

**MERCEDES CITY COMMISSION
REGULAR MEETING
FEBRUARY 18, 2025 – 6:30 PM
MERCEDES CITY HALL – COMMISSION CHAMBERS
400 S. OHIO AVE., MERCEDES, TX 78570**

“At any time during the course of this meeting, the City Commission may retire to Executive Session under Texas Government Code 551.071(2) to confer with its legal counsel on any subject matter on this agenda in which the duty of the attorney to the City Commission under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Texas Government Code. Further, at any time during the course of this meeting, the City Commission may retire to Executive Session to deliberate on any subject slated for discussion at this meeting, as may be permitted under one or more of the exceptions to the Open Meetings Act set forth in Title 5, Subtitle A, Chapter 551, Subchapter D of the Texas Government Code.”

- 1. Call Meeting to Order**
- 2. Establish Quorum**
- 3. Invocation**
- 4. Pledge of Allegiance**
- 5. Open Forum**
- 6. Presentation**
- 7. Consent Agenda**
 - a. Approval of Minutes for Meeting(s) held January 30, 2025 and February 4, 2025
 - b. Approval of Budget Amendment No. 202425-520-512
- 8. Management Items:** Present, discuss, consider and possibly take action regarding:
 - a. Approval of Request by the Hidalgo County Elections Department for the use of a Polling Location during Early Voting and Election Day for the 2025 May Election
 - b. Presentation of previously approved Section 125 Cafeteria Plan Health and Wellness Program
 - c. Approval of appointment of Members to the Keep Mercedes Beautiful Committee
- 9. Ordinances/Resolutions**
 - a. Approval of First Reading of Ordinance 2025-06 amending the zoning code to R-1 Single Family Residential District
 - b. Approval of First Reading of Ordinance 2025-07 amending the zoning code to R-2 Duplex-Fourplex Residential District
- 10. Bids/Contracts**
 - a. Approval of the Facility usage agreement for Collier Park Baseball Fields
- 11. Monthly Departmental Reports**
 - a. Planning Monthly Report
 - b. IT Department Monthly Report

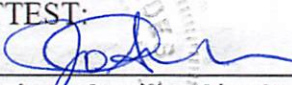
- c. City Secretary/HR Monthly Report
 - d. Recreation Center Monthly Report
 - e. Library Monthly Report
 - f. Fire Department Monthly Report
- 12. Executive Session: Chapter 551, Texas Government Code, Section 551.071 (Consultation with Attorney), Section 551.072 (Deliberation regarding Real Property), Section 551.074 (Personnel Matters) and Section 551.087 (Economic Development)**
- a. Discussion with City Manager regarding personnel matters - Section 551.074
 - b. Consultation with Attorney regarding update on litigation - Section 551.071
 - c. Discussion regarding Project BCIE - Section 551.087
 - d. Consultation with Attorney regarding contract negotiations - Section 551.071
- 13. Open Session**
- a. Possible Action pertaining to executive session item A
 - b. Possible Action pertaining to executive session item B
 - c. Possible Action pertaining to executive session item C
 - d. Possible Action pertaining to executive session item D

14. Adjournment

Notice is hereby given that the City Commissioners of the City of Mercedes, Texas will meet in a Regular Meeting on Tuesday, February 18, 2025 at 6:30 PM. Said meeting will be conducted in the Commission Chambers of the City Hall located at 400 S. Ohio, Mercedes, Texas for the purpose of considering and taking formal action regarding the items listed above. This notice is given in accordance with Vernon's Texas Codes Annotated, Texas Government Code, Section 551.001 et. Seq.

WITNESS MY HAND AND SEAL OF THE CITY THIS 13TH DAY OF FEBRUARY, 2025.

ATTEST:



Joselyn Castillo, City Secretary
Time of Posting: 5:00 P.M.

ACCESSIBILITY STATEMENT

The City of Mercedes recognizes its obligations under the Americans with Disabilities Act of 1990 to provide equal access to individuals with disabilities. Please contact the City Manager's Office at (956) 565-3114 at least 48 hours in advance of the meeting with requests for reasonable accommodations, including requests for a sign language interpreter.

**MERCEDES CITY COMMISSION
REGULAR MEETING
JANUARY 30, 2025 – 6:30 PM
MERCEDES CITY HALL – COMMISSION CHAMBERS
400 S. OHIO AVE., MERCEDES, TX 78570**

MEMBERS PRESENT: Mayor Oscar Montoya
Commissioner Joe Martinez
Commissioner Jacob Howell
Commissioner Armando Garcia
Mayor Pro-Tem Ruben Saldana

STAFF PRESENT: Alberto Perez, City Manager (virtual)
Joselynn Castillo, City Secretary
Martie Garcia Vela, City Attorney
Patricio Avila, Asst. City Manager (virtual)
Francisco Sanchez, Police Chief
Juan Vasquez, I.T Specialist
Tom Villagomez, Public Works Director
Adrian Perez, Planning Director

1. Call Meeting to Order

Mayor Montoya welcomed everyone and called the meeting to order at 6:31 p.m.

2. Establish Quorum

All members of the Commission were present which constitutes a full quorum.

3. Invocation

Commissioner Howell said the invocation.

4. Pledge of Allegiance

Commissioner Garcia led in the pledge of allegiance.

5. Open Forum

There were no comments from the public.

6. Consent Agenda

- a. Approval of Minutes for Meeting(s) held January 7, 2025
- b. Second and Final Reading of Ordinance 2025-01 regarding the voluntary annexation of 0.628 Acres, more or less, out of Lot 14, Block 64, Capisallo District Subdivision

(Gregoria Rodriguez)

- c. Second and Final Reading of Ordinance 2025-02 regarding the voluntary annexation of 2.025 Acres, more or less, out of Lot 4, Block 26, Capisallo District Subdivision (William Leggett)
- d. Approval of Annual Racial Profiling Report FY2024
- e. Final Plat Approval for Shops at Mercedes
After monthly reports
- f. Final Plat Approval for Mile 2 East Meadows
Commissioner Martinez motioned to approve all items under consent agenda.
Commissioner Garcia seconded. Commissioner Martinez amended his motion to approve and forego the readings of the Ordinances. Commissioner Garcia seconded. Upon a called vote, the motion passed unanimously.

7. Management Items: Present, discuss, consider and possibly take action regarding:

- a. Approval of Interlocal Cooperation Agreement for Motor Vehicle Crime Prevention Authority (MVCPA) Task Force
Commissioner Howell motioned to approve. Mayor Pro-Tem Saldana seconded. Upon a called vote, the motion passed unanimously. Chief Sanchez stated this is a collaboration with Hidalgo County to assist in motor vehicle crime prevention.
- b. Approval of Interlocal Agreement for Water and Sewer for Camino Heights
Commissioner Martinez motioned to approve the interlocal agreement. Commissioner Garcia seconded. Upon a called vote, the motion passed unanimously.
- c. Approval of Interlocal Agreement for Sewer for Las Cabanas
Commissioner Martinez motioned to approve the interlocal agreement for Las Cabanas. Mayor Pro-Tem Saldana seconded. Upon a called vote, the motion passed unanimously.

8. Ordinances/Resolutions

- a. Approval of Agreement and Resolution 2025-01 for the Temporary Closure of State Right-of-Way - 86th Annual RGVLS 2025
Commissioner Martinez motioned to approve item A and B under item 8 titled Ordinances/Resolutions. Commissioner Garcia seconded. Upon a called vote, the motion passed unanimously.
- b. Approval of Agreement and Resolution 2025-02 for the Temporary Closure of State Right-of-Way - 86th Annual RGVLS Parade
This item was approved with the motion stated in item A of Ordinances/Resolutions.
- c. Approval of Resolution 2025-03 regarding the City of Mercedes 2025 Workplans with Urban County Program Year 38
Mr. Adrian Perez informed the Commission about the Urban County Work plan for 2025-2026. He stated the project will include street overlay of Willacy St. (from N. Vermont Ave. to N. Washington Ave.) and Cedar St. (From Garcia Ave. to N. Washington Ave.). Commissioner Howell motioned to approve Resolution 2025-03. Commissioner Martinez seconded. Upon a called vote, the motion passed unanimously.
- d. Approval of Resolution 2025-04 approving the creation of the San Jacinto Redevelopment Authority

Mayor Pro-Tem Saldana stated there was a piece not updated. He motioned to approve subject to amendment to Article 8. Commissioner Martinez seconded the motion. Upon a called vote, the motion passed unanimously.

- e. Approval of First Reading of Ordinance 2025-03 Ordering the Election for the 2025 City Commission Election for Commissioner Place 2 and Commissioner Place 4
Commissioner Martinez motioned to approve Ordinance 2025-03 and forego the reading. Commissioner Howell seconded. Upon a called vote, the motion passed unanimously.

- f. Approval of First Reading of Ordinance 2025-04 regarding Sludge Transporter Permits

Mayor Pro-Tem Saldana informed that part of the motivation for this ordinance is due to an oil spill on the expressway. He thanked staff for working on the ordinance to require permits to bring sludge into the city. Mr. Adrian Perez informed that the transporters will need a TCEQ permit and a city permit. City Code enforcement will be the lead in enforcing the ordinance. Commissioner Martinez motioned to approve and forego the reading. Mayor Pro-Tem Saldana seconded. Upon a called vote, the motion passed unanimously.

- g. Approval of First Reading of Ordinance 2025-05 to rezone Camino Heights from "N" Newly Annexed to "R-TH" Townhouse Residential District
Commissioner Martinez motioned to approve Ordinance 2025-05 and forego the reading. Mayor Pro-Tem Saldana seconded. Upon a called vote, the motion passed unanimously.

9. Bids/Contracts

- a. Approval of professional services contract with South Texas Brightwater Solutions related to sanitary sewer and water system management.

Mr. Alberto Perez stated the city needs to have a licensed individual for water and sewer services. The agreement will assist in bringing the city in compliance with TCEQ regulations. Commissioner Martinez motioned to approve the agreement with South Texas Brightwater Solutions. Commissioner Howell seconded. Upon a called vote, the motion passed unanimously.

- b. Approval of selection of Municipal Court Judge authorize the City Manager to enter into contract

Commissioner Martinez motioned to select Ms. Melisa Canales. He would like to see if staff can do an analysis to see if the city would need an alternate judge. Mr. Perez stated staff can get them a report of the cases pending. The City went out for bids on November 12, 2024 and two bids were submitted by Marcos Garcia and Alvarez and Canales Attorney at Law. Commissioner Martinez motioned to select Mrs. Melisa Canales for Municipal Court Judge. Mayor Pro-Tem Saldana seconded. Upon a called vote, the motion passed unanimously.

- c. Approval to select a contractor for Drainage Pipe Installation Services

Mr. Avila stated on December 18, 2024 the city went out for bids for drainage pipe installation. On January 3, 2025 the city received two bids from AM Utilities and Construction, LLC and Betancourt Legacy Construction, LLC. The lowest responsible

bidder is in the amount of \$380,000 from AM Utilities and Construction, LLC. Commissioner Martinez motioned to approve the recommendation of AM Utilities. Commissioner Garcia seconded. Mr. Avila stated that both companies are qualified, and the second bidder quoted the city at \$395,000. Upon a called vote, the motion passed unanimously.

10. Monthly Departmental Reports

Mayor Montoya stated he is impressed with the staff for being proactive in repairs prior to lines breaking. Mayor Montoya would like the city to purchase cameras to look into the pipes. Mayor Pro-Tem Saldana stated the Public Works staff impressed him with all their safety gear on. He added he went to a site where a fire hydrant was being installed, and stated that the staff were making progress. At a question, Mr. Avila stated the amount of cost for a street overlay. There was discussion regarding replacing 13 fire hydrants and the water pressure. Mayor Montoya would like a follow-up on the parks plan. No action required.

- a. IT Monthly Report
- b. Planning Monthly Report
- c. Fire Department Monthly Report
- d. Library Department Monthly Report
- e. Rec Center Monthly Report
- f. City Secretary/HR

11. Executive Session: Chapter 551, Texas Government Code, Section 551.071 (Consultation with Attorney), Section 551.072 (Deliberation regarding Real Property), Section 551.074 (Personnel Matters) and Section 551.087 (Economic Development)

Commissioner Martinez motioned to go into executive session. Commissioner Garcia seconded. Upon a called vote, the motion passed unanimously. The meeting went into executive session at 7:22 p.m.

- a. Discussion with City Manager regarding personnel matters - Section 551.074
- b. Consultation with Attorney regarding update on litigation - Section 551.071
- c. Consultation with Attorney regarding economic development and Project BCIE - Section 551.087
- d. Consultation with Attorney regarding contracts - Section 551.071

12. Open Session:

Mayor Montoya called the meeting back to order at 9:26 p.m.

- a. Possible Action pertaining to executive session item A
No action
- b. Possible Action pertaining to executive session item B
No action

c. Possible Action pertaining to executive session item C

No action

d. Possible Action pertaining to executive session item D

Commissioner Martinez motioned to approve the contract with the City Attorney and to instruct the City Manager to enter into negotiations. Commissioner Garcia seconded. Upon a called vote, the motion passed unanimously.

Mayor Pro-Tem Saldana moved to approve the contract with Ambiotec with the stipulation that the items discussed in executive session be changed as discussed.

Commissioner Garcia seconded. Upon a called vote, the motion passed unanimously.

13. Adjournment

Commissioner Martinez motioned to adjourn. Commissioner Garcia seconded. Upon a called vote, the motion passed unanimously. The meeting adjourned at 9:29 p.m.

**MERCEDES CITY COMMISSION
REGULAR MEETING
FEBRUARY 4, 2025 – 6:30 PM
MERCEDES CITY HALL – COMMISSION CHAMBERS
400 S. OHIO AVE., MERCEDES, TX 78570**

MEMBERS PRESENT: Mayor Oscar Montoya
Commissioner Joe Martinez
Commissioner Jacob Howell
Mayor Pro-Tem Ruben Saldana

MEMBERS ABSENT: Commissioner Armando Garcia

STAFF PRESENT: Alberto Perez, City Manager
Joselynn Castillo, City Secretary
Martie Garcia Vela, City Attorney
Meredith Hernandez, Interim Finance Director
Adrian Perez, Planning Director
Michael Rocha, I.T Director
Javier Campos, Fire Chief/EMC

OTHERS PRESENT: Juan Vasquez, I.T Specialist

1. Call Meeting to Order

Mayor Montoya welcomed everyone and called the meeting to order at 6:30 p.m.

2. Establish Quorum

Four members of the Commission were present which constitutes a quorum. Commissioner Garcia was absent.

3. Invocation

Commissioner Martinez said the invocation.

4. Pledge of Allegiance

Commissioner Howell led in the pledge of allegiance.

5. Open Forum

Mr. Mark Aasmund addressed the Commission about road improvements to Mile 2 West. Mr. Aasmund's main concern was the road heading into Camino de Verdad is in bad shape and is requesting a full repair of the road rather than patch work. Its 6/10th of a mile. He requested that the Commission visit the site and consider the full repair. Mayor Montoya informed Mr. Aasmund that they are not allowed to respond but recommended he speak with the public works director.

6. Presentation

a. Recognition of the Mercedes JROTC

Stephanie Salazar Rodriguez, Diana Contreras, Mary Jane Alanis, Sgt. Olvera were present to accept the Proclamation. Mayor Montoya read the proclamation. Ms. Alanis expressed her passion for being a part of JROTC.

7. Consent Agenda

a. Approval of Second and Final Reading of Ordinance 2025-03 Ordering the Election for the 2025 City Commission Election for Commissioner Place 2 and Commissioner Place 4

b. Approval of Second and Final Reading of Ordinance 2025-04 regarding Sludge Transporter Permits

c. Approval of Second and Final Reading of Ordinance 2025-05 to rezone Camino Heights from "N" Newly Annexed to "R-TH" Townhouse Residential District Commissioner Martinez motioned to approve all items under consent agenda. Mayor Pro-Tem Saldana seconded. Upon a called vote, the motion passed unanimously.

8. Management Items: Present, discuss, consider and possibly take action regarding:

a. Approval of Appointments/Reappointments of Members to the Development Corporation of Mercedes Board of Directors

Ms. Melissa Ramirez stated Tony Garza and Roel Villanueva expressed their willingness to continue serving on the board. Commissioner Martinez motioned to approve the reappointments of Tony Garza and Roel Villanueva. Mayor Pro-Tem Saldana seconded. Upon a called vote, the motion passed unanimously.

b. Approval of 1st Amendment to Interlocal Cooperation Agreement Between the City of Mercedes And The County Of Hidalgo Texas For Emergency Medical Services. Chief Campos stated the only change to the original agreement is the term for the leased ambulance. The amendment will allow for a one-year agreement with three additional one-year extensions. Commissioner Martinez motioned to approve. Mayor Pro-Tem Saldana seconded. Upon a called vote, the motion passed unanimously.

c. Sponsorship Request by Mercedes ISD Superintendent Scholarship Fund Mayor Montoya stated he received the request for sponsorship for the Superintendent Scholarship Fund. Commissioner Martinez expressed concern for the donation. Commissioner Howell motioned to approve a \$2000 donation for the scholarship fund. Commissioner Martinez seconded. Upon a called vote, the motion passed unanimously.

9. Ordinances/Resolutions

a. Resolution 2025-05 Annual Approval of the City of Mercedes Investment Policy and Strategy

Ms. Meredith Hernandez stated the policy has no changes but needs approval every year. Mayor Pro-Tem Saldana motioned to approve. Commissioner Howell seconded. Upon a called vote, the motion passed unanimously.

b. Approval of Resolution 2025-06 regarding Credit Card Resolution update from Aaron Solis to Nellie Zamora

Ms. Hernandez stated they need to change the card to Ms. Zamora due to Mr. Solis being no longer employed with the City. Commissioner Martinez motion to approve.

Mayor Pro-Tem Saldana seconded. Upon a called vote, the motion passed unanimously.

10. Bids/Contracts

- a. Approval of Blanket Illumination Agreement between TxDOT and the City of Mercedes

Mayor Pro-Tem Saldana stated that the Expressway is dark. Mr. Perez stated that it could cost the City \$65,000 and the City would need to get the specs for the lights and reach out to TxDOT about how to move forward with repairing the lights. Mr. Perez stated the repairs would need to be outsourced. Mayor Pro-Tem Saldana motioned to approve.

Commissioner Martinez seconded. Upon a called vote, the motion passed unanimously.

11. Executive Session: Chapter 551, Texas Government Code, Section 551.071 (Consultation with Attorney), Section 551.072 (Deliberation regarding Real Property), Section 551.074 (Personnel Matters) and Section 551.087 (Economic Development)

Commissioner Martinez motioned to go into executive session. Mayor Pro-Tem Saldana seconded. Upon a called vote, the motion passed unanimously. The meeting went into executive session at 7:02 p.m.

- a. Discussion with City Manager regarding personnel matters - Section 551.074
- b. Consultation with Attorney regarding update on litigation - Section 551.071
- c. Consultation with Attorney regarding Project Updates - Section 551.087
- d. Consultation with Attorney regarding contract negotiations - Section 551.071

12. Open Session

Mayor Montoya called the meeting back to order at 8:29 P.M.

- a. Possible Action pertaining to executive session item A
- b. Possible Action pertaining to executive session item B
- c. Possible Action pertaining to executive session item C
- d. Possible Action pertaining to executive session item D

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

13. Adjournment

Commissioner Martinez motioned to adjourn. Commissioner Howell seconded. Upon a called vote, the motion passed unanimously. The meeting adjourned at 8:30 p.m.

Consent Agenda

DATE: February 18, 2025
FROM: Meredith Hernandez, Interim Finance Director
ITEM: **Discussion and possible action to Approval of Budget Amendment No. 202425-520-512**

BACKGROUND INFORMATION: During the budget preparation period, our prior ACM, also the Planning Director, designated funds solely for conferences pertinent to ACM. We are now adjusting the budget to account for the expenses incurred by our current ACM, who is managed under Executive Administration.

BOARD REVIEW/CITIZEN FEEDBACK: (Let us know if this was approved or denied by a board)

ALTERNATIVES/OPTIONS: (If your recommendation isn't approved, do you have another option that can be approved)

FISCAL IMPACT: (Total Costs)

Proposed Expenditure/(Revenue):

Account Number(s):

\$

Finance Review by: (Has finance reviewed it to make sure we have the funds Yes/No/Not Applicable)

LEGAL REVIEW: (Has the City Attorney reviewed it, if necessary Yes/No/ Not Applicable)

ATTACHMENTS:

1. doc05007720250211150816

STAFF RECOMMENDATION: : (Do you have a recommendation to approve or deny? If so, does it have to be read a certain way) (For example, the amount of a contract needs to be read so you would put, approval of agreement between the City of Mercedes and X Company in the amount of \$X for X services.)

DATE: February 18, 2025
FROM: Joselynn Castillo, City Secretary
ITEM: **Discussion and possible action to Approval of Request by the Hidalgo County Elections Department for the use of a Polling Location during Early Voting and Election Day for the 2025 May Election**

BACKGROUND INFORMATION: The Hidalgo County Elections Department is requesting the use of the Mercedes Civic Center for Early Voting and Election Day for the 2025 Election Cycle. Attached includes a letter containing the current election dates for the entire year. The hours usually run 7:00 A.M to 7:00 P.M., but updated final schedule will be provided as we approach the election date. The request must be returned by Friday March 7, 2025. The Planning Department is aware of the dates and have marked them on the calendar for the Civic Center.

BOARD REVIEW/CITIZEN FEEDBACK: N/A

ALTERNATIVES/OPTIONS: N/A

FISCAL IMPACT: (Total Costs)

Proposed Expenditure/(Revenue):

\$

Account Number(s):

Finance Review by: N/A

LEGAL REVIEW: N/A

ATTACHMENTS:

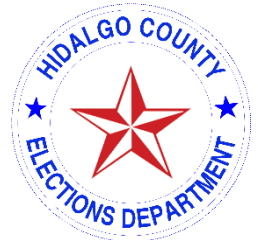
1. Email Letter - 2025 Schedule - City of Mercedes
2. Mercedes Civic Center - 2025 Polling Location Request Form

STAFF RECOMMENDATION: Approval to use the Mercedes Civic Center as the polling location for early voting and election day.



Via facsimile

ELECTIONS DEPARTMENT County of Hidalgo



2025 Election Cycle Early Voting and Election Day Request(s)

January 31, 2025

To: Joselynn Castillo, City Secretary City of Mercedes
400 S. Ohio Ave, Mercedes, TX 78570
Via: jcastillo@cityofmercedes.com

Dear Ms. Castillo,

We are requesting the use of your facility(s) as an Early Voting and/or Election Day polling location(s) for the upcoming 2025 Election Cycle. Please review the dates below and add to your calendar.

Please note that your location will not be required during the Local Entities Election(s) if your entity is not on the ballot or requested by another entity. Additional note, due to HB 357, the Runoff Dates have been modified and will be confirmed by the Texas Secretary of State as the election approaches.

Reminder emails will be sent once the election approaches, but if you have any questions or concerns, please feel free to reach out at any time.

Upcoming 2025 Elections

Election	Early Voting	Election Day
May Local Entities Elections	April 22, 2025 - April 29, 2025	Saturday May 3, 2025
May Local Entities Runoff Elections	May 27, 2025 – June 3, 2025	Saturday, June 7, 2025
November General Election	Oct. 20, 2025 – Oct. 31, 2025	Tuesday, November 4, 2025
General Runoff (Local Entities ONLY)	TBD	TBD

Please complete the separate request form and return by fax, or email by **March 7, 2025**. I know this may require approval from your board, so if you could provide an email response confirming the use of the location(s), that will allow us to continue with our preparations for the 2025 Election Cycle.

We truly appreciate you and the partnership we have in providing great polling locations to the voters of Hidalgo County.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Eberto A. Gauna

Division Manager II

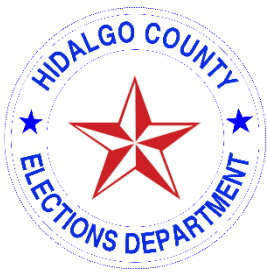
Office: (956)318-2570 ext. 5730

Fax: (956) 393-2039

Email: eberto.gauna@co.hidalgo.tx.us

Visit our website <https://www.hidalgocounty.us/105/Elections-Department>

Register & Vote!



2025 Election Cycle Early Voting and/or Election Day Polling Location Request Form

Facility Requested: Mercedes Civic Center – 520 E. 2 nd St. Mercedes, TX		
Designated Voting Area	<u>Early Voting</u> Main Entrance	<u>Election Day</u> Main Entrance

Contact Information			
Contact #1	Name:	Title:	
Phone #:		Email:	
Contact #2	Name:	Title:	
Phone #:		Email:	
Contact #3	Name:	Title:	
Phone #:		Email:	

Please check ALL that apply	YES	NO
Is the Hidalgo County Elections Department authorized to use this facility?		
Can the following be provided:	YES	NO
• Tables and Chairs		
• Facility restrooms (stocked with hand soap, paper towels, and toilet paper)		
• Water fountains		
• Breakroom, if available		
• Parking for Election Judge and Clerks		
Has the staff of the building been informed of the usage for this upcoming election?		

I represent that I have the Authority to authorize the use of this polling location for the Election(s) listed. I certify that the information on this form is true and correct.

