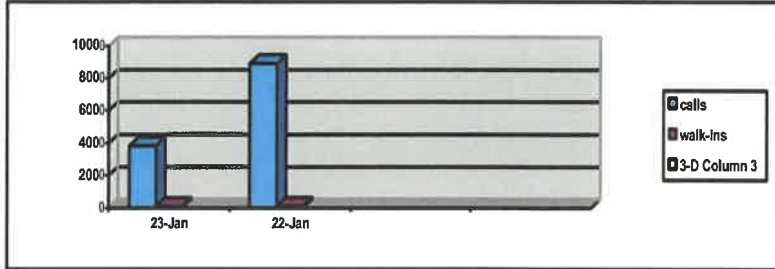


**CITY SECRETARY
MONTHLY REPORT
JANUARY 2023**

Reception:

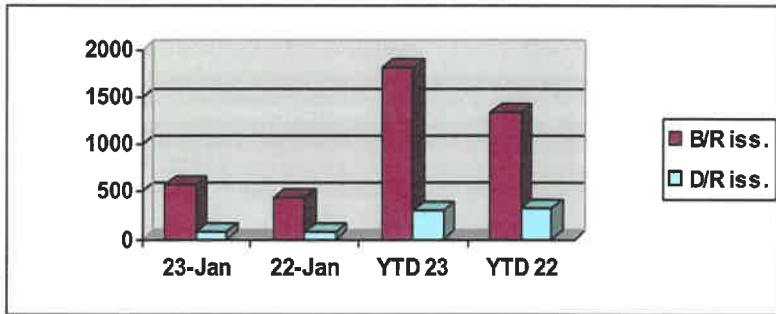
Calls received: 3,818
Walk-ins: 90



Vital Statistics:

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

	Jan-23	Jan-22		YTD 23	YTD 22
Birth Records Registered	176	122		658	820
Birth Records Issued	582	448		1806	1345
Death Records Registered	56	58		199	227
Death Records Issued	87	78		306	320
Funds Received	\$14,124.00	\$12,997.00		\$ 34,969.00	\$ 45,524.00



Cemetery:

	Laurel Hill	San Jose	Catholic	Baby Sp.	YTD 22/23
Burials:	1	0	3	0	17
Sold Spaces:	0	0	0	0	0

	Laurel Hill	San Jose	Catholic	Baby Sp.	YTD 21/22
Burials:	6	1	11	0	50
Sold Spaces:	0	0	15	0	43



RIO GRANDE VALLEY STATE VETERANS CEMETERY

MONTHLY REPORT



RGV State Veterans Cemetery

2520 South Inspiration Road • Mission, Texas 78572

Office: (956) 583-7227 • Fax: (956)-508-5211

Interments January 2023

January 2023	Standard	Double-Depth	Columbarium Wall	In-ground	Scatter Garden	Disinterment	Total
Veterans	4	11	8	2			25
Spouse	1	3					4
Dependents							
Totals	5	14	8	2			29

TEXAS STATE VETERANS CEMETERIES - CALENDAR YEAR HISTORICAL DATA [ALL SITES]





RGV State Veterans Cemetery

2520 South Inspiration Road • Mission, Texas 78572

Office: (956) 583-7227 • Fax: (956)-508-5211



Daily Activity						
Jan-23	# of Service Today	Services Scheduled For the		Actual Number of Burials Y-T-D	Mk	
		Month	YTD			
1					16	
2		NEW YEAR				17
3	3	4	4	3		18
4	0	6	6	3		19
5	1	8	8	4		20
6	0	8	8	4		21
7						22
8						23
9	1	11	11	5		24
10	3	12	12	8		25
11	2	17	17	10		26
12	1	17	17	11		27
13	4	19	19	15		28
14						29
15						30
						31
						Weekend
						Holiday



RGV State Veterans Cemetery

2520 South Inspiration Road • Mission, Texas 78572

Office: (956) 583-7227 • Fax: (956)-508-5211



Completed Projects:

Columbarium B Site:
Memorial Walls:
Grave Locator Kiosk Management
Reparation on Pipe Line: United Irrigation

Ongoing Projects:

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

VLB Funded (In-Progress)

Re-alignment on 1,000 Flat Marker/ Headstone

VLB Funded (Pending)

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

VLB Funded (Approved)

Bobcat Tool Cat UW56
Wheeled Dumper Truck



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

Mission Fire Prevention

Monthly Activity Report: January 2023

FIRE INVESTIGATIONS

There were zero (0) fire investigations for the month of January.

