



Mayor Oscar D. Montoya  
Commissioner Joe Martinez  
Commissioner Armando Garcia

Commissioner Dr. Jacob Howell  
Mayor Pro-Tem Dr. Ruben Saldana  
City Manager Alberto Perez

MERCEDES CITY COMMISSION  
REGULAR MEETING  
JANUARY 16, 2024 – 6:30 P.M.  
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. **Consent Agenda:** *(All matters listed under Consent Agenda are considered to be routine by the Governing Body and will be enacted by one motion. There will be no separate discussion of these items; however, if discussion is desired, that item(s) will be removed from the Consent Agenda and will be considered separately.)*
  - a. Approval of Minutes for Meeting(s) held September 5, 2023 & January 4, 2024.
  - b. Second and Final Reading of Ordinance 2024-01 regarding elections and political signs (Electioneering)
7. **City Manager Comments:**
  - a. Update on 10<sup>th</sup> Street Repairs – Mr. Ramirez
  - b. Presentation of MHM Grant Information
8. **Ordinances/Resolutions:**
  - a. First Reading of Ordinance 2024-02 repealing ordinance 2010-08 Mercedes Historic Preservation Landmark Ordinance & Mercedes Historic Preservation Commission
9. **Management Items:**
  - a. Approval of travel reimbursement for Mercedes Historic Preservation Commission member
  - b. Reinstating members to the Mercedes Historic Preservation Commission.
10. **Departmental Monthly Reports:**  
City Secretary/HR, Rec, Finance, Library, PW, Planning, Fire
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)*
  - 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 contracts – Section 551.071
12. **Open Session:**
  - a. Item A from Executive Session
  - b. Item B from Executive Session
  - c. Item C from Executive Session
13. **Adjournment**

Notice is hereby given that the City Commissioners of the City of Mercedes, Texas will meet in a **Regular Meeting** on Tuesday, January 16, 2024 at 6:30 P.M. 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 THE 12<sup>TH</sup> DAY OF JANUARY, 2024.

ATTEST:

  
\_\_\_\_\_  
Joselynn Castillo, City Secretary  
Time of Posting: 7:20 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  
SEPTEMBER 5, 2023 – 6:30 P.M.  
MERCEDES CITY HALL – COMMISSION CHAMBERS**

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

**STAFF PRESENT:** Alberto Perez City Manager  
Martie Garcia-Vela City Attorney  
Javier Ramirez Asst. City Manager  
Nereida R. Perez Finance Director  
Michael Rocha I.T Manager  
Francisco Sanchez Interim Police Chief  
Marisol Vidales Library Director  
Kristine Longoria Human Resources

**OTHERS PRESENT:** Ruth Valdez, Jesus Rodriguez

**1. CALL MEETING TO ORDER**

Mayor Montoya welcomed everyone and called the meeting to order at 6:30 P.M.

**2. ESTABLISH QUORUM**

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

**3. INVOCATION**

Commissioner Martinez said the invocation.

**4. PLEDGE OF ALLEGIANCE**

Ms. Cecilia Garcia Ackers led in pledge of allegiance.

**5. PRESENTATIONS**

**a. Proclamation for Dr. Hector P. Garcia**

Mayor Montoya read the proclamation and presented it to Ms. Cecilia G. Ackers, daughter of Dr. Hector P. Garcia. Mr. Skylar Howell presented the history and accomplishments of Dr. Hector P. Garcia.

**6. OPEN FORUM**

No citizen signed up for open forum.

**7. CONSENT AGENDA:**

**a. Approval of Minutes for meeting(s) held August 21, 2023 & August 28, 2023.**

Commissioner Martinez motioned to approve. Mayor Pro-Tem Saldana seconded which passed unanimously.

**8. ORDINANCES/RESOLUTIONS: *Present, Discuss, Consider, and Possibly Take Action Regarding:***

**a. Approval of First Reading of Ordinance 2023-12 amending the Personnel Policy Manual**

Commissioner Martinez motioned to approve and forego the reading.  
Commissioner Garcia seconded. Upon a called vote, the motion passed unanimously.

**9. MANAGEMENT ITEMS: *Present, Discuss, Consider, and Possibly Take Action Regarding:***

**a. Approval of Reappointment of Members to the Keep Mercedes Beautiful Committee**

Commissioner Martinez abstained from the vote. Mayor Pro-Tem Saldana motioned to approve the recommendation. Commissioner Garcia seconded. Upon a called vote, the motion passed.

**b. Approval to go out for RFP's for Health Insurance and Agent of Record**

Commissioner Martinez motioned to approve. Mayor Pro-Tem Saldana seconded. Commissioner Garcia stated that the RFP would need to state the commissions are to be included in the pricing. Upon a called vote, the motion passed unanimously.

**10. BIDS/CONTRACTS: *Present, Discuss, Consider, and Possibly Take Action Regarding:***

**a. Approval to Renew Agreement for Auditing Services with Adrian Webb**

Commissioner Martinez motioned to approve. Commissioner Garcia seconded. Commissioner Martinez asked if staff is content with their work. Ms. Perez stated they move faster and get the audit done on time. The commission agreed that continuing with the same auditors will help continue receiving the audit on time and staff will have time to correct any findings before the end of the fiscal year. Upon a called vote, the motion passed unanimously.

Commissioner Martinez motioned to go into executive session. Commissioner Howell seconded. Upon a called vote, the motion passed unanimously. The Commission went into executive session at 7:12 P.M.

**11. EXECUTIVE SESSION:**

**a. Discussion regarding Project N. Valdemar – Section 551.087**

**b. Consultation with Attorney regarding contract for services – Section 551.071**

**c. Discussion with City Manager regarding personnel matters – Section 551.074**

**d. Consultation with Attorney regarding update on litigation – Section 551.071**

**Mayor Montoya called the meeting back to order at 8:31 P.M.**

**12. OPEN SESSION:**

**a. Project N. Valdemar**

Commissioner Martinez motioned to approve and amended to approve the \$50,000 loan for Project N. Valdemar. Commissioner Garcia seconded. Upon a called vote, the motion passed unanimously.

**b. Item B from Executive Session**

Mayor Pro-Tem Saldana motioned to authorize City Manager to seek contract for services related to items discussed in executive session. Commissioner Martinez seconded. Upon a called vote, the motion passed unanimously.

**c. Item C from Executive Session**

No action was taken on this item.

**d. Item D from Executive Session**

Mayor Pro-Tem Saldana motioned to authorize City Attorney to move forward as discussed in executive session. Commissioner Martinez 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 8:33 P.M.

**MERCEDES CITY COMMISSION  
REGULAR MEETING  
JANUARY 4, 2024 – 6:30 P.M.  
MERCEDES CITY HALL – COMMISSION CHAMBERS**

<b>MEMBERS PRESENT:</b>	Oscar D. Montoya Sr. Dr. Ruben Saldana Armando Garcia Joe Martinez Dr. Jacob Howell	Mayor Mayor Pro-Tem Commissioner Commissioner Commissioner
<b>STAFF PRESENT:</b>	Alberto Perez Martie Garcia-Vela Joselynn Castillo Javier Ramirez Kristine Longoria Meredith Hernandez Michael Rocha Francisco Sanchez Javier Campos Reynaldo Alegria	City Manager City Attorney City Secretary Asst. City Manager Human Resources Asst. Finance Director I.T Manager Police Chief Fire Chief/EMC Public Works Director

**OTHERS PRESENT:** State Representative Armando Martinez, Ruth Valdez, Paula Salinas, Irma Morales, Orlando Diaz, Nellie Zamora, Colleen Blanchard

**1. CALL MEETING TO ORDER**

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

Mayor Montoya took some time to recognize Ms. Paula Salinas, Payroll Bookkeeper for her 28 years of service to the City of Mercedes. The Commission expressed their appreciation for the contributions Ms. Salinas has made to the city. Ms. Salinas expressed her gratitude and thanked the city for the opportunity to work.

**5. OPEN FORUM:**

There were no comments during open forum.

**6. PRESENTATIONS:**

- a. Presentation by Finance Director: Audit & TIRZ**

Ms. Meredith Hernandez stated they are about 45% complete with the audit. She stated that they have met with the County regarding TIRZ expenditures and contributions from previous years. TIRZ is 10% complete and should be completed in a few months. The city is aiming to complete the audit in March and the city is currently on track to meet that goal. The field work by the auditors should be completed by the end of the month. Ms. Hernandez referenced the power point presentation regarding the reserves and cash balance.

**b. Presentation by GoERO regarding Police Department Building Update**

Albert Cronus Project Manager, the contractor is on phase 2 and toward the end of the project. Phase 1 – Construction started in December 2022. Phase 2 is currently in progress. Mr. Cronus provided photos of the police department construction. They are currently working on the windows and doors for the front entrance and the ceiling in the booking area. There was one A/C unit that was determined to be good but gave out. Melden and Hunt is the civil engineer and is looking at the issue of the drainage next the funeral home and alley. The close out process includes coordinating with the subcontractors for the warranties to the items in the building. Substantial completion should be in February and police department personnel should be able to move in in March. Commissioner Howell would like the commission to consider naming the building.

**c. Presentation by SWG regarding Drainage Master Plan and CapiSallo Terrace Update**

Mr. Jose Reyes Project Engineer with SWG presented to the Commission and update on CapiSallo Terrace. There was no update on the drainage master plan due to pending information from the City. The completed sections as of January 4, 2024 are as follows: the wet well lift station, 2100 linear feet of 8” force main, 1021 LF of 15” Sanitary Sewer Line and 100 LF of 8” Sanitary Sewer line. 4 manholes have been installed of the 50 manholes in the subdivision.

Mayor Montoya moved to item 10A at this time.

**7. CONSENT AGENDA:**

- a.** Approval of Minutes for Meeting(s) held December 19, 2023.  
Mayor Pro-Tem Saldana motioned to approved. Commissioner Garcia seconded.  
Upon a called vote, the motion passed unanimously.

**8. CITY MANAGER COMMENTS:**

**a. Update regarding contracts for services**

Mr. Perez informed the commission that the city would be going out for bids for one-year agreement to assist the city with paving, sidewalks, vehicle mechanics, fuel, etc. The agreements have been sent to legal for review. Once the city receives the bids, they would be brought to the commission for approval. Mayor Pro-Tem Saldana recommended to have two companies on rotation for the same product in case one company does not have the items in stock.

**b. Departmental Goals and Objectives for 2024**

Mr. Perez stated that the departments goals and objective have been provided to the commission. The next step following up with the details on ensuring staff meets their goals.

**9. ORDINANCE/RESOLUTIONS:**

**a. Postpone: Approval of First Reading of Ordinance 2024-01 regarding elections and political signs (Electioneering)**

Mayor Pro-Tem Saldana motioned to adopt the ordinance and forego the reading. Commissioner Howell seconded. Ms. Garcia Vela presented to the commission the changes made to the election ordinance to ensure voter safety. Mayor Pro-Tem Saldana expressed his appreciation to the time taken to update this ordinance since it allows the city to enforce certain rules that were not part of the previous ordinance. The changes include but are not limited to posting time frames for political signs, penalty amount, parking, and campaigning. Upon a called vote, the motion passed unanimously.

**10. MANAGEMENT ITEMS:**

**a. Approval of change order request for Capisallo Terrace**

Mr. Reyes informed of the difference in elevation on three of the 4 manholes and would like to cut the manhole and put them at the right elevation which is the cause of the change order. This is not a common occurrence for the elevation to change by 2 feet. Mr. Reyes recommends approval. Mr. Reyes stated that as per TCEQ the donut spacers can only be placed for 6 to 8 inches in changes so his recommendation is to cut the manhole to meet the right elevation and be in compliance with TCEQ. Commissioner Garcia motioned to approve the change order. Mayor Pro-Tem Saldana seconded. Upon a called vote, the motion passed unanimously.

**b. Approval of request for sponsorship for 2024 Rio Grande Valley Livestock Show**

Mayor Pro-Tem Saldana motioned to approve the sponsorship request by RGV Live Stock Show of \$5000 and \$8000 in kind for police service. Commissioner Garcia seconded. Upon a called vote, the motion passed unanimously.

**c. Approval to Proceed with the Submittal of the Texas Traffic Safety Program FY 2025- STEP Grant and approval of Resolution 2024-01**

Mayor Pro-Tem Saldana motioned to approve. Commissioner Garcia seconded. Mr. Diego Saenz with border affairs addressed the Commission regarding the grant. The goal is to increase effective enforcement of traffic stops and to help reduce fatalities. There will be enforcement zones that are high risk areas. TxDOT will be paying out about \$12K. The state of Texas has not had a day without fatalities. TxDOT uses historic data for identifying the locations to enforce. At a question, Mr. Saenz stated the 20% match could be indirect costs. There are requirements the city will need to follow to meet the grants expectations. There is a negotiation period for the locations. Upon a called vote, the motion passed unanimously.

**11. BIDS/CONTRACTS:**

**a. Approval of Interlocal Agreement between the City of Mercedes**

Fire Chief Campos presented to the Commission the agreement with the County for the use of an ambulance. The agreement is for \$12 per month for 10 months and the agreement is for one year and can be renewed every year. The agreement is just for the ambulance but not manpower. Mayor Pro-Tem Saldana motioned to approve. Commissioner Garcia seconded. Upon a called vote, the motion passed unanimously.

Mayor Montoya called the meeting into executive at 7:59 p.m.

**12. EXECUTIVE SESSION:**

- a. Discussion with City Manager regarding personnel matters – Section 551.074**
- b. Consultation with Attorney regarding update on litigation – Section 551.071**

Mayor Montoya called the meeting back to order at 8:58 p.m.

**13. OPEN SESSION:**

- a. Item A from Executive Session**  
No action
- b. Item B from Executive Session**  
No action

**14. ADJOURNMENT**

Commissioner Martinez motioned to adjourn. Commissioner Garcia seconded. Upon a called vote, the motion passed unanimously. The meeting adjourned at 8:59 P.M.



**City Manager Comments**

**DATE:** January 16, 2024  
**FROM:** Marisol Vidales, Library Director  
**ITEM:** **Presentation of MHM Grant Information**

**BACKGROUND INFORMATION:**

Dr. Hector P. Garcia Memorial Library (DHPGML) has received a grant award from Methodist Healthcare Ministries of South Texas, Inc. (MHM) for \$222,645 to be allocated over three years. The grant will be used to fund two Digital Navigators/Digital Connectors to provide digital skills courses and services to the community. The DHPGML has already been holding digital learning classes, at first funded by the Texas State Library and Archives Commission through a Digital Navigator grant and then by the Ladd and Katherine Hancher Library Foundation grant. The library knows the importance of digital equality and realizes that the fight for digital equity starts with libraries. With this grant, the library’s Digital Navigators will become Digital Connectors, integrating themselves within various community-based organizations. Their initial phase will consist of conducting classes at two local faith-based communities (Pave the Way Family Church and Lifeline Church) and a local veteran center. They will incorporate digital learning in weekly classes that aim to increase digital literacy skills. From there, Digital Connectors will branch out into different cities and organizations to expand their services and provide digital inclusive education.

Our Assistant Library Director, Michelle Muniz, was the lead grant writer of this application. Mr. Anthony Cardenas and Mr. Tristan Garza also assisted with the application. We became aware of the grant when both Mr. Cardenas and Mr. Garza attended a meeting of the Texas Broadband Development Office in Weslaco and we decided to move forward with the application due to the popularity of our classes, one-on-one sessions, and in-depth digital assistance that our Digital Navigators are able to provide. We have already met with Pave the Way Family Church and Lifeline Church and are currently in the process of creating an announcement and survey that will be viewed by their congregation so we then move forward with scheduling the classes.

**BOARD REVIEW/CITIZEN FEEDBACK:** Choose an item.

**ALTERNATIVES/OPTIONS:**

**FISCAL IMPACT:** \$

Proposed Expenditure/(Revenue):	Account Number(s):

**Finance Review by:**  
**LEGAL REVIEW:**  
**ATTACHMENTS:**

**Staff Recommendation:**

**Ordinances/Resolution**

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**DATE:** January 16, 2024**FROM:** Marisol Vidales, Library Director**ITEM:** **Repeal of ordinance 2010-08 and approval of new Local Landmark Ordinance 2024-02.**

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**BACKGROUND INFORMATION:**

The Mercedes Historic Preservation Commission (MHPC) has been in existence since 2010 with the creation of the original ordinance. One of the goals of MHPC has been to obtain Certified Local Government (CLG) status which will open the door to a larger network of preservation experts, consultations, grants, etc. However, the ordinance that we had in existence did not meet the standards set forth by the Texas Historic Commission (THC) for a CLG.

With the help of Mr. Gabriel Ozuna, our historian, the ordinance has been revised and reviewed by Mrs. Kelly Little, the State Coordinator for the Certified Local Government Program. Our City Attorney has also reviewed it and made minor changes to make sure that everything meets legal standards.

The new ordinance has added more:

clear definitions,

increased the number of required meetings,

provided a more detailed list of the duties and powers of the Historic Preservation Officer,

added a section for a preservation plan and historic resource survey,

a more detailed designation criteria and process for landmarks,

a section on incentive programs,

a certificate of appropriateness procedure section,

a more detailed section regarding a certificate of appropriateness for demolition and the procedure,

criteria and procedure for removing a historic designation,

design standards and guidelines section,

as well as expanded penalties for not adhering to the ordinance.

In order to pass this new ordinance, we actually have to repeal the prior ordinance which will also dissolve our current board. However, a subsequent agenda item will allow me to reinstate our board members to new terms as set forth by this ordinance.

Also, this will be the first step in fulfilling the requirements to apply for Certified Local Government. It is my intention and that of our board come back to the Commission in the near future with the full application packet that we will be submitting to THC.

**BOARD REVIEW/CITIZEN FEEDBACK:** Choose an item.**ALTERNATIVES/OPTIONS:****FISCAL IMPACT:** \$

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

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**Finance Review by:**

**LEGAL REVIEW:**

**ATTACHMENTS: 2010-08 Ordinance and 2024-02 Ordinance**

**Staff Recommendation: Staff is recommending the approval of the ordinance.**

**ORDINANCE # 2024-02**

**CITY OF MERCEDES HISTORIC PRESERVATION ORDINANCE**

**AN ORDINANCE REPEALING ORDINANCE #2010-08, OF THE CITY OF MERCEDES, REGARDING PROVIDING FOR HISTORIC PRESERVATION IN THE CITY OF MERCEDES; PROVIDING DEFINITIONS AND TERMS; CREATING A HISTORIC PRESERVATION COMMISSION, SPECIFYING ITS MEMBERSHIP, TENURE; SETTING FORTH DUTIES AND RESPONSIBILITIES OF THE HISTORIC PRESERVATION COMMISSION; DEFINING DUTIES AND RESPONSIBILITIES OF THE HISTORIC PRESERVATION OFFICER; PROVIDING DESIGNATION CRITERIA AND PROCEDURE FOR DESIGNATING HISTORIC LANDMARKS AND DISTRICTS; ESTABLISHING INCENTIVE PROGRAMS FOR HISTORIC PRESERVATION; PROVIDING CRITERIA AND PROCEDURE FOR OBTAINING CERTIFICATES OF APPROPRIATENESS; ESTABLISHING DESIGN STANDARDS AND GUIDELINES; CREATING MINIMUM MAINTENANCE STANDARDS; ADDRESSING DEMOLITION BY NEGLECT; PROVIDING FOR A PENALTY; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING FOR PUBLICATION AND EFFECTIVE DATE.**

**WHEREAS**, CH. 211 TEXAS LOCAL GOVERNMENT CODE, the Municipal Zoning Authority, specifically authorizes zoning functions and procedures for municipalities; and

**WHEREAS**, CH. 211 TEXAS LOCAL GOVERNMENT CODE, Section 211.005(a) authorizes the governing body of a municipality to divide the municipality into districts, within which the governing body may regulate the erection, construction, reconstruction, alteration, repair, or use of buildings, other structures, or land and within which zoning regulations must be uniform for each class or kind of building in a district; however, zoning regulations may vary from district to district.

**WHEREAS**, CH. 211 TEXAS LOCAL GOVERNMENT CODE, Section 211.005(b) provides that in the case of designated places and areas of historical, cultural, or architectural importance and significance, the governing body of a municipality may regulate the construction, reconstruction, alteration, or razing of buildings and other structures,

**WHEREAS**, CH. 214 TEXAS LOCAL GOVERNMENT CODE, Section 214.00111 provides additional authority to preserve substandard buildings as historic property which applies only to a municipality that is designated as a Certified Local Government by the State Historic Preservation Office as provided by 16 U.S.C.A. Section 470, *et seq.*,

**NOW THEREFORE BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF MERCEDES, TEXAS:**

That the following Historic Preservation Ordinance is hereby adopted as part of the comprehensive zoning plan, pursuant to Chapter 211, Texas Local Government Code. All previous historic landmark ordinances are hereby repealed and replaced in their entirety.

## 1. PURPOSE

The City Commission of Mercedes hereby declares that as a matter of public policy the protection, enhancement, and perpetuation of landmarks and districts of historical and cultural importance and significance is necessary to promote the economic, cultural, educational, and general welfare of the public. It is recognized that the City of Mercedes represents the unique confluence of time and place that shaped the identity of generations of citizens, collectively and individually, and produced significant historic, architectural, and cultural resources that constitute their heritage. Therefore, the City Commission of Mercedes regards the promotion of the city's cultural heritage, enhancement of the public's knowledge of the city's historical past, and the development of civic pride in the beauty and noble accomplishments in the past, as a public necessity which ought to be preserved, in the interest of the culture, prosperity, education, and welfare of the people.

This ordinance intends to:

1. Protect, preserve, enhance, and perpetuate historic resources and districts which represent distinctive elements of Mercedes' historic, architectural, and cultural heritage;
2. Foster civic pride in the accomplishments of the past;
3. Promote the city's heritage by encouraging the use of historic resources;
4. Promote the city's heritage by attracting and educating tourists and visitors while providing support and stimulus to the economy;
5. Ensure the harmonious, orderly, efficient, and appropriate growth and development of the city by promoting the appropriate use of the city's historic resources;
6. Promote economic prosperity and welfare of the community by encouraging the most appropriate use of historic properties within the city;
7. Encourage stabilization, maintenance, and improvements of such properties and their values by offering incentives for rehabilitation; and
8. Provide input and advice to City Commission regarding matters of historic preservation.

## 2. DEFINITIONS

*Accessory building* means a building or use that is clearly subordinate to and functionally related to the primary building or use, which contributes to the comfort, convenience, or necessity of occupants of the primary building or use on the same platted lot. An accessory building does not include a landscape feature.

*Alteration* means any exterior change, demolition, or modification to a historic property.

*Applicant* means a person seeking a designation or authorization under this ordinance or the person's designated and duly authorized agent or representative. This term may include the property owner, occupant of the site, the Historic Preservation Commission, or City Commission.

*Archeological resource* means a site with archeological or paleontological value in that it has produced or can be expected to produce historic or prehistoric interest.

*Architectural feature* means the architectural elements embodying style, design, general arrangement, and components of the exterior of any building or structure.

*Building* shall refer to a house, barn, church, hotel, or similar structure created to shelter any form of human activity. The term may also be used to refer to a historically and functionally related unit, such as a courthouse, jailhouse, barn, or other structure. The term also includes mobile homes, manufactured homes, industrial housing, and portable structures.

*Certificate of Appropriateness (COA)* means a signed and dated document evidencing the approval of the Historic Preservation Commission and/or Historic Preservation Officer for work on a historic resource proposed by an owner or applicant that is subject to this ordinance.

*Certified Local Government (CLG)* shall mean a local government certified or approved by the State Historic Preservation Office, which has an appointed Historic Preservation Commission to oversee the survey and inventory of historic resources, to review areas for historically significant structures, and to develop and maintain community planning and education programs.

*Citation* means a notice of violation issued by the Historic Preservation Officer (“HPO”) or Mercedes Historical Preservation Commission (“MHPC”) against a person, firm, or corporation found violating this ordinance and subject to penalties in municipal court.

*City* means the City of Mercedes, a duly incorporated municipality in Hidalgo County, Texas.

*City Commission* means the governing body of the City of Mercedes.

*Compatible buildings or structures* means those within a historic district substantially constructed after the district’s period of significance, but that fit within the existing character of the district to reflect contributing resources in massing, height, scale, material, roof form, proportions, architectural details, and general appearance, or are built in accordance with an approved Certificate of Appropriateness.

*Contributing* means buildings, structures, objects or sites within a historic district that are at least fifty (50) years old, were substantially constructed within the district’s period of significance, and retain a recognizable degree of integrity.

