

CITIZEN'S ADVISORY COMMITTEE
March 14, 2023
Teleconference/Hybrid
Regular Meeting

Members Present

Lorenzo Garza
Roxanne Mendez
Zoreida Lopez
Elizabeth Segovia
Kathy Casillas
Victor Anzaldua
Cynthia Pacheco
Alex Guerra
Alma Garcia

Members Absent

Staff Present

Jo Anne Longoria
Helen Torres
Bella Gomez

Call Regular Meeting to Order

Chairman Lorenzo Garza called the Regular Meeting to order at 5:33 p.m. Ms. Jo Anne Longoria conducted roll call. She stated eight members were present, therefore there was a quorum. Ms. Longoria also introduced new staff member Bella Gomez, Intake Clerk and asked the members to introduced themselves.

Citizens Participation

Chairman Garza asked if there were any citizens present to discuss any items on the agenda or to express their concerns on this Special Meeting. With no one present, online nor in person and no comments, he continued with the next item.

Discussion and Recommendation to Approve Minutes for Regular Meeting held on February 14, 2022

Ms. Helen Torres asked the members present if they had reviewed the minutes for the Regular Meeting held on February 14, 2022 and if there were any questions or comments. After a brief discussion, Chairman Garza asked for a motion to approve the minutes. Ms. Elizabeth Segovia motioned to approve the minutes as presented. Vicechairman Zoreida Lopez seconded the motion. Motion carried. (8-0)

At 5:39P.M. Ms. Alma Garcia joined the meeting in person for a total of nine members present.

Presentation on Housing Assistance Program (HAP) Phase 21-I and Phase 22-I

Ms. Longoria presented a PowerPoint on Housing Assistance Program (HAP) Phase 21-I and Phase 22-I. She presented the Welcome Home Event for one project at 3541 Garza

Street and the five upcoming projects for HAP Phase 22-I. After a brief discussion, Chairman Garza continue with the next item. No action was taken.

Presentation on Emergency Assistance Program (EAP)

Ms. Gomez presented a PowerPoint on the Emergency Assistance Program (EAP). She stated we partnered with Affordable Homes of South Texas (AHSTI). Five households attended the seventh “One Stop Shop” event held on February 22, 2023. Ms. Gomez provided a flyer with the next event “One Stop Shop” event scheduled on March 22, 2023 at Center of Education and Economic Development (CEED) from 9am-1pm. In addition, during the month of March, Ms. Gomez met with landlords to offer information about the program and will continue to reach out to clinics, schools, etc. After a brief discussion, Chairman Garza continued with the next item. No action was taken.

Discussion on Consolidated Annual Performance and Evaluation Report (CAPER) PY 2021 – HUD Response

Ms. Longoria provided a copy of the letter of the Consolidated Annual Performance and Evaluation Report (CAPER) PY 2021. She stated that on page (6) six the Deficiency Notice states the City is under target and not project to meet its 80 percent by July 2023. She stated that staff is working with the Fire Department and the agencies to continue to utilize their funds. In addition, city’s overall progress was satisfactory. After a brief discussion, Chairman Garza continued with the next item. No action was taken.

Discussion on CDBG-CV Expenses

Ms. Longoria presented the Expense Report for CDBG-CV. She stated that the Year to Date Percentage for the following agencies: Amigos del Valle at 59.35%; Emergency Assistance Program at 79.72%; Affordable Homes of South Texas at 65.80%; Mission Food Pantry CV3 at 100%; Food Bank of RGV at 49.91%; Mission Food Pantry CV3 at 100%; Mission Fire Department at 69.05%; General Program Administration at 68.09% overall at 69.52%. She explained that to meet the 80% goal by July 2023 we need to spend \$113,000. Chairman Garza asked for an update on the Fire Department expenses. Ms. Longoria informed the members that the Fire Department will be working on purchasing two solar video message boards and the installation concrete pad for the portable shower/restroom with an approximate spent of \$100,000. She mentioned that the other agencies will continue to utilize their funds. After a brief discussion, Chairman Garza continued with the next item. No action was taken.

Other Business

A. Progress Report- February 2023

Ms. Torres presented the Unofficial Progress Report for February 2023. After a brief discussion, Chairman Garza asked for a motion to approve the progress report. Ms. Pacheco motioned to approve the progress reports as presented. Vicechairman Lopez seconded the motion. Motion carried. (9-0).

B. Chairman's Comments-

Chairman Garza welcomed Ms. Gomez and informed the members present that for the next meeting we would consider including the "Prayer" to the agenda for Citizens Advisory Committee Meetings.

C. Committee Member's Comments-

Ms. Mendez welcomed Ms. Gomez. Ms. Garcia wished everyone a wonderful Saint Patrick's Day. No comments were made by the other members present.

Adjourn

Chairman Garza asked for a motion to adjourn the meeting. Mr. Anzaldua motioned to adjourn meeting. Ms. Segovia seconded the motion. Motion carried (9-0). The meeting was adjourned at 6:08 P.M.

Lorenzo Garza, Chairman

CITIZEN’S ADVISORY COMMITTEE
March 21, 2023
Teleconference/Hybrid
Special Meeting

Members Present

Lorenzo Garza-virtual
Roxanne Mendez-virtual
Zoreida Lopez
Elizabeth Segovia
Kathy Casillas
Victor Anzaldua
Cynthia Pacheco
Alma Garcia

Members Absent

Alex Guerra

Staff Present

Jo Anne Longoria
Esther G. Rivera
Helen Torres

Call Regular Meeting to Order

Vicechairman Zoreida Lopez called the Special Meeting to order at 5:33 p.m. Ms. Jo Anne Longoria conducted roll call. She stated eight members were present, therefore there was a 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 Special Meeting. With no one present, online nor in person and no comments, he continued with the next item.

Discussion and Recommendation to Award Bids for Housing Assistance Program (HAP) Phase 22-I

Ms. Longoria presented the Memo regarding the bids received for five (5) applicants for Housing Assistance Program (HAP) Phase 22-I. Ms. Longoria informed the members that there were three bid responses. She stated that two of the three contractors were the lowest responsible bidders which are Tabeza Holding LLC and Andrew Salinas, dba A-One Insulation. She also provided each project location and bid amount. After a brief discussion, Vicechairman Lopez asked for a motion to Award Bids for Housing Assistance Program (HAP) Phase 22-I as presented. Ms. Cynthia Pacheco motion to approve item as presented. Ms. Elizabeth Segovia seconded the motion. Motion carried. (8-0)

New Business: Consideration to include “Invocation” in Agenda

Vicechairman Lopez presented the consideration to include “Invocation” in Agenda. After a brief discussion, Vicechairman Lopez asked for a motion approve to include “Invocation” in Agenda. Ms. Mendez motion to approve to include ‘Invocation” in Agenda. Ms. Pacheco seconded the motion. Motion carried. (8-0)

Other Business

A. Chairman's Comments-

Chairman Garza no comments.

B. Committee Member's Comments-

Ms. Kathy Casillas asked when can she share ideas or information with the members. Ms. Longoria responded comments are provided during the Committee Member's Comments section. No comments were made by the other members present.

Adjourn

Vicechairman Lopez asked for a motion to adjourn the meeting. Mr. Anzaldua motioned to adjourn meeting. Ms. Garcia seconded the motion. Motion carried (8-0). The meeting was adjourned at 5:44 P.M.

Zoreida Lopez, Vicechairman

**Mission Redevelopment Authority
Board of Directors Meeting
March 7, 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 March 7, 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 except Vice Chairman Garza. Also present at the meeting were Joe Morin, Angie Vela, Mayor Norie Gonzalez Garza, J.P. Terrazas, Dr. Rolando Ortiz, Rene Alcalá, Crystal Chavez, Joe Salazar, Cristian Garza, Damien B. Tijerina, Tim Austin, Armando Sandoval, Ruben James de Jesus, Steve Urbina, Interim Executive Director Randy Perez, and Judy Vega.

