

**NOTICE OF SPECIAL MEETING
MISSION ECONOMIC DEVELOPMENT AUTHORITY, INC.
FEBRUARY 7, 2024**

The Board of Directors of the Mission Economic Development Authority, Inc., held a special meeting on Wednesday, February 7, 2024, at 5:00 PM, in person, at the Center for Education and Economic Development, 801 N. Bryan Road, Mission, Texas 78572, to discuss the following agenda:

1. Call to order and establish quorum.
2. Citizen's Participation.
3. Deliberation & possible action for approval of a Sixth Amendment to the Park at Trinity's Covenants Conditions & Restrictions.
4. Closed Session Pursuant to V.T.C.A. Gov. Code Sec. 551.001
Deliberation and possible action regarding the purchase, exchange, lease, or value of real property (as permitted under Tex. Gov't Code Sec. 551.072), including, but not limited to the following: MEDA Land

Consultation with Attorney and possible action regarding: (1) pending or contemplated litigation; (2) a settlement offer; or (3) a matter in which the duty of the Attorney to Mission Economic Development Authority under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Texas Government Code (as permitted under Texas Government Code Section 551.071).

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

5. Adjournment

Minutes are as follows:

PRESENT:

Richard Hernandez, Chair
Jose G. Vargas, Vice Chair
Estella Saenz, Treasurer
Mayor Norie Gonzalez Garza

ABSENT:

Deborah Cordova, Secretary

ALSO PRESENT:

Gene Vaughan JGK&L LLP
Carl Davis, MEDC Board
Steve Taylor, RGV Guardian
Angela Navarrete, Keller Williams
Gilberto Rocha, Clear Ice LLC
Mario Hernandez, Clear Ice LLC
Paul Treviño

STAFF PRESENT:

Teclo Garcia, Chief Executive Officer
Judy Vega, Executive Assistant
Naxiely Lopez, Director of Communications &
External Relations
Development & Marketing
Belen Guerrero, Director of Business
Development & Retention

1. Call to order and establish quorum.

After establishing a quorum of the Board of Directors, Chairman Richard Hernandez called the meeting to order at 5:05 PM with an invocation led by Vice Chair Jose Vargas, and a Pledge of Allegiance led by Carl Davis.

2. Citizen's Participation.

Chair Richard Hernandez's call for citizens participation yielded no responses.

3. Deliberation & possible action for approval of a Sixth Amendment to the Park at Trinity's Covenants Conditions & Restrictions.

MEDC's legal counsel Gene Vaughan presented this item by saying that this was a request made by the owner of the property located at 1506 S. Bryan Road, Mission, a property that adheres to The Park at Trinity's Covenants Conditions & Restrictions (CCRs), which MEDA controls. The request is related to Section 3.4 under Permitted Uses of the CCRs. The intended use of the property, an ice production company, is not a permitted use on the CCR's as it is Zoned A. If approved, that section will read that a wholesale sales office or warehouse facility for sales, storage, and shipment of products will be permitted. It may also include light onsite manufacturing of the products, providing that such does not emit noise or detectable storage of products or equipment outside on the lot. Gilberto Rocha, owner of Clear Ice LLC, spoke briefly about his company and mentioned that the facility will produce two products not produced here before. The first is a clear ice ball of about 2.5" in diameter and the second product is a totally transparent ice cube of about 2". These ice products will be provided to area restaurants and bars. Presently, these two products are only produced in Houston. No sales will be made on the premises as they will only be available to area restaurants and bars. There are no chemicals or gases involved and their main ingredient is water. Reverse Osmosis will be used for water purification and the transparency will be done with filtration. CEO Teclo Garcia mentioned that the owner of the facility has informed staff that there will be no outside storage on the property and all manufacturing and production will be inside the building. Capital investment will be between \$350,000-\$600,000 and a job creation of 10.

Vice Chair Jose G. Vargas moved for approval of a Sixth Amendment to the Park at Trinity's Covenants Conditions & Restrictions. Motion was seconded by Mayor Norie Gonzalez Garza and approved 4-0.

At 5:16 PM Chairman Richard Hernandez announced that the MEDA Board of Directors would convene in closed session.

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

Deliberation and possible action regarding the purchase, exchange, lease, or value of real property (as permitted under Tex. Gov't Code Sec. 551.072), including, but not limited to the following: MEDA Land

Consultation with Attorney and possible action regarding: (1) pending or contemplated litigation; (2) a settlement offer; or (3) a matter in which the duty of the Attorney to Mission Economic Development Authority under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Texas Government Code (as permitted under Texas Government Code Section 551.071).

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

At **5:28** PM Chair Richard Hernandez announced that the MEDA Board of Directors would reconvene in open session.

No action was taken.

5. Adjournment

At **5:29** PM, Vice Chair Jose G. Vargas moved for adjournment. Motion was seconded by Treasurer Estella Saenz and approved unanimously 4-0.

**MINUTES OF THE MISSION ECONOMIC DEVELOPMENT AUTHORITY, INC.
BOARD OF DIRECTORS SPECIAL MEETING HELD ON FEBRUARY 7, 2024
WERE APPROVED ON THIS THE _____ DAY OF _____, 2024.**

Deborah L. Cordova, Secretary

**Mission Redevelopment Authority
Board of Directors Meeting
March 26, 2024**

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, by teleconference and in person, on March 26, 2024, 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:

Martin Garza, Chairman
Albert X. Chapa, Vice Chairman
Aissa I. Garza, Secretary
Efrain Reyna Jr.
Hector Moreno
Ricardo A. Perez
Dennis Burleson

All the above were present. Participating in the Zoom teleconference were Sanjay Bapat, Ezeiza Garcia, David Flores, and Nate Perez. Participating in person were Ruben James de Jesús, Angie Vela, J.P. Terrazas, Dr. Rolando Ortiz, Randy Perez, Julio Cerda, Mayor Norie Gonzalez Garza, Cristian Garza, Joe Salazar, Damien D. Tijerina, Romeo Barrera, Mike Perez, Homer Castillo, Dolly Elizondo, Andy Garcia, Victor Treviño, Colby Eckols, Orlando Navarro, and Judy Vega.

Call Meeting to Order at 4:01 PM.

With a quorum present, Chairman Martin Garza opened the meeting with a special welcome to new City Manager Mike Perez. Chairman Martin Garza also thanked Randy Perez for his service during his tenure with the City of Mission in different capacities.

Citizen's Participation.

Chairman Martin Garza's call for citizens to participate either by Zoom's virtual platform or in-person did not yield any responses.

Director Moreno joined the meeting at 4:05 PM.

Approve minutes of February 27, 2024 regular meeting and special meeting of March 8, 2024 of the Mission Redevelopment Authority.

Upon a motion duly made by Director Reyna and seconded by Director Perez, the Board unanimously approved the February 27, 2024 meeting minutes and special meeting minutes of March 8, 2024, of the Mission Redevelopment Authority.

The Board unanimously agreed to prioritize the Executive Session item further down on the agenda, before addressing any other items.

At **4:06 PM**, Chairman Martin Garza, announced that the Mission Redevelopment Authority Board would convene in closed session. Upon a motion duly made by Vice Chairman Chapa and seconded by Director Reyna, the Board unanimously voted to convene in closed session.

For the record: Chairman Martin Garza recused himself from engaging in any discussion or voting related to this item and prompted to delegate Chairman duties to Vice Chairman Chapa. The request was made considering Chairman Martin Garza is related to a City of Mission employee.

Executive Session Pursuant to V.T.C.A. Gov. Code Sec. 551.071

Consultation with Attorney regarding:

A. Third Amendment to the Agreement for Interim Administrative Services between the City of Mission and Mission Redevelopment/TIRZ #1.

B. Consultant Agreement

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

Secretary Aissa I. Garza joined the meeting via Zoom teleconference at 4:32 PM.

Director Burleson joined the meeting in person at 4:44 PM.

At **4:56 PM**, Chairman Martin Garza announced that the Mission Redevelopment Authority Board would convene in open session. Upon a motion duly made by Vice Chairman and seconded by Director Perez, the Board unanimously voted to convene in open session.

Secretary Aissa I. Garza attended the meeting in person at 5:17 PM.

Item A: Upon a motion duly made by Director Ricardo A. Perez and seconded by Director Burleson, the Board approved an agreement 6-0 with 1 abstention, in the amount of \$3,000 with the City of Mission with the provision of bookkeeping, engineering, and financial services to the Authority and the TIRZ for three months. Chairman Martin Garza abstained from any discussion or voting on this item.

Item B: Upon a motion duly made by Secretary Aissa I. Garza and seconded by Director Burleson, the Board authorized Secretary Aissa I. Garza and Chairman Martin Garza with a vote of 6 in favor and 1 against, to negotiate an agreement with Randy Perez in an amount not to exceed \$4,000 per month with the provision of executive director services to the Authority and the TIRZ. Director Reyna voted against the agreement.

Prior to moving to the next item on the agenda, Chairman Martin Garza informed project managers, developers, and engineers presenting project status reports that after presenting their reports, each will be accepted by the Board and filed in record. He also requested that each presenter deliver their reports in person at each meeting. Chairman Martin Garza requested that project reports are submitted by no

later than 12:00 noon on Wednesday the week prior to the meeting date. If reports are not received by this time, the project will not be included in the Project Reports.

Acceptance of Project Reports:

Chairman Martin Garza recognized Ruben James de Jesus with Melden & Hunt to report on the **Tierra Dorada Sanitary Sewer Improvements Project**. This project involves the design to eliminate existing Lift Stations No. 13 and 14 within Tierra Dorada Subdivision and construct a new proposed lift station to reroute sewer discharge into existing sanitary sewer trunkline along Los Ebanos Road. Mr. de Jesus reported that the project was bid on February 14, 2024. A total of five bids with an apparent low bid of \$2,334,367.50 was awarded to RDH Site and Concrete. Contracts are being executed and a Notice to Proceed will be issued by the end of March 2024. RDH Site and Concrete will begin with the submittal process for acceptance of materials once contracts have been executed. Contractor will begin mobilization on the project in April.

Upon a motion duly made by Secretary Aissa I. Garza and seconded by Director Reyna, the Board unanimously accepted the Tierra Dorada Sanitary Sewer Improvements Project report.

Chairman Martin Garza recognized Ruben James de Jesus with Melden & Hunt to report on the **Inspiration Road Trunklines (Sanitary Sewer Master Plan)**. This project ties in with the Tierra Dorada Sanitary Sewer Improvements Project. It involves Lift Station #10, located on Mile 2 & FM 495 (El Valle Subdivision) and the rerouting of Lift Station No. 10 to AGUA SUD lift station located on FM 364 by force main. Approximately two million gallons per day of sewer flows will be alleviated from the Inspiration Road trunkline. AGUA SUD held a board meeting on August 29th 2023 and approved to allow their general manager to negotiate an agreement with the City of Mission on the transport of sewer. Discussions continue with AGUA SUD to draft a final agreement to take to City Council. The agreement is expected to be presented to City Council in April 2024. Anticipated bid date has not been determined.

Upon a motion duly made by Director Perez and seconded by Director Reyna, the Board unanimously accepted the Inspiration Road Trunklines (Sanitary Sewer Master Plan) report.

Chairman Martin Garza recognized Damien D. Tijerina with L&G Engineering to report on the **Inspiration Rd./Military Parkway Loop Ph. I, II and III**. Mr. Tijerina reported that Phase I of this project is 100% complete and no reports will be submitted moving forward. On **Phase II**, Mr. Tijerina said that the project is 95.3% complete. L&G Engineering continues to work on a 95% submittal and said that an alternative pavement design is being implemented on the set of plans and pavement quantities are being updated. Regarding a proposed outfall ditch, the firm has updated the drainage model and has submitted it to the Drainage District for review and concurrence. Outfall quantities are currently being updated. On **Phase III**, Mr. Tijerina said ROW acquisition for this project continues to be in progress.

Upon a motion duly made by Director Reyna and seconded by Director Moreno, the Board unanimously accepted the Inspiration Rd./Military Parkway Loop Phase II and III reports.

Chairman Martin Garza recognized Dr. Rolando Ortiz to report on **Killam Development's El Milagro Phase I Project**. Dr. Ortiz said that the project is close to \$8 million in expenses. He mentioned that sidewalks and curbs were already constructed, but that there have been delays in the project's completion due to rain. The project is expected to be completed in May 2024, but it may take longer to complete. Overall, the project is 63% complete. Dr. Ortiz said that in trying to meet deadlines for report submissions, the reports may be one month behind as this report was from February 2024. He informed the Board that next month he will not be presenting a report.

Upon a motion duly made by Vice Chairman Chapa and seconded by Director Reyna, the Board unanimously accepted the report from Killam Development's El Milagro Phase I.

Chairman Martin Garza recognized Nate Perez with The Warren Group (TWG) to report on the **Fire & Police Sub-Station #6**. In the absence of Ms. Crystal Chavez and via Zoom teleconference, Mr. Perez reported that this project is 99.97% complete. General Contractor Gerlach Builders is correcting punch list comments and will notify the firm when they are ready for final review. Closing documents are also being prepared by the contractor for TWG's review. Mr. Perez said that the Texas Accessibility Standards (TAS) inspection has been completed and the contractor is making corrections listed on the report. Chairman Martin Garza asked what corrections needed to be made by the TAS report. The report was not available at this meeting time, but Mr. Perez said he will provide it at next month's Board meeting. Secretary Aissa I. Garza asked a question related to the project's cost. The reimbursable amount on page 31 in the meeting packet states that the project's cost amount of \$7,817,173.60 did not match the report's listed amount of \$6,612,779.60. Assistant City Manager J.P. Terrazas said that several change orders were approved for this project such as for Schuerbach Road improvements, IT equipment and furniture. The amounts will be verified, and more detail will be provided at the next Board meeting.

Upon a motion duly made by Secretary Aissa I. Garza and seconded by Director Ricardo A. Perez, the Board unanimously accepted the Fire & Police Sub-Station #6 report.

Chairman Garza recognized Ruben James de Jesus to report on the **Walsh Road Expansion Project**. Mr. de Jesus said that Melden & Hunt was engaged in February 2024 to design and survey this project to expand it from Perez St. to Frontage Rd., approximately $\frac{3}{4}$ of a mile. The improvements consist of a paved 32-foot back-to-back curb street section with proposed drainage improvements. Melden & Hunt is working on a preliminary survey and design plan. Bid date is to be determined. This project's cost estimate is \$1,764,369.25 and a reimbursement agreement between the City of Mission and the Authority is in place.

Upon a motion duly made by Director Ricardo A. Perez and seconded by Director Reyna, the Board unanimously accepted the report for the Walsh Road Expansion Project.

Chairman Garza recognized Mr. Terrazas to report on the **1st Street Extension (Dragonfly 6265 LLC)**. Mr. Terrazas said that this project is in the vicinity of Glasscock & Shary Road. This project involves connectivity through 1st Street, which is perpendicular to Hoerner Street. The contractor, Riverside Contractors has completed the construction on this project. The contractor plans on overlaying the streets by the first week of April 2024 and platting the subdivision by May 2024. The developer, Dolly Elizondo, present at this meeting, said that she is waiting for an appraisal on the property so she can purchase it and punch through 1st Street. Payout on this project should be expected in late March 2024.

No funds will be paid until the development is 100% complete and a lift station is placed in the subdivision. This subdivision contains approximately 66 multi-family residential lots.

Upon a motion duly made by Vice Chairman Chapa and seconded by Director Reyna, the Board unanimously accepted the 1st Street Extension (Dragonfly 6265 LLC) Project report.

Chairman Martin Garza recognized Romeo Barrera with Halff Associates to report on the **Hoerner Street Project**. Mr. Barrera said that total engineering costs for this project are \$98,000.00. The project involves a road extension to connect water and sewer. The firm started the designing the plan on March 18, 2024, which they plan to complete by May 31, 2024. A construction schedule has not been announced until the project gets closer to bid letting. The engineer's estimated construction cost for this project is \$1.4 million once completed.

Upon a motion duly made by Director Burleson and seconded by Director Reyna, the Board unanimously accepted the report as presented.

Chairman Martin Garza recognized P.E. Julio Cerda with South Texas Infrastructure Group, to present the **Anzalduas Industrial Park Phase I Subdivision Project**. Mr. Cerda invited the Board to a groundbreaking ceremony scheduled for April 2, 2024 at 10:30 AM for this project, which will be located at the corner of W. Military Highway and S. Bryan Road. The project involves the construction of an industrial park within the TIRZ #1 boundary. Mr. Cerda shared an image describing water and sewer extensions from south Military Road all the way to old Military Highway. He reported that the developer already has three clients that are ready to begin plans to construct warehouses. Phase I consists of three lots, a 35-acre development. Total acreage for the entire development's phases is 157 acres subdivided into seven lots.

Upon a motion duly made by Director Ricardo A. Perez and seconded by Director Reyna, the Board unanimously accepted the report for the Anzalduas Industrial Park Phase I Subdivision Project.

Deliberation and possible action to authorize staff to engage an engineering firm that specializes in building modification services for the newly acquired TIRZ building at 1301 E. 8th Street, Mission.

