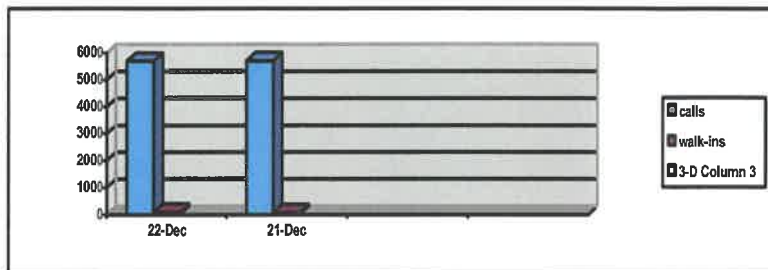


## CITY SECRETARY MONTHLY REPORT DECEMBER 2022

### Reception:

Calls received: 5,685

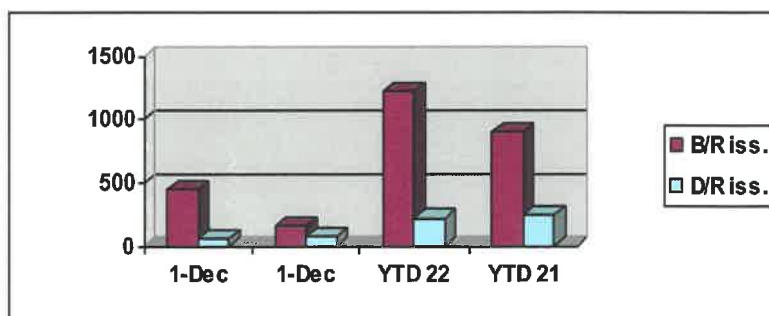
Walk-ins: 85



### Vital Statistics:

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

	Dec-22	Dec-21		YTD 22	YTD 21
Birth Records Registered	164	403		482	698
Birth Records Issued	442	161		1224	897
Death Records Registered	43	51		143	169
Death Records Issued	51	73		219	242
Funds Received	\$10,655.00	\$10,960.00		\$ 20,845.00	\$ 32,527.00



### Cemetery:

	Laurel Hill	San Jose	Catholic	Baby Sp.	YTD 22/23
Burials:	2	0	4	0	13
Sold Spaces:	0	0	0	0	0

	Laurel Hill	San Jose	Catholic	Baby Sp.	YTD 21/22
Burials:	2	0	7	0	32
Sold Spaces:	0	0	14	0	28

# Speer Memorial Library Monthly Report

## October 2022

### Performance and Circulation Statistics cumulative totals for FY 2022-2023:

*Up over last fiscal year ...*

- Adult Program Audience at 902 or + 269
- Children Program Audience at 1351 or + 139
- Library Visits at 7954 or + 1782
- Volunteer Hours Worked at 767 or + 418
- Applications/Reapplications for Library Cards at 151 or + 46
- Technical Acquisitions at 499 or + 233

*Down from last fiscal year ...*

### Status Update

On October 26<sup>th</sup> we hosted a Halloween Trick-or-Treat Day for toddlers who joined for us for our Toddler Time program. We had a big turnout of toddlers and small children dressed superheroes and princesses. Children enjoyed story time, singing & dancing, snacks, books, and lots of candy.



The Children's Department hosted a Pumpkin Decorating Contest from October 7<sup>th</sup>-23<sup>rd</sup>. Pumpkins had to be decorated as book characters in order to be accepted for display and judging. The winners were Creepy Carrots, The Giving Tree, and Calvin & Hobbes.



A big thank you to all the participants who did an amazing job on their pumpkins.



Teen October programming consisted of crafts on October 11<sup>th</sup> and the 25<sup>th</sup> where teens were able to make a wand and a mummy hand. On October 13<sup>th</sup>, 22<sup>nd</sup>, and 27<sup>th</sup>, teens were also able to come in for Halloween movie nights in which they saw *The Grudge*, *Over the Garden Wall*, and *Train to Busan*. On Wednesdays we focus our programming on anime and manga where teenagers can come in for crafts, movies, and learning Japanese.