Call Meeting to Order at 4:05 PM

Chairman Penoli opened the meeting with a welcome to all. The Administrative Assistant confirmed a quorum was present.

Approve minutes of the January 24, 2023, meeting of the Mission Redevelopment Authority

Upon a motion duly made by Director O'Caña, and being seconded by Director Chapa, the Board unanimously approved the meeting minutes of January 24, 2023.

Project Reports

Chairman Penoli recognized Engineer Ruben James de Jesus with Melden & Hunt to report on the **Bentsen Palm Development Phase III Project**. Mr. de Jesus reported that this project is 80% complete. The project description involves the design and construction related services for a new sewer line extension, Mile 1 south and Inspiration Rd. The sewer line extension will expand sewer service area and eliminate two existing lift stations within Meadow Creek. The general contractor for this project is RDH Site & Concrete LLC. The estimated project cost is \$2.5 million. The bid amount was \$1,853,205.00 with 120 contract days. Mr. de Jesus shared some images of the project's progress explaining the following: Line A (runs through Sendero Ph. 1: Sewer line is completed and awaiting passing of compaction testing. Upon completion, the line will be air, mandrel, and camera tested. Line B (runs along the south side of Amigos del Valle): Sewer line has been installed as per revision. Inspiration Road still needs to be paved back. Line C (runs along the south side of park): Inspiration Road crossing has been completed, pending is the final segment approaching the lift station. Assistant City Manager J.P. Terrazas mentioned that an alignment is pending on the ROW between a backup curb and mailboxes. Due to the depth of the line, an open bore needs to be excavated and aligned into the street. The contractor is looking into ways for this alignment to go into the streets and not into private property. Chairman Penoli asked about Millenium Engineering, (listed on one of the invoices), what is it they do? Mr. Terrazas mentioned that Millenium Engineering is the firm that does lab testing for paving materials such as concrete, caliche, asphalt, etc. They are not included in the original bid as they are called as needed. Mr. Penoli

said that we need to account for these services upon bidding. Mr. Terrazas said that depending on construction cost estimates, the city usually increases the bid amount to 5% for unforeseen construction costs. No further comments were made.

Chairman Penoli recognized Engineer Ruben James de Jesus with Melden & Hunt to report on the **Tierra Dorada Sanitary Sewer Improvements Project**. Mr. de Jesus reported that the project's cost estimate is \$1,549,500.00. 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 survey has been completed along the proposed route for the sanitary sewer line and force main. Design plans are 90% complete. Plan submittals to Hidalgo County Drainage District 1 and City of Mission staff will be done this month for permits. Melden & Hunt plans to bid on the project this month as well. No further comments were made.

Chairman Penoli recognized Mr. de Jesus with Melden & Hunt, to report on the Inspiration Road Trunklines (Sanitary Sewer Master Plan). Mr. de Jesus said that they have been finalizing the area for the main trunkline on Inspiration Road. The proposal they have been studying is from the City of Mission, who has Lift Station #10, located on Mile 2 & FM 495 (El Valle Subdivision). Lift Station #10 produces overflow to the region of the city, an area of about 25,000 acres. When it rains heavily, this lift station sends sewer flow through Inspiration Road back and forth causing overflow. The plan is to reroute the sewer line to an existing lift station to alleviate a substantial amount of overflow on Inspiration Road. Plans to expand Inspiration Road to a four-lane road were mentioned by Mr. Terrazas. Melden & Hunt is coordinating the study to provide numbers on how much flow will be received and how much infrastructure is needed to alleviate the overflow.

Chairman Penoli recognized Engineer 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. Mr. Tijerina reported that an Environmental Document (EA) had been submitted to TxDOT in December 2022. Comments on the document were received on February 27, 2023, and the firm will be replying to those comments on March 10, 2023. A mock meeting (presentation) has been scheduled for March 21, 2023, to go over what will happen during the public hearing, which is scheduled for April 26, 2023. The public hearing will be on both TxDOT's and City of Mission's website, pre-recorded so the public can view it. A form will be available for the public to complete and submit to Assistant City Manager J.P. Terrazas if they have any questions as his email will be available on the website for questions or concerns.

On **Phase II**, Mr. Tijerina mentioned that Phase II consists of Right of Way maps (100% complete), but an issue was found, and they are fixing the issue, and the review will be completed in March. After the review, the maps will be submitted to the City of Mission for their review. Mr. Tijerina mentioned that there are forty-three parcels along the project, as well as sixteen easements, mostly gas lines and hydraulic transmission lines crossings (some double because they cross Inspiration Road). The firm is working on a 90% PS&Es submittal, 95% by July 2023; and 100% by November 2023, each of which are contained in work authorization #34. Estimated cost of the project is \$3,728,854.02, which is 88.4% complete. The surveyor is completing an internal review of the ROW map and will have the final map submitted on March 10, 2023. The final bridge designs are nearly complete, the scour analysis is completed, and the firm is nearly complete on the outfall model and sizing of the culverts. Chairman Penoli asked what a scour analysis was? Mr. Tijerina said a scour is when water is put inside a system that is flowing, a scouring analysis provides the amount of water moving through the bridge's pier. This analysis will indicate how much dirt is going to be displaced from around that pier, so that a plan can be formulated to protect the column that is being installed. L&G will then know how much deeper the contractor will need to excavate to protect the bridge so that erosion will not affect the integrity of the bridge. No further comments were made.

Chairman Penoli recognized Dr. Rolando Ortiz with **Killam Development** to report on their El Milagro Phase I Project. Dr. Ortiz said that the project is between 14-29% complete. He recapped from what he reported last month and stated that in December 2022 Killam had spent about \$1.4 million, mostly on materials. In January 2023, about \$2 million was spent on excavation. No pipe has been installed. Dr. Ortiz explained that some of these numbers have changed due to an increase in prices in materials. Per Ortiz, Los Indios Road was estimated to cost \$4.7M, but it has now increased to between \$6-\$7M. Images were shared with the Board on the project's progress that showed dirt being moved, ditch work in progress, boxed culverts, and building foundations. Chairman Penoli asked about an amount committed by the TIRZ, as it was shown to be \$12,754,000, explaining that he thought it was \$12.5 million and if that was what the TIRZ had committed to. Dr. Ortiz said the numbers he provided were incorrect and that a correction will be made. Dr. Ortiz also included some property tax value estimates in his report and pointing out that what he is reporting were conservative estimates, but he believes the estimates should be accomplished. Chairman asked the Interim Executive Director to get together with Dr. Ortiz to discuss the estimates further for future projections. Dr. Ortiz said that the numbers can be updated in real time as the project moves along. Director O'Caña asked has the firm been in contact with home builders? Dr. Ortiz said that he spoke to home builders when the project began, about a year ago, However, he has not reengaged conversations with the builders since but plans to do so within two to three months. Ortiz commented that some of the homes will be built by Killam Development

Nothing further was reported.