Full Investigation: 0 Total

Call out to document of Incident: 0 Total

Year to Date: 3 Total

SOUTH TEXAS ARSON RESPONSE TEAM FIRE INVESTIGATIONS

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

Our assistance was requested: 0 Total

Assistance Requested by us: 0 Total

Year to Date: 0 Total

INSPECTIONS

There were one hundred and sixteen (116) inspections conducted for the month of December: thirty - eight (38) occupancy, fifty - eight (58) annual and twenty (20) other forms of inspections.

Year to Date: 648 Total 157 Occupancy 407 Annual 84 Other

COMPLAINTS

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

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

Year to Date: 0 Total

SUBDIVISION REVIEWS

For the month of November there were twenty-six (26) subdivision plan reviews.

Year to Date: 100 Total

SPRINKLER SYSTEM REVIEWS

For the month of January there were zero (0) sprinkler system plan reviews.

Year to Date: 5 Total

FIRE ALARM SYSTEM REVIEWS

For the month of January there were two (2) fire alarm system plan reviews.

Year to Date: 14 Total

EXHAUST HOOD CANOPY PLAN REVIEWS

For the month of January there were zero (0) exhaust hood canopy plan reviews.

Year to Date: 4 Total

HOOD SUPPRESSION PLAN REVIEWS

For the month of January there were zero (0) hood suppression plan reviews.

Year to Date: 5 Total

LP TANK PERMITS

For the month of January there were two (2) LP tank permits issued.

Year to Date: 3 Total

UNDERGROUND STORAGE TANK REMOVAL PERMITS

There were three (3) underground storage tank removal permits issued for the month of January.

Year to Date: 3 Total

ABOVEGROUND STORAGE TANK REMOVAL PERMITS

There were zero (0) aboveground storage tank removal permits issued for the month of January.

Year to Date: 0 Total

BURNING PERMITS

There were four (4) city burning permits issued for the month of January.

Year to Date: 17 Total

PLAN REVIEWS

We had two (2) plan reviews for the month of January.

- Sugaring NYC – 2423 E. Expressway 83 Suite 40
- Whoopee Event Center – 301 W. Griffin Parkway Suite 2 & 3

Year to Date: 33 Total

FIRE DRILLS

There were two (2) fire drills conducted for the month of January.

- January 18, 2023 – 30 individuals at 1014 Business Park Drive

Year to Date: 3 Total

TRAINING

There was one (1) training in the month of January.

- All of Prevention staff attended a pipeline safety training in McAllen, Texas on January 11, 2023.

Year to Date: 5 Total

MEETINGS ATTENDED

For the month of January there were nineteen (19) meetings attended by the Fire Prevention Office.

- January 3, 2023 - Fire Marshal Frank Cavazos City ID's
- January 6, 2023 - Fire Marshal Frank Cavazos SRC meeting
- January 9, 2023 - Fire Marshal Frank Cavazos City ID's
- January 10, 2023 - Fire Marshal Frank Cavazos City ID's
- January 12, 2023 - Fire Marshal Frank Cavazos SRC meeting
- January 17, 2023 - Fire Marshal Frank Cavazos staff meeting
- January 17, 2023 - Fire Marshal Frank Cavazos Citrus Parade meeting at City Hall
- January 17, 2023 - Fire Marshal Frank Cavazos City ID's
- January 18, 2023 - Fire Marshal Frank Cavazos had a meeting with IT director
- January 19, 2023 - Fire Marshal Frank Cavazos SRC meeting
- January 19, 2023 - Fire Marshal Frank Cavazos had a meeting at the avocado plant
- January 20, 2023 - Fire Marshal Frank Cavazos had a meeting regarding fire demos
- January 23, 2023 – Fire Marshal Frank Cavazos City ID's
- January 24, 2023 – Fire Marshal Frank Cavazos staff meeting
- January 26, 2023 – Fire Marshal Frank Cavazos SRC meeting
- January 26, 2023 – Fire Marshal Frank Cavazos Citrus Parade meeting at City Hall
- January 26, 2023 – Fire Marshal Frank Cavazos City ID's
- January 30, 2023 – Fire Marshal Frank Cavazos City ID's
- January 31, 2023 – Fire Marshal Frank Cavazos

Year to Date: 59 Total

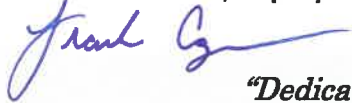
PUBLIC EDUCATION

During the month of January there were () presentations conducted.