Chairman Martin Garza recognized Asst. City Manager J.P. Terrazas to present this item. Mr. Terrazas noted a correction on the agenda for this item. The request is to authorize staff to engage an architect firm, not an engineering firm, that specializes in building modification services. Mr. Terrazas mentioned that staff would like authorization to engage Architect Charlie Garcia with CG5 Architects, to design an elevator for the newly acquired TIRZ building located at 1301 E. 8th Street, to bring it up to Americans with Disabilities Act (ADA) standards. Chairman Martin Garza asked about the process the city uses to select architect firms. Mr. Terrazas said that the city has a list of firms that rotate for these types of services throughout the city. He also mentioned that the city has already started remodeling the building by doing some painting, electrical work, and fixing leaks on the roof, an expense of about \$25,000 in materials. These expenses will later be reimbursed by the TIRZ. However, Mr. Terrazas mentioned that everything is being done in-house with the assistance of the City's

Facilities Department. He recommends Architect Garcia for the design of the elevator and to assess any other needs associated with ADA compliance. Chairman Martin Garza asked if perhaps the TIRZ could hold their next meeting at the building. However, at this time the building does not have a large enough conference room to hold Board meetings. Plans for a larger conference room modification are being contemplated. A walk-through of the building is being planned next month right after the Board meeting.

Subject to the noted correction on the agenda related to the engagement from an engineering firm to an architect firm, upon a motion duly made by Director Burleson and seconded by Secretary Aissa I. Garza, the Board unanimously authorized staff to engage Architect Charlie Garcia with CG5 Architects, for building modification services for the newly acquired TIRZ building at 1301 E. 8th Street, Mission.

Review and approval of MRA Investment Policy.

For the record: Vice Chairman Albert X. Chapa and Director Efrain Reyna Jr. both recused themselves from engaging in any discussion or voting related to this item. The request was made considering Vice Chairman Chapa represents PlainsCapital Bank and Director Reyna is Financial Advisor for Edward Jones.

Accountant Joe Salazar presented and recommended approval of MRA's Investment Policy.

There being no corrections or additions upon a motion duly made by Secretary Aissa I. Garza and seconded by Director Burleson, the Board approved MRA's Investment Policy, 5-0 with 2 abstentions. Vice Chairman Albert X. Chapa and Director Reyna both abstained from voting.

Acceptance of Financial Report for February 2024.

Accountant Joe Salazar presented and recommended approval of the Financial Report for February 2024. Secretary Aissa I. Garza asked a question related to page 57 of the report related to Miscellaneous. She asked what miscellaneous items were. More detail will be presented related to the item at the next Board meeting.

Upon a motion duly made by Secretary Aissa I. Garza and seconded by Director Burleson, the Board unanimously accepted the Financial Report for February 2024 as presented.

Approval of invoices for March 2024.

Accountant Joe Salazar presented and recommended approval of invoices for the month of March 2024.

Upon a motion duly made by Director Ricardo A. Perez and seconded by Secretary Aissa I. Garza, the Board unanimously approved all invoices for the month of March 2024.

Requests from the Board:

Project Reports: Director Burleson asked that presenters provide site plans for each project to inform new Directors about the location of projects. Chairman Martin Garza requested a new deadline for project reports submission: 12:00 noon the Wednesday prior to the Board meeting date.

Inspiration Road/Military Parkway Loop Phase III – Reimbursement Agreement is pending. This project has been approved by the Board and City Council.

Tierra Dorada Sanitary Sewer Improvements Project – First Amendment to Reimbursement Agreement is pending. This project has been approved by the Board and City Council.

1301 E. 8th Street Building – Lease Agreement is pending.

Financial Report: More detail needed on Miscellaneous line item in the Operating Fund of the February report.

As there was no further business for the board to consider, upon a motion made by Director Reyna and being seconded by Director Ricardo A. Perez, the Board unanimously voted to adjourn the meeting at 6:07 PM.

By: _____

Attest: _____

Printed Name: Martin Garza

Printed Name: Aissa I. Garza

Title: Chairman

Title: Secretary

Date: _____

Date: _____

**Mission Redevelopment Authority
Board of Directors Special Meeting
April 1, 2024**

MINUTES

Call to Order, Establishment of Quorum

The Board of Directors of the Mission Redevelopment Authority (MRA) held a special meeting open to the public, by teleconference and in person, on April 1, 2024, at 5:45 PM, at 801 N. Bryan Road, Mission Texas, and the roll was called of the duly appointed members of the Board, to-wit:

Martin Garza, Chairman
Albert X. Chapa, Vice Chairman
Aissa I. Garza, Secretary
Efrain Reyna Jr.
Hector Moreno
Ricardo A. Perez
Dennis Burleson

All the above were present, except Secretary Aissa I. Garza. Participating on Zoom teleconference were Ezeiza Garcia, Angie Vela, Sanjay Bapat, Cristian Garza, and Joe Salazar. Participating in person were JP Terrazas, Teclo Garcia, Mike Perez, Dina Arevalo, Matt Wilson, Abram Malacara, and Judy Vega.

Call Meeting to Order at 5:50 PM.

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

Citizen's Participation.

Chairman Garza's call for citizens to participate either by Zoom's virtual platform or in-person did not yield any responses.

Discussion and possible action regarding Interim Executive Director.

Chairman Martin Garza recapped from last week's Board meeting, wherein the Board had granted him and Secretary Aissa I. Garza, to engage in negotiations for an interim executive director contract with Randy Perez. The proposed contract stipulated a monthly compensation of \$4,000. However, subsequent to the meeting, Randy Perez communicated his decision to withdraw his intention to provide services to the Authority. Consequently, a special meeting is being convened today to address this matter as the Interim Administrative Services Agreement with the City of Mission expired on March 31, 2024. The Authority's legal counsel Sanjay Bapat suggested the terms of the agreement are discussed in executive session.

Prior to convening in closed session, City Manager Mike Perez made a recommendation to the Board. He recommended that the Authority engage in an interim services contract with the City of Mission. By doing so, the city can designate an employee as the executive director, thereby eliminating any concerns regarding additional duties. This arrangement enables the employee to fulfill their regular responsibilities during regular working hours without any complications regarding compensation from both the city and the Authority. He also advised initiating a conversation with the employee regarding compensation for the additional responsibilities. This approach promotes transparency with the city and ensures that the employee receives appropriate compensation.

For the record: Chairman Martin Garza recused himself from engaging in any discussion or voting related to this item and prompted to delegate Chairman duties to Vice Chairman Albert Chapa who announced the Authority will convene in open session. The request was made considering Chairman Garza is related to a City of Mission employee.

At **5:54** PM – Vice Chairman Albert X. Chapa moved to convene in closed session. Motion was seconded by Director Reyna and approved unanimously.

Executive Session Pursuant to V.T.C.A. Gov. Code Sec. 551.071
Consultation with Attorney regarding:
A. Interim Executive Director.

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

At **7:44** PM – Vice Chairman Albert X. Chapa announced that the Mission Redevelopment Authority Board of Directors would convene in open session.

On **Item A** – Upon a motion duly made by Director Perez and being seconded by Director Reyna, the Board authorized the execution of an agreement with the City of Mission 5-0 with 1 abstention; for Interim Executive Director services for a period not to exceed 90 days in the amount of \$6,000 per month, for all services provided. Chairman Martin Garza abstained from voting. An Affidavit of Substantial Interest was executed by Chairman Garza.

Adjournment

As there was no further business for the board to consider, upon a motion made by Director Reyna and being seconded by Director Ricardo A. Perez, the Board unanimously voted to adjourn the meeting at 7:48 PM.

By: _____

Attest: _____

Printed Name: Martin Garza

Printed Name: Aissa I. Garza

Title: Chairman

Title: Secretary

Date: _____

Date: _____

**NOTICE OF REGULAR MEETING & PUBLIC HEARINGS
MISSION ECONOMIC DEVELOPMENT CORPORATION
FEBRUARY 28, 2024 4:00 PM
CENTER FOR EDUCATION AND ECONOMIC DEVELOPMENT**

PRESENT:

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

ABSENT:

ALSO PRESENT:

Eugene Vaughan, JGKL LLP
Michael Fernuik, PGA
Matt Wilson, Progress Times

STAFF PRESENT:

Teclo J. Garcia, Chief Executive Officer Belen
Guerrero, Int. COO
Judy Vega, Executive Assistant
Randy Perez, City Manager
Andy Garcia, Asst. City Manager
Angie Vela, Finance Director
Ezeiza Garcia, Assistant Finance Director
Naxiely Lopez, Director of Communications &
External Affairs
Brianna Casares, Manager of Marketing &
Programs
Joe Salazar, Accountant

1. Call to Order and Establish Quorum.

After establishing a quorum of the Board of Directors, President Richard Hernandez called the meeting to order at 4:12 PM.

2. Invocation: Was led by Jose Vargas.

3. Pledge of Allegiance: Was led by Carl Davis.

4. Citizen's Participation: President Richard Hernandez's call for citizen's participation did not yield any responses.

5. Approval of Minutes:

- A. Regular meeting and public hearing of January 24, 2024
- B. Special meeting of February 7, 2024

Vice President Jose G. Vargas moved for approval of the minutes for the meeting and public hearing of January 24, 2024. Motion was seconded by Julian Alvarez and approved 7-0.

Carl Davis moved for approval of the meeting minutes for the special meeting of February 7, 2024. Motion was seconded by Treasurer Estella Saenz and approved 7-0.

6. Acceptance of Unadjusted Financial Statements for January 2024.

CEO Teclo J. Garcia welcomed and introduced MEDC's new Financial Officer Joe Salazar and said Mr. Salazar is well-qualified in financial operations. He also manages the Mission Redevelopment Authority's financial books. After the introduction, Mr. Salazar proceeded to present and recommend acceptance of the Unadjusted Financial Statements for January 2024.

There being no corrections or additions, Mayor Norie Gonzalez Garza moved for acceptance of the Unadjusted Financial Statements for January 2024. Motion was seconded by Vice President Jose G. Vargas and approved 7-0.

7. Deliberation and possible action for the acceptance of Quarterly Report of Investments for the Quarter ending December 31, 2023 and Interest Earned for Three Months Ending December 31, 2023.

Finance Director Angie Vela presented and recommended acceptance of the Quarterly Report of Investments for the Quarter ending December 31, 2023 and Interest Earned for Three Months Ending December 31, 2023. After her report, Ms. Vela mentioned that she's working with CEO Teclo Garcia on getting additional funds invested. A meeting of MEDC's Finance Committee is being planned for investment opportunities. Ms. Vela said Mr. Salazar will be participating in an Investment Training Act Program certification as part of finance education.

There being no corrections or additions, Secretary Deborah L. Cordova moved for approval. Motion was seconded by Treasurer Estella Saenz and approved 7-0.

8. Public Hearing: Project consideration for FY 2023-2024 related to an economic incentive for a food processing facility located at 106 International Blvd., Suite 1-B, Mission, in an amount not to exceed a total of \$125,000 to be paid over a period of two (2) years.

At **4:24 PM**, President Richard Hernandez opened the public hearing related to an economic incentive for a food processing facility located at 106 International Blvd., Suite 1-B, Mission, in an amount not to exceed a total of \$125,000 to be paid over a period of two (2) years.

CEO Teclo J. Garcia shared a short video related to this project with the Board and said that although project owner Pilar Gonzalez has not purchased all the equipment she needs for her business, this incentive will partially fund her facility. Ms. Gonzalez will be adding 10 more employees to her business within the next two years. No further comments were made.

President Richard Hernandez closed the public hearing at **4:29 PM**.

9. Public Hearing: Project consideration for FY 2023-2024 related to an economic incentive for a business processing outsourcing center to be located at 4101 S. Shary Road, Mission, Texas, in the following amounts: \$200,000 for equipment to be paid in two (2) annual installments; and a job creation incentive in an amount not to exceed \$201,600 to be paid in four (4) annual installments.

At **4:30 PM**, President Richard Hernandez opened the public hearing for a business processing outsourcing center to be located at 4101 S. Shary Road, Mission, Texas, in the following amounts: \$200,000 for equipment to be paid in two (2) annual installments; and a job creation incentive in an amount not to exceed \$201,600 to be paid in four (4) annual installments.

There being no comments for or against this project, President Richard Hernandez closed the public hearing at **4:31 PM**.

10. Discussion and possible action for approval of an Economic Development Performance Agreement between Mission Economic Development Corporation and Ubiquity Global Services US, Inc.

CEO Tecló J. Garcia presented this item by saying that MEDC was incentivizing this company for job creation and infrastructure improvements. An Economic Performance Agreement in the meeting packet provided information on MEDC's and the company's requirements. Mr. Garcia stated that the company plans on hiring 300+ employees with starting pay from \$15-\$18 per hour and a capital investment in the region of \$31.7 million once established. Secretary Deborah L. Cordova noted a correction on page 64 of the agreement, the Financial Officer contact information needs to be updated. Correction noted. A ribbon cutting ceremony for this company is scheduled for March 22, 2024 and everyone is encouraged to participate. He is requesting approval of the performance agreement.

Subject to the correction noted by Secretary Deborah Cordova, Carl Davis moved for approval of an Economic Development Performance Agreement between Mission Economic Development Corporation and Ubiquity Global Services US, Inc. Motion was seconded by Julian Alvarez and approved 7-0.

11. Discussion and possible action to increase Shary Golf Course funding for upgrades and equipment from \$45,000 to \$71,099.11.

President Richard Hernandez introduced Michael Fernuik, a professional golfer who has made significant contributions to the golf industry within our area. Mr. Fernuik has held several pro shop positions at various golf courses including the Seven Oaks Golf Course, Cimarron Country Club, and the Harlingen Country Club, and is currently Pro Shop Head at Mission's Shary Municipal Golf Course. President Richard Hernandez mentioned that we are very fortunate to have Mr. Fernuik in our city as a knowledgeable and respected professional in the name of golf. CEO Tecló J. Garcia welcomed Mr. Fernuik to present this item. Mr. Fernuik thanked the Board for the opportunity as he provided them with a list of items that were described as necessities for the Shary Municipal Golf Course. Mr. Fernuik named a few items on his list including a brick-and-mortar sign to be placed on the corner of Mayberry & FM 495, yard and range banners, water stations, flag sticks, LED driving range lights, and driving range mats to name a few, that he described as necessary to improve and enhance the golf course. He also mentioned a flooding issue with one of the holes at the golf course that needed attention and said that the Mission Parks & Recreation Department will be assisting with some of the grounds' work. Mr. Fernuik also said that the Shary Municipal Golf Course will follow the City of Mission's procurement process for the needed items and said that due to an increase in materials the requested amount had increased from \$71,099.11 to \$71,975.11. He recommends approval.

Mayor Norie Gonzalez Garza moved to approve an increase in MEDC's budget line item for Shary Municipal Golf Course from \$45,000 to \$71,975.11 for upgrades and equipment. Motion was seconded by Vice President Jose G. Vargas and approved 7-0.

At **4:53** PM. President Richard Hernandez announced that the MEDC Board of Directors would convene in closed session.

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

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

Deliberation & Possible Action regarding the appointment, employment, evaluation, reassignment, duties, or resignation of public officers (as permitted under Tex. Gov't Code Section 551.074 and 551.071).

Deliberation and possible action regarding the purchase, exchange, lease, or value of real property (as permitted under Tex. Gov't Code Sec. 551.072), including, but not limited to the following:

M.E.D.C. Land

Consultation with Attorney and possible action regarding: (1) pending or contemplated litigation; (2) a settlement offer; or (3) a matter in which the duty of the Attorney to Mission Economic Development Corporation under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Texas Government Code (as permitted under Texas Government Code Section 551.071).

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

Julian Alvarez left the meeting at 4:56 PM.

At 5:50 PM. President Richard Hernandez announced that the MEDC Board of Directors was reconvening in open session.

No action was taken on any of the items discussed in executive session.

12. CEO Report on Economic Activity

CEO Teclo J. Garcia introduced Brianna Casares, Manager of Programs and Marketing, to report on the Ruby Red Ventures Build Mission Fund. Ms. Casares mentioned that this program was split into two different segments, one is a competition, and the other which recently concluded was the Build Mission Fund. The program is not just tailored to startups but also targets existing businesses within Mission. To meet eligibility the business needs to have been in existence for two years, and of course, be in Mission. Ninety-seven applications were received for the first competition, and a committee of seven business leaders met to review the applications. Committee members included Greater Mission Chamber of Commerce President Brend Enriquez, MEDC staff, Board Treasurer Estella Saenz, and a business owner who took on the task of narrowing the applicants down to 15 small businesses within Mission. In total, \$180,000 was awarded. Staff will be checking in with winners on a 30-day, 60-day, and 90-day to ensure that their awards are being used accordingly. The second competition portion of Ruby Red Ventures is currently being implemented in collaboration with UTRGV's Entrepreneurship & Commercialization Center. The center will help startups with the Kauffman FastTrac Program, a seven-session certification program that will provide training, skills, and network courses. Graduates of the program will be eligible to compete in Ruby Red Ventures "The Competition" for funding. The competition will take place during Economic Development's Business Week.