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 is about 58% complete. On the site construction progress, Ms. Chavez said that the contractor has completed 84% of the concrete sidewalk. The perimeter concrete wall is 10% complete. The contractor will begin working on the north side fire truck driveway. They are also scheduled to work on the aprons along Military Rd. On the building construction aspect of the project, the contractor continues to work on the exterior brick installation and on placing cell fill on the split face block. The roofing material has been installed and the parapet walls are still pending the flashing and cap to be 100% complete. The gypsum wall continues to be installed. The walls with electrical rough-in passed inspection by the City of Mission and Mechanical Electrical & Power (MEP) engineers. Installation of wall insulation is ongoing as well as duct insulation and wall escutcheons. Plumbing rough in is ongoing at the fire department area, and hollow metal frames have been installed and painted. The fire sprinkler system has been installed and tested. Gypsum board wall tape and float is scheduled to start within two weeks as well as flag poles. The Warren Group has submitted Pay Application #8 to the City of Mission in the amount of \$201,168.48 for the pay period of January 23, 2023. A total of twenty-one weather days were reported as of today. Ms. Chavez reported on three lead time items which extend the date of completion from Feb. 23, 2023, to mid-September 2023. Those items are: A PA panel which powers AC units, which has an estimated delivery date of June 13, 2023; a main disconnect switchboard that has an estimated delivery date of April 19, 2023; and roof top units that have a change in estimated delivery from early June 2023 to the end of April 2023. Ms. Chavez shared some images with the Board explaining the project's progress. No further comments were made.

Walsh Street Project: No report was made.

Chairman Penoli recognized Assistant City Manager J.P. Terrazas to report on the **Mayberry Road Extension**. Mr. Terrazas said that he spoke to project owner Ruben Hinojosa and Mr. Hinojosa stated that at this moment his development, Pro Valley Foods LLC, is being paused until further notice due to increasing interest rates. Chairman Penoli asked on whether there was a time limit on the funds for this project. Mr. Terrazas said that although the Board approved and executed the development agreement, the developer did not sign it. Mr. Penoli asked that the agreement be reviewed to find out whether or not having a signature by the developer nullifies the MRA commitment or timing.

1st Street Extension: No report was made.

Deliberation and action regarding the renewal of Board Fiduciary Policy for 2023-2024 from Hub International Insurance Services (Shepard Walton King)

Chairman Penoli recognized Steve Urbina with Hub International Insurance Services, an affiliate of Shepard Walton King, to discuss this item. Mr. Urbina said that this was a commercial insurance policy that covers the Board of Directors, as well as those that conduct business for the Authority. He asked the Board to refer to page 16 of the brochure which lists the premiums. Mr. Penoli asked about coverage related to accidents at construction sites. Mr. Urbina mentioned that this policy was a general liability insurance for the Board of Directors and any staff member conducting business in the name of the Authority. Examples would be a slip and fall, a car accident while conducting business for the Authority, or accidents while visiting project sites under construction. Urbina explained that the commercial insurance would be utilized, after coverage from their personal auto insurance policy is exhausted, for directors and officers, as well as staff members. The commercial policy proposal he is presenting today expired on March 2, 2023, he was presenting it to the Board today because he did not receive quotes from an underwriter on time. Chairman Penoli asked if there had been any claims filed against the Authority and if this policy would overlap with the City of Mission's insurance policy. Mr. Urbina said no claims have been filed. Interim Executive Director Randy Perez said this policy does not overlap with the City of Missions' insurance policies because although the Authority is a component of the City of Mission, it is a separate entity. Mr. Perez suggested that the premiums are reviewed for minimum coverage and its limit amounts to see if a reduction may be in place on the cost of the policy. Mr. Penoli said that he agrees with some of the coverages, for example, Directors & Officers, car insurance, but is not clear on the need for liability insurance. Urbina mentioned that liability insurance is a component of the commercial insurance package being presented. Mr. Urbina said he will request a minimum limits coverage for the same policy he is presenting today and will submit it to staff as soon as the quotes become available. The Board will review a new policy within 90 days of today's date with lower coverage limits, to see if the lower limits are appropriate compared to the cost.

Upon a motion duly made by Director O'Caña, and being seconded by Director Chapa, the Board unanimously approved a Commercial Insurance Policy for MRA Board of Directors for 2023-2024 from Hub International Insurance Services in the amount of \$4,509.00.

Deliberation and possible action regarding the selection of a financial advisor

At 5:41 PM, Director Chapa moved to convene into Executive Session, under Texas Government Code Sec. 551.071, Consultation with Attorney, regarding legal matters related to term negotiations for Financial Advisor contracts. Motion was seconded by Director O'Caña and approved unanimously.

The Mission Redevelopment Authority Board will reconvene in open sessions to take any actions necessary.

At 5:55, Director O'Caña moved to reconvene in Open Session. Motion was seconded by Director Reyna and approved unanimously.

Upon a duly made motion by Chairman Penoli, and being seconded by Director O'Caña, the Board authorized the termination of a financial advisory services contract with RBC Capital Markets LLC with the understanding that this does not exclude RBC Capital Markets LLC from being considered for a new contract, but it is simply to terminate the prior contract so that it can be replaced by a new agreement if RBC Capital Markets LLC is chosen or otherwise.

Acceptance of General Fund and Debt Service Investment Reports for Quarter Ending December 31, 2022

Ahead of the investments report presentation, Chairman Penoli asked Mr. Morin for an update on the Authority's audit. Mr. Morin said that he had provided documents to Burton McCumber & Longoria, CPA's, which they were currently reviewing and that he has been working with the City's Finance Department on adjustments. He has been providing pending items and will inquire with them on their selection of testing items.

Bookkeeper Joe Morin presented and recommended acceptance of the General Fund and Debt Service Investment Reports for Quarter Ending December 31, 2022. Mr. Morin made some clarifications on the General Fund report. The Goldman Sachs BK USA New York is a 2-year investment and not a .50; United STS Treasury NTS is a 2-year investment term and not a .50. The Interim Executive Director said that corrections will be made. Mr. Penoli asked that the corrections are reviewed by the Finance Director Angie Vela. He then presented the Debt Service Investment Report. Mr. Penoli suggested that beginning and ending fair market values are included in the report for schedule review. Mr. Penoli asked a question on what is it that the Authority owns, a bill, a note, or a fund? He interprets it as the Authority owning a bill. Interim Executive Director Randy Perez informed the Board that he and Assistant City Manager J.P. Terrazas, will be attending an investment officer certification on Friday, March 10, 2023. Mr. Terrazas will receive a certification and Mr. Perez will be renewing his.

Upon a motion duly made by Director O'Caña, and being seconded by Director Reyna, the Board unanimously accepted the General Fund and Debt Service Investment Reports for Quarter Ending December 31, 2022.

Deliberation and action regarding MRA's FY 2022-2023 Budget

Chairman Penoli recognized City of Mission Accountant Joe Salazar to present the MRA's FY 2022-2023 Budget. Mr. Salazar introduced a new Budget format to the Board and said this is the same format the City of Mission uses for their budgets. He said that prior Fiscal Years (FY) are included in the format for reference as follows: Actual FY 2020-2021, Adopted FY 2021-2022, Amended FY 2021-2022, and Proposed FY 2022-2023. On the Proposed 2022-2023 General Fund Budget, Mr. Salazar reported that Total Available Resources are listed at \$15,667,881. The Debt Service Total Available Resources are \$5,616,802. Appropriations for this fund are \$2,648,225. On the Capital Projects Fund Total Fund Balance, listed is \$13,476,654. Total Appropriations are \$13,176,654. He is recommending approval of the Budget.

Upon a motion duly made by Director O'Caña, and being seconded by Director Reyna, the Board unanimously approved the FY 2022-2023 Budget.

Acceptance of financial report for January 2023

Bookkeeper Joe Morin presented and recommended acceptance of the Financial Report for January 2023. Secretary Aissa I. Garza asked Interim Executive Director Perez if he had verified bank reconciliations with actual bank statements. Mr. Perez said city staff reviewed them and that corrections were being made until the morning before this meeting. Ms. Garza asked whether the statements were verified with supporting bank balances showing reconciling items checking out with QuickBooks' balance? Mr. Perez said that city staff and Mr. Morin verified the statements. Ms. Garza said she would like to see bank reconciliations attached to our financial reports moving forward with account numbers blacked out. Mr. Morin said he will include copies of the bank statements. He continued with the presentation of the financials with no corrections or additions noted.