Date	Location	Fire Extinguisher w/Simulator	Fire Safety Trailer	Tours of Stations	Fire Safety Presentation	City Events/ Parade
1/11/2023	Friendship Festival					200
1/13/2023	Posillico	15				
1/18/2023	Steel Technologies	30				

Year to Date: 45 Presentations 14, 175 Audience
Year to Date w/The Tutor 3 Presentations 85 Audience
Year to Date w/F.S.T. 2 Presentations 500 Audience
Year to Date w/City Events 1 Presentations 200 Audience
Year to Date – Other Presentations Audience
Year to Date Grand Total 50 Presentations 14, 960 Audience

Frank Cavazos, Deputy Chief/Fire Marshal



“Dedicated to the Community We Protect... and Serve”



Information Technology

Departmental Report January 2023

Information Technology Department Overview

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

Patrol Unit Modems

Replace end of life modems on all patrol units. 50% Complete

Patrol Unit Dash Cams

Replace end of life dash cam systems on patrol units. 5% Complete

Patch Management and Remote Assistance

Purchased patch management software and remote assistance. Implementation Phase. 80 % Complete

PD and Fire Security and Surveillance Cameras

Replace end of life security cameras and server at PD and Fire. 10% Complete

New Public Safety Building

Install door access control, security cameras, wireless access points, data cables, phones, and multimedia. 0% Complete

PD Network

Configure network to make it more efficient and secure. Implementation phase of the project. 90% Complete

Replace end of Life Computers

Purchasing computers to replace end of life computers that pose a security risk. Implementation phase of the project. 98% Complete

VOIP Telephone System

Purchasing city wide enterprise VOIP telephone system to replace current end of life system to include PD. City departments 100% complete. Pending PD

Disaster Recovery

Purchasing servers, storage and firewall to create disaster recovery site. Implementation phase of the project. Firewall Complete. Pending switches on back order. 85% Complete

Cyber Security

Purchasing process for 24X7 SOC monitoring service and patch management system. Implementation phase of the project. 98% Complete

Assessments and Inventory (All City Buildings)

- Servers- Complete
- Switches and networking- Complete
- Applications- In progress
- All passwords and portal logins- Complete
- IT related contracts- Complete
- POT Lines (Fire, Fax, ETC)- Complete
- WAN Infrastructure- Complete
- All other- In progress



Grants Activity Report- January 2023

Grant Name	Funding Agency	Department	Application Amount	Award Amount	Matching Amount	Due Date	Status
Humanities Collections and Reference Resources	NEH	Museum	\$ 56,384		None		Submitted-Tracking
La Cuchilla Drainage Improvement Project	TXGLO	Executive	\$ 1,000,000		1%		Submitted-Tracking
Astroland Drainage Improvement Project	TXGLO	Executive	\$ 1,000,000		1%		Submitted-Tracking
Animal Welfare Organization	Petco Love	Health	\$ 35,000		None		Submitted-Tracking
Trail Connectivity Project	VBLF	Park	\$ 500,000		None		Submitted-Tracking
FY22 FEMA Flood Mitigation Assistance (FMA)	TWDB	Executive	\$ 320,000		25%		Submitted-Tracking
FY22 Building Resilient Infrastructure and Communities (BRIC)	TDEM	Executive	\$ 415,000		25%		Submitted-Tracking
Firehouse Sub	Firehouse Subs Foundation	Fire	\$ 26,822.50		None		Submitted-Tracking
FY23 SHSP Regular	OOG	Fire	TBD		None	2/9	In Progress
FY23 SHSP LETPA	OOG	Police	\$ 56,142.35		None	2/9	In Progress
Crime Stoppers Assistance Fund	OOG	Police	\$ 5,000		None	2/9	In Progress
FY22 AFG	DHS	Fire	\$ 172,873.50		10%	2/10	In Progress




