site is located approximately 970' east of Holland Road along the north side of W. Griffin Parkway (F.M. 495). The applicant is proposing to construct a 2,520 sq.ft. building with a drive-thru service window. Access to the site will be via 30' driveway off of W. Griffin Parkway and via a 28' shared access easement that will connect with the adjacent businesses on both sides.

- **Hours of operation:** Monday – Sunday from 9:00 a.m. to 2:00 a.m.
- **Staff:** 20-25 full & part-time employees
- **Parking & Landscaping:** In reviewing the floor plan, there are a total of 54 seating spaces, which require 18 parking spaces (54 seats/1 space for every 3 seats = 18 parking spaces). The applicant is proposing 23 parking spaces and 12 on the drive-thru lane for a total of 35 parking spaces. They will be complying with the landscaping requirements.
- **Other Requirements:** Must continue to comply with all Building, Fire and Health Codes.

REVIEW COMMENTS: Staff mailed out 28 notices to property owners within 200' radius and staff has not received any comments in favor or against this request.

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

1. Compliance with all City Codes (Building, Fire, and Health Codes, etc.),
2. CUP not transferable to others, and
3. Acquire a Business License prior to business occupancy.
4. Waiver of section 1.54(4)

Mr. Arcaute asked that how long was staff recommending approval.

Ms. De Luna stated that they are applying for life of use, however if they do not start construction within a year they would have to reapply.

Chairwoman Izaguirre asked if the waiver would apply to them only or to other owners.

Ms. De Luna stated it would be for Taco Bell only. She added that the reason for the waiver was because at the current location their contract ends in Summer of 2025 and they would start construction right before the lease is over.

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

Mr. Michael Stansberry the Director of the development was present. He stated they had 113 locations for Taco Bell in Texas. He added the current location has been opened since 2005 and they had a 20 year lease which will expire in 2024. He mentioned the plans are to purchase this new property down the street and build a new Taco Bell. He added that he wants to make sure they can operate the Drive-Thru Service window before they purchase the property.

City Attorney, Victor Flores mentioned that even though we are approving a waiver he would like to see an end date on the permit.

Mr. Carlos Garza the Civil Engineer was present. He stated they are replatting the property, so even though they will not submit a building permit yet they would still be working on the subdivision process. He added the owner wanted to reassure the Conditional Use Permit so they could continue with the rest of the process and the closing of the property.

Chairwoman Izaguirre entertained a motion to close the public hearing. Mrs. Austin moved to close the hearing. Mr. Arcaute seconded the motion. Upon a vote, the motion passed unanimously.

Chairwoman Izaguirre asked if the board had any questions.

There being no further discussion, Chairwoman Izaguirre entertained a motion. Mr. Arcaute moved to approve the conditional use permit subject to an expiration date of December 2025. Mr. Alaniz seconded the motion. Upon a vote, the motion passed unanimously.

Started: 6:03 p.m.

Ended: 6:13 p.m.

Item #1.7

Conditional Use Permit:

**Sale & On-Site Consumption of
Alcoholic Beverages – Still Tap
600 N. Shary Road, Ste. C
Lot 1, Esdras Vega Subdivision
C-3
Richard Gomez**

Ms. De Luna went over the write-up stating the subject site is located at the NE corner of E. 6th Street and Shary Road. The applicant leased a suite within a commercial plaza for his proposed bar. The applicant is not proposing to offer any food in his menu. Access to the site will be provided off E. 6th Street, through an existing 24' driveway. A bar is allowed under the C-3 (General Business) zone as long as they apply for a conditional use permit and they require the approval of the City Council.

- **Days / Hours of operation:** Wednesday – Friday from 6:00p.m. to 12:00a.m. and Saturday from 4:00p.m. to 12:00a.m.
- **Staff:** 3 employees will man this operation
- **Parking:** In reviewing the floor plan, there are a total of 66 seating spaces, which require 22 parking spaces (66 seats/1 space for every 3 seats = 22 parking spaces). It is noted that the parking area is held in common for the entire plaza and there is a total of 58 parking spaces.
- **Landscaping:** The landscaping, paving, and drainage for the entire plaza meets code.

REVIEW COMMENTS: Staff notes that the floor plan shows a bar component. Section 1.56-3 states that Bars, cocktail lounges, taverns, cantinas, saloons, dancehalls, discotheques, discos or nightclubs: must be at least 300' from the nearest residence, church, school or publicly owned property. Staff notes that there is a residential subdivision within 300' radius, however P&Z and City Council have waived this separation requirement in previous CUP but only for restaurants.

RECOMMENDATION: Denial, staff feels that due to the complexity of the parking; this bar proposal would be detrimental to the plaza. Staff also considers that if this business succeeds there would not be enough parking spaces considering that all the suites are rented out.

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

Mr. Herman Sledge was present to represent the applicant. He stated this was not a typical bar with food and live music. He added it was more of a whiskey lounge/cocktail lounge setting. He mentioned the only reason they were not going to offer food was because the location was not suited for food and they would have to add expensive equipment. He added they were willing to reduce the number of seating. He added they would have no live music and it would be more of a quiet setting.