Signature

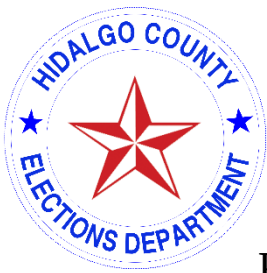
Print Name

Date

PLEASE FAX/EMAIL THIS FORM AS SOON AS POSSIBLE

Hidalgo County Elections Department: (956) 393-2039 **ATTN: ELECTIONS SURVEYOR**

eberto.gauna@co.hidalgo.tx.us

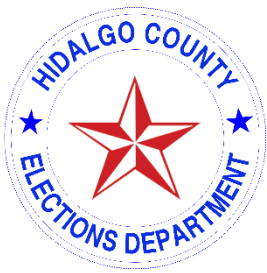


2025 Election Cycle Polling Location Safety Questionnaire Polling Location Safety and Emergency Management

Contact Information	
Building Coordinator/Manager/Director	Name:
Phone Number:	Email:
May contact if structural changes are needed for Accessibility.	
Director of Maintenance or Facilities	Name:
Phone Number:	Email:
May contact if structural changes are needed for Accessibility.	
Contact #1 (Key Holder)	Name:
Phone Number:	Email:
May contact to gain access to the building if locked.	
Contact #2 (Key Holder)	Name:
Phone Number:	Email:
May contact to gain access to the building if locked.	

Safety Information			
Law Enforcement Department	Entity:		
Contact #1:	Contact #2:		
Law enforcement that responds to this location.			
Security Present at Location (Check one please)			YES ☐ NO ☐
Schedule:	Entity:		
Fire Department	Entity:		
Fire Department that responds to this location.			
Fire Extinguisher Present			YES ☐ NO ☐

Requested Documents		
Fire Exit Map available for Voting Area (Check one please)		YES ☐ NO ☐
Additional Emergency Procedures (Check one please)		YES ☐ NO ☐
Please attach ALL documents if available		
Schools please submit ALL Emergency Procedures Available.		



2025 Election Cycle Polling Location Safety Questionnaire Voting Area

Trash Disposal & Facility Management	YES	NO
1. Will the designated voting area be cleared out for poll worker setup?		
2. Will you be providing trash cans and trash bags at the polling location?		
3. Can your facilities management visit twice daily to dispose of trash?		
a. If NO , how many times can they visit?		

Facility Protocols Note: This would only apply to Hidalgo County Elections Staff	YES	NO
1. Is there a check in process required for Cage drop-off or pick-up? Please fill below.		
2. Is there a designated entry for us to use?		
3. Can you provide a list of procedures to better prepare for the delivery of supplies? If applicable.		
If there is additional information to provide, please list below or attach to return.		

DATE: February 18, 2025

FROM:

ITEM: Discussion and possible action to Presentation of previously approved Section 125 Cafeteria Plan Health and Wellness Program

BACKGROUND INFORMATION: After reviewing our current benefits, we've decided not to move forward with the Section 125 plan. Our health insurance with Blue Cross Blue Shield already provides comprehensive benefits, including mental health services, Teladoc, and other resources that employees can utilize at no charge. Given this, we feel an additional plan is unnecessary at this time.

BOARD REVIEW/CITIZEN FEEDBACK: N/A

ALTERNATIVES/OPTIONS: N/A

FISCAL IMPACT: (Total Costs)

Proposed Expenditure/(Revenue):

\$

Account Number(s):

Finance Review by: Yes

LEGAL REVIEW: Yes

ATTACHMENTS:

None

STAFF RECOMMENDATION: To disapprove moving forward with previously approved Section 125 Cafeteria Plan Health and Wellness Program

Management Items

DATE: February 18, 2025
FROM: Armando Villela, Parks Director
ITEM: **Discussion and possible action to Approval of appointment of Members to the Keep Mercedes Beautiful Committee**

BACKGROUND INFORMATION: The Keep Mercedes Beautiful Committee has been experiencing a shortage of members. As a result, they have been receiving applications and encouraging individuals to join. On February 10, the committee approved five new appointments to the committee by unanimous vote.

BOARD REVIEW/CITIZEN FEEDBACK: On February 10, Keep Mercedes Beautiful unanimously approved the new member applications.

ALTERNATIVES/OPTIONS:

FISCAL IMPACT: (Total Costs)

Proposed Expenditure/(Revenue): **Account Number(s):**
\$

Finance Review by: (Has finance reviewed it to make sure we have the funds Yes/No/Not Applicable)

LEGAL REVIEW: Not Applicable

ATTACHMENTS:

1. AGENDA

STAFF RECOMMENDATION: Approval



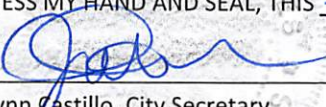
Notice is hereby given that the Keep Mercedes Beautiful Committee of the City of Mercedes, Texas, will hold a meeting on Monday, February 10, 2025 at 1:00 p.m. at the Commission Chambers located at 400 South Ohio Avenue, Mercedes, Texas, to consider and take formal action regarding items on the attached agenda.

1. Call Meeting to Order.
2. Establish Quorum.
3. Pledge of Allegiance.
4. Open Forum.
5. Consent Agenda
 - a. Approve Meeting Minutes for 1-23-2025
6. Management Items - discussion and possible action.
 - a. Keep Texas Beautiful Conference
 - b. New Members
 - Liz Sosebee
 - Ruth Zavala
 - JoAnna Sanchez

 - Armando Cadena
 - AR Garza
7. Discussion and Updates
 - a. Calendar of Events
 - 1/25/25 - Adopt-A-Highway - Done
 - 2/22/25 - Community Garden Cleanup
 - 3/05/25 - Collier Park Ribbon Cutting
 - Discuss additional work days to prepare
 - 4/05/24 - Adopt-A-Highway
 - 4/22/24 - Earth Day Even in Collaboration with Mercedes Library
 - 7/19/25 - Adopt-A-Highway
 - 9/11/25 thru - 11/24/25 - Fall Sweep Event
 - 9/20/25 - Community Garden Cleanup
 - 10/18/25 - Fall Sweep
8. Other Business
9. Adjournment.

THIS NOTICE IS GIVEN IN ACCORDANCE WITH V.T.C.A. GOVERNMENT CODE, SECTION 551.001 ET. seq.

WITNESS MY HAND AND SEAL, THIS 1st DAY of Feb AT 12:30pm



Joselynn Castillo, City Secretary

DATE: February 18, 2025**FROM:****ITEM:** Discussion and possible action to Approval of First Reading of Ordinance
2025-06 amending the zoning code to R-1 Single Family Residential District

BACKGROUND INFORMATION: The Planning Department has encountered issues with the existing ordinance, as certain provisions are outdated. After conducting research and reviewing the ordinances of neighboring cities such as McAllen, Pharr, Edinburg, Mission, and Weslaco, as well as the International Zoning Code, we are proposing an updated zoning ordinance.

We are combining Chapters 14A, Articles 4, 5, 6, and 6A into one streamlined ordinance. This revision will simplify the process for developers, particularly in understanding the single-family zoning code, which has often caused confusion. Developers frequently struggle to determine which single-family category their project falls under or face the need to submit variances because their development doesn't meet square footage requirements. By consolidating these articles, we aim to attract new development, as our current lot size requirements are larger than those of other cities, leading developers to reconsider our ordinances.

Additionally, we are addressing the issue of setback sizes. While side setbacks are typically 5 feet on each side in other cities, our ordinance had varying requirements, such as 3 and 7 feet depending on orientation, which has caused confusion among contractors. We have revised the side setbacks to align with industry standards, adjusting the lot width in accordance with the International Zoning Code. These changes are expected to make the development process more efficient and appealing to developers.

BOARD REVIEW/CITIZEN FEEDBACK:**ALTERNATIVES/OPTIONS:****FISCAL IMPACT:** (Total Costs)**Proposed Expenditure/(Revenue):****Account Number(s):**

\$

Finance Review by: (Has finance reviewed it to make sure we have the funds Yes/No/Not Applicable)

LEGAL REVIEW:**ATTACHMENTS:**

1. 753497819

2. R-1 SINGLE-FAMILY RESIDENTIAL DISTRICT
3. R-1 CHANGES

STAFF RECOMMENDATION: Approval

ARTICLE 4 CLASS “A” SINGLE-FAMILY RESIDENCE DISTRICT

§ 1. Use regulation.

In Class “A” Single-Family Residence District no building, structure or premises shall be used and no building or structure shall be erected, altered or enlarged which is intended or designated to be used in whole or in part for any other than one or more of the following specified uses:

- (1) A detached dwelling for only one family or for one housekeeping unit;
- (2) Public park; telephone exchange (provided no public business and no repair or storage facilities are maintained); fire station; water supply reservoir; tower or artesian well; churches;
- (3) Golf course (but not including miniature golf course; driving range or any other form of commercial amusement);
- (4) Farm; truck or garden; orchard; grove or nursery for growing of plants; shrubs and trees, provided that no wholesale or retail business office or place is maintained on the premises;
- (5) Accessory building including a private garage; bona fide servant’s quarters, not for rent, but for use of servants employed on the premises, when located not less than sixty (60) feet from the front lot line and not less than ten (10) feet from other street line or lines; when the accessory building is attached to the main building it shall be considered as an integral part of the main building but shall not be used for any other than an accessory purpose;
- (6) Temporary buildings, to be used for construction purposes only and removed as soon as the construction is completed; field office for sale of real estate, which shall be removed on order of the building inspector of the City of Mercedes;
- (7) Bulletin boards and signs not to exceed two hundred eighty-eight (288) sq. in. in size pertaining to sale or rental of real estate are permitted, and same shall be removed immediately by the owner or agent upon sale or rental of the property; a nameplate giving name and occupation of the occupant is permitted, provided that it is attached flatwise to the building and does not exceed one hundred forty-four (144) sq. in.
- (8) A convent or monastery with a conditional use permit.
- (9) Home occupations are permitted through the issuance of a conditional use permit.

Editor’s note—Ordinance 82-36, sec. 1, amended article 4 by permitting home occupations with a conditional use permit. Inclusion of the provisions as subsection 1(9) was at the discretion of the editor.

(Ordinance 26 adopted 5/13/57; Ordinance 82-36, sec. 1, adopted 11/16/82; Ordinance 2010-14 adopted 8/3/10)

§ 1A. Conditional use—Assisted living facility.

An Assisted Living Facility; such a use must follow all applicable Site Plan approval requirements

imposed for typical conditional use permit review processes; also, such a health care use, if conditionally approved, must first provide applicable State Certification (inspection and clearance) to the City in order to activate services in the City; all such approvals shall be for no more than one (1) year; there shall be no signage for such approved uses since in a single-family residential setting; and there shall be no more than 4 paved off-street parking spaces on the property for any such approved conditional use.

(Ordinance 2017-09, sec. 1, adopted 9/12/17)

§ 2. Height regulation.

No building shall exceed forty (40) feet in height.

(Ordinance 26 adopted 5/13/57)

§ 3. Area regulations.

(1) Front yard.

(a) There shall be a front yard having a minimum depth of forty (40) feet provided, that if a building line has been established by ordinance or by one (1) or more buildings in one block on the same side of the street, this line shall establish the minimum depth of the front yard.

(b) Where lots have a double frontage, running through from one street to the other, the requirement of front yard shall apply on both streets.

(2) Side yard. There shall be a side yard on each side of the lot having a width of not less than ten (10) feet or ten (10) percent of the average width of the lot, whichever is larger, except that the side yard shall in no case be less than ten (10) feet. A minimum ten-foot (10') side yard setback shall be imposed on all corner side yards of all 'corner lot' properties in all zoning districts.

The above does not preclude any corner side yard setbacks that may be required through the recorded plat process.

(3) Rear yard. There shall be a rear yard having a minimum ten-foot (10') rear yard building setback for the primary structure.

Rear Yard Building Setback for Accessory Buildings: 4' or the easement boundary, whichever is greater.

(4) Area of the lot. The minimum lot area shall be fourteen thousand (14,000) sq. ft.

(5) Width of lot. The minimum width of lot shall be one hundred (100) feet.

(6) Depth of lot. The depth of lot shall be as set out or may be set out by the city planning and zoning commission of the City of Mercedes for the area in which the subdivision is located.

(7) Parking space. Parking space shall be provided on the lot to accommodate one motor car for each dwelling unit. A driveway may be used as a parking space.

(Ordinance 26 adopted 5/13/57; Ordinance 97-07 adopted 6/3/97; Ordinance 2017-05 adopted 8/29/17; Ordinance 2020-10 adopted 7/21/20; Ordinance 2020-16 adopted 11/3/20; Ordinance

2020-22 adopted 1/5/21)

ARTICLE 5 CLASS “A-1” SINGLE-FAMILY RESIDENCE DISTRICT

§ 1. Use regulation.

In a Class “A-1” Single-Family Residence District no building, structure or premises shall be used and no building or structure shall be erected, altered or enlarged which is intended or designated to be used in whole or in part for any other [than] one or more of the following specified uses:

- (1) Any use permitted in a Class “A” Single-Family Residence Dist.
- (2) A convent or monastery with a conditional use permit.
(Ordinance 26 adopted 5/13/57; Ordinance 2010-14 adopted 8/3/10)

§ 1A. Conditional use—Assisted living facility.

An Assisted Living Facility; such a use must follow all applicable Site Plan approval requirements imposed for typical conditional use permit review processes; also, such a health care use, if conditionally approved, must first provide applicable State Certification (inspection and clearance) to the City in order to activate services in the City; all such approvals shall be for no more than one (1) year; there shall be no signage for such approved uses since in a single-family residential setting; and there shall be no more than 4 paved off-street parking spaces on the property for any such approved conditional use.
(Ordinance 2017-09, sec. 1, adopted 9/12/17)

§ 2. Height regulation.

No building shall exceed forty (40) feet.
(Ordinance 26 adopted 5/13/57)

§ 3. Area regulation.

(1) Front yard.

- (a) There shall be a front yard having a minimum twenty-five-foot (25') front yard building setback. Should there be single-family residential plats that reflect a 30' front yard setback, they may hereafter comply with this 25' front yard building setback regulation. Provided, that if a building line has been established by ordinance or by one (1) or more buildings on the same side of a street in a block, such line shall establish the building line.
- (b) Where lots have double frontages, running through from one street to the other, the foregoing requirement shall apply to both sides.

- (2) Side yard. There shall be a side yard on each side of the lot, the minimum width of the side yard shall be seven (7) feet on the east and south and three (3) feet on the north and west side. A minimum ten-foot (10') side yard setback shall be imposed on all corner side yards of all ‘corner lot’ properties in all zoning districts.

The above does not preclude any corner side yard setbacks that may be required through the recorded plat process.

- (3) Rear yard. There shall be a rear yard having a minimum ten-foot (10') rear yard building setback for the primary structure.

Rear Yard Building Setback for Accessory Buildings: 4' or the easement boundary, whichever is greater.

- (4) Areas of the lot. The minimum lot area shall be eight thousand four hundred (8,400) sq. ft., however, a lot in such district having less area and in a subdivision of record prior to the effective date of this ordinance may be used for any use permitted in this article.
- (5) Width of lot. The minimum width of lot shall be sixty (60) feet.
- (6) Parking regulation. Parking space shall be provided on the lot to accommodate one motorcar for each dwelling unit. A driveway leading to a garage may be used as a parking space.
(Ordinance 26 adopted 5/13/57; Ordinance 97-07 adopted 6/3/97; Ordinance 2017-05 adopted 8/29/17; Ordinance 2020-10 adopted 7/21/20; Ordinance 2020-16 adopted 11/3/20; Ordinance 2020-22 adopted 1/5/21; Ordinance 2021-01 adopted 1/19/21)

ARTICLE 6 CLASS “A-2” SINGLE-FAMILY RESIDENCE DISTRICT

§ 1. Use regulation.

In a Class “A-2” Single-Family Residence District no building, structure or premises shall be used, [and] no building or structure shall be erected, altered or enlarged which is intended or designated to be used in whole or in part for any other than one or more of the following specified uses:

(1) Any use permitted in a Class “A” Single-Family Residence District.

(2) A convent or monastery with a conditional use permit.

(Ordinance 26 adopted 5/13/57; Ordinance 2010-14 adopted 8/3/10)

§ 1A. Conditional use—Assisted living facility.

An Assisted Living Facility; such a use must follow all applicable Site Plan approval requirements imposed for typical conditional use permit review processes; also, such a health care use, if conditionally approved, must first provide applicable State Certification (inspection and clearance) to the City in order to activate services in the City; all such approvals shall be for no more than one (1) year; there shall be no signage for such approved uses since in a single-family residential setting; and there shall be no more than 4 paved off-street parking spaces on the property for any such approved conditional use.

(Ordinance 2017-09, sec. 1, adopted 9/12/17)

§ 2. Height regulation.

No building shall exceed forty (40) feet in height.

(Ordinance 26 adopted 5/13/57)

§ 3. Area regulation.

(1) Front yard.

(a) There shall be a front yard having a minimum twenty-five-foot (25') front yard building setback. Should there be single-family residential plats that reflect a 30' front yard setback, they may hereafter comply with this 25' front yard building setback regulation., provided, that if a building line has been established by ordinance or by one (1) or more buildings on the same side of a street in a block, such line shall establish the building line.

(b) Where lots have double frontages, running through from one street to the other, the requirements shall apply to both sides.

(2) Side yard. There shall be a side yard on each side of the lot, the minimum width of the side yard shall be seven (7) feet on the east and south side, and three (3) feet on the north and west side. A minimum ten-foot (10') side yard setback shall be imposed on all corner side yards of all ‘corner lot’ properties in all zoning districts.

The above does not preclude any corner side yard setbacks that may be required through the recorded plat process.

- (3) Rear yard. There shall be a rear yard having a minimum ten-foot (10') rear yard building setback for the primary structure.

Rear Yard Building Setback for Accessory Buildings: 4' or the easement boundary, whichever is greater.

- (4) Area of the lot. The minimum lot area shall be seven thousand (7,000) sq. ft., however, a lot in such district having a less area and in a subdivision of record prior to the effective date of this ordinance may be used for any use permitted in this article.

- (5) Width of the lot. The minimum width of lot shall be fifty (50) feet.

- (6) Parking regulation. Parking space shall be provided on the lot to accommodate one motor car for each dwelling unit. A driveway leading to a garage may be used as a parking space. (Ordinance 26 adopted 5/13/57; Ordinance 97-07 adopted 6/3/97; Ordinance 2017-05 adopted 8/29/17; Ordinance 2020-10 adopted 7/21/20; Ordinance 2020-16 adopted 11/3/20; Ordinance 2020-22 adopted 1/5/21; Ordinance 2021-01 adopted 1/19/21)

ARTICLE 6A
(MD-SFR) MODERATE DENSITY - SINGLE-FAMILY RESIDENTIAL

§ 1. Purpose.

The Moderate Density - Single-Family Residential zoning district is established for the following purposes:

- (1) To provide sufficient space in appropriate locations for residential development, and to meet the present and future housing needs of the city, with allowance for a diversity of moderate density sites.
- (2) To protect moderate density residential areas from pollution, environmental hazards, and other objectionable influences.
- (3) To protect moderate density residential areas, as much as possible, from heavy and through non-residential traffic.
- (4) To manage congestion in residential areas by managing the density of population in and around them, by providing for off-street (on-lot) parking spaces, and by providing open areas for nearby recreation to thus provide a more desirable living environment.
- (5) To provide for privacy and access for light and flowing air by managing a structure's building setbacks from each other as well as regulating a building's height.
- (6) To promote the most desirable use of land and direction of building development; to promote the stability of moderate density residential development; to conserve the value of land and buildings; and to protect and enhance the city's tax base.

(Ordinance 2019-11 adopted 6/4/19)

§ 2. Permitted uses.

- (1) One single-family dwelling per lot, and typical accessory uses.
- (2) Signs in accordance to the prevailing sign regulations.
- (3) One portable building not more than 3% of the lot's net square footage used for either storage, hobby, or other similar accessory use.
- (4) Temporary sales office for the sale of lots; if a modular structure, it shall have skirting and paved parking.

(Ordinance 2019-11 adopted 6/4/19)

§ 3. Conditional uses.

- (1) Home occupations. See home occupation regulations.
- (2) Portable buildings larger than 3% of the lot's net square footage. No second portable building shall be permitted without first obtaining an approved conditional use permit.

(Ordinance 2019-11 adopted 6/4/19)

§ 4. Prohibited uses.

- (1) Any new building erected or land used for other than one or more of the preceding specified uses.
- (2) Unless otherwise grandfathered, any use of property that does not conform with the minimum area requirements; or exceeds the maximum height or building density per gross acre.

(Ordinance 2019-11 adopted 6/4/19)

§ 5. Area requirements.

- (1) Minimum lot area for lots with a functioning sanitary sewer system: internal lot - 5000 sq. ft. Corner lot - 5400 sq. ft.; however, if there is no sanitary sewer system, lot sizing shall comply with the County of Hidalgo's minimum lot size.
- (2) Maximum number of single-family dwellings per lot: one (1).
- (3) Minimum lot frontage on a public or private street: internal lot - 50 feet; corner lot - 54 feet.
- (4) Minimum lot depth: 100 feet.
- (5) Minimum front yard building setback: 20 feet.
- (6) Minimum rear yard building setback: 10 feet or off any wider easement.
- (7) Minimum side yard building setback: inner lot - 5 feet or off any wider easement; corner lot 10 feet. However, if there is an abutting 'public' tract, such as a drainage ditch, park, etc., the setback on that side may be reduced to be not less than 3'.
- (8) Minimum distance from the public right-of-way (property line) to the entrance to a garage or enclosed carport shall not be less than 18 feet.
- (9) Maximum height of structures: 35 feet.
- (10) Minimum number of paved off-street parking spaces shall be 2.

Editor's note—Ordinance 2019-11 adopted 6/4/19 amended the zoning ordinance by adding provisions establishing the Moderate Density - Single-Family Residential district but did not specify the manner of inclusion. Inclusion of these provisions as article 6A above was at the discretion of the editor. Numbering was revised for consistency.

(Ordinance 2019-11 adopted 6/4/19)

ORDINANCE NO.: 2025-06

AN ORDINANCE ESTABLISHING R-1 SINGLE-FAMILY RESIDENTIAL DISTRICT TO PROVIDE ADEQUATE SPACE AND SITE DIVERSIFICATION FOR THE FOLLOWING PURPOSES: TO ENSURE SUFFICIENT SPACE AND SITE DIVERSITY FOR MEDIUM-DENSITY RESIDENTIAL DEVELOPMENT, WITH ACCESS TO WELL-MAINTAINED STREETS AND COMMUNITY FACILITIES THAT MEET BOTH CURRENT AND FUTURE NEEDS. TO PROTECT RESIDENTIAL AREAS FROM POLLUTION, ENVIRONMENTAL HAZARDS, AND OTHER UNDESIRABLE INFLUENCES. TO MINIMIZE THE IMPACT OF HEAVY TRAFFIC ON RESIDENTIAL AREAS, WHERE POSSIBLE. TO MANAGE POPULATION DENSITY AND PREVENT CONGESTION BY PROVIDING OFF-STREET PARKING AND REQUIRING OPEN SPACES WITHIN RESIDENTIAL AREAS. THESE OPEN SPACES WILL SERVE AS AREAS FOR REST AND RECREATION, WHILE ALSO ALLEVIATING THE VISUAL MONOTONY OF CONTINUOUS BUILDING STRUCTURES AND CREATING A MORE DESIRABLE URBAN LIVING ENVIRONMENT. TO PRESERVE PRIVACY AND ENSURE ACCESS TO NATURAL LIGHT AND AIR BY REGULATING BUILDING SPACING AND HEIGHT, AS MUCH AS POSSIBLE. TO ENCOURAGE OPTIMAL LAND USE AND GUIDE BUILDING DEVELOPMENT IN ALIGNMENT WITH THE CITY'S ADOPTED POLICIES, PROMOTING DEVELOPMENT STABILITY, PROTECTING NEIGHBORHOOD CHARACTER, PRESERVING PROPERTY VALUES, AND MAINTAINING THE CITY'S TAX BASE. TO MAXIMIZE THE EFFICIENT USE OF CITY FACILITIES AND SERVICES.

WHEREAS, THIS ORDINANCE IS ADOPTED UNDER THE AUTHORITY OF THE CONSTITUTION AND THE LAWS OF THE STATES OF TEXAS AND IS HEREBY INCREMENTED AS PART OF THE CODE OF ORDINANCE OF THE CITY OF MERCEDES, TEXAS.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF MERCEDES, COUNTY OF HIDALGO, STATE OF TEXAS, THAT:

SECTION I. USE REGULATION

- a. One single-family dwelling per lot, and accessory uses.
- b. Maids' quarters. ("Maids' quarters" means a portion of a dwelling unit, within the same enclosure and not a separate accessory building attached to the primary building, that may contain separate sanitary and/or kitchen facilities which is designed for or used for residential occupancy by an employee of the primary residence.
- c. Public and private directional signs, official signs, political signs or real estate signs.
- d. Portable buildings or storage buildings used as an accessory to the residential use and not for living quarters.
- e. Accessory buildings including a private garage; bona fide servant's quarters not for rent but for use of servants employed on the premises, when located not less than sixty (60) feet from the front lot line and not less than (10) feet from any street line;

- f. Temporary building used for construction purposes only, which shall be removed as soon as the construction is completed or abandoned; field office for sale of real estate, which shall be removed on instruction of the building inspector of the City of Mercedes, Texas.
- g. Home occupations are permitted through the issuance of a conditional use permit.
- h. School, public or private, having a curriculum equal to a public elementary, high school, or institution of higher learning, subject to the prior issuance of a conditional use permit by the city commission
- i. Public parks, playgrounds, golf courses (except miniature golf), public recreation, and community buildings.
- j. Municipal buildings, nonprofit libraries or museums, police and fire stations.

SECTION II. CONDITIONAL USES:

- a. The conditional uses requiring a conditional use permit permitted in the R-1 single-family residential districts are as follows: All uses listed as conditional uses Article 28.