Grants Activity Report- January 2023

Grant Name	Funding Agency	Department	Application Amount	Award Amount	Matching Amount (Year 1) 20%	Status
FY22 Justice and Mental Health Program	BJA	Police	\$ 388,001.38	\$ 229,962.91		Awarded/Active
Bullet-Resistant Shield Grant Program, FY2023	OOG	Police	\$ 77,644	\$ 73,761.80	None	Awarded/Active
Better Cities for Pets	Mars Petcare Program	Health	\$ 20,000	\$ 20,000	None	Awarded/Active
FY23 Criminal Justice Program	OOG	Police	\$ 30,000	\$ 30,000	None	Awarded/Active
Lions Park Development	AEP	Parks	\$ 30,000	\$ 30,000	None	Awarded/Active
2022 SHSP	OOG	Police	\$ 35,480	\$ 13,060	None	Awarded/Active
FY23 Local Border Security Animal Welfare Organization	OOG	Police	\$ 190,000	\$ 190,000	None	Awarded/Active
FY20 SHSP Regular [Supplemental Funding]	Petco Love	Health	\$ 50,000	\$ 25,000	None	Awarded/Active
FY221 Operation Stonegarden	OOG	Fire	\$ 70,000	\$ 74,280.17	None	Awarded/Active
FY22-23 Solid Waste Grant	LRGDC	Police	\$ 380,000	\$ 380,000	None	Awarded/Active
Homeland Security Project	OOG	Sanitation	\$ 25,000	\$ 25,000	10%	Awarded/Active
Mission SWAT Equipment	OOG	Police	\$ 72,536	\$ 40,766.75	None	Awarded/Active
COPS Accreditation Program	OOG	Police	\$ 26,474.32	\$ 19,592.33	None	Awarded/Active
FY22 Local Border Security	DOJ COPS	Police	\$ 21,116.34	\$ 21,116.34	None	Awarded/Active
OVAG-Victim Services	OOG	Police	\$ 190,000	\$ 190,000	None	Awarded/Active
All-Inclusive Lions Park	OAG	Police	\$ 89,908	\$ 44,954(YR2)	None	Awarded/Active
Border Zone Fire Dept.	TPWD	Parks	\$ 1,500,000	\$ 750,000	\$750,000	Awarded/Active
AFG 2021	OOG	Fire	\$ 250,000	\$ 78,735.25	None	Awarded/Active
SAFER 2021	DHS	Fire	\$ 126,700		10%	Not Awarded
	DHS	Fire	\$ 2,694,672		None	Not Awarded

Grand Total: \$ 2,236,229.55

MEMORANDUM

TO: MAYOR AND CITY COUNCIL
THROUGH: RANDY PEREZ, CITY MANAGER
FROM: JESSE LERMA, CIVIL SERVICE DIRECTOR
SUBJECT: CIVIL SERVICE REPORT, JANUARY 2023
DATE: FEBRUARY 5, 2022




1. Civil Service Commission met and appointed Mr. Jerry Saenz as Chairman for 2023. We also welcomed our new Commissioners-Mr. Polo Garza and Mr. L. Michael Davis. The Commissioners attended a CS training in Sugarland for three (3) days where they were able to network and get accustomed to CS.
2. Mission Police Department has an entry level examination scheduled for Monday, February 13, 2023. Any open position will be filled with that new list.
3. Mission Fire Department has one (1) opening...working on filling position.

Thank you!

MEMORANDUM

TO: MAYOR AND CITY COUNCIL
THROUGH: RANDY PEREZ, CITY MANAGER
FROM: JESSE LERMA, 311 COORDINATOR/CIVIL SERVICE DIRECTOR
SUBJECT: 311 REPORT, JANUARY 2023
DATE: FEBRUARY 4, 2022



We began this project in April 2021 with staff. We opened up the program to the public on June 1, 2021. Since then we have been able to collect twelve months of information that will help us improve our operations and service to the community.

