

## Media Relations- Departmental Report/November 2024

### **Kenia**

- Created daily content on the City of Mission's social media platforms and PEG channel- Facebook, Instagram, Twitter, and YouTube
- Created graphics for all social media platforms
- Wrote script and produced video for the October 28, 2024 Council Meeting Recap video
- Produced a video highlighting the upcoming Texas Citrus Fiesta events and the current Royal Court
- Produced video to promote the Annual Mission Community Health Fair
- Produced a video with the Mayor to congratulate the LRGV Police Academy graduating class
- Produced promo video for all the Veterans Day festivities
- Took photos at the Veterans Day Flag Laying Ceremony on November 11, 2024
- Live video during the 6<sup>th</sup> Annual Veterans Parade to invite the community
- Produced video for the Halloween event recap
- Conducted interviews for a recap video of the Veterans Day events
- Coordinated interviews with city staff to keep residents informed on projects, programs, and events
- Wrote talking points and welcome remarks for the Mayor for city events
- Conducted various interviews with media outlets to promote programs, events, and to keep the community informed
- Served as MC for various city events
- Wrote all media advisories/press releases, including:
  - Media advisory on controlled burn training by the Mission Fire Department
  - 6<sup>th</sup> Annual Veterans Day Parade and all festivities
  - Dia de los Muertos event
  - Turkey giveaway event
- Coordinated footage, photos, and press events for City of Mission and police department events

### **Alex**

- Covered City Council Meetings, Special Meetings, and city-sponsored events with video and still photos
- Edited the turkey distribution video for social media, posted on Nov. 28th
- Recorded video at the Mayor's Lighting of the Tree event
- Recorded video for the turkey distribution to Mission families
- Recorded and edited video of Mayor congratulating the LRGV Police Academy Class #226
- Took video at the Mission Fire Department's controlled fire burn training
- Took video at CDBG's Welcome Home event
- Edited the Council Meeting Recap video for the October 28, 2024 council meeting
- Took video at all the Veterans Day festivities (parade, BBQ plates distribution, festival)
- Live stream of the 6<sup>th</sup> Annual Veterans Parade on Facebook, YouTube, and Missiontexas.us and Spectrum channel 1300
- Took video at the employee Veterans Appreciation Luncheon at the Mission Event Center
- Managed the city's official website and updated information when needed
- Responsible for purchasing procedures
- Produced several graphics for all social media platforms
- Responsible for audio and video production for council meetings and continuing improvements to Master Control and PEG channel

## **Humberto**

- Photo coverage of multiple city events, including...
  - Took photos for the weekly "Pet of the Week" segment
  - Took photos at a check presentation at the Mission PD
  - Took photos at Mission PD of donations received for the turkey distribution event
  - Took photos at the Mayor's Christmas Tree Lighting, posted on November 22<sup>nd</sup>
  - Took photos for the turkey delivery event for Mission families, posted on November 22<sup>nd</sup>
  - Took photos of water leak to advise residents about the issue
  - Took photos at the LRGV Police Academy Class #226 graduation ceremony

- Took photos at Mission Fire Department's controlled fire burn training
- Took photos for CDBG's Welcome Home event
- Took photos at Mayor's visit at O'Grady Elementary School
- Took photos at all Veterans Day festivities
- Took photos at the employee Veterans Appreciation Luncheon at the Mission Event Center
- Took photos at the UTRGV School of Nursing Health Fair attended by the council and the Mission Police Dept.
- Translated graphics, documents, and multiple posts for the City of Mission social media platforms to Spanish
- Conducted interviews with staff and residents in Spanish to be utilized for videos
- Photos for video creation, city proclamations, social media posts, and the City of Mission website