SECTION III. REGULATIONS:

- a. Height: No building shall exceed twenty-five (25) feet in height. Where a structure exceeds the 25-foot height maximum, it shall be set back one additional foot for each foot above 25 feet.
- b. Front Yard:
 - (a). There shall be a front yard having a minimum twenty-five-foot (25') front yard building setback. Should there be single-family residential plats that reflect a 30' front yard setback, they may hereafter comply with this 25' front yard building setback regulation. Provided, that if a building line has been established by ordinance or by one (1) or more buildings on one side of the street in one block, this line shall establish the depth of the front yard.
 - (b). Where lots have double frontage, running from one street to the other the required front yard shall be provided on both streets.
- c. Side Yard: There shall be a side yard lot not less than five (5) feet. A minimum ten-foot (10') side yard setback shall be imposed on all corner side yards of all 'corner lot' properties in all zoning districts.
- d. Rear Yard:
 - (a). There shall be a rear yard having a minimum ten-foot (10') rear yard building setback for the primary structure.
 - (b). Rear Yard Building Setback for Accessory Buildings: 4' or the easement boundary, whichever is greater.
- e. Lot Area: Minimum area of the lot shall be five thousand (5,000) sq. ft.; however, a lot having an area of less than five thousand (5,000) sq. ft. that was on record prior to effective date of this ordinance may be used for any use permitted in this article.
- f. Width of the lot: The minimum width of the lot shall be fifty (50) feet.

- g. Parking Regulations: Parking space shall be provided on the lot to accommodate two motor cars for each dwelling unit. A driveway leading to the garage may be used for such purpose.

SECTION IV. PROHIBITED USES:

The uses prohibited in the R-1 single-family residential districts are as follows:

1. Any building erected or land used for other than one or more of the uses specified in this division.
2. On- and off-premises signs, portable signs except for exempt political signs, animated or illuminated signs.
3. Any use of property that does not meet the required minimum lot size; front, side or rear yard dimensions; and/or lot width; or exceeds the maximum height, building coverage or density per gross acre.
4. Broadcast towers and personal wireless service facilities.
5. Parking of any road tractor, semi-trailer, or truck is prohibited. This restriction applies to both new and existing duplex or fourplex residences, regardless of the subdivision date, the annexation date of the property, or whether parking such vehicles on the property was allowed before the prohibition was enacted by the city commission. In the case of any violation of this subsection, there will be a rebuttable presumption that the property owner or occupant either parked the vehicle or permitted it to be parked on the property.

2. SEVERABILITY PROVISION

By the adoption of this ordinance, should there be any word, sentence, phrase, and/or expression that may be deemed by a court of competent jurisdiction to be invalid, or legally deleted from the content of this ordinance, it is declared that the remaining portion or portions of this ordinance shall remain fully enabled, active and in full force.

3. CUMULATIVE PROVISION

Should there be any existing ordinance, regulation, policy, and/or guideline that may be in conflict with the established regulations of this zoning ordinance, whether in whole or in part, the terms of this ordinance shall be controlling and override any such existing conflict.

4. PUBLICATION DATE

Once adopted, the City secretary shall as soon as practicable, forward the caption of this zoning ordinance to be published in a newspaper of local circulation.

**READ, DISCUSSED, AND APPROVED ON THIS THE ____ DAY OF _____, IN
THE YEAR OF OUR LORD, _____.**

1st Reading: _____

2nd Reading: _____

CITY OF MERCEDES:

Oscar D. Montoya, Mayor

ATTEST:

Joselynn Castillo
City Secretary

APPROVED AS TO FORM:

Martie Garcia Vela
City Attorney

ORDINANCE NO.: 2025 -06

AN ORDINANCE ESTABLISHING R-1 SINGLE-FAMILY RESIDENTIAL DISTRICT TO PROVIDE ADEQUATE SPACE AND SITE DIVERSIFICATION FOR THE FOLLOWING PURPOSES: TO ENSURE SUFFICIENT SPACE AND SITE DIVERSITY FOR MEDIUM-DENSITY RESIDENTIAL DEVELOPMENT, WITH ACCESS TO WELL-MAINTAINED STREETS AND COMMUNITY FACILITIES THAT MEET BOTH CURRENT AND FUTURE NEEDS. TO PROTECT RESIDENTIAL AREAS FROM POLLUTION, ENVIRONMENTAL HAZARDS, AND OTHER UNDESIRABLE INFLUENCES. TO MINIMIZE THE IMPACT OF HEAVY TRAFFIC ON RESIDENTIAL AREAS, WHERE POSSIBLE. TO MANAGE POPULATION DENSITY AND PREVENT CONGESTION BY PROVIDING OFF-STREET PARKING AND REQUIRING OPEN SPACES WITHIN RESIDENTIAL AREAS. THESE OPEN SPACES WILL SERVE AS AREAS FOR REST AND RECREATION, WHILE ALSO ALLEVIATING THE VISUAL MONOTONY OF CONTINUOUS BUILDING STRUCTURES AND CREATING A MORE DESIRABLE URBAN LIVING ENVIRONMENT. TO PRESERVE PRIVACY AND ENSURE ACCESS TO NATURAL LIGHT AND AIR BY REGULATING BUILDING SPACING AND HEIGHT, AS MUCH AS POSSIBLE. TO ENCOURAGE OPTIMAL LAND USE AND GUIDE BUILDING DEVELOPMENT IN ALIGNMENT WITH THE CITY'S ADOPTED POLICIES, PROMOTING DEVELOPMENT STABILITY, PROTECTING NEIGHBORHOOD CHARACTER, PRESERVING PROPERTY VALUES, AND MAINTAINING THE CITY'S TAX BASE. TO MAXIMIZE THE EFFICIENT USE OF CITY FACILITIES AND SERVICES.

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NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF MERCEDES, COUNTY OF HIDALGO, STATE OF TEXAS, THAT:

SECTION I. USE REGULATION

- a. One single-family dwelling per lot, and accessory uses.
- b. Maids' quarters. ("Maids' quarters" means a portion of a dwelling unit, within the same enclosure and not a separate accessory building attached to the primary building, that may contain separate sanitary and/or kitchen facilities which is designed for or used for residential occupancy by an employee of the primary residence.
- c. Public and private directional signs, official signs, political signs or real estate signs.

- d. Portable buildings or storage buildings used as an accessory to the residential use and not for living quarters.
- e. Accessory buildings including a private garage; bona fide servant's quarters not for rent but for use of servants employed on the premises, when located not less than sixty (60) feet from the front lot line and not less than (10) feet from any street line;
- f. Temporary building used for construction purposes only, which shall be removed as soon as the construction is completed or abandoned; field office for sale of real estate, which shall be removed on instruction of the building inspector of the City of Mercedes, Texas.
- g. Home occupations are permitted through the issuance of a conditional use permit.
- h. School, public or private, having a curriculum equal to a public elementary, high school, or institution of higher learning, subject to the prior issuance of a conditional use permit by the city commission
- i. Public parks, playgrounds, golf courses (except miniature golf), public recreation, and community buildings.
- j. Municipal buildings, nonprofit libraries or museums, police and fire stations.

SECTION IV. CONDITIONAL USES:

- a. The conditional uses requiring a conditional use permit permitted in the R-1 single-family residential districts are as follows: All uses listed as conditional uses Article 28.

SECTION V. REGULATIONS:

- a. Height: No building shall exceed twenty-five (25) feet in height. Where a structure exceeds the 25-foot height maximum, it shall be set back one additional foot for each foot above 25 feet.
- b. Front Yard:
 - (a). There shall be a front yard having a minimum twenty-five-foot (25') front yard building setback. Should there be single-family residential plats that reflect a 30' front yard setback, they may hereafter comply with this 25' front yard building setback regulation. Provided, that if a building line has been established by ordinance or by one (1) or more buildings on one side of the street in one block, this line shall establish the depth of the front yard.
 - (b). Where lots have double frontage, running from one street to the other the required front yard shall be provided on both streets.
- c. Side Yard: There shall be a side yard lot not less than five (5) feet. A minimum ten-foot (10') side yard setback shall be imposed on all corner side yards of all 'corner lot' properties in all zoning districts.
- d. Rear Yard:
 - (a). There shall be a rear yard having a minimum ten-foot (10') rear yard building setback for the primary structure.
 - (b). Rear Yard Building Setback for Accessory Buildings: 4' or the easement boundary, whichever is greater.

- e. Lot Area: Minimum area of the lot shall be five thousand (5,000) sq. ft.; however, a lot having an area of less than five thousand (5,000) sq. ft. that was on record prior to effective date of this ordinance may be used for any use permitted in this article.
- f. Width of the lot: The minimum width of the lot shall be fifty (50) feet.
- g. Parking Regulations: Parking space shall be provided on the lot to accommodate two motor cars for each dwelling unit. A driveway leading to the garage may be used for such purpose.

SECTION VI. PROHIBITED USES:

The uses prohibited in the R-1 single-family residential districts are as follows:

1. Any building erected or land used for other than one or more of the uses specified in this division.
2. On- and off-premises signs, portable signs except for exempt political signs, animated or illuminated signs.
3. Any use of property that does not meet the required minimum lot size; front, side or rear yard dimensions; and/or lot width; or exceeds the maximum height, building coverage or density per gross acre.
4. Broadcast towers and personal wireless service facilities.
5. Parking of any road tractor, semi-trailer, or truck is prohibited. This restriction applies to both new and existing duplex or fourplex residences, regardless of the subdivision date, the annexation date of the property, or whether parking such vehicles on the property was allowed before the prohibition was enacted by the city commission. In the case of any violation of this subsection, there will be a rebuttable presumption that the property owner or occupant either parked the vehicle or permitted it to be parked on the property.

2. SEVERABILITY PROVISION

By the adoption of this ordinance, should there be any word, sentence, phrase, and/or expression that may be deemed by a court of competent jurisdiction to be invalid, or legally deleted from the content of his ordinance, it is declared that the remaining portion or portions of this ordinance shall remain fully enabled, active and in full force.

3. CUMULATIVE PROVISION

Should there be any existing ordinance, regulation, policy, and/or guideline that may be in conflict with the established regulations of this zoning ordinance, whether in whole or in part, the terms of this ordinance shall be controlling and override any such existing conflict.

4. PUBLICATION DATE

Once adopted, the City secretary shall as soon as practicable, forward the caption of this coning ordinance to be published in a newspaper of local circulation.

**READ, DISCUSSED, AND APPROVED ON THIS THE ____ DAY OF _____, IN
THE YEAR OF OUR LORD, _____.**

1st Reading: _____

2nd Reading: _____

CITY OF MERCEDES:

Oscar D. Montoya, Mayor

ATTEST:

Joselynn Castillo
City Secretary

APPROVED AS TO FORM:

Martie Garcia Vela
City Attorney

DATE: February 18, 2025
FROM:
ITEM: **Discussion and possible action to Approval of First Reading of Ordinance 2025-07 amending the zoning code to R-2 Duplex-Fourplex Residential District**

BACKGROUND INFORMATION: The Planning Department has encountered issues with the current ordinance, as some provisions are outdated. After conducting research and reviewing the ordinances of neighboring cities such as McAllen, Pharr, Edinburg, Mission, and Weslaco, as well as the International Zoning Code, we are proposing an updated zoning ordinance.

We are recommending the combination of Chapters 14A, Articles 7 and 8. Through our research, we determined that merging these articles would provide clarity and improve the ordinance's effectiveness. One specific issue we've identified relates to the two-family district, where the wording has led to confusion. Many have interpreted the ordinance as allowing two separate houses on a single property, which has raised numerous questions. The correct interpretation of a two-family residence, however, is two connected buildings under one roof, such as a duplex. This misunderstanding has persisted for some time, and after reviewing ordinances from surrounding cities, we believe it is crucial to clarify the language to prevent further misinterpretations.

This rewrite not only improves clarity for future developments but also aligns the ordinance with International Zoning Codes. The updated regulations simplify requirements, including standardizing side setbacks to 5 feet on each side, and reducing lot sizes to be more consistent with those of neighboring cities. These changes are intended to streamline development and ensure clearer guidelines for both developers and residents.

BOARD REVIEW/CITIZEN FEEDBACK:

ALTERNATIVES/OPTIONS:

FISCAL IMPACT: (Total Costs)

Proposed Expenditure/(Revenue):

Account Number(s):

\$

Finance Review by: (Has finance reviewed it to make sure we have the funds Yes/No/Not Applicable)

LEGAL REVIEW:

ATTACHMENTS:

1. 753497823
2. R-2 DUPLEX-FOURPLEX RESIDENTIAL DISTRICT
3. R-2 CHANGES

STAFF RECOMMENDATION: Approval

ARTICLE 7 CLASS “B” TWO-FAMILY RESIDENCE DISTRICT

§ 1. Use regulation.

In a Class “B” Two-Family Residence District, no building, structure or premises shall be used and no building or structure shall be erected, altered or enlarged which is intended or designated to be used in whole or in part for any other than one or more of the following specified uses:

- (1) Any use permitted in Class “A-2” Single-Family Residence Dist.;
- (2) Two-family residences;
- (3) A church or school, public or private, having curriculum equivalent to public school; child nurseries, and kindergartens;
- (4) Accessory buildings including a private garage; bona fide servant’s quarters not for rent but for use of servants employed on the premises, when located not less than sixty (60) feet from the front lot line and not less than (10) feet from any street line;
- (5) Temporary building used for construction purposes only, which shall be removed as soon as the construction is completed or abandoned; field office for sale of real estate, which shall be removed on instruction of the building inspector of the City of Mercedes, Texas.
- (6) Bulletin board and signs, illuminated or otherwise, for churches and schools not exceeding nine (9) sq. ft. in area when attached to a building or erected in the front yard behind the building line; temporary signs, not to exceed two hundred eighty-eight (288) sq. in. pertaining to sale of real estate or rental are permitted, but shall be removed by the owner or agent immediately on sale or rental of same; a nameplate giving the name and occupation of the occupant is permitted, provided that it is attached flatwise to the building and does not exceed one hundred forty-four (144) sq. in. in area.
- (7) A convent or monastery with a conditional use permit.
- (8) Home occupations are permitted through the issuance of a conditional use permit.

Editor’s note—Ordinance 82-36, sec. 1, amended article 7 by allowing home occupations as a conditional use. Inclusion of the provisions as subsection 1(8) was at the discretion of the editor.

(Ordinance 26 adopted 5/13/57; Ordinance 82-36, sec. 1, adopted 11/16/82; Ordinance 2010-14 adopted 8/3/10)

§ 1A. Conditional use—Assisted living facility.

An Assisted Living Facility; such a use must follow all applicable Site Plan approval requirements imposed for typical conditional use permit review processes; also, such a health care use, if conditionally approved, must first provide applicable State Certification (inspection and clearance) to the City in order to activate services in the City; all such approvals shall be for no more than one (1) year; there shall be no signage for such approved uses since in a single-family residential setting; and there shall be no more than 4 paved off-street parking spaces on the

property for any such approved conditional use.
(Ordinance 2017-09, sec. 1, adopted 9/12/17)

§ 2. Height regulation.

No building shall exceed forty (40) feet in height.
(Ordinance 26 adopted 5/13/57)

§ 3. Area regulation.

(1) Front yard.

(a) There shall be a front yard having a minimum twenty-five-foot (25') front yard building setback. Should there be single-family residential plats that reflect a 30' front yard setback, they may hereafter comply with this 25' front yard building setback regulation. Provided, that if a building line has been established by ordinance or by one (1) or more buildings on one side of the street in one block, this line shall establish the depth of the front yard.

(b) Where lots have double frontage, running from one street to the other the required front yard shall be provided on both streets.

(2) Side yard. There shall be a side yard on the east and south side of the lot not less than seven (7) feet and on the north and west side of the lot not less than three (3) feet. A minimum ten-foot (10') side yard setback shall be imposed on all corner side yards of all 'corner lot' properties in all zoning districts.

The above does not preclude any corner side yard setbacks that may be required through the recorded plat process.

(3) Rear yard. There shall be a rear yard having a minimum ten-foot (10') rear yard building setback for the primary structure.

Rear Yard Building Setback for Accessory Buildings: 4' or the easement boundary, whichever is greater.

(4) Lot area. Minimum area of the lot shall be eight thousand four hundred (8,400) sq. ft.; however, a lot having an area of less than eight thousand four hundred (8,400) sq. ft. that was on record prior to effective date of this ordinance may be used for any use permitted in this article.

(5) Width of the lot. The minimum width of the lot shall be sixty (60) feet.

(6) Parking regulations. Parking space shall be provided on the lot to accommodate one motor car for each dwelling unit. A driveway leading to the garage may be used for such purpose. (Ordinance 26 adopted 5/13/57; Ordinance 97-07 adopted 6/3/97; Ordinance 2017-05 adopted 8/29/17; Ordinance 2020-10 adopted 7/21/20; Ordinance 2020-16 adopted 11/3/20; Ordinance 2020-22 adopted 1/5/21; Ordinance 2021-01 adopted 1/19/21)

ARTICLE 8 CLASS “B-1” TWO-FAMILY RESIDENCE DISTRICT

§ 1. Use regulation.

In a Class “B-1” Two-Family Residence District no building, structure or premises shall be used and no building or structure shall be erected, altered or enlarged which is intended or designated to be used in whole or in part for any other than one or more of the following specified uses:

- (1) Any use permitted in Class “B” Two-Family Residence District.
- (2) A convent or monastery with a conditional use permit.
- (3) Home occupations are permitted through the issuance of a conditional use permit.

Editor’s note—Ordinance 82-36, sec. 1, amended article 8 by allowing home occupations with a conditional use permit. Inclusion of the provisions as subsection 1(3) was at the discretion of the editor.

(Ordinance 26 adopted 5/13/57; Ordinance 82-36, sec. 1, adopted 11/16/82; Ordinance 2010-14 adopted 8/3/10)

§ 2. Height regulation.

No building shall exceed forty (40) feet in height.
(Ordinance 26 adopted 5/13/57)

§ 3. Area regulation.

(1) Front yard.

- (a) There shall be a front yard having a minimum twenty-five-foot (25') front yard building setback. Should there be single-family residential plats that reflect a 30' front yard setback, they may hereafter comply with this 25' front yard building setback regulation. Provided, that if a building line has been established by ordinance or by one (1) or more buildings on one side of the street in one block, this line shall establish the depth of the front yard.

- (b) Where lots have double frontage, running from one street to the other the required front yard shall be provided on both streets.

- (2) Side yard. There shall be a side yard on the east and south side of the lot not less than seven (7) feet on the north and west side of the lot not less than three (3) feet. A minimum ten-foot (10') side yard setback shall be imposed on all corner side yards of all ‘corner lot’ properties in all zoning districts.

The above does not preclude any corner side yard setbacks that may be required through the recorded plat process.

- (3) Rear yard. There shall be a rear yard having a minimum ten-foot (10') rear yard building setback for the primary structure.

Rear Yard Building Setback for Accessory Buildings: 4' or the easement boundary, whichever is greater.

- (4) Lot area. Minimum area of the lot shall be seven thousand (7,000) sq. ft., however, a lot having an area of less than seven thousand (7,000) sq. ft. that was on record prior to effective date of this ordinance may be used for any use permitted in this article.
- (5) Width of lot. The minimum width of the lot shall be fifty (50) feet.
- (6) Parking regulations. Parking space shall be provided on the lot to accommodate one motor car for each dwelling unit. A driveway leading to the garage may be used for such purpose. (Ordinance 26 adopted 5/13/57; Ordinance 97-07 adopted 6/3/97; Ordinance 2017-05 adopted 8/29/17; Ordinance 2020-10 adopted 7/21/20; Ordinance 2020-16 adopted 11/3/20; Ordinance 2020-22 adopted 1/5/21; Ordinance 2021-01 adopted 1/19/21)

ORDINANCE NO.: 2025-07

AN ORDINANCE ESTABLISHING R-2 DUPLEX-FOURPLEX RESIDENTIAL DISTRICT TO PROVIDE ADEQUATE SPACE AND SITE DIVERSIFICATION FOR THE FOLLOWING PURPOSES: TO ENSURE SUFFICIENT SPACE AND SITE DIVERSITY FOR MEDIUM-DENSITY RESIDENTIAL DEVELOPMENT, WITH ACCESS TO WELL-MAINTAINED STREETS AND COMMUNITY FACILITIES THAT MEET BOTH CURRENT AND FUTURE NEEDS. TO PROTECT RESIDENTIAL AREAS FROM POLLUTION, ENVIRONMENTAL HAZARDS, AND OTHER UNDESIRABLE INFLUENCES. TO MINIMIZE THE IMPACT OF HEAVY TRAFFIC ON RESIDENTIAL AREAS, WHERE POSSIBLE. TO MANAGE POPULATION DENSITY AND PREVENT CONGESTION BY PROVIDING OFF-STREET PARKING AND REQUIRING OPEN SPACES WITHIN RESIDENTIAL AREAS. THESE OPEN SPACES WILL SERVE AS AREAS FOR REST AND RECREATION, WHILE ALSO ALLEVIATING THE VISUAL MONOTONY OF CONTINUOUS BUILDING STRUCTURES AND CREATING A MORE DESIRABLE URBAN LIVING ENVIRONMENT. TO PRESERVE PRIVACY AND ENSURE ACCESS TO NATURAL LIGHT AND AIR BY REGULATING BUILDING SPACING AND HEIGHT, AS MUCH AS POSSIBLE. TO ENCOURAGE OPTIMAL LAND USE AND GUIDE BUILDING DEVELOPMENT IN ALIGNMENT WITH THE CITY'S ADOPTED POLICIES, PROMOTING DEVELOPMENT STABILITY, PROTECTING NEIGHBORHOOD CHARACTER, PRESERVING PROPERTY VALUES, AND MAINTAINING THE CITY'S TAX BASE. TO MAXIMIZE THE EFFICIENT USE OF CITY FACILITIES AND SERVICES.

WHEREAS, THIS ORDINANCE IS ADOPTED UNDER THE AUTHORITY OF THE CONSTITUTION AND THE LAWS OF THE STATES OF TEXAS AND IS HEREBY INCREMENTED AS PART OF THE CODE OF ORDINANCE OF THE CITY OF MERCEDES, TEXAS.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF MERCEDES, COUNTY OF HIDALGO, STATE OF TEXAS, THAT:

SECTION I. USE REGULATION

- a. All uses listed as permitted uses in the R-1 single-family residential district.
- b. Duplexes-fourplexes.
- c. Duplex-fourplex townhouses.
- d. Duplex-fourplex condominiums.
- e. All signs permitted in the single-family residential district, and nameplates.
- f. Accessory buildings including a private garage; bona fide servant's quarters not for rent but for use of servants employed on the premises, when located not less than sixty (60) feet from the front lot line and not less than (10) feet from any street line;

- g. Temporary building used for construction purposes only, which shall be removed as soon as the construction is completed or abandoned; field office for sale of real estate, which shall be removed on instruction of the building inspector of the City of Mercedes, Texas.
- h. Home occupations are permitted through the issuance of a conditional use permit.

SECTION II. CONDITIONAL USES:

- a. The conditional uses requiring a conditional use permit permitted in the R-2 duplex-fourplex residential districts are as follows: All uses listed as conditional uses Article 28.

SECTION III. REGULATIONS:

- a. The conditional uses requiring a conditional use permit permitted in the R-2 duplex-fourplex residential districts are as follows: All uses listed as conditional uses in the R-1 single-family residential district.
- b. Height: No building shall exceed twenty-five (25) feet in height. Where a structure exceeds the 25-foot height maximum, it shall be set back one additional foot for each foot above 25 feet.
- c. Front Yard: (a). There shall be a front yard having a minimum twenty-foot (20') front yard building setback. Should there be single-family residential plats that reflect a 30' front yard setback, they may hereafter comply with this 25' front yard building setback regulation. Provided, that if a building line has been established by ordinance or by one (1) or more buildings on one side of the street in one block, this line shall establish the depth of the front yard. (b). Where lots have double frontage, running from one street to the other the required front yard shall be provided on both streets.
- d. Side Yard: There shall be a side yard lot not less than five (5) feet. A minimum ten-foot (10') side yard setback shall be imposed on all corner side yards of all 'corner lot' properties in all zoning districts.
- e. Rear Yard: (a). There shall be a rear yard having a minimum ten-foot (10') rear yard building setback for the primary structure. (b). Rear Yard Building Setback for Accessory Buildings: 4' or the easement boundary, whichever is greater.
- f. Duplex Lot Area: Minimum area of the lot shall be five thousand six hundred (5,600) sq. ft.; however, a lot having an area of less than five thousand six hundred (5,600) sq. ft. that was on record prior to effective date of this ordinance may be used for any use permitted in this article.
- g. Triplex Lot Area: Minimum area of the lot shall be six thousand seven hundred (6,700) sq. ft.; however, a lot having an area of less than six thousand seven hundred (6,700) sq. ft. that was on record prior to effective date of this ordinance may be used for any use permitted in this article.
- h. Quadplex Lot Area: Minimum area of the lot shall be seven thousand eight hundred (7,800) sq. ft.; however, a lot having an area of less than seven thousand eight hundred (7,800) sq. ft. that was on record prior to effective date of this ordinance may be used for any use permitted in this article.
- i. Width of the lot: The minimum width of the lot shall be fifty (50) feet.

- j. Parking Regulations: Parking space shall be provided on the lot to accommodate two motor cars for each dwelling unit. A driveway leading to the garage may be used for such purpose.

SECTION IV. PROHIBITED USES:

The uses prohibited in the R-2 duplex-fourplex residential districts are as follows:

1. Any building erected or land used for other than one or more of the uses specified in this division.
2. On- and off-premises signs, portable signs except for exempt political signs, animated or illuminated signs.
3. Any use of property that does not meet the required minimum lot size; front, side or rear yard dimensions; and/or lot width; or exceeds the maximum height, building coverage or density per gross acre.
4. Broadcast towers and personal wireless service facilities.
5. Parking of any road tractor, semi-trailer, or truck is prohibited. This restriction applies to both new and existing duplex or fourplex residences, regardless of the subdivision date, the annexation date of the property, or whether parking such vehicles on the property was allowed before the prohibition was enacted by the city commission. In the case of any violation of this subsection, there will be a rebuttable presumption that the property owner or occupant either parked the vehicle or permitted it to be parked on the property.