Mr. Cecilio Chapa another representative stated most businesses in the plaza are closed early in the evening.

Chairwoman Izaguirre entertained a motion to close the public hearing. Mr. Arcuate moved to close the hearing. Mr. Hardison seconded the motion. Upon a vote, the motion passed unanimously.

Mr. Alaniz asked if the 6th Street could be used for public parking.

Ms. De Luna said it could be used for public parking however, staff wants applicants to secure parking within the plaza.

Chairwoman Izaguirre asked if the other business there close after 5p.m.

Ms. De Luna stated that there was a restaurant that closes at 10p.m.

Mr. Chapa stated most of them close at 6p.m. or 7p.m. some days earlier than others.

Chairwoman Izaguirre stated that if other businesses close early than he should not have problems with the parking.

Ms. De Luna stated that Mr. Sledge mentioned he would remove sitting area which would be an option for the business. She added that if the board would want to approve the conditional use permit that would be a recommendation.

Chairwoman Izaguirre asked for the square footage of the building.

Mr. Sledge stated the square footage was about 1,200 square feet.

Chairwoman Izaguirre asked if they were willing to reduce the seating.

Mr. Sledge confirmed "yes".

There being no further discussion, Chairwoman Izaguirre entertained a motion. Mr. Arcaute moved to approve the conditional use permit subject to reducing the seating area by 13 chairs. Mr. Hardison seconded the motion. Upon a vote, the motion passed unanimously.

Started: 6:14 p.m.

Ended: 6:16 p.m.

Item #1.8

Conditional Use Permit

Renewal:

Drive-Thru Service Window

- Tortilleria Carmelita

600 N. Shary Road, Ste. F

Lot 1, Esdras Vega Subdivision

C-3

Luz Del Carmen Rivera

Ms. De Luna went over the write-up stating the subject site is located at the NE corner of E. 6th Street and Shary Road. The applicant has been in operation at this location since 2016. The last CUP approved by P&Z for this location was on April 22, 2020 for a period of 3 years. The applicant is seeking to renew this conditional use permit for the use of the Drive-thru Service Window and would like the board to consider approving for life of use. Access to the site is off E. 6th Street, through an existing 24' driveway. Customers either park within the shared parking area to walk in and purchase items, or they use the drive-thru service window. Staff notes that this would be there 3rd renewal.

- **Days/Hours of operation:** Monday – Saturday from 7:00a.m. to 9:00p.m. and Sunday from 7:00 a.m. to 7:00 p.m.
- **Staff:** 4 employees man this operation
- **Parking:** There is a total of 58 parking spaces held in common for this commercial plaza. In talking to the applicant, close to 100% of her business is by take-out, thus staff parking has not been an issue at this location.
- **Landscaping:** The landscaping, paving, and drainage for the entire plaza meets code.
- **Menu:** Tortillas, sodas, milk, and other basic snacks will be the only items sold Monday through Friday. On Saturdays & Sundays, they offer barbacoa, carnitas and menudo (all items are to go).

REVIEW COMMENTS: Staff notes that the applicant has complied with Health, Fire, Building and Sign Codes. Staff mailed out 20 notices to property owners within 200' radius and staff has not received any comments in favor or against this request. Since there has been no issues or concerns with this establishment staff does not object to approving for conditional use permit for life of use.

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

1. Compliance with all City Codes (Building, Fire, and Health Codes, etc.), and
2. CUP not transferable to others.

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

There was none

Chairwoman Izaguirre entertained a motion to close the public hearing. Mr. Arcuate moved to close the hearing. Mr. Hardison seconded the motion. Upon a vote, the motion passed unanimously.

Chairwoman Izaguirre asked if the board had any questions.

There being no discussion, Chairwoman Izaguirre entertained a motion. Mrs. Austin moved to the approve conditional use permit. Mr. Hardison seconded the motion. Upon a vote, the motion passed unanimously.

Started: 6:16 p.m.

Ended: 6:19 p.m.

Item #1.9

**Conditional Use Permit
Renewal:**

**Sale & On-Site Consumption of Alcoholic
Beverages – 100% Antojitos Mexicanos
2306 E. Expressway 83, Ste. 1 & 2
Lot 1, Cimarron Crossing Ph. I Subdivision
C-3
100% Antojitos Mexicanos**

Ms. De Luna went over the write-up stating the subject site is located near the SE corner of J.R. Drive and Expressway 83 on along the Frontage Road. The restaurant with the drive-thru service window is

located at the east end of the plaza. This restaurant has been in operation since 2012. On May 8, 2017 they were granted a CUP for life of use of the drive-thru service window. The last CUP for the Sale & On-Site Consumption of Alcoholic Beverages at this location was approved by P&Z on October 28, 2022 for a period of 2 years. The applicant is seeking to renew their conditional use permit to keep offering alcohol with their meals. Staff notes that this would be their fourth renewal.