We have a total of 79 submission for January of 2023 with a total of 2449 since we began. The system is fully functional and very user friendly. We are able to customize the system to meet the needs of our daily operations. Our staff has bought into the system and working on improvements every day. We are able to find problematic areas using the system and it allows for us to attend to the needs of those areas in a timely manner. We try to contact as many residents as possible and are getting feedback from them to improve the system.

Thank you!

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

Topic	Count
Health	
Animal Control	14
Mosquitoes	0
Total - Health	14
Parks & Rec	
Graffiti	0
Mowing	0
Parks	2
Restrooms	0
Right of way (mowing)	0
Trails	0
Total - Parks & Rec	2
Planning	
Construction Concerns	0
Dilapidated Home/Structure	0
Garage Sales	0
Health & Sanitation	0
Illegal Dumping	1
Junked Vehicle on private property	1
Sewer Concerns	1
Unsafe Building	1
Weedy Lot	1
Total - Planning	5
Police Department	
Illegal Parking	9
Total - Police Department	9
Public Works	
Flooded area/Roadway and streets	1
Foul smell	1
Junk Vehicle	0
Lift Station	0
Low Water Pressure	1
Obstruction-Trees/Branches	1
Pot Holes	15
Side Walk	2
Street Light	6
Streets/Signs	6
Traffic Signals	0
Water Leaks	1
Total - Public Works	34
Sanitation	
Brush	6
Bulky Items	3
Garbage	2
Total - Sanitation	11
Streets	
MOWING	4
Tires	0
Total - Streets	4
All Topics	
Total All Topics	79

Jan-23

Y-T-D COMPARISON

FEES & FINES TOTAL **2023** **2022**

\$561,511.06

LOCAL FINES **\$183,005.24**

LOCAL COSTS AND FEES **\$42,707.78**

COLLECTIONS FOR STATE **\$335,798.04**

TOTAL COLLECTIONS **\$561,511.06**

2022 JAN COMPARISON

FEES & FINES TOTAL

\$453,885.83

LOCAL FINES **\$148,232.81**

LOCAL COSTS AND FEES **\$35,854.05**

COLLECTIONS FOR STATE **\$269,798.97**

TOTAL COLLECTIONS **\$453,885.83**

2023 **2022**

\$159,844.85 **\$110,109.66**

\$53,680.77 **34655.45**

\$10,471.24 **9440.05**

\$95,692.84 **60014.16**

\$159,844.85 **110109.66**

VIOLATIONS

STATE LAW **1921**

TRAFFIC **2647**

PARKING **6**

EDUCATION CODE **2**

CITY ORDINANCE **210**

TOTAL **4786**

1320 TOTAL VIOLATIONS

1753 CASES:

6 TOTAL PAID

0 OTHER COMPLETED

268

3347

1158 **976**

730 **477**

279 **254**

CASES:

TOTAL PAID **2512**

OTHER COMPLETED **1066**

TOTAL COMPLETED **3578**

WARRANTS:

ISSUED

CLEARED

1939

1046

2985

1593 **846**

1389 **790**

WARRANTS:

ISSUED

TRAFFIC **2432**

STATE LAW **3272**

PARKING **9**

CITY ORDINANCE **142**

EDUCATION CODE **8**

TOTAL **5863**

1542

2266

4

198

15

2483

CLEARED

TRAFFIC **1939**

STATE LAW **2673**

PARKING **8**

CITY ORDINANCE **217**

EDUCATION CODE **20**

TOTAL **4857**

1159

1749

8

183

14

3113

A total of 26 Juvenile Cases were filed.
2538 community service hours were granted.

MEMORANDUM

TO: RANDY PEREZ, CITY MANAGER
FROM: SUSANA DE LUNA, PLANNING DIRECTOR
DATE: JANUARY 6, 2023
SUBJ: MONTHLY REPORT DECEMBER 2022

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

DECEMBER 2022

REZONINGS:	4
CONDITIONAL USE PERMIT:	9
HOMESTEAD APPROVALS:	0
SUBDIVISIONS:	2
SINGLE LOT VARIANCES:	0
VARIANCES (ZBA):	5
SITE PLAN APPROVALS:	1
OTHER P&Z REQUESTS:	0