Apart from all the programming, the talented staff in our Children's Department also had time to make these Dia de los Muertos skulls for the Mission Historical Museum for their Dia de los Muertos festival. Each member of the department was tasked with creating one skull so each is unique in their own artistic way.



We hosted a Teen Costume Contest. Participants submitted picture entries via social media. Audrey was the winner and pictured below are her entry and when she came by to pick up her prize. Thank you so much for participating!



We held a book discussion on *Britt Marie Was Here* on October 4<sup>th</sup>. We had 15 people join us that day (2 via Zoom). Participants enjoyed a very good discussion and they found a lot of life lessons in the story.

On October 6<sup>th</sup>, the HR department held their annual Health Fair for city employees. Our library had a table at the event from which we signed up people for a library card and informed and advertised on the library services. On December 31<sup>st</sup>, the City of Mission hosted their Annual Halloween Festival at the Event Center. The library had a game table there and were giving away candy to all of our participants.

### *Upcoming*

Our next Book Discussion will be on the *Honey Bus* by Meredith May on November 15<sup>th</sup> at 6:30 pm.

On November 17<sup>th</sup> at 6:00 pm we will be hosting a video game Battle Royale on Super Smash Brothers.

# Speer Memorial Library Monthly Report

## November 2022

### Performance and Circulation Statistics cumulative totals for FY 2022-2023:

#### *Up over last fiscal year...*

- Adult Program Audience at 2019 or + 969
- Library Visits at 15597 or + 3789
- Volunteer Hours Worked at 1471 or + 652
- Applications/Reapplications for Library Cards at 294 or + 79
- Technical Acquisitions at 865 or + 379

#### *Down from last fiscal year...*

- Children Program Audience at 1616 or - 185

### *Status Update*

For the month of November, teen crafts consisted for Puffy Paint Sugar Skulls, Butterfly Automata, and Bottle Cap Pins. On Wednesdays we continue with Anime programming such as crafts and movies and with learning Japanese. On November 17<sup>th</sup> we hosted a video game Battle Royale on Super Smash Brothers in our Teen Department.



We would like to say thank you to our Grants Department who got a Wal-Mart grant for our library. Below pictured is Isabella Murillo with the Wal-Mart staff with our \$1,000 check. Money received will be used in our Children's Department for programming for the children.



On November 15<sup>th</sup>, the City hosted their annual Thanksgiving lunch for city employees. The talented library staff helped make a backdrop for pictures at this event.

### *Upcoming*

The Children's Department will be hosting a Children's Christmas Party on December 15<sup>th</sup> from 5-8pm. There will be a Letter to Santa Station, Selfies with Santa, a Coloring Station, Crafts for Kids, Games, Prizes, and a free book for every child while supplies last.

For the teens, we will be hosting a Teens' Christmas Game Night on Saturday, December 13<sup>th</sup> at 6pm.

On December 10 we will be having a Winter Book Sale from 10am-3pm in our lobby area.



# CITY OF MISSION

## Grants Activity Report- December 2022

Grant Name	Funding Agency	Department	Application Amount	Award Amount	Matching Amount	Due Date	Status
AFG 2021	DHS	Fire	\$ 126,700		10%		Submitted-Tracking
SAFER 2021	DHS	Fire	\$ 2,694,672		None		Submitted-Tracking
Humanities Collections and Reference Resources	NEH	Museum	\$ 56,384		None		Submitted-Tracking
La Cuchilla Drainage Improvement Project	TXGLO	Executive	\$ 1,000,000		1%		Submitted-Tracking
Astroland Drainage Improvement Project	TXGLO	Executive	\$ 1,000,000		1%		Submitted-Tracking
Animal Welfare Organization	Petco Love	Health	\$ 35,000		None		Submitted-Tracking
Bullet-Resistant Shield Grant Program, FY2023	OOG	Police	\$ 77,644		None		Submitted-Tracking
Trail Connectivity Project	VBLF	Park	\$ 500,000		None		Submitted-Tracking
FY22 FEMA Flood Mitigation Assistance (FMA)	TWDB	Executive	\$ 320,000		25%		Submitted-Tracking
FY22 Building Resilient Infrastructure and Communities (BRIC)	TDEM	Executive	\$ 415,000		25%		Submitted-Tracking
Transportation Alternatives Set-Aside Program	TxDOT	Executive	TBD	TBD	20%	01/27	In Progress