Upon a duly made motion by Director O'Caña, and being seconded by Director Reyna, the Board unanimously accepted the Financial Report for January 2023.

Approval of invoices for February 2023

Bookkeeper Joe Morin presented and recommended approval of all invoices for February 2023. A revised invoice was presented for Allen Boone Humphries & Robinson, LLP in the amount of \$1,645.00 from \$2,583.75. Mr. Penoli asked about the CNA Surety invoice for \$259.00. Mr. Perez said that this invoice was also part of the insurance policy with Hub International Insurance Services related to the Authority's bonds, but he will verify further with Mr. Urbina. Mr. Penoli thanked the Board for the plant he received in memory of his brother, Mark A. Penoli, who passed away recently.

Upon a motion duly made by Director O'Caña, and being seconded by Director Reyna, the Board unanimously approved all invoices for the month of February 2023.

Adjournment

As there was no further business for the board to consider, upon a motion made by Director O'Caña and being seconded by Director Reyna, the Board unanimously voted to adjourn the meeting at 5:57 PM.

Follow up items:

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

Walsh Road Expansion: Update on how to fund this project.

Inspiration Road Expansion Ph. II: A breakdown of cost estimates for this project.

Police & Fire Sub-Station #6: A schedule that reflects additional line items that were not in the original plan.

Mayberry Extension: Timeline (deadline) to honor \$96,486 approved for this project as the developer did not sign Development Agreement?

General Fund & Debt Service Investment Reports: Beginning & ending fair market values need to be listed in the reports.

By: _____

Attest: _____

Printed Name: David Penoli

Printed Name: Aissa I. Garza

Title: Chairman

Title: Secretary

Date: _____

Date: _____

**Mission Redevelopment Authority
Board of Directors Meeting
January 24, 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 January 24, 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. Also present at the meeting were Joe Morin, Angie Vela, Ezeiza Garcia, Mayor Norie Gonzalez Garza, J.P. Terrazas, Randy Perez, Dr. Rolando Ortiz, Crystal Chavez, Fernando Pulido, Joe Salazar, Teclo Garcia, Damien D. Tijerina, Ruben James de Jesus, Ricky Longoria, Joshua Longwell, Rene Alcalá, and Judy Vega.

Call Meeting to Order at 4:00 PM

Chairman Penoli opened the meeting with a welcome to all. The Administrative Assistant confirmed a quorum was present. Chairman Penoli introduced newly appointed Board of Directors Aissa I. Garza and Hector Moreno.

Swearing In of Appointed Board of Directors

Notary Public Judy Vega swore to the appointed Board of Directors David Penoli, Aissa I. Garza, and Hector Moreno.

Election of Officer

Chairman Penoli called for nominations from the floor for the position of Secretary. Aissa I. Garza nominated herself for the position. Chairman Penoli asked for other nominations. Their being none, Aissa I. Garza was elected Secretary of the Board by acclamation.

Approve minutes of the October 25, 2022, and January 4, 2023, meetings of the Mission Redevelopment Authority

Upon a motion duly made by Director O'Caña, and being seconded by Vice Chairman Garza, the Board unanimously approved the meeting minutes of October 25, 2022.

Upon a motion duly made by Director O'Caña, and being seconded by Vice Chairman Garza, the Board unanimously approved the meeting minutes of January 4, 2023.

Naming of Finance Committee

Chairman Penoli named the Finance Committee: Albert X. Chapa, Chair, David Penoli, and Martin Garza.

Project Reports

Chairman Penoli recognized Engineer Ruben James de Jesus with Melden & Hunt to report on the **Bentsen Palm Development Phase III Project**. Mr. de Jesus reported that this project is 70% complete. The project description involves the design and construction related services for a new sewer line extension, Mile 1 south and Inspiration Rd. The sewer line extension will expand sewer service area and eliminate two existing lift stations within Meadow Creek. The general contractor for this project is RDH Site & Concrete LLC. The estimated project cost is \$2.5 million. The bid amount was \$1,853,205.00 with 120 contract days. Mr. de Jesus shared some images of the project's progress explaining the following: Line A (runs through Sendero Ph. 1: Sewer line is completed and awaiting passing of compaction testing. Upon completion, the line will be air, mandrel, and camera tested. Line B (runs along the south side of Amigos del Valle): Sewer line has been installed as per revision. Inspiration still needs to be paved back. Line C (runs along the south side of park): The sewer line is awaiting crossing of Inspiration Rd. No further comments were made.

Chairman Penoli recognized Engineer Ruben James de Jesus with Melden & Hunt to report on the **Tierra Dorada Sanitary Sewer Improvements Project**. Mr. de Jesus reported that the project's cost estimate is \$1,549,500.00. 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 survey has been completed along the proposed route for the sanitary sewer line and force main. Design plans are at 60% complete. Plan submittals to Hidalgo County Drainage District 1 and City of Mission staff will be done this month for permits. An AGUA SUD meeting took place in November and two options to finalize the proposed force main are now available. Ninety percent (90%) of the plan will be submitted this month. Melden & Hunt plans on bidding the project in February 2023. Assistant City Manager J.P. Terrazas mentioned that the project's estimated cost includes engineering costs. Mr. Terrazas mentioned that Tierra Dorada and the **Inspiration Road Trunklines tie-in** together so for reporting purposes they will be separated, but for financing purposes they will be kept together. No further comments were made.

Chairman Penoli recognized Engineer 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 his firm has received approval from TxDOT related to the levies. Eight (8) reports have been approved by TxDOT and they are: the public involvement (not a report but something that needs to be submitted); Air Quality Report, Hazardous Material Report, Community Impact Reports, Historical Coordination Packet, Archeological Background Study, Noise Analysis, Water Resources Report, and a Biological Report. A Technical Report on the levies has been completed by TxDOT and concurrence was received in December 2022. TxDOT continues handling the Tribal coordination. The updated Indirect and Cumulative Impacts (ICI) report was approved by TxDOT in November 2022. A draft Environmental Document (EA) was submitted to TxDOT in early December 2022. After the Indirect and Cumulative Reports were approved, L&G submitted a schedule for the Public Hearing to TxDOT for their review. An original date for the Public Hearing was set for March 2023, but March did not work for TxDOT. The Public Hearing will now be scheduled in April 2023. The Public Hearing will include a virtual Public Hearing shown on both TxDOTs' and city websites. A prerecorded presentation is also being planned.

On **Phase II**, Mr. Tijerina mentioned that Phase II consists of Right of Way maps (90% complete), which will be ongoing until January 2023; Parcel plats (until Feb. 2023), Design surveying (Inspiration Rd., Military Pkwy., outfalls, hike, and bike) was completed in July 2022; Sub-surface utility engineering (completed). PS&E are ongoing with 90% to be submitted in February 2023, 95% by July 2023; and 100% by November 2023, each of which are contained in work authorization #34 estimated total cost of \$3,728,854.02 now considered 84.8% complete. L&G reviewed the ROW map that -[name] prepared and provided comments to them. The surveyor is

working on the comments and should have a completed ROW map by the end of January 2023. L&G completed the review of the parcel plats and provided comments to our surveyor. The surveyor is working on the comments and should have the Parcel Plats completed by the end of February 2023. Mr. Tijerina mentioned that the MPO is funding the majority of the cost of the entire project. Assistant City Manager said that the MPO has allocated \$25 million for this project with 80% reimbursement and 20% shared (for ROW only). Construction will be 98% of reimbursement and 2% from the City of Mission. Chairman Penoli asked that a breakdown on the numbers is presented at the next Board meeting. No further comments were made.