- **Hours of Operation:** Sunday – Thursday from 10:30a.m. to 10:00p.m., and Friday & Saturday from 10:30a.m. to 11:00p.m. Alcoholic beverages are only served during allowable State selling hours.
- **Staff:** 8 - 10 employees (in shifts)
- **Parking & Landscaping:** There are 122 total seating spaces, which require 41 parking spaces (122 seats/1 space for every 3 seats = 40.6 parking spaces). It is noted that the parking area is held in common (105 existing parking spaces) and is shared with other businesses. Landscaping is currently exceeding City requirements and is maintained.
- Must continue to comply with all Building, Fire, and Health codes.

REVIEW COMMENTS: Staff notes that the applicant has complied with Health, Fire, Building and Sign Codes. Staff mailed out 7 notices to property owners within 200' radius and staff has not received any comments in favor or against this request. Since there has been no issues or concerns with this establishment staff does not object to approving for conditional use permit for life of use.

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

1. Compliance with all City Codes (Building, Fire, and Health Codes, etc.), and
2. CUP not transferable to others.

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

There was none.

Chairwoman Izaguirre entertained a motion to close the public hearing. Mr. Arcuate moved to close the hearing. Mr. Hardison seconded the motion. Upon a vote, the motion passed unanimously.


Chairwoman Izaguirre asked if the board had any questions.

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

ITEM #2.0

ADJOURNMENT

There being no further items for discussion, Chairwoman Izaguirre entertained a motion. Mr. Arcuate moved to adjourn the meeting. Mr. Hardison seconded the motion. Upon a vote, the motion to adjourn passed unanimously at 6:19 p.m.



Diana Izaguirre, Chairwoman
Planning and Zoning Commission

SHARY GOLF ADVISORY BOARD

April 19, 2023

MINUTES

- I. **CALL TO ORDER**
- Mr. Isaac Martinez called the meeting to order.
- II. **ROLL CALL**
- The following board members were present: Mr. Martinez, Mr. Salinas, Mr. T. Garza, Mr. Flores, and Mr. C. Garza
 - The following board members were absent: Mr. Lau
 - The following staff members were present: Mr. Flores, Golf Director and Efrain Gutierrez, Greens Superintendent
- III. **Approval of Minutes**
- The minutes from March 14, 2023 were approved
- IV. **Public Participation**
- Mr. Martinez mentioned the passing of long-standing advisory board member Tony Ocana. He did a lot for the golf course as board member and enjoyed spending time on the golf course. His presence on the advisory board will be missed.
- V. **Election of Officers**
- Mr. Isaac Martinez was nominated by Joe Salinas as chairman and there were no other nominations. Mr. Isaac Martinez will stay as Chairman
 - Mr. Ben Lau was nominated by Mr. Toby Garza for Vice-Chairman. Mr. Isaac Martinez nominated Mr. Martin Flores as Vice-Chairman. There was a vote taken and Mr. Martin Flores was nominated with the majority of the vote.
 - Mr. Mario Flores was appointed as the Board Secretary.
- VI. **ADMINISTRATIVE REPORTS**
- Golf Director's Report
 - Financials reviewed for March 2022 – March 2023
 - We had a little less in beer sales, the months are pretty similar. We had more play this year versus last year, the lack of available golf courses is the reason for that.
 - Monday Night League is going well, the silver, bronze and copper flight are large numbers.
 - Boy's and Girls Club approximately 28 teams
 - Pharr Rotary Day and Night Tournament is coming back
 - Superintendent's Report
 - Mr. Gutierrez has been working on fixing the irrigation heads on the golf course.
 - He has sprayed the greens for insecticide, fungicide and fertilizer. He believes that the greens have improved some.
 - We will need to re-sod the greens if we want the greens to be repaired. It was decided that we will take the sod cutter to the south putting green to make the proper repairs.
 - Mr. Gutierrez would like to have a fairway mower and an arecore machine to take care of the greens and fairways
- VII. **NEW BUSINESS**
- Discussion and Possible Amendments to the Constitution and By-Laws of the Golf Course Advisory Board
 - The Board reviewed and agreed to update the Constitution and By-Laws
 - Discussion on Golf Course Capital Improvement Fund

- The Capital Improvement Fund was created in 2014, a dollar was taken out of every nine-hole round, two dollars out of every eighteen-hole round, and fifty dollars out of any membership sold.
- The City decided that the Capital Improvement fund should be used to purchase or pay for carts and things needed for operations. It was initially just half of the total cart lease for the golf course.
- The fund was fully used to pay for the all grounds equipment since FY. 15-16.
- Discussion on Memorandum of Understanding between Shary Golf Course and MCISD/SISD
 - We need to raise prices on the schools for use of the golf course, the range balls costs just keep going up and the Jr. High are very active.

VIII. OLD BUSINESS

- Golf Course Needs
 - None

IX. DIRECTOR'S COMMENTS

- None

X. CHAIRMAN'S COMMENTS

- Mr. Martinez believes that the addition of Mr. Gutierrez was the missing piece of the puzzle to making the golf course great again.

XI. ADJOURNMENT