**CITY OF MISSION**

**Grants Activity Report- December 2022**

Grant Name	Funding Agency	Department	Application Amount	Award Amount	Matching Amount (Year 1)	Status
FY22 Justice and Mental Health Program	BJA	Police	\$ 388,001.38	\$ 229,962.91	20%	Awarded/Active
Better Cities for Pets	Mars Petcare Program	Health	\$ 20,000	\$ 20,000	None	Awarded/Active
FY23 Criminal Justice Program	OOG	Police	\$ 30,000	\$ 30,000	None	Awarded/Active
Lions Park Development	AEP	Parks	\$ 30,000	\$ 30,000	None	Awarded/Active
2022 SHSP	OOG	Police	\$ 35,480	\$ 13,060	None	Awarded/Active
FY23 Local Border Security Animal Welfare Organization	OOG	Police	\$ 190,000	\$ 190,000	None	Awarded/Active
FY20 SHSP Regular	Petco Love	Health	\$ 50,000	\$ 25,000	None	Awarded/Active
<b>[Supplemental Funding]</b>	OOG	Fire	\$ 70,000	\$ 74,280.17	None	Closed
FY21 Operation Stonegarden	OOG	Police	\$ 380,000	\$ 380,000	None	Awarded/Active
FY22-23 Solid Waste Grant	LRGVDC	Sanitation	\$ 25,000	\$ 25,000	10%	Awarded/Active
Homeland Security Project	OOG	Police	\$ 72,536	\$ 40,766.75	None	Closed
Mission SWAT Equipment	OOG	Police	\$ 26,474.32	\$ 19,592.33	None	Awarded/Active
COPS Accreditation Program	DOJ COPS	Police	\$	\$ 21,116.34	None	Awarded/Active
FY22 Local Border Security	OOG	Police	\$	\$ 190,000	None	Closed
OVAG-Victim Services	OAG	Police	\$ 89,908	\$ 44,954(YR2)	None	Awarded/Active
All-Inclusive Lions Park	TPWD	Parks	\$ 1,500,000	\$ 750,000	\$750,000	Awarded/Active
Border Zone Fire Dept.	OOG	Fire	\$ 250,000	\$ 78,735.25	None	Awarded/Active
				<b>Grand Total:</b>	<b>\$ 2,162,467.75</b>	



# Information Technology

## *Departmental Report December 2022*

### **Information Technology Department Overview**

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

#### **Patch Management and Remote Assistance**

Purchased patch management software and remote assistance. Implementation Phase. 60 % Complete

#### **PD Network**

Configure network to make it more efficient and secure. Implementation phase of the project. 85% Complete

#### **WAN Connectivity**

Connect all city buildings to improve security posture. Implementation phase of the project. 100% Complete

#### **Replace end of Life Computers**

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

#### **VOIP Telephone System**

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

#### **Disaster Recovery**

Purchasing servers, storage and firewall to create disaster recovery site. Implementation phase of the project. Firewall Complete. Pending switches on back order. 80% Complete

### **Cyber Security**

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

### **Data Cable**

Upgrading data cables to CAT6A for all city buildings. Implementation phase of the project. 100% Complete. Fire and Event Center will be pending for next budget year.