Chairman Penoli recognized Dr. Rolando Ortiz with **Killam Development** to report on their El Milagro Phase I Project. Dr. Ortiz said that \$1.4 million has been spent on the project, mostly for materials. A description of the areas being worked on was provided by Dr. Ortiz and these included Los Indios Blvd. (7% completed); Minor Arterial (Green Street), (12% completed); Minor Arterial (Mayberry), (18% completed); Principal Arterial 1-Way, Divided Residential, (19% completed); Principal Arterial 1-Way Divided Commercial, (11% completed); Minor Arterial (2-Way Bike), (14% completed); and Local Alley & Streets, (22% completed). Ortiz provided some images of the improvements constructed at the property and commented that no major changes have been reported. Chairman Penoli asked Dr. Ortiz to provide estimated values for the properties to estimate tax increment as part of the cash flow. Dr. Ortiz said he estimates the improvements will be completed by November 2023 and said he has had no issues with inspections and expects that the project will continue smoothly. His biggest challenge has been electrical components (transformers), but it's an issue that is out of their control. These transformers are manufactured in China, but he has been in contact with a group in Laredo who is working with a company in Mexico to replicate them and are being tested at this point, so he feels positive this may work. Vice Chairman Garza asked for an explanation on how the payments for the completed percentages are being satisfied. City Manager Randy Perez explained that at this point, the payments are being made by Killam Development and that reimbursements will come later when the project is complete. Vice Chairman Garza inquired about the contractor for the residential aspect of the project, who will they be? Dr. Ortiz mentioned that he has been in conversations with several local residential contractors like Brito Homes, Villa Homes, and Western Palms. But any selected company will be carefully screened. 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 50% complete. On the site construction progress Ms. Chavez said that the contractor is doing grading and forming the concrete sidewalk and is working on the fire truck driveway on the north side of the property. They are also scheduled to work on the aprons along Military Rd. On the building construction aspect of the project, the contractor has installed the exterior metal stud walls and they are waiting the inspection from a third-party engineering company. The roof deck welds have passed inspection while electrical rough-in work is ongoing. Plumbing rough in, is ongoing and the HVAC rough in, has been completed. The police department's interior metal stud walls are 80% complete and hollow metal door frames installation continues. The contractor continues to work on the installation of perimeter wall footing and brick. On the fire department side, the contractor continues to install fire sprinkler lines. A total of 21 weather days were reported as of Jan. 24, 2023. The Warren Group has submitted Pay Application #7 to the City of Mission in the amount of \$295,284.22 for the pay period of November 24, 2022. Ms. Chavez reported on three pending delivery items and said the lead time on those items as follows: A PA panel which powers AC units, which has an estimated delivery date of June 13, 2023; a main disconnect switchboard that has an estimated delivery date of April 19, 2023; and roof top units that have an estimated delivery date of early June 2023. This item (which item?) will be an allowance expenditure and not a change order of \$28,441 due to the Energy Code Change. Ms. Chavez explained that there are funds in contingency to use for this expenditure. City Manager Randy Perez offered to provide a schedule that reflects line items in a different category. Vice Chairman Garza asked about any additional improvements. Assistant City Manager J.P. Terrazas said that there was a change order that he plans to present at the next Board meeting related to the widening and paving of Schuerbach Road, which was not on the original plan. He mentioned that staff has had discussions with contractors related to this improvement. Chairman Penoli requested that whenever a report, or change is presented, identifying additional items not in the original plan or cost estimates, the new items are listed along with cost estimates. Mr. Terrazas said he estimates the widening

of the road will be about \$250,000. He explained that the city requires that for any new subdivision, an acceleration lane is put in place. Terrazas commented that these big fire trucks will need a road allowance to maneuver their big trucks, otherwise they will be shoving up asphalt. Vice Chairman Martin Garza asked whether the paving will be concrete or asphalt. Mr. Terrazas said he is seeking proposals for both types of paving to see which is the least expensive. Chairman Penoli asked why this was not identified at the time the project was presented. No further comments were made.

Chairman Penoli recognized Assistant City Manager J.P. Terrazas to report on the **Mayberry Road Extension**. Mr. Terrazas said that at this moment the project owner, Ruben Hinojosa with Pro Valley Foods, has paused this project until further notice due to increasing interest rates. Chairman Penoli asked on whether there was a contract signed related to this project and on how long should the Board wait on their plans to move forward. City Manager Randy Perez said he will call Mr. Hinojosa for an update on his plans.

Chairman Penoli recognized Mr. Terrazas to report on the **1st Street Extension**. Mr. Terrazas said he spoke to Javier Hinojosa, the engineer engaged to design the plans for this project and Mr. Hinojosa informed him that the project is underway. This project will be reimbursed after it is completed, about \$718,000. Nothing further was reported.

Deliberation and possible action related to an Interim Services Contract between the City of Mission and the Mission Redevelopment Authority Board

Chairman Penoli recapped from the January 4, 2023, special meeting of the Board where the Board accepted the former Executive Director's resignation. At this meeting, the Board also authorized the MRA Finance Committee to enter contract negotiations with the City of Mission for Interim Contract Services with the MRA/TIRZ #1 Board and take all actions necessary to remove bank account signatures and amend signatures as required, and all other actions needed to gain access to the Authorities various operating accounts. City Manager Randy Perez is proposing an interim services contract for the Board's consideration. The contract stipulates that the City of Mission agrees to enter into a contract for interim services for 120 days beginning January 1, 2023. The City of Mission will be paid \$6,000 a month for the same services the former Executive Director was providing. Secretary Aissa I. Garza asked a question regarding the time that will be invested by the City of Mission to perform the services. Mr. Perez said he did not have a breakdown of the time that would be invested in the services but did say he has the staff that will assist with the transition. He also mentioned that the City's Finance Department has been assisting MRA Bookkeeper Joe Morin with not only the audit but with the budget as well, since we are behind on both. Secretary Aissa I. Garza mentioned that \$6,000 seemed high for a part-time position. Ms. Garza said she was not in agreement to pay \$6,000 for a position that was not required to be full-time. The position is listed under General Administration of the budget at \$90,000; of which \$72,000 is for the executive director and \$18,000 for the administrative assistant. Mr. Perez mentioned that he inquired with a qualified consultant in the area about a TIRZ executive director honorary and he estimated about \$7,500 per month.

Upon a motion duly made by Secretary Aissa I. Garza, and being seconded by Director O'Caña, the Board unanimously approved an Interim Services Contract between the City of Mission and the MRA/TIRZ #1 for 120 days at \$6,000 per month.

Naming of Investment Officer

Upon a motion duly made by Vice Chairman Martin Garza, and being seconded by Director O'Caña, the Board unanimously named Assistant City Manager J.P. Terrazas the Investment Officer of the Authority.

Authorization to engage Burton McCumber & Longoria, LLP for the Authority's FY 2021-2022 Audit

Chairman Penoli recognized Ricky Longoria with Burton McCumber & Longoria, LLP, who provided a letter of engagement to conduct the Authority's FY 2021-2022 audit. Chairman Penoli recalled from a Board meeting last year when Burton McCumber & Longoria, LLP was engaged for one year to conduct the Authority's audit. Mr. Longoria mentioned that MRA is behind schedule as compared to last fiscal year, commenting that by October, the MRA trial balances were already in place. Longoria said that for this fiscal audit, all the firm has received are meeting minutes. Longoria said his firm is committed to completing the audit timely, and as a result has had to utilize more experienced staff to speed up the process, he explained his firm needs more information. The proposed fee listed in the engagement letter to conduct the audit is \$15,900. Secretary Aissa I. Garza asked about the firm's hourly rates, and about the firm's method of receiving information. Mr. Longoria said that if the preparation of the audit requires more time, he will offer a reasonable discount to the Authority, but charge for the time spent. Longoria commented that at this point, time is of the essence, and he would like to speed up the process. He mentioned that the firm uses secure online software accessible to staff where they can deposit information.