## **Ruben**

- Created flyer for the Adopt-a-Grandparent event
- Created flyer for the Thanksgiving Holiday hours for city offices
- Created flyer for the Turkey Drive Thru Distribution
- Created flyer for the Mayor's Annual Christmas Tree Lighting
- Created flyer for the Kops 4 Kids Toy Drive
- Created flyer/PSA for the Mission Fire Department's controlled burn training
- Recorded and edited videos in English and Spanish of the recap of the Mayor's Lighting of the Tree event
- Recorded and edited video highlighting the upcoming events and the Royal Court for the Texas Citrus Fiesta
- Recorded video for the turkey delivery to families in Mission
- Recorded and edited video for the Annual Mission Community Health Fair
- Took photos at the Bulky Item Drop-off event held by the Sanitation Dept.
- Took photos and video at the museum's Día de los Muertos events
- Took video at the Mission Fire Department's controlled fire burn training
- Took video at CDBG's Welcome Home event
- Took video at all the Veterans Day festivities
- Edited recap video of the Halloween event
- Took video at the employee Veterans Appreciation Luncheon at the Mission Event Center
- Took photos at the Texas Citrus Fiesta Tea Party



# Information Technology

## *Departmental Report December 2024*

### **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.

#### **Equip new and existing units with new Technology**

Equip units with in new in car video system, and tablet. In Progress about 99 % complete.

#### **Multifactor Authentication**

Purchase and configure Multi Factor Authentication to strengthen security posture. VPN MFA has been implemented and currently working on Email MFA. Estimated Completion end of January 2025

#### **Work Orders**

IT goal is to close tickets within 24 hours. Priority work orders are worked on first. 158 Work orders closed December 2024.

#### **Windows 10 End of life**

Windows 10 is reaching its end of life. All city computers need to be upgraded to windows 11. About 99% Complete.

#### **Tyler Data Archive**

Legacy public safety RMS servers and application are end of life. Data needs to be migrated to the hosted Tyler solution. Testing Phase. Estimated completion end of January 2025

#### **Firewall**

Replace current firewall. Complete

#### **PD End of Life Computers**

Replace all end-of-life computers at PD. Purchase in progress.

#### **Replace Endpoint and Email Security**

Migrate Cisco Endpoint and Barracuda email security to Office 365 platform. Complete.

#### **Security Cameras**

Replace/Add cameras at Sanitation, Golf and South Water Plant. Installation in progress.



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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) 583-7887



## Interments December

Rio Grande Valley State Veterans Cemetery - (Mission)							
December - 2024	Double Depth	Standard	Columbarium	In-Ground	Scatter Garden	Memorial Garden	Total
Veterans		10	4	3			17
Spouses	3	1	2	3			9
Family Members							0
Total	3	11	6	6	0	0	26

Rio Grande Valley State Veterans Cemetery - Plot Availability and Utilization Report							
	Total Plots	Plots Utilized	Plots Available	% Utilized	% Available		
Estimate of Total Plots Planned for RGV SVC	25,090	4,123	20,967	16.43%	83.57%		
RGV SVC - Total Plots in Developed Areas	9,255	4,123	5,132	44.55%	55.45%		
RGV SVC - Availability of Casketed Burial Option in Developed Areas	Total Plots	Plots Utilized	Plots Available	% Utilized	% Available		
	4,430	2,374	2,056	53.59%	46.41%		
RGV SVC - Availability of Crenation Burial Option in Developed Areas	Total Plots	Plots Utilized	Plots Available	% Utilized	% Available		
	3,825	1,709	2,116	44.68%	55.32%		
RGV SVC - Availability of Memorial Plot Option in Developed Areas	Total Plots	Plots Utilized	Plots Available	% Utilized	% Available		
	1,000	40	960	4.00%	96.00%		





## RGV State Veterans Cemetery

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### Events and Ceremonies Information:

Wreath Laying Ceremony December 16, 2024 @ 9am

### Upcoming Events:

Memorial Day Event May 26, 2025

Veterans Day Event November 11, 2025

Wreath Laying Ceremony December 13, 2025



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## Completed Projects:

Irrigation Audit for September 2024 completed  
Removal of 80% non-usable equipment 11/24/2023  
2020 File Migration Completed- pending VLB direction  
2021 File Migration Completed- pending VLB direction  
Headstone Alignment device being maintenance Compl.  
Completed Section 34-Realignment & Resetting  
CSR in training for 180 days-Training Plan  
Nov. 11-Veterans Day event (150 people in attendance)  
Dec. 16, 2024 Wreath Event (261 people attended)  
Compressor replacement –Compl.(VLB purchase)  
Tools/Tool Box for staff (VLB Purchase)  
Working on Section 33-Realignment & Resetting –Compl.  
Water Conservation Action Plan –On-going 4/2024  
**Ongoing Projects Pending- VLB OAR- Funded:**  
Power washing areas with mold with the cemetery  
Maintenance Tech II in training for 180 days-Training Plan  
Maintenance Tech in training for 180 days-Training Plan  
Working on Section MS1-Realignment & Resetting  
Winterization Plan Pending approval City of Mission

## **Ongoing Projects Pending:**

Monthly Irrigation Audit-replace broken lines/equipment  
100% Pre-registration eligibility review-on going project  
Headstone setting vehicle – revamp 4/2024 in use  
Staff cross-training -2025  
Clearing/Mowing of 43.17 acres on the NW side-48% done  
Digital reporting option (for staff)- currently testing samples  
202 File Migration pending completion 1/2025  
Water Conservation Action Plan –On-going 1/2025  
Irrigation Audit for September 2025 on-going

## **VLB Funded (In-Progress)**

Re-alignment on 840 Flat Marker/ Headstone  
100% Eligibility Review-Headstone Completed

## **VLB Funded (Pending)**

Addition of New Space Force Military Branch of Service Seal and Flag in  
Assembly Area  
Casket Transport Vehicle Hearse (Flat)  
Automatic Gate  
Water Station – on Cemetery Grounds  
Compressor replacement -Completed  
**VLB Funded (Approved)**  
Bobcat Tool Cat UW56 -2  
New Privacy Fence Slats Completed  
Electrical Services for Garrison Flag and offices 8/24-Completed  
2024-2025 Budget Approved  
Tools and tool box- Maco Tools \$7000 DIs –Purchased onsite 12/7/24

## **VLB Funded (Received)**

Brush Cutter attachment for Tool Cat 8/2024  
Ice Machine for staff- 9/30/2024  
Water fountain for water bottles installed 9/6/2024  
Sweeper for Tool Cat VLB 9/10/2024  
Shed for equipment 12/21/2024

## **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  
Crests



**COMMUNITY DEVELOPMENT DEPARTMENT  
PROGRESS REPORT CV AND CV-3  
FISCAL YEAR 2024 - 2025 (FUNDING THRU 07/2026)**

<b>PROGRESS REPORT CV</b>		<b>NOVEMBER, 2024 UNOFFICIAL</b>			
<b>AGENCY / DEPARTMENT / DESCRIPTION / BUDGET</b>	<b>MONTHLY EXPENDITURE</b>	<b>ACCOMPLISHMENT</b>	<b>YEAR TO DATE</b>	<b>%</b>	<b>BALANCE</b>
<b>AFFORDABLE HOMES OF SOUTH TEXAS CV3</b>	<b>\$0.00</b>	Agency screening program participants, held events at Library and Mission City Hall to promote the program services	<b>\$0.00</b>	<b>0.00%</b>	<b>\$29,413.76</b>
<b>\$29,413.76</b>					
Funds will be utilized to provide rent and mortgage assistance to residents that have been affected by the pandemic COVID-19.					
<b>MISSION FIRE DEPARTMENT CV3</b>	<b>\$0.00</b>	Pending on completion of purchase and submittal for processing.	<b>\$0.00</b>	<b>0.00%</b>	<b>\$4,993.13</b>
<b>\$4,993.13</b>					
Funds will be utilized to purchase equipment for emergency use at the shelter during declared disasters to serve the community affected by COVID19					
<b>\$34,406.89</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>0.00%</b>	<b>\$34,406.89</b>