Mr. Garcia welcomed Belen Guerrero, MEDC Interim COO, to present a report on the recent ICSC Conference in Dallas held between January 31st to February 2nd. Ms. Guerrero said MEDC's team prepared well for this conference by creating online campaigns that targeted businesses that participated in the conference. Mission's community profile was also revamped making it more attractive giving it the more feel and look of Mission. Real estate developers in our area were also invited to share their real estate profiles for available space within the city of Mission. On the first day in Dallas, Mayor Norie Gonzalez Garza hosted a successful networking event that included real estate

developers, brokers, site selectors, bankers, and professionals that have had a huge impact on our community. Mayor Gonzalez Garza said she enjoyed hosting the event and felt it was very productive. The team left data related to the Mission community and contacts to attract interest in investing with us. Ms. Guerrero mentioned that MEDC sponsored a booth in collaboration with the RGV Partnership to position Mission as a regional key player. MEDC's team connected with over 20 individual retailers and met with five in-market developers. Ms. Guerrero finalized her report by sharing some images taken at the conference. CEO Teclo Garcia mentioned that he is planning on attending the ICSC Recon 2024 in Las Vegas May 19-21, 2024, where MEDC will also be sponsoring a booth in collaboration with the RGV Partnership as well.

13. President Comments.

President Richard Hernandez thanked the MEDC staff for their hard work and the Board of Directors for their service.

14. Adjournment

Carl Davis moved to adjourn the meeting. Motion was seconded by Treasurer Estella Saenz and approved 6-0. The meeting was adjourned at 6:12 PM.

Richard Hernandez, President

ATTEST

Deborah L. Cordova, Secretary

**NOTICE OF REGULAR MEETING
MISSION ECONOMIC DEVELOPMENT CORPORATION
MARCH 27, 2024 4:00 PM
CENTER FOR EDUCATION AND ECONOMIC DEVELOPMENT**

PRESENT:

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

ABSENT:

ALSO PRESENT:

Eugene Vaughan, JGKL LLP
Marissa Gerlach, Councilwoman

STAFF PRESENT:

Teclo J. Garcia, Chief Executive Officer
Belen Guerrero, Interim COO
Judy Vega, Executive Assistant
Mike Perez, City Manager
Angie Vela, Finance Director
Brianna Casares, Manager of Marketing & Programs
Joe Salazar, Financial Officer

1. Call to Order and Establish Quorum

After establishing a quorum of the Board of Directors, President Richard Hernandez called the meeting to order at 4:00 PM.

2. Invocation: Was led by Deborah L. Cordova.

3. Pledge of Allegiance: Was led by Treasurer Estella Saenz.

4. Citizen's Participation: President Richard Hernandez's call for citizens participation did not yield any responses.

5. Approval of Minutes: Regular meeting and public hearings of February 28, 2024

There being no changes or corrections, Carl Davis moved for approval of the meeting minutes of February 28, 2024. Motion was seconded by Vice President Jose G. Vargas and approved 7-0.

6. Acceptance of Unadjusted Financial Statements for February 2024.

Financial Officer Joe Salazar presented and recommended approval of the unadjusted financial statements for February 2024.

Secretary Deborah L. Cordova moved for acceptance of the adjusted Financial Statement for February 2024. Motion was seconded by Treasurer Estella Saenz and approved 7-0.

At 4:13 PM., President Richard Hernandez announced that the Mission Economic Development Corporation Board would be convening in closed session.

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

Deliberation and possible action regarding economic development negotiations or prospects (as permitted under Tex. Gov't Code Sec. 551.087), including, but not limited to the following: Report from CEO as to potential prospect(s).

Deliberation and possible action regarding real property (as permitted under Tex. Gov't Code Sec. 551.072), including, but not limited to the following: M.E.D.C. Land

Deliberation and possible action regarding the evaluation or duties of a public officer or employee. (as permitted under Tex. Gov't Code Section 551.074 and 551.071): Chief Executive Officer

Consultation with Attorney and possible action (as permitted under Texas Government Code Section 551.071).

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

At 5:16 PM., President Richard Hernandez announced that the Mission Economic Development Board of Directors would be reconvening in open session.

Regarding report from CEO as to potential prospect(s): No action.

Regarding M.E.D.C. Land: No action

Regarding Chief Executive Officer: Vice President Jose G. Vargas moved to approve an increase in the Chief Executive Officer's compensation as discussed in executive session as an assignment pay. Motion was seconded by Julian Alvarez and approved 7-0.

8. CEO Report on Economic Activity.

CEO Teclo J. Garcia provided a brief report on area economic development activity including a conference he attended a meeting in Mexico City at the Canadian Embassy, related to the North American Strategic Compliance Organization or NASCO, a trade group that oversees the implementation of sourcing materials for various products including the automobile industry. Mr. Garcia also mentioned the grand opening and facility tour of Uniquity Global Services, US, Inc. on Shary Road, a business processing outsourcing center in Mission. The call center that Mission EDC is incentivizing with equipment and the creation of jobs. The grand opening was well

attended by area leaders as well as Board members, City, MEDC, and Mission Chamber staff. Mr. Garcia welcomed Brianna Casares, MEDC Director of Marketing and Programs to provide an overview of the Kaufman Fast Trac Program, a new program in collaboration with UTRGV, that has kicked off this week. Ms. Casares mentioned that 45 applicants have applied for the program, which is exclusive to small startups and small businesses. Of the 45 applicants, 10 have been narrowed down from the Mission area. The 10 applicants will be participating in different module training classes for six weeks from marketing to legal aspects, to eventually compete for one of each \$25,000, \$15,000, and \$10,000 funding prize. Mr. Garcia said that although not all may win, they go away with essential business training. Mr. Garcia briefly reported on the housing market as well as traffic counts. He introduced MEDC's new Project Manager, Stephanie Mendiola. Ms. Mendiola is a graduate of Sharyland High School and UT San Antonio graduate. Ms. Mendiola reported on the retail market by saying that her source was Buxton, a renowned for excellence group in the residential, retail, and retirement sectors of area property markets.

Julian Alvarez left the meeting at 5:30 PM.

9. President Comments

President Richard Hernandez thanked the Board for their service and the MEDC staff for the preparation of this meeting. He wished everyone a Happy Easter weekend.

10. Adjournment.

Carl Davis moved to adjourn the meeting. Motion was seconded by Vice President Jose G. Vargas and approved 6-0. The meeting was adjourned at 5:50 PM.

Richard Hernandez, President

ATTEST

Deborah L. Cordova, Secretary

**Mission Tax Increment Reinvestment Zone
Board of Directors Meeting
March 26, 2024**

MINUTES

Call to Order, Establishment of Quorum

The Board of Directors of the Mission TIRZ #1, held a special meeting open to the public, by teleconference and in person, on March 26, 2024 at 801 N. Bryan Road, Mission, Texas and at 6:08 PM, the roll was called of the duly appointed members of the Board, to-wit:

Martin Garza, Chairman
Albert X. Chapa, Vice Chairman
Aissa I. Garza, Secretary
Efrain Reyna Jr.
Hector Moreno
Dennis Burleson
Ricardo A. Perez

All the above were present. Participating in the Zoom teleconference were Ezeiza Garcia and Nate Perez. Participating in person were Angie Vela, J.P. Terrazas, Randy Perez, Mayor Norie Gonzalez Garza, Cristian Garza, Joe Salazar, Mike Perez, and Judy Vega.

I. Consider Consent Agenda

- A. Call meeting to order and establish quorum.
- B. Approve minutes for the February 27, 2024 and special meeting of March 8, 2024 of the TIRZ #1.
- C. Ratify all actions taken by the Mission Redevelopment Authority Board of Directors at the March 26, 2024 meeting.

Upon a motion duly made by Director Perez and seconded by Director Reyna, the Board unanimously approved the February 27, 2024 and special meeting minutes of March 8, 2024 as presented.

Upon a motion duly made by Secretary Aissa I. Garza and seconded by Director Burleson, the Board unanimously approved the consent agenda and ratified all actions taken by the Mission Redevelopment Authority Board of Directors at the March 26, 2024 meeting.

II. Adjournment

As there was no further business for the board to consider, upon a motion duly made by Vice Chairman Albert X. Chapa and seconded by Director Reyna, the Board unanimously voted to adjourn the meeting at 6:09 PM.

By: _____

Attest: _____

Printed Name: Martin Garza

Printed Name: Aissa I. Garza

Title: Chairman

Title: Secretary

Date: _____

Date: _____

**Mission Tax Increment Reinvestment Zone
Board of Directors Special Meeting
April 1, 2024**

MINUTES

Call to Order, Establishment of Quorum

The Board of Directors of the Mission TIRZ #1, held a special meeting open to the public, by teleconference and in person, on April 1, 2024 at 801 N. Bryan Road, Mission, Texas and at 7:48 PM, the roll was called of the duly appointed members of the Board, to-wit:

Martin Garza, Chairman
Albert X. Chapa, Vice Chairman
Aissa I. Garza, Secretary
Efrain Reyna Jr.
Hector Moreno
Dennis Burleson
Ricardo A. Perez

All the above were present, except Secretary Aissa I. Garza. Participating on Zoom teleconference were Ezeiza Garcia, Angie Vela, Sanjay Bapat, Cristian Garza, and Joe Salazar. Participating in person were JP Terrazas, Teclo Garcia, Mike Perez, Dina Arevalo, Matt Wilson, Abram Malacara, and Judy Vega.

I. Consider Consent Agenda

- A. Call meeting to order and establish quorum.
- B. Ratify all actions taken by the Mission Redevelopment Authority Board of Directors at the April 1, 2024 special meeting.

Upon a motion duly made by Director Burleson and being seconded by Director Reyna, the Board approved the consent agenda and ratified all actions taken by the Mission Redevelopment Authority Board of Directors at the April 1, 2024 special meeting.

II. Adjournment

As there was no further business for the board to consider, upon a motion duly made by Vice Chairman Albert X. Chapa and seconded by Director Perez, the Board unanimously voted to adjourn the meeting at 7:49 PM.

By: _____

Attest: _____

Printed Name: Martin Garza

Printed Name: Aissa I. Garza

Title: Chairman

Title: Secretary

Date: _____

Date: _____

**NOTICE OF MEETING
MISSION EDUCATION DEVELOPMENT COUNCIL, INC.
JANUARY 24, 2024**

The Board of Directors of the Mission Education Development Council, Inc., held a meeting on Wednesday, January 24, 2024, at 4:00 PM, at The Center for Education and Economic Development, 801 N. Bryan Road, Mission, Texas, 78572, to discuss the following agenda:

1. Call to order and Name Presiding Officer.
2. Establish quorum.
3. Swearing In of Appointed Board Director.
4. Election of Officers: Chair, Vice Chair, Secretary, and Treasurer.
5. Citizen's Participation.
6. Approval of Minutes – Meeting of October 25, 2023.
7. Discussion and possible action to accept Financial Report ended December 31, 2023.
8. Discussion and possible action to accept a \$10,000 grant from PNC Bank.
9. Adjournment.

Minutes are as follows:

Members Present:

Richard Hernandez, Chair
Deborah L. Cordova, Secretary
Estella Saenz, Treasurer
Julián Alvarez

Absent:

Jose G. Vargas, Vice Chair
Carl Davis
Mayor Norie Gonzalez Garza

Also Present:

Gene Vaughan, JGKL LLP
Matt Jones, JGKL LLP

Staff Present:

Teclo Garcia, Chief Executive Officer
Judy Vega, Executive Assistant
Stephanie Palacios, Financial Officer
Naxiely Lopez, Director of Communications
& External Relations
Brianna Casares, Manager of Program
Development & Marketing
Belen Guerrero, Director of Business
Development & Retention
Angle Vela, Finance Director
Ezeiza Garcia, Assistant Finance Director

1. Call to order and Name Presiding Officer

Richard Hernandez was named Presiding Officer for this meeting and called it to order at 5:53 PM.

2. Establish quorum

Executive Assistant Judy Vega confirmed a quorum was present.

3. Swearing In of Appointed Board Director

Notary Public Judy Vega swore in appointed Board Director Julian Alvarez.

4. Election of Officers

Richard Hernandez nominated the same executive officers as the Mission Economic Development Corporation Board to serve on this Board as follows: Richard Hernandez, Chair; Jose G. Vargas, Vice Chair, Deborah L. Cordova, Secretary; and Estella Saenz, Treasurer.

Deborah L. Cordova moved for to mirror the same executive officers as the Mission Economic Development Corporation Board to serve on this Board as follows: Richard Hernandez, Chair; Jose G. Vargas, Vice Chair, Deborah L. Cordova, Secretary; and Estella Saenz, Treasurer. Motion was seconded by Estella Saenz and approved 4-0.

5. Citizen's Participation

Chair Richard Hernandez's call for citizen's participation did not yield any responses.

6. Approval of Minutes: Meeting of October 25, 2023

Treasurer Estella Saenz moved for approval of the meeting minutes of October 25, 2023 as presented. Motion was seconded by Secretary Deborah L. Cordova and approved 4-0.

7. Discussion and possible action to accept Financial Report ended Dec. 31, 2023

Financial Officer Stephanie Palacios presented, and recommended acceptance of the financial report ended December 31, 2023. Ms. Palacios began her report by saying that Beginning Balance was \$105,073.70. Net income generated from interest earned was reported at \$79.42. No expenses were reported for this quarter.

Treasurer Estella Saenz moved to accept the financial report ended December 31, 2023. Motion was seconded by Julian Alvarez and approved 4-0.

8. Discussion and possible action to accept a \$10,000 grant from PNC Bank

CEO Teclo J. Garcia introduced this Item by saying PNC Bank contributed \$10,000 and has asked it to be allocated to the Ruby Red Ventures Program, which was paused during the COVID pandemic, and we are re-launching it.

Secretary Deborah L. Cordova moved to accept a \$10,000 grant from PNC Bank. Motion was seconded by Julian Alvarez and approved 4-0.

9. Adjournment

The meeting was adjourned at 6:00 PM.

MINUTES OF THE MISSION EDUCATION DEVELOPMENT COUNCIL, INC. BOARD OF DIRECTORS MEETING HELD ON JANUARY 24, 2024 WERE APPROVED ON THIS THE _____ DAY OF _____ 2024.

Deborah L. Cordova, Secretary

**BUILDING BOARD OF ADJUSTMENTS AND APPEALS
DECEMBER 19, 2023
CITY COUNCIL CHAMBERS @ 4:00 P.M.**

BBOA PRESENT

Michael Davis
Abel Beltran
Carl Davis
Victor Meza
Ken Jones

STAFF PRESENT

Susana De Luna
Irasema Dimas
Jessica Munoz
Victor Flores
Alex Hernandez
Arturo Lerma
Joseph Flores
Nancy Chavira
Angel Garcia

GUEST PRESENT

Steve Spoor

CALL TO ORDER

Chairman Carl Davis called the meeting to order at 4:05 p.m.

CITIZENS PARTICIPATION

There was no citizens' participation upon inquiry.

APPROVAL OF MINUTES FOR OCTOBER 31, 2023

Chairman Carl Davis asked the Board if there were any corrections to the minutes. There being none, Mr. Jones moved to approve the minutes as presented. Mr. Davis seconded the motion. Upon a vote, the motion passed unanimously.

ITEM #1.1

Unsafe Structure:

Start: 4:07p.m.

End: 4:09p.m.

1005 Perkins Avenue

Lot 9, Block 176,

Mission Original Townsite

C-4

Lita Anne Guerra

Ms. Dimas stated that this unsafe structure was discovered in 2015. She mentioned that Mrs. Lita Anne Guerra agreed to a demolition agreement but didn't commit to the agreement. She added that she received a call from vera construction stating that they were hired by Mrs. Guerra to demolish the building.

There being no further discussion, Mr. Carl Davis entertained a motion Mr. Michael Davis moved to make this structure an unsafe building. Mr. Abel Beltran seconded the motion. Upon a vote, the motion was unanimously approved.

There being no discussion, Mr. Ken Jones moved to "Table" this item for 60 days. Mr. Abel Beltran seconded the motion. Upon a vote, the motion was unanimously approved.

ITEM #1.2

Unsafe Structure:

Start: 4:09p.m.

End: 4:11p.m.

818 Cuchilla Circle

Lot 4, Block 2, Stites B

R-1

Serapia P. Rodriguez

Ms. Dimas stated that the city declared this property an unsafe structure in September 2016. She mentioned that a total of \$9742.97 of property taxes were owed on this property. She also mentioned that the water account had been inactive since 2013. She added that the city of mission had 15 liens on the property.

There being no discussion, Mr. Carl Davis entertained a motion Mr. Michael Davis moved to make this structure an unsafe building. Mr. Abel Beltran seconded the motion. Upon a vote, the motion was unanimously approved.

There being no discussion, Mr. Carl Davis entertained a motion Mr. Michael Davis moved to demolish the structure. Mr. Abel Beltran seconded the motion. Upon a vote, the motion was unanimously approved.

ITEM # 1.3

Unsafe Structure:

Start: 4:11p.m.

End: 4:26p.m.

1615 N. Los Ebanos Road (rear)

W. 1AC – N. 2AC EXC. 50'x150'

Lot 98, Mission Acres 0.83 AC NET

AO-I

Apolonio & Dora Alvarez

Attn: Leticia Alvarez

Ms. Dimas stated that this property was discovered in 2016 as an unsafe structure. She mentioned that Mr. Apolonio Alvarez lives in a section of the house because the other part is dilapidated.

Mr. Carl Davis asked if the taxes are current.

Ms. Irasema Dimas stated that taxes were owed on that property.