Upon a motion duly made by Secretary Aissa I. Garza, and being seconded by Director Chapa, the Board unanimously approved authorized the engagement of Burton McCumber & Longoria, LLP for the Authority's FY 2021-2022 audit.

Ratification of the authority of Chairman David Penoli, Vice Chairman Martin Garza, and Interim Executive Director Randy Perez, to be named as signors on the Authority's bank accounts.

Upon a motion duly made by Director Chapa, and being seconded by Director O'Caña, the Board unanimously ratified the authority of Chairman Penoli, Vice Chairman Martin Garza, and Interim Executive Director Rosendo (Randy) Perez, to be named as signors on the Authority's bank accounts, and take all other actions as needed to gain access to, and control all of the various banking, safekeeping, investment and other accounts of the MRA.

Approval of Non-Corporate Resolution from Multi-Bank Securities Inc. related to the Authority's investment accounts.

Chairman Penoli said that this item was a non-corporate resolution from Multi-Bank Securities that is required to change the signatory names on the account or persons with authorization to make inquires, changes, or approvals related to the Authority's investments. The authorized persons on the account will be Interim Executive Director Randy Perez, Chairman Penoli, and Vice Chairman Martin Garza.

Upon a motion duly made by Director O'Caña, and being seconded by Director Reyna, the Board unanimously approved a Non-Corporate Resolution from Multi-Bank Securities Inc. related to the Authority's investment accounts.

Authorize Interim Executive Director to solicit proposals for a financial advisor.

The Interim Executive Director is requesting authorization to solicit proposals for a financial advisor for the purpose of receiving advice and information related to future debt and debt commitments. If authorized, he plans on bringing it back to the Board for the selection of the best proposal for this service. Chairman Penoli said that the finance committee has met several times to discuss rough drafts of cash flow. But he feels there are gaps in timing for the funding of some projects. Several options have been discussed such as borrowing from banks, managing cash, or solicit bonds. A financial advisor who is familiar with issuing debt, figuring out how to get the debt up front, and how to allocate existing projects so that they follow regulatory law, etc., is needed.

Upon a motion duly made by Secretary Aissa I. Garza, and being seconded by Director O'Caña, the Board unanimously authorized the Interim Executive Director to solicit proposals for a financial advisor.

Acceptance of General Fund and Debt Service Investment Reports for Quarter Ending September 30, 2022

Chairman Penoli questioned the market value balances on the Debt Service Investment Schedule from 6/30/22 to 9/30/22. He is requesting another report. Bookkeeper Joe Morin said he will investigate the numbers.

Upon a motion duly made by Director O'Caña, and being seconded by Director Reyna Jr., the Board unanimously accepted the General Fund and Debt Service Investment Reports for Quarter ending September 30, 2022.

Review and Approval of MRA's FY 2022-2023 Budget

Interim Executive Director Randy Perez mentioned that the proposed FY 2022-2023 budget is being presented in a different format than before. He explained that if there were any future amendments to the budget, they would be listed in the Amended column. Bookkeeper Joe Morin briefly identified the columns, totals, and the proposed budget for the next fiscal year. Secretary Aissa I. Garza asked questions related to differences in numbers listed on the Capital Projects Fund page related to prior year adopted budget, amended budget, and proposed budget. Mr. Morin explained there had been some amendments to the budget and provided notes to Ms. Garza that explained the difference in the numbers and said not all projects were paid for or completed. Balances listed, he said, are not funds that are available because some amounts are projected amounts for longer term projects. Interim Executive Director Perez explained that the Budgeted amounts are amounts that are expected to be expensed at 100% but the actual is actual activity that has occurred during the year. Funds not expensed may be carried over the following year. Chairman Penoli said that a column identified as "Actual" should be listed in the Budget. Finance Director Angie Vela mentioned that what the Board was approving was revenues and expenditures only. The fund balance is there for projections. Chairman Penoli suggested that a Budget Workshop is held for better insight about the budget. Mr. Perez mentioned that what is presented are estimated projections, but when the audit is complete, that's when actuals are added based on true balances. Chairman Penoli mentioned that perhaps a special meeting could be called to further discuss the budget, but Ms. Vela mentioned that even it is best to wait until the audit is completed because if they find another accrual that may need to be submitted, the budget will still not be correct. Mr. Perez said that what needs to be corrected is the ending balance to reflect the starting balance for the next year and will resubmit the budget for approval. No action was taken.

Acceptance of Financial Reports for October, November, & December 2022

Bookkeeper Joe Morin presented and recommended acceptance of the financial reports for the months of October, November, and December 2022. Secretary Aissa I. Garza questioned the manner in which the financial reports were being created. Some pages were created in QuickBooks and others in Excel, creating confusion related to some handwritten notes, or if any of the handwritten notes changed any of the entries being reported. After reviewing the reports, Chairman Penoli said he was recommending acceptance only of the balance sheets and incomes statements for each of the months presented, but not the reconciliations. He asked Mr. Morin to provide reconciliation reports for each month at next month's meeting.

Upon a motion duly made by Secretary Aissa I. Garza, and being seconded by Vice Chairman Martin Garza, the Board unanimously accepted the balance sheets and income statements, but not the reconciliations for Capital Projects, Operating Fund and Debt Service Fund for the months of October, November, and December.

Approval of invoices for November & December 2022, and January 2023

Upon a motion duly made by Director O’Caña, and being seconded by Director Reyna, the Board unanimously approved all invoices for the months of November and December 2022, and January 2023.

Adjournment

As there was no further business for the board to consider, upon a motion made by Director O’Caña and being seconded by Director Reyna, the Board unanimously voted to adjourn the meeting at 5:33 PM.

Follow up items:

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

Walsh Road Expansion: Update on how to fund this project.

Inspiration Road Expansion Ph. II: A breakdown of cost estimates for this project.

Killam Development: Residential and property estimated values of their Los Milagros development for cash flow projection purposes.

Police & Fire Sub-Station #6: A schedule that reflects additional line items that were not in the original plan.

Mayberry Extension: When does Ruben Hinojosa (Pro Valley Foods, LLC) plan to commence this project?

FY 2022-2023 Budget: Status?

General Fund & Debt Service Investment Reports ended Sept. 30, 2022: Market values from 6/30/22 to 9/30/22 did not change, why?

October, November & December Financial Reports: Reconciliations need to be presented at next month’s Board meeting for each month.

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 Meeting
January 24, 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, January 24, 2023, at 801 N. Bryan Road, Mission, Texas and at 5:34 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. Also present at the meeting were Joe Morin, Angie Vela, Ezeiza Garcia, Mayor Norie Gonzalez Garza, J.P. Terrazas, Randy Perez, Dr. Rolando Ortiz, Crystal Chavez, Fernando Pulido, Joe Salazar, Teclo Garcia, Damien D. Tijerina, Ruben James de Jesus, Ricky Longoria, Joshua Longwell, Rene Alcala, and Judy Vega.

I. Consider Consent Agenda

- A. Call meeting to order and establish quorum
- B. Swearing In of Appointed Board of Directors
- C. Election of Officer: Secretary
- D. Approve Minutes of October 25, 2022 and January 4, 2023 meetings of the TIRZ#1
- E. Ratify all actions taken by the Mission Redevelopment Authority Board of Directors at the January 24, 2023 meeting

Upon a motion duly made by Director O'Caña and being seconded by Vice Chairman Martin Garza, the Board unanimously approved minutes of October 25, 2022 and January 4, 2023 meetings of the TIRZ#1.