**COMMUNITY DEVELOPMENT DEPARTMENT  
PROGRESS REPORT  
FISCAL YEAR 10/01/2024 - 09/30/2025**

CDBG PROGRESS REPORT		NOVEMBER, 2024 UNOFFICIAL				
AGENCY / DEPARTMENT / DESCRIPTION / BUDGET	MONTHLY EXPENDITURE	ACCOMPLISHMENT		YEAR TO DATE	%	BALANCE
AMIGOS DEL VALLE - MEALS	\$0.00	Agency staff attended Subrecipient Orientation; agency continues serving participants		\$0.00	0%	\$23,444.00
\$23,444.00						
Funds will be utilized to provide meals to homebound seniors.						
AREA AGENCY ON AGING	\$0.00	Agency staff attended Subrecipient Orientation; agency continues serving participants		\$0.00	0%	\$5,000.00
\$5,000.00						
Funds will be utilized to provide assist seniors with minor repairs/modifications and medical supplies.						
C.A.M.P. UNIVERSITY	\$0.00	Agency staff attended Subrecipient Orientation; agency continues serving participants		\$0.00	0%	\$3,000.00
\$3,000.00						
Funds will be utilized to provide day habilitation providing life skills for adults with special needs.						
COMFORT HOUSE	\$0.00	Agency staff attended Subrecipient Orientation; agency continues serving participants		\$0.00	0%	\$3,000.00
\$3,000.00						
Funds will be utilized to provide twenty-four hour palliative care to patients who have a prognosis of four months or less to live.						
HOPE MEDICAL SERVICES	\$0.00	Agency staff attended Subrecipient Orientation; agency continues serving participants		\$0.00	0%	\$1,000.00
\$1,000.00						
Funds will be utilized to provide medical services to uninsured and/or low income residents.						
CASA OF HIDALGO COUNTY, INC.	\$0.00	Agency staff attended Subrecipient Orientation; agency continues serving participants		\$0.00	0%	\$1,000.00
\$1,000.00						
Funds will be utilized for expenses generated in advocating for abused and neglected children.						
CHILDREN'S ADVOCACY CENTER	\$0.00	Agency staff attended Subrecipient Orientation; agency continues serving participants		\$0.00	0%	\$15,000.00
\$15,000.00						
Funds will be utilized to provide counseling services for abused/neglected children and their families.						
SILVER RIBBON	\$0.00	Agency staff attended Subrecipient Orientation; agency continues serving participants		\$0.00	0%	\$3,000.00
\$3,000.00						
Funds will be utilized to provide assistance with rent, rent deposits, utilities, utility deposits, medications, physician/medical visits, eyeglasses, durable medical equipment.						
AFFORDABLE HOMES OF SOUTH TX	\$0.00	Agency staff attended Subrecipient Orientation; agency continues serving participants		\$0.00	0%	\$100,000.00
\$100,000.00						
Funding will be utilized to provide direct home ownership assistance with subsidizing mortgage principal.						
PARKS & RECREATION DEPARTMENT	\$0.00	Agency staff attended Subrecipient Orientation; agency continues serving participants		\$0.00	0%	\$200,000.00
\$200,000.00						
Funds will be utilized to construct recreational Connectivity Trail Project.						
PUBLIC WORKS DEPARTMENT	\$0.00	Agency staff attended Subrecipient Orientation; agency continues serving participants		\$0.00	0%	\$104,000.00
\$104,000.00						
Funds will be utilized for the design of Astroland Storm Sewer Improvements Design Phase I						
\$32,000.00	\$0.00	Agency staff attended Subrecipient Orientation; agency continues serving participants		\$0.00	0%	\$32,000.00
Funds will be utilized for the design of Spikes Storm Sewer Improvements Design Phase I	\$0.00	Agency staff attended Subrecipient Orientation; agency continues serving participants		\$0.00	0%	\$214,000.00
\$214,000.00	\$0.00	Agency staff attended Subrecipient Orientation; agency continues serving participants		\$0.00	0%	\$214,000.00
Funds will be utilized for the design of Sanitary Sewer Improvements Design Phase I	\$0.00	Oversight Expense of the CDBG Program		\$0.00	0%	\$80,000.00
REHABILITATION	\$0.00	Oversight Expense of the CDBG Program		\$0.00	0%	\$196,111.00
\$80,000.00	\$0.00	Oversight Expense of the CDBG Program		\$0.00	0%	\$196,111.00
PROGRAM ADMINISTRATION	\$0.00	Oversight Expense of the CDBG Program		\$0.00	0%	\$196,111.00
\$196,111.00	\$0.00	Oversight Expense of the CDBG Program		\$0.00	0%	\$196,111.00
\$980,555.00	\$0.00	Oversight Expense of the CDBG Program		\$0.00	0%	\$980,555.00
	Community Development Department					
	New Applicants (HAP)	Agencies/Contractor:	Departments:	# of referrals to other agencies/departments:	Walk-ins	
	2	5	1	10	7	
		Re-certifications:	Previously Assisted:	Incoming Calls:	Appointments	
		0	2	29	2	