*Cultural landscape* means a geographic area (including both cultural and natural resources and the wildlife or domestic animals therein) associated with a historic event, activity, or person exhibiting other cultural or aesthetic values.

*Demolition* means an act or process (not withstanding acts of God, criminal activity, etc.) which destroys in whole or in part a building, structure, or improvement.

*Demolition by neglect* means allowing a building or structure, whether intentional or unintentional, to fall into such a state of disrepair that it becomes necessary or desirable to demolish it.

*Demolition delay* means suspension by the City of Mercedes of an application for removal or demolition of a historic resource.

*Design standards* means a set of technical regulations adopted by the Mercedes Historic Preservation Commission that follow the Secretary’s Standards for treating historic properties.

*Design guidelines* means a set of discretionary guidelines adopted by the Mercedes Historic Preservation Commission to provide direction in making determinations that proposed actions are in compliance with this ordinance and consistent in maintaining the historic character of the structure, district, and city.

*Designation* means the process by which landmarks and districts are recognized as “historic” and protected under this ordinance.

*Exterior features* means features including the architectural style, general design, and general arrangement of the exterior of a building or other structure, including but not limited to the kind and texture of the building material and the type and style of the windows, doors, walls, roofs, light fixtures, signs, and other appurtenant features.

*Historic district* means an area which includes a grouping of two (2) or more historic properties, together with their accessory buildings, fences, and other appurtenances that are of historical, cultural, archaeological, or architectural importance, and that has received designation from the City of Mercedes as a unified district. A historic district may have within its boundaries contributing, compatible, and non-contributing structures. A historic district is a local historic district under Texas Local Government Code, Sec. 211.0165, as amended.

*Historic landmark* means a building, structure, object, site, or landmark, together with its accessory buildings, fences, and other appurtenances, of historical, cultural, archaeological, or architectural importance that has received designation from the City of Mercedes on its own and not as part of a historic district. It may or may not also be located within a historic district as part of a separate designation. A historic landmark is a local historic landmark under Texas Local Government Code, Sec. 211.0165, as amended.

*Historic preservation* means the identification, evaluation, recordation, documentation, protection, management, repairs, rehabilitation, restoration, stabilization, maintenance, and reconstruction of historic structures or property, or any one or more of the foregoing activities.

*Historic Preservation Commission* means the Mercedes Historic Preservation Commission (MHPC).

*Historic Preservation Officer (HPO)* means a designated city official, preferably meeting the Secretary of the Interior’s Professional Qualification Standards, entrusted to administer this ordinance and oversee the City of Mercedes’ preservation efforts.

*Historic resource* means a building, structure, object, or site that is 50 years or with historical, cultural, archaeological, or architectural significance, either as an individual property or as part of a larger district.

*Historic Resource Inventory* means a comprehensive list of historic properties, maintained by the Historic Preservation Commission, that have been identified by a Historic Resource Survey and evaluated as meeting specified criteria of significance.

*Historic Resource Survey* means a comprehensive survey involving the identification, research, and documentation of buildings, sites, and structures of any historic, cultural, archaeological, or architectural importance.

*Improvement* means any building, structure, or object constituting a physical betterment of real property, or any component part of such betterment, including but not limited to streets, alleys, curbs, lighting fixtures, signs, and the like.

*Integrity* means the authenticity of a property’s historic identity, evidenced by survival of physical characteristics that existed during the property’s historic or prehistoric period.

*Landscape feature* means an outdoor enhancement for recreational or aesthetic use, including but not limited to gardens, orchards, and parks.

*Minor in-kind repairs or replacements* means small-scale repairs or replacements to correct minor problems or damage to the exterior of a structure or building, not including a change in design, material, or outward appearance. Examples that satisfy this definition include, but are not limited to touch up painting, spot replacement of shingles, replacement of a windowpane, caulking, and securing loose boards.

*Mothballing* means the process of closing up a building temporarily to protect it from the weather and the elements, as well as to secure it from vandalism, in order to prevent long-term deterioration while the building is unoccupied.

*National Register of Historic Places* or *National Register* means the nation's official list of buildings, districts, and sites, including structures and objects, significant in American history and culture, architecture, archeology, and engineering maintained by the National Park Service and administered on a state-wide basis by the Texas Historical Commission.

*Natural history resource* means a locally designated natural resource of rare, significant, and/or outstanding geological or biological value.

*Non-contributing* means a building, site, structure, or object within a historic district that was substantially constructed after the district's period of significance and is not an integral part of the historic, archaeological and architectural fabric of the district or the city, or was substantially constructed within the district's period of significance and does not retain a significant portion of its architectural or design integrity.

*Object* means a material thing of functional, cultural, historical, or scientific value that may be, by nature or design, moveable, yet is related to a specific setting or environment.

*Ordinary maintenance* means activities relating to a property that would be considered ordinary or common for maintaining the property and which does not exceed the definition of minor in-kind repairs or replacements.

*Potential historic resource* means a property that is at least 50 years old and which may have historical, cultural, archaeological or architectural significance, either as an individual property or as part of a larger district, but has not yet been designated.

*Preservation* shall mean the stabilization of a historic structure, its materials and features in their present condition, to prevent future deterioration. Preservation focuses on the maintenance and repair of existing historic materials and retention of a property's form as it has evolved over time.

*Preservation plan* means a document adopted by the Historic Preservation Commission to provide a current inventory of historic resources, a list of potential historic resources, and to make policy recommendations to guide preservation activities for the City of Mercedes.

*Reconstruction* means the act or process of reproducing by new construction the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location.

*Recorded Texas Historic Landmark (RTHL)* means a state designation for buildings important for their architectural and historical associations, which have retained a high degree of their original historic fabric, are at least fifty (50) years of age, and retain their original exterior appearance.



*Rehabilitation* means the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features that convey its historical, cultural, or architectural values.

*Relocation* means any change of the location of a structure, object, or material thing in its present setting to another setting.

*Repair* means any work to correct deterioration or decay of, or damage to, a structure or property with the least degree of intervention using the same materials or those materials available which are as close as practicable to the original, but which goes beyond the definition of minor in-kind repairs and replacement.

*Restoration* means the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project.

*Secretary of the Interior's Standards for the Treatment of Historic Properties* or *Secretary's Standards* means the standards established by the Secretary of the Interior for advising federal agencies on the preservation and rehabilitation of historic properties listed or eligible for listing on the National Register of Historic Places.

*Significance* means the historic, architectural, archeological, or cultural value of a site.

*Site* means the location of a significant event, a prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined, or vanished, where the location itself maintains historical or archeological value regardless of the value of any existing buildings, structures, or objects.

*State Historic Preservation Office (SHPO)* refers to the government agency responsible for administering each state's preservation laws as outlined in the National Historic Preservation Act. The SHPO for the state of Texas is the Texas Historical Commission.

*State Antiquities Landmark (SAL)* means a site of archeological or cultural value designated by the Texas Historical Commission which receives legal protection under the Antiquities Code of Texas. For a building to be designated as a state archeological landmark, it must first be listed on the National Register of Historic Places.

*Structure* means a work made up of interdependent and interrelated parts in a definite pattern of organization constructed by man. The term includes, but is not limited to, buildings, engineering projects, earthworks, and bridges.

### **3. HISTORIC PRESERVATION COMMISSION**

There is hereby created a Historic Preservation Commission to be known as the Mercedes Historic Preservation Commission, hereinafter referred to as the MHPC, or Commission.

(a) *Members, appointments, and qualifications.* The Commission shall be composed of seven (7) members appointed, to the extent available among the residents of the community, by the City Commission as follows:

- a. At least one member shall be:

- i. An architect, planner, or representative of a design profession;
    - ii. A degreed historian or educator from a related discipline;
    - iii. A licensed real-estate broker;
    - iv. An attorney;
    - v. An owner of a designated historic property;
    - vi. An archeologist or from a related discipline.
  - b. All Commission members, regardless of background, shall have a known and demonstrated interest, competence, or knowledge in historic preservation.
  - c. The Commission as a whole shall represent the ethnic makeup of the city.
- (b) *Officers.* The Commission shall elect a Chairman and Vice-Chairman from the appointed members of the Commission annually at the first meeting of each calendar year. No member shall hold the same office for more than two consecutive terms.
- (c) *Terms.* Commission members shall serve for a term of two (2) years ending on December 31, with an exception for the inaugural MHPC members, of whom four (4) members shall serve for a term of three (3) years, and three (3) members shall serve for a term of two (2) years to provide for staggered term expirations. A member whose term has expired may serve until his or her successor is appointed. Members may be reappointed to unlimited consecutive terms.
- (d) *Vacancies* shall be filled by the City Commission for the unexpired term of any member whose term becomes vacant.
- (e) *Resignation.* Any member may resign by submitting a letter of intent to the City Commission and the Historic Preservation Officer. Any member who misses three (3) consecutive regular meetings shall be considered to have resigned, and a replacement shall be appointed following the procedure for filling vacancies.
- (f) *Compensation.* Commission members shall serve without compensation for their service.
- (g) *Quorum.* A quorum shall be a simple majority of the Commission's appointed members, not including non-voting or *ex-officio* members. No transaction of business shall be conducted without a quorum present and no decision shall be rendered without the concurring vote of a majority of members when a quorum is present.
- (h) *Regular Meetings.* The MHPC shall meet regularly at least bi-monthly, six (6) times annually, in accordance with the Texas Historical Commission's regulations for Certified Local Government commissions. A public notice shall be issued at least 72-hours prior to meetings, in accordance with the Texas Open Meetings Act.
- (i) *Special Meetings.* Special meetings may be called at any time by the Historic Preservation Officer, or at the request of at least two (2) members of the MHPC. A public notice shall be given at least a 72-hour prior notice for special meetings.
- (j) *Emergency Meetings.* The Commission may call an emergency meeting to discuss a matter of urgent public necessity, as defined by the Texas Open Meetings Act, for which the 72-hour prior notice may be waived. At least one (1) hour public notice is required.

- (k) *Training.* Regardless of profession, background, or experience, members must attend one preservation-related training per year. Initial orientation for new members shall be provided by the HPO and should be completed within two (2) months of appointment, including Texas Open Meetings Act training. The HPO shall keep a record of members' training compliance.
- (l) *Conflict of interest.* No member shall participate in a discussion, deliberation, or vote on any matter coming before the Commission, or take any action where the member has independent approval authority, where the member or his or her family member has a financial, business, or property interest that may be affected by action on the matter. The member is deemed to have a designated interest where the effect on the member's interest is distinguishable from its effect on the general public. In such cases, the member shall recuse himself or herself as a voting member of the Commission for that issue.
- (m) *Compliance with Texas Open Meetings Act.* All meetings shall be held in compliance with the Texas Open Meetings Act, Chapter 552 of the Texas Government Code, as amended.
- (n) *Minutes.* The Historic Preservation Officer shall ensure that minutes of each meeting are recorded, which shall be approved by the Commission and subsequently filed with the City Secretary and with the Texas Historical Commission.
- (o) *Rules of Order.* The Commission shall follow *Robert's Rules of Order, Newly Revised*.

#### **4. POWERS AND DUTIES OF THE COMMISSION**

The Historic Preservation Commission shall be empowered to:

1. Adopt or amend parliamentary rules and procedures necessary to carry out the business of the Commission, as needed;
2. Make recommendations to the city for the employment of professional consultants as necessary to carry out the duties of the Commission;
3. Create committees and sub-committees from among its membership and delegate to these committees such responsibilities as necessary to carry out the purposes of this ordinance;
4. Adopt and periodically review criteria used to evaluate the designation of historic resources;
5. Review and take action on the designation of historic landmarks and the delineation of boundaries for historic districts, including the designation of new districts, subject to ratification by the City Commission;
6. Recommend and confer recognition upon the owners of historic landmarks or properties within historic districts by means of certificates, plaques, or markers;
7. Review and recommend to the City Commission and other applicable city boards and commissions all proposed changes to the zoning ordinance, building code, general plan or other adopted policies of the city that may affect the purpose of this ordinance;
8. Develop, prepare, and adopt specific standards and guidelines for use in the review of all Certificate of Appropriateness applications;
9. Review and take action on Certificate of Appropriateness applications for compliance with adopted design standards and guidelines, including appeals on actions taken by the Historic Preservation Officer via administrative review;

10. Periodically review and update guidelines or standards to be used in determination of whether to grant or deny Certificates of Appropriateness for proposed alterations to the exterior of a historic resource;
11. Review and take action on all city preservation-related incentive program applications involving work on historic resources for compliance with adopted design standards and guidelines pursuant to this ordinance.
12. Implement and maintain a system of survey and inventory of the city's significant historical, architectural, and cultural resources. Such information shall be maintained securely and made accessible to the public and should be updated at least every ten (10) years;
13. Prepare and maintain a citywide preservation plan, which should be updated at least every ten (10) years, following completion of the decennial Historic Resource Survey;
14. Monitor and report to the Texas Historical Commission all actions affecting any Recorded Texas Historical Landmark, State Antiquities Landmark, National Register property, and any other designated property, as deemed necessary;
15. Review and make comments to the Texas Historical Commission concerning the nomination of properties within its jurisdiction to the National Register of Historic Places;
16. Provide comment to the Texas Historical Commission, the Hidalgo County Historical Commission, and/or any other preservation-related entity on any federal undertakings (projects utilizing federal funds or requiring a federal permit) pursuant to Section 106 of the National Historic Preservation Act of 1966, as amended.
17. Accept on behalf of the city any grants, funds, or donation of preservation easements and/or development rights, as well as any other gift of value for the purpose of historic preservation, subject to the approval of the City Commission;
18. Make recommendations to the City Commission concerning the acquisition of historic properties endangered by demolition and where private preservation is not feasible;
19. Recommend approval of the designation of properties as historic landmarks and the inclusion of properties in a historic district without property owner consent pursuant to Texas Local Government Code, Section 211.0165(a-1);
20. Make recommendations to the City Commission concerning the utilization of state, federal, or private funds to promote the preservation of historic resources within the city;
21. Propose incentive programs for preservation, such as grants and tax exemptions, to the City Commission and administer such programs at the will of the City Commission;
22. Prepare and submit annually to the City Commission a report summarizing expenditures, goals, and objectives, as well as an account of all work completed during the previous year, as well as anticipated budgetary requests;
23. Increase public awareness of the value of historic, architectural, and cultural preservation by developing and participating in public education programs;
24. Perform any task otherwise authorized by this ordinance.

## **5. HISTORIC PRESERVATION OFFICER**

(a) *Creation.* There is hereby created a staff position known as the Historic Preservation Officer who shall be responsible for coordinating the city's preservation activities and administering the city's Certified Local Government program, as well as acting as the city's representative to the public, and to local, state, and federal agencies and non-profit preservation organizations.

(b) *Appointment.* The City Manager, or his or her designee, shall appoint a qualified staff person, preferably as outlined in the Secretary of the Interior's professional qualification standards, to serve as the Historic Preservation Officer.

## **6. POWERS AND DUTIES OF THE HISTORIC PRESERVATION OFFICER**

The Historic Preservation Officer shall be empowered to:

- (a) Administer this ordinance and advise the MHPC on matters submitted to it;
- (b) Maintain and hold open for public inspection all documents and records pertaining to the provisions of this ordinance;
- (c) Set deadlines for submittals to the MHPC in order to assure adequate staff review time and proper notification of the Commission and the general public;
- (d) Receive and review all applications pursuant to this ordinance to ensure their completeness;
- (e) Review and forward with any recommendations all applications for Certificates of Appropriateness subject to review by the MHPC pursuant to this ordinance;
- (f) Administratively review and take action on Certificate of Appropriateness applications subject to administrative review pursuant to this ordinance, and grant or deny the same in accordance with the provisions of this ordinance and for any other action which the Commission has oversight under the delegation of duties or otherwise;
- (g) Ensure proper posting and noticing of all MHPC meetings, schedule applications for MHPC review, create meeting agendas, provide packets to its members prior to meetings, record minute meetings, and facilitate all MHPC meetings.
- (h) Review and help coordinate the city's historic preservation activities with those of local, state, and federal agencies as well as other municipal departments and the general public;
- (i) Manage reporting requirements to monitor and maintain Certified Local Government status;
- (j) Submit to the Texas Historical Commission, county authorities, and any other appropriate local, state, or federal agency a list or inventory of designated historic resources;
- (k) Monitor and report to the Commission all actions affecting any locally designated landmark, Recorded Texas Historic Landmark, State Antiquities Landmark, and National Register property, as deemed necessary;
- (l) Assist in developing community outreach programs to support preservation goals;
- (m) Help maintain and update historic resource inventories, as needed;
- (n) Prepare, amend, and update the city's preservation plan;
- (o) Perform any task otherwise authorized by this ordinance.

## 7. PRESERVATION PLAN

- (a) *Purpose.* The preservation plan is the guiding policy document for the city's historic preservation efforts and related activities. The plan elaborates upon and works toward the goals and objectives identified in this ordinance. The plan:
- (1) Maintains an inventory of historic resources.
  - (2) Develops a list of potential historic resources that have the potential to become designated with further historic research, restoration, or property owner interest.
  - (3) Develops a strategic framework which includes goals and objectives of the historic preservation program.
  - (4) Seeks and integrates community feedback.
- (b) *Authorship.* The Historic Preservation Officer, his or her designee, and/or a contracted professional, shall author the preservation plan with input from the Commission.
- (c) *Review and recommendation.* The Historic Preservation Commission shall review the preservation plan and make a recommendation to City Commission for approval.
- (d) *Adoption.* The City Commission shall adopt by resolution the preservation plan.
- (e) *Amendment.* The preservation plan may be amended periodically, as needed, and shall undergo a formal review every ten (10) years.

## 8. HISTORIC RESOURCE SURVEY

- (a) *Purpose.* The purpose of completing a historic resource survey is to identify and gather historic information on buildings, structures, and sites in the city that are at least fifty (50) years or old that may qualify for designation as a historic resource. The Historic Preservation Commission, Historic Preservation Officer, or his or her designees, may conduct surveys for existing and potential historic resources, as needed.
- (b) *Survey data.* Surveys may vary in scope and detail; however, all surveys should include, at a minimum, the following information for all properties within the survey:
- (1) Location of the property.
  - (2) Photographs of the property (historic and current).
  - (3) Date of construction or approximate date of construction.
  - (4) Architectural style of the structure, including the name of architect or firm, if possible.
  - (5) Defining architectural details, including their materials, color, and condition.
  - (6) Accessory structures and landscape features.
- (c) *Resource category and integrity evaluation.* After information for the historic resource survey is compiled, the Commission shall review the properties surveyed to determine:
- (1) If the resources are “historic” or “non-historic,” based on the age of the structure and its historical, architectural, or cultural significance.

- (2) Whether the properties would be classified as contributing, compatible, or non-contributing to the surveyed area or the overall history and character of the city or other jurisdiction should the area be designated as a historic district.
- (3) To what extent each structure retains its key, character-defining features.

A historic resource survey map showing the location of all potential contributing, compatible, and non-contributing structures should be included with the survey.

- (d) *Approval.* The Commission shall approve the results of a historic resource survey completed by the City. Approval of a survey shall not establish any additional restrictions upon the properties within the survey, nor shall the structure categorization make any property within the survey eligible for any potential historic tax exemptions, unless or until a property or group of properties are designated as historic landmarks or districts.

## **9. CRITERIA FOR DESIGNATION OF HISTORIC LANDMARKS AND DISTRICTS**

- (a) *Purpose.* The purpose of designating a historic landmark or district is to bring it to the attention of the general public and protect it from inappropriate changes or demolition.
- (b) *Criteria for designating historic landmarks.* The Historic Preservation Commission shall use criteria for evaluation of significance of a historic landmark or district below.
  - (A) An individual historic resource may be designated as a historic landmark if it is at least fifty (50) years old, retains a recognizable degree of its historic integrity, and substantially complies with two (2) or more of the following:
    - (1) Possesses significance in history, architecture, archeology, or culture.
    - (2) Is associated with events that have made a significant contribution to the broad patterns of local, regional, state, or national history.
    - (3) Is associated with events that have made a significant impact in the city's past.
    - (4) Represents the work of a master designer, builder, or craftsman.
    - (5) Embodies the distinctive characteristics of a type, period, or method of construction.
    - (6) Represents an established and familiar visual feature of the city.
    - (7) Is identified with a person who significantly contributed to the culture and development of the City of Mercedes, the Rio Grande Valley, or history more broadly.
    - (8) Has archeological value, in the sense that the property has yielded, or may be likely to yield, information important in prehistory or history to the City of Mercedes.
    - (9) Is a cultural landscape associated with a historic event, activity, or person exhibiting other cultural or aesthetic values.
    - (10) Is a natural history resource of rare, significant, and/or outstanding geological or biological value to the city or region.
    - (11) The property has a unique location, physical characteristic, or significant feature that contributes to the character, image, or cultural identity of the city, a neighborhood, or other value to the community at large.

- (B) Properties that are listed as a Recorded Texas Historic Landmark (RTHL) or State Antiquities Landmark (SAL), or that are listed on the National Register of Historic Places shall automatically be eligible for designation as historic landmarks and districts pursuant to this ordinance, but will still be required to undergo the public review process needed to designate historic landmarks.
- (c) *Designating historic districts.* A district may be designated as historic if it:
  - (A) Contains two (2) or more properties and an environmental setting that are at least fifty (50) years old and meet two or more of the criteria for designation of a historic landmark, and
  - (B) Constitutes a distinct section of the city; or
  - (C) If a district is already listed on the National Register. The district would still be required to undergo the public review process needed to designate a local historic district.
- (d) *Already designated historic landmarks and districts.* All historic landmarks and historic districts, including contributing properties within historic districts, which have already been designated as historic by the City of Mercedes prior to the adoption of this ordinance shall retain their designated status.
- (e) *Historic property boundaries.* When designating individual historic landmarks, the entire parcel of land on which the historic resource is situated shall be zoned as “historic” and constitute a single boundary for the property unless otherwise defined during the initial designation process. The Commission can review a change to these boundaries following the procedure for amending or removing a historic designation outlined below.

## **10. PROCEDURE FOR DESIGNATING HISTORIC LANDMARKS AND DISTRICTS**

The provisions pertaining to the designation of historic landmarks constitute a part of the comprehensive zoning plan of the City of Mercedes.

- (a) *Property owner-initiated designation.* Any person or legal entity having a proprietary interest in a property may submit an application to designate the property as a historic landmark or district. Applications, made on forms as prescribed by the city, shall be addressed to the Historic Preservation Officer, who shall review the application and submit it to the Mercedes Historic Preservation Commission for further review and approval.
  - (1) *Signature requirements: Historic landmarks.* Applications for designation of a historic landmark shall require the signatures of all owners of the property, and/or their authorized agents.
  - (2) *Signature requirements: Historic district.* Applications for designation of historic districts must contain the signatures of property owners, or authorized agents, of at least twenty (20) percent of the residents within the proposed district boundaries, as determined by the most recently approved municipal tax roll in which the district is located.
- (b) *City-initiated designation.* The Historic Preservation Officer, of his or her own volition, or at the request of the MHPC or City Commission may initiate an application to designate any property, structure, site, or district within the City of Mercedes as a historic landmark or historic district.



- (c) *Public contributions.* Members of the general public may initiate an application for the designation of a historic landmark or district either by obtaining the signature of the property owner(s) or by submitting the completed application to the HPO for city-initiated designation.
- (d) *Property owner consent requirements.* The city may designate historic landmarks and districts without the property owner's approval. Pursuant to Texas Local Government Code, Section 211.0165, a supermajority (3/4) vote of both City Commission and either the MHPC or Planning & Zoning Commission is needed to designate historic landmarks or districts over a property owner's objections.
- (e) *Application.* The application for designation of a historic landmark or district shall contain:
- (1) For a proposed historic landmark: the name, address, telephone number and email of the applicant(s) and the physical address of the property.
  - (2) For a proposed historic district: the name, address, telephone number and email of the applicant(s) and a signed petition of at least twenty (20) percent of residents in the proposed district.
  - (3) A site plan of the proposed individual landmark property, or map indicating the geographic boundaries of the proposed district, showing all affected buildings and/or structures.
  - (4) A detailed historic description and background on the proposed landmark or district, including current and, if possible, historic photographs of the overall property or area.
  - (5) Any other information which the HPO or Commission may deem necessary.
- (f) *Commission Hearing.* Upon receipt of a completed application, the HPO shall review the application and forward it to the Historic Preservation Commission, and shall schedule a hearing at the next available regularly scheduled MHPC meeting within sixty (60) days from the date the application was received.
- (g) *Protection.* A proposed historic landmark or district for which an application for designation has been received by the HPO shall be protected by, and subject to, all the provisions of this ordinance governing demolition, alterations, minimum maintenance standards, and penalties until a final decision becomes effective, but not to exceed one hundred eighty (180) days.
- (h) *Notification.* Owners of proposed historic properties shall be notified in writing at least fifteen (15) days prior to the MHPC hearing on the recommended designation. The written notice shall include a statement that describes the impact that a historic designation or inclusion in a local historic district of the owner's property may have on the owner and the owner's property, including:
- i. Regulations that may be applied to any structure on the property after the designation;
  - ii. Procedures for the designation;
  - iii. Tax benefits that may be applied to the property after the designation; and
  - iv. Rehabilitation or repair programs that the municipality offers for a property designated as historic.