Mr. Carl Davis asked if the city approached Mr. Alvarez?

Mr. Arturo Lerma stated that Mr. Alvarez mentioned that he was on a fixed income. He also stated that he has no income to fix the property.

Mr. Michael Davis asked that what were the two structures on the property.

Mr. Arturo Lerma stated that the second structure was a shed and had no roof.

Mr. Carl Davis asked how old was Mr. Alvarez?

Mr. Arturo Lerma stated that Mr. Alvarez was 62 years old and disabled.

City Attorney Mr. Victor Flores asked that if Mr. Alvarez was notified about the public hearing.

Mr. Arturo Lerma stated that Mr. Alvarez was notified through mail.

Mr. Michael Davis asked that if Mr. Alvarez paid rent?
Mr. Arturo Lerma stated "no" he is the property owner.

Mr. Carl Davis asked that if the city had programs to help Mr. Alvarez.

Ms. Irasema Dimas stated that no taxes must be owed on the property to qualify for help from CDBG

There being no further discussion, Mr. Carl Davis entertained a motion Mr. Ken Jones moved to make this structure an unsafe building. Mr. Michael Davis seconded the motion. Upon a vote, the motion was unanimously approved.

Discussion amongst the board in regards to landlocked property.

Chairman Carl Davis entertained a motion, Mr. Michael Davis motioned to "Table" the demolishing at 1615 N. Los Ebanos Road (rear) for 90 days. Mr. Ken Jones seconded the motion. Upon a vote, the motion was unanimously approved.

Chairman Carl Davis entertained a motion to un-table Item 1.4. Mr. Ken Jones moved to un-table. Mr. Abel Beltran second. Upon a vote, the motion was unanimously approved.

TABLED ITEM # 1.4

Unsafe Structure:

Start: 4:26p.m.

End: 4:32p.m.

2312 N. Citrus Lane

Lot8, Big Orange

R-1

Stephen & Emily Spoor

Ms. Dimas stated that this property was discovered as a dilapidated property in 2021. She mentioned that the water was active and the property had no liens. She also mentioned that she spoke to Mr. Spoor about the demolishing process with the City of Mission and after she did he requested a quote.

Mr. Spoor stated that the property is secured and boarded up. He mentioned that the door that is not boarded up is the access to the structure. He added that he agreed with the City of Mission that it was an unsafe structure. He also mentioned that he did receive a quote from the city of mission but would like some time to shop around for quotes.

Mr. Carl Davis asked that how much time does Mr. Spoor need.

Mr. Spoor stated that he needs 90 days.

Ms. Dimas stated that the case had been going on since 2021. She added that if the board can reduce the time to a month or two months to secure a quote or a demolishing permit.

City Attorney Mr. Victor Flores stated that the option of reduced period of time is with the understanding that if more time was needed he showed progress on the property. He added that if the board tabled it for 60 days the board can always extend it for more time if needed.

There being no further discussion, Mr. Carl Davis entertained a motion Mr. Michael Davis moved to make this structure an unsafe building. Mr. Ken Jones seconded the motion. Upon a vote, the motion was unanimously approved.

Chairman Carl Davis entertained a motion Mr. Ken Jones motioned to "Table" the demolishing for 60 days to secure quotes on demolishing at 2312 N. Citrus Lane. Mr. Michael Davis seconded the motion. Upon a vote, the motion was unanimously approved.

Chairman Carl Davis entertained a motion to un-table item 1.5. Abel Beltran moved to un-table. Mr. Michael Davis second. Upon a vote, the motion was unanimously approved.

TABLED ITEM # 1.5

Unsafe Structure:

Start: 4:32p.m.

End: 4:39p.m.

801 E. Tom Landry

Lot 1, Block A, Wright Addition

R-2

Leonel A. Zamora

Ms. Dimas stated that on May 11, 2023 the city of mission sent a letter to Leonel Zamora for an unsafe structure. She mentioned that the letter was intended for a shed since the city had no access to the home. She also added that a code officer later throughout the year was able to access the home. She added that the house was also dilapidated. She mentioned that the property owner secured the home and getting quotes to remodel the home. She also mentioned that the property owner demolished the shed but the construction debris was still on the property.

Mr. Carl Davis asked that who was the inspector that inspected the home.

Ms. Dimas stated that the first inspector that inspected the shed was Joseph Flores and Mr. Abellino Leal inspected the home.

Mr. Michael Davis asked that who approves the certificate of occupancy.

Ms. Dimas stated that certificate of occupancy's are only issued for new construction.

City Attorney Mr. Victor Flores asked Ms. Dimas that what does the property owner requirements to make it a safe structure.

Ms. Dimas stated that the roof was collapsing, new foundation, new plumbing, new electrical, and leveling the home.

City Attorney Mr. Victor Flores stated but just to make it into a safe structure what does it need.

Ms. Dimas stated that the roof we need to be repaired and leveling the home.

Ms. Dimas stated that the intentions of the property owner is to remodel the home. She added that the main reason she declared it an unsafe structure was vandalism.

Chairman Carl Davis entertained a motion Mr. Michael Davis motioned to "Table" this item to speak to the property owner at 801 E. Tom Landry. Mr. Ken Jones seconded the motion. Upon a vote, the motion was unanimously approved.

ITEM #2.0
ADJOURNMENT

There being no other business, Mr. Ken Jones moved to adjourn. Mr. Abel Beltran seconded the motion. Upon a unanimous vote, the meeting was adjourned at 4:40 p.m.



Carl Davis, Chairman
Building Board of Adjustments & Appeals

**ZONING BOARD OF ADJUSTMENTS
DECEMBER 6, 2023
CITY HALL'S COUNCIL CHAMBERS**

ZBA PRESENT

Alberto Salazar
Heraclio Flores, Jr.
Andrew Riddle
Michael R. De Leon
Dolly Elizondo

ZBA ABSENT

Eluid Reyna
Humberto Garza
Marty Gonzalez

STAFF PRESENT

Susie De Luna
Victor Flores
Irasema Dimas
Jessica Munoz
Alex Hernandez
Arturo Lerma
Nancy Chavira
Joseph Flores

GUESTS PRESENT

Imelda Pena
Guadalupe Garcia
Denis McElligatt
George & Rosemary Weber
Jennifer Gama
Phil Hemenway
Rent Clark
Elsa Gress
Glenh Hamilton
Joe Mohuey
Charlie Meiu
Dave Demorett
Diane Huggan
Luis Hernandez
Joe & Mary
Luis Gonzalez
Daniel & Bertha Newman
Dan Hamilton
Anwar Perez
Luis Verdiguell
Anthony Malone
David Munguia
Rosalva Salinas
Olga Martinez
Lilia Moncayo

CALL TO ORDER

Chairman Alberto Salazar called the meeting to order at 4:32 p.m.

CITIZENS PARTICIPATION

Chairman Alberto Salazar asked if there was anyone in the audience that had anything to present or express that was not on the agenda.

There was none.

APPROVAL OF MINUTES FOR OCTOBER 18, 2023

Chairman Alberto Salazar asked if there were any corrections to the minutes. Mr. Riddle moved to approve the minutes as presented. Mr. Flores seconded the motion. Upon a vote, the motion passed unanimously.

ITEM #1.1

TO KEEP A 5' SIDE SETBACK INSTEAD OF THE REQUIRED 6 & 0' REAR SETBACK INSTEAD OF THE REQUIRED 10' AT 410 DOHERTY AVE., BEING LOT 4, BLOCK 79, MISSION ORIGINAL TOWNSITE, AS REQUESTED BY IMELDA I. PEÑA

Ms. Dimas stated that the subject site is located approximately 100' north of E. 4th Street along the east side of Doherty Avenue. The lot measures 50'x150' for a total of 7,500 sq.ft.

The applicant would like the Board to consider the above-mentioned variances to keep the following: 1) an 8'x35' side carport, 2) a 6'x20' portion of a residential addition, and 3) an 8'x35' carport along the rear of the property. These additions were done in 2014 and 2016 without permits. Ms. Peña mentioned that in 2014 she came to the city to ask for a permit and the person that helped her told her, that he would handle everything. Unfortunately, staff found no records of any permits filed nor issued.

Staff notes that ZBA has not approved any variances within the surrounding blocks

Staff mailed out 21 notices to the surrounding property owners within 200' radius to get their input in regards to this request. As of this writing staff has not received any comments in favor or against the request. Since the lot is not unique in shape and the violation was self-inflicted, staff cannot support the request.

RECOMMENDATION: Staff recommends denial. The structures need to be modified to comply with the required setbacks.

Chairman Alberto Salazar asked if the board had any questions for staff.

Mr. Riddle asked that if the 35x8 was what was in question and not the structure next to it?

Ms. Dimas stated that it was the carport. She added that the structure was built in the 70's. She mentioned that the city allowed double occupancy or double units in the down town area.

Mr. Riddle asked that if one of the carports had electricity?

Ms. Dimas stated that there was the one on the north side, facing Doherty and the other one facing the alley.

Ms. Elizondo stated that there was a structure on the 10' utility easement in the rear.

Ms. Dimas stated that the structure in the rear was built in the 70's. She mentioned that the area was zoned R-2 (Duplex-Fourplex Residential) and it was an allowable use.

Mrs. Imelda Pena who resides at 410 Doherty stated that the county had messed up the dates on when her structures were built. She added that one of the structures in the back was built in the 40's. She mentioned that she came to the city and asked for a permit. She added that the director then followed her home and looked and stated it was fine to build. She stated that the second carport the one on the right she went ahead and built it without permits since the first one was ok to build. She mentioned that she was going to sell the property and was using the carports as storage.

Ms. Elizondo asked that if county had giving Mr. Pena and documentation acknowledging the wrong dates.

Ms. Pena stated "no"

Chairman Alberto Salazar entertained a motion to close the public hearing. Ms. Elizondo moved to close the public hearing. Mr. Riddle seconded the motion. Upon a vote, the motion passed unanimously.

There being no further discussion, Chairman Alberto Salazar entertained a motion for the front carport variance, Mr. Riddle moved to deny the variance request. Ms. Elizondo seconded the motion. Upon a vote, the motion passed unanimously.

Chairman Alberto Salazar entertained a motion for the rear carport variance, Mr. Riddle moved to deny the variance request. Ms. Elizondo seconded the motion. Upon a vote, the motion passed unanimously.

Chairman Alberto Salazar entertained a motion for the residential addition variance, Ms. Elizondo moved to "Table" the variance request to allow staff time to take picture of the residential addition. Mr. Flores seconded the motion. Upon a vote, the motion passed unanimously.

ITEM #1.2

TO KEEP A 0' FRONT SETBACK INSTEAD OF THE REQUIRED 20' & A 3.5' SIDE SETBACK INSTEAD OF THE REQUIRED 6' AT 1305 OBLATE AVE., BEING LOT 8, BLOCK 218, MISSION ORIGINAL TOWNSITE, AS REQUESTED BY ANTONY MALONE

Ms. Dimas stated that the subject site is located approximately 50' north of E. 13th Street along the west side of Oblate Avenue. The lot measures 50'x150' for a total of 7,500 sq.ft.

The applicant would like the Board to consider the above-mentioned variances to keep a 10'x20' carport that was built without a permit. Mr. Malone stated that the carport was to replace an existing carport that was there for over 30 years.

Staff notes that ZBA has not approved any variances within surrounding blocks.

Staff mailed out 16 notices to the surrounding property owners within 200' radius to get their input in regards to this request. As of this writing staff has not received any comments in favor or against the request. Since the lot is not unique in shape and the violation were self-inflicted, staff cannot support the request.

RECOMMENDATION: Staff recommends denial. The structures need to be modified and/or removed to comply with the required setbacks and square footage allowed.

Chairman Alberto Salazar asked if the board had any questions for staff.

Chairman Alberto Salazar asked if the structure was into the right of way?

Mr. Riddle asked that how many feet was the structure into the property line?

Ms. Dimas stated that the structure was on the zero-lot line.

Mr. Anthony Malone who resides at 1305 Oblate Street stated that his biggest mistake was not getting a permit. He added that the reason he built the carport was to protect his car from the heat. He mentioned that his 3-year-old daughter had leukemia and would like to keep his carport to protect her from the chemicals the car releases when it's not protected by a carport.

Chairman Alberto Salazar entertained a motion to close the public hearing. Mr. Riddle moved to close the public hearing. Ms. Elizondo seconded the motion. Upon a vote, the motion passed unanimously.

City Attorney Mr. Victor Flores stated that on Monday an ordinance committee meeting was held to discuss about having an alternate board for reasonable accommodations that would fall into the fair housing (ADA) that

would be more of a permit process that wouldn't be attached to the land. He mentioned that committee had agreed for the city to pursue that change to the ordinance. He stated that amendment can take up to 2 or 3 months to implement for medical exceptions.

There being no further discussion Chairman Alberto Salazar entertained a motion. Ms. Elizondo moved to "Table" the variance request until that ordinance was implemented. Mr. Flores seconded the motion. Upon a vote, the motion passed unanimously.

ITEM #1.3

TO ALLOW REDUCED SETBACKS AND SQ.FT. ON A R-4 ZONE (MOBILE & MODULAR HOME) FOR A MOVE-IN HOME AT 1424 CARMEL DRIVE, BEING LOT 5, BLOCK F, WINTER GREEN ESTATES, AS REQUESTED BY JOANIE MARTUCCI

Ms. Dimas stated that the subject site is located approximately 245' east of Santa Cruz Drive along the south side of Carmel Drive. The lot measures 33'x55' for a total of 1,815 sq.ft.

The applicant would like the Board to consider the above-mentioned variances to allow her to move in a home at the property and meet the following setbacks instead of the required R-1.

Section 1.40 – R-4 Mobile Home district, 3(f) states: One single-family dwelling per lot. Structures must meet the requirements of the R-1 district. The applicant already obtained City Council's approval for the conditional use permit to move in the home. Now she is seeking a variance to the required R-1 setbacks. Staff notes that what the applicant is proposing is mostly consistent with the R-4 zone setbacks with the exception of the side, which she is proposing 5' instead of 6'.

	R-4 setbacks	R-4 setbacks	Proposed setbacks
Front	15'	20'	15'
Rear	5'	10'	5'
Side	6'	6'	5'

Staff notes that ZBA has considered the following variances in this subdivision.

<u>Legal Description</u>	<u>Variance Request</u>	<u>Date of Meeting</u>	<u>Recommendation</u>
Lots 1-24, Blocks F, G, H, I, J, K, L, M	5' Side	3/13/01	Approval
Lot 13, Block M	6.4' Corner	1/17/07	Denied
Lot 1, Block J	13.8' Garage	5/20/15	Approval
Lot 1, Block E	4' Side	12/14/16	Approval

Staff mailed out 56 notices to the surrounding property owners within 200' radius to get their input in regards to this request. As of this write up we haven't received any comments in favor or against the request.

RECOMMENDATION: Staff recommends approval. The applicant's proposal will not have a detrimental effect to the surrounding properties.

Chairman Alberto Salazar asked if the board had any questions for staff.

There was none.

Chairman Alberto Salazar entertained a motion to close the public hearing. Ms. Elizondo moved to close the public hearing. Mr. Flores seconded the motion. Upon a vote, the motion passed unanimously.

There being no discussion Chairman Alberto Salazar entertained a motion Ms. Elizondo moved to approve the variance request as presented. Mr. De Leon second the motion. Upon a vote, the motion passed unanimously.

ITEM #1.4

TO ALLOW A DRIVEWAY ACCESS THROUGH THE REAR OF THE PROPERTY (ESPERANZA AVE.) AT 1504 ALEXA MARIE STREET, BEING LOT 7, CRYSTAL ESTATES PHASE I, AS REQUESTED BY CLAUDIA GARZA

Ms. Dimas stated that the subject site is located at the end of the cul-de-sac of Truman Avenue and Alexa Marie Street. —see vicinity map. The irregular lot measure a total of 8,658 sq. ft.

The applicant is requesting to keep the rear access from Esperanza Street. Crystal Estates Phase I Subdivision was recorded with a plat note that prohibited Lots 6-10 to have rear access to Esperanza Street. All of these lots have double frontage and the applicant would like to have the option to be able to use Esperanza Street. Staff notes that currently the applicant does have an access through Esperanza Street. This violation was discovered by Code Enforcement Department while doing a sweep on the area.

Staff notes that ZBA has approve the following:

<u>Legal Description</u>	<u>Variance Request</u>	<u>Date of Approval</u>
Lots 1-5, Crystal Estates Ph. 2	Allow a driveway from Esperanza St.	11/14/18
Lot 8, Crystal Estates Ph. 1	Allow a driveway from Esperanza St.	4/19/23
Lot 10, Crystal Estates Ph. 1	Allow a driveway from Esperanza St.	4/19/23

Staff mailed out 26 notices to the surrounding property owners within 200' radius to get their input in regards to this request. As of this writing staff has not received any comments in favor or against the request.

RECOMMENDATION: Staff recommends denial, they must comply with subdivision plat.

Chairman Alberto Salazar asked that when the other variances were approved was it required to cut the curb?

Ms. Dimas stated “yes” that is one of the requirements.

Mrs. Claudia Garza who resides at 1504 Alexa Marie stated that she purchased the house 3 years ago. She mentioned that it was beneficial to her and family that the home had a rear access.