CITY OF  
**MISSION**  
**Grants** Activity Report- December 2024

Grant Name	Funding Agency	Department	Application Amount	Matching Amount	Due Date	Status
FY22 Building Resilient Infrastructure and Communities (BRIC)	TDEM	Executive	\$ 415,000	25%		Submitted-Tracking
Animal Welfare Organization	Petco Love	Health	\$ 50,000	None		Submitted-Tracking
Energy Efficiency & Conservation Grant (EECBG)	DOE	Executive	\$ 140,450	None		Submitted-Tracking
Resilient Communities Program	TX GLO	Executive	\$ 300,000	None	Rolling	In Progress



# CITY OF MISSION

## Grants Activity Report- December 2024

Grant Name	Funding Agency	Department	Application Amount	Award Amount	Matching Amount	Status
FY25 Rifle Resistant Body Armor	OOG	Police	\$ 189,505	\$ 47,325	None	Awarded/Active
FY25 Project Safe Neighborhood	OOG	Police	\$ 49,680	\$ 49,680	None	Awarded/Active
FY24 Edward Byrne Memorial Justice Assistance Grant (JAG)	BJA	Police	\$ 12,134	\$ 12,134	None	Awarded/Active
FY25 Border Zone Fire Dept.	OOG	Fire	\$ 250,000	\$ 250,000	None	Awarded/Active
FY25 Local Border Security Program	OOG	Police	\$ 180,000	\$ 180,000	None	Awarded/Active
FY25 Operation Lone Star	OOG	Police/Fire	\$ 5,000,000	\$ 250,000	None	Awarded/Active
FY25 Comprehensive Grant	TXDOT	Police	\$ 37,000	\$ 37,000	20%	Awarded/Active
DWI Phlebotomy Program Grant	TXDOT	Police	\$ 187,557.88	\$ 187,557.88	20%	Awarded/Active
FY25 STEP CMV Grant	TXDOT	Police	\$ 29,975	\$ 29,975.00	20%	Awarded/Active
OVAG-Victim Services (Year Two)	OAG	Police	\$ 49,500	\$ 49,500	None	Awarded/Active
FY24-25 Regional Solid Waste Grant Program	LRGVDC	Sanitation	\$ 30,000	\$ 30,000	10%	Awarded/Active
FY22 FEMA Flood Mitigation Assistance (FMA)	TWDB	Executive	\$ 288,000	\$ 288,000	10%	Awarded/Active
FY23 Operation Stonegarden	OOG	Police	\$ 325,000	\$ 325,000	None	Awarded/Active
FY23 COPS Hiring Program	DOJ COPS	Police	\$ 1, 771,398.16	\$ 1,000,000	25%	Awarded/Active