A notice sign shall also be posted at the property, visible from the public right of way, at least ten (10) days prior to the hearing. At the Commission's public hearing, owners, interested

parties, and technical experts may present testimony or documentary evidence, which shall become part of a record regarding the historic, architectural, or cultural significance of the proposed historic property.

- (i) *Testimony.* At the hearing, the applicant shall have an opportunity to present testimony and evidence to demonstrate the historical significance, or insignificance, of the subject property or area. Other interested parties and technical experts may also present testimony or documentary evidence which will become part of a record. The burden of proof shall be upon the applicant.
- (j) *Decision by the MHPC.* The Historic Preservation Commission shall vote on whether to deny with explanation, postpone requesting additional information, or approve a recommendation to the City Commission regarding the designation of a historic landmark or district. After approval from the MHPC, the proposed historic landmark or district application shall be submitted to the Planning and Zoning Commission within thirty (30) days. A public hearing shall be scheduled for the next regularly scheduled meeting of the Planning and Zoning Commission. Denials may be appealed directly to the City Commission.
- (k) *Decision by Planning and Zoning.* The Planning and Zoning Commission shall give notice and conduct its hearing upon receipt of the recommendation from the Historic Preservation Commission. Notice for such a hearing shall be in the same manner and the hearing held according to the same procedures as specifically provided in the general zoning ordinance of the City of Mercedes. The matter shall proceed in the same manner as a petition for the amendment of the zoning ordinance. The Planning and Zoning Commission shall consider the criteria for designation specified in the zoning ordinance and shall forward its recommendation to the City Commission within ten (10) days after taking action on the application.
- (l) *Decision by City Commission.* Upon receipt of the joint recommendations on the application from the Historic Preservation Commission and the Planning and Zoning Commission, the City Commission shall schedule a hearing on the application within thirty (30) days. Notice for such hearing shall be in the same manner and the hearing held according to the same procedures as specifically provided in the general zoning ordinance of the City of Mercedes. City Commission shall make the final determination on the application based upon the requisite criteria for designation. Significance shall be considered only on the record made before the Historic Preservation Commission and the Planning and Zoning Commission.
- (m) *Decision recordation.* Upon passage by the City Commission, the HPO and/or City Secretary shall file a copy of the designation, together with a written notice briefly stating the fact of the designation, with the appropriate municipal authorities to be recorded by legal description on the city's official zoning maps, in the records of real property of Hidalgo County, the tax office, and with the appraisal district. All zoning maps should indicate the designated landmarks with the appropriate mark.

A copy of such notice shall similarly be sent by certified mail to the owner of the affected property, or regular mail to all residents within the historic district. Designated properties, districts, or sites shall be governed by the terms of this ordinance.

- (n) *Appeals.* The applicant or any persons adversely affected by any determination of the MHPC may appeal the decision directly to the City Commission. Appeal requests shall be in writing and filed with the HPO within seven (7) days of the MHPC's decision and scheduled for the

next available regularly scheduled City Commission meeting. Notice for such hearing shall be in the same manner and the hearing held according to the same procedures as specifically provided in the general zoning ordinance of the City of Mercedes. Appeals to the City Commission shall be considered only on the record made before the MHPC and may only allege that the Commission's decision was arbitrary, capricious, or illegal.

- (o) *Amendment.* The MHPC or HPO may initiate amendments to a historic landmark or historic district designation with approval from the City Commission, as needed. The process for an amendment shall follow the same procedure for the creation of a historic landmark or district.
- (p) *Removal.* The removal of historic designation from a local landmark or historic district shall only be initiated if the criteria is met for removing a historic designation and shall follow the procedure outlined for the removal of a historic designation.

## **11. INCENTIVE PROGRAMS FOR HISTORIC PRESERVATION**

- (a) *Purpose.* The City of Mercedes recognizes the importance and value that historic buildings, structures, and objects have for the cultural and economic welfare of the city. In order to lift property values in the city, promote ongoing efforts to designate historic resources, and encourage the proper maintenance, repair, and treatment of historic resources:
- (b) *Authorization.* The City Commission of Mercedes may authorize such incentive programs for historic preservation as it deems necessary to fulfill the goals and objectives of this ordinance, including but not limited to preservation grant programs and tax exemptions or abatements.

## **12. CRITERIA FOR CERTIFICATES OF APPROPRIATENESS**

- (a) *Purpose.* The purpose of a Certificate of Appropriateness (COA) is to ensure that the integrity and character of Mercedes' historic resources are maintained, and to help enhance or return lost or diminished examples of architectural significance to their appropriate historical form.
- (b) *Applicability.* A Certificate of Appropriateness shall be required for any project affecting the exterior or structural stability of a building, structure, or object that is a designated historic landmark or is contributing to a historic district, or for new construction within a historic district.
- (c) *Review criteria.* In considering an application for a Certificate of Appropriateness, the HPO and the MHPC shall review it for compliance with the Secretary of the Interior's Standards and any applicable design guidelines adopted by the City of Mercedes.
- (d) *Review required.* No person or entity shall carry out any activity which affects the exterior appearance or structural stability of any designated building, structure, or object without obtaining a Certificate of Appropriateness issued by the Historic Preservation Officer for the following types of work:
  - (1) Repair (other than ordinary maintenance), reconstruction, alteration, addition, stabilization, restoration, or rehabilitation;
  - (2) New construction on real property excluding public rights-of-way;
  - (3) Material changes in any doors, roofs, windows, masonry work, woodwork, light fixtures, signs, sidewalks, fences, steps, paving, and/or other exterior elements visible

from a public right-of-way which affect the appearance and compatibility of the structure or property; or

- (4) Demolition, removal, or relocation of a historic resource, including any accessory buildings or landscape features.
- (e) *Compatibility exception.* The HPO/MHPC may approve a Certificate of Appropriateness for work that does not strictly comply with the preservation criteria upon a finding that the proposed work is historically compatible and is consistent with the spirit and intent of the preservation criteria, and that the proposed work will not adversely affect the historic character of the property or the integrity of the historic district.
- (f) *Ordinary maintenance and minor in-kind repair and replacements.* Nothing in this ordinance should be construed to prevent ordinary maintenance or minor in-kind repair of any exterior architectural feature of a historic landmark or historic resource located in a historic district. Repairs shall be made in accordance with the design standards established by the city.
- (g) *Emergency repair.* If a historic resource is unexpectedly damaged and the HPO determines that additional deterioration is likely to occur without immediate repair, the HPO may authorize the property owner to take temporary measures to stabilize and protect the structure. In such cases, the property owner shall apply for a Certificate of Appropriateness within seven (7) days of completion of the emergency corrective measures. The corrective measures authorized under this subsection shall not permanently alter the architectural features of the historic resource.
- (h) *Building permit and site plan approval.* Unless where otherwise excepted by this section, a Certificate of Appropriateness must be approved prior to issuance of any building permit or site plan approval. The Certificate of Appropriateness application shall be in addition to, and not in lieu of, any required building permit. Issuance of any necessary permits and approval of any plans from the building inspections, planning, public works, or health departments are required with an approved Certificate of Appropriateness before work can commence.
- (i) *Delay period for potential landmarks.* The HPO, in consultation with the building inspector, may issue a ten (10) day suspension of any work on a potential historic landmark while a review is conducted to determine the resource's designation eligibility. If the resource is determined to be eligible for designation, and the HPO pursues city-initiated designation, a Certificate of Appropriateness shall be required before work can resume.
  - a. *Façade grants and other city-funded programs.* All projects funded by the City of Mercedes that would affect the historical integrity of designated historic landmarks, contributing resources in a historic district, or potential historic landmarks shall require a review from the HPO/MHPC before any work commences to determine if a Certificate of Appropriateness is needed. The City of Mercedes shall seek to treat all city-owned buildings of historic age with the appropriate historic treatment.
  - b. *Section 106 review.* All projects funded through federal programs subject to the National Historic Preservation Act shall submit the proper materials for Section 106 review to the appropriate state and local preservation authorities.

### 13. CERTIFICATE OF APPROPRIATENESS PROCEDURE

- (a) *Application.* The owner of a historic property wishing to make changes not covered under ordinary maintenance shall apply for a review of the proposed changes and request a Certificate of Appropriateness. Applications, made on forms as prescribed by the city, shall be addressed to the Historic Preservation Officer.

The application for a Certificate of Appropriateness shall contain:

- a. The name, address, telephone number and email of the applicant(s) and the physical address of the property.
  - b. A photograph of the property and adjacent properties, and copies of any historical photographs available as well.
  - c. Elevation drawings or architectural plans of the proposed changes, if available.
  - d. A list and samples of materials to be used.
  - e. Any other information which the HPO or MHPC may deem necessary.
- (b) *Historic Preservation Officer review.* The applicant is encouraged to schedule a meeting with the HPO prior to the submittal of an application to discuss the proposed work and get initial design direction. The HPO may meet with the applicant as needed and review the proposed work against the standards and guidelines set out in this ordinance. The HPO shall have the authority to administratively review all applications where the criteria for Commission review are not met and approve, approve with conditions, or deny with explanation any projects, as appropriate, or refer any application for further review before the Historic Preservation Commission. The HPO shall provide written notice of his or her decision to the applicant within fourteen (14) days from the date the application was received. The HPO shall also notify the members of the MHPC of any decision to approve a COA via administrative review at least one day before issuing the Certificate of Appropriateness to the applicant.
- (c) *Historic Preservation Commission review.* The Historic Preservation Officer shall refer a Certificate of Appropriateness application to the Historic Preservation Commission for review if any of the following criteria are met:
- a. The applicant is requesting demolition of a historic resource.
  - b. The applicant wishes to relocate a historic resource from its original site.
  - c. The applicant is requesting approval to make significant changes to a historic property that would permanently affect its historic or architectural integrity.
  - d. The applicant wishes to erect a new construction of a major sort within a historic district or within the APE of an existing historical landmark. The HPO shall determine what is considered “major” under this definition.
  - e. The HPO reserves the right to forward any Certificate of Appropriateness application to the Commission for review and approval when direction on design policy is needed or if the HPO is unable to determine compliance with the Secretary’s Standards or the Design Guidelines.
  - f. Any request that the HPO deems necessary to bring to the Commission.

- g. At the request of the Chairman or at least two members of the Commission.
- (d) *Commission hearing.* If the above criteria for Commission review are met, the HPO shall schedule a hearing at the next scheduled MHPC meeting within sixty (60) days from the date the application was received and inform the applicant via mail.
- (e) *Notification.* Notice of the pending administrative action shall be mailed to the applicant.
  - i. The owner, and/or his or her agent, shall have the opportunity to address the Commission and submit any relevant materials for public record on why a COA should be granted. He or she shall have the right to be accompanied or represented by counsel and construction or design professionals at the meeting.
- (f) *Commission decision.* If a hearing is conducted, the MHPC shall vote to determine whether to deny, delay for further review, approve, or approve with conditions, the applicant's request for a COA. The Commission shall issue a ruling within forty-five (45) days of the hearing.
  - i. If the HPO/MHPC finds the proposed work is inconsistent with the Secretary's Standards or the city's adopted design guidelines and issues a denial, they shall state, in writing, the reasons for denying the COA and include recommendations for the applicant to take action upon to secure approval in the future.
  - ii. If the HPO/MHPC has taken no action within ninety (90) days of original receipt by the HPO, the appropriate permit shall be issued.
- (g) *Changes in building or site plans following a decision.* The applicant shall be allowed to work with the HPO to resolve any issues that may arise during the permit review process. No change shall be made in the application for any building permit after issuance of a Certificate of Appropriateness without approval from the HPO, who shall have the authority to amend the COA for all instances covered under administrative review. Any additional projects or major changes in the proposed work shall require the submittal of a new COA application.
- (h) *Appeal.* The applicant may appeal the decision of the HPO and/or the Commission as follows:
  - (1) *Appeal of HPO decision.* The applicant may appeal the decision of the Historic Preservation Officer to the Historic Preservation Commission by filing a written request with the HPO within thirty (30) days of the receipt of a written notice of the action taken by the HPO. The HPO shall schedule the appeal hearing for the next scheduled MHPC meeting, which shall follow procedures outlined for the Commission review process.
  - (2) *Appeal of MHPC decision.* If the Commission has denied the Certificate of Appropriateness, the applicant may file in writing a notice of appeal to the City Commission within thirty (30) days after the date upon which the Commission notified the applicant of its decision.
  - (3) *Notice.* Written notice of any appeal hearing shall be sent to the property owner and shall set forth in clear and concise fashion the basis for the appeal. The City Secretary shall place the appeal on the next practicable City Commission agenda, and the applicant shall be notified of the date of the hearing. The City Commission, utilizing the criteria set forth under this ordinance's design standards and guidelines, shall deny, approve, with or without conditions, or remand the item to the Commission for further proceedings consistent with the City Commission's decision.

- (i) *Expiration.* Every Certificate of Appropriateness issued pursuant to this section shall expire and be void if the authorized work has not commenced within one (1) year from the date of approval or is suspended or abandoned at any time after the work commenced for a period of one hundred eighty (180) days. Failure to complete the work within the required time, including any extension(s), may result in the revocation of the Certificate of Appropriateness. Following expiration or revocation, approval of a new Certificate of Appropriateness application is required to commence construction.
- (j) *Extensions.* If work has not commenced, or has commenced but a delay greater than one hundred eighty (180) days is anticipated, extensions may be granted by the MHPC for any period up to one (1) year. No combination of extensions shall exceed one (1) year from the original expiration date. Requests for extensions shall be submitted in writing to the HPO prior to the date of expiration and should include the following:
  - (1) The reason for requesting the extension; and
  - (2) A timetable for starting/restarting and completing work.
- (k) *The Certificate.* It shall be the responsibility of the HPO to issue the actual Certificate of Appropriateness following approval of the application, with or without any designated conditions, and maintain a copy of the COA, together with the proposed plans. These shall be public documents for all purposes.
- (l) *Compliance.* Work performed pursuant to the issuance of a COA shall conform to the requirements of such certificate. It shall be the duty of the building inspector to inspect, from time to time, any work performed pursuant to a COA to assure compliance. In the event that such work is not in compliance, the building inspector, in consultation with the HPO, shall issue a stop work order and/or citation as prescribed by this ordinance. The HPO/Commission may request that the building inspector inspect the work and take appropriate action.

#### **14. CRITERIA FOR CERTIFICATES OF APPROPRIATENESS FOR DEMOLITION**

- (a) *Purpose.* It is the intent of this and succeeding sections to preserve historic and architectural resources of the city through limitations on demolition and removal of historic resources. The demolition or removal of historic landmarks and contributing structures within a historic district diminishes the city's historic character, significance, and authenticity and is discouraged.
- (b) *Review required.* No building or demolition permit shall be issued for the following activities without review by the Historic Preservation Officer and Historic Preservation Commission:
  - (1) *Historic landmarks.* The Commission shall render a decision to delay, deny, or grant a Certificate of Appropriateness for demolition, removal, or relocation.
  - (2) *Contributing structure located within a historic district.* The Commission shall render a decision to delay, deny, or grant a Certificate of Appropriateness for demolition, removal, or relocation.
  - (3) *Non-contributing structure located within a historic district.* The HPO shall render a decision to grant a Certificate of Appropriateness for demolition, removal, or relocation, and shall not render a decision to deny, unless the non-contributing structure is a potential historic resource.

- (c) *Criteria for demolition or removal.* The Commission shall consider valid reasons for demolition or removal of a historic resource based on the following criteria:
- (1) The resource is a non-contributing or compatible structure within a historic district;
  - (2) The historic resource has lost its architectural significance and/or historic integrity; or
  - (3) The structure poses an imminent threat to public health or safety upon determination by the building inspector and agreement by the HPO and Planning Director.
  - (4) The structure poses a threat to public health or safety.
- (d) *Criteria for relocation.* The Commission shall consider valid reasons for relocation of a historic resource based on the following criteria:
- (1) The historic resource is geographically isolated from any remaining structure or feature of historic, architectural, archeological, or cultural significance and where removing the resource shall not diminish the significance of the resource itself.
  - (2) All other preservation options have been exhausted.
- (e) *Criteria for decision.* A decision by the MHPC to approve or deny a Certificate of Appropriateness for demolition, removal, or relocation for one of the above criteria shall be guided by:
- (1) The historic, cultural, or architectural significance of the building, structure, site, or object;
  - (2) The historic, cultural, or architectural significance of the building, structure, site, or object to the character of a district;
  - (3) The difficulty or impossibility of reproducing such a building, structure, site, or object because of its unique design, features, material, detail, or unique location;
  - (4) Whether the building, structure, site, or object is one of the last remaining examples of its kind in the neighborhood, district, or the city;
  - (5) Whether there are definite plans for development of the property if the proposed demolition is carried out, and the potential effect of those plans on the character of the district or surrounding area;
  - (6) Whether the demolition would result in a vacant lot or void in the continuous, historic building facade along the street;
  - (7) Whether reasonable measures can be taken to save the building, structure, site, or object;
  - (8) For relocation, whether the property owner has, in good faith, made efforts to relocate the structure in its entirety with a sense of place and time in the following order:
    - a. On the same site;
    - b. Within a historic district, if applicable;
    - c. Within the City of Mercedes' municipal boundaries;
    - d. Within the boundaries of Hidalgo County;
    - e. Within adjoining county boundaries; or
    - f. Within the State of Texas.



- (f) *Required documentation.* An applicant seeking to demolish, remove, or relocate a structure described above must provide necessary documentation as proof to establish the necessity of a Certificate of Appropriateness. If the applicant is seeking approval for more than one reason, he or she shall provide all documentation required for each case.

The applicant, private persons, organizations, and city departments may submit relevant evidence in addition to the required documentation. The Commission may also request additional information beyond the required documentation. Documentation requirements are as follows:

- (1) *For a compatible or non-contributing structure in a historic district.* Applicants seeking to demolish, remove, or relocate any non-contributing structure in a historic district shall provide the following with their application:
  - a. Available records depicting the original construction of the existing structure, including drawings, pictures, or written descriptions.
  - b. Photographic documentation demonstrating the existing condition of the structure.
- (2) *For a historic landmark or contributing structure in a historic district.* Applicants for demolition, removal, or relocation of historic landmarks or contributing structures in a historic district shall state one or more of the following reasons for removal, demolition, or relocation, and shall provide the corresponding documentation to substantiate the request.
  - a. *The historic resource has lost its architectural significance and/or historic integrity.* An application for demolition, removal, or relocation of a historic resource that has lost its architectural significance and/or historic integrity shall include the documentation listed below:
    1. Available records depicting the original construction of the existing structure, including drawings, historic photographs, or written descriptions.
    2. Documentation of the current condition of the exterior of the existing structure, including drawings, photographs, or written descriptions. Documentation of the current condition of the interior is not required but may be provided to support the request.
    3. A study regarding both the cost of restoration of the structure and the feasibility (including architectural and engineering analyses) of restoration of the structure, as performed by a licensed architect or engineer.
    4. Definitive plans for the future development of the property. A Certificate of Appropriateness application for the future development of the property is strongly encouraged in concurrence with the demolition request if located within a historic district.
  - b. *The structure poses an immediate threat to public health or safety.* If a historic resource exhibits unsafe and dangerous conditions, poses a fire hazard or other public health or safety risk, and such danger or hazard is so great and so immediate that time normally taken for evaluation of the structure or consideration by the MHPC should be circumvented to prevent immediate and substantial harm to

persons or property, the HPO is authorized to approve emergency demolition, or removal of specific structural features that are the source of danger or hazard, upon finding both of the following by the building inspector in consultation with the Planning Director:

1. The structure to be demolished, or the structural features to be removed, endanger public health or safety due to the risk of immediate:
    - A) Physical damage to adjacent properties or structures from potential structural collapse or from pieces of the structure becoming detached and falling or blowing from the structure due to advanced deterioration or a serious state of disrepair;
    - B) Encroachment into or physical damage within abutting public rights-of-way due to the conditions described in item A. above; or
    - C) Physical damage to public infrastructure, utilities, or other public facilities.
  2. There is no reasonable way, other than demolition or removal of specific structural features, to eliminate the immediate threat.
- c. *The structure poses a threat to public health or safety.* An application for demolition or removal that poses a threat to public health or safety that is not an immediate threat as described immediately above shall include the documentation listed below. The owner must establish the necessary facts to prove demolition is necessary to alleviate a threat to public health and safety. The application must include:
1. Documentation depicting the current condition of the structure, including drawings, photographs, or written descriptions;
  2. A study regarding the nature, imminence, and severity of the threat, as performed by a licensed engineer or architect; and
  3. A study regarding both the cost of restoration of the structure and the feasibility (including architectural and engineering analyses) of restoration of the structure, as performed by a licensed architect or engineer.

## **15. CERTIFICATE OF APPROPRIATENESS FOR DEMOLITION PROCEDURE**

- (a) *Application required.* An owner or his or her designee seeking demolition, removal, or relocation of a structure described in previous sections shall submit an application, on forms prescribed by the city, for a Certificate of Appropriateness for Demolition to the HPO. The application must be signed and sworn to by all the owners of the property or their duly authorized representatives.
- (b) *Historic Preservation Officer review for non-contributing structures.* If the structure proposed for demolition, removal, or relocation is classified as a compatible or non-contributing structure in a historic district, the HPO shall have ten (10) days to approve the application. If the structure is a potential historic landmark, the HPO may initiate demolition delay procedures while a review is conducted to determine designation status or eligibility.
- (c) *Demolition review hearing.* If the resource proposed for demolition, removal, or relocation is a historic landmark or is classified as a contributing resource within a historic district, the HPO

shall schedule a public hearing for the next scheduled MHPC meeting. At least fourteen (14) days prior to the public hearing, the applicant(s) shall be given written notice of the hearing to the address provided in the application and a written courtesy notice of the public hearing shall be sent to all owners of real property within five hundred (500) feet of the property or properties on which the demolition, removal, or relocation is proposed. A public notice shall also be posted on the property, visible from the public right of way, at least fourteen (14) days prior to the hearing. At the hearing, the Commission shall review and consider all submitted documents and testimony of any interested parties.

- (d) *Demolition review decision.* The Commission shall render a decision to approve, delay, or deny the application within sixty (60) days of the receipt of the Certificate of Appropriateness application. The HPO shall notify the applicant within ten (10) days of the final decision. Failure of the Commission to decide or suspend said application within ninety (90) days shall be deemed to be approval of the application and the necessary permits shall be issued to allow the requested demolition, removal, or relocation.
- (e) *Denial of demolition.* If the Commission determines that the structure does not meet the criteria for approval, it shall present the owner of the property with a list of economically viable alternatives, which shall include the following:
  - (1) The potential of the property for renovation and continued use.
  - (2) The possibility of sale of the property, or any part thereof, to a prospective purchaser capable of preserving such property.
  - (3) Donation of a part or whole of the subject structure or site to a public or private non-profit or government agency or to the City of Mercedes, including the conveyance of development rights and facade easement.
- (f) *Demolition delay.* The Commission shall have the authority to enforce a minimum sixty (60) day stay or suspension of demolition for landmarks, or contributing properties located within a historic district, to allow for exploration of options to preserve the structure. The delay period may be extended by the MHPC for a period not to exceed one hundred eighty (180) days.
  - a. The MHPC shall also have the following authority over potential historic landmarks:
    - (1) In the interest of identifying alternatives to save a historic resource that is of historic age but that has not yet been designated, or a group of potential historic resources that do not fall within the boundaries of an established historic district, the MHPC may delay or suspend an application for removal, relocation, or demolition of a potential historic landmark, a group of potential historic resources, or a non-contributing resource within a historic district. The demolition, removal, or relocation of such may be delayed or suspended for a minimum period of sixty (60) days from the date of the demolition review hearing.
    - (2) If the City Commission, after notice to the applicant and a public hearing, determines that there are likely to be reasonable grounds for preservation, the City Commission may extend the suspension period for an additional period not exceeding one hundred eighty (180) days, for a total of not more than three hundred sixty (360) days from the date of the initial demolition review hearing. During the period of suspension of the application,

no permit shall be issued for such demolition, relocation, or removal, nor shall any person demolish, remove, or relocate the resource.