Chairman Alberto Salazar entertained a motion to close the public hearing. Ms. Elizondo moved to close the public hearing. Mr. Riddle seconded the motion. Upon a vote, the motion passed unanimously.

Chairman Alberto Salazar entertained a motion. Mr. Riddle moved to approve the variance request. Mr. De Leon seconded the motion. Upon a vote, the motion passed unanimously.

ITEM #1.5

TO KEEP A 5.4' REAR SETBACK INSTEAD OF THE REQUIRED 10' AT 3702 HUMMINGBIRD LANE, BEING LOT 131, RETAMA VILLAGE PHASE 2, AS REQUESTED BY ERIC & JULIE SKINNER

Ms. Dimas stated that the subject site is located approximately 50' west of Kingfisher Lane along the north side of Hummingbird Lane. The lot measures 65' x 125.17' for a total 8,136.05 sq. ft.

The applicant would like the Board to consider the above-mentioned variance to keep an 18'x18' storage, which was built in 2018 without obtaining the proper permits. The applicant did express that the house is vacant and is on the market and they wish to resolve this problem before it sells.

Staff notes that ZBA has considered the following variances within this subdivision.

<u>Legal Description</u>	<u>Variance Request</u>	<u>Date of Meeting</u>	<u>Recommendation</u>
Lot 157	12' Front	8/1/12	Approval
Lot 142	9.2' Rear	5/20/15	Approval
Lot 143	6.8' Rear	5/20/15	Approval
Lot 144	6' Corner	5/20/15	Approval
Lot 129	5' Rear	5/20/15	Approval

Staff mailed out 27 notices to the surrounding property owners within 200' radius to get their input in regards to this request. As of this writing staff has not received any comments in favor or against the request.

RECOMMENDATION: Since it's a self-inflicted violation, staff recommends denial. Structures need to be modified or removed to comply with the required setbacks.

Chairman Alberto Salazar asked if the board had any questions for staff.

Mr. De Leon asked that if all the variances in the area were approved.

Ms. Dimas stated "yes".

Mr. Luis Gonzalez was present representing Mr. & Mrs. Skinner. He stated that Mr. & Mrs. Skinner lived out of town and would like the variance to be approved like the rest in the area.

Chairman Alberto Salazar entertained a motion to close the public hearing. Ms. Elizondo moved to close the public hearing. Mr. De Leon seconded the motion. Upon a vote, the motion passed unanimously.

Chairman Alberto Salazar entertained a motion. Mr. Riddle moved approve the variance request as presented. Mr. Elizondo second the motion. Upon a vote, the motion passed unanimously.

ITEM #1.6

TO KEEP A 0' FRONT SETBACK INSTEAD OF THE REQUIRED 20' AND A 1.5' SIDE SETBACK INSTEAD OF THE REQUIRED 6' AT 111 MINA DE ORO, BEING LOT 19, BLOCK 6, TIERRA DORADA SEC. 2, AS REQUESTED BY GUADALUPE GARCIA

Ms. Dimas stated that the subject site is located approximately 450' south of Tierra Dorada Blvd. along the west side of Mina De Oro St. The lots measures 60' x 100' for a total 6,000 sq. ft.

The applicant would like the Board to consider the above-mentioned variances to keep a 19'x21.6' carport and a 10'x10' storage shed, which were built without obtaining the proper permits. Code Enforcement did a sweep on the subdivision and tagged several properties for construction without a permit sometime back and the property owners are trying to bring their properties into compliance.

Staff notes that ZBA has considered the following variances within this subdivision.

<u>Legal Description</u>	<u>Variance Request</u>	<u>Date of Meeting</u>	<u>Recommendation</u>
Lot 10, Block 13	2' Side	10/20/10	Approval
Lot 12, Block 5	0' Side	11/14/18	Denied
Lot 12, Block 5	14' Front / 4' Side	2/20/19	Approval

Lot 19, Block 4	10' Front / 4' Side	12/4/19	Approval
Lot 12, Block 5	11' Front/ 4" Side	2/19/20	Approval
Lot 3, Block 4	0' East Side/3.6' West Side & 0' Rear	10/18/23	Denied

Staff mailed out 40 notices to the surrounding property owners within 200' radius to get their input in regards to this request. As of this writing staff has not received any comments in favor or against the request.

RECOMMENDATION: Since it's a self-inflicted violation, staff recommends denial. Structure need to be modified or removed to comply with the required setbacks.

Chairman Alberto Salazar asked if the board had any questions for staff.

Ms. Elizondo asked that if the shed was on concrete or block?

Ms. Dimas stated that we didn't have that information because access was not granted to the rear of the property.

Mrs. Lilia Moncayo was present representing her mother who resides at 111 Mina De Oro. She stated that the carport was built by her brother about 10 months ago for her mother to relax outside and for shade.

Chairman Alberto Salazar asked that if the storage shed was on foundation or on blocks?

Mrs. Moncayo stated that the shed was on blocks.

Mr. Riddle asked Mrs. Moncayo that if her mother had any medical disabilities?

Mrs. Moncayo stated that her mother is turning 81 and she had mobility problems.

Chairman Alberto Salazar entertained a motion to close the public hearing. Ms. Elizondo moved to close the public hearing. Mr. Riddle seconded the motion. Upon a vote, the motion passed unanimously.

The first item being discussed is the shed.

Chairman Alberto Salazar entertained a motion. Mr. Riddle moved to approve the variance for the 10x10 storage shed. Mr. De Leon second the motion. Upon a vote, the motion passed unanimously.

The second item being discussed is the carport.

Chairman Alberto Salazar entertained a motion. Ms. Elizondo moved to approve "Table" the variance request for the carport. Mr. De Leon second the motion. Upon a vote, the motion passed unanimously.

ITEM #1.7

TO KEEP A 0' SIDE SETBACK INSTEAD OF THE REQUIRED 6' AT 1900 TENCHA STREET, BEING LOT 150, SOUTHERN OAK PHASE 2, AS REQUESTED BY ROXANNE VASQUEZ

Ms. Dimas stated that the subject site is located approximately 700' east of Tulipan Avenue along the north side of Tencha Street. The lots measures 61.09' x 105' for a total 6,414 sq. ft.

The applicant would like the Board to consider the above-mentioned variance to keep a 19'x37.9' carport, which was built without obtaining the proper permits. This violation was tagged by Code Enforcement in 2019

and since then they have opened several cases trying to get Ms. Vasquez to comply. Staff notes that recently Ms. Vasquez added rain gutters to the carport.

Staff notes that ZBA has considered the following variances within this subdivision.

<u>Legal Description</u>	<u>Variance Request</u>	<u>Date of Meeting</u>	<u>Recommendation</u>
Lot 161	2' Side	11/15/19	Approval
Lot 100	0' Side east / 2.9' Side west/ 0' Rear	3/17/21	Denied
Lot 100	3' Side east/2.4' Side west/ 2.4' & 0' Rear	4/19/23	Denied

Staff mailed out 33 notices to the surrounding property owners within 200' radius to get their input in regards to this request. As of this writing staff has received 1 call against the request.

RECOMMENDATION: Since it's a self-inflicted violation, staff recommends denial. Structure need to be modified or removed to comply with the required setbacks.

Chairman Alberto Salazar asked if the board had questions for staff.

Ms. Elizondo asked that what does open cases mean?

Ms. Dimas stated that they have 3 open cases against Mrs. Vasquez to comply.

Chairman Salazar asked if the canopy was behind the property line.

Ms. Dimas stated that is was on the property line. She added that Mrs. Vasquez just added rain gutters.

Ms. Elizondo asked that what was the reason for the no communication with Mrs. Vasquez.

Ms. Dimas stated that Mrs. Vasquez was a nurse and worked nights.

City Attorney Mr. Victor Flores stated that it was a period during covid and those cases took some time to get seen.

Chairman Alberto Salazar asked if the applicant was present.

Ms. Dimas stated that the applicant was not present due to covid.

Chairman Alberto Salazar entertained a motion to close the public hearing. Ms. Elizondo moved to close the public hearing. Mr. Riddle seconded the motion. Upon a vote, the motion passed unanimously.

Chairman Alberto Salazar entertained a motion. Ms. Elizondo moved to "Table" the item until the applicant was present. Mr. De Leon seconded the motion. Upon a vote, the motion passed unanimously.

ITEM #1.8

TO KEEP A 3' SIDE SETBACK INSTEAD OF THE REQUIRED 5' AND A 1' REAR SETBACK INSTEAD OF THE REQUIRED 10' AT 3204 SAN GABRIEL, BEING LOT 89, SHARYLAND PLANTATION VILLAGE LOMA VERDE PHASE 3, AS REQUESTED BY LUIS F. CANTU HERNANDEZ

Ms. Dimas stated that the subject site is located approximately 117' east of Santa Fe along the south side of San Gabriel Street. The lots measures 60' x 100' for a total 6,000 sq. ft.

The applicant would like the Board to consider the above-mentioned variances to keep an 8'x10' shed and a 6.5'x13.5' pergola, which were built without obtaining the proper permits. Code Enforcement has tagged several properties for construction without a permit in the Sharyland Plantation area.

The aerial shows a structure on the west side of the property encroaching into the side setback, however the structure has been relocated and now is complying.

Staff notes that ZBA has not considered any variances within this subdivision.

Staff mailed out 36 notices to the surrounding property owners within 200' radius to get their input in regards to this request. As of this writing staff has not received any comments in favor or against the request.

RECOMMENDATION: Since it's a self-inflicted violation, staff recommends denial. Structure need to be modified or removed to comply with the required setbacks.

Chairman Alberto Salazar asked if the board had questions for staff.

Mr. Riddle asked that if the HOA was involved in this case?

Ms. Dimas stated that she emailed the HOA but didn't get a response.

Mr. De Leon stated that maybe there's no HOA.

Ms. Dimas stated "yes" that area is the Sharyland Plantation area.

Ms. Elizondo stated that the Sharyland Plantation area has an HOA and an Architectural Control Committee.

Mr. Fernando Cantu who resides at 3204 San Gabriel stated that he purchased the home 9 years ago. He added that he built the pergola without knowing he needed a permit. He added that if the pergola needed to be removed he would remove it. He stated that the storage shed had been there since he purchased the home.

Mr. Riddle asked that if he purchased the home through a title company?

Mr. Cantu stated "yes".

Mr. Riddle asked that if we can get a copy of the title commitment to check if there was an exemption for the storage shed.

Chairman Alberto Salazar entertained a motion to close the public hearing. Ms. Elizondo moved to close the public hearing. Mr. Riddle seconded the motion. Upon a vote, the motion passed unanimously.

The first item to be considered is the shed.

Chairman Alberto Salazar entertained a motion. Mr. Riddle moved to "Table" the item. Mr. De Leon seconded the motion. Upon a vote, the motion passed unanimously.

The second item to be considered is the pergola.

Mr. De Leon asked that if the property had any utility easements in the rear.

Ms. Dimas stated "yes"

Chairman Alberto Salazar entertained a motion. Mr. Riddle moved to "Table" the item. Mr. De Leon seconded the motion. Upon a vote, the motion passed unanimously.

Discussion amongst the board.

ITEM #1.9

TO KEEP A 10' GARAGE SETBACK INSTEAD OF THE REQUIRED 18' AT 4003 AZUCENA STREET, BEING LOT 60, COLINAS DEL RIO PHASE 2, AS REQUESTED BY ROSALVA SALINAS

Ms. Dimas stated that the subject site is located approximately 70' north of Azalea Street along the west side of Azucena Street. The lots measures 60' x 100' for a total 6,000 sq. ft.

The applicant would like the Board to consider the above-mentioned variance to keep a 20'x25' carport, which was built without obtaining the proper permits. It is noted that there are 2 other structures on the rear of the property encroaching into setbacks. Planning Staff tried contacting the applicant in order to give us access to take pictures and measurements and were unsuccessful.

Staff notes that ZBA has considered the following variances within this subdivision.

<u>Legal Description</u>	<u>Variance Request</u>	<u>Date of Meeting</u>	<u>Recommendation</u>
Lot 19, Phase III	0' Front/5.7' Side	4/21/21	Denied
Lot 59, Phase II	0' Front/3' Side/1' Rear	9/20/23	Approval

Staff mailed out 35 notices to the surrounding property owners within 200' radius to get their input in regards to this request. As of this writing staff has not received any comments in favor or against the request.

RECOMMENDATION: Staff recommends to Table the item until all measurements and pictures are taken.

Chairman Alberto Salazar asked if the board had questions for staff.

There was none.

Mrs. Rosalva Salinas who resides at 4003 Azucena stated that she was aware that she needed to obtain a building permit. She stated that someone from the city told her she could built the carport where it was at. She mentioned that since she had the material at her house it was easy just to start building it without a permit.

Ms. Dimas stated that the board had to address the structures in the back and Mrs. Salinas needed to give the city access to take pictures and measure.

Mrs. Salinas stated that she was not aware that permits were needed for any structures in the rear of her property.

Chairman Alberto Salazar entertained a motion to close the public hearing. Ms. Elizondo moved to close the public hearing. Mr. De Leon seconded the motion. Upon a vote, the motion passed unanimously.

Chairman Alberto Salazar entertained a motion. Mr. Salazar moved to "Table" the item. Ms. Elizondo seconded the motion. Upon a vote, the motion passed unanimously.

Chairman Alberto Salazar entertained a motion to remove the item from "Table". Ms. Elizondo moved to remove the item from the table. Mr. De Leon seconded the motion. Upon a vote, the motion passed unanimously.

ITEM #2.0

TABLED: TO KEEP A 0' CORNER SIDE SETBACK INSTEAD OF THE REQUIRED 10', 0' SIDE SETBACK INSTEAD OF THE REQUIRED 5', AND A 2' REAR SETBACK INSTEAD OF THE REQUIRED 12' U.E. AT 3709 SAN RODRIGO, BEING LOT 10, SHARYLAND PLANTATION VILLAGE LAS PALMAS DEL REY, AS REQUESTED BY LUIS VERDIGUEL

Ms. Dimas stated that this item was previously tabled on October 15, 2023 in order to allow the property owner time to get with 811 to spot any utility lines within the property and get with the HOA. As of this write up staff has not received any information.

The subject site is located on the Northwest corner of Santa Lorena and San Rodrigo. The lot measures 65'x110' for a total 7,150 sq.ft.

The applicant would like the Board to consider the above-mentioned variances to keep the following: a 6' x 15' shed, an attached pergola to the home, and a 5' x 20' pergola, which were built without obtaining the proper permits. The first violation was discovered by the Code Enforcement Division when doing a sweep in the area.

Staff notes that ZBA has considered the following variances within this subdivision.

<u>Legal Description</u>	<u>Variance Request</u>	<u>Date of Meeting</u>	<u>Recommendation</u>
Lots 1, 10 & 11, 28 & 29, 34 & 35, 40 & 41, and 70	10' corner setback	5/9/00	Approved

It is noted that previously this property obtained a variance for the corner setback to be at 10' instead of the platted note of 15. Staff mailed out 29 notices to the surrounding property owners within 200' radius to get their input in regards to this request. As of this writing staff has not received any comments in favor or against the request.

RECOMMENDATION: Since it's a self-inflicted violation, staff recommends denial. Structures need to be modified to comply with the required setbacks.

Chairman Alberto Salazar asked if the board had questions for staff.

Chairman Alberto Salazar stated that Ms. Dimas stated that the setback was moved once.

Ms. Dimas stated that the original corner side setback was 15'. She added that a mass variance was done for the corner side setback.

Chairman Alberto Salazar asked if the applicant was present.

Mr. Luis Verdiguél who resides at 3709 San Rodrigo stated that he was the original owner of the home and one of the first ones to build on that subdivision. He added that he submitted an approval to the HOA and it was denied. He mentioned that he called 811 to mark the utilities in the back but the company didn't find and utilities. He added that he built the pergola back in 2021 and would like the board to approve his variance. He mentioned that the other item was his shed and was denied by the HOA and needed to be moved.

Chairman Alberto Salazar entertained a motion to close the public hearing. Ms. Elizondo moved to close the public hearing. Mr. De Leon seconded the motion. Upon a vote, the motion passed unanimously.

Mr. De Leon stated that the subdivision was very common for structures on setbacks.

First item being discussed is the shed.

Chairman Alberto Salazar entertained a motion. Mr. Salazar moved to deny the item. Ms. Elizondo seconded the motion. Upon a vote, the motion passed 3-1.

The second item to discussed is the pergola.

Discussion amongst the board.

Chairman Alberto Salazar entertained a motion. Mr. De Leon moved to approve the item subject to its footprints. Ms. Elizondo seconded the motion. Upon a vote, the motion passed unanimously.

Chairman Alberto Salazar entertained a motion to remove the item from "Table". Ms. Elizondo moved to remove the item from the table. Mr. Flores seconded the motion. Upon a vote, the motion passed unanimously.