FY24 General Victim Assistance Grant Program	OOG	Police	\$ 50,000	\$ 50,000	None	Awarded/Active
FY24 Local Border Security Program	OOG	Police	\$ 190,000	\$ 190,000	None	Awarded/Active
FY23 SHSP LETPA	OOG	Police	\$ 56,142.35	\$ 58,544.24	None	Awarded/Active
FY23 Transportation Alternatives	RGVMPO	Executive	\$ 200,000	\$ 200,000	25%	Awarded/Active
Animal Welfare Organization	Petco Love	Health	\$ 35,000	\$ 30,000	None	Awarded/Active
La Cuchilla Drainage Improvement Project	TXGLO	Executive	\$ 1,000,000	\$ 997,236.75	1%	Awarded/Active
Astroland Drainage Improvement Project	TXGLO	Executive	\$ 1,000,000	\$ 999,162	1%	Awarded/Active
Trail Connectivity Project	VBLF	Park	\$ 500,000	\$ 500,000	None	Awarded/Active
FY22 Justice and Mental Health Program	BJA	Police	\$ 388,001.38	\$ 229,962.91	(Year 1) 20%	Awarded/Active
Better Cities for Pets	Mars Petcare Program	Health	\$ 20,000	\$ 20,000	None	Awarded/Active
Lions Park Development	AEP	Parks	\$ 30,000	\$ 30,000	None	Awarded/Active
All-Inclusive Lions Park	TPWD	Parks	\$ 1,500,000	\$ 750,000	\$750,000	Awarded/Active
Grand Total:			\$	6,791,077.78		

# MISSION MUNICIPAL COURT

**Nov-24**

## Y-T- D COMPARISON

	2024	2023	NOV COMPARISON	2024	2023
<b>FEES &amp; FINES TOTAL</b>	<b>\$307,309.70</b>	<b>\$215,815.50</b>	<b>FEES &amp; FINES TOTAL</b>	<b>\$130,080.64</b>	<b>\$106,342.97</b>
<b>LOCAL FINES</b>	<b>\$103,074.14</b>	<b>\$72,184.47</b>	<b>LOCAL FINES</b>	<b>\$43,650.99</b>	<b>\$36,030.45</b>
<b>LOCAL COSTS AND FEES</b>	<b>\$23,785.76</b>	<b>\$16,822.59</b>	<b>LOCAL COSTS AND FEES</b>	<b>\$10,312.25</b>	<b>\$7,730.65</b>
<b>COLLECTIONS FOR STATE</b>	<b>\$180,449.80</b>	<b>\$126,808.44</b>	<b>COLLECTIONS FOR STATE</b>	<b>\$76,117.40</b>	<b>\$62,581.87</b>
<b>TOTAL COLLECTIONS</b>	<b>\$307,309.70</b>	<b>\$215,815.50</b>	<b>TOTAL COLLECTIONS</b>	<b>\$130,080.64</b>	<b>\$106,342.97</b>