- b. During the suspension time of the delay period, the Commission may pursue efforts to save the resource(s) including initiating the designation process for the resources in question, if not yet designated, and/or submitting to the applicant a salvage plan, which may suggest proposals to preserve the site for purposes consistent with this ordinance. The plan may include recommendations for complete or partial tax exemptions, tax credits, preservation grants, or authority for alteration or construction not inconsistent with the purposes of this ordinance, and other actions allowable by law. The plan may also include an architectural salvage plan if the structure cannot be saved. The owner shall conduct in good faith with the local and state preservation organizations and interested parties a diligent effort to seek an alternative to removal or demolition. If a reasonable agreement for salvage cannot be obtained with the applicant, then the permits shall be issued for demolition, removal, or relocation at the end of the delay period.
- (g) *Appeal*. If the Commission has denied or delayed the Certificate of Appropriateness for demolition, removal, or relocation, the applicant may follow the same procedure for appeal set forth for non-demolition Certificates of Appropriateness.
- (h) *Emergency demolition, removal, or relocation*. If any historic resource, regardless of classification, is deemed by the building inspector to pose an immediate threat to public health or safety, a Certificate of Appropriateness for total or partial demolition, removal, or relocation may be approved by the HPO at any time.
- (i) *Demolition revocation*. Notwithstanding any provision of this ordinance, the City Commission reserves the right to prohibit, suspend, or revoke the demolition of any structure with a supermajority vote.

## **16. CRITERIA AND PROCEDURE FOR REMOVING A HISTORIC DESIGNATION**

- (a) *Criteria*. A historic landmark or historic district may be de-designated if it meets one of the following criteria:
  - (1) A historic landmark located outside of a historic district has been involuntarily destroyed beyond repair by fire, explosion, natural disaster, or an otherwise act of God, and on-site new construction would not be feasible or fit within the historic character of the site or the surrounding area.
  - (2) A historic district has lost those physical characteristics which enabled the establishment of the district due to the loss of significant contributing properties that have been involuntarily destroyed by fire, explosion, natural disaster, or an otherwise act of God, and where reconstruction is not tenable as a treatment.
  - (3) A historic landmark or district was established erroneously or was not historically, architecturally, archeologically, or culturally significant as previously claimed.
- (b) *Procedure*. The procedure to remove a historic designation from a historic landmark, historic district, or contributing property within a historic district shall follow the same procedure as used to designate or amend a historic landmark or district, except that it shall require a supermajority (3/4) vote from the MHPC or a unanimous decision from the City Commission.

- (c) *Petition for removal.* A petition to have a historic designation removed must be submitted, in writing, and received by the Historic Preservation Officer, explaining the reason for requesting to remove the designation and what criteria for removal is being invoked. A petition for removal cannot be submitted if the applicant has received funds by the city or MHPC to rehabilitate or improve the building or property it is seeking to remove from historic designation.
- (d) *Recording.* Upon removal of a historic designation, the HPO shall notify the Planning and Zoning Commission of the change in designation status, as well as notify the Hidalgo County recording office, tax office, and appraisal district.
- (e) *Protection of landmark status.* All designated historic properties shall be fully protected under this ordinance while and until the process for de-designation is approved. Any work undertaken on such properties before the designation is removed shall require a Certificate of Appropriateness from the Historic Preservation Commission. Failure to comply shall be considered a violation of this ordinance and subject to a penalty.

## **17. DESIGN STANDARDS AND GUIDELINES**

- (a) *Design Standards.* In all of its determinations of architectural appropriateness and historical integrity in the design and construction process on all historic properties, the HPO and MHPC shall use the most recent edition of “The Secretary of the Interior’s Standards for the Treatment of Historic Properties,” referred to simply as the Secretary’s Standards.

The Secretary’s Standards are summarized in the ten points below:

- (1) Every reasonable effort shall be made to adapt the property in a manner that requires minimal alteration of the building, structure, object, or site and its environment.
- (2) The distinguishing original qualities or character of a building, structure, object, or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural feature should be avoided when possible.
- (3) All buildings, structures, objects, and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged.
- (4) Changes, which may have taken place in the course of time, are evidence of the history and development of a building, structure, object, or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.
- (5) Distinctive stylistic features or examples of skilled craftsmanship, which characterize a building, structure, object, or site, shall be kept where possible.
- (6) Deteriorated architectural features shall be repaired rather than replaced, wherever practicable. In the event replacement is necessary, the new material should reflect the material being replaced in composition, design, color, texture, and other visual qualities, where practicable. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historical, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.

- (7) The surface cleaning of structures shall be undertaken in the gentlest means possible. Sandblasting and other cleaning methods that will damage historic building materials shall not be undertaken.
  - (8) Every reasonable effort shall be made to protect and preserve archeological resources affected by or adjacent to any project.
  - (9) Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural, or cultural material, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood, or environment.
  - (10) Whenever possible, new additions or alterations to buildings, structures, objects, or sites shall be done in such a manner that, if additions or alterations were to be removed in the future, the essential form and integrity of the building, structure, object, or site would be unimpaired.
- (b) *Design Guidelines.* The HPO or MHPC may develop such supplemental guidelines as deemed necessary to implement or maintain this ordinance, applicable to designated historic landmarks and historic districts. Such guidelines may include, but are not limited to the following:
- (1) Charts or samples of acceptable materials for siding, foundations, roofs, or other parts of buildings;
  - (2) Illustrations of appropriate architectural details;
  - (3) Specifications of appropriate relationships to streets, sidewalks, other structures, and buildings;
  - (4) Illustrations of appropriate porch treatment entrances; or
  - (5) Illustrations of appropriate signage or street furniture.

## **18. MINIMUM MAINTENANCE STANDARDS**

No owner, defined in this section as a person, entity, association, or corporation with ownership, care, custody, or control over a historic landmark or contributing structure within a historic district, shall permit the property to fall into a serious state of disrepair so as to result in the deterioration of any architectural feature which would produce a detrimental effect upon the character of the historic district or the life and character of the property itself.

Owners shall be required to fulfill a minimum level of maintenance on their property in order to keep it from deteriorating. Any of the following are prima facie evidence of a serious state of disrepair:

- (1) Deterioration of exterior walls, foundations, or other vertical support that causes leaning, sagging, splitting, listing, or buckling.
- (2) Deterioration of external stairs, porches, handrails, window and door frames, cornices, entablatures, wall claddings, chimneys, plaster finishes, surfaces or mortars, and any other exterior architectural details that cause delamination, instability, loss of shape and form, or crumbling.

- (3) Ineffective waterproofing of exterior walls, roofs, and foundations, including broken windows or doors.
- (4) Defective protection or lack of weather protection for exterior wall and roof coverings, including lack of paint, or weathering due to lack of other protective covering.
- (5) Rotting, holes, and other forms of material decay.
- (6) Deterioration that causes a detrimental effect upon the special character of the district as a whole or the unique attributes and character of the structure.
- (7) Deterioration of any exterior feature so as to create or permit the creation of any hazardous or unsafe conditions to life, health, or property.

## **19. DEMOLITION BY NEGLIGENCE**

Demolition by neglect refers to the gradual deterioration of a property when ordinary or minimum maintenance is not performed. The Historic Preservation Officer and the Planning Department staff shall work together in an effort to reduce demolition by neglect involving properties designated as historic landmarks, potential historic landmarks, or contributing or compatible structures within a historic district.

Failure to provide the minimum maintenance required by this ordinance may result in a citation for demolition by neglect. If conditions of neglect are present or suspected, the HPO/MHPC, in coordination with the building inspector, is authorized to lawfully investigate in an effort to prevent further deterioration.

1. *Authorization.* The city may preserve a substandard building as permitted under Texas Local Government Code, Sec. 214.00111.
2. *Procedure to address demolition by neglect.*
  - (a) *Identification.* Initial identification is made by visual inspection of the area by the HPO or a MHPC member, or by referral from city staff or a member of the general public. All referrals shall be made in writing and shall be submitted to the HPO.
  - (b) *Documentation of neglect.* The HPO and building inspector shall inspect the property in question and document evidence of disrepair or neglect.
  - (c) *Notification of owner.* The owner shall be notified in writing via certified mail, providing specific information about the alleged deterioration, provided with the standards for rehabilitation adopted by this ordinance, and informed of any incentive programs that may be available for rehabilitation.
  - (d) *Stabilization Proposal.* The owner shall be given thirty (30) days in which to respond to the preliminary determination, mothball the property in question to prevent further deterioration if vacant, and submit a stabilization proposal to the HPO, who shall have the authority to approve, approve with conditions, refer to the MHPC, or return the proposal to the owner with further instruction. The HPO/MHPC shall detail the specific work that is necessary to correct the demolition by neglect conditions and issue a COA (if necessary), as well as a time period to begin and complete the work. If the owner is unable to put together a stabilization proposal either because of a lack of appropriate resources or economic hardship, he or she may request assistance from the HPO and MHPC to create a

plan for stabilization. The owner may appeal the HPO's decision to the Historic Preservation Commission and request a hearing at the next scheduled meeting.

- (e) *Hearing.* If the property owner fails to respond to the letter regarding the preliminary determination, or refuses to work with the HPO or MHPC to create a stabilization plan, the Commission shall conduct a citation hearing. The HPO shall send a notice of the citation via certified mail informing the owner of the hearing, the property shall be posted with a notice of the violation in accordance with the provisions of this ordinance, and a public hearing shall be scheduled before the Commission. The owner may appear before the MHPC in person or by agent.

At the hearing, the owner shall be invited to address the Commission's concerns and show cause why a citation should not be issued. The Commission may take action to defer the matter to give the owner more time to make a stabilization proposal, direct the owner to work with the HPO to create a plan for stabilization, and/or issue a citation to the owner of the property for failure to correct demolition by neglect conditions.

- (f) *Appeal.* The owner of a property cited for demolition by neglect may appeal the Commission's decision to the City Commission.
- (g) *Required action upon finding of demolition by neglect.* If the Commission determines that the deterioration has produced a detrimental effect on the architectural significance and/or historic integrity of the property or district, the owner shall be cited for demolition by neglect and be given thirty (30) days to mothball the property, if vacant, and submit a stabilization proposal to the HPO, sixty (60) days to begin repairs, up to one (1) year to correct the defects in accordance with the Secretary's Standards.

The owner shall provide written progress reports to the HPO every thirty (30) days from the time work commences, documenting the progress on repairs until the rehabilitation is completed.

- (h) If the owner does not respond to the letter regarding the preliminary determination of demolition by neglect, fails to appear at the citation hearing, or fails to comply with any other provision outlined in this section, the HPO and/or building inspector may refer a demolition by neglect case to the city for enforcement in municipal court.
- (i) The city may create programs, or enter into partnerships with local non-profit organizations, to assist low-income and/or elderly homeowners with maintenance.

## **20. ENFORCEMENT**

All work performed pursuant to a Certificate of Appropriateness issued under this ordinance shall conform to any requirements included therein. It shall be the duty of the Historic Preservation Officer or his or her designee to inspect periodically to assure such compliance. In the event work is not being performed in accordance with a Certificate of Appropriateness, or no Certificate of Appropriateness has been approved, or upon notification of such fact by the Historic Preservation Commission and verification by the HPO, the building inspector shall issue a stop work order and/or citation and all work shall immediately cease. The property owner shall then be required to request a citation hearing before the Commission to explain non-compliance, and/or to apply for a Certificate of Appropriateness and receive approval. No further work shall be undertaken on the project as long as a stop-work order is in effect until a decision is rendered by the HPO or



Commission. All applications, decisions, orders, citations, notices, or violations approved or issued by the City of Mercedes before the effective date of this ordinance shall remain in effect.

All required permits must be issued and plans approved by the building inspections, planning, public works, and health departments before work can commence under an approved Certificate of Appropriateness.

## **21. PENALTIES**

- (a) *Prohibited Acts.* It shall be unlawful to construct, reconstruct, remove, structurally alter, remodel, renovate, restore, demolish, raze, maintain, or fail to maintain any historic resource in violation of the provisions of this ordinance. In addition to other remedies, the City of Mercedes may institute any appropriate action or proceedings to prevent such unlawful construction, restoration, demolition, razing, maintenance, or failure to maintain, to restrain, correct, or abate such violation.
- (b) *Penalty for violation.* Any person, firm, or corporation found violating any provision of this ordinance shall be guilty of a Class C misdemeanor, punishable by a fine of no less than \$200 or more than \$2000 per violation. Each day the violation continues shall be considered a separate offence. Such remedy under this section is in addition to any abatement restitution.
- (c) *Abatement restitution.* Any person, firm, or corporation found violating any provision of this ordinance shall be directed to abate, insofar as possible, the violation including, but not limited to removing unauthorized architectural features, materials, appurtenances, or elements of new construction; repairing the damage done to historic buildings, structures, or objects; and/or making financial restitution to the city in order to pay the expenses necessary to correct the violation.

## **22. SEVERABILITY CLAUSE**

Should any paragraph, phrase, sentence, or clause of this ordinance be determined to be unconstitutional, said determination shall not affect the remaining paragraphs, phrases, sentences, or clauses, which shall remain in full force and effect.

## **23. EFFECTIVE DATE**

This ordinance shall become effective after passage and publication as required by law.

## **25. PASSED AND APPROVED**

At a regular meeting of the City Commission of the City of Mercedes, Texas, this \_\_\_ day of \_\_\_\_\_, 2024, at which meeting a quorum was present, held in accordance with the provisions of the Texas Local Government Code, Section 551, *et. seq.*

**CITY OF MERCEDES HISTORIC LANDMARK ORDINANCE**

WHEREAS, CHAPTER 221, TEXAS LOCAL GOVERNMENT CODE, the Municipal Zoning Authority, specifically authorizes zoning functions and procedures for municipalities: and

WHEREAS, CHAPTER 221, TEXAS LOCAL GOVERNMENT CODE, Section 211.005 authorizes the governing body of a municipality to divide the municipality into districts, within which the governing body may regulate the erection, construction, reconstruction, alteration, repair, or use of buildings, other structures, or land, and within which zoning regulation must be uniform for each class or kind of building in a district; however, zoning regulations may vary from district to district.

NOW THEREFORE BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF MERCEDES:

That the following Historic Landmark and District Zoning Ordinance is hereby adopted as part of the comprehensive zoning plan, pursuant to Chapter 211, Texas Local Government Code. All previous historic ordinances are hereby repealed and replaced in their entirety.

**Section 1. Purpose**

The City Commission of Mercedes hereby declares that as a matter of public policy the protection, enhancement, and perpetuation of landmarks or district of historical and cultural importance and significance is necessary to promote the economic, cultural, educational, and general welfare of the public. It is recognized that the City of Mercedes represents the unique confluence of time and place that shaped the identity of generations of citizens, collectively and individually, and produced significant historic, architectural, and cultural resources that constitute their heritage. This act is intended to:

- (a) Protect and enhance the landmarks and districts which represent distinctive elements of Mercedes historic, architectural, and cultural heritage;
- (b) Foster civic pride in the accomplishments of the past;
- (c) Protect and enhance Mercedes' attractiveness to visitors and the support and stimulus to the economy thereby provided;
- (d) Insure the harmonious, orderly, and efficient growth and development of the city;
- (e) Promote economic prosperity and welfare of the community by encouraging the most appropriate use of such property within the City;
- (f) Encourage stabilization, restoration, and improvements of such properties and their values.

**Section 2. Definitions**

- (1) *Alteration*" means a physical change in or to a building.
- (2) *"Applicant"* means a person seeking a designation or authorization under this Chapter or the person's designated and duly authorized agent or representative. This term may include the property owner, occupant of the site, the Historic Preservation Commission ("HPC") or City Commission.
- (3) *"Appurtenant features"* means the features that define the design of a building or property including but not limited to porches, railings; columns, shutters, steps, fences, attic vents, sidewalks, driveways, garages, carports, outbuildings,

gazebos, and arbors.

(4) "*Archeological property/site*" means any locale where there is physical evidence of past human activity that is either prehistoric or historic in age.

(5) "*Architectural control*" means regulations governing the appearance or architectural style of buildings or structures. Architectural control is a form of aesthetic zoning.

(6) "*Building*" means a dwelling, such as a house, barn, church, hotel, or similar structure created to shelter any form of human activity. The term may also be used to refer to a historically and functionally related unit, such as a courthouse and jail or a house and barn. The term also includes mobile homes, manufactured homes, and industrial housing.

(7) "*Certificate of Appropriateness*" means a document issued by the City certifying that the proposed actions by an applicant are found to be acceptable in terms of the design criteria relating to the individual property or the local Historic District.

(8) "*City*" means the City of Mercedes, a duly incorporated municipality located in Hidalgo County, Texas.

(9) "*Commission*" means the governing body (i.e., the "city commission") of the City of Mercedes.

(10) "*Comprehensive historic preservation plan*" means a document that integrates the various preservation activities and gives them coherence and direction, as well as relates the City's preservation efforts to community development planning as a whole.

(11) "*Contemporary*" means any feature marked by architectural elements or design characteristics of the present period.

(12) "*Contributing property*" means a property that contributes to a district's historical significance through location, setting, design, construction, workmanship, and/or association with historical persons or events.

(13) "*Design review*" means the decision-making process conducted by an established review committee of the City that is guided by the terms set forth in the Historic Preservation Ordinance.

(14) "*Design review guidelines*" means a set of guidelines adopted by the Mercedes Historic Preservation Commission that details acceptable alterations of designated properties.

(15) "*Exterior features*" means features including the architectural style, general design, and general arrangement of the exterior of a building or other structure, including but not limited to the kind and texture of the building material and the type and style of the windows, doors, walls, reefs, light fixtures, Signs, and other appurtenant features.

(16) "*Historic area*" means a place that possesses a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan or physical development.

(17) "*Historic designations*" means an official recognition of the significance of a building, property or district. Designation can occur on three different levels:

**Federal** - The National Register of Historic Places (for both individual buildings and entire districts);

**State** - Recorded Texas Historic landmarks (only for individual buildings) and State Archeological Landmarks; or

**Local** - designated under a municipal historic ordinance either individually as a landmark or as a locally designated district.

(18) **"Historic preservation"** means the protection, reconstruction, rehabilitation, repair and restoration of places and structures of historic, architectural, or archeological Significance.

(19) **"Historic Preservation Commission" or "HPC"** means the citizen advisory board appointed by the City Commission to perform certain functions under this Chapter.

(20) **"Historic property"** means a district, site, building, structure, or object Significant in American, Texas, or local history, architecture, engineering, archeology or culture,

(21) **"Historic resource"** includes but is not limited to architectural, historical, and archeological properties, as well as landscape features.

(22) **"Historic structure"** means any individual building or object that is significant for historical, architectural, or archeological reasons.

(23) **"Intensive survey"** means a systematic, detailed examination of an area designed to gather information about historic properties sufficient to evaluate them against predetermined criteria of significance.

(24) **"Integrity"** means the authenticity of a property's historic identity, evidenced by survival of physical characteristics that existed during the property's historic or prehistoric period.

(25) **"Inventory"** means a list of historic properties that have been identified and evaluated as meeting specified criteria of significance.

(26) **"Local Historic District"** means a geographically and locally defined area that possesses a significant concentration, linkage, or continuity of buildings, objects, sites, structures, or landscapes united by past events, periods, or styles of architecture, and that, by reason of such factors, constitute a distinct section of the City. Historic sites within a local district need not be contiguous for an area to constitute a district. All sites, buildings, and structures within a local historic district, whether individually contributing or not are subject to the regulations of the district.

(27) **"Local Historic Landmark"** means any site, building, structure, or landscape of historic significance that receives designation by the City pursuant to this Chapter.

(28) **"National Register of Historic Places"** means the nation's official list of buildings, districts, and sites (including structures and objects) significant in American history and culture, architecture, archeology, and engineering maintained by the National Park Service and administered on a statewide basis by the Texas Historical Commission. Restrictions on these properties exist only when federal funds are used or when there is an undertaking that uses federal funds or that requires a federal permit or license.

(29) **"Object"** means a physical item associated with a specific setting or environment that is movable by nature or design, such as statuary in a designed landscape. The term object is used to distinguish from buildings and structures those constructions that are primarily artistic in nature or are relatively small in scale and simply constructed.

(30) **"Official Texas Historical Markers"** means markers (or signs) administered through county historical commissions and the Texas Historical Commission that commemorate aspects of local history such as churches, schools, cemeteries, individuals, and businesses. These markers offer no protection as they are simply commemorative and educational in

nature.

(31) "*Ordinary maintenance*" means activities relating to a property that would be considered ordinary or common for maintaining the property, including but not limited to the replacement of a porch floor with identical or in-kind materials and painting. The term expressly omits activities involving the expansion, modification, enlargement, reduction, renovation or remodeling of buildings or structures.

(32) "*Overlay zones*" means zoning requirements that are described in this Chapter or are mapped, and are imposed in addition to those of the underlying zoning district established by the City. Development within the overlay zone must conform to the requirements of both zones. When in conflict, the more restrictive of the two applies.

(33) "*Person*" means an individual, corporation, organization, business, trust, partnership, or any other legal entity, association or government; agency.

(34) "*Preservation*" means the act or process of applying measures to sustain the existing form, integrity, and material of a building or structure, and the existing form and vegetative cover of a site. It may include initial stabilization work, where necessary, as well as ongoing maintenance of the historic building materials.

(35) "*Preservation planning*" means planning for the continued identification and evaluation of historic properties and for their protection and enhancement.

(36) "*Recorded Texas Historical Landmark*" means a designation for buildings important for their historical associations and which have retained a high degree of their original historic fabric. They must be at least fifty (50) years of age and retain their original exterior appearance. State historical landmarks receive greater legal protection than National Register of Historic Place designations.

(37) "*Rehabilitation*" means the act or process of returning a property to a state of utility through repair or alteration that makes possible an efficient contemporary use while preserving those portions or features of the property that are significant to its historical, architectural, and cultural values.

(38) "*Repair*" means the maintenance of or the return to a state of utility of a Local Historic Landmark.

(39) "*Restoration*" means the act or process of accurately recovering the form and details of a property and its setting as it appeared at a particular period of time by means of the removal of later work or by the replacement of missing earlier work.

(40) "*Site*" means the location of a Significant event, a prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined, or vanished, where the location itself possesses historical, cultural, or archeological value regardless of the value of any existing structure.

(41) "*state Archeological Landmark*" means a designation made by the Texas Historical Commission and, in the case of privately owned property, with the landowner's permission. Although called "archeological" landmarks, this designation can include buildings as well as archeological sites. For a building to be designated as a State Archeological Landmark, it must first be listed on the National Register of Historic Places. Damage to a State Archeological Landmark is subject to criminal, not civil, penalties.

(42) "*Structure*" means those functional constructions made usually for purposes other than creating shelter. The term is used to distinguish these items from buildings.

(43) "Zoning" means a police power measure, enacted by a municipality, including the City, in which the community is divided into districts or zones within which permitted and special uses are established as are regulations governing lot size, building bulk, placement, and other development standards.

### **Section 3. Historic Preservation Commission**

There is hereby created a commission to be known as the Mercedes Historic Preservation Commission (MHPC)

1. The Commission shall consist of seven members to be appointed, to the extent available among the residents of the community, by the City Commission as follows:
  - a. At least one member shall be an architect, planner, or representative of a design profession;
  - b. At least one member shall be a historian;
  - c. At least one member shall be a licensed real estate-broker;
  - d. At least one member shall be an attorney;
  - e. At least one member shall be an owner of a landmark or of a property in a historic district;
  - f. At least one member shall be an archeologist or from a related discipline;
2. All Commission members, regardless of background, shall have a known and demonstrated interest, competence, or knowledge in historic preservation within the city.
3. The Commission as a whole shall represent the ethnic makeup of the city.
4. Commission members shall serve for a term of two years, with the exception that the initial term of four of the members shall be three years and three of the members will be two years to provide for staggered term expirations.
5. The Chairman and Vice-Chairman of the Commission shall be elected by and from the members of the Commission annually at the first meeting of each calendar year. No member shall hold the same office for more than two consecutive terms.
6. The Commission shall meet monthly if business is at hand. Special meetings may be called at any time by the Chairman or on the written request of any two Commission members. All meetings shall be held in conformance with the Texas Open Meetings Act, Texas Civil Statutes, Article 6252-17
7. The Commission shall be empowered to:
  - (a) Make recommendations to the city for the employment of staff and professional consultants as necessary to carry out the duties of the HLC.
  - (b) Adopt parliamentary rules and procedures necessary to carry out the business of the HLC, which shall be ratified by the City Council.
  - (c) Review and take action on the designation of Landmarks and the delineation of Districts, which shall be ratified by the City Council.
  - (d) Recommend and confer recognition upon the owners of Landmarks or properties within Districts by means of certificates, plaques, or markers.
  - (e) Review and recommend to City Council and other applicable city boards and commissions all proposed changes to the zoning ordinance, building code, general plan or other adopted policies of the city that may affect the purpose of the Article.