2. SEVERABILITY PROVISION

By the adoption of this ordinance, should there be any word, sentence, phrase, and/or expression that may be deemed by a court of competent jurisdiction to be invalid, or legally deleted from the content of this ordinance, it is declared that the remaining portion or portions of this ordinance shall remain fully enabled, active and in full force.

3. CUMULATIVE PROVISION

Should there be any existing ordinance, regulation, policy, and/or guideline that may be in conflict with the established regulations of this zoning ordinance, whether in whole or in part, the terms of this ordinance shall be controlling and override any such existing conflict.

4. PUBLICATION DATE

Once adopted, the City secretary shall as soon as practicable, forward the caption of this zoning ordinance to be published in a newspaper of local circulation.

**READ, DISCUSSED, AND APPROVED ON THIS THE ____ DAY OF _____, IN
THE YEAR OF OUR LORD, _____.**

1st Reading: _____

2nd Reading: _____

CITY OF MERCEDES:

Oscar D. Montoya, Mayor

ATTEST:

Joselynn Castillo
City Secretary

APPROVED AS TO FORM:

Martie Garcia Vela
City Attorney

ORDINANCE NO.: 2025-07

AN ORDINANCE ESTABLISHING R-2 DUPLEX-FOURPLEX RESIDENTIAL DISTRICT TO PROVIDE ADEQUATE SPACE AND SITE DIVERSIFICATION FOR THE FOLLOWING PURPOSES: TO ENSURE SUFFICIENT SPACE AND SITE DIVERSITY FOR MEDIUM-DENSITY RESIDENTIAL DEVELOPMENT, WITH ACCESS TO WELL-MAINTAINED STREETS AND COMMUNITY FACILITIES THAT MEET BOTH CURRENT AND FUTURE NEEDS. TO PROTECT RESIDENTIAL AREAS FROM POLLUTION, ENVIRONMENTAL HAZARDS, AND OTHER UNDESIRABLE INFLUENCES. TO MINIMIZE THE IMPACT OF HEAVY TRAFFIC ON RESIDENTIAL AREAS, WHERE POSSIBLE. TO MANAGE POPULATION DENSITY AND PREVENT CONGESTION BY PROVIDING OFF-STREET PARKING AND REQUIRING OPEN SPACES WITHIN RESIDENTIAL AREAS. THESE OPEN SPACES WILL SERVE AS AREAS FOR REST AND RECREATION, WHILE ALSO ALLEVIATING THE VISUAL MONOTONY OF CONTINUOUS BUILDING STRUCTURES AND CREATING A MORE DESIRABLE URBAN LIVING ENVIRONMENT. TO PRESERVE PRIVACY AND ENSURE ACCESS TO NATURAL LIGHT AND AIR BY REGULATING BUILDING SPACING AND HEIGHT, AS MUCH AS POSSIBLE. TO ENCOURAGE OPTIMAL LAND USE AND GUIDE BUILDING DEVELOPMENT IN ALIGNMENT WITH THE CITY'S ADOPTED POLICIES, PROMOTING DEVELOPMENT STABILITY, PROTECTING NEIGHBORHOOD CHARACTER, PRESERVING PROPERTY VALUES, AND MAINTAINING THE CITY'S TAX BASE. TO MAXIMIZE THE EFFICIENT USE OF CITY FACILITIES AND SERVICES.

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- d. Duplex-fourplex condominiums.
- e. All signs permitted in the single-family residential district, and nameplates.
- f. Accessory buildings including a private garage; bona fide servant's quarters not for rent but for use of servants employed on the premises, when located not less than sixty (60) feet from the front lot line and not less than (10) feet from any street line;

- g. Temporary building used for construction purposes only, which shall be removed as soon as the construction is completed or abandoned; field office for sale of real estate, which shall be removed on instruction of the building inspector of the City of Mercedes, Texas.
- h. Home occupations are permitted through the issuance of a conditional use permit.

SECTION II. CONDITIONAL USES:

- a. The conditional uses requiring a conditional use permit permitted in the R-2 duplex-fourplex residential districts are as follows: All uses listed as conditional uses Article 28.

SECTION III. REGULATIONS:

- a. The conditional uses requiring a conditional use permit permitted in the R-2 duplex-fourplex residential districts are as follows: All uses listed as conditional uses in the R-1 single-family residential district.
- b. Height: No building shall exceed twenty-five (25) feet in height. Where a structure exceeds the 25-foot height maximum, it shall be set back one additional foot for each foot above 25 feet.
- c. Front Yard: (a). There shall be a front yard having a minimum twenty-foot (20') front yard building setback. Should there be single-family residential plats that reflect a 30' front yard setback, they may hereafter comply with this 25' front yard building setback regulation. Provided, that if a building line has been established by ordinance or by one (1) or more buildings on one side of the street in one block, this line shall establish the depth of the front yard. (b). Where lots have double frontage, running from one street to the other the required front yard shall be provided on both streets.
- d. Side Yard: There shall be a side yard lot not less than five (5) feet. A minimum ten-foot (10') side yard setback shall be imposed on all corner side yards of all 'corner lot' properties in all zoning districts.
- e. Rear Yard: (a). There shall be a rear yard having a minimum ten-foot (10') rear yard building setback for the primary structure. (b). Rear Yard Building Setback for Accessory Buildings: 4' or the easement boundary, whichever is greater.
- f. Duplex Lot Area: Minimum area of the lot shall be five thousand six hundred (5,600) sq. ft.; however, a lot having an area of less than five thousand six hundred (5,600) sq. ft. that was on record prior to effective date of this ordinance may be used for any use permitted in this article.
- g. Triplex Lot Area: Minimum area of the lot shall be six thousand seven hundred (6,700) sq. ft.; however, a lot having an area of less than six thousand seven hundred (6,700) sq. ft. that was on record prior to effective date of this ordinance may be used for any use permitted in this article.
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- i. Width of the lot: The minimum width of the lot shall be fifty (50) feet.

- j. Parking Regulations: Parking space shall be provided on the lot to accommodate two motor cars for each dwelling unit. A driveway leading to the garage may be used for such purpose.

SECTION IV. PROHIBITED USES:

The uses prohibited in the R-2 duplex-fourplex residential districts are as follows:

1. Any building erected or land used for other than one or more of the uses specified in this division.
2. On- and off-premises signs, portable signs except for exempt political signs, animated or illuminated signs.
3. Any use of property that does not meet the required minimum lot size; front, side or rear yard dimensions; and/or lot width; or exceeds the maximum height, building coverage or density per gross acre.
4. Broadcast towers and personal wireless service facilities.
5. Parking of any road tractor, semi-trailer, or truck is prohibited. This restriction applies to both new and existing duplex or fourplex residences, regardless of the subdivision date, the annexation date of the property, or whether parking such vehicles on the property was allowed before the prohibition was enacted by the city commission. In the case of any violation of this subsection, there will be a rebuttable presumption that the property owner or occupant either parked the vehicle or permitted it to be parked on the property.

2. SEVERABILITY PROVISION

By the adoption of this ordinance, should there be any word, sentence, phrase, and/or expression that may be deemed by a court of competent jurisdiction to be invalid, or legally deleted from the content of this ordinance, it is declared that the remaining portion or portions of this ordinance shall remain fully enabled, active and in full force.

3. CUMULATIVE PROVISION

Should there be any existing ordinance, regulation, policy, and/or guideline that may be in conflict with the established regulations of this zoning ordinance, whether in whole or in part, the terms of this ordinance shall be controlling and override any such existing conflict.

4. PUBLICATION DATE

Once adopted, the City secretary shall as soon as practicable, forward the caption of this zoning ordinance to be published in a newspaper of local circulation.

**READ, DISCUSSED, AND APPROVED ON THIS THE ____ DAY OF _____, IN
THE YEAR OF OUR LORD, _____.**

1st Reading: _____

2nd Reading: _____

CITY OF MERCEDES:

Oscar D. Montoya, Mayor

ATTEST:

Joselynn Castillo
City Secretary

APPROVED AS TO FORM:

Martie Garcia Vela
City Attorney

DATE: February 18, 2025
FROM:
ITEM: Discussion and possible action to Approval of the Facility usage agreement for Collier Park Baseball Fields

BACKGROUND INFORMATION: Requesting approval on updated facility usage agreement for Collier Baseball Fields. Looking to obtain an agreement with a not for profit organization to run Pony Baseball at Collier Fields 1&2. In the past organizations were not required to carry a 501 c-3 or pay any fees. We have included recommended changes to the agreement for city council approval.

BOARD REVIEW/CITIZEN FEEDBACK: N/A

ALTERNATIVES/OPTIONS: If not approved we can revert to the previous agreement.

FISCAL IMPACT: (Total Costs)

Proposed Expenditure/(Revenue): **Account Number(s):**
\$

Finance Review by: (Has finance reviewed it to make sure we have the funds Yes/No/Not Applicable)

LEGAL REVIEW:

ATTACHMENTS:

1. Copy of Baseball Agreement

STAFF RECOMMENDATION: I Recommend we approve the revised agreement implementing the new fees and requirements.

AGREEMENT TO USE CITY OF MERCEDES' BASEBALL FIELDS

As a preamble to this Lease Agreement, it has been determined by the City Commission of the City of Mercedes, Texas (Landlord) that all League Play must be amicable among the administrators, coaches, and other representatives involved. The baseball fields belong to the City of Mercedes as the indicated Landlord of this Lease Agreement. The fields are to be used for the maximum enjoyment of those who are eligible to play and the welcomed spectators to similarly enjoy watching the games.

SECTION 1A: To qualify to enter into a Lease Agreement to contractually use the baseball fields, Landlord has determined that it is in the best interests of the City of Mercedes to lease the baseball fields (premises) to one Tenant to maximize the use of said premises. To entirely avoid such conflict hereafter, the Landlord will entertain a 1-page application from possible tenants outlining their experience, applicable fees, number of Mercedes teams, frequency of play (previous 3 months; and proposed first 2 months if awarded), proposed use of the fields' concession, etc. After reviewing the applications, Landlord will award the premises' use to ONE applicant League (Tenant). Such consideration shall be on an annual basis. The applications for use of the premises will be considered from time-to-time, as determined by the City's administration, and will be presented to the City Commission for final approval. There shall be no appeal to their decision.

The Landlord desires to have all who want to play, may be able to play. In this regard, after awarding the contract to the successful applicant League, said League may, on their own, allow teams from other unsuccessful applicant leagues to merge into their awarded contract with the explicit conditions that there shall be ONE play schedule developed by the Tenant. It is stated that the proposed play schedule will then be carefully reviewed by Landlord which shall either approve it or adjust the schedule dependent on the intensity of play, and the fields' need to be irrigated/maintained. Furthermore, Tenant understands and agrees that any merging teams from other Leagues shall provide the levels of insurance as set forth in Section 8 of this Lease Agreement.

A complete schedule of League play is mandated for the entire season (via Section 9 of this Agreement). However, should this not be feasible due to varying circumstances, then the subsequent month's League play, inclusive of Tournaments, shall be provided to the City of Mercedes no later than 5 days prior to the end of the month.

SECTION 1B: This Lease Agreement for use of Landlord's baseball fields is made on the _____ day of _____ in the year _____ at Mercedes, Hidalgo County, Texas by and between the City of Mercedes, referred to in this Lease Agreement as Landlord, and the _____, referred to in this Agreement as Tenant.

SECTION 1C: Landlord desires that its public recreational baseball fields be enjoyed by the most people as possible. In this regard, the following baseball fields shall be made available to be responsibly used by _____ strictly upon the terms and conditions set forth in this Agreement:

___ Andres ('Chino') Salinas Baseball Field

___ Bill Savarino Baseball Field

___ R.G. ('Tiny') Perez Baseball Field

___ (southmost field; no name?)

The baseball fields cited above are at Walter Collier Sports Complex located along Frances/Mathis Street in Mercedes, Texas.

SECTION 2: The terms of this Agreement for the Tenant shall be for a period of ____ months, specific months cited as follows: _____

This Agreement may or may not be considered to be renewed by the Landlord dependent on the number of subsequent year Applicant leagues, how the current year Tenant responsibly used Landlords' baseball fields; the disposal of accumulated trash during games, the proper use of its fields' improvements, and continual professional conduct with all team players, and other spectators present to enjoy and support the league play.

SECTION 3: Landlord always reserves the right to terminate this Agreement with no required tenure of 'Notice' to Tenant for just and documented cause that may include reckless use of Landlord's facilities, extreme disrespect to team players, spectators, and/or Landlord's employees. Any termination of this Lease Agreement shall be 'Final' and there shall be no appeal.

SECTION 4: Tenant shall pay the Landlord an amount of FIVE DOLLARS (\$5.00) per registered player to fully enable the Lease Agreement for the use of the baseball fields' and its associated facilities for the tenure cited in this Agreement. Payment shall be made at least one week prior to the start of the season; if the fee is not paid, the Agreement shall not be considered as enabled nor binding. Tenants shall also pay Landlord rental rates on all non-sanctioned tournaments. This does not include Pony assigned tournaments (regional/state).

SECTION 5: Tenant shall always and continually maintain the subject premises free from waste or nuisance throughout the contracted tenure. Prior to departure from the fields, Tenant shall walk the site to pick-up any and all debris generated by their games/event, and dispose of it in the nearby trash bin or trash receptacles. This includes but is not limited to restrooms, bleachers, dugouts, playing field, parking, etc.

Landlord shall keep the baseball fields' locked to maximize security and preserve the integrity of the baseball fields' playing conditions. Landlord understands and agrees that prior to league play, the league president or representative and city staff shall conduct a walk-through of the facility to identify any safety concerns or repairs needed prior to the start of the season. It shall unlock the fields to allow access. Under no circumstances shall Landlord provide keys (to the baseball fields' locks) to anyone else other than its employees. Should it be discovered that keys have somehow been gained by Tenant and/or Tenants' agents, Landlord shall demand all keys be turned in to Landlord. If the unauthorized keys have not been returned, Landlord may either change the locks or present this matter to the City Commission to consider terminating this Agreement.

Landlord shall, of course, be responsible to maintain the fields by mowing the grass, irrigating it in a responsible manner, and seeing that its facilities are safe and in good condition.

Landlord shall use (white-chalk) materials provided by Tenant to 'mark' the baseball field(s). However, if Tenant fails to provide materials in a timely manner, then Tenant will be responsible to mark the fields with no restitution against the Landlord.

Immediately following the last game for the day/evening, Tenant shall water the infield areas to minimize erosion. Should there be a continuous breach to this important maintenance measure, then the Landlord may consider terminating this Agreement (which requires City Commission approval). It is noted that the Landlord will do its best to provide a satisfactory sprinkler system for said fields which is intended to also reduce erosion.

Tenant shall surrender and deliver the leased premises to Landlord in as good a state of repair and condition as they were in at the time Landlord delivered possession to Tenant, factoring in reasonable wear and tear and damage by fire, tornado or other casualty excepted.

Tenant shall absolutely prevent parking of vehicles in grass area or other areas not designated for parking. Should a family member and/or friend of a player park in this prohibited area, Tenant shall alert them to remove the vehicle from the premises. Should parking of vehicles in the grass area be consistently evident and documented, Landlord has the inherent right to have the City Commissions review this matter for possible termination of this Agreement.

Landlord shall pay for all utilities incurred throughout the tenure of this Agreement, inclusive of electricity, water, and solid waste disposal.

Tenant understands that the fields will be used solely for games, and that the field lights shall only be used for games. Generally, the fields shall not be used for practice, nor shall the lights be turned 'on' for practice only. Failure to comply by Tenant with this section may constitute a breach of contract. However, should Landlord determine that dire circumstances are evident, Landlord always reserves the right to allow limited practice on its premises, but such requires pre-approval from the City Manager's Office (as Landlords' agent). The landlord will schedule the automated field lights based on the game/tournament schedule provided by the tenant prior to the start of the season.

SECTION 6: Tenants shall also have the use of and authority to run a concession stand at the leased premises and shall have authority to sell items at their own discretion. Tenants shall use the concession stand in compliance with City Health regulations, concurrently with their approved schedule. Landlord counsels Tenant to remove any of their concession supplies if for a length tenure of absence but this is not a mandatory measure due to the premises being used by one league; thus, it is up to the tenant to follow this counsel or not. Landlord shall not be responsible, under any circumstances, for missing supplies.

SECTION 7: With Landlord's pre-approval, Tenant may sell advertisements to be used at the leased premises with Landlord's consideration on tenure, appropriate verbiage, and or appropriate display of depictions. All private advertisements on Landlord's public baseball fields shall be re-assessed on an annual basis as to its continuation, and may be removed by Landlord at any time if there are lack of maintenance issues on said advertisements. If at any time, any advertisement becomes a safety risk or threat to the welfare of spectators and/or event participants, then it will be subject to immediate removal by the Landlord with no restitution expected for doing so.

SECTION 8: Tenant shall, at its own expense during the terms of this lease, maintain a 501 c-3 (Not for Profit) certificate, and liability insurance for death and bodily injury in an amount not less than Two Hundred and Fifty Thousand (\$250,000) Dollars per person per event, and Five Hundred Thousand (\$500,000) Dollars per occurrence and property damage shall not be less than Two Hundred Fifty Thousand (\$250,000) Dollars per occurrence, and Two Hundred Fifty Thousand (\$250,000) Dollars in the aggregate.

SECTION 9: Tenant shall furnish the following documents to the Landlord as an integral part of this Agreement:

- Certificates of all insurance required by this Agreement prior to any usage of Landlord's property;
- Copy of the Tenant's Charter
- A list of Board Members with current contact information, and the name of the Board Member that will be representing the League;
- As best as possible, Tenant shall provide a complete season schedule inclusive of tournament dates that Tenant plans to host during the season and All-Star Tournaments where Landlord will work as much as possible to accommodate the tournaments.
- Landlord understands that, at times, having a complete schedule is challenging, and if so, Tenant will then provide the subsequent month's game schedule to Landlord, for consideration and approval, at least 5 days prior to the end of the last day of the month.

SECTION 10: Tenant agrees to hold Landlord Harmless against any and all claims, demands, damages, costs, and expenses, including reasonable attorney's fees for the defense of such claims and demands, arising from the conduct, management, and/or general ball play of Tenant's business on the leased premises or from its use of the leased premises, or from any breach on the part of the Tenant of any conditions of this lease, or from any act or negligence of Tenant, its agents, contractors, employees, subtenants, concessionaires, or licenses in or about the leased premises. In case of any action or proceeding brought against the Landlord by reason of any such claim, Tenant, upon notice from Landlord, agrees through its insurance to defend the action or proceeding by counsel acceptable to Landlord.

SECTION 11: If the leased premises or any structures or improvements on the leased premises should be damaged or destroyed by fire, tornado, or other casualty, Tenant shall give immediate written notice of the damage or destruction to Landlord, including a description of the damage and, as far as known to Tenant, the cause of the damage.

SECTION 12: It is expressly agreed that, in the event of default by Tenant under this lease, Landlord shall have a lien upon all goods, chattels, or personal property of any description belonging to Tenant that are placed in, or become part of the leased premises, as security for rent due and to become due for the remainder of the current lease term.

This lien shall not be in lieu of, or in any way affect, the statutory landlord's lien given by law but shall be in addition to that lien and Tenant grants to the Landlord a security interest in all personal property placed in or on the leased premises for purposes of this contractual lien. This shall not prevent the sale by Tenant of any merchandise in the ordinary course of business free of such lien to Landlord.

If landlord exercises the option to terminate the leasehold renter, and re-let the premises, as provided in the preceding paragraph, and gives Tenant reasonable notice of its intent to take possession of Tenant's property on the premises and an opportunity for hearing on this matter, Landlord may take possession of all of Tenant's property on the premises.

After giving Tenant reasonable notice of the time and place of any public sale or of the time after which any private sale is to be made, Landlord may then sell the property at public or private sale, for cash or on credit, for such prices and terms as Landlord deems best, with or without having the property present at the sale. The proceeds of the sale shall be applied first to the necessary and proper expense of removing, storing, and selling such property, then to the payment of any rent due or to become due under this lease, with the balance, if any, to be paid to Tenant.

SECTION 13: All rights and remedies of Landlord and Tenant under this Lease Agreement shall be cumulative, and none shall exclude any other right or remedy provided by law or by any other provision of this lease. All such rights and remedies may be exercised and enforced concurrently and whenever, and as often, as occasion for their exercise arises.

SECTION 14: A waiver by either the Landlord or Tenant of a breach of this Lease Agreement by the other party does not constitute a waiver or a waiver of any subsequent breach of this Lease Agreement.

SECTION 15: Tenant shall permit Landlord and Landlord's agents, representatives, and employees to enter into and on the leased premises at any time for the purpose of inspection, maintenance, making repairs or alterations to the premises, or any other purpose necessary to protect Landlord's interest in the leased premises or to perform Landlord's duties under this Agreement.

SECTION 16: All notices required under this Lease Agreement must be given by certified mail or registered mail, addressed to the proper party, at the following addresses:

Landlord: City Manager
 400 South Ohio
 Mercedes, TX 78570

Tenant: _____

Either party may change the address to which notices are to be sent by giving the other party notice of the new address in the manner provided in this Section.

SECTION 17: Tenant shall never have the right to sublease Landlord's premises; nor rent, or in effect 'rent' the premises in any way, shape or form. All tournaments shall be pre approved by the Landlord and may be subject to fees unless sponsored by the City of Mercedes. Any violation to this Section shall be deemed to be egregious and the City Manager's Office is hereby authorized to terminate the Lease Agreement immediately.

SECTION 18: This Lease Agreement shall be binding upon, and inure to the benefit of, the parties to this Lease and their respective heirs, executors, administrators, legal representatives, successors, and assigns when permitted by this Lease Agreement.

SECTION 19: In case any one or more of the provisions contained in this Lease Agreement shall for any reason be held by a court of competent jurisdiction to be invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions of the Agreement, and this Agreement shall be construed as if the invalid, illegal, or unenforceable provision had never been included in the Agreement.

SECTION 20: No amendment, modification, or alteration of the terms of this Lease Agreement shall be binding unless it is in writing, dated subsequent to the date of this Agreement, and duly executed by the parties of this Agreement.

SECTION 21: If, as a result of a breach of this Lease Agreement by either party, the other party employs an attorney or attorneys to enforce its rights under this lease, then the breaching party agrees to pay the other party the reasonable attorney's fees and costs incurred to enforce the Lease Agreement.

SECTION 22: Neither Landlord nor Tenant shall be required to perform any term, condition, or covenant in this Lease so long as performance is delayed or prevented by Force Majeure, which shall mean acts of God, strikes, lockouts, material or labor restrictions by any governmental authority, civil riots, floods, and any other cause not reasonably within the control of Landlord or Tenant and which by the exercise of due diligence Landlord or Tenant is unable, wholly or in part, to prevent or overcome.

THE UNDERSIGNED LANDLORD AND THE TENANT EXECUTED THIS LEASE AGREEMENT ON _____ MERCEDES, COUNTY OF HIDALGO, STATE OF TEXAS.