Upon a motion duly made by Secretary Aissa I. Garza, and seconded by Director O'Caña, 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 O'Caña and being seconded by Director Reyna, the Board unanimously voted to adjourn the meeting at 5:35 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 Meeting
March 7, 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, March 7, 2023, at 801 N. Bryan Road, Mission, Texas and at 5:58 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 Vice Chairman Garza. Also present at the meeting were Joe Morin, Angie Vela, Mayor Norie Gonzalez Garza, J.P. Terrazas, Dr. Rolando Ortiz, Rene Alcala, Crystal Chavez, Joe Salazar, Cristian Garza, Damien B. Tijerina, Tim Austin, Armando Sandoval, Ruben James de Jesus, Steve Urbina, Interim Executive Director Randy Perez, and Judy Vega.

I. Consider Consent Agenda

- A. Call meeting to order and establish quorum
- B. Approve Minutes of the January 24, 2023 meeting of the TIRZ#1
- C. Ratify all actions taken by the Mission Redevelopment Authority Board of Directors at the March 7, 2023 meeting

Upon a motion duly made by Director O'Caña and being seconded by Director Reyna, the Board unanimously approved minutes of January 24, 2023 meeting of the TIRZ #1.

Upon a motion duly made by Director O'Caña 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 Chapa, and being seconded by Director O'Caña, the Board unanimously voted to adjourn the meeting at 5:59 PM.

By: _____

Attest: _____

Printed Name: David Penoli

Printed Name: Aissa I. Garza

Title: Chairman

Title: Secretary

Date: _____

Date: _____

**PLANNING AND ZONING COMMISSION
FEBRUARY 8, 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>
Diana Izaguirre Steven Alaniz Kevin Michael Sanchez Raquenel Austin Connie Garza Ruben Arcaute	Javier Barrera Jasen Hardison	Susie De Luna Alex Hernandez Jessica Munoz Gabriel Ramirez Irasema Dimas Esther Y. Peña Victor Flores	Guillermo Lozano Teofilo Aviles Jr. Ricardo Leal Maria Leal Angel Ramos Julio Abrego Ana Perez

CALL TO ORDER

Chairwoman Izaguirre called the meeting to order at 5:30 p.m.

CITIZENS PARTICIPATION

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

There was none.

APPROVAL OF MINUTES FOR JANUARY 25, 2023

Chairwoman Izaguirre asked if there were any corrections to the minutes for January 25, 2023. Mrs. Garza moved to approve the minutes. Mr. Sanchez seconded the motion. Upon a vote, the motion passed unanimously.

Started: 5:31 p.m.

Ended: 5:38 p.m.

Item #1.1

Rezoning:

**All of Lot 10, and the South ½ of Lot 11,
Block 186, Mission Original Townsite
C-4 to R-1
George J. Perez**

Ms. De Luna went over the write-up stating the subject site is located approximately 75' south of W. 12th Street along the west side of Dunlap Avenue.

SURROUNDING ZONES:

N:	C-4	– Heavy Commercial
E:	C-3	– General Business
W:	C-4	– Heavy Commercial
S:	C-4	– Heavy Commercial

EXISTING LAND USES:

N:	Single Family Home
E:	EZ Pawn & Bank of America
W:	Single-Family Home
S:	Single-Family Home
Site:	Vacant

FLUM:

General Commercial (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). The recommendation of staff was to keep lots 1-4 & 9-12 as R-1 (Single Family Residential) since they were used as such and lots 5-8 as commercial to match what was currently existing. 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.

Mr. Maria Leal who resides at 3206 Los Indios stated she owned a commercial plaza at 1200 N. Dunlap. Her main concern was that Conway should all stay commercial and not be a mixture of zones.

Mrs. Ana Perez the applicant stated she is in the process of purchasing this property. She stated this would be her primary home.

Chairwoman Izaguirre entertained a motion to close the public hearing. Mr. Arcaute motioned 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.

Mrs. Garza asked what was on the other half of Lot 11?

Ms. De Luna stated it was a home. She added this property is adjacent to 2 homes.

Chairwoman Izaguirre asked if there were houses there right now.

Ms. De Luna confirmed "yes". She added this particular block has more homes than businesses.

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

Started: 5:38 p.m.

Ended: 5:45 p.m.

Item #1.2

Rezoning:

**0.402 of one acre out of Lot 182,
John H. Shary Subdivision
C-2 to R-3
Onesimo Abrego**

Ms. De Luna went over the write-up stating the subject site is located near the Southwest corner of E. 2 ½ Street and Glasscock

SURROUNDING ZONES: N: R-1 – Single-Family Residential
E: R-2 – Duplex-Fourplex Residential
W: R-1 – Single-Family Residential
S: R-1 – Single-Family Residential

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

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. Staff notes that a similar request was recently considered by P&Z on January 27, 2021 for the adjacent property to the south and it was denied. There was public opposition during that hearing and the concern voiced was that they didn't want any apartments.

RECOMMENDATION: Staff recommends Denial.

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

Mr. Julio Abrego who resides at 1813 Selina stated he was the brother of the applicant. He stated there were two duplex-fourplex to the south, 8 units to the west corner. He added he had 18 signatures from the area supporting his request. He added the change would decrease traffic and increase city revenue.

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

Chairwoman Izaguirre asked if the board had any questions.

Mrs. Garza asked Mr. Abrego that how many apartments he wanted to develop.

Mr. Abrego stated he wanted to build 6 apartments. He mentioned that area had a lot of potential.

Chairwoman Izaguirre asked Mr. Abrego if he was going to demolish everything.

Mr. Abrego stated the plan is to demolish everything and start brand new.

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

Started: 5:46 p.m.

Ended: 5:48 p.m.

Item #1.3

Conditional Use Permit:

Heart of America Carnival

1200 E. Business Highway 83

Being a tract of land containing 6.56 acres, more or less

**being a part or portion of a 6.79 acre tract out of
Lot 20-11, West Addition to Sharyland
February 20-26, 2023
C-3
Texas Citrus Fiesta**

Ms. De Luna went over write-up stating the subject site is located near the SE corner of Bryan Road and E. Business Hwy. 83. Texas Citrus Fiesta organizers have been given permission to have their Heart of America Carnival on the vacant lot. They are proposing to setup on February 20th, open to the public from February 23rd – 26th and depart on February 27th.

- **Parking:** Parking for this event will be provided along the southeast area of the property – see site plan.
- The Zoning code states that carnival grounds may not be located within 300' of any residentially used property. The measurement of such distance to be from lot line to lot line. The Planning and Zoning Commission may, under extenuating or special circumstances unique to the site or event, recommend waiver of the 300' separation requirement on a temporary or permanent basis to the City Council who shall have the ultimate decision on the matter. There is a mobile home park and a townhome subdivision within the 300' radius, therefore a waiver would need to be considered.
- **Chapter 10 – Amusements and Entertainment:** Security will be evident as in the past events via Mission PD Officers (as hired by TCF). Restrooms will be available. All provisions of the Chapter 10 Mission Code of Ordinances – Amusements and Entertainment – will need to be complied with, in particular the insurance coverages requirement for such amusements.

REVIEW COMMENTS: With sufficient professional security, barricades, lighting, & TCF monitoring, this event will again be very successful and well attended. Staff mailed out 61 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. Waiver of the 300' separation requirements from residential neighborhoods.
2. Installation of a perimeter fence/debris stop
3. Installation of "No Parking" signs along E. Business Hwy. 83 and Bryan Road;
4. Portable restrooms and trash receptacles
5. Meet Noise, Amusement & Entertainment, Insurance, and any other related codes

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. Sanchez motioned to close the hearing. Mrs. Garza 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 further discussion, Chairwoman Izaguirre entertained a motion. Mr. Arcaute moved to approve the conditional use permit. Mrs. Austin seconded the motion. Upon a vote, the motion passed unanimously.