- (f) Conduct public hearings and provide comment on buildings, objects, sites, structures, and districts for nomination to the National Register of Historic Places to the Texas Historic Commission. Such recommendations shall be guided by the criteria established in the National Historic Preservation Act of 1966, as amended.
- (g) Implement and maintain a system of survey or inventory of significant historic, architectural, and cultural landmarks and all properties located within designated Districts located in the city. Such information shall be maintained securely, made accessible to the public and should be updated at least every ten (10) years.
- (h) Monitor and report to the Texas Historical Commission all actions affecting any Recorded Texas Historic Landmark, State Archaeological Landmark, National Register property and any locally designated Landmark, as deemed necessary.
- (i) Create sub-committees from among its membership and delegate to these committees' responsibilities to carry out the purposes of this Article.
- (j) Maintain written meeting minutes which are recorded by staff and demonstrate all actions taken by the HLC and the reasons for taking such actions.
- (k) Increase public awareness of the value of historic, cultural, and architectural preservation by developing and participating in public education programs.
- (l) Review and take action on all Certificates of Appropriateness applications for compliance with adopted Design Guidelines pursuant to this Article.
- (m) Review and take action on all appeals on action taken by the HPO regarding the administrative review of Certificates of Appropriateness applications for compliance with adopted Design Guidelines pursuant to this Article.
- (n) Develop, prepare and adopt specific Design Guidelines which shall be ratified by the City Council, for use in the review of all Certificates of Appropriateness applications.
- (o) Prepare and submit annually to the City Council a report summarizing budget costs, goals and objectives and work completed during the previous year, as well as anticipated budgetary requests.
- (p) Make recommendations to the city concerning the utilization of state, federal, or private funds to promote the preservation of Landmarks and Districts within the city.
- (q) Recommend to City Council the acquisition of endangered Landmarks by demolition where its preservation is essential to the purpose of this Article and where private preservation is not feasible.
- (r) Propose incentive program(s) to City Council for local property owners of historic Landmarks or within local Districts.
- (s) Review and take action on all city preservation-related incentive program applications involving work on Landmarks and Districts for compliance with adopted Design Guidelines pursuant to this Article.
- (t) Accept on behalf of the city government donations of preservation easements and development rights as well as any other gift of value for the purpose of historic preservation, subject to the approval of City Council.
- (u) Provide comment to the Texas Historical Commission on any federal undertakings (projects utilizing federal funds or requiring a federal permit) pursuant to Section 106 of the National Historic Preservation Act of 1966, as amended

#### **Section 4. Appointment of Historic Preservation Officer**

The City Manager or its designee shall appoint, a qualified city official, or staff person to serve as Historic Preservation Officer (HPO). The HPO must have an interest, knowledge and a demonstrated background in the disciplines of architecture, history, urban planning, real estate, legal, archeology, or other disciplines related to historic preservation. In the absence of a qualified official or staff person of the municipality, a volunteer resident of the city may be appointed

by City Council as HPO. A volunteer should be aware of the liability issues involved in serving in this capacity. The HPO shall be empowered to:

- a) Administer this ordinance and advise the HLC on matters submitted to it.
- b) To maintain and hold open for public inspection all documents and records pertaining to the provisions of this Article.
- c) Receive and review all applications pursuant to this Article to ensure their completeness.
- d) Review and take action on all Certificates of Appropriateness applications subject to administrative review pursuant to this Article.
- e) Review and forward with any recommendations all applications for Certificates of Appropriateness subject to review by the HLC pursuant to this Article.
- f) Ensure proper posting and noticing of all HLC meetings, schedule applications for HLC review, provide packets to its members prior to the meetings, record meeting minutes and facilitate all HLC meetings.
- g) Review and help coordinate the city's preservation and urban design activities with those of local, state and federal agencies and with local, state, and national preservation organizations in the private sector.

#### **Section 5. Designation of Historic landmarks**

1. These provisions pertaining to the designation of historic landmarks constitutes a part of the comprehensive zoning plan of the City of Mercedes.
2. Property owners of proposed historic landmarks shall be notified prior to the Historic Commission hearing on the recommended designation. At the Commission's public hearing, owners, interested parties, and technical experts may present testimony or documentary evidence which will become part of a record regarding the historic, architectural, or cultural importance of the proposed historic landmark.
3. Upon recommendation of the Historic Commission, the proposed historic landmark shall be submitted to the Planning & Zoning Commission within thirty (30) days from the date of submittal of designation request. The Planning & Zoning Commission shall give notice and conduct its hearing on the proposed designation within forty-five (45) days of receipt of such recommendation from the Commission. Such hearing shall be in the same manner and according to the same procedures as specifically provided in the general zoning ordinance of the City of Mercedes. The Planning & Zoning Commission shall make its recommendation to the City Commission within forty-five (45) days subsequent to the hearing on the proposed designation.
4. The City Commission shall schedule a hearing of the Historic Commission's recommendation to be held within forty-five (45) of receipt of the recommendation of the Planning & Zoning Commission. The City Commission shall give notice, follow the publications procedure, hold hearing, and make its determination in the same manner as provided in the general zoning ordinance of the City of Mercedes.



5. Upon designation of a building, object, site, or structure as a historic landmark or district, the City Commission shall cause the designation to be recorded in the Official Public Records of Real Property of Hidalgo County, the tax records of the City of Mercedes, and the Hidalgo County Appraisal District as well as the official zoning map of the City of Mercedes. All zoning maps should indicate the designated landmarks with an appropriate mark.

## **Section 6. Designation of Historic Districts**

1. These provisions pertaining to the designation of historic district constitute a part of the comprehensive zoning plan of the City of Mercedes.
2. Property owners within a proposed historic district shall be notified prior to the Historic Commission's hearing on the recommended designation. At the Historic Commission's public hearing, owners, interested parties, and technical experts may present testimony or documentary evidence which will become part of a record regarding the historic, architectural, or cultural importance of the proposed historic district.
3. The Historic Commission may recommend the designation of a district if it:
  - a. Contains properties and an environmental setting which meets one or more of the criteria for designation of a landmark; and
  - b. Constitutes a distinct section of the City of Mercedes
4. Upon recommendation of the Historic Commission, the proposed historic district shall be submitted to the Planning & Zoning Commission within thirty (30) days from the date of submittal of designation request. The Planning & Zoning Commission shall give notice and conduct its hearing on the proposed designation within forty-five (45) days of receipt of such recommendation from the Commission. Such hearing shall be in the same manner and according to the same procedures as specifically provided in the general zoning ordinance of the City of Mercedes. The Planning & Zoning Commission shall make its recommendation to the City Commission within forty-five (45) days subsequent to the hearing on the proposed designation.
5. The City Commission shall schedule a hearing on the Historic Commission's recommendation to be held within forty five (45) days of receipt of the recommendation of the Planning & Zoning Commission. The City Commission shall give notice, follow the publication procedures, hold hearing, and make a determination in the same manner as provided in the general zoning ordinance of the City of Mercedes.
6. Upon designation of a historic district the City Commission shall cause the designated boundaries to be recorded in the Official Public Records of real property of Hidalgo County, the tax records of the City of Mercedes and the Hidalgo County Appraisal District as well as the official zoning maps of the City of Mercedes. All zoning maps should indicate the designated historic district by an appropriate mark.

## **Section 7. Criteria for Designation of Historic landmarks and Districts**

A historic landmark or district may be designated if it:

- (a) Possesses significance in history, architecture, archeology, and/or culture.
- (b) Is associated with events that have made a significant contribution to the broad patterns of local, regional, state, or national history.
- (c) Is associated with events that have made significant contributions to our past.
- (d) Embodies the distinctive characteristics of a type, period, or method of construction.
- (e) Represents the work of a master designer, builder, or craftsman.
- (f) Represents an established and familiar visual feature of the city.

Properties that are already designated as a "High" or "Contributing" classification in the Palestine Historic Property Register, listed as a Recorded Texas Historic Landmark (RTHL), State Archeological Landmark (SAL) or listed on the National Register of Historic Places (NR) shall be treated as recognized local Landmarks.

#### **Section 8. Certificate of Appropriateness for Alteration or New Construction Affecting landmarks or Historic Districts**

No person shall carry out any construction, reconstruction, alteration, restoration, rehabilitation, or relocation of any historic landmark or any property within a historic district, nor shall any person make any material change in the light fixtures, signs, sidewalks, fences, steps, paving, or other exterior elements visible from a public right-of-way which affect the appearance and cohesiveness of any historic landmark or any property within a historic district.

#### **Section 9. Criteria for Approval of a Certificate of Appropriateness**

In considering an application for a certificate of appropriateness, the Historic Commission shall be guided by any adopted design guidelines and the following from *The Secretary of the Interior's Standards for Rehabilitation of Historic Buildings*; Any adopted design guidelines and *The Secretary of the Interior's Standards* shall be made available to the property owners of historic landmarks or properties located within a historic district.

- (a) Every reasonable effort shall be made to adapt the property in a manner which requires minimal alteration of the building, structure, object, or site and its environment.
- (b) The distinguishing original qualities or character of a building, structure, object, or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.
- (c) All buildings, structures, objects, and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged.
- (d) Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, object, or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.
- (e) Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure, object, or site shall be kept where possible.
- (f) Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material should reflect the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features should be based on

accurate duplications of features, substantiated by historical, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.

(g) The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.

(h) Every reasonable effort shall be made to protect and preserve archeological resources affected by, or adjacent to, any project.

(i) Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural, or cultural material, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood or environment.

(j) Whenever possible, new additions or alterations to buildings, structures, objects, or sites shall be done in such a manner that if such additions Or altercations were to be removed in the future, the essential form and integrity of the building, structure, object, or site would be unimpaired.

### **Section 10. Certification of Appropriateness Application Procedure**

(1) Prior to the commencement of any work requiring a certificate of appropriateness the owner shall file an application for such a certificate with the Historic Commission of Mercedes. The application shall contain:

- a. Name, address, telephone number of applicant, detailed description of proposed work.
- b. Location and photograph of the property and adjacent properties (and historic photos if available).
- c. Elevation drawings of the proposed changes.
- d. Samples of materials to be used.
- e. If the proposal includes signs or lettering, a scale drawing showing the type of lettering to be used, all dimensions and colors, a description of materials to be used, method of illumination (if any), and a plan showing the sign's location on the property.
- f. Any other information which the Historic Commission may deem necessary in order to visualize the proposed work.

(2) No building permit shall be issued for such proposed work until a certificate of appropriateness has first been issued by the Historic Commission of Mercedes. The certificate of appropriateness required by this act shall be in addition to, and not in lieu of, any building permit that may be required by any other ordinance of the City of Mercedes.

(3) The Historic Commission shall review the application at a regularly scheduled meeting within sixty (60) days from the date the application is received, at which time an opportunity will be provided for the applicant to be heard. The Historic Commission shall approve, deny, or approve with modifications the permit within forty-five (45) days after the review meeting. In the event the Historic Commission does not act within ninety (90) days of the receipt of the application, a permit may be granted.

(4) All decisions, of the Historic Commission shall be in writing. The Historic Commission's decision shall state its findings pertaining to the approval, denial, or modification of the application. A copy shall be sent to the applicant. Additional copies shall be filed as part of the public record on that property and dispersed to appropriate

departments.

(5) An applicant for the certificate of appropriateness dissatisfied with the action of the Historic Commission relating to the issuance or denial of a certificate of appropriateness shall have the right to appeal to the City Commission within thirty (30) days after receipt of notification of such action. The City Commission shall give notice, follow publication procedures, hold hearings, and make its decision in the same manner as provided in the general zoning ordinance of the city.

### **Section 11. Certificate of Appropriateness Required for Demolition**

A permit for the demolition of a historic landmark or property within a historic district, including secondary buildings and landscape features shall not be granted by the Building Inspector or other City Official without the review of a completed application for a certificate of appropriateness by the Historic Commission as provided for in Sections 8 -10 of this ordinance.

### **Section 12. Economic Hardship Application Procedure**

(1) After receiving written notification from the Historic Commission of the denial of certificate of appropriateness, an applicant may commence the hardship process. No building permit or demolition permit shall be issued unless the Historic Commission makes a finding that a hardship exists.

(2) When a claim of economic hardship is made due to the effect of this ordinance, the owner must provide that:

- a.) The property is incapable of earning a reasonable return, regardless of whether that return represents the most profitable return possible;
- b.) The property cannot be adapted for any other use, whether by the current owner or by a purchaser, which would result in a reasonable return; and
- c.) Efforts to find a purchaser interested in acquiring the property and preserving it have failed.

(3) The applicant shall consult in good faith with the Historic Commission, local preservation groups and interested parties in a diligent effort to seek an alternative that will result in preservation of the property. Such efforts must be shown to the Historic Commission.

(4) The Historic Commission shall hold a public hearing on the application within sixty (60) days from the date the application is received by the Historic Preservation Officer. Following the hearing, the Historic Commission has thirty (30) days in which to prepare a written recommendation to the Historic Preservation Officer. In the event that the Historic Commission does not act within ninety (90) days of the receipt of the application, a permit may be granted.

(5) All decisions of the Historic Commission shall be in writing. A copy shall be sent to the applicant by registered mail and a copy filed in the City's Planning Department for public inspection. The Historic Commission's decision shall state the reasons for granting or denying the hardship application.

(6) An applicant for a certificate of appropriateness dissatisfied with the action of the Historic Commission relating to the issuance or denial of a certificate of appropriateness shall have the right to appeal to the City Commission within

thirty (30) days or after receipt of notification of such action. The City Commission shall give notice, follow publication procedures, hold hearings, and make its decision in the same manner as provided in the general zoning ordinance of the city.

### **Section 13. Enforcement**

All work performed pursuant to a certificate of appropriateness issued under this ordinance shall conform to any requirements included therein. It shall be the duty of the Building Inspector to inspect periodically any such work to assure compliance. In the event the work is not being performed in accordance with the certificate of appropriateness, or upon notification of such fact by the Historic Commission and verification by the Historic Preservation Officer, the Code Enforcement Officer or Building Inspector shall issue a stop work order and all work shall immediately cease. No further work shall be undertaken on the project as long as a stop work is in effect.

### **Section 14. Ordinary Maintenance**

Nothing in this ordinance shall be construed to prevent to ordinary maintenance and repair of any exterior architectural feature of a landmark or property within a historic district which does not involve a change in the design, material, or outward appearance. In-kind replacement or repair is included in this definition of ordinary maintenance.

### **Section 15. Minimum Maintenance Standards**

No owner or person with an interest in real property designated as a Landmark or a property located within a District shall permit the property to fall into a serious state of disrepair so as to result in the significant deterioration of any exterior architectural feature which would, in the judgment of the HLC, create a detrimental effect upon the historic character of the Landmark or District.

1) Examples of serious disrepair or significant deterioration include:

- (a) Deterioration of exterior walls, foundations, or other vertical support that causes leaning, sagging, splitting, listing, or buckling.
- (b) Deterioration of external chimneys that causes leaning, sagging, splitting, listing, or buckling.
- (c) Deterioration or crumbling of exterior plaster finishes, surfaces or mortars.
- (d) Ineffective waterproofing of exterior walls, roofs, and foundations, including broken windows or doors.
- (e) Defective protection or lack of weather protection for exterior wall and roof coverings, including lack of paint, or weathering due to lack of paint or other protective covering.
- (f) Rotting, holes, and other forms of material decay.
- (g) Deterioration of exterior stairs, porches, handrails, window and door frames, cornices, entablatures, wall facings, and architectural details that causes delamination, instability, loss of shape and form, or crumbling.

- (h) Deterioration that has a detrimental effect upon the special character of the district as a whole or the unique attributes and character of the contributing structure.
- (i) Deterioration of any exterior feature so as to create or permit the creation of any hazardous or unsafe conditions to life, health, or other property.

### **Section 16. Demolition by Neglect**

Demolition by Neglect refers to the gradual deterioration of a property when routine or minimum maintenance is not performed. The HPO and the Development Services Department staff shall work together in an effort to reduce Demolition by Neglect involving Landmarks or properties located within Districts within the city. A Demolition by Neglect citation as determined by the HLC may be issued against the owner of the property for failure to comply with the minimum maintenance standards by permitting the subject property to exhibit serious disrepair or significant deterioration as outlined in Section 40-107 herein.

1) Due to the time consuming nature of pursuing enforcement under this section, no more than one property will be under consideration during each of the following quarters (January- March, April-June, July-September, and October- December).

2) While the HPO will act as the point of contact, the Development Services Department staff shall, when needed, assist with inspections. If there is a dispute between the HPO and Development Services Department staff, the City Manager may be consulted as a mitigating party.

3) The procedure for citing a property for Demolition by Neglect shall be as follows:

(a) Initial identification is made by visual inspection of the area by the HPO or an HLC member or by referral from someone in the area. All referrals shall be made in writing and shall be submitted to the HPO.

(i) Once the initial identification is made, followed by a preliminary determination by the HPO, the property owner shall be notified by US mail of the defects of the building and informed of various incentive programs that may be available for repair. The owner is given thirty (30) days in which to respond to the preliminary determination by submitting a stabilization proposal to HPO. The stabilization proposal will be presented to the HLC at the next available meeting. If the HLC approves the proposal, a Certificate of Appropriateness (if necessary) may be issued administratively by the HPO. The approval will detail the specific work which is necessary to correct the Demolition by Neglect conditions, as well as a time period to begin and complete the work. The HPO shall update the HLC on the status of the property every thirty (30) days once work begins on the property.

(ii) If the property owner receives the letter regarding the preliminary determination, but fails to respond, a second notice shall be sent in the same manner as described above.

(iii) If the property owner fails to receive and/or respond to the letter regarding the preliminary determination after two (2) attempts, the matter returns to the HLC for a citation hearing. The HPO shall send a third notice via certified mail informing the owner of the hearing, the property is posted with a notice of the violation in accordance with the provisions of this Article, and a public hearing on the citation is scheduled.

(iv) At the public hearing the owner is invited to address the HLC's concerns and to show cause why a citation should not be issued. The HLC may take action to approve any proposed work, defer the matter to give the owner more time either to correct the deficiencies or make a proposal for stabilization, or issue a citation to the owner of the property for failure to correct the Demolition by Neglect conditions.

(v) If the owner is cited for the condition of Demolition by Neglect of the property, he is given fourteen (14) days to submit a stabilization proposal to the HPO, and at the discretion of the HLC, up to one (1) year to correct the defects. The HPO shall update the HLC on the status of the property every thirty (30) days once work begins on the property.

(vi) If the owner does respond with a stabilization proposal, the matter is turned over to the City Attorney's office for action in Municipal Court.

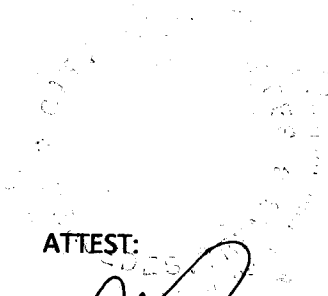

#### Section 17. Penalties

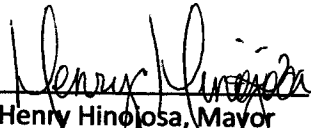
Failure to comply with any of the provisions of this ordinance shall be deemed a violation and the violator shall be liable for a misdemeanor charge, and be subject to a fine of not more than \$2,000 for each day the violation continues.

PASSED AND APPROVED ON FIRST READING THIS THE 19<sup>TH</sup> DAY OF JUNE, 2012.


PASSED, APPROVED AND ADOPTED ON FINAL READING THIS THE 3<sup>RD</sup> DAY OF JULY, 2012.

ATTEST:

  
  
Arcelia Felix, City Secretary

  
Henry Hinojosa, Mayor

APPROVED AS TO FORM:

  
Juan Molina, City Attorney

**Management Items**

**DATE:** January 16, 2024

**FROM:** Marisol Vidales, Library Director

**ITEM:** Discussion and possible action to approve travel reimbursement for Mercedes Historic Preservation Commission member

**BACKGROUND INFORMATION:**

Mr. Gabriel Ozuna, our MHPC Historian, will be attending the Texas Historical Commission Real Places Conference in Austin from April 3-5. The Texas Tropical Trails has sponsored his registration for the conference but he plans to attend a preconference event which is “Empowering Local Preservation: Effective Tools for CHC’s, CLG’s, and Main Streets.” The early bird registration is \$79 and Mr. Ozuna has already registered in order to take advantage of that price. He has requested a sponsorship for that training portion of the event from the City. MHPC does have a budget of \$500 and at this time none of it has been used. I have provided a log of what Mr. Ozuna has contributed since joining the board. He is an invaluable member and I am sure the training will also be a benefit to the city.