CITY OF MERCEDES, TEXAS: _____
City Manager (Signature)

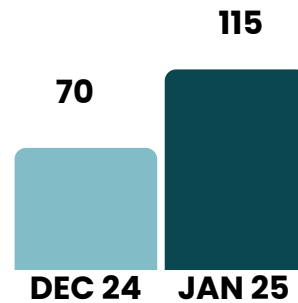
(League Name) _____,
Name and Title

DEVELOPMENT ACTIVITY (JANUARY 2025)

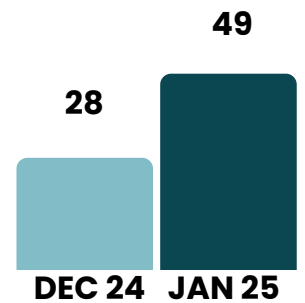
PERMITS ISSUED

	DEC 24	JAN 25
Residential	86	99
Multi-Family	0	0
Commercial	3	2

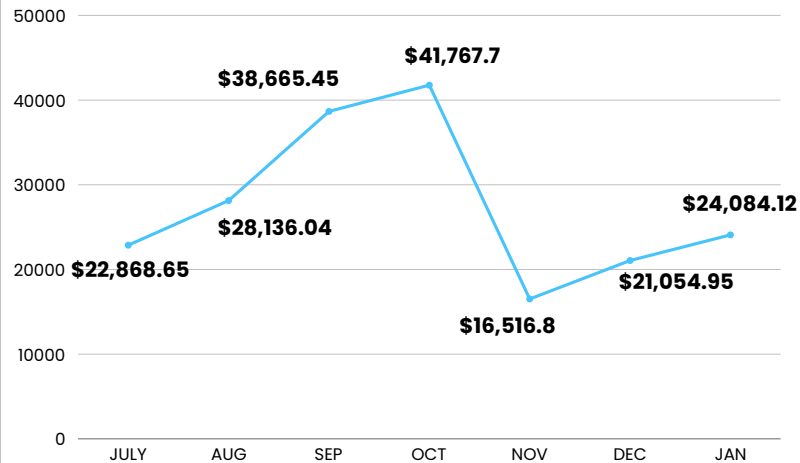
Building Inspections



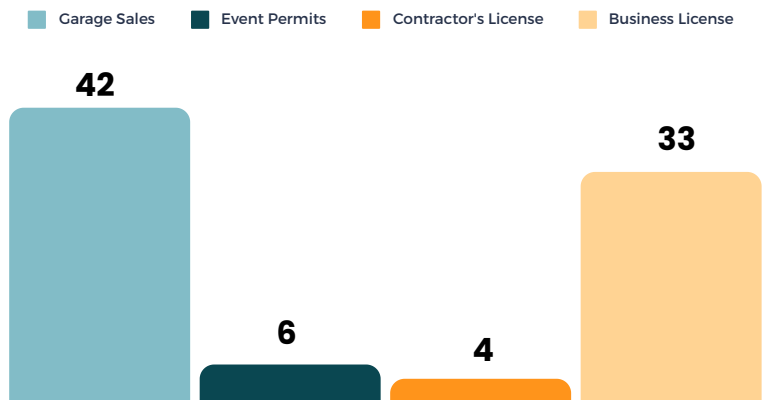
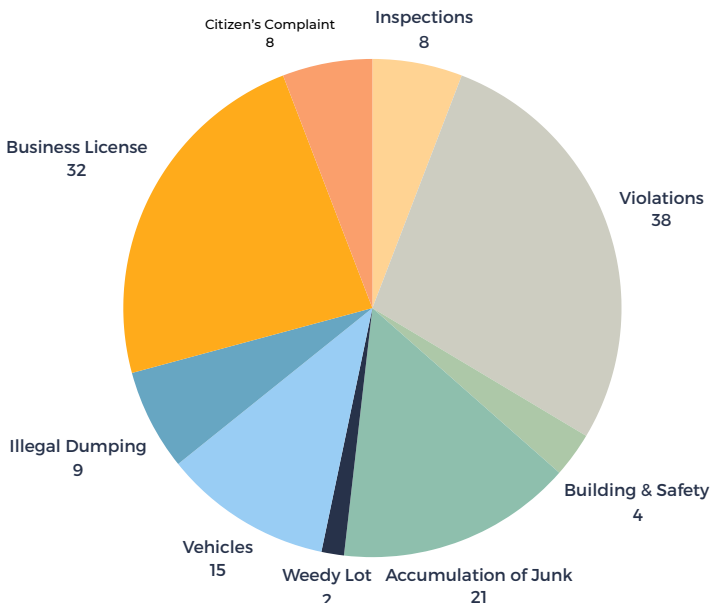
Plan Reviews



DEPARTMENT REVENUE



CODE COMPLIANCE ACTIVITY (JANUARY 2025)



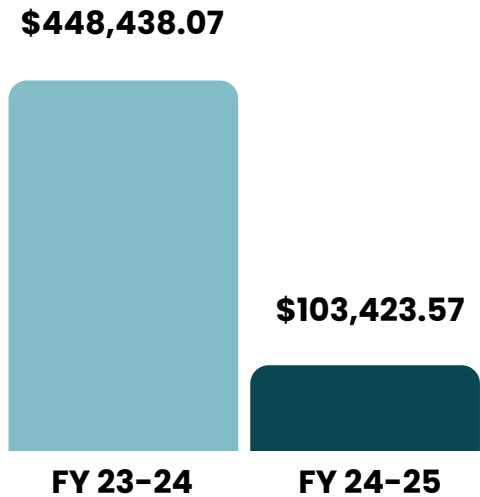
ACTIVITY (FY 23-24 VS YTD)

PERMITS ISSUED

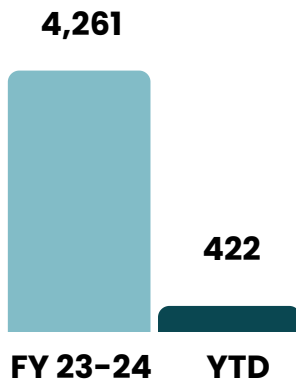
	FY 23-24	YTD
New Residential Construction	673	20
Commercial Construction	44	6
Other Permits	1,447	404

Other Permits: Repairs, Remodel, Re-roof, Driveway, Carport, Fences, ROW, Irrigation, Mechanical, Electrical, Plumbing, Meter reset, Moving a Building, Solar Panel, Storage Shed

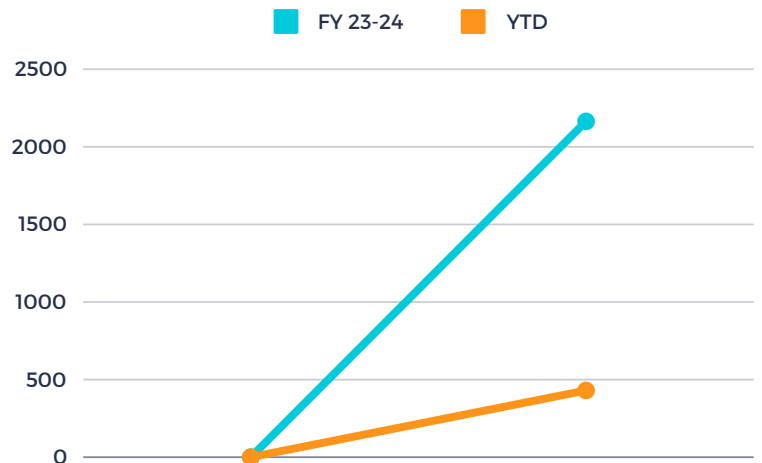
REVENUE



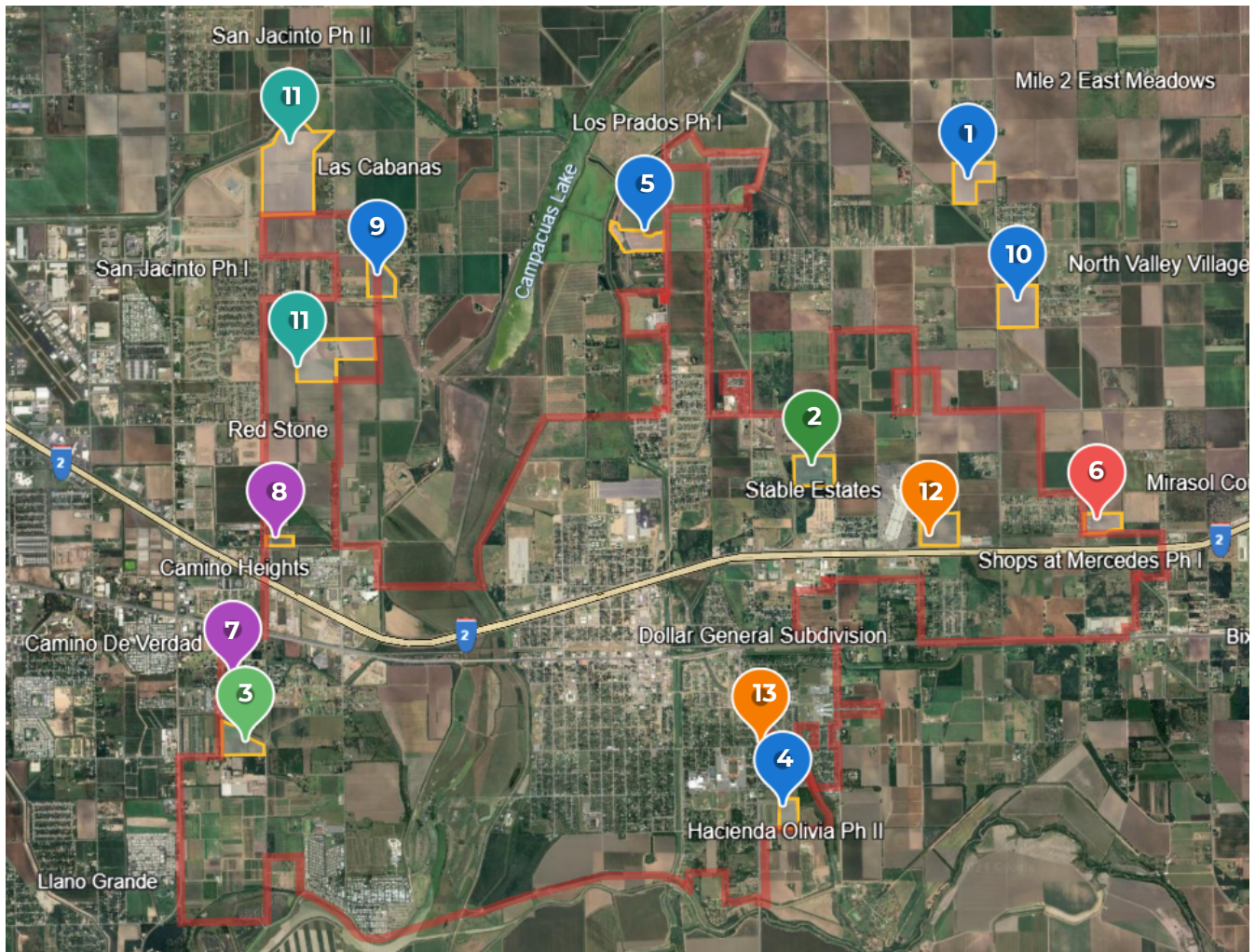
Building Inspections



Total of Permits Issued



SUBDIVISIONS UNDER CONSTRUCTION

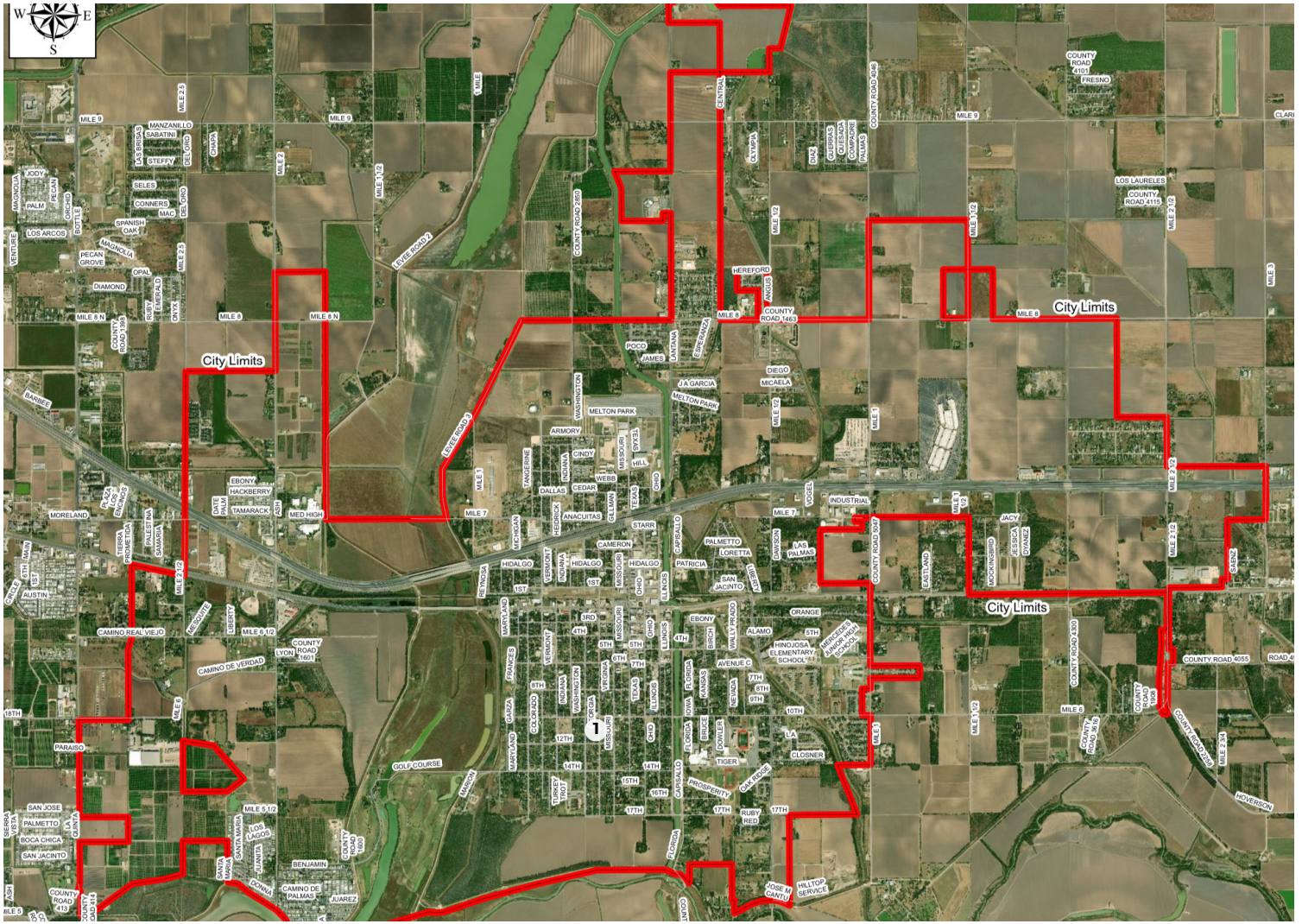


	Subdivision	Location	Acres	Number of lots	Status	Type
1	Mile 2 East Meadows	Mile 2 East Road and Mile 9 North	30	122	Completed Construction	Single Family
2	Stable Estates	1 Mile N of Express way 83 on Mile 1 E. West of Mile 1 E/South of Mile 8	30	96	Under Construction	Multi-Family & Single Family
3	Camino de Verdad Ph 2	FM 1015 & Camino de Verdad	22.76	63	Under Construction	Single Family
4	Hacienda Olivia Ph 2	South of Bus 83 on FM 491/ Rio Rico Rd. And east of FM 491/Rio Rico Rd	13.80	60	Under Construction	Single Family

SUBDIVISIONS UNDER CONSTRUCTION

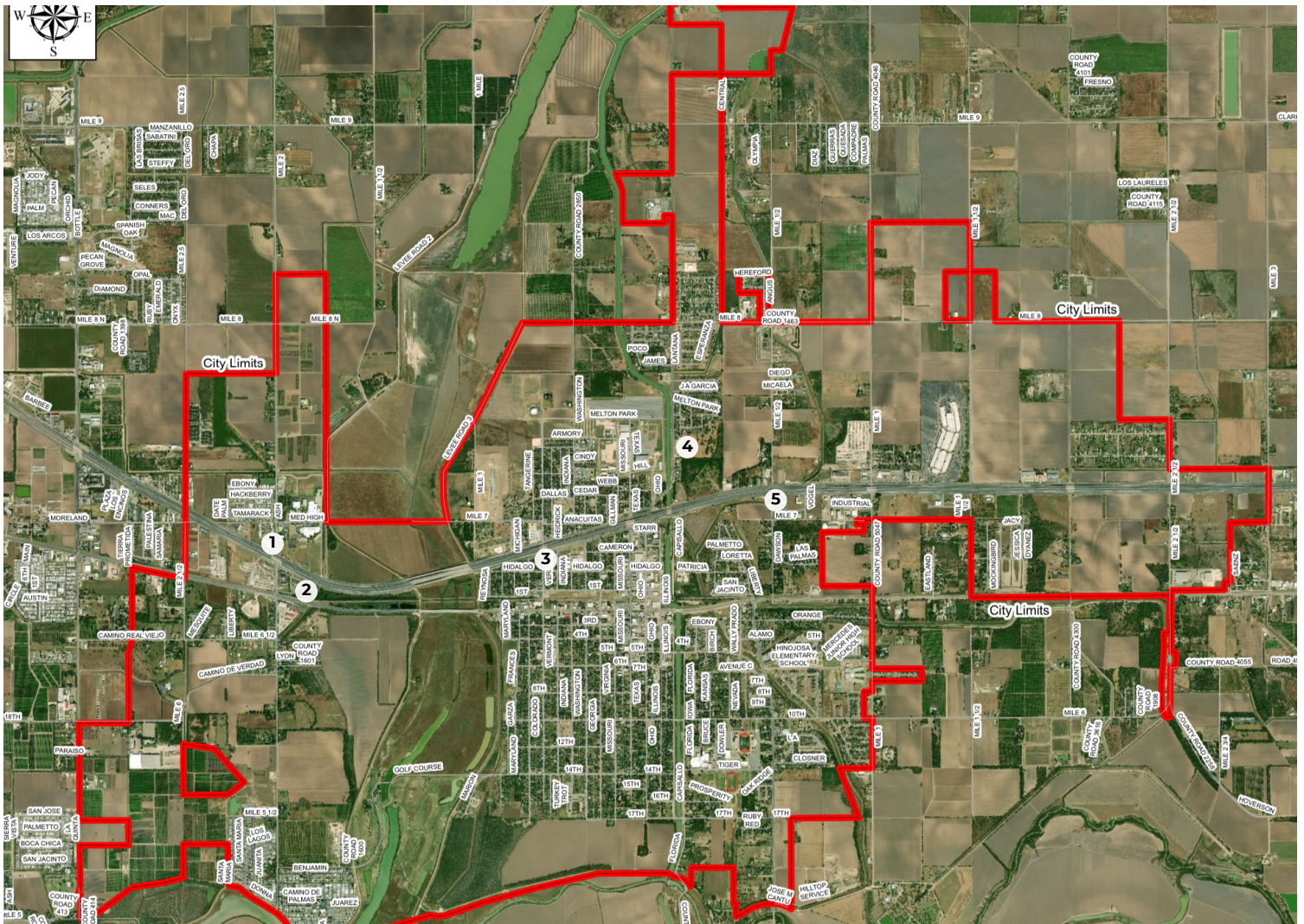
	Subdivision	Location	Acres	Number of lots	Status	Type
5	Los Prados Ph 1	2 Mile N of Exp 83 on FM 49. NW corner of Fm 491/Mile 9 North	9.09	48	Obtain for Preliminary Approval from P&Z	Single Family
6	Mirasol Country Estates	East Side if Mile 2 1/2 East and North if Expwy	59	19	Pre-Construction	Single Family
7	Camino Heights	S Mile 2 1/2 W and Camino Real Viejo	2.93	22	Obtain Preliminary Approval, Undergoing a Rezone	Single Family
8	Red Stone	Mile 2 1/2 and north of Expressway 83	6.0	20	Waiting for Subdivision Plat	Single Family
9	Las Cabanas	Mile 9 North and between Mile 2 W & Mile 1 1/2 W	24.90	73	Pending Revised Plans	Single Family
10	North Valley Village	East side of Mile 2 East and south of Mile 8 North Rd	40	193	Pending Sewer Extension, Starting Construction Soon	Single Family
11	San Jacinto Estates Ph I & II	Mile 2 W and North of Mile 9 N	127.4	332	Obtain Preliminary Approval	SingleFamily & Multi Family
12	Shops at Mercedes Ph I	Hwy 83 Frontage next to the Outlets	30	7	Obtain Final Approval	Commercial
13	Dollar General	Rio Rico and 10th St (1000 Rio Rico Rd)	1.74	1	Pre-Construction	Commercial

NEW RESIDENTIAL CONSTRUCTION



	Project Address	Type	Sq Ft	Subdivision
1	1051 S Georgia Ave	Single Family	1,298	Mercedes original Townsite

NEW COMMERCIAL CONSTRUCTION/BUSINESSES



	Business	Project Address	Type of Business	Sq Ft	Status
1	South Texas ISD	700 Med high	School	-	Permit Issued
2	Mercedes Warehouses	1950 W Expressway 83	Warehouses	25,000	Permit Issued
3	Hernandez Carwash	210 Vermont	Carwash	240	License Issued
4	Don Perro Food Truck LLC	708 N FM 491	Food Truck	-	License Issued
5	Soul Touch Wellness LLC	2020 E Exp 83	Wellness	1,200	License Issued

Health & Code Compliance

Health & Code Compliance Inspections, January

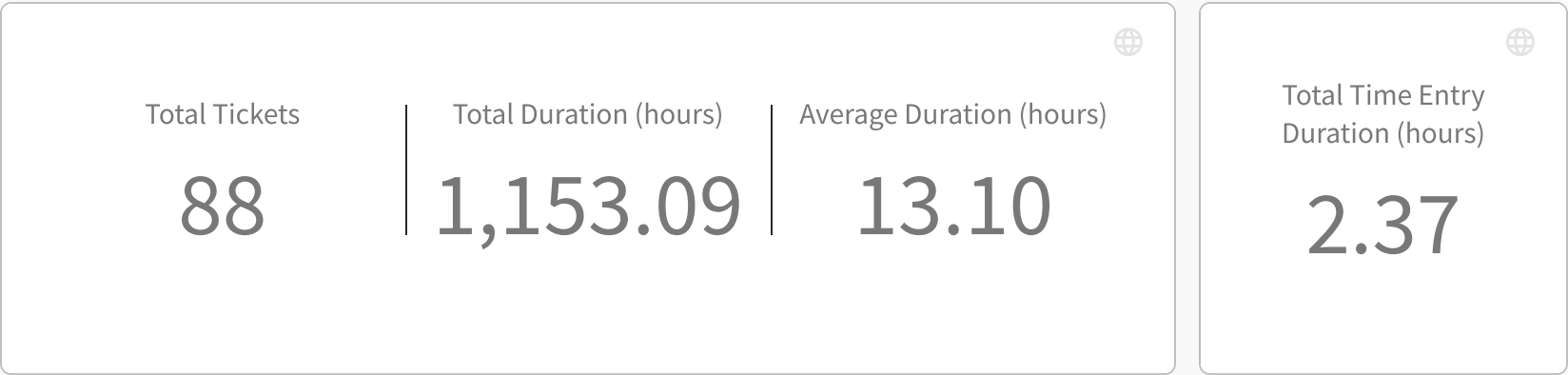
	January 2025
Code Compliance Inspections	129
Citations Issued	0
Health Inspections	8