ITEM #2.1

TABLED: TO KEEP A 19" SIDE SETBACK INSTEAD OF THE REQUIRED 6', A 4.7' REAR SETBACK INSTEAD OF THE REQUIRED 10' AND TO KEEP A TOTAL OF 1,946 SQ.FT. INSTEAD OF THE 40% ALLOWED FOR LIVING AREA AT 1617 HERITAGE LANE, BEING LOT 9, BLOCK 1, GOLDEN CREST MANOR, AS REQUESTED BY ANWAR H. PEREZ

Ms. Dimas stated that this item was previously tabled on October 15, 2023 in order to allow the property owner time to get 3 quotes showing the cost of compliance with zoning ordinance is greater than 50% of the appraised value of the structures. The applicant has submitted the quotes for review. The total value for the carport and garage is \$54,773 as per the Hidalgo County Appraisal District. Based on the quotes submitted the cost is not greater than 50% of the appraised value.

The subject site is located at the northwest corner of the cul-de-sac between Heritage Lane and Dr. Fernando Ortegon Drive. The irregular lot measures 118'x131.50' for a total 15,517 sq.ft.

The applicant would like the Board to consider the above-mentioned variances to keep the following: 1) a 60'x23' carport/garage, which were built without obtaining the proper permits and 2) to allow 1,146 sq.ft. over the maximum sq.ft.

Accessory structures are allowed on R-1 (Single Family Residential) lots, however, they need to meet the following requirements.

- d) An accessory use customarily related to a principal use authorized in this district. Furthermore, any non-living accessory structure, such as a carport or a garage, whether as an addition or as a detached building, shall not exceed a maximum size equal to 40% of the primary structure's living area; and shall not exceed the primary structure's total height, as measured to the top of its roof. However, if the primary structure's living area totals less than 2,000 square feet, the accessory structure may be constructed to a maximum size of 800 square feet. It is noted that total living area of the home is 2,954 sq. ft. (2954 x 40%=1,182)

Staff notes that ZBA has considered the following variances within this subdivision.

<u>Legal Description</u>	<u>Variance Request</u>	<u>Date of Meeting</u>	<u>Recommendation</u>
Lot 1, Block 2	3' corner setback	8/14/01	Denied
Lot 17, Block 4	2' side setback & 6.6" rear setback	1/25/21	Approval
Lot 20, Block 4	0'side setback to the east; 1.3' side	1/25/21	Denied

Lot 18, Block 4	setback to the west & 0' rear setback		
Lots 21 & 22, Block 4	3.6' side setback & 1' rear setback	3/3/21	Approval
Lot 6, Block 3	6.5' rear setback	3/3/21	Approval
Lot 7, Block 3	1' side setback & 10" rear setback	3/3/21	Approval
Lot 6, Block 2	4' side setback & 5' rear setback	3/3/21	Approval
	0' side setback & 0' rear setback	11/16/22	Approval

Staff mailed out 18 notices to the surrounding property owners within 200' radius to get their input in regards to this request. As of this writing staff has not received any comments in favor or against the request.

RECOMMENDATION: Since it's a self-inflicted violation, staff recommends denial. The structures need to be modified and/or removed to comply with the required setbacks and square footage.

Chairman Alberto Salazar asked if the board had questions for staff.

There was none.

Mr. Anwar Perez who resides at 1617 Hertiage Lane. He stated that last time I was here was asked to present 3 quotes to remove structures or to modify. He added that he would like the board to grant his variance.

Chairman Alberto Salazar entertained a motion to close the public hearing. Ms. Elizondo moved to close the public hearing. Mr. De Leon seconded the motion. Upon a vote, the motion passed unanimously.

Chairman Alberto Salazar asked what was the appraised value?

Ms. Dimas stated that is was \$54,000.

Mr. De Leon stated that is was not greater than 50%.

Ms. Dimas stated that the garage was valued at \$22,838 and the carport at \$31,162.

There being no further comments, Chairman Alberto Salazar entertained a motion. Ms. Elizondo moved to approve the item due to the irregularity of the property subject to its footprints. Mr. De Luna seconded the motion. Upon a vote, the motion passed unanimously.

Chairman Alberto Salazar entertained a motion to remove the item from "Table". Ms. Elizondo moved to remove the item from the table. Mr. De Leon seconded the motion. Upon a vote, the motion passed unanimously.

ITEM #2.2

TABLED: TO KEEP A 0' FRONT SETBACK INSTEAD OF THE REQUIRED 20', A 2' SIDE SETBACK INSTEAD OF THE REQUIRED 6' AND TO KEEP A TOTAL OF 1,386 SQ.FT. INSTEAD OF THE 800 SQ.FT. MAXIMUM ALLOWED AT 3000 TULIPAN STREET, BEING LOT 51, TAURUS ESTATES NO. 3, AS REQUESTED BY OLGA MARTINEZ

Ms. Dimas stated that this item was previously tabled on October 15, 2023 in order to allow the property owner time to provide medical records for her son. As of this write-up, staff has not received any information from the applicant.

The subject site is located approximately 234' south of Giselle Street along the east side of Tulipan Street. The lot measures 60' x 117.50' for a total 7,050 sq. ft.

The applicant would like the Board to consider the above-mentioned variances to keep: 1) a 19.9' x 19.9' carport, 2) a 12'x12' storage shed, which were built without obtaining the proper permits; and to allow 587 sq.ft. over the maximum allowed.

Accessory structures are allowed on R-1 (Single Family Residential) lots, however, they need to meet the following requirements.

- d) An accessory use customarily related to a principal use authorized in this district. Furthermore, any non-living accessory structure, such as a carport or a garage, whether as an addition or as a detached building, shall not exceed a maximum size equal to 40% of the primary structure's living area; and shall not exceed the primary structure's total height, as measured to the top of its roof. However, if the primary structure's living area totals less than 2,000 square feet, the accessory structure may be constructed to a maximum size of 800 square feet. It is noted that total living area of the home is 1,252 sq. ft.

Staff notes that ZBA previously had approved the following:

<u>Legal Description</u>	<u>Variance Request</u>	<u>Date of Meeting</u>	<u>Recommendation</u>
Lot 3	19.5' front setback	9/11/01	Approved

Staff mailed out 29 notices to the surrounding property owners within 200' radius to get their input in regards to this request. As of this writing staff has not received any comments in favor or against the request. Since the lot is not unique in shape and the violation was self-inflicted, staff cannot support the request.

RECOMMENDATION: Staff recommends denial. The structures need to be modified and/or removed to comply with the required setback and square footage.

Chairman Alberto Salazar entertained a motion to close the public hearing. Ms. Elizondo moved to close the public hearing. Mr. De Leon seconded the motion. Upon a vote, the motion passed unanimously.

There being no discussion or comments, Chairman Alberto Salazar entertained a motion. Mr. Salazar moved to "Table" the item for medical reasons. Mr. De Leon seconded the motion. Upon a vote, the motion passed unanimously.

ITEM #2.3

TO KEEP A 6' FRONT SETBACK INSTEAD OF THE REQUIRED 15' & A 0' SIDE SETBACK INSTEAD OF THE REQUIRED 6' AT 1735 E. SAN JUAN, BEING LOT 21, BLOCK 10, FIESTA VILLAGE, AS REQUESTED BY ROSEMARY WEBER

Ms. Dimas stated that the subject site is located approximately 450' east of Laredo Blvd. along the north side of San Juan Ave. The lot measures 44.53'x55' for a total 2,449 sq. ft.

The applicant would like the Board to consider the above-mentioned variance to keep a 17'x48' carport, which was built in 2016 without a permit.

Staff notes that the applicant had applied for a variance in 2019 for a 0' front and side setbacks and were denied. Mr. Weber modified the carport to comply with the side setback however failed to comply with the front setback. Since 2019, Mr. Weber has had at least 3 strokes and is requesting that the Board reconsider his original variance request.

Staff notes that ZBA has considered the following variances within this subdivision.

<u>Legal Description</u>	<u>Variance Request</u>	<u>Date of Meeting</u>	<u>Recommendation</u>
Corner Lots	5' corner	4/10/01	Approval

ITEM #2.4

TO KEEP A 0' FRONT SETBACK INSTEAD OF THE REQUIRED 15' & A 0' REAR SETBACK INSTEAD OF THE REQUIRED 6' AT 1729 DALOBO BLVD., BEING LOT 146, MISSION PALMS ESTATES EAST, AS REQUESTED BY DAVID MUNGUIA

Ms. Dimas stated that the subject site is located approximately 645' east of Laredo Blvd. along the north side of Dalobo Blvd. The lots measures 40' x 80' for a total 3,200 sq. ft.

The applicant would like the Board to consider the above-mentioned variance to keep a 14'x20' carport, and an 8'x10' storage shed which were built without obtaining the proper permits. Staff was unable to take pictures and measurements on the storage shed.

Staff notes that ZBA has not considered any variances within this subdivision.

Staff mailed out 38 notices to the surrounding property owners within 200' radius to get their input in regards to this request. As of this writing staff has not received any comments in favor or against the request.

RECOMMENDATION: Staff recommends to Table the item until all measurements and pictures are taken.

Chairman Alberto Salazar entertained a motion to "Table" the item to give staff time to take measurements of the structures on the rear of the property. Ms. Elizondo moved to "Table" the item. Mr. Flores seconded the motion. Upon a vote, the motion passed unanimously.

ITEM #2.5

TO KEEP A 7' GARAGE SETBACK INSTEAD OF THE REQUIRED 18', 0' SIDE SETBACK INSTEAD OF THE REQUIRED 6' AND 0' REAR SETBACK INSTEAD OF THE REQUIRED 10' AT 1808 W. 15TH STREET, BEING LOT 245, SOUTHERN OAK PH. 3, AS REQUESTED BY ELSA M. GRESS

Ms. Dimas stated that the subject site is located approximately 130' west of Crisantema Ave. along the north side of W. 15th Street. The lots measures 60' x 105' for a total 6,300 sq. ft.

The applicant would like the Board to consider the above-mentioned variance to keep a 16.6'x20.10' carport, which was built without obtaining the proper permits. It is noted that there are several other structures on the sides and rear of the property encroaching into setbacks. Planning Staff tried contacting the applicant in order to give us access to take pictures and measurements and were unsuccessful.

Staff notes that ZBA has considered the following variances within this subdivision.

<u>Legal Description</u>	<u>Variance Request</u>	<u>Date of Meeting</u>	<u>Recommendation</u>
Lot 190, Phase III	0' side	2/18/15	Approval
Lot 191, Phase III	0' side	2/18/15	Approval
Lot 292, Phase III	6" side	12/4/19	Approval
Lot 133, Phase III	1' side	12/4/19	Tabled
Lot 189, Phase III	0' side	2/19/20	Approval
Lot 217, Phase III	1' & 2' side & 3' rear	2/16/22	Denied
Lot 261, Phase III	6.6' side	12/21/22	Denied

Planning Staff was denied access to the rest of the property; therefore, we were unable to get the measurements on other encroachments.

Staff mailed out 40 notices to the surrounding property owners within 200' radius to get their input in regards to this request. As of this writing staff has not received any comments in favor or against the request.

RECOMMENDATION: Staff recommends to Table the item until all measurements and pictures are taken.

Chairman Alberto Salazar entertained a motion to "Table" the item to give staff time to take measurements of the structures on the rear of the property. Ms. Elizondo moved to "Table" the item. Mr. Flores seconded the motion. Upon a vote, the motion passed unanimously.

3.0 OTHER BUSINESS

There was none.

4.0 ADJOURNMENT

There being no further business, Ms. Elizondo moved to adjourn. Mr. De Leon seconded the motion. Upon a vote, the motion passed unanimously at 6:39 p.m.



Alberto Salazar, Chairman
Zoning Board of Adjustments

**ZONING BOARD OF ADJUSTMENTS
JANUARY 22, 2024
CITY HALL'S COUNCIL CHAMBERS**

ZBA PRESENT

Alberto Salazar
Heracilio Flores, Jr.
Dolly Elizondo
Andrew Riddle
Humberto Garza
Marty Gonzalez

ZBA ABSENT

Ellud Reyna
Michael De Leon

STAFF PRESENT

Susie De Luna
Victor Flores
Jessica Munoz
Alex Hernandez

GUESTS PRESENT

Diana Izaguirre
Ingrid Izaguirre
Tycen Hanna

CALL TO ORDER

Chairman Mr. Alberto Salazar called the meeting to order at 12:03p.m.

CITIZENS PARTICIPATION

Chairman Mr. Alberto Salazar asked if there was anyone in the audience that had anything to present or express that was not on the agenda.

There was none.

APPROVAL OF MINUTES FOR DECEMBER 20, 2023

Chairman Alberto Salazar asked if there were any corrections to the minutes. Ms. Elizondo moved to approve the minutes as presented. Mr. Riddle seconded the motion. Upon a vote, the motion passed unanimously.

ITEM #1.1

Election of Chairman and Vice-Chairman

Ms. Elizondo moved to elect Mr. Alberto Salazar as Chairman and Mr. Andrew Riddle as Vice Chairman. Mr. Garza seconded the motion. Upon a vote, the motion passed unanimously.

ITEM #1.2

TO ALLOW A 228 SQ. FT. GROUND POLE SIGN INSTEAD OF THE MAXIMUM 200 SQ.FT AT 2200 N. CONWAY AVENUE, BEING LOT 1, CONWAY HEIGHTS (RE-PLAT), AS REQUESTED BY I DECAL/ROGELIO AREVALO

Ms. De Luna stated that the subject site is located ¼ mile south of E. Griffin Parkway (FM 495) along the east side of Conway Avenue. The lot measures 300'x300' measuring a total 90,000 sq.ft.

The applicant would like the Board to consider the above-mentioned variance to allow the construction of a 19'x12' ground pole sign.

Section 86-154.2(e)2 states: Maximum size: One square foot per every linear foot of frontage to a public street, not to exceed 200 square feet per face. In the case of a multiunit complex a tenant sign may not exceed 200 square feet.

Staff mailed out 24 notices to the surrounding property owners within 200' radius to get their input in regards to this request. As of this writing staff has not received any comments in favor or against the request.

RECOMMENDATION: Staff has no objection to the 228 sq.ft. ground pole sign.

Chairman Alberto Salazar asked that if there was anyone in favor or against this variance.

There was none.

Chairman Alberto Salazar entertained a motion to close the public hearing. Ms. Elizondo moved to close the public hearing. Mr. Riddle seconded the motion. Upon a vote, the motion passed unanimously.

There being no discussion further discussion Chairman Alberto Salazar entertained a motion Ms. Elizondo moved to approve the variance request. Mr. Garza seconded the motion. Upon a vote, the motion passed unanimously.

ITEM #1.3

TO ALLOW A 12.3' GARAGE SETBACK INSTEAD OF THE REQUIRED 18' AND A 17' DRIVEWAY SETBACK INSTEAD OF THE REQUIRED 40' FROM INTERSECTION, AT 2504 MELODY COURT, BEING LOT 33, TAYLOR VILLAGE SUBDIVISION, AS REQUESTED TYCEN HANNA

Ms. De Luna stated that the subject site is located on the northeast corner of E. 25th Street and Melody Court. The irregular lot measures a total of 8,195 sq.ft. The applicant would like the Board to consider the above-mentioned variances for the construction of his new home to include the garage at 12.3' and a 17' circular driveway.

The City's standards manual requires a driveway to be a minimum of 40' away from any corner. Staff notes that ZBA has not considered any variances in this subdivision.

Staff mailed out 28 notices to the surrounding property owners within 200' radius to get their input in regards to this request. The applicant submitted a letter of approval from the Architectural Committee for Taylor Village Homeowners Association, Inc. approving the rendering.

RECOMMENDATION: Staff recommends denial the plans can be modified to comply with the required setbacks.

Chairman Alberto Salazar asked if the applicant was present?

Ms. Diana Izaguirre who was representing Mr. Tyler Hanna stated that it was the last lot in that subdivision and an irregular lot. She mentioned that the plans were reviewed by the HOA and got approved. She added that the only difference was that instead of the garage facing inside the lot it would face the street. She stated that it was a very irregular lot and that was why the variance was requested.

Mr. Riddle asked that if a circular driveway being built in the driveway?

Ms. Diana Izaguirre stated "yes"

Chairman Alberto Salazar entertained a motion to close the public hearing. Ms. Elizondo moved to close the public hearing. Mr. Garza seconded the motion. Upon a vote, the motion passed unanimously.

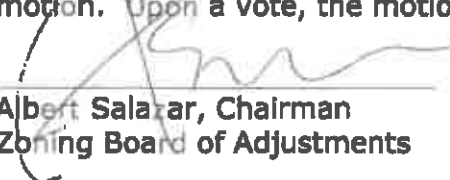
There being no discussion further discussion Chairman Alberto Salazar entertained a motion. Ms. Elizondo moved to approve the variance request. Mr. Garza seconded the motion. Upon a vote, the motion passed unanimously.

2.0 OTHER BUSINESS

There was none.

3.0 ADJOURNMENT

There being no further business, Ms. Elizondo moved to adjourn. Mr. Garza seconded the motion. Upon a vote, the motion passed unanimously at 12:16 p.m.



Albert Salazar, Chairman
Zoning Board of Adjustments

CITIZEN'S ADVISORY COMMITTEE
March 26, 2024
Public Hearing/Regular Meeting

Members Present

Lorenzo Garza, Chairman
Zoreida Lopez, Vice-Chairwoman
Roxanne Mendez
Monika Rosales-Flores
Marsha Terry
Alma Garcia
Emigdio Villanueva, Jr.