**BOARD REVIEW/CITIZEN FEEDBACK:** Approved

**ALTERNATIVES/OPTIONS:**

**FISCAL IMPACT:** \$79.00

Proposed Expenditure/(Revenue):	Account Number(s):
79.00	01-536-2032

**Finance Review by:**

**LEGAL REVIEW:**

**ATTACHMENTS:**

- Invoice for Real Places
- Training Description
- Volunteer Log

**Staff Recommendation:** To approve reimbursement for Mr. Ozuna



# REAL PLACES

2024 CONFERENCE • PRESERVING HISTORIC TEXAS

## INVOICE

Gabriel Ozuna  
Texas Tropical Trail Region  
807 Meadow Wood Drive

Donna TX  
78537  
USA  
gabriel.ozuna@aya.yale.edu  
(956) 373-8743

Real Places Conference 2024  
Friends of the Texas Historical  
PO Box 13497  
Austin, TX 78711  
realplaces@thcfriends.org  
512-936-2189

**Confirmation number: WWNPGYNQDNC**  
**(Include on check)**

Please remit payment to:  
Friends of the Texas Historical  
Commission PO Box 13497  
Austin, TX 78711-3497

**Invoice**  
RP24-122023-0603-0658

**Order**  
GZNNYZX7TNM

**Invoice Date**  
December 20, 2023 / 3:04  
PM CT

Item	Price	Quantity	Amount
Empowering Local Preservation: Effective Tools for CHCs, CLGs, and Main Streets	\$79.00	1	\$79.00
In-Person Registration	\$0.00	1	\$0.00

**Order  
Total: \$79.00**

## ✓ Empowering Local Preservation: Effective Tools for CHCs, CLGs, and Main Streets

9:00 AM-3:00 PM CT

### Pre-Conference Activity

#### Concho Room | Pre-Conference Activity



**Emiliano "Nano" Calderon**

County Historical  
Commission Outreach  
Coordinator  
Texas Historical  
Commission



**Kelly Little**

State Coordinator for  
the Certified Local  
Government (CLG)  
Program  
Texas Historical  
Commission



**Leslie Wolfenden**

Historic Resources  
Survey Coordinator  
Texas Historical  
Commission

This workshop is designed for representatives of three THC programs—County Historical Commissions (CHC), Certified Local Government (CLG), and Texas Main Street (TMSP)—to provide them with a comprehensive understanding of tools to foster effective local preservation. The morning session will consist of three components. The THC will provide in-depth information on historic resources surveys, defining the levels of survey, deliverables, and funding sources. The discussion will then shift to the National Register of Historic Places and will guide participants through the nomination process. After that, staff from the CLG, CHC, and TMSP will highlight common tools shared by these three programs along with opportunities for cross pollination among them. After lunch, the focus will shift to financial incentives for historic preservation, including historic tax credits, local grant programs, and tax abatements. The afternoon will end with breakout sessions, where participants will discuss the challenges they are facing and hear from their peers and THC staff about addressing them. **In person only. This workshop is not available to virtual attendees.**

### Session Fees

Early Bird: \$79; Regular: \$109



## Mercedes Historic Preservation Commission

**Activity Log**      **Year: 2023**      **Member: E. Gabriel Ozuna**

					Mileage				
Month	Day	Activity/Service	Hours	Total	Start Location	End Location	Total Miles		
March	21	Appointed to the Mercedes Historic Preservation Commission	0	0					
April	6	Research on 300 S Missouri Ave via newspaper archive; downloaded RTHL application for Old Mercedes City Hall (1995)	2	4.5					
	11	Reviewed docs for meeting; drove to MHPC Meeting; attended meeting; discussed next steps; drove home	2.5		Mission to Mercedes Library	Mercedes to Donna, TX	39		
May	3-4	Reviewed docs for MHPC special meeting on May 9	0.5	2					
	9	Drove to MHPC Meeting; attended meeting; discussed next steps; drove home	1.5		Donna to Mercedes Chamber	Mercedes to Donna, TX	20		
June	6	Attended CLG Regional Training in Mission, TX; attended meeting with Kelly Little after training to discuss MHPC CLG status	8	10	Donna to Mission	Mission to Donna, TX	40		
	9	Reviewed docs for MHPC special meeting on June 12	1						
	12	Attended MHPC Meeting via Zoom	1						
July	13	Spoke with Jodie Martinez about the definition of "ordinary maintenance" in Mercedes' preservation ordinance	0.5	4					
	18	Spoke with Jodie Martinez about potential violations and penalties for 300 S Missouri Ave and 224 S Texas Ave; conferred with Jamie Crawley at THC about best practices for removing paint from historic brick	1						
	25	Drove to Mercedes City Hall; attended meeting with City Manager, HPO, other MHPC members regarding preservation ordinance with reference to stop work orders and levying fines for violating ordinance; drove home	1.5		Donna to Mercedes City Hall	Mercedes to Donna, TX	20		
	ongoing	Communicated with HPO and Mr. Cruz Lopez to discuss potential tax credits for Mercedes Hotel restoration project	1						
August	7	Met with Mr. Lopez and HPO to discuss tax credits for Mercedes Hotel restoration project	2.5	10	Donna to Mercedes Library	Mercedes to Donna, TX	20		
	8	Emailed Valerie Magolan about Mercedes Hotel project; spoke with Marisol Vidales about possible amendments to grant program	0.5						
	10-11	Spoke with Nano Calderon, Kelly Little about recording local landmarks at county level (ongoing)	2						
	16	Reviewed docs for MHPC special meeting on Aug. 17; spoke with Bhavesh Mittal (Plano) about recording landmarks with county	1						
	17	Drove to MHPC Meeting; attended meeting; drove home	2.5		Donna to Mercedes Library	Mercedes to Donna, TX	20		
	18	Spoke with Alison Brake (San Marcos) and Monica Salinas (Hidalgo County exec. office) about recording landmarks with county	1						
September	21	Spoke with Kelly Little about process for penalties and fines for code enforcement violations	0.5	5.5					
	12	Reviewed materials for MHPC special meeting on Sept. 13; followed up with Monica Salinas	1						
	13	Drove to MHPC meeting; attended meeting; drove home	2		Donna to Mercedes Library	Mercedes to Donna, TX	20		
	25	Drove to Mercedes library for meeting with Ms. Martinez and her contractor regarding 320 S Missouri; drove home	2		Donna to Mercedes Library	Mercedes to Donna, TX	20		
	26	Followed up with Hidalgo County Appraisal District about tax exemption form (ongoing)	0.5						
October	12	Drove to Hidalgo County Appraisal District; met with Yvonne Rada and Blanca Perez; drove home	1.5	12.5	Donna to Appraisal District	Edinburg to Donna, TX	25		
	30	Spoke with Marisol Vidales, Kelly Little about new preservation ordinance; began gathering research materials	3						
	31	Drove to Mercedes; worked on revising/writing new preservation ordinance; drove home	8		Donna to Mercedes Library	Mercedes to Donna, TX	20		
November	1	Drove to Mercedes; worked on revising/writing new preservation ordinance; drove home; worked on ordinance	7	25	Donna to Mercedes Library	Mercedes to Donna, TX	20		
	2	Worked on ordinance; drove to Mercedes; worked on revising/writing new preservation ordinance; met with City Manager; drove home	4		Donna to Mercedes Library	Mercedes to Donna, TX	20		
	3	Researched Mercedes Dry Cleaning building and replied to email suggesting options for storage of historic facade pieces; called Marisol Vidales; worked on revising ordinance (ongoing)	2						
	5-7	Continued working on ordinance; wrapped up ordinance and sent (near) final draft to Marisol Vidales and Kelly Little for review	5						
	9	Reviewed packet for regular MHPC meeting	0.5						
	13	Drove to Mercedes; attended MHPC regular meeting; drove home; emailed Kelly Little about historic districts	2.5		Donna to Mercedes Library	Mercedes to Donna, TX	20		
	15	Spoke with Kelly Little about historic districts and timeline for ordinance review/comments; relayed conversation to Marisol Vidales	0.5						
December	28-29	Continued working on the tax exemption section of the new ordinance; sent to Kelly Little	3.5	8					
	1	Began reviewing comments from Kelly Little on the new ordinance (ongoing)	2						
	4	Conversation with Kelly Little to discuss ordinance revisions; begin making revisions (ongoing)	2						
	11	Drove to Mercedes; attended MHPC grant workshop; drove home	1.5		Donna to Mercedes Library	Mercedes to Donna, TX	20		
	12	Completed final revisions to new draft of ordinance for review by city manager and city attorney; sent to Marisol Vidales	2						
	12	Sent an email to Valerie Magolan (THC) asking about compatible materials for Elks Lodge roof tiles	0.5						
<b>2023 TOTALS</b>		<b>Total Volunteer Contribution for 2023:</b>	<b>\$2,803.92</b>	IRS vol hour rate	31.80	81.5	IRS mileage reimbursement rate	0.655	<b>324</b>
			Volunteer Hour Contribution	<b>\$2,591.70</b>			Mileage Contribution	<b>\$212.22</b>	

**Management Items**

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**DATE:** January 16, 2024

**FROM:** Library Director

**ITEM:** Discussion and possible action to instate members to the Mercedes Historic Preservation Commission.

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**BACKGROUND INFORMATION:**

As stated earlier the repealing of the prior ordinance and passing of the new ordinance does require for the board to be appointed. Our board will continue to be a 7-member board but with no alternate positions. Its purpose is still to maximize conservation & preservation of any historical landmarks for future generations to discover, and appreciate Mercedes' structural heritage.

**Our ordinance states the following:**

- (a) *Members, appointments, and qualifications.* The Commission shall be composed of seven (7) members appointed, to the extent available among the residents of the community, by the City Commission as follows:
- a. At least one member shall be:
    - i. An architect, planner, or representative of a design profession;
    - ii. A degreed historian or educator from a related discipline;
    - iii. A licensed real-estate broker;
    - iv. An attorney;
    - v. An owner of a designated historic property;
    - vi. An archeologist or from a related discipline.
  - b. All Commission members, regardless of background, shall have a known and demonstrated interest, competence, or knowledge in historic preservation.
  - c. The Commission as a whole shall represent the ethnic makeup of the city.

**At this time, I would like to recommend for appointment:**

**Gabriel Ozuna, as the historian**

**Tracy White, as the real-estate broker**

**Jodie Oliver Martinez, owner of a designate historic property**

**Donna Otto, as the archeologist**

**All serving 3-year terms to expire on December 31<sup>st</sup>, 2027.**

**I also recommend for appointment:**

**Pedro Ayala, as the architect**

**Lorri Marchant, founding member**

**Both serving a 2-year term to expire on December 31<sup>st</sup>, 2026.**

**At this time, we will still be left with a vacancy which would be best fulfilled by an attorney but a duplicate in any other of the professions would be welcome.**

**BOARD REVIEW/CITIZEN FEEDBACK:** Choose an item.

**ALTERNATIVES/OPTIONS:**

**FISCAL IMPACT:**

Proposed Expenditure/(Revenue):	Account Number(s):

**Finance Review by:**

**LEGAL REVIEW:**

**ATTACHMENTS:**

**Staff Recommendation: Staff recommends the appointment of all 3 members.**

**CITY SECRETARY'S OFFICE 2023  
ANNUAL REPORT**

TYPE	JAN. 2023	FEB. 2023	MAR. 2023	APR. 2023	MAY. 2023	JUN. 2023	JUL. 2023	AUG. 2023	SEPT. 2023	OCT. 2023	NOV. 2023	DEC. 2023	YTD Total
<b>CITY SECRETARY</b>													
Agenda Reg./Special/Wkshp	1	2	3	1	2	3	2	4	3	2	2	2	27
Minutes Reg./Special	1	2	3	1	2	3	2	4	3	2	2	2	27
Ordinances	0	2	2	0	2	0	0	5	2	0	0	1	14
Resolutions	1	6	1	3	2	1	2	1	0	2	4	1	24
Contracts	2	5	1	0	0	1	12	2	1	1	0	1	26
Bids	0	0	1	0	0	1	0	1	0	0	0	0	3
<b>PERMITS</b>													
Sound/Dance	3	3	2	1	8	4	3	3	4	5	1	1	38
TABC	0	0	3	0	0	0	0	0	1	1	0	0	5
<b>VITAL STATISTICS</b>													
Filing w. State	4	4	4	6	11	4	11	4	2	12	4		66
Issuing Birth	28	29	24	17	17	25	15	16	14	15	19	13	232
Issuing Death	2	19	2	1	5	13	22	13	1	20	24	0	122
<b>RISK MANAGEMEN</b>													
Vehicle Claims	3	0	1	0	2	1	1	1	0	4	0	0	13
Liability Claims	6	4	2	1	1	3	1	2	0	2	4	0	26
<b>OPEN RECORDS</b>													
Received	58	52	42	44	61	48	41	47	59	60	43	24	579
Responded	53	42	38	36	43	36	34	37	44	50	33	11	457
<b>HUMAN RESOURCE</b>													
New Hires	1	5	0	3	11	5	1	2	9	14	4	2	57
Resignations	5	2	4	4	5	7	8	7	9	6	7	3	67
Retirements	0	0	0	0	0	1	7	7	6	6	1	4	32
Workers Comp	3	0	2	1	2	1	2	2	0	3	0	3	19

Significant Comments:



**DEPARTMENT:** Mercedes Recreation Center

**MONTHLY REPORT:** December 2023

**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: Registration June & July - Registration May 1, 2024

Fall Program: Registrations start date Aug. 1, 2023

Fall Program: Aug. 2023 - May 2024

**Mercedes Recreation Center Program Numbers:**

- Membership Registration 90
- Membership Daily Attendance 45
- Youth Flag Football League 130
- Adult CO-ED Volleyball League 100
- Jr. Staff Program Summer Program
- Foster Grandparent Program 2 participants

**Out-Reach Programs:**

- MYB - Food Program - September thru May
- RGV - Foster Grand Parent Program

### **Projects/Maintenance Work Orders & Special Task:**

- Public Works - Work Order submitted:
  - Dome & Rec - Monthly AC Filter replacement
  - Dome Center - men & women's restroom stall doors
  - Dome Center - game room lights (Pending)
  - Dome facility - Entrance & Exit traffic signs/parking lot (Pending)
  - Rec Center - Repair driveway chain & post (Pending)
  
- Safe-House Shelter / Rec Center:
  - Dome Safe-house Shelter N/A
  
- United-Way:
  - Campaign Up-Date Presentation - Mercedes 24 completed
  - Additional presentations assistance - 12/6 & 12/14

### **Swimming Pool Projects/Maintenance:**

- RGV Aquatics - Info.
  - Certified Pool Operator Course Forms / Fee \$350
  - CPO Certification Class Feb. 6<sup>th</sup> & 7<sup>th</sup>
  
- Swimming Pool Maintenance In Progress/Completed
  - Daily facility maintenance - pool vacuuming, netting & skimmers
  - Weekly Test water levels / Weekly Pool water testing - Leslie's
  - Daily inspection - pumps, check valves, chlorinators, gauges & backwash filters
  - Motor & filter pumps daily inspection
  - Work Orders Submitted - Public Works:
    - Replace motor #4
    - New Chlorinators #1 - #4 INSTALLED 12/29
    - Motor #3 Impeller - quote (Pending)
    - Pool signs - quote (Pending)
    - Bath-house women's sink (Repairs needed - Pending)
    - Re-cement palm trees décor (Pending)



### **Community:**

- December Food-drive Dome Site 12/13

### **Youth Leagues:**

- Flag Football
  - Inter-League Play Mercedes / Donna / Weslaco
  - 130 Registered - Mercedes
  - League Play 12/11 - 24 Teams / 4 Divisions
  - Age Divisions 5/6 - 7/8 - 9/10 - 11/12
  - Game Schedule: Mon. - Thurs. & Saturdays (Mercedes & Donna)

### **Adult Leagues:**

- Adult Volleyball League CO-ED
  - 10 Teams CO-ED League
  - Friday Games (Dome Center)
  - Season play 12/1

### **After-school Food Program:**

- MYB On the Run Food Program
  - After-school Meals for members
  - Calendar & Menu preparation
  - Monday thru Friday 4:00pm - 4:30pm
  - Start Date Program: 9/11/23

### **Foster Grandparent Program:**

- Senior Corps Program
  - 2 Volunteers/Applicants
  - Monday - Friday 1:30pm - 5:30pm
  - Jorge Gutierrez - Supervising Coordinator (Quarterly meetings)

**CITY OF MERCEDES  
SALES TAX COMPARATIVE ANALYSIS  
BY MONTH RECEIVED**

**FY 2022-2023**

Recvd	Period	State			City (75%)		
		Comptroller	EDC (25%)	Outlet Mall	Comptroller	EDC (25%)	Outlet Mall
Nov	Sept	616,158.10	111,845.34	42,194.19	420,451.91	41,666.67	
Dec	Oct	565,272.28	106,629.45	34,688.62	382,287.54	41,666.67	
		<b>1,181,430.38</b>	<b>218,474.79</b>	<b>76,882.81</b>	<b>802,739.45</b>	<b>83,333.34</b>	
							<b>Mth % Inc/Dec</b>
							<b>-9.38%</b>
							<b>-4.66%</b>
							<b>-18.24%</b>
							<b>0.13%</b>

**FY 2023-2024**

Recvd	Period	State			City (75%)		
		Comptroller	EDC (25%)	Outlet Mall	Comptroller	EDC (25%)	Outlet Mall
Nov	Sept	671,741.73	124,268.66	43,666.77	462,139.63	41,666.67	
Dec	Oct	628,279.45	121,585.12	35,484.74	429,542.92	41,666.67	
		<b>1,300,021.18</b>	<b>245,853.78</b>	<b>79,151.51</b>	<b>891,682.55</b>	<b>83,333.34</b>	
							<b>Mth % Inc/Dec</b>
							<b>-13.09%</b>
							<b>-2.16%</b>
							<b>1.07%</b>
							<b>1.66%</b>

**NOTE:**

**Yearly Total Sales Tax Comparison**

	2022-2023	2023-2024	Yr % Inc/Dec
Nov	616,158.10	671,741.73	9.02%
Dec	565,272.28	628,279.45	11.15%
	<b>1,181,430.38</b>	<b>1,300,021.18</b>	<b>10.04%</b>

**Yearly City Sales Tax Comparison**

	2022-2023	2023-2024	Yr % Inc/Dec
Nov	462,118.58	503,806.30	9.02%
Dec	423,954.21	471,209.59	11.15%
	<b>886,072.79</b>	<b>975,015.89</b>	<b>10.04%</b>

BUDGET	5,173,800
% OF BUDGET	33.86%
TO EDC	1,724,600
Total Projection	<b>6,898,400</b>

**FY 23-24**

**Gain/(Loss)** 118,591

**FY 23-24**

**Gain/(Loss)** 88,943

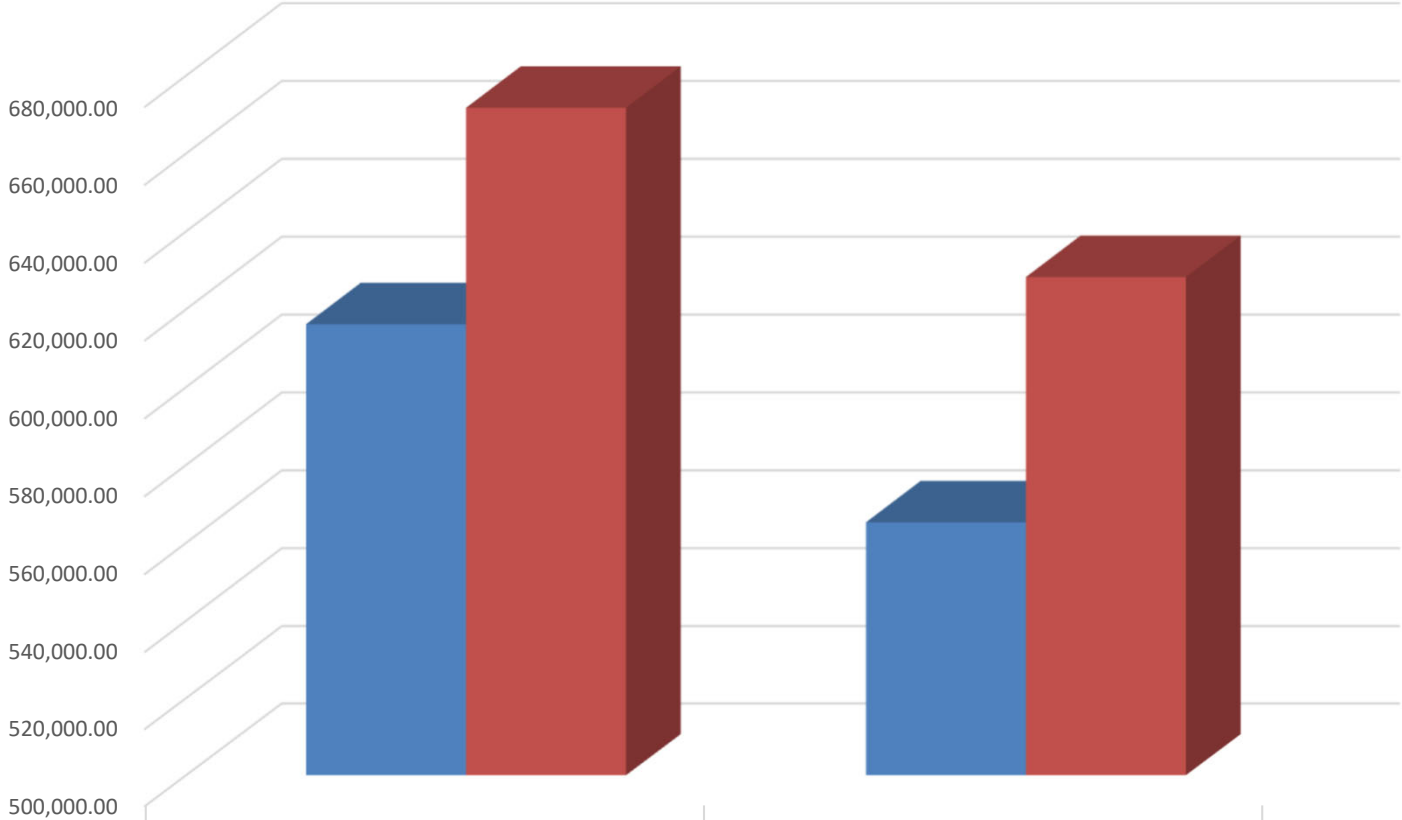
Note: Mth % Inc /Dec compared to prior month.

Note: Yr % Inc /Dec compared to prior year.

Note: Revenue generated 2 months prior receipt. Ex: Generated in Oct will be received Dec

Received	Generated	Received	Generated
October	August	April	February
November	September	May	March
December	October	June	April
January	November	July	May
February	December	August	June
March	January	September	July

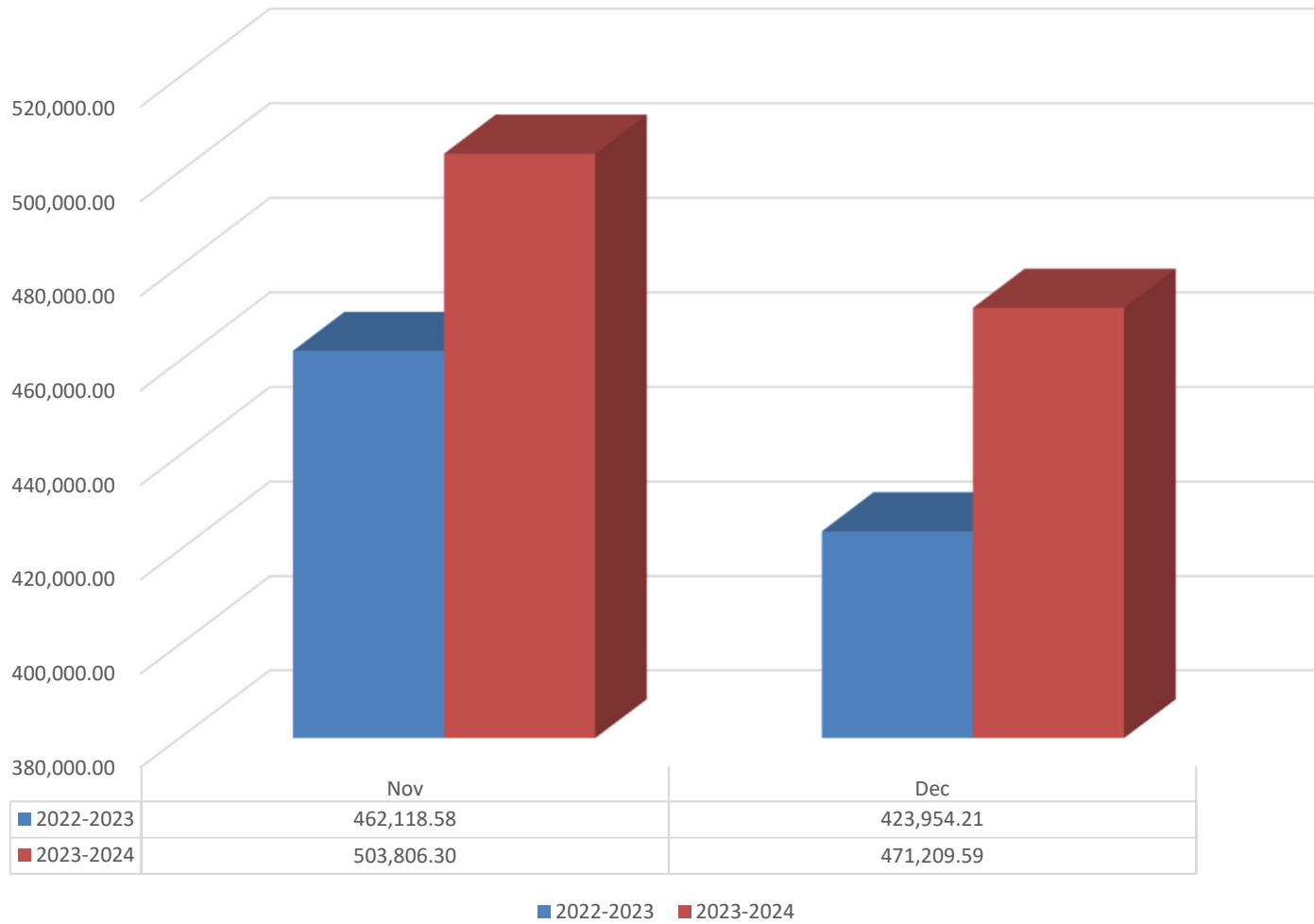
### Total City Sales Tax Received



■ 2022-2023	616,158.10	565,272.28
■ 2023-2024	671,741.73	628,279.45

■ 2022-2023 ■ 2023-2024

City Sales Tax after Contributions/Payouts



CITY OF MERCEDES  
 Budget vs Actual FY 2023-2024 (UNAUDITED)  
 As at 12/31/2023

01 GENERAL FUND

REVENUES	Budget Completed 25.00%			
	Budget	YTD Actual	Budget Balance	% of Budget
Taxes	10,122,989	1,059,443	9,063,546	10.47%
Licenses & Permits	514,500	164,656	349,844	32.00%
Fines & Services	2,470,450	492,812	1,977,638	19.95%
Intergovernmental	17,400	-	17,400	0.00%
Miscellaneous	1,960,722	74,335	1,886,387	3.79%
	<b>15,086,061</b>	<b>1,791,246</b>	<b>13,294,815</b>	<b>11.87%</b>
<b>EXPENDITURES</b>				
Commission	34,900	4,602	30,298	13.19%
Exe. Adm	268,412	61,948	206,464	23.08%
Human Resources	68,879	15,218	53,661	22.09%
City Secretary	82,951	14,394	68,557	17.35%
Mun. Court	136,149	31,030	105,119	22.79%
Finance	244,809	54,451	190,358	22.24%
IT	512,459	166,951	345,508	32.58%
Planning	401,943	95,374	306,569	23.73%
Police	3,142,342	729,175	2,413,167	23.20%
Animal Control	99,452	13,260	86,192	13.33%
Fire	1,534,116	389,138	1,144,978	25.37%
Ambulance	-	-	0	#DIV/0!
PW	141,603	28,932	112,671	20.43%
Streets	955,671	121,572	834,099	12.72%
Build. Maint.	353,974	82,164	271,810	23.21%
Veh. Maint.	468,450	70,768	397,682	15.11%
Parks & Rec	523,402	105,060	418,342	20.07%
Rec. Center	76,534	9,102	67,432	11.89%
Library	515,436	124,438	390,998	24.14%
Projects	-	-	0	#DIV/0!
Sanitation	1,591,055	296,875	1,294,180	18.66%
Dome Shelter	289,694	53,792	235,902	18.57%
Non-Departmental	3,643,830	650,596	2,993,234	-17.85%
	<b>15,086,061</b>	<b>3,118,839</b>	<b>11,967,222</b>	<b>20.67%</b>
Rev. Over/Under	-	<b>(1,327,593)</b>	<b>1,327,593</b>	

NOTE: REVENUES RECEIVED IN OCT. FOR SEPT SERVICES ARE ACCRUED TO THE PREVIOUS FY, THEREFORE CREATING A LOW/NEGATIVE BALANCE IN THE FIRST QTR.