Health Inspections Results, January 2025

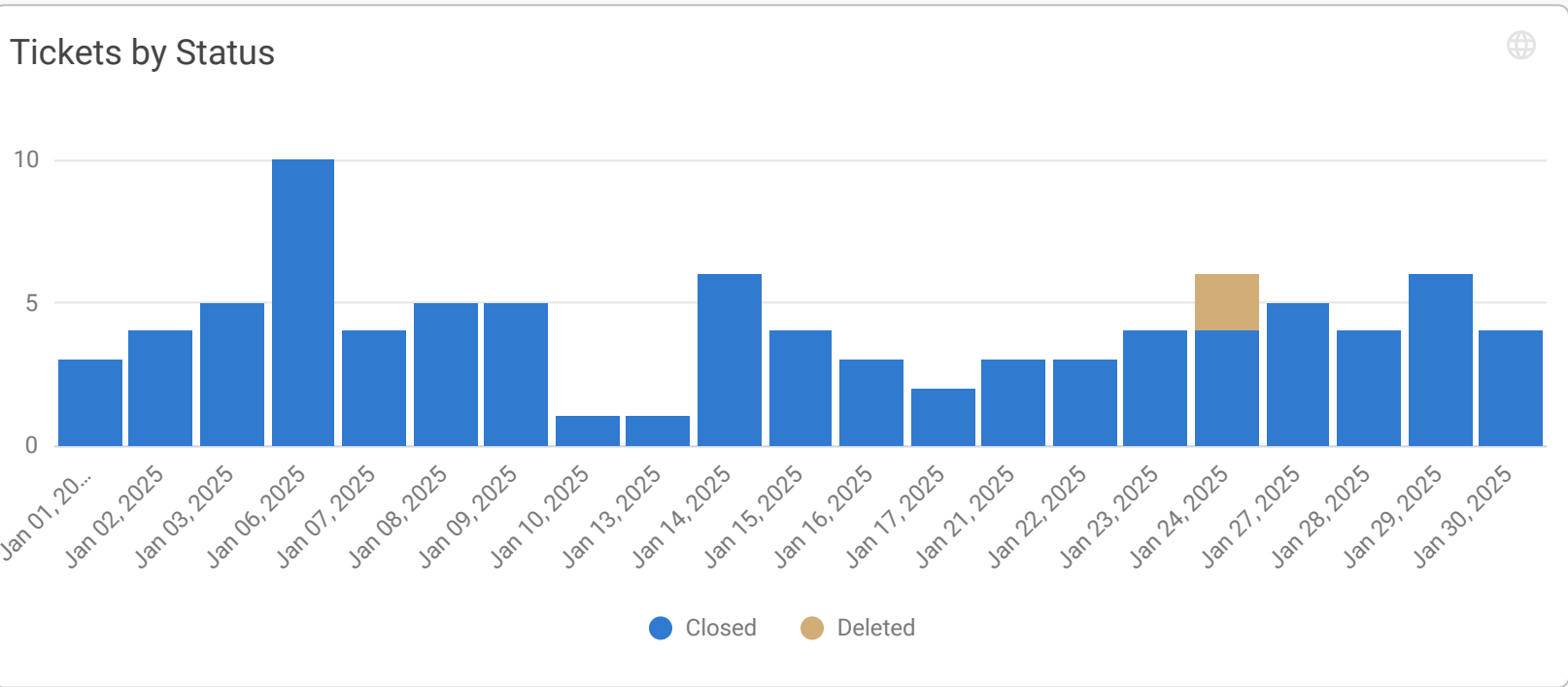
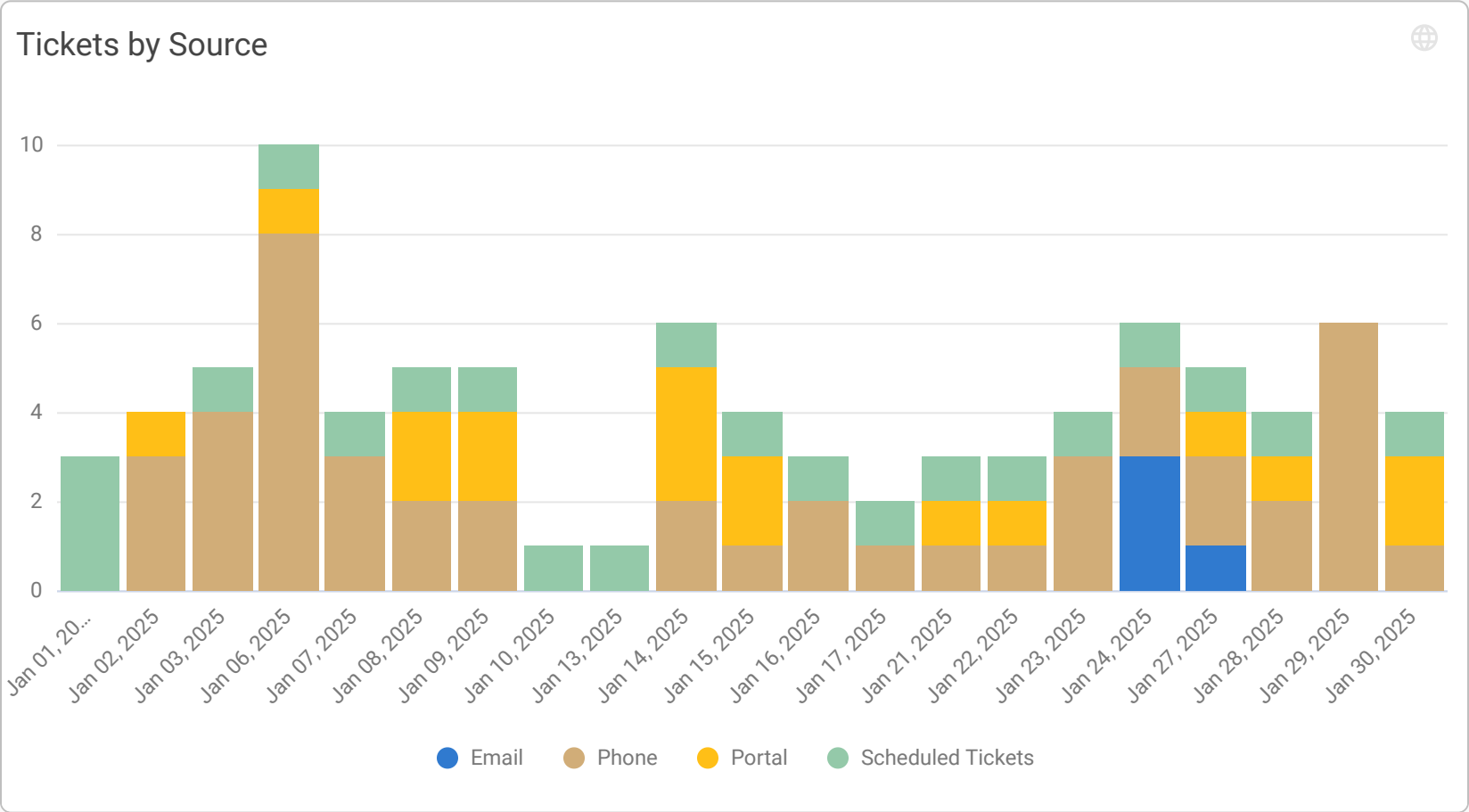
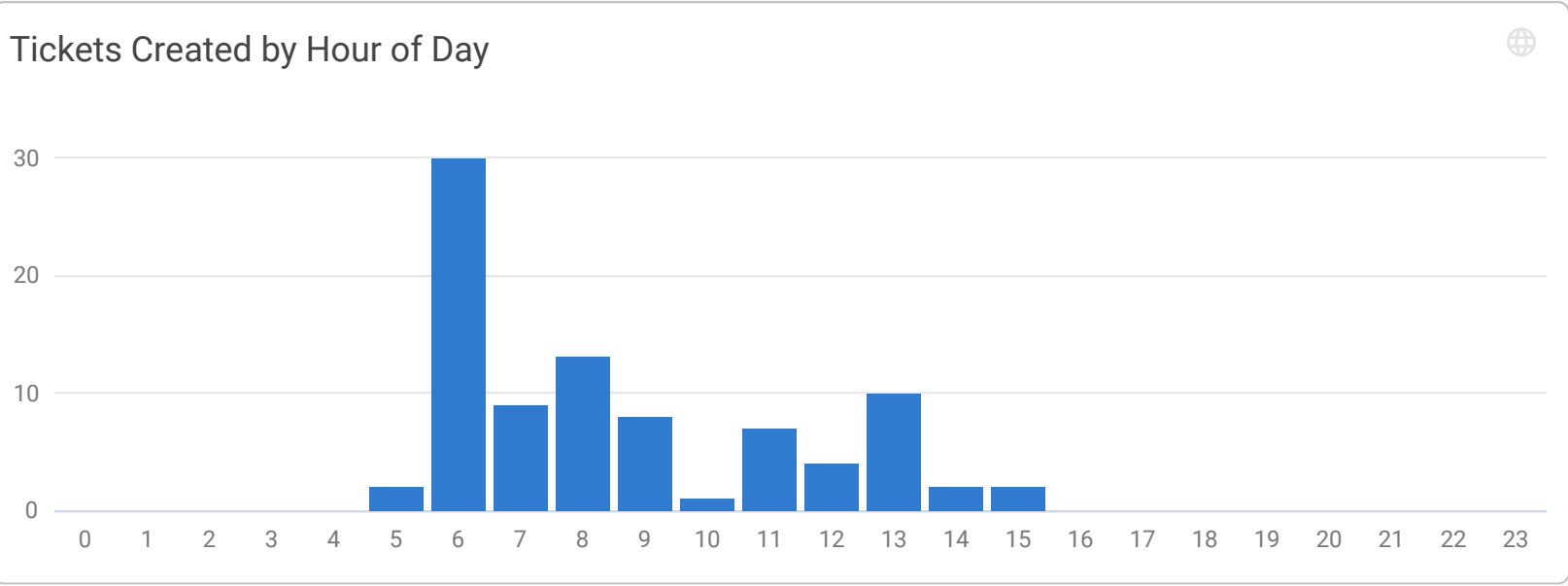
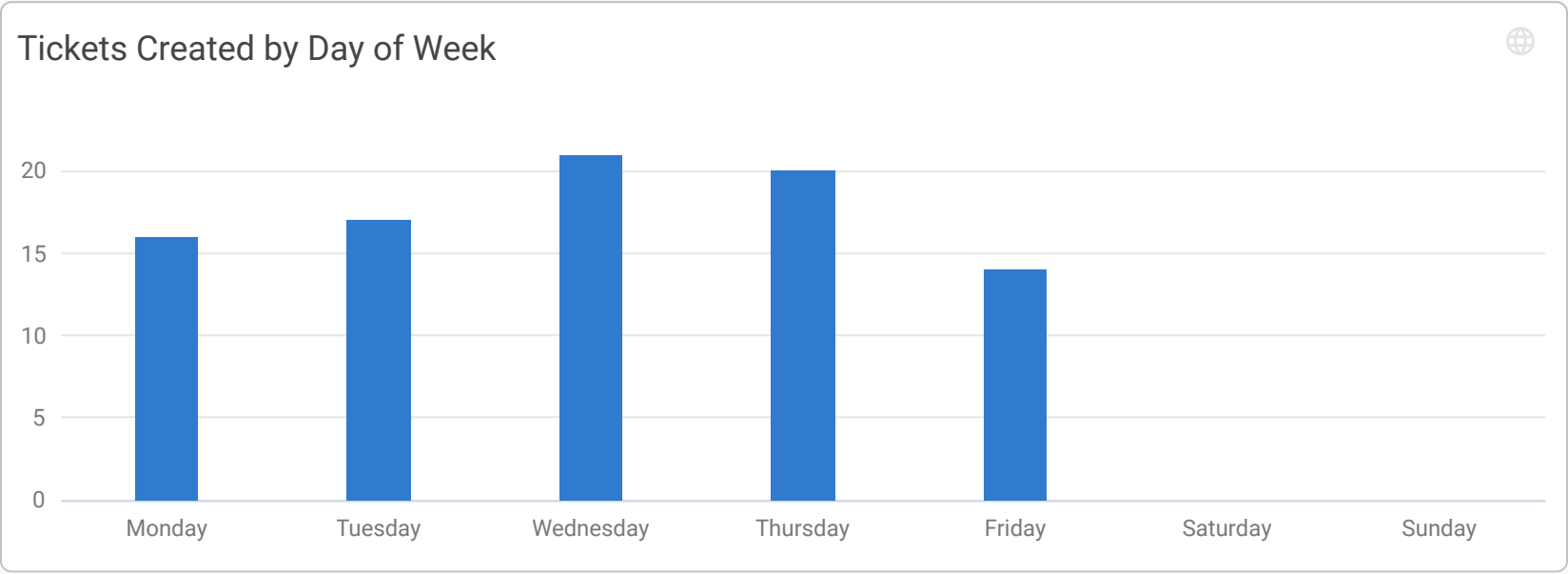
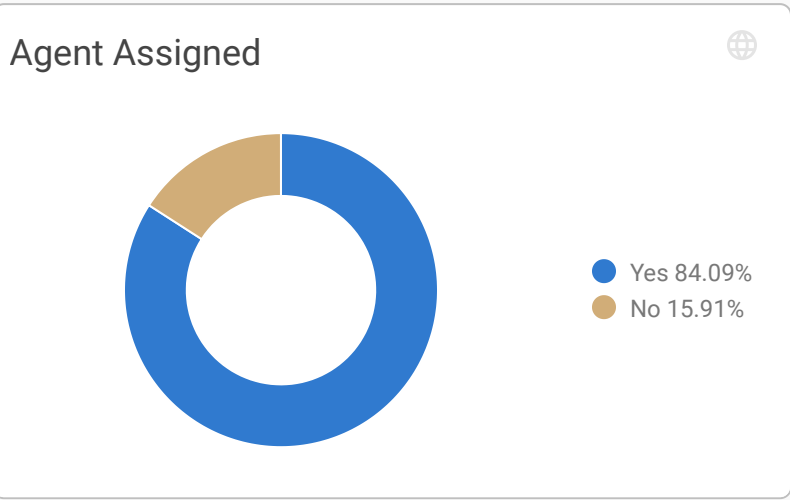
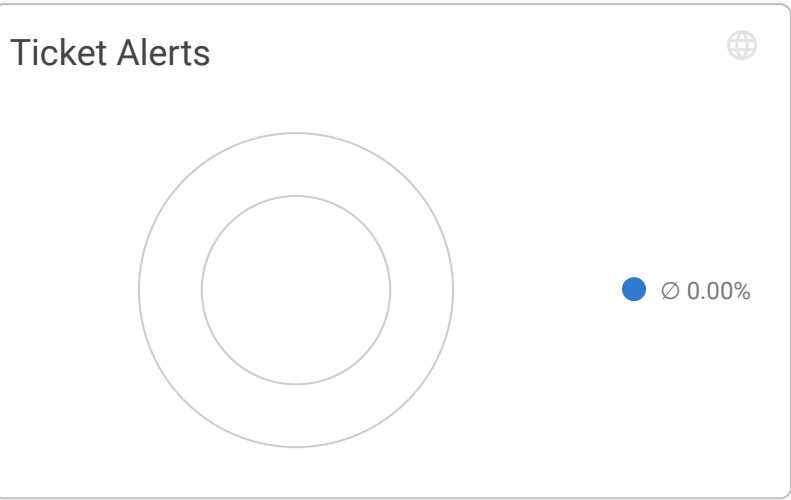
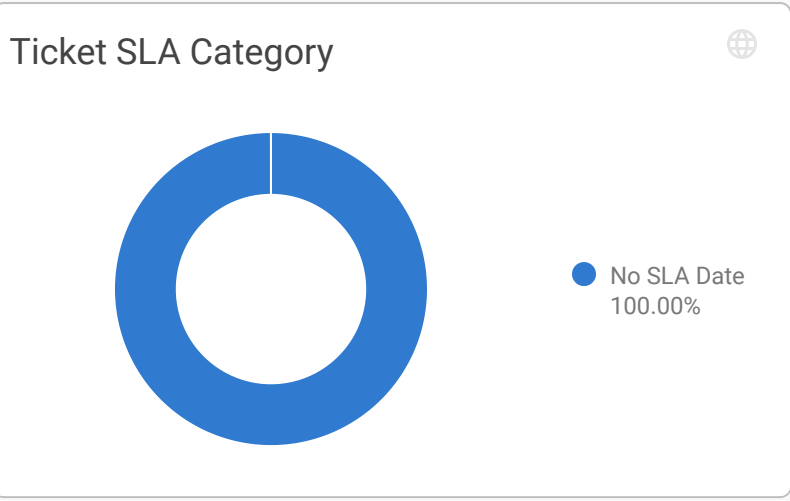
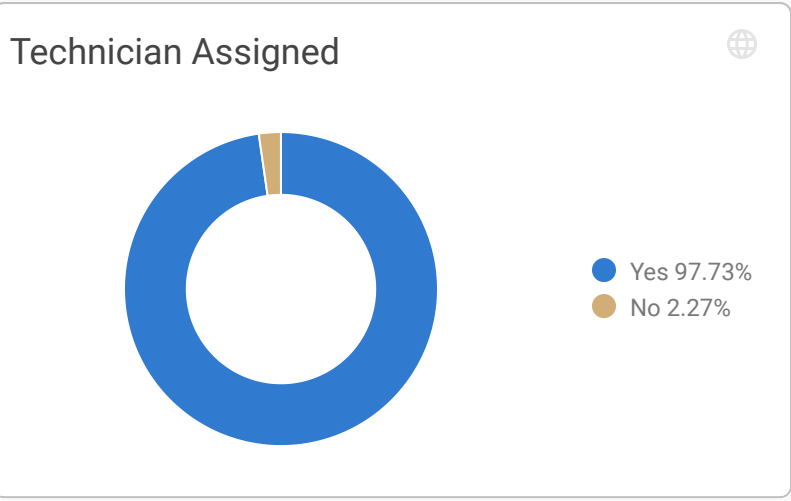
Business Name	Business Type	Address	Pass/Fail
Easy Learning Center	Pre-School	101 N Virginia Ave	Pass
Dollar Tree	Store	105 S Texas Ave	Pass
UMOS	Daycare	124 N Vermont Ave	Pass
Chili's	Restaurant	4901 E Exp 83	Pass
La Real Michoacana	Restaurant	5001 E Exp 83 #16	Pass
Kidcellence Learning Academy	Daycare	512 W 10th St	Pass with conditions
Taqueria el Fogon #3	Restaurant	736 W 2nd St	Pass with conditions
Amigos Del Valle	Adult Day Care	334 E 5th St	Pass

Ticketing summary

Date Filter is from 2025/01/01 until 2025/01/31 Ticket Status is not Merged



AI Auto-Tags		
	Tag Name	Number of Tags ▾
1	Security / Security Alerts and Threats	19
2	Application / Application usability & setup	14
3	System / Windows / Login - Password Reset	8
4	Printer / Printing usage & setup	8
5	Network / Internet and Phone Connectivity Issues	6
6	Network / Onboarding - Offboarding User	5
7	Network / Accessibility	2
8	Network / Configuration Change	2
9	Scanner / Scanning usage & setup	2
10	Application / Email Management, Delivery and Settings	2
11	Hardware / Damaged - Faulty	2
12	Hardware / New Hardware - Retire Hardware	2
13	Application / Access & Permissions	2
14	Hardware / Printing Device	1
15	License / License and Subscription Management	1
16	Maintenance / Backup and Service Maintenance	1
17	Application / Install - Uninstall - Update	1
18	Application / Office 365	1
19	System / Windows / System Configuration & Settings	1
20	Network / Remote Access & Permissions	1



Customer tickets overview

Date Filter is from 2025/01/01 until 2025/01/31 Ticket Status is not Merged

Total Tickets

88

Total Ticket Duration (hours)

1,153.09

Average Ticket Duration (hours)

13.10

8

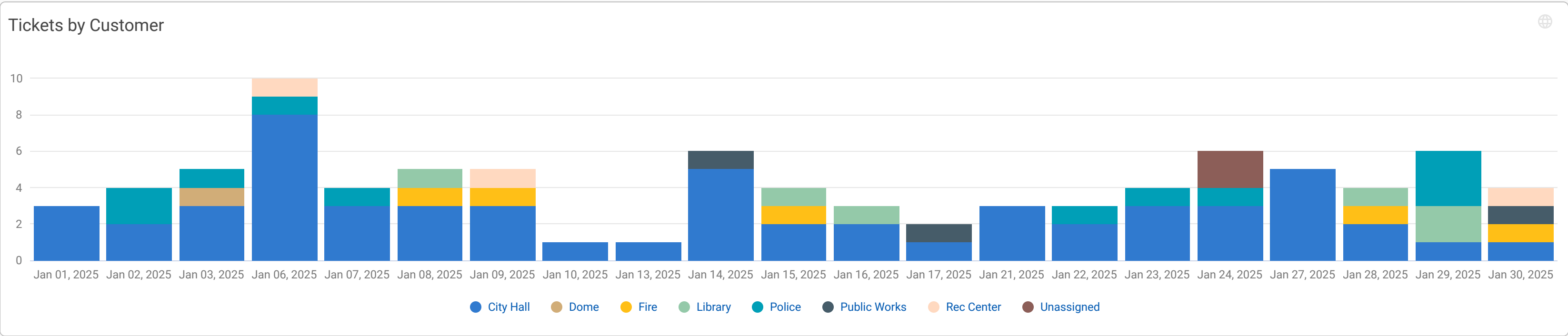
Number of Customers

88

Ticket Volume Per Customer

Ticket SLA Category

No SLA Date
100.00%



Customer Overview						
Site Name	Number of Tickets ▼	Total Ticket Duration (hours)	Average Ticket Duration (hours)	Average First Response Time (hours)	Number of Alerts	Exceeded SLA
City Hall	57	535.59	9.40	6.92	0	0
Police	11	36.40	3.31	3.31	0	0
Library	6	33.67	5.61	5.61	0	0
Fire	5	458.78	91.76	68.14	0	0
Public Works	3	81.10	27.03	27.03	0	0
Rec Center	3	7.32	2.44	2.44	0	0
Unassigned	2	0.20	0.10	0.00	0	0
Dome	1	0.02	0.02	0.02	0	0

Technician overview

Date Filter is from 2025/01/01 until 2025/01/31 Ticket Status is not Merged

Number of Tickets

88

Total Ticket Duration (hours)

1,153.09

Average Ticket Duration (hours)

13.10

10.39

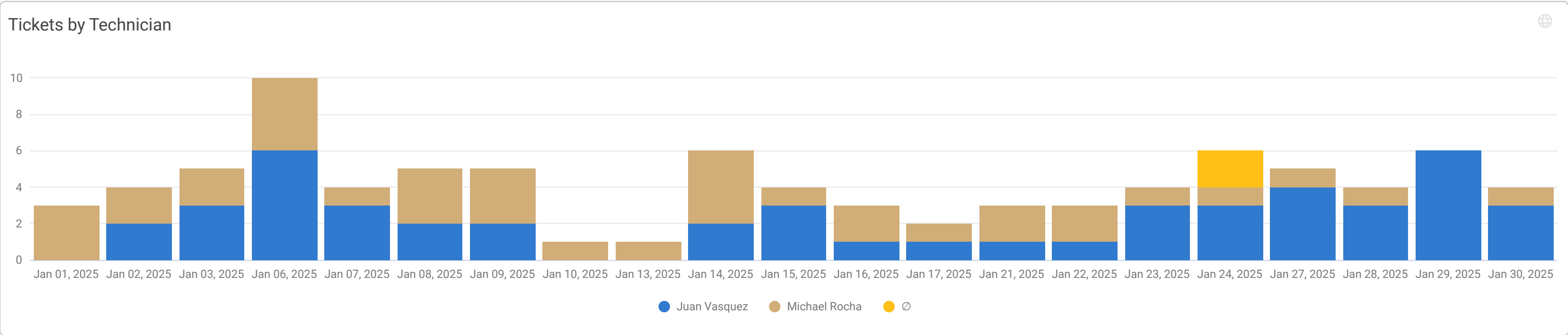
Average First Response Time (h...

13.10

Average Resolution Time (hours)

Ticket SLA Category

No SLA Date
100.00%

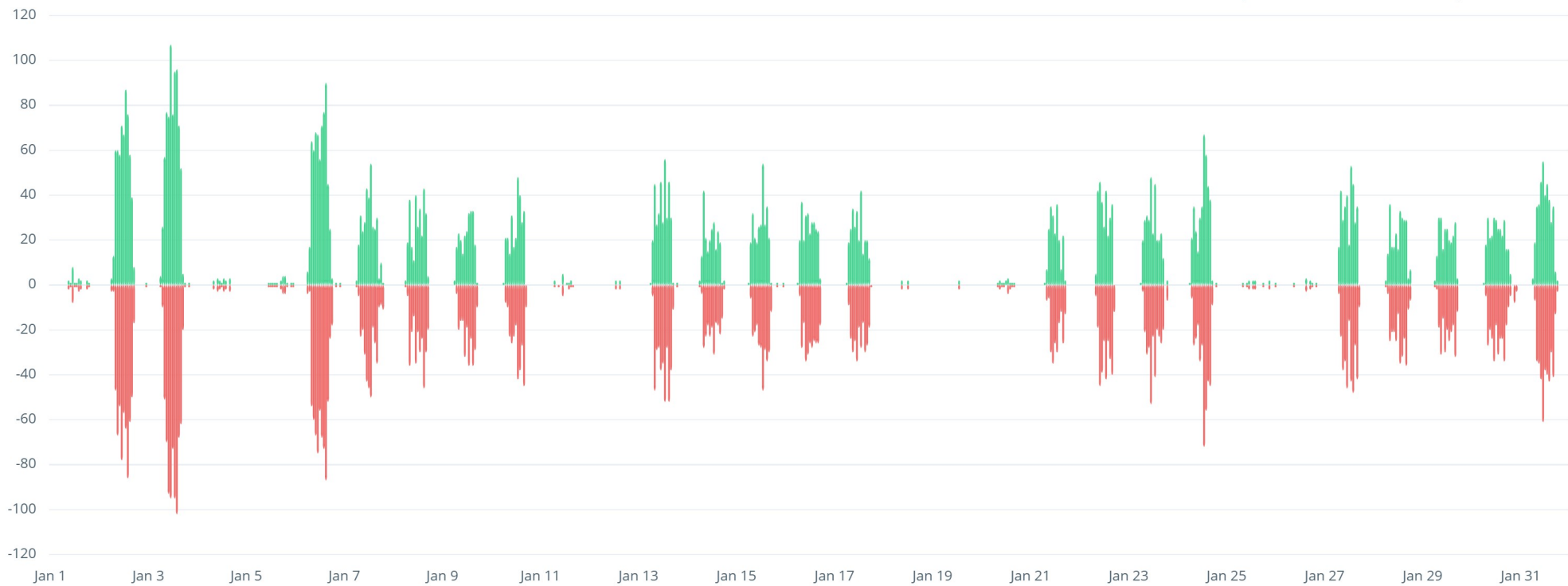


Technician Overview									
	Technician Name	Number of Tickets	Total Ticket Duration (hours)	Average Ticket Duration (hours)	Average First Response Time (hours)	Number of Tickets Exceeded SLA	Number of Tickets Closed Within SLA	Number of Tickets Closed Outside SLA	Number of Open Tickets within SLA
1	Juan Vasquez	49	366.30	7.48	7.01	0	0	0	0
2	Michael Rocha	37	786.59	21.26	14.88	0	0	0	0
3		2	0.20	0.10	0.00	0	0	0	0

Traffic

In [?]
7,331
↑ 1,625% from
previous month

Out [?]
7,224
↑ 1,600% from
previous month



**CITY SECRETARY'S OFFICE
2025 ANNUAL REPORT**

TYPE	JAN. 2025	FEB. 2025	MAR. 2025	APR. 2025	MAY. 2025	JUN. 2025	JUL. 2025	AUG. 2025	SEPT. 2025	OCT. 2025	NOV. 2025	DEC. 2025	YTD Total
CITY SEC.													
Agenda Reg./ Special/Wkshp	2												2
Minutes Reg./Special	1												1
Ordinances	2												2
Resolutions	4												4
Contracts	3												3
Bids	0												0
PERMITS													
Sound/Dance	4												4
TABC	0												0
VITAL STAT.													
Filling w. State	6												6
Issuing Birth	27												27
Issuing Death	4												4
RISK MNGMT													
Vehicle Claims	2												2
Liability Claims	1												1
OPEN RECORDS													
Received	35												35
Responded	31												31
H R													
New Hires	5												5
Resignations	5												5
Retirements	6												6
Workers Comp	0												0

Significant Comments:

Met with Civic Plus for NextRequest, a software for going online with open records requests.

Met with AUTOsist a software for vehicle maintenance and inventory of supplied used on the vehicles.

Turned in questionnaire to Hidalgo County Elections Department for the use of the Civic Center

DEPARTMENT: Mercedes Recreation Center

MONTHLY REPORT: January 2025

Report Summary:

This report tracks membership, programs and project activities for the Recreation Center for the month.