Members Absent

Cynthia Pacheco
Francisco Cadena

Staff Present

Jo Anne Longoria
Esther Rivera
Danny Sanchez

Guests Present

Rolando Florez- LRGVDC- Area Agency on Aging
David Perez- Comfort House
Monica Villarreal- Amigos Del Valle
Dianira Gonzalez- Amigos Del Valle
Roxanne Ramirez- Hope Family Health
Abel Bocanegra- City of Mission- Engineering Department
Michael Elizalde- City of Mission- Grants Department
Steven Kotsatos- City of Mission- Health Department
Chief Cesar Torres- City of Mission- Police Department
Frank Martinez- Children's Advocacy Center
Pat Blum- Children's Advocacy Center
Tina Martin- Children's Advocacy Center
Inex Vargas- Children's Advocacy Center
Jesus Sanchez- Children's Advocacy Center
Veronica Whitacre- CASA of Hidalgo and Starr Counties
Brad Bentsen- City of Mission- Parks and Recreation Department
Yenni Espinosa- City of Mission- Speer Memorial Library
Belen Gutierrez- ToGive International
Augusto Contreras- ToGive International
Anna Tirado- Creative Art Studio
Karla Montemayor- Affordable Homes of South Texas, Inc.
Dee Ochoa- Silver Ribbon Community Partners
Sandra Bagwell- Advocate for Fentanyl Awareness
Virginia Passamentt- City of Mission- Police Department
Jesse Pena- City of Mission- Police Department

Call Public Hearing to Order and Establish Quorum

Chairman Lorenzo Garza called Public Hearing to order at 5:33 pm. Mr. Danny Sanchez conducted roll call. He stated that seven (7) members were present therefore there was a quorum.

Citizens Participation

Chairman Garza asked if there were any citizens present to discuss any items on the agenda or to express their concerns. With no one present, and no comments, he continued with the next item.

Presentation on the Needs of City for Annual Action Plan FY 2024-2025

Chairman Garza stated that each presenter has approximately ten minutes to present their request and to state their name and the agency/department they're representing. He then asked the Citizen's Advisory Committee members and CDBG staff to introduce themselves. He explained that there would be a minor change to the order of presentations.

City of Mission- Engineering Department

Chairman Garza called on Engineering Department. Mr. Abel Bocanegra, City Engineer/Director introduced himself and presented a drainage construction project near the Astroland area. He explained that construction is needed for flooding alleviation from storms that the area is not equipped to handle when natural disasters occur. Mr. Bocanegra concluded by stating that the Engineering Department is requesting \$150,000 from CDBG funding as matching funds to continue construction for drainage and grant administration. After a brief discussion, Chairman Garza thanked Mr. Bocanegra and proceeded with the next presentation.

C.A.M.P University

Chairman Garza called on CAMP University. Ms. Pam Voss, Executive Director introduced herself and continued with a brief description on C.A.M.P University. She stated that C.A.M.P University is a day habilitation program that provides opportunities for young adults with special needs to continue developing life and social skills after high school and are requesting \$10,000.00 for ten special needs individuals. She explained that the program promotes staying active socially, mentally, and physically in order to reach their own maximum potential. Ms. Voss then mentioned that the requested amount would cover the salaries for the teachers and help minimize the cost per beneficiary attending. After a brief discussion, Chairman Garza thanked Ms. Voss and proceeded with the next presentation.

Affordable Homes of South Texas, Inc.

Chairman Garza then called on Affordable Homes of South Texas, Inc. Ms. Karla Montemayor, Grants Specialist introduced herself and explained their request for \$233,300.00 will assist eligible low to moderate income families to become first-time homeowners by subsidizing the mortgage principal amounts to make loan payments affordable. She mentioned the funds would benefit fourteen families with a projected subsidy of \$15,000.00. She stated that \$210,000.00 would be used for the homeownership assistance and \$23,300.00 would be for administrative costs. After a brief discussion, Chairman Garza thanked Ms. Montemayor and proceeded with the presentation.

Public Service Agencies

Amigos Del Valle

Ms. Monica Villarreal, Finance Director and Ms. Dianira Gonzalez, Nutrition Coordinator introduced themselves to the committee members. Ms. Villarreal presented the services they offer for senior housing assistance, congregate meals, meals on wheels, transportation, and free meals for veterans. She explained that they are currently offering daily hot meals and activities to senior citizens at their Amigos Del Valle Mission location. Ms. Villarreal provided a brief summary of the request for \$65,000.00 to serve 10,062 meals to forty homebound seniors. Funding will cover a meal for 250 serving days at a reimbursement rate

at \$6.48 per meal which has a slight increase from the prior year. After a brief discussion, Chairman Garza thanked Ms. Villarreal and Ms. Gonzalez and proceeded with the next presentation.

CASA of Hidalgo County

Ms. Veronica Whitacre, Executive Director introduced herself and thanked the committee for their support. She provided a brief summary of the request for \$2,000.00 to provide services to four abused and neglected children by representing them during court proceedings. She mentioned that the agency continues with challenges to serve due to the removal process: CPS is required to classify the situation as being in imminent danger (House Bill-567). She explained that funds are utilized for salaries for Case Managers. After a brief discussion, Chairman Garza thanked Ms. Whitacre and proceeded with the presentation.

Comfort House Services, Inc.

Mr. David Perez, Administrator introduced himself and thanked the members for their support. He explained the agency provides twenty-four-hour palliative care to five terminally ill individuals who have a prognosis of four months or less to live. He stated there is a ten-bedroom home in McAllen where they house individuals from the Rio Grande Valley and surrounding counties. The requested amount of \$5,000.00 will pay for small salary portion for caregivers that will provide terminally ill individuals with the best support and care before the patient passes. After a brief discussion, Chairman Garza thanked Mr. Perez and proceeded with the next presentation.

Children's Advocacy Center

Mr. Jesus Sanchez, Executive Director, Inex Vargas, Frank Martinez, Pat Blum, and Tina Martinez from the Children Advocacy Center's advisory committee introduced themselves. Mr. Sanchez explained that the agency has been serving the community for over 24 years by providing family advocacy to children to address their needs and provide mental health services. Ms. Vargas stated that the agency works with Child Protective Services, Police Departments and other agencies. Mr. Sanchez stated that the funding will be used for salaries for a coordinated team investigation to reduce the emotional trauma on child abuse victims. Additional services include sexual assault examinations, child/play therapy intervention counseling, case review, long term individual and family counseling, case tracking and follow up services. Mr. Sanchez stated that the agency is requesting \$20,000.00 to assist one-hundred abused children. After a brief discussion, Chairman Garza thanked Mr. Sanchez, Ms. Vargas, Mr. Martinez, Ms. Blum, and Ms. Martinez and proceeded with the next presentation.

LRGVDC- Area Agency on Aging

Minor Residential Repairs

Mr. Rolando Flores, Program Specialist introduced himself, thanked everyone for their support and explained that they are requesting \$20,000.00 for thirty elderly senior citizens for health maintenance (prescribed medication and medical supply equipment), residential repairs/modifications, and homemaker services (housekeeping, home management, and meal preparation). This budget would be used to pay for minor repairs like grab bars, handicap toilets, door widening as well as medical supplies, equipment, housekeeping, and home management. Direct Services provided to elderly individuals over the age of 60. Mr. Flores mentioned the areas covered by the agency include Hidalgo, Cameron, and Willacy counties. After a brief discussion, Chairman Garza thanked Mr. Flores, and was ready to proceed with their second request.

Aging and Disability Resource Center

Mr. Flores continued request for LRGVDC. He stated that they want to implement an Aging and Disability Resource Center by incorporating more veterans with disabilities for all ages. He went on to emphasize that the veterans need to be low income. He also stated that three vendors will be going out for bids for homemaker services. Mr. Flores stated that both projects are targeting City of Mission residents only. Mr.

Flores concluded by requesting \$20,000.00 from CDBG funds to be able to implement the program towards thirty City of Mission veterans. After a brief discussion, Chairman Garza thanked Mr. Flores and proceeded with the next presentation.

HOPE Family Health Center

Ms. Roxanne Pacheco, Executive Director introduced herself and provided a brief summary of HOPE Family Health Center and how the agency provides medical and behavioral health services including chronic disease management, psychotherapy, nutrition education, lifestyle management, case management, care coordination, and COVID-19 education awareness. She stated that the request for \$8,000.00 will be used to assist twenty patients with office visits, consultations, referrals, lab fees, medication/prescription fees, case management services, diagnostic testing, etc. After a brief discussion, Chairman Garza thanked Ms. Pacheco and proceeded with the next project.

Silver Ribbon Community Partners

Ms. Dee Ochoa, Executive Director introduced herself and thanked the committee for their support. She provided a brief summary of their request for \$8,000.00 to provide services to eighteen disabled and elderly individuals. She mentioned they provide financial assistance for rent, rent deposits, utilities, utility deposits, which prevents them from eviction and becoming homeless and provide medical equipment. After a brief discussion, Chairman Garza thanked Ms. Ochoa and proceeded with the next presentation.

ToGive International

Mr. Augusto Contreras, Executive Director and Ms. Belen Gutierrez, Grants Specialist introduced themselves and provided a brief summary of the request for \$14,000.00 to provide scholarships to ten eligible students for fine arts education and training classes at Creative Arts Studios. He stated students will be able to attend two days, one hour each day Monday-Thursday or Saturdays for two hours, and will be able to select a class of their choice within the course catalog (dance, visual art, theatre, or music). After a brief discussion on the services provided, Chairman Garza thanked Mr. Contreras and Ms. Gonzalez and proceeded with the next presentation.

Departments

City of Mission- Speer Memorial Library

Ms. Yenni Espinosa, Library Director introduced herself and provided an update on when the last time it was the computers were last serviced for updates. She went on to say that it had been three years since the computers were serviced. Ms. Espinosa elaborated on how outdated the computers were generally, and how the city's library needs to keep up with Hidalgo County systems as far as day-to-day operations are concerned. Chairman Garza had a question regarding how outdated the computers were including the software. Ms. Espinosa responded that the last time the library received new computers was 2009. She stated that it's now become a problem because of the saving process of a file wasn't saving the majority of the time especially with newer software and technology such as Google Docs. Ms. Espinosa concluded that due to the needs of the Speer Memorial Library's day-to-day operations, the library is requesting \$12,455.00 to be able to purchase new computers within the study rooms and install up to date software to provide City of Mission residents with efficient resources within the community. After a brief discussion, Chairman Garza thanked Ms. Espinosa and proceeded with the next presentation.

City of Mission- Health Department

Mr. Steven Kotsatos, Health Director introduced himself and provided a summary on his project regarding the Envelope of Life. He stated that the envelope would be able to provide life saving information for first responders. He elaborated that City of Mission residents could be identified with a sticker on their vehicles or with a red cross posted on a window of a home. Mr. Kotsatos stated that first responders aren't really sure how to approach the residents that need urgent care, because they aren't aware that they have

underlying health issues. Mr. Kotsatos concluded that the Health Department is requesting \$20,000.00 for ten thousand families that can benefit from the Envelope of Life project. After a brief discussion, Chairman Garza thanked Mr. Kotsatos and proceeded to the next presentation.

City of Mission- Parks and Recreation

Mr. Brad Bentsen, Parks and Recreation Director introduced himself and presented the Recreational Connectivity Trail. Mr. Bentsen stated that this project means so much to him, because he along with other Rio Grande Valley leadership had envisioned a trail that could connect all of the valley from Mission all the way east to Cameron County. He went on to say that this trail would include wetlands areas where residents can fish as well and this trail would connect City of Mission's Hike and Bike Trail heading South East and make its way as far east to South Padre Island. Mr. Bentsen concluded that the Parks and Recreation is requesting \$250,000.00 from CDBG funds to finish the vision that was started nineteen years ago. After a brief discussion, Chairman Garza thanked Mr. Bentsen and proceeded to the next presentation.

City of Mission- Police Department

Chief Cesar Torres, Chief of Police and Sandra Bagwell introduced themselves. Chief Torres provided statistics indicating that fentanyl was the leading cause of death towards the youth of today compared to other drugs such as marijuana, cocaine, and heroin. Chief Torres went on to say that this youth drug program is paramount toward today's youth. As police officer's being able to protect the youth is by educating them in how dangerous fentanyl is and how quickly anyone can overdose. Ms. Bagwell narrated a personal tragic event that happened to her son in how he accidentally overdosed on fentanyl, because he thought he was consuming Adderall. Ms. Bagwell concluded by stressing that the youth drug program is a necessity and doesn't want any families going through what she went through. Chief Torres concluded by requesting \$40,000.00 for the youth drug program in schools so that police officers can be compensated in overtime to educate City of Mission's students on the life-threatening dangers of drugs. After a brief discussion, Chairman Garza thanked Chief Torres and Ms. Bagwell and proceeded to the next presentation.

City of Mission- Boys and Girls Club

Mr. Xavier Sanchez, Operations Administrator introduced himself and elaborated on how cost friendly the Boys and Girls Club of Mission is to several of the families in the community. He compared the cost of a daycare to the cost of the Boys and Girls Club. He also stated that because of how cost friendly the Boys and Girls Club is to the community, the Boys and Girls Club of Mission is requesting \$300,000.00 to be able to compensate for the families that cannot afford the fee and be able to hire approximately 20 more staff to supervise the children throughout the summers and after school programs. After a brief discussion, Chairman Garza thanked Mr. Sanchez and proceeded on to the next presentation.

Rental Assistance Program

Ms. Esther Rivera provided a brief summary of the request for \$50,000.00 for rental assistance for seventeen families. She stated that the program provides assistance to prevent individuals/families who are at risk of becoming homeless.

Housing Assistance Program

Ms. Rivera stated for the Housing Assistance Program request of \$750,000.00 is for seven reconstruction and two rehabilitated homes to eligible low-income families.

Housing Administration

Ms. Jo Anne Longoria stated the Housing Administration request of \$115,000.00 is to cover administration costs for oversight of the CDBG Housing program.

Program Administration

Ms. Longoria stated the Program Administration request of \$185,000.00 is to cover administration costs for the oversight of the CDBG programs.

Close Public Hearing Open Regular Meeting

Chairman Garza thanked the agencies and city departments for their presentations and for assisting Mission residents. He asked for a motion to close the Public Hearing and Open the Regular Meeting. Ms. Mendez motioned to close the Public Hearing and Open the Regular Meeting. Ms. Garcia seconded the motion. Chairman Garza closed the Public Hearing and opened the Regular Meeting at 8:12 pm

Citizens Participation

Chairman Garza asked if there were any citizens present that wanted to express their concerns. With no one present, and no comments, he continued with the next item.

Discussion and Recommendation to Approve Minutes for Regular Meeting held on February 27, 2024

Mr. Sanchez presented the minutes for the Regular Meeting held on February 27, 2024. There being no questions or comments, Chairman Garza asked for a motion to approve the minutes as presented. Ms. Alma Garcia motioned to approve the minutes as presented. Ms. Marsha Terry seconded the motion. Motion carried (7-0)

Discussion and Recommendation to Award Bids for Housing Assistance Program (HAP) Phase 23-I

Ms. Rivera stated that the bids opened on March 26, 2024 and that Calidad Construction was the lowest bidder and referred to bid tabulation. She stated that the award is contingent upon a satisfactory review of his references. After a brief discussion, Chairman Garza asked for a motion to Award Bids for Housing Assistance Program (HAP) Phase 23-1. Mr. Emigdio Villanueva motioned to Award Bids for Housing Assistance Program (HAP) Phase 23-1 contingent upon satisfactory references. Ms. Roxanne Mendez seconded the motion. Motion carried (7-0).

Other Business

A. Progress Reports- February 2024 Unofficial

Mr. Sanchez presented the Unofficial Progress Report for February 2024. He explained the expenditures received to date for the agencies, housing, and administration. He also mentioned the CDBG-CV expenditures for Emergency Assistance Program, Affordable Homes, and Fire Department. After a brief discussion, Chairman Garza asked for a motion to approve the progress reports as presented. Ms. Garcia motioned to approve the progress reports as presented. Vice-Chairwoman Lopez seconded the motion. Motion carried (7-0).

B. Chairman's Comments

Chairman Garza briefly mentioned the public hearing process where agencies/departments present their requests for the next fiscal year and talked about their programs.

C. Committee Member's Comments

Committee members expressed their gratitude towards the process of the presentations for funding.

D. Director's Comments

Ms. Longoria invited the members to the Paint Mission Beautiful event scheduled for April 6th and Music at the Park joined by Spring Rally scheduled for April 12th and asked if they knew of any volunteers or anyone wanting to donate.

Adjourn

Chairman Garza asked for a motion to adjourn the meeting. Ms. Mendez motioned to adjourn the meeting. Ms. Garcia seconded. Motion carried (7-0). The meeting was adjourned at 8:36 pm.

Lorenzo Garza, Chairman

CITIZEN'S ADVISORY COMMITTEE

**April 9, 2024
Regular Meeting**

Members Present

Lorenzo Garza, Chairman
Zoreida Lopez, Vice-Chairwoman
Alma Garcia
Roxanne Mendez
Marsha Terry
Emigdio Villanueva
Cynthia Pacheco

Members Absent

Francisco Cadena
Monika Rosales-Flores

Staff Present

Esther Rivera
Jo Anne Longoria
Andy Garcia

Call Regular Meeting to Order

Chairman Lorenzo Garza called Regular Meeting to order at 5:35 pm. Ms. Jo Anne Longoria conducted roll call. She stated that seven (7) members were present therefore there was a quorum.