CODE ENFORCEMENT
MONTHLY REPORT
DECEMBER 2022

	Notices Sent
COMPLAINTS RECEIVED	57
WEEDY LOT LETTERS	36
PROPERTIES SENT TO MOWER'S LIST	17
PROPERTIES MOWED	7
SIGNS	125
JUNKED VEHICLES / BOATS	16
CONSTRUCTION W/OUT A PERMIT/SETBACKS	28
HEALTH & SANITATION/STAGNANT WATER/OVERGROWN VEG./GARBAGE/ DEAD TREES	29
HOME OCCUPATION/SIGNAGE	5
SIGHT OBSTRUCTION (SIDEWALKS / RIGHT-A-WAY)	0
'UNSAFE/UNSECURED BLDG	3
DOUBLE OCCUPANCY/HOOKED UP RV	3
ILLEGAL DUMPING	0
NON RESIDENTIAL PARKING/SEMI TRUCKS	0
NO BUSINESS LICENSE/CUP REQ'D / NO GARAGE SALE PERMITS	11
STORAGE OF VEHICLES/BOATS/TRAILERS	2
DEMOLITION FOR UNSAFE BUILDINGS	0
POTHoles /PARKING LOT MAINTENANCE/LIGHTING	6
RESIDENCE IN A COMMERCIAL PROPERTY	0
IPMC VIOLATIONS	8
NO DRIVEWAY	1
CASES FILED IN COURT	42
CASES SEEN IN COURT	52
CASES CLOSED	93

**Building Permit and Inspections
Activity Report for
The Month of December 2022**

Total # of Building Permits	Building Permit Value	Building Permit Fee	Types of Building Permits
23	\$6,664,794.00	\$11,490.40	New Dwelling
4	\$4,118,500.00	\$19,966.55	Commercial
			Assembly
1	\$350,000.00	\$919.48	Apartments
			Warehouse
1	\$5,000.00	\$105.00	Move Out Houses/Move Within
3	\$147,000.00	\$315.00	Move In Houses
			Move in Mobile Homes
7	\$213,900.00	\$2,135.00	Schools
5	\$20,115.00	\$199.60	Swimming Pools
2	\$9,500.00	\$152.50	Sheds
7	\$40,400.00	\$417.20	Signs
			Fence
			Tower
			Gas Tanks Pumps
1	\$5,000.00	\$55.00	Demolition
			Water Well/Recreation Const.
54	\$ 11,574,209.00	\$ 35,755.73	Totals

Additions / Remodeling			
38	\$1,975,395.00	\$7,922.95	Residential Buildings
7	\$294,550.00	\$2,600.30	Commercial Buildings
			Apartment Buildings
			Assembly Buildings
			School Buildings
3	\$14,600.00	\$111.60	Awnings/Decks
3	\$9,550.00	\$325.50	Carports/Concrete
12	\$802,953.00	\$6,062.06	Porches/Driveways/Sidewalks
1	\$10,350.00	\$95.00	Garages/Canopies
			Hobby Shops
64	\$ 3,107,398.00	\$ 17,117.41	Totals

Total Building Permits	118
Total Building Valuation	\$14,681,607.00
Total Building Permit Fees	\$52,873.14

Prepared By: Rachel Alvarez
Date: 1/4/2023

I. Permits Issued

A. Building

Number	118
Value	\$14,681,607.00
Permit Fees	\$52,873.14

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

Number	120
Permit Fees	\$13,520.00

C. Mechanical

Number	54
Value	\$279,233.54
Permit Fees	\$5,412.00

D. Plumbing, Gas & Sprinkler System

Number	81
Permit Fees	\$6,563.50

TOTALS

Total Permits Issued	373
Total Valuation	\$14,960,840.54
Total Permit Fees	\$78,368.64

II. Number of Inspections Conducted

522

III. Other Fees

A. Business License Application

Number	30
Permit Fees	<u>\$1,500.00</u>

B. Garage Sale Permits

Number	214
Permit Fees	<u>\$2,140.00</u>

C. Health Cards

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

D. Builder Registration

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

E. Electrician Registration

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

F. Plumbing Registration

Number	1
Permit Fees	<u>\$75.00</u>

G. Mechanical Registration

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

H. House Inspections

Number	1
Permit Fees	<u>\$100.00</u>

I. Planning & Zoning Applications

Number	11
Permit Fees	<u>\$3,100.00</u>