Registration for membership conducted year-round:

Summer Program: June & July - Registration start date May 1, 2025

Fall Program: Registrations start date Aug. 1, 2024

Fall Program: Aug. 2024 - May 2025

Mercedes Recreation Center Program Registration Numbers: January

- | | |
|--|-------------|
| • Membership Registration | 45 |
| • Membership Daily Attendance | 30 - 45 |
| • Youth Basketball League Registration | 75 |
| • CO-ED Volleyball Leagues/Practices | N/A |
| • Total Registration | 120 members |

Rec Staff Training & Meetings:

- **Meeting w/ Director**
 - Goals & Objectives 1/27
 - Staff Work Schedules / Cleaning Detail / Cell Phone Distractions
 - Proper Supervision / Improve Service / Basketball Youth Leagues

Projects/Maintenance Work Orders & Special Task:

- **Meeting w/ Parks Director - Armando Villela**
 - Dome Facility Inspection (Building Repairs Pending) 1/16
 - Gym Floor wax & buffing
 - IT Room - Mini Split Unit (Cleaning/Repairs)
 - Dome & Rec - sprinkler system timer inspected/reset

- **Public Works - Work Order submitted:**
 - Dome Facility**
 - Grass Maintenance & landscape 1/3
 - Dome Restroom/Facility Lights 1/8 (MKC Electric)
 - Dome Gym Floor Waxed & Buffed 1/6
 - Dome Mini-split Unit I.T. Room 1/23 (Follow-up Visit)

 - Rec Facility**
 - Grass Maintenance 1/6
 - Baseball Fields - Maintenance & Remarking 1/6
 - Game-room AC Unit Fern's AC Service 1/23

 - Pool Facility**
 - Pump #4 PVC Line (Water leak) 1/14
 - Pump #3 Electrical 1/21
 - MKC Electric - Pool breaker 1/24

- **Rec & Dome Center - AC Units:**
 - Rec A/C Filters 1/10
 - Dome A/C Filters 1/13

- **Safe-House Shelter / Dome Center:**
 - Mercedes Kite Fest - Committee Meeting
 - Dome walkthrough & set-up 1/3
 - Events & Department Duties
 - Dome Warming Shelter **ARCTIC COLD FRONT**
 - Activated Mon. 1/20 @6pm - Wed. 1/22 12:00pm

Swimming Pool Projects/Maintenance:

- **RGV Aquatics / Mercedes Public Pool - Info.**
 - Mercedes Pool - Progressive Aquatics Vendor Angel Espericueta (Pending)
 - Mercedes Pool - Splash Pad Contact Vendors
 - Hi-Exer-play Marissa Pesina - Design & Quote (Pending)
- **Swimming Pool Maintenance - Daily/Monthly Equipment Inspections**
 - Facility maintenance - pool vacuuming, netting & clean skimmers - **Daily**
 - Test water levels - **Daily**
 - Motor & filter pumps inspection - **Daily**
 - Inspection - pumps, check valves, chlorinators, gauges & filters - **Daily**
 - Leslie's Pool water testing - **Weekly**
 - Backwash filters - **Monthly**
 - Facility landscaping / grass cutting / chemical room inventory - **Monthly**
 - Pool filters - disassembled & cleaned - **Quarterly**

Community:

- **RGV FOOD BANK**
 - January Food-drive Dome Site - 1/17
- **Mercedes Sky Fest - Rec Center**
 - Mercedes Kite Fest - Committee Meeting 1/3
 - Dome walkthrough & set-up
 - Events / Vendors / Prize Awards Discussion / Department & Staff Duties
 - Sky Fest - Kite Contest Guidelines Meeting 1/30
- **City of Mercedes**
 - Department Head Meeting 1/7
 - Warming Shelter Meeting 1/17
 - State of the City Meeting 1/24
- **United-Way:**
 - Weslaco ISD Presentation 1/7 & 1/27

Youth After-school Registration Program:

- **Registration Fall Program**
 - January Registration Open 1/2
 - Weekly Program Mon. - Fri. 3:30pm - 6:00pm Dome Facility

Youth Leagues:

- **Basketball**
 - Youth League Registration Individual / Team
 - Ages Divisions 5/6 - 7/8 - 9/10 - 11/12 Yrs.
 - Inter-League Play w/Donna & Weslaco
 - Games – Dome & Rec Facilities 6:00pm - 10:00pm
 - Mondays & Wednesdays 5/6 & 7/8 Divisions Donna
 - Tuesdays & Thursdays 9/10 & 11/12 Divisions Mercedes

Out-Reach Programs:

- **MYB On the Run Food Program**
 - After-school Meals for members
 - Weekly Calendar & Menu preparation
 - Program Information
 - Monday thru Friday 4:00pm - 4:30pm Daily Meals
 - Hygeia Milk Weekly Delivery
 - Number of Meals Served - **488**
 - At-risk State Program Meal Inspection Review 1/22

Foster Grandparent Program:

- **Senior Corps Program**
 - 3 Volunteers/Applicants
 - Assist with Supervision / Meals / Serving
 - Monday - Friday 1:30pm - 5:30pm
 - Jorge Gutierrez - Supervising Coordinator - Program meeting w/ Director 1/17

After-school Food Program:

- Programs Attendance: **January**

<u>Program/Activites Desciption</u>	<u>Week 1</u>	<u>Week 2</u>	<u>Week 3</u>	<u>Week 4</u>	<u>Total</u>
Membership Daily Attendance	99	166	66	157	488
Food Program Meals	99	166	66	157	488
Game-room	15	30	5	37	87
Computers	9	19	4	35	67
PS4 Room	10	45	20	20	95
Arts & Crafts	15	22	12	10	59
Sports & Fitness / Out-door Activities	35	50	25	55	165
Homework Hour / Tutoring 3:30pm - 4:30pm	20	35	10	35	100
Youth League - Flag Football Games	N/A	280	N/A	N/A	280
Youth League - Basketball Registration					

Mission Statement

Mercedes Recreation Center, in conjunction with the City of Mercedes, is responsible for the development and implementation of youth programs for youth that reside in the City of Mercedes. The Recreation Center is a Non-Profit Organization for Youth age 6 to 18, which are targeted for programs that will increase pro-social behavior. These programs include recreation activities, community service events/projects, youth leadership programs and cultural events.

Mercedes Recreation Center

“Impacting the youth in our community”



Memo

To: Alberto Perez, City Manager

From: Marisol Vidales, Library Director & Historic Preservation Officer

CC: Patricio Avila, Assistant City Manager

Date: February 11, 2025

Re: Library Department Monthly Report

Attached you will find the Library Department's monthly statistical report, please let me know if you have any questions regarding the information. Also, Library Staff participated in the following meetings, training, and events during the month of January 2025.

Meetings

- Marketing meeting (1/02) – Marisol Vidales
- Sky Fest meeting (1/02) – Marisol Vidales & Michelle Muniz
- Department Head City Event meeting (1/03) – Marisol Vidales & Michelle Muniz
- Library Winter Programming meeting (1/03) – Marisol Vidales, Michelle Muniz & Frank Rivas
- Department Head meeting (1/7) – Marisol Vidales
- Children's programming meeting (1/7) – Marisol Vidales, Frank Rivas, Michelle Muniz, and Briana Carrillo
- Historic property meeting (1/7) – Marisol Vidales & Michelle Muniz
- Department Head meeting (1/8) – Marisol Vidales
- Marketing meeting (1/8) – Michelle Muniz, Daniela Alejo, & Anna Agueros
- KMB Landscaping meeting (1/8) – Marisol Vidales & Frank Rivas
- Sky Fest meeting (1/10) – Marisol Vidales & Michelle Muniz
- State of the City meeting (1/13) – Marisol Vidales
- Press interview meeting for Sky Fest (1/13) – Marisol Vidales
- KMB Landscaping meeting (1/13) – Marisol Vidales
- Parks Landscaping meeting (1/13) – Marisol Vidales
- Region One ESC Schoolyard Forest meeting (1/13) – Marisol Vidales
- Sky Fest & State of the City meeting (1/13) – Marisol Vidales
- Texas Children in Nature Technical Assistance meeting (1/13) – Marisol Vidales & Michelle Muniz
- Building Maintenance meeting (1/15) – Marisol Vidales & Michelle Muniz

- Texas Department of Broadband Development Office, Digital Opportunity Advisory Group (1/16) – Marisol Vidales
- Esperanza de Tejas event meeting (1/16) – Marisol Vidales
- Hidalgo County Library System meeting (1/16) – Marisol Vidales
- Emergency Weather meeting (1/17) – Michelle Muniz & Daniela Alejo
- National Weather Service meeting (1/20) – Marisol Vidales
- Mercedes Friends of the Library meeting (1/25) – Mary Jane Hernandez & Daniela Alejo
- Envisionware & Insignia Support meeting (1/28) – Michelle Muniz & Anthony Cardenas
- KMB Landscaping meeting (1/29) – Marisol Vidales & Frank Rivas
- Sky Fest meeting (1/30) – Marisol Vidales & Michelle Muniz
- THC Grant meeting (1/30) – Marisol Vidales & Michelle Muniz
- Texas Children in Nature Design meeting (1/31) – Marisol Vidales, Frank Rivas, & Michelle Muniz

Trainings

- Insignia Serials Training (1/13) – Mary Jane Hernandez
- HCLS Cataloging Training (1/14) – Mary Jane Hernandez & Marisol Vidales
- Savannah Academy – Messaging: The Nitty and the Gritty (1/15) – Daniela Alejo
- Customer Service Training (1/17) – All library staff
- Flying Wild Workshop (1/18) – Frank Rivas, Briana Carrillo, and Daniela Alejo

Events/Programming

Adult Programming

The Crochet Club is managed by Frank Rivas

- Crochet Club (1/07)
Adults: 5

Delta Independent Living Story Time & Craft by Frank Rivas

- Story Time (1/08)
Adults: 12
- Story Time (1/28)
Adults: 16

Digital Learning lesson plans were created & being taught by Digital Navigators, Anthony Cardenas & Tristan Garza. This course focused on basic computer skills.

- Adults: 7 (1/07)
- Adults: 6 (1/09)
- Adults: 7 (1/14)
- Adults: 7 (1/16)
- Adults: 8 (1/23)
- Adults: 9 (1/28)
- Adults: 6 (1/30)

The Spanish class lesson plans were created & being taught by Kathy Suarez.

- Adults: 7 (1/15)

- Adults: 6 (1/22)
- Adults: 4 (1/29)

The book club met to discuss *The Mountain King* by Anders de la Motte

- Adults: 3

Children's Programming – The majority of the children's programming is planned and coordinated by Frank Rivas.

Art classes by Diane Roman – Goldsberry

- Ages 6-9 (1/06)
- Children: 4

Reading with Royalty by Alejandra

- Children: 17 Adults: 11

Movie Day – Toy Story (1/16)

- Children: 6 Adults: 4

Thinking Money for Kids by Brianna Carrillo (1/28)

- Children: 20 Adults: 5

National Lego Day (1/30)

- Children: 5 Adults: 2

Outreach – The library visits and participates in different festivals & events outside of library grounds to promote library services.

The Digital Navigators started visiting Llano Grande Resort & Golf Club in order to provide one-on-one digital assistance to their residents and advise them of monthly classes and library services.

- Adults: 14 (1/10)
- Adults: 14 (1/24)
- Adults: 6 (1/31)

Events – The Library attends or assists in these events.

- Live interview on NBC 23 for 3D Printer (1/02) – Anthony Cardenas
- Mayor Joe V. Sanchez Library Groundbreaking (1/23) – Marisol Vidales & Michelle Muniz

Other Projects/Duties

Café

- We sold 387 individual items for the 21 days that we were open and we made \$1,475.80 in sales.

Notary Services – Library employee, Ms. Annalisa Agueros, is providing notary services.

- 4 patrons used this service

3D Printing – MHM Grant employee, Anthony Cardenas, is providing the 3D printing services.

- 4 patrons used this service

Marketing (The majority of these items involve the creation of flyers, taking and posting photos, filming and editing videos, responding to citizens via direct message, and interacting with the public on social media platforms)

- Created a total of 35 flyers for the Library, Café, and City.
- Posted 89 items for the library, 22 for the café, and 78 for the city on various platforms. Updates Library Facebook Banner with a winter theme.
- Answered 5 direct messages for the city & 7 for the library.
- A total of 3 updates were done to the city website.
- Created and sent two emails to library patrons: January Newsletter & January Updates
- Created 2 shelves in cloudLibrary in honor of monthly observances highlighting our collection, which was: *Cozy Winter Reads & New You, New Hobby*
- Created 1 book display in the adult section: *Reading Sparks Joy – Feel Good Novels*
- Retained the same young adult books display from December: *Cozy Dragons*
- Created 1 book display in the juvenile section: *Winter Reading*

Administration/Collection Management/Development

- Began to work on the yearly report for the Methodist Healthcare Ministries Grant. This included calculating the percentage of funds used in 2024, gathering statistics for Digital Assistance usage and class participation, seeking written feedback from past students and the public, and selecting photos to include in the report. The narrative was submitted on the MHM online portal along with the budget and other supporting documents. The second half of the report was submitted via MHM's Google Form with statistical data. Lastly, a year end report was submitted to CTN (Community Tech Network) for their LIFT program, which is funded through the MHM grant and a resource that Digital Navigators must use to fulfill grant requirements. (*Grants*)
- Researched different customer service training videos in order to provide the best segments to use for our staff meeting as well as created an agenda on key talking points. (*Admin*)
- Reviewed and set marketing goals and deadlines to ensure that numerous library events are being promoted and that the Winter Welcome Booklet and posts include the correct information (*Marketing/Admin*)
- Reviewed programming calendars for January, February, March, and April. Made several revisions and corrections to ensure no other program or event was left out or conflicting with each other. (*Programming*)
- Removed and boxed all Christmas décor for transportation to Public Works. (*Seasonal*)

- Removed the previous art exhibit and then installed the new art gallery paintings from 4 different local artists. (*Gallery 434*)
- Began working on Sky Fest created and revised layout for the event based on feedback, created a shared Google sheet for various categories, met with Mario to create and revise the official flyer and logo as well as the trophy design, and started promoting the event via social media and other platforms. Spoke to Ric Cavazos to do an interview which was converted into a press release and sent out to all media stations and newspapers regarding Sky Fest. Reviewed the design for the trophy several times and started to seek out a graphic designer to convert the 2D model into a 3D design file. (*City Events*)
- Worked with Keep Mercedes Beautiful and Texas Children in Nature Network on several occasions to devise a plan of the library's landscape. Staff walked the library grounds with Marisa Oliva from (TCiNN) to start work on an outside space design for the library. This design would include various native trees and plants that are safe for children to be around, a water wall for sensory play, a mud kitchen for children and families to play and interact with, and a variety of seating spaces for the public to enjoy. (*Nature Smart Libraries*)
- Reviewed, selected, ordered and cataloged various items for our collection. (*Collection Development*)
- Along with Building Maintenance, sought out quotes and work estimates from the city electricians to start installation of a washer and dryer and a new water heater for the library. The washer and dryer will help staff when they need to clean materials used during our parent child workshop that will be starting in February. This will also help with the various cleaning towels, table covers, and other material that staff previously took home to clean on their own time. (*Family Place*)
- Engaged in a panel discussion with nonprofits and other organizations to discuss how libraries are handling services geared towards Veterans and disabled individuals. Explored funding opportunities being offered by the Texas Department of Broadband Development. (*Grants*)
- Prepared for and attended the monthly meeting to go over the changes to the bylaws, create a cataloging committee, and the new budget and services offered. (*HCLS*)
- Updated the American Library Association directory listing. (*Admin*)
- Prepared, filled out, and printed documents for the new eRate binder, which needs to be kept for 10 years as per their guidelines. Started to review eRate proposals that were submitted. With the help of eRate Central, added an addendum to the 470 for the Category 2 drops. (*eRate*)
- Looked over the tea and chip options for cafe inventory and revised orders based on new products selected. (*Cafe*)
- Assisted with Friends of the Mercedes Library plate sales by contacting volunteers, requesting a city email distribution, a WhatsApp message to the Friend's group, and creating an email thread. Also, spoke to Roy De Leon about the number of plates and the supplies needed. (*Friends*)
- Created a Google Drive folder and sheet for staff to start inputting feedback and comments from patrons for programming and overall service for annual reports, grant reports, newsletters, etc. (*Admin*)
- Cleaned out the mechanical room in preparation for washer and dryer install. (*Family Place*)

Historic Preservation Officer

- Finalized the violation letter for 224 S. Texas Avenue after review and guidance by the City Secretary and City Attorney. The letter was then provided to the Finance Department so an invoice could be generated to be send with the certified letter. The invoice was generated in mid-December but not mailed until early January to avoid the holiday season.
- The Assistant Library Director prepared the minutes for the December 5th meeting.
- Continued to speak with property owner, Mrs. Sandra Martinez, in regards to 320 S. Missouri and her violations and her request to have her designation removed. However, after the meeting the board moved forward with the citations and a letter will be sent for both the roof and column work that was unapproved.
- Prepared the certificate of appropriateness for 310 S. Texas and 949 S Ohio for signage and leveling respectively and called informed the owners that the approvals and certificates were ready.
- Met with Ruben Sosa, contractor and stepson of Mrs. Sandra Martinez, regarding two new certificate of appropriateness applications. One was for the removal of the enclosure of the rafters and the other was the removal of the metal awnings on the windows. After photos were provided both applications were approved and the Commission was notified.
- Met with Mr. Jesus De La Fuente, owner of 949 S. Ohio Ave., to review his additional quotations for leveling work in order to finalize his grant application and provided him with his final approval.
- Spoke to Kim Cash, 214 South Texas Ave, in regard to historic property and getting her roof repaired. Emailed her the application with guidelines and the Certificate of Appropriateness.
- Have began reviewing the requirements for the CLG Annual Report, notified the board that we need their training information, called all board members to confirm meeting date and location, informed them of items on the agenda and asked for feedback.

Dr. Hector P. Garcia Memorial Library Statistical Report

Jan-25

Circulation	2025	2024
Check-Outs & Renewals:	359	630
Year to Date Total:	1,464	2,680
In-House Book Circulation:	128	393
Year to Date Total:	368	677
In-House Magazine Circulation:	25	32
Year to Date Total:	79	181
In-House Newspaper Circulation:	15	19
Year to Date Total:	80	107
New Borrowers:	24	18
Year to Date Total:	99	106

Digital Resources	2025	2024
cloudLibrary Checkouts:	210	233
Year to Date Total:	609	844
NewsStand Checkouts:	470	569
Year to Date Total:	1,194	1,785
Biblio+ Views:	159	41
Year to Date Total:	463	148

Interlibrary Loans (ILL's)	2025	2024
Items Requested:	27	100
Year to Date Total:	126	382
Items Sent:	21	54
Year to Date Total:	85	198

Book & Media Donations	2025	2024
Donations Received:	7	2
Year to Date Total:	64	8
Donations Selected:	4	2
Year to Date Total:	23	4

Assistance	2025	2024
Reference By Phone:	121	289
Year to Date Total:	408	756
Reference In-Person:	121	206
Year to Date Total:	461	400
Directional By Phone:	154	0
Year to Date Total:	470	0
Directional In-Person:	140	0
Year to Date Total:	499	0

Library Service	2025	2024
Digital Assistance:	184	160
Year to Date Total:	567	479
Fax Assistance:	66	60
Year to Date Total:	216	199
Copy Assistance:	125	197
Year to Date Total:	367	623
Scan Assistance:	7	18
Year to Date Total:	22	60
Print Outs:	2,589	2,203
Year to Date Total:	6,579	7,849

Computer Sessions	2025	2024
Adult Lab Sessions:	1,126	399
Year to Date Total:	2,613	1,542
Juvenile Lab Sessions:	102	34
Year to Date Total:	316	153
WiFi:	1,736	1,469
Year to Date Total:	6,990	5,616

Meeting Room Sessions	2025	2024
Sessions:	55	83
Year to Date Total:	217	195

Technical Services	2025	2024
New Items Added:	547	107
Year to Date Total:	884	313
Items Processed:	95	76
Year to Date Total:	334	201
Items Withdrawn:	8	0
Year to Date Total:	227	234
Items Recataloged:	49	3
Year to Date Total:	113	7
Items Repaired:	3	4
Year to Date Total:	12	81

Dr. Hector P. Garcia Memorial Library Statistical Report

Jan-25

Adult Programming	2025	2024
Adult Events:	14	5
Year to Date Total:	37	27
Adults in Attendance:	103	61
Year to Date Total:	334	203

Teen Programming	2025	2024
Teen Events:	0	0
Year to Date Total:	2	0
Teens in Attendance:	0	0
Year to Date Total:	10	0

Children's Programming	2025	2024
Children Events:	5	4
Year to Date Total:	16	16
Children in Attendance:	52	11
Year to Date Total:	133	122
Adults in Attendance:	22	1
Year to Date Total:	47	37

Family Place	2025	2024
Early Learning Space Total:	0	0
Year to Date Total:	196	0
Workshop Children in Attendance:	0	0
Year to Date Total:	0	0
Workshop Adults in Attendance:	0	0
Year to Date Total:	0	0

Toddler Programming	2025	2024
Children Events:	0	0
Year to Date Total:	0	0
Children in Attendance:	0	0
Year to Date Total:	0	0
Adults in Attendance:	0	0
Year to Date Total:	0	0

General Programming	2025	2024
Events:	0	2
Year to Date Total:	7	6
Toddlers in Attendance:	0	0
Year to Date Total:	0	0
Children in Attendance:	0	0
Year to Date Total:	2	0
Teens in Attendance:	0	0
Year to Date Total:	0	0
Adults in Attendance:	0	19
Year to Date Total:	0	19
Total General Programing:	0	69
Year to Date Total:	1,831	1,142

Outreach Programming	2025	2024
Events:	3	0
Year to Date Total:	8	5
Toddlers in Attendance:	0	0
Year to Date Total:	0	0
Children in Attendance:	0	0
Year to Date Total:	25	30
Teens in Attendance:	0	0
Year to Date Total:	0	0
Adults in Attendance:	34	0
Year to Date Total:	42	36
General Attendance:	0	0
Year to Date Total:	353	450

Reading Programs	2025	2024
Toddler Reading Logs:	0	0
Children Reading Logs:	0	0
Teen Reading Logs:	0	0
Adult Reading Logs:	0	0
Total:	0	0

Volunteer Hours	2025	2024
Total:	153.25	20.25
Year to Date Total:	787.50	426.25

Dr. Hector P. Garcia Memorial Library Statistical Report

Jan-25

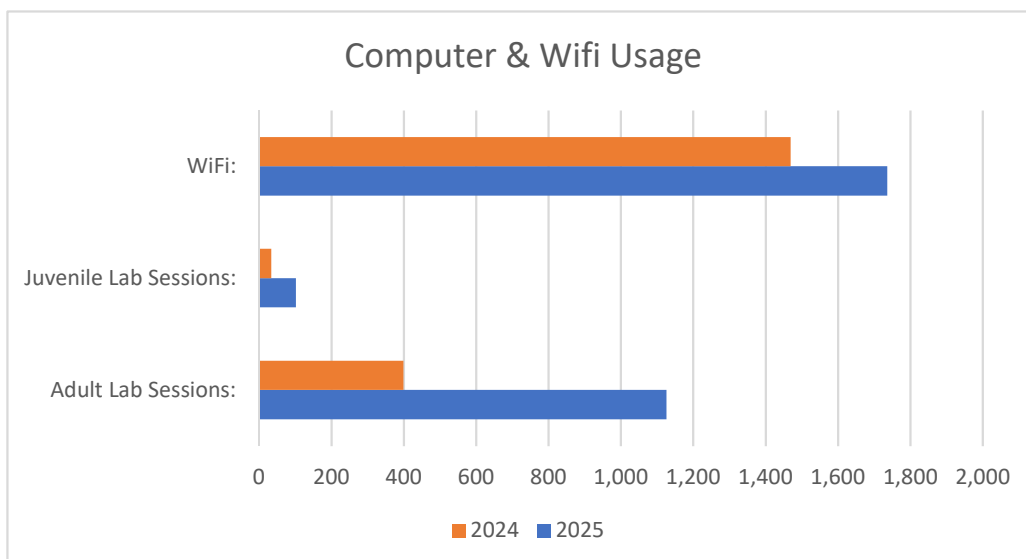
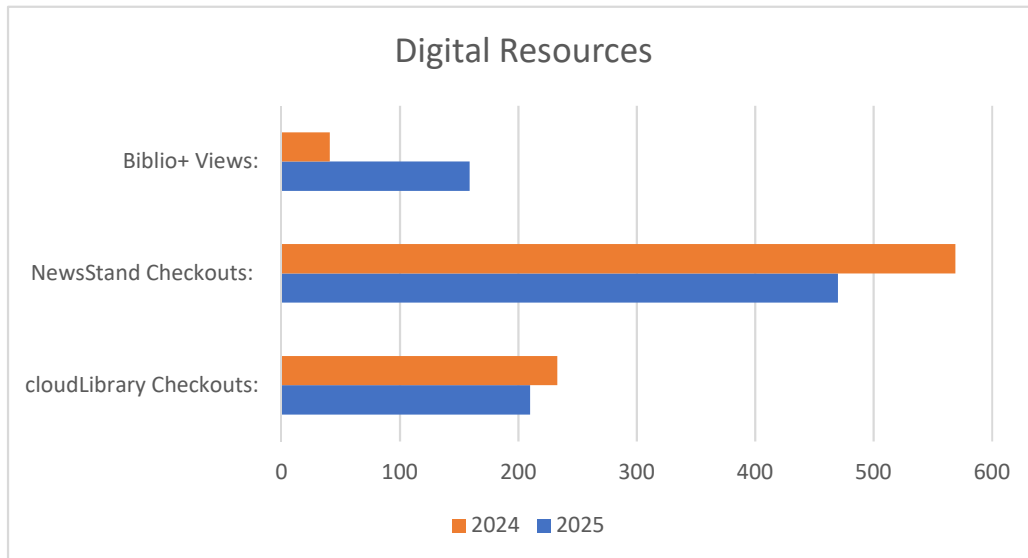
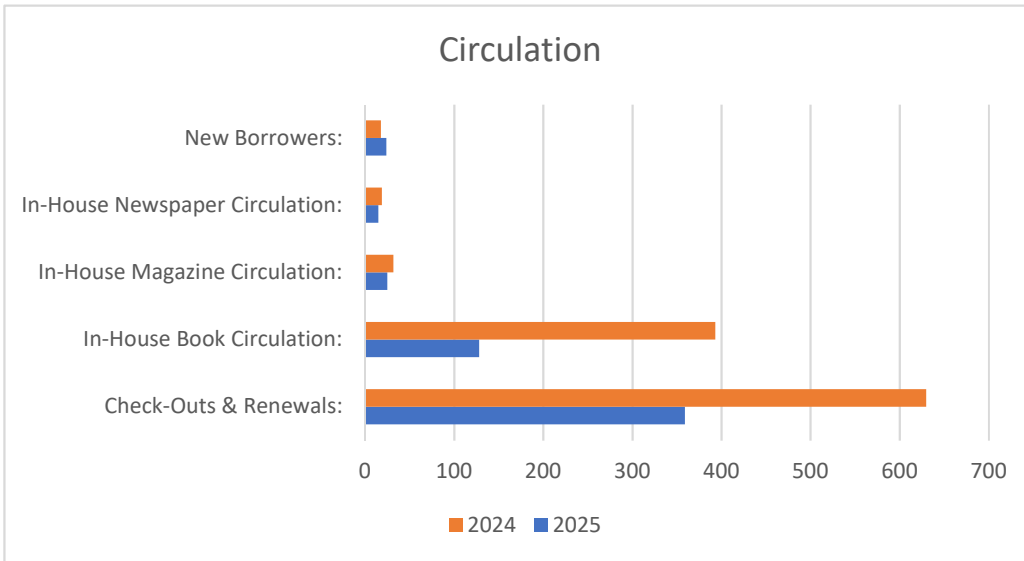
Curbside Services	2025	2024
Curbside Café:	1	4
Year to Date Total:	1	22
Curbside Circulation:	1	1
Year to Date Total:	1	3
Curbside Crafts:	0	0
Year to Date Total:	0	0
Curbside Other Services:	2	2
Year to Date Total:	2	10