Started: 5:48 p.m.

Ended: 5:50 p.m.

Item #1.4

Conditional Use Permit:

**To Construct a Wireless 140' Tower
& associated ground equipment
1201 W. Griffin Parkway
Being a tract of land containing 0.28
gross acres out of Lots 24-3 and 24-4,
West Addition to Sharyland Subdivision
P
Insight Public Sector**

Ms. De Luna went over write-up stating the subject site is located near the southeast corner of Los Ebanos Road and W. Griffin Parkway (FM 495) along the south side of W. Griffin Parkway. Hidalgo Co. is in the process of providing community wireless for the surrounding areas via the proposed telecommunications tower. Currently, there are no other towers near this location. The proposed tower is outside any easements and complies with the required setbacks.

REVIEW COMMENTS: Staff notes that there used to be a telecommunications tower at the location but was removed. Any new tower requires a conditional use permit. A total of 61 notices were sent out to property owners within 200' of the proposed telecommunications tower and as of this writing staff has not received any comments in favor or against the request.

RECOMMENDATION: Staff recommends approval subject to: 1) transferability to others, 2) comply with insurance requirements on telecommunications towers, and 3) acquisition of a Building Permit.

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. Austin motioned to close the hearing. Mr. Sanchez 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 further 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.

Item #1.5

Conditional Use Permit:

**Home Occupation – Your Valley Weatherization
2800 Orange Avenue
Lot 17, Heritage Park UT No. 2
R-1A**

Hector Montemayor

No Action Taken

Started: 5:51 p.m.

Ended: 5:52 p.m.

Item #1.6

Conditional Use Permit

Renewal:

**Sale & On-Site Consumption of Alcoholic
Beverages – LA Crawfish**

2423 E. Expressway 83, Ste. 100

**Lot 2, Block A, Shary-Taylor Expressway Commercial
C-4**

Henry De Luna

Ms. De Luna went over write-up stating the 3,500 sq. ft. restaurant site is located approximately ¼ mile east of Shary Road along the northside of the Frontage Road, east of Chili's. Access to the site is provided through existing, interlocking parking lots from Chili's and businesses to the north. The last CUP for this location was approved by P&Z on January 13, 2021 for a period of 2 years. The applicant would like to renew his CUP, staff notes that this would be his first renewal.

Hours of operation: Every day from 11:00 a.m. to 10:00 p.m.

Staff: 10 employees

Parking: There are 67 total seating spaces, which require 22 parking spaces (67 total seating spaces/3 = 22.3 parking spaces). It is noted that the parking area is held in common (98 existing parking spaces) and is shared with other suites. The landscaping is meeting code.

REVIEW COMMENTS: There are no churches, schools, or residential homes within 300' of this restaurant. Notices were sent to property owners within 200' radius of this business where staff has not received any comments in favor or against this request. Staff has asked Mission PD to provide a report in relation to the sale of alcohol and there has been no incidents reported.

RECOMMENDATION:

Staff recommends approval subject to:

1. 4 years at which time the CUP and TABC permit will need to be renewed; and
2. Continue to comply with all City Codes (Fire, Health, and Building Code requirements)

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. Sanchez motioned 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 was none.

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

Started: 5:52 p.m.

Ended: 5:54 p.m.

Item #1.7

Conditional Use Permit

Renewal:

**Drive-Thru Service Window – LIT Coffee
2515 Colorado Street, Suite 1,
Lot 2, Block 2, Santa Lucia Development
C-3
Daniel King**

Ms. De Luna went over write-up stating the commercial development is located at the NW corner of Colorado and Taylor Road. The applicant is operating his coffee shop with a drive-thru service window. Access to the site will be provided off of Colorado or Taylor through existing 24' driveways. Customers can park within the shared parking area to walk in and purchase items or they can use the drive-thru service window. The last CUP for this location was approved by P&Z on January 12, 2022 for a period of 1 year. The applicant would like to renew his CUP, staff notes that this would be his 1st renewal.

- **Days/Hours of operation:** Every day from 6:00 am to 9:00 p.m.
- **Staff:** 5 employees operate this business in different shifts.
- **Parking:** The applicant has 5 tables with 4 chairs each, which equals to 20 seating spaces. This requires a total of 7 parking spaces. There is a total of 74 parking spaces held in common for the plaza.
- **Landscaping:** The landscaping, paving, and drainage for the entire plaza meets code.
- **Menu:** Applicant's menu consists of a variety of coffees, teas, and pastries.

REVIEW COMMENTS: Notices were sent out to property owners within a 200' radius of this business where staff has not received any comments in favor or against this request.

RECOMMENDATION:

Staff recommends approval subject to:

1. 2 years re-evaluation to continue to assess the business,
2. CUP is not transferable to others, and
3. Continue to Comply with Building, Fire, Health, and Sign Codes

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. Arcaute motioned 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 was none.

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

Started: 5:54 p.m.

Ended: 5:55 p.m.

Item #2.0

Preliminary & Final

Plat Approval:

Western Meadows Subdivision

**A 16.00 acre tract of land, more or less, being all of
Lot 18, Block 7, Texan Gardens Subdivision
Rural E.T.J.**

Developer: Nordhausen Utility Construction, LLC

Engineer: Nain Engineering, LLC

Mr. Ramirez went over write-up stating the proposed subdivision is located at the southwest corner of the intersection of Mile 5 North and Western Road (Mission Rural ETJ) – see vicinity map. The developer is proposing (21) Twenty-One Single Family Residential lots – see plat for actual dimension, square footages, and land uses.

WATER

The water CCN belongs to Agua Special Utility District. The developer is proposing to connect to an existing 12" water line located along the north side of Mile 5 North with a 1" dual/single connection within a 2" casing to provide water service to Lots 1 & 2, and 7-21. For Lots 3-6, services will tie into an existing 8" water line along the west side of Western Rd. There are 3 fire hydrants provided to be used as filling stations via direction of the Fire Marshal's office – see utility plan.

SEWER

Sanitary Sewer service for this subdivision will be addressed by individual on-site sewage facilities (OSSF) of a standard design septic tank and drain field on each lot. Each lot meets or exceeds the county's typical ½ acre standard where septic tanks are permitted. This is not within the City of Mission's Sewer CCN.

STREETS & STORM DRAINAGE

Access for Lots 1, 2, and 7-21 will be from Mile 5 North and for Lots 3-6 will be from Western Rd. The storm runoff after development will increase 7.27 cfs for a total of 16 cfs (50-year design) to be detained within the property by proposed detention areas at the front of the lots and ultimately discharging into the regraded road-side ditch. The City Engineer has reviewed and approved the drainage report.

RECOMMENDATION

Staff recommends approval subject to meeting the Model Subdivision Rules and meeting any comments from the County Planning Department.

Chairwoman Izaguirre asked if the board had any questions.

There was none.

There being no discussion, Chairwoman Izaguirre entertained a motion. Mr. Arcaute moved to approve the subdivision. Mrs. Garza seconded the motion. Upon a vote, the motion passed unanimously.

ITEM #3.0

ADJOURNMENT

There being no further items for discussion, Chairwoman Izaguirre entertained a motion. Mrs. Austin moved to adjourn the meeting. Mr. Sanchez seconded the motion. Upon a vote, the motion to adjourn passed unanimously at 5:55 p.m.



Diana Izaguirre, Chairwoman
Planning and Zoning Commission