## VIOLATIONS

<b>STATE LAW</b>	<b>1001</b>	<b>944</b>	<b>TOTAL VIOLATIONS</b>	<b>1139</b>	<b>969</b>
<b>TRAFFIC</b>	<b>1463</b>	<b>1071</b>	<b>CASES:</b>		
<b>CITY ORDINANCE</b>	<b>142</b>	<b>89</b>	<b>TOTAL PAID</b>	<b>553</b>	<b>427</b>
<b>PARKING</b>	<b>3</b>	<b>7</b>	<b>OTHER COMPLETED</b>	<b>893</b>	<b>183</b>
<b>EDUCATION CODE</b>	<b>33</b>	<b>12</b>			<b>610</b>
<b>TOTAL</b>	<b>2642</b>	<b>2123</b>			
			<b>WARRANTS:</b>		
<b>CASES:</b>			<b>ISSUED</b>	<b>1001</b>	<b>787</b>
<b>TOTAL PAID</b>	<b>1273</b>	<b>1002</b>	<b>CLEARED</b>	<b>954</b>	<b>889</b>
<b>OTHER COMPLETED</b>	<b>1090</b>	<b>1378</b>			
<b>TOTAL</b>	<b>2363</b>	<b>2380</b>			

## WARRANTS: ISSUED

<b>TRAFFIC</b>	<b>1066</b>	<b>753</b>
<b>STATE LAW</b>	<b>1146</b>	<b>1067</b>
<b>CITY ORDINANCE</b>	<b>22</b>	<b>31</b>
<b>PARKING</b>	<b>1</b>	<b>5</b>
<b>EDUCATION CODE</b>	<b>3</b>	<b>0</b>
<b>TOTAL</b>	<b>2238</b>	<b>1856</b>

## CLEARED

<b>TRAFFIC</b>	<b>1108</b>	<b>789</b>
<b>STATE LAW</b>	<b>1461</b>	<b>1050</b>
<b>CITY ORDINANCE</b>	<b>30</b>	<b>37</b>
<b>PARKING</b>	<b>2</b>	<b>1</b>
<b>EDUCATION CODE</b>	<b>2</b>	<b>1</b>
<b>TOTAL</b>	<b>2603</b>	<b>1878</b>


1735hours of Community Service were granted  
A total of 69 juvenile cases were filed.

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## MEMORANDUM

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**TO:** MAYOR AND CITY COUNCIL  
**THROUGH:** MIKE PEREZ, CITY MANAGER  
**FROM:** JESSE LERMA, CIVIL SERVICE DIRECTOR  
**SUBJECT:** CIVIL SERVICE REPORT, DECEMBER 2024  
**DATE:** JANUARY 2, 2025



1. Mission Fire Department working on filling four (4) positions
2. Mission Fire Department LT's promotional examination was held on December 12, 2024. Three ENG participated, all failed, started process for re test set for February 13, 2024.
3. Mission Police Departments has started filling twenty-four (24) open positions. We should be close to fully staffed by February 2025
4. Pending Hearings
  1. PO Roel Velasquez-Indefinitely Suspended June 7, 2023-pending legal
  2. PO Esteban Jara-Indefinitely Suspended March 28, 2024-Arbitrator has been selected-pending hearing date
  3. PO Sergio Martinez-15 Day Suspension Without Pay-Arbitrator has been selected-hearing set for May13-14, 2025
  4. PO Ruben Gaytan-Suspended for 15 days without pay-we have started process for selecting hearing examiner

THANKS



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## MEMORANDUM

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**TO:** MAYOR AND CITY COUNCIL  
**THROUGH:** MIKE PEREZ, CITY MANAGER  
**FROM:** JESSE LERMA, 311/CIVIL SERVICE DIRECTOR  
**SUBJECT:** 311 REPORT, DECEMBER 2024  
**DATE:** JANUARY 2, 2025

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We have a total of 804 submission for December of 2024 with a total of 13,855 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.

Our media department has been pushing the 311-program encouraging our citizens to utilize the program.

Thank you!