CITY OF MERCEDES  
 Budget vs Actual FY 2023-2024 (UNAUDITED)  
 As at 12/31/2023

02 UTILITY FUND

REVENUES	Budget	YTD Actual	Budget Completed 25.00%	
			Budget Balance	% of Budget
Water & Sewer Sales	6,068,760	1,044,697	5,024,063	17.21%
Fees & Penalties	529,150	124,955	404,195	23.61%
Miscellaneous	10,100	22,220	(12,120)	220.00%
	<b>6,608,010</b>	<b>1,191,873</b>	<b>5,416,137</b>	<b>18.04%</b>
<b>EXPENDITURES</b>				
Information Tech	98,539	37,560	60,979	38.12%
Utility Billing	186,737	44,632	142,105	23.90%
Meter Readers	297,161	269,669	27,492	90.75%
W/S Field Crew	987,384	166,064	821,320	16.82%
W/S Treatment Plant	3,556,000	553,506	3,002,494	15.57%
Debt Service Int.	947,292	-	947,292	0.00%
Non-Departmental	534,897	91,474	443,423	17.10%
	<b>6,608,010</b>	<b>1,162,905</b>	<b>5,445,105</b>	<b>17.60%</b>
Revenue Over/Under	-	<b>28,967</b>	<b>(28,967)</b>	

NOTE: REVENUES RECEIVED IN OCT. FOR SEPT SERVICES ARE ACCRUED TO THE PREVIOUS FY, THEREFORE CREATING A LOW/NEGATIVE BALANCE IN THE FIRST QTR.

CITY OF MERCEDES  
 Budget vs Actual FY 2023-2024 (UNAUDITED)  
 As at 12/31/2023

15 INTEREST & SINKING FUND

REVENUES	Budget	YTD Actual	Budget Completed 25.00%	
			Budget Balance	% of Budget
Property Taxes	2,328,143	256,866	2,071,277	11.03%
Intergovernmental	-	-	-	0.00%
Miscellaneous	15,000	8,169	6,831	54.46%
	<b>2,343,143</b>	<b>265,035</b>	<b>2,078,108</b>	<b>11.31%</b>
<b>EXPENDITURES</b>				
Debt Service	2,343,143	-	2,343,143	0.00%
	<b>2,343,143</b>	<b>-</b>	<b>2,343,143</b>	<b>0.00%</b>
Revenue Over/Under	-	<b>265,035</b>	<b>(265,035)</b>	

NOTE:

16 HOTEL/MOTEL FUND

REVENUES	Budget	YTD Actual	Budget Completed 25.00%	
			Budget Balance	% of Budget
Taxes	150,000	23,593	126,407	15.73%
Reserves/Misc.	36,500	5,773	30,727	15.82%
	<b>186,500</b>	<b>29,366</b>	<b>157,134</b>	<b>15.75%</b>
<b>EXPENDITURES</b>				
Advertisement	109,100	1,350	107,750	1.24%
Historic Preservation	50,000	-	50,000	0.00%
Arts Promotion	12,900	-	12,900	0.00%
Signage	14,500	-	14,500	0.00%
	<b>186,500</b>	<b>1,350</b>	<b>185,150</b>	<b>0.72%</b>
Revenue Over/Under	-	<b>28,016</b>	<b>(28,016)</b>	

NOTE: REVENUES RECEIVED IN OCT. FOR SEPT SERVICES ARE ACCRUED TO THE PREVIOUS FY, THEREFORE CREATING A LOW/NEGATIVE BALANCE IN THE FIRST QTR.

**CITY OF MERCEDES**  
**Budget vs Actual FY 2023-2024 (UNAUDITED)**  
**As at 12/31/2023**

**43 43-Series 2018 CO**

<b>REVENUES</b>	<b>Budget</b>	<b>JTD Actual</b>	<b>Budget Balance</b>
<b>Bond Revenue</b>	9,991,085	9,991,085	-
<b>Interest Income</b>	129,793	130,186	(394)
<b>Miscellaneous</b>	34,602	34,602	-
	<b>10,155,480</b>	<b>10,155,873</b>	<b>(394)</b>
<b>EXPENDITURES</b>			<b>99.48%</b>
Ambulance Services	519,644	519,644	-
PD Vehicles	534,243	534,243	-
PW Vehicles	670,119	670,119	-
Rescue Vehicles	33,165	33,165	-
Drainage Improv.	513,612	461,310	52,302
Sewer Improv.	1,484,309	1,484,309	-
Lift Station Improv.	1,352,229	1,352,229	-
Street Overlays	3,460,085	3,460,085	-
Street Improvements	104,946	104,946	-
Water Improv.	1,281,911	1,281,911	-
Non-Departmental	201,218	201,218	-
	<b>10,155,480</b>	<b>10,103,178</b>	<b>52,302</b>
<b>Revenue Over/Under</b>	<b>(0)</b>	<b>52,695</b>	<b>(52,696)</b>

**NOTE:** This fund is reported as Job to Date.



CITY OF MERCEDES  
 Budget vs Actual FY 2023-2024 (UNAUDITED)  
 As at 12/31/2023

46 EMS FUND

REVENUES	Budget	YTD Actual	Budget Completed 25.00%	
			Budget Balance	% of Budget
EMS Service Fees	600,000	103,798	496,202	17.30%
Intergovernmental	120,000	(24,181)	144,181	-20.15%
Misc	-	3,351	(3,351)	#DIV/0!
	<b>720,000</b>	<b>82,968</b>	<b>637,032</b>	<b>11.52%</b>
<b>EXPENDITURES</b>				
Personnel Costs	125,836	19,433	106,403	15.44%
Contractual Sev. & Other	187,300	74,099	113,201	39.56%
Maintenance	51,864	14,964	36,900	28.85%
Supplies	117,000	21,043	95,957	17.99%
Paramedic Course	70,000	14,338	55,662	20.48%
Capital Outlay	18,000	-	18,000	0.00%
Non-Departmental	150,000	-	150,000	0.00%
	<b>720,000</b>	<b>143,878</b>	<b>576,122</b>	<b>19.98%</b>
Revenue Over/Under	-	<b>(60,909)</b>	<b>60,909</b>	

NOTE:

51 AMERICAN RESCUE PLAN

REVENUES	Budget	JTD Actual	Budget Balance
Intergovernmental	4,118,303	1,432,608	2,685,696
Miscellaneous	123,927	19,489	104,438
	<b>4,242,230</b>	<b>1,452,097</b>	<b>2,790,133</b>
<b>EXPENDITURES</b>			
Contractual Services	123,427	123,427	-
Drainage Improvements	488,000	584,993	(96,993)
Water Rate Study	37,725	37,725	-
Impact Fee Study	31,500	4,725	26,775
TCEQ Comp. Self Audit	49,250	15,954	33,296
Revenue Loss	1,030,000	1,030,000	-
PD Renovation	780,843	-	780,843
Mile 1 East	270,000	171,837	98,163
Utility Improvements	1,307,478	-	1,307,478
Street Improvements	124,007	-	124,007
	<b>4,242,230</b>	<b>1,968,662</b>	<b>2,273,569</b>
Revenue Over/Under	-	<b>(516,565)</b>	<b>516,565</b>

NOTE: This fund is reported as Job to Date.

**CITY OF MERCEDES**  
**Budget vs Actual FY 2023-2024 (UNAUDITED)**  
**As at 12/31/2023**

**52 SERIES 2021 CO**

<b>REVENUES</b>	<b>Budget</b>	<b>JTD Actual</b>	<b>Budget Balance</b>
Bond Revenue-Other Financ	8,250,000	8,250,000	-
Interest Income	68,981	87,670	(18,690)
Miscellaneous	-	-	-
	<b>8,318,981</b>	<b>8,337,670</b>	<b>(18,690)</b>
<b>EXPENDITURES</b>			<b>40.07%</b>
EMS/FIRE Equipment	796,765	720,000	76,765
PD Vehicles/Renovation	1,341,445	631,348	710,097
PW Equipment	607,618	956,538	(348,920)
Planning Equipment		-	-
Library	17,586	17,586	-
Other Equipment	273,089		273,089
Build. Improvements	70,000	-	70,000
Water/Sewer Utility Improv	3,577,633	271,294	3,306,339
Lift Station Improv.	495,000	-	495,000
Street Improvements	400,000	400,000	-
Drainage Imprrov.	218,000	164,723	53,278
Other Infrastructure Imp	350,260		350,260
Non-Departmental	171,585	171,750	(165)
	<b>8,318,981</b>	<b>3,333,238</b>	<b>4,985,743</b>
<b>Revenue Over/Under</b>	<b>(0)</b>	<b>5,004,432</b>	<b>(5,004,433)</b>

**NOTE:** This fund is reported as Job to Date.

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
AGUAWORKS PIPE & SUPPLY, LLC	12/06/23	5/8X3/4 KAMSTRUP METER	UTILITY FUND	METER READERS	237,930.00
				TOTAL:	237,930.00
DEVELOPMENT CORPORATION OF MERCEDES	12/14/23	DEC 2023 SALES TAX	GENERAL FUND	NON-DEPARTMENTAL	164,569.86
				TOTAL:	164,569.86
FREESE AND NICHOLS	12/15/23	1350726 PROJ	GENERAL FUND	NON-DEPARTMENTAL	24,558.13
	12/15/23	1352046 PROJ	GENERAL FUND	NON-DEPARTMENTAL	20,216.25
	12/15/23	1356750 PROJ	GENERAL FUND	NON-DEPARTMENTAL	25,982.95
	12/15/23	1358550 PROJ	GENERAL FUND	NON-DEPARTMENTAL	10,843.54
	12/15/23	1360005 PROJ	GENERAL FUND	NON-DEPARTMENTAL	18,506.25
	12/15/23	1361272 PROJ	GENERAL FUND	NON-DEPARTMENTAL	10,982.75
	12/15/23	1361858 PROJ	GENERAL FUND	NON-DEPARTMENTAL	11,542.50
				TOTAL:	122,632.37
JSJ RODRIGUEZ INC	12/15/23	14874 MERCEDES PD RENOVATI	SERIES 2021	POLICE	12,836.40
				TOTAL:	12,836.40
SAENZ UTILITY CONTRACTORS, LLC	12/06/23	PAY APP	SERIES 2021	SEWER/WATER UTIL IMPRO	106,861.06
				TOTAL:	106,861.06
TEXAS COMMISSION ON ENVIRONMENTAL QUAL	12/04/23	10/11/23 PERMIT0010347001	UTILITY FUND	WATER/SEWER TREATMENT	28,290.43
	12/11/23	NOV 30, 23 WATER SYSTEM FE	UTILITY FUND	WATER/SEWER TREATMENT	11,519.90
				TOTAL:	39,810.33
TEXAS NATIONAL BANK	12/06/23	FEDERAL W/H	GENERAL FUND	NON-DEPARTMENTAL	12,666.20
	12/20/23	FEDERAL W/H	GENERAL FUND	NON-DEPARTMENTAL	13,069.58
	12/06/23	FICA W/H	GENERAL FUND	NON-DEPARTMENTAL	11,979.09
	12/20/23	FICA W/H	GENERAL FUND	NON-DEPARTMENTAL	12,199.97
				TOTAL:	49,914.84
TRI-GEN CONSTRUCTION LLC	12/05/23	APP NO	SERIES 2021	POLICE	147,983.40
				TOTAL:	147,983.40
U.S. WATER SERVICES CORPORATION	12/06/23	S185273 MTHLY COMP NOV 202	UTILITY FUND	WATER/SEWER TREATMENT	99,090.21
	12/06/23	S185275 MTHLY COMP NOV 202	UTILITY FUND	WATER/SEWER TREATMENT	112,670.87
				TOTAL:	211,761.08
WASTE CONNECTIONS OF TEXAS	12/28/23	2291756V113 GARBAGE COLLEC	GENERAL FUND	SANITATION DEPARTMENT	118,563.08
				TOTAL:	118,563.08

VENDOR NAME	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
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===== FUND TOTALS =====
01  GENERAL FUND           455,680.15
02  UTILITY FUND           489,501.41
52  SERIES 2021            267,680.86
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                        GRAND TOTAL:      1,212,862.42
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TOTAL PAGES: 2

**Monthly Statistics Report  
FY 2023-2024**

**Finance**

<i>Invoices</i>	<i>FY 2021-2022 Totals</i>	<i>FY 2022-2023 Totals</i>	<i>October</i>	<i>November</i>	<i>December</i>	<i>FY 2023-2024 1st Qtr</i>
Invoices Received	3,222	2,481	113	125	166	404
Payment Requests Received	2,481	2,419	219	184	182	585
Emergency Payment Requests		25	1	1	1	3
<b>Total</b>	<b>5,703</b>	<b>4,925</b>	<b>333</b>	<b>310</b>	<b>349</b>	<b>992</b>

<i>Payments Processed Total Paid</i>	<i>2,638</i>	<i>2,779</i>	<i>183</i>			<i>183</i>
	\$ 21,530,131.74	\$ 23,785,090.17	\$ 2,000,575.15	\$ 2,016,187.26	\$ 1,946,675.25	\$ 5,963,437.66
(01) General Fund	\$ 10,762,818.74	\$ 11,604,361.90	\$ 941,287.72	\$ 681,770.18	\$ 1,255,992.51	\$ 2,879,050.41
(02) Utility Fund	\$ 5,166,272.07	\$ 4,925,956.14	\$ 568,005.72	\$ 531,078.13	\$ 463,029.76	\$ 1,562,113.61
(03) Municipal Court	\$ 3,451.67	\$ 2,753.76	\$ -	\$ 2,164.80	\$ 250.00	\$ 2,414.80
(05) Library Fund	\$ 5,693.27	\$ 5,509.02	\$ -		\$ 1,500.00	\$ 1,500.00
(07) Special Rev/Grants	\$ 237,279.44	\$ 206,122.68	\$ 1,263.74	\$ 1,905.16	\$ 1,738.96	\$ 4,907.86
(10) Local Forfeiture	\$ 832.04	\$ 13,246.27	\$ 3,780.14	\$ 56.20		\$ 3,836.34
(12) KMB	\$ 5,501.29	\$ 5,354.65	\$ -	\$ 389.40		\$ 389.40
(15) I & S	\$ 2,274,584.23	\$ 2,281,284.81	\$ -			\$ -
(16) Hotel Motel	\$ 211,615.95	\$ 130,569.00	\$ -	\$ 2,000.00	\$ 1,350.00	\$ 3,350.00
(30) TIRZ		\$ 700,000.00	\$ -			\$ -
(43) Series 2018	\$ 343,844.56	\$ -	\$ -			\$ -
(46) EMS	\$ 392,336.87	\$ 419,731.42	\$ 15,793.87	\$ 46,000.22	\$ 19,674.96	\$ 81,469.05
(49) Emergency Manage.	\$ 576.61	\$ -	\$ -			\$ -
(51) ARPA	\$ 315,272.44	\$ 1,135,464.99	\$ 122,001.36	\$ 622,002.36		\$ 744,003.72
(52) Series 2021	\$ 1,810,052.56	\$ 2,352,678.57	\$ 348,442.60	\$ 128,820.81	\$ 203,139.06	\$ 680,402.47
(54) Parks Fund		\$ 2,056.96	\$ -			\$ -

**Monthly Statistics Report  
FY 2023-2024**

**Finance**

<i>Purchase Orders</i>	<i>FY 2021-2022 Totals</i>	<i>FY 2022-2023 Totals</i>	<i>October</i>	<i>November</i>	<i>December</i>	<i>FY 2022-2023 1st Qtr</i>
PO Requisitions (Regular)	1,525	1,275	126	73	80	279
Emergency PO Requisitions		284	30	38	25	93
<b>Total</b>	<b>1,525</b>	<b>1,559</b>	<b>156</b>	<b>111</b>	<b>105</b>	<b>372</b>
Purchase Orders Issued	1,525	1,492	137	115	96	348
Purchase Orders Issued	\$ 4,117,535.26	\$ 2,736,129.00	\$ 220,865.84	\$ 393,773.30	\$ 562,190.42	\$ 1,176,829.56
Purchase Orders Received	\$ 2,901,261.64	\$ 1,952,309.76	\$ 119,851.88	\$ 296,142.24	\$ 176,865.34	\$ 592,859.46
Purchase Orders Voided	\$ 1,216,273.62	\$ 783,819.24	\$ 774.51	\$ 38.25	\$ -	\$ 812.76
Purchase Orders Outstanding	\$ -	\$ -	\$ 100,239.45	\$ 97,592.81	\$ 385,325.08	\$ 583,157.34

<i>Budget Amedments</i>	<i>FY 2021-2022 Totals</i>	<i>FY 2022-2023 Totals</i>	<i>October</i>	<i>November</i>	<i>December</i>	<i>FY 2023-2024 1st Qtr</i>
Budget Amendments Received		77		5	5	10
<i>Approved</i>						
General Fund		69		4	5	9
Utility Fund		7				0
EMS Fund		1				0
KMB				1		1
<b>Total</b>		<b>77</b>	<b>0</b>	<b>5</b>	<b>5</b>	<b>10</b>

**Monthly Statistics Report December 2023**

**Total of Work Orders: 635**

Job Code	Total Completed	Total outstandig (pending)	Total Void
Regular connects (on)	46	1	0
Reinstate (reins)	96	0	8
Regular disconnects (off)	65	1	0
Meter swap (swap)	20	2	1
Disconnects no paymet (lock)	116	0	234
Miscellaneous (misc)	4	7	0
Ert replacement (entre & mxu)	0	0	0
High reads (gt-rd)	0	0	0
Get Missed Meter Read (gt-rd)	33	0	1
Service change (srvch)	0	0	0
Miscellaneous Public Works (mech)	0	0	0
Account on Temporary H (hold)	0	0	0
Occupant change (tran)	0	0	0
Re-read Meer After (re-rd)	0	0	0
Check leak/fix leak (leak)	0	0	0
Mechanical inspection	0	0	0
<b>TOTAL OF CODES</b>	<b>380</b>	<b>11</b>	<b>244</b>

Disconnects no paymet (voided) They are usually customers who makes their payments before close their meter

**Unread meters (SENSUS) read manually**

Meter Blank (screen)	14
Parts	87
Wire damaged	5
Meter Low Battery	8
Meter covered	8
MXU damaged	6
Reprogramed	0
Disconnected	0
Under water	7
Everything ok (no read)	97
Meter inside property	4
	<b>236</b>

**Unread meters (Kamstrup)**

Broken antenna	3
Meter covered	22
Meter reprogramed	62
Meter Swap	1
Under water	3
Meter OFF (no connected)	1
	<b>92</b>

**Traveling meters 7**

**La Herencia Apparts. 7**

<b>Available Water Meters:</b>	5/8"	996	<b>STAND-BY 1 (EMERGENCY)</b>
	3/4"	9	(4 ZARATE CONST.)
	1"	1	<b>STAND-BY 1 (EMERGENCY)</b>
	1 1/2"	4	
	2"	0	

**Mercedes Municipal Court**  
**Revenue Collected by Citations**  
**December 1, 2023 - December 31, 2023**

City of Mercedes Revenue	<b>\$2,665.97</b>
State of Texas Revenue	<b>\$1,758.16</b>
Total Revenue Collected	<b>\$4,424.13</b>

Total Number of Cases (Dockets) Heard by Court – 9

  
\_\_\_\_\_  
Eduardo Mendoza, Municipal Court Coordinator



**Monthly Statistics Report**

**FY 2023-2024**

**December 31, 2023**

# Municipal Court

<i>Citation By Violation</i>	<i>FYE 2022 Totals</i>	<i>FYE 2023 Totals</i>	<i>October</i>	<i>November</i>	<i>December</i>	<i>1st Qtr Totals</i>
Defective Equipment	7	22				0
DLR "A"-Corrective Lenses			1			1
DLR "B"-Licensed Driver 18 Yrs		1			1	1
Driving W/O Stop Lamps		1				0
Failed to Display Vehicle Registration	1	1				0
Failed to ID Truthfully	1	0				0
Failed to Obey Traffic Control Sign	8	0				0
Expired Registration-Moto Vehicle	174	160	13	5	6	24
License Plate Registration-Fictitious	1	0				0
License Plate Registration-Trailer	1	1				0
No Cover on Load	1	0				0
No Front License Plate	10	7	2			2
No Rear License Plate	1	0				0
Wrong License Plate	10	8	3		2	5
No Tail Light(s)	1	1				0
Parking Violation		1			1	1
Parking-Fire Lane	1	0			1	1
U-Turn Between Street Intersection	1	0				0
Speeding	58	36	1	2	1	4
Speeding in a School	3	3				0
Failed To Yield Right of Way	8	6			1	1
Ran Stop Sign	134	88	1	1	1	3
Ran Red Light	33	25		1		1
Change Lane when Unsafe	14	6		1		1
Turned Left From Wrong Lane	1	0				0
Turned Right From Wrong Lane		1				0
Improper Turn	1	1				0
Drove Wrong Way On One-Way Roadway	15	1	1	1		2
Following Too Closely	3	4	1			1
Unsafe Start from Park or Stopped Positio		2				0
Child Passenger Safety Seat Off	26	8	1	1		2
No Seat Belt-Driver	121	86	2		1	3
No Seat Belt-Passenger		2				0
Child (4-14) Not Secured by Safety Belt	9	1			4	4
Possession of Alcoholic Bev. in Vehicle		2				0
Operate Vehicle with Child in Open Bed	1	0				0
Driving Under the Influence-Minor		1				0
Use of Wireless Device By Motorist	4	1				0
Failed to Maintain Financial Resp	272	224	14	13	13	40
Failed to Control Speed	5	2			1	1
Failed to Yield at Stop	3	1		1		1
Failed to Yield Row at Open Intersection		1				0
Failed to Yield Row at Open Intersection	1	0				0
Failed to Yield Row Leaving Private Drive	3	0		1		1
Failed to Yield Row to Emergency Veh		1				0
Disregard Traffic Control Device		2				0
Failed to Stop-Designated Point At Stop Sign	7	4	3			3
Failure to Stop at Traffic Light		1				0

**Monthly Statistics Report**

**FY 2023-2024**

**December 31, 2023**

# Municipal Court

<i>Citation By Violation</i>	<i>FYE 2022 Totals</i>	<i>FYE 2023 Totals</i>	<i>October</i>	<i>November</i>	<i>December</i>	<i>1st Qtr Totals</i>
Failed to Stop at Flashing Red Light		1				0
Failed to Drive in Single Lane	7	14				0
Turned Right Too Wide	1	1				0
Turned When Unsafe	1	0				0
Failed to Signal Lane Change	7	15				0
Failed to Give One Half of Roadway		1				0
Illegally Passed Street Car	1	0				0
Failed to Signal Turn	13	24		1	1	2
No Drivers License	301	254	15	14	7	36
Driving While License Invalid	8	0	1			1
Reckless Driving	6	3				0
No Head Lamp(s)-Not Equipped	4	3				0
Defective Head Lamp(s)	3	4				0
No Tail Lamp(s)-Not Equipped	4	5				0
Defective Tail Lamp(s)		3				0
No Stop Lamp(s)	2	2				0
Defective Stop Lamp(s)	2	5	1		1	2
Driving W/O Head Lights	4	1				0
Motor Vehicle Inspection Violation		5				0
Expired Operators License	38	10	1		6	7
Failed to Display DL	8	8	1			1
Failure to Report Change of Address/Name		1				0
Failure to Report Striking Fixture/Sign	0	0	1			1
No License Plate Light	7	4				0
Illegal Backing (Unsafe Backing)	1	0		1		1
Leaving Scene of Accident					1	1
Open Container In Vehicle	11	5				0
Unauthorized Glass Coating Material	9	1				0
Driving While Impaired	1	0				0
Driving Under the Influence	1	1				0
Stoping in Prohibited Area		1				0
Speeding>10% Above Posted Limit	191	88		1	2	3
Minor In Possession	8	7				0
Consumption of Alcohol-Minor	0	0	1			1
Failed to Secure Load	1	1				0
Assault-Physical Contact	30	26	1	1	1	3
Assault-Threat	2	1		1		1
Assault-Family Violence	12	9	3		3	6
Criminal Mischief	2	2		1		1
Disorderly Conduct	11	4			2	2
Disorderly Conduct-Urinating	1	0				0
Disorderly Conduct-Abusive Language	1	0				0
Disorderly Conduct-Noise (Public)	1	0				0
Failure to Identify-False Info.		1				0
Minor In Possession of Alcohol		2				0
Leaving A Child In A Vehicle	2	0				0
Theft	16	11		2	1	3
Criminal Trespass		1				0

**Monthly Statistics Report**

**FY 2023-2024**

**December 31, 2023**

# Municipal Court

<i>Citation By Violation</i>	<i>FYE 2022 Totals</i>	<i>FYE 2023 Totals</i>	<i>October</i>	<i>November</i>	<i>December</i>	<i>1st Qtr Totals</i>
Possession of Drug Paraphernalia	39	96	2	6	4	12
Public Intoxication	26	35	1	1	1	3
Consuming Alcoholic Beverage		1				0
Solicitation W/O A Permit		2				0
Tabacco Products Law	1	0				0
City Code (Dog At Large)	6	3				0
City Code (Vaccination Required)	6	0				0
City Code (Dog Tags)	5	1				0
Dog Bite	6	3				0
Violation of City Ordinance #10	2	3	1			1
City Code (Abandoned & Junked Vehicle)	7	11	1		1	2
City Code (Vendors Permit)		1				0
City Code Violation (Nuisance)	3	0				0
Fire Code Violation				1		1
City Code (Register Dangerous Dog)	2	1				0
Illegal Dumping	3	2				0
Littering		1				0
Curfew Violation	9	8			1	1
Violation of City Ord. 83-16	30	27	8	2		10
Violation of City Ord. 99-22 (Weedy Lot)	8	6	2			2
Violation of City Ord. #26 (Zoning-Running a Bu	1	0				0
Ordinance 2000-03 (Signs)	1	0				0
City Ordinance (Junked Vehicle)	11	11	2	2	2	6
<b>Total</b>	<b>1,824</b>	<b>1,450</b>	<b>85</b>	<b>61</b>	<b>67</b>	<b>213</b>
<b>Dismissals</b>	<b>237</b>	<b>186</b>	<b>7</b>	<b>8</b>		<b>15</b>
	<b>\$ 68,853.61</b>	<b>\$ 49,079.98</b>	<b>\$ 1,857.63</b>	<b>\$ 3,074.20</b>		<b>\$ 4,931.83</b>

# Memo

**To:** Alberto Perez, City Manager  
**From:** Marisol Vidales, Library Director & Historic Preservation Officer  
**CC:** Javier Ramirez, Assistant City Manager  
**Date:** January 8, 2024  
**Re:** Library Department Monthly Report

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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, trainings, and events during the month of December 2024.