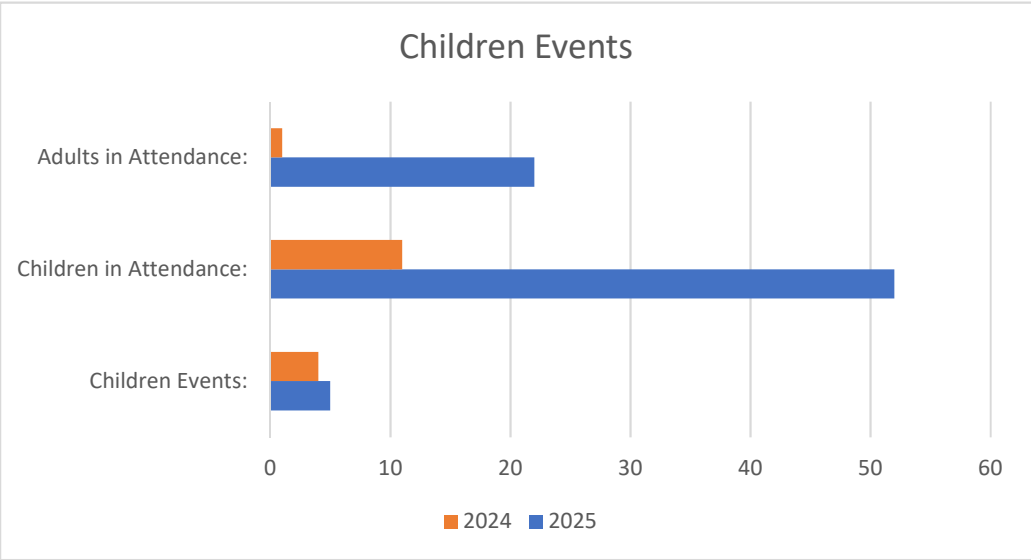
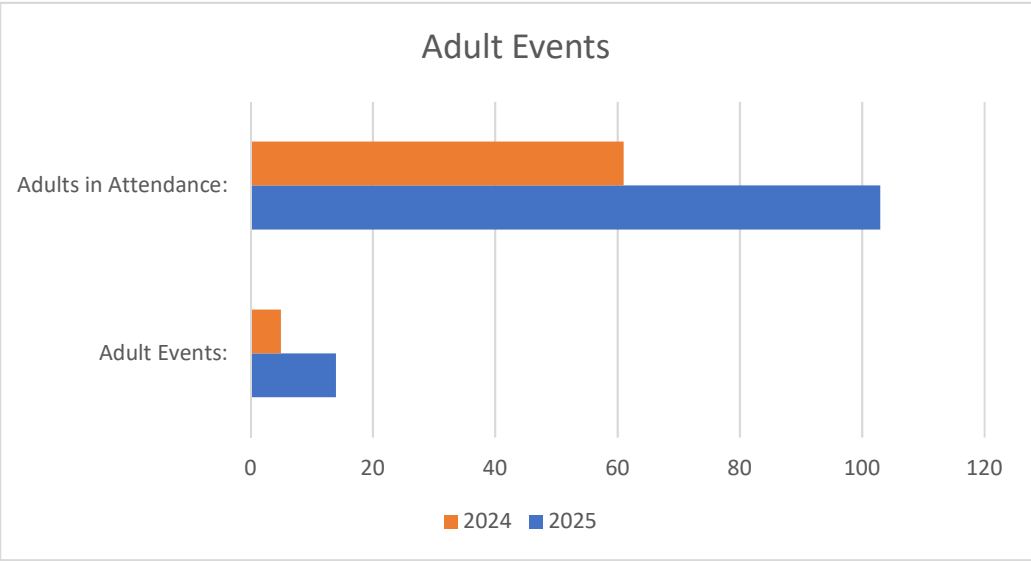
Library Visits	2025	2024
Visits:	2,579	2,443
Year to Date Total:	10,603	9,760

Café Visits	2025	2024
Visits:	459	416
Year to Date Total:	1,477	1,733

Café Sales	2025	2024
Net Sales:	\$ 1,338.91	\$ 1,578.72
Year to Date Total:	\$ 469.95	\$ 6,119.58
Sales Tax:	\$ 110.58	\$ 126.54
Year to Date Total:	\$ 469.95	\$ 501.71

Social Media	2025	2024
Library Posts:	89	109
Year to Date Total:	408	417
Library DMs:	7	23
Year to Date Total:	17	40
Cafe Posts:	22	13
Year to Date Total:	100	87
Café DMs:	0	0
Year to Date Total:	0	1
City Posts:	78	60
Year to Date Total:	242	251
City DMs:	5	5
Year to Date Total:	62	55
Videos Created:	3	17
Year to Date Total:	5	46
Website Updates:	3	29
Year to Date Total:	23	91
HCLS Posts:	2	1
Year to Date:	17	5
Stories:	3	0
Year to Date Total:	11	0
Flyers:	35	0
Year to Date Total:	115	0





Mercedes Fire Department

January 2025

Monthly Report

"Through dedicated, professional members, the Mercedes Fire Department EMS care for and protects the lives and property of our community through incident response, comprehensive training, public education and fire prevention."



Fire Chief/EMC
Javier Campos Jr.

Mercedes Fire Department
105 N. Ohio Ave
956-565-7755

January 2025

Mercedes Fire Incidents

Count of Total Fire Incidents

Count of Incidents

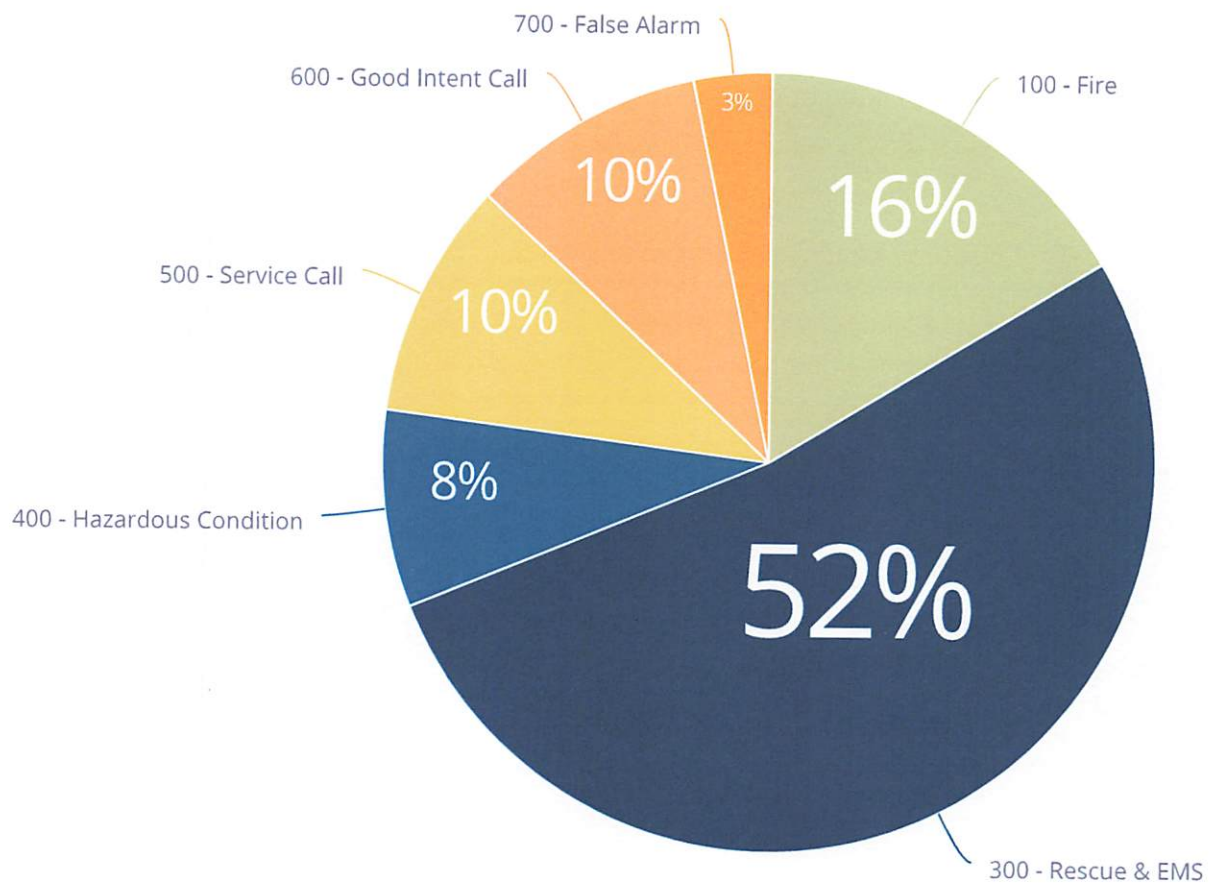
61

Average Dispatch to Arrival Time

Average Response Time Alarm To Arrival

8m:31s

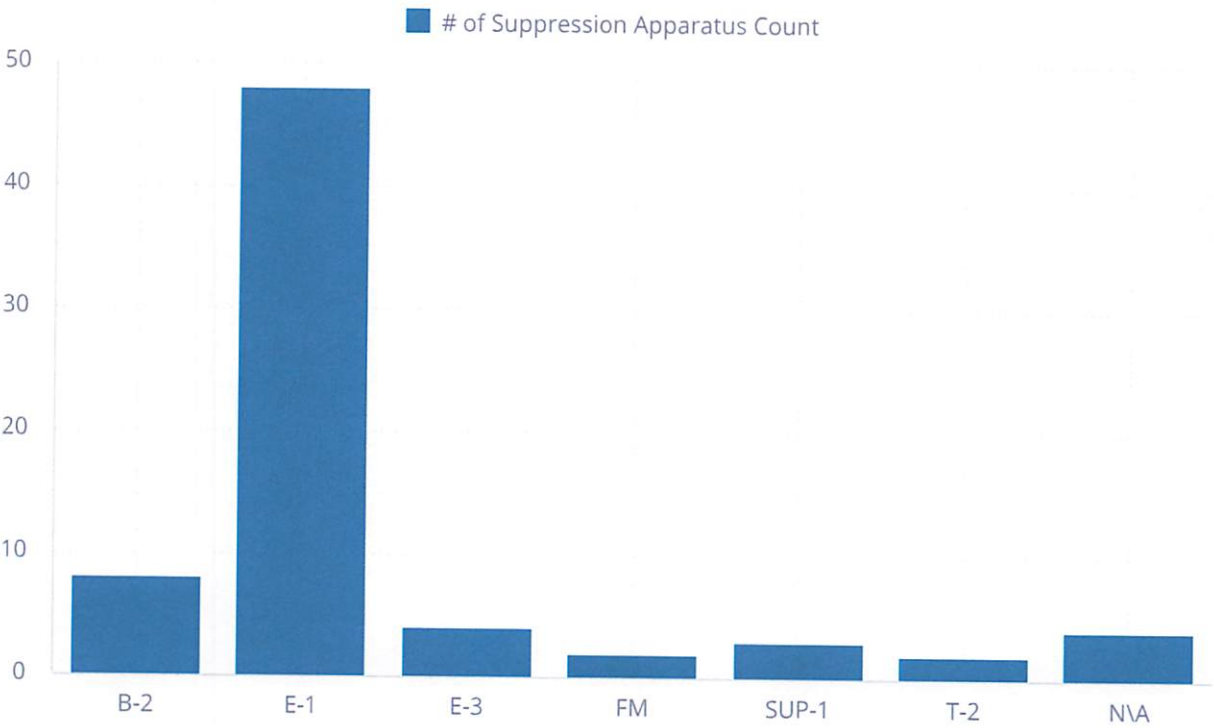
Percentage of Incident Type Group



Incident Count by Shift



Total Count Per Unit



Count of Incidents by Type

Incident Type	Count of Incidents
Animal problem, other	2
Brush or brush-and-grass mixture fire	1
Building fire	1
Cultivated trees or nursery stock fire	1
Dispatched & canceled en route	3
Emergency medical service incident, other	1
False alarm or false call, other	1
Fire in mobile home used as fixed residence	1
Fires in structure other than in a building	1
Gas leak (natural gas or LPG)	1
Malicious, mischievous false call, other	1
Medical assist, assist EMS crew	22
Mobile property (vehicle) fire, other	1
Motor vehicle accident with injuries	4
Motor vehicle accident with no injuries.	5
No incident found on arrival at dispatch address	1
Outside rubbish fire, other	2
Outside rubbish, trash or waste fire	1
Overheated motor	1
Passenger vehicle fire	1
Power line down	3
Service Call, other	2
Smoke or odor removal	1
Smoke scare, odor of smoke	2
Unauthorized burning	1
Count of Incidents	61

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January 2025 - FIRE INCIDENTS

Total Incidents

Count of Incidents

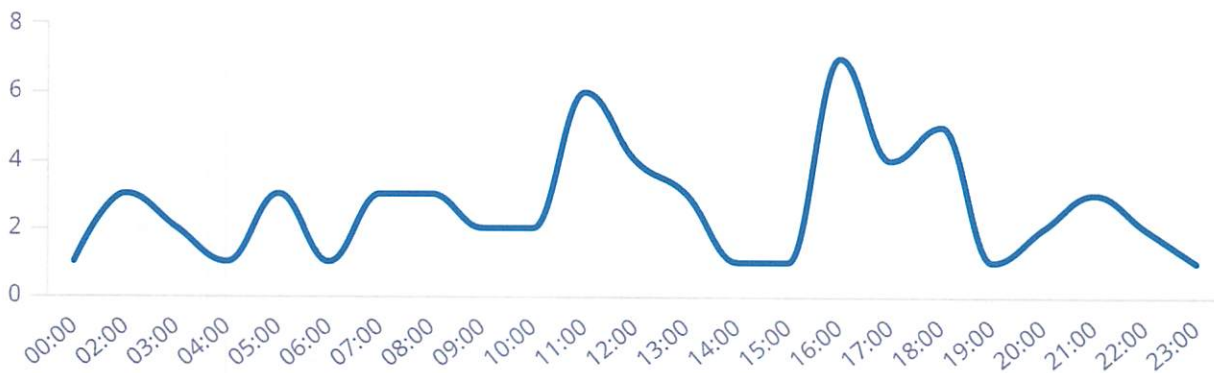
61

Average Time On Scene

Average Time On Scene

28m:26s

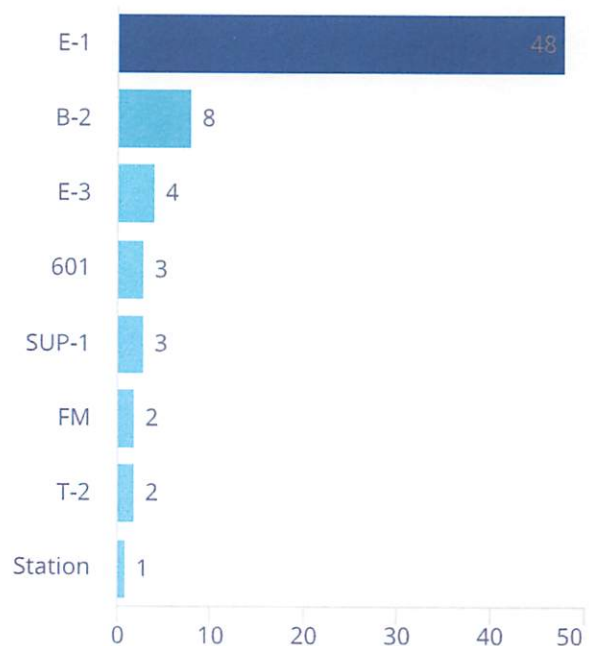
Call Volume over Time



Breakdown of Calls by Unit

Unit Name	Percentage of Calls	Averag
601	4.92%	
B-2	13.11%	
E-1	78.69%	
E-3	6.56%	
FM	3.28%	
SUP-1	4.92%	
Station	1.64%	
T-2	3.28%	
Grand Total	100.00%	

Count of Calls by Unit



January 2025 EMS Incidents

Total Responses

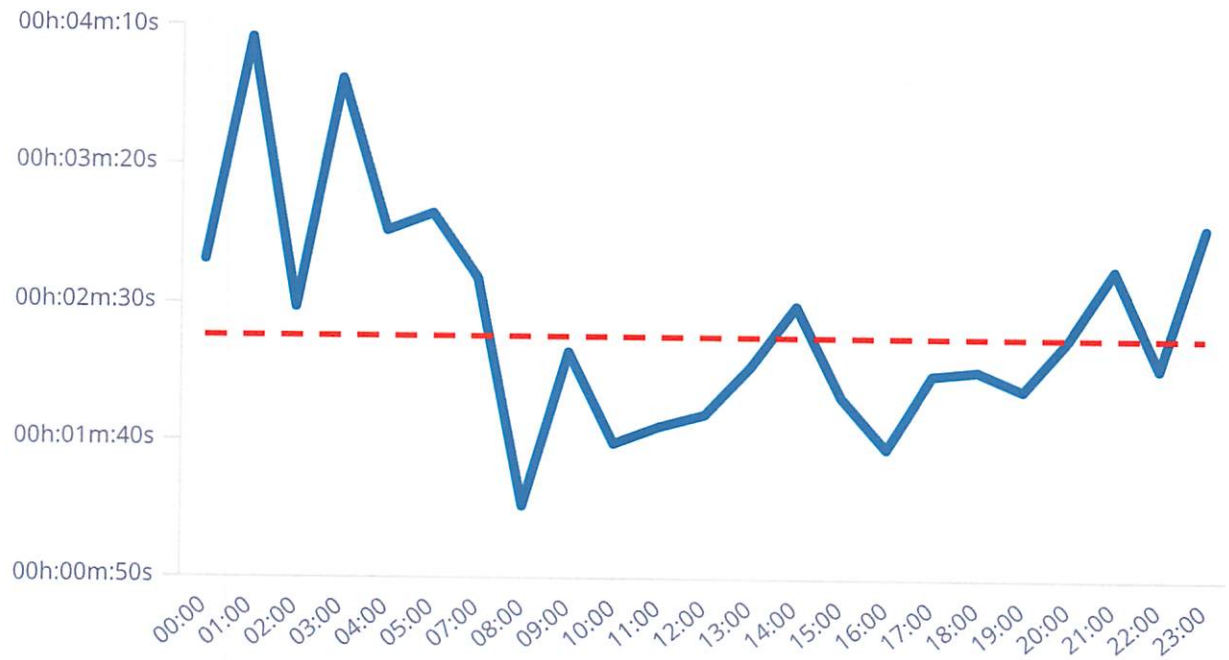
Total Responses
220

Average Chute Time

Average Chute Time
02m:17s

% Chute Time < 4min **94%**

Average Chute Time by Hour of Day





Custom ▾

Jan 1, 2025 - Jan 31, 2025 ▾

16:27

MM:SS

Average Scene Time

77%

OF PATIENT
ENCOUNTERS

Scene Time < 20:00

21:17

MM:SS

90th Percentile Scene
Time

31

PATIENT
ENCOUNTERS

In Selected Time Slice

25:00

20:50

16:40

12:30

08:20

04:10

00:00

Jan 2

Jan 4

Jan 6

Jan 8

Jan 10

Jan 12

Jan 14

Jan 16

Jan 18

Jan 20

Jan 22

Jan 24

Jan 26

Jan 28

Jan 30

Sep '24

Oct '24

Nov '24

Dec '24

Jan '25

Feb '25

Counts

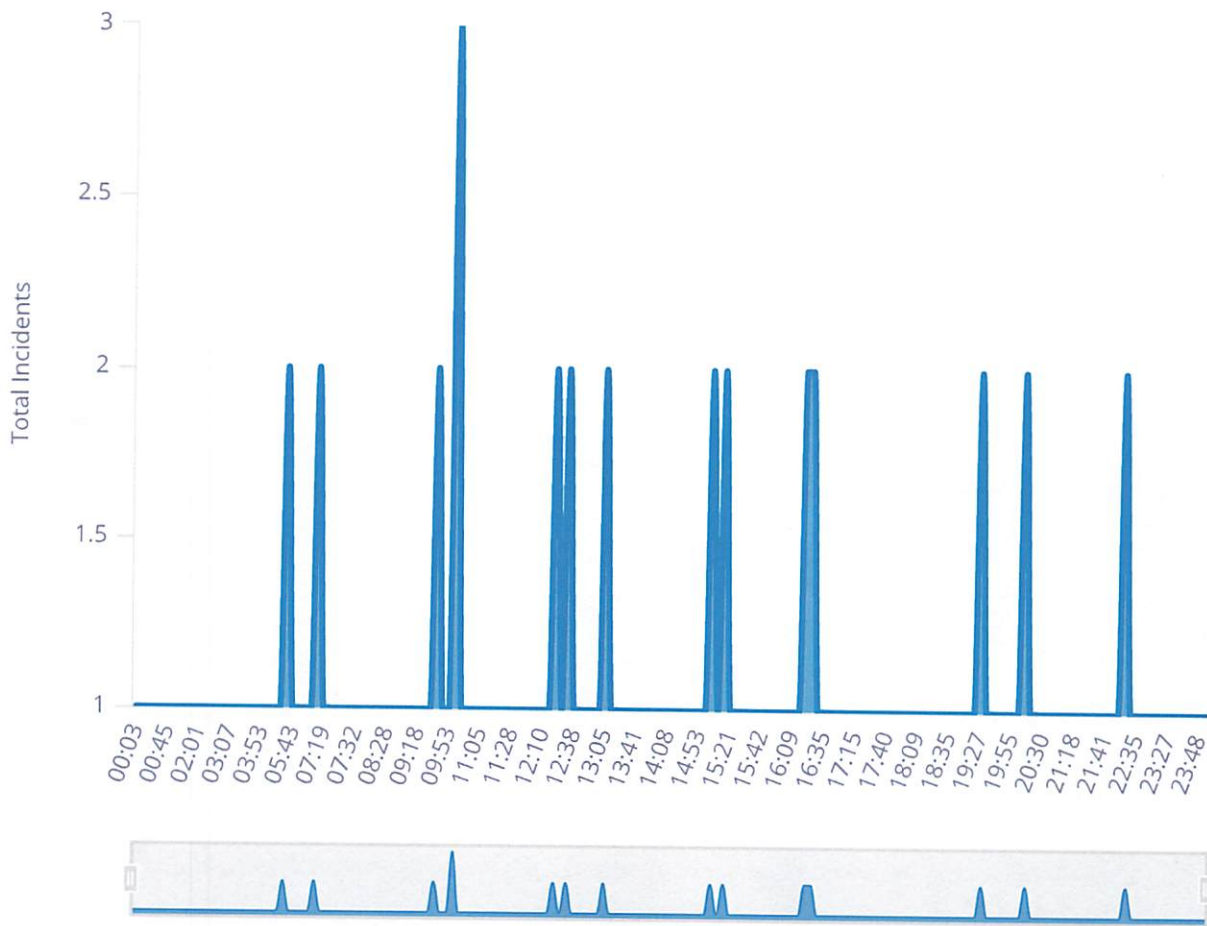
% Rows

% Columns

% All

Week Ending	1/5/25	1/12/25	1/19/25	1/26/25	2/2/25	2/9/25	2/16/25	2/23/25	3/2/25	3/9/25	3/16/25	3/23/25	3/30/25	Total
00:00 - 09:59		1	1											2
10:00 - 14:59	2	2	4	3										11
15:00 - 19:59		1	4	1	5									11
20:00 - 29:59	1		2	1	2									6
30:00 - 39:59					1									1
40:00 - 49:59														
50:00 - 59:59														
60:00 - 2:59:59														
Total	3	4	11	5	8									31
Exceptions														0

Call Volume by Hour



Aggregation of Total Incidents by Shift

Shift	Total Incidents	
	01/2025	
A Shift		76
B Shift		70
C Shift		74

Aggregation of Total Incidents by Unit Contribution

Unit	Contribution to Total Incidents	
	01/2025	Grand Total
601	0.45%	0.45%
E-1	0.45%	0.45%
MED-1	47.27%	47.27%
MED-3	29.09%	29.09%
MED-4	22.73%	22.73%
Grand Total	100.00%	100.00%