Topic Counts of Opened Requests  
For Date Period From 12/01/2024 Through 01/31/2025

Topic	Count
Health	
Animal Control	721
Bee Complaint	3
Food Complaint	0
Food Truck Complaint	0
Grease Trap Complaint	1
Mosquitoes	2
<b>Total - Health</b>	<b>727</b>
Obstructions -Tree/Branches	
MOWING	2
<b>Total - Obstructions -Tree/Branches</b>	<b>2</b>
Parks & Rec	
Graffiti	0
Mowing (Drainage & Alleys)	0
Parks	4
Restrooms	0
Right of way ( mowing )	0
Trails	0
<b>Total - Parks &amp; Rec</b>	<b>4</b>
Planning	
Construction Concerns	0
Dilapidated Home/Structure	0
Garage Sales	0
Health & Sanitation	1
Illegal Dumping	3
Junked Vehicle on private property	0
Sewer Concerns	1
Unsafe Building	0
Weedy Lot	3
<b>Total - Planning</b>	<b>8</b>
Police Department	
Illegal Parking	6
<b>Total - Police Department</b>	<b>6</b>
Public Works	
Flooded area/Roadway and streets	1
Foul smell	0
Junk Vehicle	0
Lift Station	0
Lift Stations	0
Low Water Pressure	1
Obstruction Tree Signs/Tree Trimming	0
Pot Holes	16
Sandbag ( Elderly And Disabled )	0
Side Walk	1
Street Light	16
Streets/Signs	3
Tires	0
Traffic Signals	2
Water Leaks	1
<b>Total - Public Works</b>	<b>41</b>
Sanitation	
Brush	5
Bulky Items	5

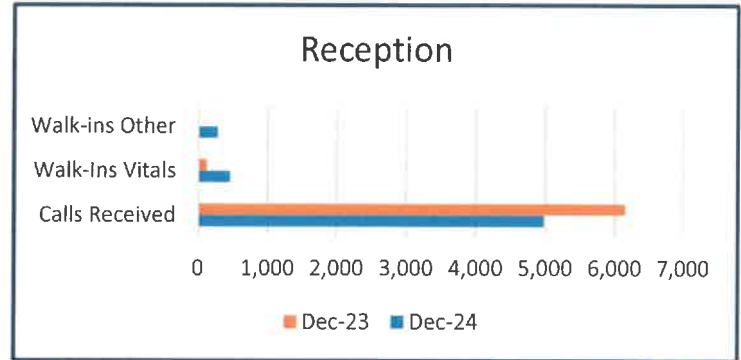
Garbage	3
Obstruction/ Brush	0
Trash	3
<b>Total - Sanitation</b>	<b>16</b>
All Topics	
<b>Total All Topics</b>	<b>804</b>

# CITY SECRETARY

## MONTHLY REPORT - DECEMBER 2024



<i>Reception</i>			
<b>Calls Received</b>	<b>4,986</b>	<b>DECEMBER 2023</b>	
<b>Walk-Ins - Vitals</b>	<b>462</b>	<b>Calls Received</b>	<b>6,158</b>
<b>Walk- Ins Other Departments</b>	<b>284</b>	<b>Walk-Ins</b>	<b>125</b>



<i>Vital Statistics</i>				
	<b>DEC 2024</b>	<b>YTD 2024</b>	<b>DEC 2023</b>	<b>YTD 2023</b>
<b>Birth Records Registered</b>	165	449	165	505
<b>Birth Records Issued</b>	390	1156	410	1211
<b>Death Records Registered</b>	32	133	42	107
<b>Death Records Issued</b>	32	175	42	191
<b>Funds Received</b>	\$9,630	\$30,702	\$9,996	\$29,648

### *Cemetery:*

<b>2024-2025</b>	<b>Laurel Hill</b>	<b>San Jose</b>	<b>Catholic</b>	<b>Baby Space</b>	<b>YTD 24/25</b>
<b>Burials</b>	1	1	2	0	15
<b>Sold Spaces</b>	0	0	0	0	0
<b>2023-2024</b>	<b>Laurel Hill</b>	<b>San Jose</b>	<b>Catholic</b>	<b>Baby Space</b>	<b>YTD 23/24</b>
<b>Burials</b>	1	1	3	0	14
<b>Sold Spaces</b>	0	0	0	0	0