### **Assessments and Inventory (All City Buildings)**

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

# SHARY MUNICIPAL GOLF COURSE DEPARTMENTAL REPORT DECEMBER 2022

**GOLF COURSE USAGE REPORT:** Attachment – Golf Course Sales by Department Report for  
November 2022

**Tournaments:**

Dec 10- Valley Disc Golf

Dec 18- South Texas Disc Golf

Every Thursday in December - Thursday Couple's League

**Upcoming Tournaments:**

Jan 23 – Sharyland JV Invitational

Every Thursday in January - Thursday Couple's League

# Sales By Department

## Shary Municipal Golf Course

Monday, November 1, 2022 - Wednesday, November 30, 2022

Item by Department, Category, and Sub-Category	Sales					Refunds			Total		
	Qty	Sales	Tax	Cost	Margin	Qty	Sales Refund	Tax Refund	Qty	Sales	Tax
Food & Beverage	2,978	\$5,685.03		\$2,139.29	62.37%				2,978	\$5,685.03	
Beverage	2,173	\$4,303.06		\$1,801.84	58.13%				2,173	\$4,303.06	
Food	805	\$1,381.97		\$337.45	75.58%				805	\$1,381.97	
Green Fees	2,242	\$22,244.50							2,242	\$22,244.50	
Member	723	\$0.00							723	\$0.00	
Mini Golf	28	\$179.00							28	\$179.00	
Online	66	\$260.50							66	\$260.50	
Public	483	\$7,748.00							483	\$7,748.00	
Regular	395	\$8,274.00							395	\$8,274.00	
Specials	495	\$5,783.00							495	\$5,783.00	
Tournament	52	\$0.00							52	\$0.00	
Package	38								38		
Pro Shop	2,474	\$65,686.19		\$2,614.74	96.02%				2,474	\$65,686.19	
Cart Fees	1,693	\$19,356.20		\$42.00	99.78%				1,693	\$19,356.20	
Driving Range	217	\$1,326.91		\$0.00	100.00%				217	\$1,326.91	
Gift Cards SOLD	4	\$491.00							4	\$491.00	
Hard Goods	84	\$2,602.24		\$1,630.82	37.33%				84	\$2,602.24	
Memberships	81	\$32,855.00		\$0.00	100.00%				81	\$32,855.00	
Miscellaneous	4	\$451.99		\$0.00	100.00%				4	\$451.99	
Soft Goods	77	\$1,634.85		\$941.92	42.38%				77	\$1,634.85	
Tournament Fees	314	\$6,968.00		\$0.00	100.00%				314	\$6,968.00	
<b>Total</b>	<b>7,732</b>	<b>\$93,615.72</b>	<b>\$1,939.26</b>	<b>\$4,754.03</b>	<b>84.92%</b>			<b>\$0.00</b>	<b>7,732</b>	<b>\$93,615.72</b>	<b>\$1,939.26</b>



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## **RIO GRANDE VALLEY STATE VETERANS CEMETERY**

### **MONTHLY REPORT**

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# RGV State Veterans Cemetery

2520 South Inspiration Road • Mission, Texas 78572

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



## Interments December 2022

December 2022	Standard	Double-Depth	Columbarium Wall	In-ground	Scatter Garden	Disinterment	Total
Veterans	3	5	7	6			21
Spouse	2	4	3				9
Dependents							
<b>Totals</b>	<b>5</b>	<b>9</b>	<b>10</b>	<b>6</b>			<b>30</b>

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





# RGV State Veterans Cemetery

2520 South Inspiration Road • Mission, Texas 78572

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



Dec-22	# of Service Today	Services Scheduled For the		Actual Number of Burials Y-T-D	16	1	23	323	318
		Month	YTD						
1	2	7	307	302	17				
2	2	10	310	304	18				
3					19	2	27	327	320
4					20	1	27	327	321
5	1	10	310	305	21	3	28	328	324
6	0	16	316	305	22	2	28	328	326
7	3	17	317	308	23	City Closure			
8	3	19	319	311	24				
9	2	19	319	313	25	CHRISTMAS DAY			
10					26	City Closure			
11					27	0	31	331	326
12	2	22	322	315	28	3	31*	331*	329
13	1	23	323	316	29	1	30	330	330
14	1	23	323	317	30	City Closure			
15	0	23	323	317	31				
* Note for Dec 28:					An interment service for Dec 29, 2022 was cancelled				