Citizens Participation

Chairman Garza asked if there were any citizens present to discuss any items on the agenda or to express their concerns. With no one present, and no comments, he continued with the next item.

Discussion Pertaining to Special Election Charter Amendment for General Election to be held on May 4, 2024

Mr. Andy Garcia introduced the City of Mission Charter Amendment for General Election. He stated that the City of Mission has been involved with this amendment a few times in the city's history. He elaborated by stating that city residents can vote as early as April 22, 2024 and listed the different locations city residents can vote. Mr. Garcia referred to the proposed amendments and the benefits they can provide the city. Mr. Garcia was there to apprise the members so that they can then inform their family, friends, and neighbors. Several members had specific questions regarding the propositions listed. Mr. Garcia explained that he was taking note of all questions and would later address them and also encouraged the members to call the city secretary's office for clarification. After a brief discussion, Chairman Garza thanked Mr. Garcia for the information regarding the Special Election Charter Amendment for General Election.

Adjourn

Chairman Garza asked for a motion to adjourn the meeting. Ms. Alma Garcia motioned to adjourn the meeting. Ms. Roxanne Mendez seconded the motion. Motion carried (7-0). The meeting was adjourned at 6:08 pm.

Lorenzo Garza, Chairman



**Ambulance Board Meeting
MISSION CITY HALL
January 16, 2024 at 1:30 pm**

MINUTES

PRESENT:

Mayor Norie Gonzalez Garza
Randy Perez, City Manager
David Flores, Asst. City Manager
Adrian Garcia, Fire Chief
Cesar Torres, Chief of Police
Christopher Navarrete Deputy Fire Chief
Jorge Flores, Mission Fire Department EMS Compliance Officer
Carlissa Reyna Fire Department

ALSO PRESENT:

Tim Brown - Presiding Chair
Dr. Ivan Melendez- Board Member
Victor Fonseca – Board Member
Rene Lopez - Board Member
Alvin Patina II – Board Member
Richard Becerra - Med Care EMS
David De los Santos - Med Care EMS
Mack Gilbert - Med Care EMS
Daniel Ovalle - Brown Funeral Home
Irma Cano - Mission Police Department
Joe Salazar- Finance Department

CITIZENS PRESENT:

Michael Silva - Mission Fire Fighter's Association

REGULAR MEETING

CALL TO ORDER AND ESTABLISH QUORUM

With a quorum being present, Chair member Tim Brown called the meeting to order at 1:45 p.m.

INVOCATION AND PLEDGE ALLEGIANCE

Chair member Tim Brown led the Invocation and Pledge of Allegiance.

INTRODUCTION OF City Management/ Council Members:

Mayor Norie Gonzalez,

Randy Perez, City Manager

David Flores, Asst. City Manager.

INTRODUCTION OF GUESTS

David De los Santos, Mack Gilbert, and Richard Becerra from Med-care were present. Daniel Ovalle from Brown Funeral Home, Irma Cano from Mission Police Department, Joe Salazar from Finance Department, and Mike Silva from Mission Firefighter's Association were present. Mr. Kane Dawson was not present but new to the ambulance advisory board.

Emergicon Kassy & Nicky were present via Zoom.

PRESENTATIONS

1. Mission Fire Department Quarterly Report - Navarrete

Deputy Fire Chief Christopher Navarrete presented EMS quarterly reports beginning from Oct 1st, 2023 through December 31st, 2023. Reports were for Medics 1 & 2. Dr. Melendez did have some questions regarding transport average response times, Chief Navarrete did explain and committed an investigation of any outstanding times as per his request for our future ambulance board meeting. Presented transport percentage by destination i.e.; Mission Regional Medical Center, STHS and DHR Health. Call volume & PSAP volume were also presented.

- Emergicon Presented Billing Information as per previously requested by Dr. Melendez.
 - Concerns about November statements were elaborated.
 - Questions by City Manager Randy Perez about reimbursement time (length of time to receive payment) were answered.
 - Kassy explained senate bill S.B. No. A2476- Emergicon can no longer balance bills and collect directly from the patients.

2. Med Care Quarterly Report - Richard Becerra

- Ricard Becerra presented the Med Care quarterly report via an excel report. Mr. Brown asked for more data regarding how many calls Med Care reported to and how many Mission Fire EMS reported to in the previous meeting and therefore data was provided via a spreadsheet and not necessarily an analytical perspective from Oct 1st, 2023 through December 31st, 2023.
- Dr. Melendez had a couple of questions regarding number of non-transports being that it was 18% and expresses his concern about it being such a high number of "just kidding" calls.
- Dr. Melendez is also concerned about Med-Care EMS not meeting the benchmark of 8 minutes of response times for priority one calls being that their average is 9 minutes.
- Dr. Melendez questioned if these calls were all MICU to which Mr. Becerra stated they were all MICU calls.
- Richard states that they are approximately 550 calls reported per month averaged.

3. Old Business

- Approval of Minutes from October 19, 2023 Ambulance Board Meeting. Motion by Dr. Melendez and a second by Alvin Patina.
- Medic 3 went into service on January 10th, 2024 & Medic 4 was picked up by Hidalgo County on January 11th 2024.
 - Medic 3 is in service secondary to the work of Chief Navarrete and his team as per Fire Chief Adrian Garcia.
 - Chief Garcia states that we are at the point of submitting a letter/ notice of 75 days to Med-Care EMS due to our staffing (3 ambulances, manpower, and equipment) ready to take over as primary providers.
 - Chief Garcia requests a transition plan be put in place in order to smoothly facilitate the transition for the betterment of the community.
 - Dr. Melendez questioned Med-Care EMS if they were aware Mission Fire Department planned on taking over as primary. Med-Care denied being aware of this was a plan.
 - Dr. Melendez states he is committed to working with whoever provides primary care to the citizens and explains that the assets obtained and preparation happened sooner than expected.

- Comments made by Board Members regarding the Idea/ recommendation of moving forward as primary.
 - Rene Lopez states he does not think that it was a surprise that we would be moving in this direction but agrees that it was fast (less than 5 years). He is supportive of the recommendation.
 - Victor Fonseca is also in agreement and supports the idea to recommend MFD moving forward as primary.
 - Alvin Patina is also in agreement and states if the MFD is ready to go then he supports moving forward.
He also recommends for the fire dept to come to an agreement to subsidize. ◦ Chief Garcia states we have agreements in place for mutual aid.
 - Tim Brown states he does not think it was a huge surprise that we are recommending to become primary providers and agrees we need to have partnerships (mutual aid) before 75 days are done. Tim agrees to move forward with the recommendation.
 - David De Los Santos and Mack Gilbert commits to a transition plan.
 - Mack Gilbert states (Med-Care) becoming a secondary provider is plausible.
- As a consensus of the advisory board they give Chief Garcia permission to present to city council the plan to become primary responder.
- Medic 4 was been delivered due to Hidalgo County purchasing and equipping ambulances. Medic 4 was presented to city council and we are in the process of putting it into service.

4. New Business

- **Ambulance Permit Ordinance**
 - Captain J. Flores conducted research to continue with an ambulance permit ordinance in order to keep a standard of ambulance providers.
 - Dr. Melendez agrees, with a consensus of the advisory that we should continue with the process.

5. Comments

- Tim Brown extends his gratitude to Med-Care EMS for their years of service and for the continued service the entire city contributes.
- Dr. Melendez states he is appreciative of having pragmatic well informed professionals involved in the advisory board.
- Chief Lopez expresses his acknowledgment of the plans continuing quickly and the benchmarks being met before a 5-year time frame (two years).
- Victor Fonseca adds that this will be a great stepping stone for the City of Mission and that he is invested in its success being that he is a Mission native.
- Alvin Patina agrees with the advisory board and everything previously expressed & is looking forward to what is coming.
- Chief Torres states we are blessed and honored to have had Med-Care EMS and the rest of the team. Chief Torres praises our Paramedics (MFD) and states we have the best Paramedics on the planet and has seen it firsthand.
- Mack Gilbert congratulating our dept. States it has been an honor serving the city.
- David de Los Santos expresses his gratitude in serving the city.
- City Manager Randy Perez thanks everyone including the FD for their commitment and continued training toward this program. He requests a transition to this program.
- Chief Garcia expresses his gratitude to the city council, and the command staff.

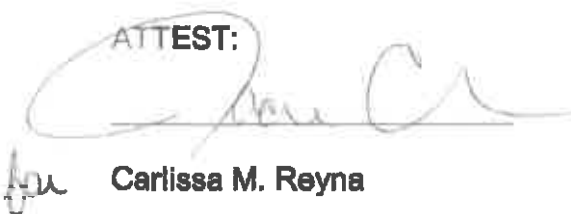
ADJOURNMENT

At 2:57 p.m., Dr Melendez moved for adjournment. Motion was seconded by Chief Lopez and approved unanimously.



Adrian Garcia, Fire Chief

ATTEST:



Carlissa M. Reyna

**MINUTES FOR THE
MISSION CIVIL SERVICE COMMISSION
March 27, 2024**

Commission-Present

**Jerry Saenz-Chairman
Polo Garza-Vice-Chair
Guillermo Delgadillo-Member**

Staff Present

**Jesse Lerma Jr-CS Director
Noemi Munguia-HR Director
Kevin Pagan-City Attorney
David Flores-ACM
Cesar Torres-Chief of Police
Adrian Garcia-Fire Chief
Joel Saenz-CPT FD
Frank Chairez-CPT FD
Mike Silva-FF Union President
Randy Alvarez-FF
Robert Hinojosa-RM**

Call to Order

Mr. Polo Garza called the meeting to order at 2:30 p.m.

Pledge of Allegiance

Mr. Garza led the Pledge of Allegiance

Approval of Minutes-January 22, 2024

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

Approval of Mission Fire Department LT's Promotional Examination Scores and the Creation of a New Eligibility List

Mr. Lerma advised the Commission that we had conducted the promotional exam on March 14, 2024. We had 3 (three) individuals that participated and 2 (two) passed.

Mr. Lerma submitted the following scores for approval:

1. Manuel de la Garza-63
2. Pilar Garcia III-80 raw score plus 10 points seniority-90
3. Alberto Juarez-79 raw score plus 9m points seniority-88

Mr. Lerma advised them that the eligibility list would reflect the following:

1. Pilar Garcia III-90
2. Alberto Juarez-88

Mr. Lerma advised the Commission that these individuals would be promoted immediately. After a brief discussion, Mr. Saenz made a motion to approve the scores and to create an eligibility list for LT. Mr. Delgadillo seconded the motion. Motion was approved unanimously.

Approval of Mission Fire Department Examination Schedule for LT (3rd)

Mr. Lerma advised the Commission that we had one (1) more position that needed to be filled so they were requesting and submitting the following schedule for approval:

1. Post Notice of Exam-March 27, 2024
2. 30 Day Notice-April 5, 2024
3. Deadline to Submit MOI-April 26, 2024
4. Date of Examination-May 9, 2024

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

Approval of Mission Fire Department Examination Resource List for LT (3rd)

Mr. Lerma and Chief Garcia submitted the following resource list for approval:

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

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

Approval of Mission Fire Department DC's Promotional Examination Scores and the Creation of a New Eligibility List (Pending Appeal)

Mr. Lerma advised them that they had conducted an examination for DC on March 14, 2024. He advised them that 2 (two) individuals had participated and none passed. He submitted the following scores:

1. Frank Chairez-68
2. Joel Saenz-63

Mr. Lerma advised the Commission that CPT Frank Chairez was appealing 2 (two) questions. After reviewing all the information submitted, Mr. Saenz made a motion to deny the appeal on both questions and to approve the scores as submitted. Mr. Delgadillo seconded the motion. Motion was approved unanimously. Mr. Garza thanked Mr. Chairez but advised him that questions/answers were taken from the sources and not from day to day operations.

Approval of Mission Fire Department Examination Schedule for DC (2nd)

Mr. Lerma advised the Commission that they needed to continue the process in filling the open DC position. He submitted the following schedule for approval:

1. Post Resource List-March 27, 2024
2. 30-day Notice-April 5, 2024
3. Deadline to submit MOI-April 26, 2024
4. Date of Examination-May 9, 2024

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

Approval of Mission Fire Department Resource List for DC (2nd)

Mr. Lerma and Chief Garcia submitted the following resource list for approval:

1. Management in the Fire Service, 5th Edition
2. Leadership Challenge, 6th Edition
3. Chief Officer, 3rd Edition

After a brief discussion, Mr. Delgadillo made a motion to approve the resources as submitted. Mr. Saenz seconded the motion. Motion was approved unanimously.

Approval of Mission Fire Department Examination Schedule for ENG

Mr. Lerma advised the Commission that we needed to fill the open ENG positions that were created with the promotions. He was submitting the following schedule for approval:

1. Post Resource List-March 27, 2024
2. 30-Day Notice-May 24, 2024
3. Deadline to Submit MOI-June 14, 2024
4. Date of Examination-June 27, 2024

After a brief discussion, Mr. Saenz made a motion to approve the schedule as submitted. Mr. Delgadillo seconded the motion. Motion was approved unanimously.

Approval of Mission Fire Department Resource List for ENG

Mr. Lerma and Chief Garcia submitted the following list for approval:

1. Pumping and Aerial Apparatus Driver/Operator Handbook, 3rd edition
2. Engine Company Fireground Operations, 4th Edition

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

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

Mr. Lerma advised the Commission that Chief Torres had submitted a letter where the existing list had been exhausted. Mr. Lerma advised them that he needed to create a new eligibility list so they could fill the open positions. Mr. Lerma and Chief Torres were requesting the following schedule for approval:

1. Approval of Exam-March 27, 2024
2. Advertise thru PD Website/PSA
3. Deadline to submit Applications-May 15, 2024
4. Date of Examination-May 22, 2024

After a brief discussion, Mr. Saenz made a motion to the schedule as submitted to create a new eligibility list. Mr. Delgadillo seconded the motion. Motion was approved unanimously.

Pending Business

Chief Torres updated the Commission on the status of CPL Alejandro and Chief Garcia updated them about Station #6.

Adjourn

Meeting was adjourned at 3:10 p.m.

**SPECIAL EVENTS AND ENTERTAINMENT COMMITTEE
FEBRUARY 7, 2024 4:30 P.M.
MISSION CITY HALL – COMMUNITY ROOM**

Present:

Paola Lopez
Marianna Trevino-Wright
Kay Wolf
Mike Flores
Estela Flores

Absent:

Kristi Collier

Staff Present:

Aida Lerma
Anna Carrillo

CALL TO ORDER

Aida Lerma, Mission Event Center Director called the meeting to order at 4:37 p.m.

WELCOME AND INTRODUCTIONS OF MEMBERS

Each person present introduced themselves and provided background information that may be essential while serving on the committee.

PURPOSE OF THE COMMITTEE

Aida Lerma reviewed Resolution #1840 with the committee that was passed by City Council on June 12, 2023 to create the Special Events and Entertainment Committee. Resolution states that the committee will assist in making recommendations on events and strategies that will further promote the Mission Event Center and tourism and to market, promote, advertise, sponsor and fund events that provide for the promotion of meetings, conventions, trade shows, sporting events, etc.

ESTABLISH MEETING RULES OF PROCEDURE – ROBERTS RULES OF ORDER AND OPEN MEETING ACT TRAINING AND CERTIFICATE INFORMATION

Anna Carrillo, City Secretary reviewed the handout presented and highlighted – establishing quorums, agenda items, items not on the agenda cannot be discussed, meeting notices required to be posted with 72-hour notice, walking quorums and Open Meetings Act Training.

ESTABLISH TERMS AS DEFINED BY RESOLUTION #1840

Aida Lerma reviewed the terms as outlined in the resolution. The terms of office of the members shall be for three years. Voting members will draw for terms to begin in staggered rotation of expiration of terms. Two one-year terms, two two-year terms and one one-year term will be drawn. Upon expiration of these term, all new appointments will be made for the standard three-year term. Anna Carrillo, City Secretary provided the terms ballots to be drawn which were as follows:

One-year terms expiring in December 2024 – Mike & Estella Flores, Paola Lopez

Two-year terms expiring in December of 2025 – Kay Wolf & Kristi Collier

Three-year term expiring in December of 2026 – Marianna Trevino-Wright

ELECTION OF OFFICERS

Election of officers were as follows:

Chairman – Kay Wolf

Vice-Chairman – Paola Lopez

Secretary – Marianna Trevino-Wright

ESTABLISH FUTURE MEETING DATES/TIMES

Chairwoman Wolf requested suggestion for future meetings. After a brief discussion, Secretary Marianna Trevino-Wright made a motion to meet monthly on Tuesdays between the hours of 4:30-6:00 p.m. and Estela Flores seconded the motion. Upon a vote, the motion carried unanimously.

ADJOURN

There being no further business for the committee to consider, a motion was made by Vice Chairwoman Paola Lopez to adjourn the meeting and seconded by Secretary Marianna Trevino-Wright. Upon a vote, the motion carried unanimously and meeting was adjourned at 5:40 p.m.

Kay Wolf, Chairwoman

Marianna T. Wright, Secretary