## RGV State Veterans Cemetery

2520 South Inspiration Road • Mission, Texas 78572

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



### **Month's Event:**

- Dec 17– Wreath Laying Ceremony: All Gravesite decorated with a real Holiday Wreath form Wreaths Across America; Sponsored by the America Legion Post 101. We have a great outcome and an unexpected large crowd. Senator Juan “Chuy” Hinojosa was the guest speaker.



# RGV State Veterans Cemetery

2520 South Inspiration Road • Mission, Texas 78572

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



## Completed Projects:

Columbarium B Site:

Memorial Walls:

Grave Locator Kiosk Management

Carillon: New system Installed

E-35 Bobcat Excavator

Fuel System Repairs

## Ongoing Projects:

Irrigation System Upgrade Project (Completed awaiting For

Control Center Set up/Antenna)

## VA Grant Applications Pending:

Administration Building Roofing Replacement

Installation of Automatic and Remotely Controlled Entry Gate

Public Water Fountains Installed Throughout Grounds

Remotely Controlled Public Digital Display Board for Schedules

and Events

## VLB Funded (In-Progress)

Re-alignment on 1,000 Flat Marker/ Headstone

## VLB Funded (Pending)

Addition of New Space Force Military Branch of Service Seal and Flag in Assembly Area

Casket Transport Vehicle Hearse (Minivan Type)

Automatic Gate

## VLB Funded (Approved)

Bobcat Tool Cat UW56

Wheeled Dumper Truck



**BOYS & GIRLS CLUB**

**OF MISSION**

## **Director's Report December 2022**

- **Athletics**
  - Youth Basketball league registration closed at over 500 participants
  - Total of 52 teams between boys and girls leagues
  - Sharyland ISD initiative will begin in January as we launch flag football, volleyball and soccer for our Sharyland ISD members
  - Athletic team has streamlined spending by ensuring equipment is returned and keeping an active inventory list, thus cutting equipment cost by nearly 30%
  
- **Programs**
  - BGCM has implemented Girls In Power program which promotes independence and educational growth among our female members age 8 to 16
  - BGCM has instituted TXSYN program which follows members progress through various programs such as Smart Moves and Healthy Habits
  
- **General**
  - AMERICORP grant added an additional position which gives BGCM a total of 6 Americorp staffers
  - Staffing proposal has been submitted to merge 6 available part time positions into 4 full time positions that will enhance our staffing and allow for more immersive programming.
    - a. Proposal would provide two additional fulltime program staff members, 1 fulltime athletic staff member, and one fulltime custodian.
    - b. Proposal has been approved by HR and finance and is pending city executive approval
  - BGCM has partnered with local RGV clubs in providing a mental health program for members that will fund a fulltime mental health professional specifically for BGCM
  - BGCM partnered with four other local Boys & Girls Clubs and have been earmarked for an allocation of up to \$2 million from the federal government for program improvements to be distributed evenly among participating clubs. Award letter from federal government is expected to be issued in the first quarter of 2023.

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## MEMORANDUM

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**TO:** MAYOR AND CITY COUNCIL  
**THROUGH:** RANDY PEREZ, CITY MANAGER  
**FROM:** JESSE LERMA, CIVIL SERVICE DIRECTOR  
**SUBJECT:** CIVIL SERVICE REPORT, DECEMBER 2022  
**DATE:** JANUARY 3, 2022

1. Civil Service Commission met and approved entry level examination scores that were held on December 12, 2022. They also approved to begin the process to conduct another entry level examination on February 13, 2023
2. Mission Police Department has five (5) openings...will utilize new list to fill positions. Any other position left will be filled with examination being held on February 13, 2022
3. Mission Fire Department has one (1) opening...working on filling position.

Thank you!

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## MEMORANDUM

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**TO:** MAYOR AND CITY COUNCIL  
**THROUGH:** RANDY PEREZ, CITY MANAGER  
**FROM:** JESSE LERMA, 311 COORDINATOR/CIVIL SERVICE DIRECTOR  
**SUBJECT:** 311 REPORT, DECEMBER 2022  
**DATE:** JANUARY 2, 2022



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

We have a total of 71 submission for December of 2022 with a total of 2370 since we began. The system is fully functional and very user friendly. We are able to customize the system to meet the needs of our daily operations. Our staff has bought into the system and working on improvements every day. We are able to find problematic areas using the system and it allows for us to attend to the needs of those areas in a timely manner. We try to contact as many residents as possible and are getting feedback from them to improve the system.

Thank you!

Topic Counts of Opened Requests  
For Date Period From 12/01/2022 Through 12/31/2022

Topic	Count
Health	
Animal Control	9
Mosquitoes	0
<b>Total - Health</b>	<b>9</b>
Parks & Rec	
Graffiti	0
Mowing	0
Parks	1
Restrooms	0
Right of way ( mowing )	0
Trails	0
<b>Total - Parks &amp; Rec</b>	<b>1</b>
Planning	
Construction Concerns	0
Dilapidated Home/Structure	0
Garage Sales	1
Health & Sanitation	3
Illegal Dumping	3
Junked Vehicle on private property	1
Sewer Concerns	0
Unsafe Building	0
Weedy Lot	3
<b>Total - Planning</b>	<b>11</b>
Police Department	
Illegal Parking	8
<b>Total - Police Department</b>	<b>8</b>
Public Works	
Flooded area/Roadway and streets	1
Foul smell	1
Junk Vehicle	1
Lift Station	0
Low Water Pressure	0
Obstruction-Trees/Branches	1
Pot Holes	18
Side Walk	0
Street Light	4
Streets/Signs	1
Traffic Signals	1
Water Leaks	2
<b>Total - Public Works</b>	<b>30</b>
Sanitation	
Brush	0
Bulky Items	4
Garbage	5
<b>Total - Sanitation</b>	<b>9</b>
Streets	
MOWING	3
Tires	0
<b>Total - Streets</b>	<b>3</b>
All Topics	
<b>Total All Topics</b>	<b>71</b>



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

# Mission Fire Prevention

## Monthly Activity Report: December 2022

### FIRE INVESTIGATIONS

There was one (1) fire investigation for the month of December.

- Lieutenant Omar Salinas and Assistant Frank Chaires investigated a structure fire at 922 Truman on December 27, 2022. Undetermined.

Full Investigation: 1 Total

Call out to document of Incident: 0 Total

Year to Date: 3 Total

### SOUTH TEXAS ARSON RESPONSE TEAM FIRE INVESTIGATIONS

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

Our assistance was requested: 0 Total

Assistance Requested by us: 0 Total

Year to Date: 0 Total

### **INSPECTIONS**

There were one hundred and seven (107) inspections conducted for the month of December: thirty - five (35) occupancy, forty - eight (48) annual and twenty - four (24) other forms of inspections.

Year to Date: 533 Total 119 Occupancy 349 Annual 64 Other

### **COMPLAINTS**

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

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

Year to Date: 0 Total

### **SUBDIVISION REVIEWS**

For the month of December there were thirty - three (33) subdivision plan reviews.

Year to Date: 74 Total

### **SPRINKLER SYSTEM REVIEWS**

For the month of December there was one (1) sprinkler system plan reviews.

Year to Date: 5 Total

### **FIRE ALARM SYSTEM REVIEWS**

For the month of December there were four (4) fire alarm system plan reviews.

Year to Date: 12 Total

**EXHAUST HOOD CANOPY PLAN REVIEWS**

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

Year to Date: 4 Total

**HOOD SUPPRESSION PLAN REVIEWS**

For the month of December there were two (2) hood suppression plan reviews.

Year to Date: 5 Total

**LP TANK PERMITS**

For the month of December there were zero (0) LP tank permits issued.

Year to Date: 1 Total

**UNDERGROUND STORAGE TANK REMOVAL PERMITS**

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

Year to Date: 0 Total

**ABOVEGROUND STORAGE TANK REMOVAL PERMITS**

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

Year to Date: 0 Total

### **BURNING PERMITS**

There were two (2) city burning permits issued for the month of December.

Year to Date: 13 Total

### **PLAN REVIEWS**

We had eight (9) plan reviews for the month of November.

- Duplex Apartments – 1800 School Lane
- HEB replacement of fridge display cases – 2409 E. Expressway 83
- IHOP – 3503 N. Conway Ave.
- Materias primas el padrino – 2500 E Griffin Parkway
- NO Limits RGV – 715 N. Glasscock Ste. 5
- Plaza – 3501 N. Conway Ave.
- Starbucks – 2310 N. Conway Ste. 10
- La Casa de mi Abuela – 117 E. Expressway
- Building Addition – 409 N. Conway

Year to Date: 31 Total

### **FIRE DRILLS**

There was one (1) fire drills conducted for the month of December.

Year to Date: 1 Total

## **TRAINING**

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

- Administrative Assistant Jacqueline Charles attended MGT- 314 Enhanced All – Hazards Incident Management Unified Command in College Station, Texas from December 12<sup>th</sup> – December 16<sup>th</sup>.

Year to Date: 4 Total

## **MEETINGS ATTENDED**

For the month of December there were eleven (11) meetings attended by the Fire Prevention Office.

- December 1, 2022 – Fire Marshal Frank Cavazos SRC meeting
- December 6, 2022 – Fire Marshal Frank Cavazos staff meeting
- December 7, 2022 – Fire Marshal Frank Cavazos met with Planning department
- December 8, 2022 – Fire Marshal Frank Cavazos SRC meeting
- December 9, 2022 – Fire Marshal Frank Cavazos met with Esmeralda Garza regarding The Violet Studio.
- December 9, 2022 – Fire Marshal Frank Cavazos final inspection for Planet Fitness.
- December 12, 2022 – Fire Marshal Frank Cavazos met with Mr. Ramirez at 2204 N. Shary Rd.
- December 15, 2022 – Fire Marshal Frank Cavazos SRC meeting
- December 16, 2022 – Assistant Fire Marshal Joel Saenz SRC meeting
- December 19, 2022 – Fire Marshal Frank Cavazos City ID's
- December 22, 2022 – Fire Marshal Frank Cavazos SRC meeting

Year to Date: 40 Total

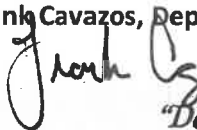
**PUBLIC EDUCATION**

During the month of December there were five (5) presentations conducted.

Date	Location	Fire Extinguisher w/Simulator	Fire Safety Trailer	Tours of Stations	Fire Safety Presentation
12/2/2022	Memorial Middle School Career Day				700
12/8/2022	Mission Chamber Health Fair				200
12/9/2022	Mission Chamber Health Fair				200
12/13/2022	Travis Middle School Career Day				65
12/20/2022	Southern Texas Careers Academy				21

Year to Date: 45 Presentations 14, 175 Audience  
Year to Date w/The Tutor 1 Presentations 40 Audience  
Year to Date w/F.S.T. 2 Presentations 500 Audience  
Year to Date – Other Presentations Audience  
Year to Date Grand Total 48 Presentations 14, 715 Audience

Frank Cavazos, Deputy Chief/Fire Marshal



*"Dedicated to the Community We Protect... and Serve"*