## Meetings

- Interactive Texas Digital Opportunity Platform Discussion with Texas Broadband Development Office (12/4) – Anthony Cardenas & Tristan Garza
- Winter Wonderland Meeting (12/5) – Michelle Muniz
- Christmas Luncheon Committee Meeting (12/5) – Daniela Alejo
- Historic Preservation Grant Workshop (12/11) – Marisol Vidales & Michelle Muniz
- City Manager Meeting (12/11) – Marisol Vidales
- Digital Navigator Meeting (12/12) – Marisol Vidales & Anthony Cardenas
- Departmental Meeting (12/12) – Marisol Vidales
- Summer Reading Program Meeting (12/13) – Marisol Vidales
- Winter Wonderland Meeting (12/14) – Michelle Muniz & Marisol Vidales
- Public Works Meeting (12/14) – Michelle Muniz & Marisol Vidales
- Department Head Meeting (12/15) – Marisol Vidales
- Hidalgo County Library System Meeting (12/15) – Marisol Vidales
- Local Author Meeting (12/19) – Marisol Vidales
- City Commission Meeting (12/19) – Marisol Vidales
- Christmas at the Library Meeting (12/19) – Marisol Vidales & Frank Rivas
- Christmas Luncheon Committee Meeting (12/20) – Daniela Alejo
- Polaris (Integrated Library System vendor) (12/21) – Marisol Vidales

## Trainings

- TLC Netsuite Customer Center Training (12/1) – Mary Jane Hernandez
- Texas Children in Nature Network Summit (12/5-12/8) – Marisol Vidales
  1. Behind the Scenes Tour of Houston Zoo (12/5)

2. Inspiring Community Science Through Wildlife Gardening (12/6)
3. TCinN Night Out at Buffalo Bayou Park (12/6)
4. Nature Contact: A Poly-Solution to a Poly-Crisis by Dr. Howard Frumkin (12/7)
5. Social Justice and Nature Education: The Important Link That Will Save the World” by Parker McMullen Bushman
6. Making Outdoor Learning Easy Peasy: Cultivating Joyful Connections with Children (12/7)
7. Unearthing Adventure: The Educational Power of Letterboxing (12/7)
8. Libraries as Gateways to Nature (12/7)
9. Conservation and Environmental Education Strategies Utilized by the City of Houston to Improve Nature Connections in Urban Greenspaces (12/7)
10. PaRX: A Prescription for Patient and Planetary Health by Dr. Melissa Lem
  - What Leaders Need: Grant-Writing (12/5) – Frank Rivas
  - Two for One: Eclipse Libraries Webinar (12/6) – Frank Rivas
  - Penguin Random House Winter Book & Author Festival (12/7) – Michelle Muniz
  - CSLP’s 2023 Virtual Summer Symposium (12/7) – Frank Rivas
  - Sexual Harassment Training (12/14) – All 11 library employees
  - Statewide Interlibrary Loan: System Migration Updates (12/14) – Mary Jane Hernandez, Isabel Mendoza and Marisol Vidales

## **Events/Programming**

### General Programming

The programming listed below is for all ages with activities for every age level and involves the majority of library staff.

- Christmas at the Library (12/21) – All library staff  
Attendees: 316

### Adult Programming

The Crochet Club is managed by Frank Rivas

- Crochet Club (12/5)  
Adults: 3
- Crochet Club (12/19)  
Adults: 6

Delta Independent Living story & craft (12/19)

- Adults: 19

Children’s Programming – The majority of the children’s programming is planned and executed by Frank Rivas with the exception of the art class which is taught by Diane Roman-Goldsberry.

- Art Class ages 6-9 – Poinsettia (12/4)  
Children: 6
- Art Class ages 10-12 – Christmas Tree (12/6)

- Children: 4
- Reading with Royalty (12/13)  
Children: 6    Adults: 2

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

- Welcome Winter Texans event (12/6) – Tristan Garza, Anthony Cardenas & Dabney Nilo  
Adults: 168
- United Migrant Opportunity Services, Inc (UMOS) Literacy Presentation (12/13) – Frank Rivas  
Adults: 13

Events – The Library attends or assists these events.

- Christmas Parade (12/8) – Michelle Muniz
- Food Distribution (12/13) – Tristan Garza
- Winter Wonderland (12/15) – Michelle Muniz, Isabel Mendoza, & Dana Moreno

### **Other Projects/Duties**

#### **Café**

- We sold 378 individual items for the 19 days that we were open and we made \$1,658.88 in sales.

**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 3 newsletters which were the December Newsletter, New Releases, and Gallery 434.
- Created a total of 41 flyers for the Library, Café, and City.
- Created a total of 6 videos with 5 being for the library TikTok and 1 for City Facebook.
- Created a total of 4 stories for the library.
- Posted 86 items for the library, 18 for the café, 1 for HCLS and 36 for the city on various platforms.
- Responded to 4 library direct messages and 16 city direct messages.
- A total of 28 updates were done to the city website.
- Updated the Library banner on Facebook with a Christmas theme.
- Created 2 book rivers on TLC Catalog to honor monthly observances highlighting our collection, which were: Christmas 2023 and Cozy Mysteries.
- Created 2 shelves in cloudLibrary in honor of monthly observances highlighting our collection, which were: Cozy Winter Reads and Christmas Everywhere.
- Created 3 book displays in the adult section: Tis the Season to be Baking, Christmas Book Covers You'd Like to Live In, and Sisters in Crime.
- Created 1 young adult books display: Grinch "He's a 10 but ..." Theme
- Created 1 book display in the juvenile section: Christmas

### **Administration/Collection Management/Development**

- Continued assisting Police and Fire with Winter Wonderland as planning, decorations, and manning the stocking and cookie station on the day of the event. Also, the Assistant Library Director briefly trained Lt. Diaz on Canva so he can start implementing it for maps and layouts of events.
- Selected, wrote, and edited the employee nominations for the Christmas Luncheon and submitted them to HR.
- Reviewed and edited the Add-Savvy termination letter that Anthony Cardenas and Michelle Muniz prepared before it was submitted.
- Presented “Nature Smart Libraries” at the Texas Children in Nature Network Annual Summit.
- Began working on the Texas Tropical Trail Partner Meeting agenda but reaching out to Llano Grande Resort, the Rio Grande Valley Livestock Showgrounds, and Estero Llano Grande State Park.
- Started working with Polaris and Insignia to schedule demos for their Integrated Library System software to be presented to the Hidalgo County Library System as the new HCLS Vice-President. The goal is to select and present a new ILS to the Commissioner’s Court in time for the 2024 budget year.
- Worked on building maintenance issues and contacted Spawglass to finalize their repair of the exterior of our building and Alamo Water Softeners to schedule a service call for our water filter system in the café.
- The majority of library staff worked on the application for the Texas Municipal Library Directors Association for the Achievement of Library Excellence Award. Created a membership account, collected newspaper articles, photos, statistics, etc. in or to answer all ten questions and submit our application.
- Worked on collection development for the library by reviewing our Junior Library Guild standing order plan and adjusted our categories, reviewing and selecting preview titles from Smart Apple Media and Lakeview Books, and creating carts in Ingram, Barnes & Noble, and Penworthy. As well as updated the book budget with orders received from Ingram and Barnes and Noble.
- Submitted the grant acceptance form to the American Library Association for Thinking Money and grant acceptance form for the Family Place.

### **Historic Preservation Officer**

- Reviewed the finalized and Texas Historical Commission approved Local Landmark Ordinance and provided a copy to the City Manager and City Attorney along with concerns before presenting the final product to the City Commission.
- Prepared the minutes and agenda for the Grant Workshop.
- Searched for mailing addresses of all historical property owners with the assistance of the City Secretary in order to send them a notification of the grant workshop, grant guidelines and application, and a certificate of appropriateness application.
- Spoke with Cruz Lopez about his interest in tiling the roof and applying for a grant. Mr. Ozuna corresponded with the Texas Historical Commission about the most appropriate material to use. The recommendation was standard wood decking and the board determined they would approve a grant application but it would be for façade and not a roof grant. All the information was provided to Mr. Lopez and he

was reminded that a certificate of appropriateness application would be necessary regardless.

- Spoke with Alfredo Gonzalez of Rio Grande Valley Legal Aide regarding his questions on the Historic Preservation Grant.



## Dr. Hector P. Garcia Memorial Library Statistical Report

Dec-23

Circulation	2023	2022
Check-Outs & Renewals:	560	597
Year to Date Total:	1,919	1,955
In-House Book Circulation:	63	52
Year to Date Total:	249	380
In-House Magazine Circulation:	16	18
Year to Date Total:	147	48
In-House Newspaper Circulation:	13	45
Year to Date Total:	71	136
New Borrowers:	17	16
Year to Date Total:	70	52

Book & Media Donations	2023	2022
Donations Received:	4	0
Year to Date Total:	7	18
Donations Selected:	4	0
Year to Date Total:	5	6

Computer Sessions	2023	2022
Adult Lab Sessions:	330	307
Year to Date Total:	1,124	971
Juvenile Lab Sessions:	46	83
Year to Date Total:	125	195
WiFi:	1,239	6,591
Year to Date Total:	3,971	13,405

Reference Assistance	2023	2022
By Phone:	168	82
Year to Date Total:	514	256
In-Person:	55	44
Year to Date Total:	210	130

Meeting Room Sessions	2023	2022
Sessions:	23	25
Year to Date Total:	97	92

Digital Resources	2023	2022
cloudLibrary Checkouts:	216	168
Year to Date Total:	620	403
NewsStand Checkouts:	513	350
Year to Date Total:	1,319	931
Biblio+ Views:	63	0
Year to Date Total:	129	0

Library Services	2023	2022
Directional/Basic Questions:	182	33
Year to Date Total:	535	92
Research Questions:	99	24
Year to Date Total:	306	53
Digital Assistance:	85	8
Year to Date Total:	321	29
Fax Assistance:	39	58
Year to Date Total:	140	159
Copy Assistance:	110	34
Year to Date Total:	423	130
Scan Assistance:	16	4
Year to Date Total:	47	13
Print Outs:	1,648	39
Year to Date Total:	5,671	3,397

Technical Services	2023	2022
New Items Added:	102	258
Year to Date Total:	239	372
Items Processed:	61	62
Year to Date Total:	136	216
Items Withdrawn:	0	0
Year to Date Total:	140	20
Items Recataloged:	97	17
Year to Date Total:	99	134
Items Repaired:	18	6
Year to Date Total:	90	14

Interlibrary Loans (ILL's)	2023	2022
Items Requested:	78	83
Year to Date Total:	260	231
Items Sent:	44	46
Year to Date Total:	139	134

**Dr. Hector P. Garcia Memorial Library Statistical Report**

**Dec-23**

<b>Adult Programming</b>	<b>2023</b>	<b>2022</b>
Adult Events:	3	6
Year to Date Total:	22	31
Adults in Attendance:	28	26
Year to Date Total:	142	200
Live Views:	0	0
Year to Date Total:	0	0
Recorded Counts:	0	0
Year to Date Total:	0	0

<b>Toddler Programming</b>	<b>2023</b>	<b>2022</b>
Children Events:	0	1
Year to Date Total:	0	2
Children in Attendance:	0	2
Year to Date Total:	0	3
Adults in Attendance:	0	1
Year to Date Total:	0	2
Live Views:	0	0
Year to Date Total:	0	0
Recorded Views:	0	0
Year to Date Total:	0	0

<b>Outreach Programming</b>	<b>2023</b>	<b>2022</b>
Events:	2	4
Year to Date Total:	5	7
Toddlers in Attendance:	0	77
Year to Date Total:	0	77
Children in Attendance:	0	166
Year to Date Total:	30	272
Teens in Attendance:	0	25
Year to Date Total:	0	25
Adults in Attendance:	13	286
Year to Date Total:	36	324
General Attendance:	450	0
Year to Date Total:	450	0

<b>Teen Programming</b>	<b>2023</b>	<b>2022</b>
Teen Events:	0	1
Year to Date Total:	0	2
Teens in Attendance:	0	6
Year to Date Total:	0	14
Live Views:	0	0
Year to Date Total:	0	0
Recorded Counts:	0	0
Year to Date Total:	0	0

<b>General Programming</b>	<b>2023</b>	<b>2022</b>
Events:	1	1
Year to Date Total:	4	1
Toddlers in Attendance:	0	17
Year to Date Total:	0	17
Children in Attendance:	0	52
Year to Date Total:	0	52
Teens in Attendance:	0	12
Year to Date Total:	0	12
Adults in Attendance:	0	28
Year to Date Total:	0	28
Total General Programming:	316	0
Year to Date Total:	1,073	0
Live Views:	0	0
Year to Date Total:	0	0
Recorded Views:	0	0
Year to Date Total:	0	0

<b>Reading Programs</b>	<b>2023</b>	<b>2022</b>
Toddler Reading Logs:	0	0
Children Reading Logs:	0	0
Teen Reading Logs:	0	0
Adult Reading Logs:	0	0
Total:	0	0

<b>Children's Programming</b>	<b>2023</b>	<b>2022</b>
Children Events:	3	6
Year to Date Total:	12	20
Children in Attendance:	19	26
Year to Date Total:	111	126
Adults in Attendance:	0	5
Year to Date Total:	36	44
Live Views:	0	0
Year to Date Total:	0	0
Recorded Views:	0	0
Year to Date Total:	0	0

<b>Volunteer Hours</b>	<b>2023</b>	<b>2022</b>
Total:	104.25	116.75
Year to Date Total:	406.00	533.00

**Dr. Hector P. Garcia Memorial Library Statistical Report**

**Dec-23**

<b>Curbside Services</b>	<b>2023</b>	<b>2022</b>
Curbside Café:	2	12
Year to Date Total:	15	42
Curbside Circulation:	0	0
Year to Date Total:	2	2
Curbside Crafts:	0	0
Year to Date Total:	0	0
Curbside Other Services:	2	4
Year to Date Total:	8	4

<b>Library Visits</b>	<b>2023</b>	<b>2022</b>
Visits:	2,356	2,067
Year to Date Total:	7,183	6,999

<b>Café Visits</b>	<b>2023</b>	<b>2022</b>
Visits:	365	470
Year to Date Total:	1,311	1,592

<b>Café Sales</b>	<b>2023</b>	<b>2022</b>
Net Sales:	\$ 1,452.82	\$ 1,594.07
Year to Date Total:	\$ 4,648.83	\$ 5,630.55
Sales Tax:	\$ 106.04	\$ 131.42
Year to Date Total:	\$ 370.06	\$ 464.38

<b>Social Media</b>	<b>2023</b>	<b>2022</b>
Library Posts:	86	207
Year to Date Total:	323	629
Library DMs:	4	1
Year to Date Total:	20	7
Cafe Posts:	18	88
Year to Date Total:	68	186
Café DMs:	0	0
Year to Date Total:	1	0
City Posts:	36	5
Year to Date Total:	151	23
City DMs:	16	0
Year to Date Total:	45	1
Videos Created:	6	0
Year to Date Total:	32	1
Website Updates:	28	29
Year to Date Total:	63	52
HCLS Posts:	1	3
Year to Date:	3	8

**MONTHLY REPORT  
DECEMBER 2023  
(INTERNAL WORK ORDERS)**

CATEGORY	PAGE #	Work Orders	Closed Work Orders	Pending Work Orders
		TOTAL	TOTAL	TOTAL
ALLEY	1	2		2
ANGLE STOP	1	5	5	0
ANIMAL BITE	1	2	2	
ANIMAL IN CAGE	1	6	6	0
ANIMAL RUNNING AT LARGE	1-2	21	21	0
BRUSH PICKUP	2	1	1	0
BUILDING REPAIRS	2-3	13	1	12
CAGE REQUEST	3	1	1	0
CHANGE FILTERS	3	1	0	1
CURB SCRAPPING	3	9	2	7
CUT GRASS	3-5	18	18	0
CUT TREES ON ROW	5	3	3	0
DAILY PREP/CHECK	5	3	2	1
DAILY SHUTDOWN/CLEAN UP	5	3	3	0
DEAD ANIMAL PICK UP	5-6	12	12	0
EQUIPMENT MAINTANCE	6-8	24	23	1
FIRE HYDRANT FLUSH	8	2	2	0
LIFT STATION	8	1	1	0
LOCATE WATER/SEWER/TAP	8	3	3	0
LOW WATER PRESSURE	8	3	3	0
MANHOLE MAINTANCE	8-10	6	6	0
MANHOLE REPLACEMENT	10	2	2	0
NEW/REPLACE TRAFFIC SIGNS	10	1	1	0
OPEN/CLOSE METER	10-11	5	5	0
PARKS MAINTENANCE	11	4	4	0
PARKS TRASH PICK UP	11-12	6	6	0
PARKS RESTROOM CLEAN	12	8	8	0
POT HOLE PATCHING	12-13	8	6	2
RELOCATE SEWER CLEAN OUT	13	1	1	0
REPLACE CUT OFFS	13	5	2	3
SEWER LINE COLLAPSE	13	1	1	0
SEWER MAINTENANCE	13-14	4	4	0
SEWER SMELL	14	4	4	0
SEWER STOP/BACKUP	14-15	17	15	2
SIDEWALK REPAIR	15-16	3	1	2
SPECIAL EVENTS PREP	16-17	13	13	0
SPORT FIELD MAINTENANCE (BASEBALLFIELD/SWIMMING POOL)	17	3	3	0
STREET ISSUE	17	1	0	1
TRAFFIC SIGN REPLACEMENT	17	5	5	0
TRASH PICK UP	18	4	4	0
UTILITY PATCH	18	6	4	2
VEHICLE MAINTENANCE	18-25	57	52	5
WATER BREAK REPAIRS	25-27	21	18	3
WATER LEAK (METER)	27	2	1	1
<b>GRAND TOTALS</b>		<b>320</b>	<b>275</b>	<b>45</b>

**DECEMBER 2023  
REQUEST (EXTERNAL)**

	Request	Closed Request	Acknowledged Request	Pending Request
STREET ISSUES	13		5	8
ANIMAL CONTROL	1			1
WATER BREAK	1			1
<b>GRAND TOTALS</b>	<b>15</b>	<b>0</b>	<b>5</b>	<b>91</b>

DECEMBER 2023  
INTERNAL WORK ORDERS

ID	Category	Address	Request Created	Closed	Due	Details
1	119365 Alley	248 N Texas Ave, Mercedes, TX, 78570, USA	2023-12-01 14:39:53		2023-12-08 17:00:00	EUSTOLIO SANTANA 956-778-1691  RESIDENT SAYS THE ALLEY HAS LARGE HOLES DUE TO THE RECENT RAIN. WORK TRUCKS HAVE DRIVEN THROUGH THERE AND CREATED A MESS. PLEASE SCRAP ALLEY WHEN YOU GET A CHANCE.
2	120808 Alley	1409 Capisallo St, Mercedes, TX, 78570, USA	2023-12-15 15:30:40		2023-12-15 17:00:00	DEBBIE SANCHEZ 956-463-9483  FROM ADDRESS 1428-1409 BACK ALLEY NEEDS TO BE GRADED OR SMOOTHED OUT. PREVIOUS WATER BREAKS WERE REPORTED AND THE ALLEY IS NOW ALL BUMPY AND MESSY. MOST VEHICLES CAN NOT DRIVE THROUGH THERE. EVEN THOUGH THE DRIVEWAY/GARAGE/PARKING AREA FOR THEIR HOMES ARE LOCATED IN THE BACK.
1	120940 ANGLE STOP	402 Mockingbird Ln, Mercedes, TX, 78570, USA	2023-12-18 14:57:34	2023-12-21 10:24:09	2023-12-19 17:00:00	WATER DEPARTMENT REQUESTING THAT THE ANGLE STOP BE REPLACED.  INCODE#010305
2	120970 ANGLE STOP	1113 S Indiana Ave, Mercedes, TX, 78570, USA	2023-12-18 16:58:10	2023-12-21 10:13:32	2023-12-19 17:00:00	WATER DEPARTMENT SENT EMAIL TO REPLACE ANGLE STOP
3	121205 ANGLE STOP	918 Heldrick Ave, Mercedes, TX, 78570, USA	2023-12-21 08:57:19	2023-12-27 15:04:38	2023-12-21 17:00:00	NEED TO REPLACE ANGLE STOP  WATER DEPARTMENT REQUESTING ANGLE STOP TO BE REPLACED.
4	121592 ANGLE STOP	12536 Tejas Blvd, Mercedes, TX, 78570, USA	2023-12-28 08:17:44	2023-12-29 13:59:46	2023-12-29 17:00:00	WATER DEPARTMENT REQUESTING ANGLE STOP TO BE REPLACED.  KEEP METER LOCKED FOR DELIQUENT STATUS.
5	121593 ANGLE STOP	236 S Virginia Ave, Mercedes, TX, 78570, USA	2023-12-28 08:20:33	2024-01-08 11:55:42	2023-12-29 17:00:00	WATER DEPARTMENT REQUESTING ANGLE STOP TO BE REPLACED.  KEEP METER LOCKED FOR DELIQUENT STATUS.
1	119435 ANIMAL BITE	534 N Vermont Ave, Mercedes, TX, 78570, USA	2023-12-04 08:06:08	2023-12-04 08:19:21	2023-11-24 17:00:00	DOG BITE A GIRL
2	119437 ANIMAL BITE	825 W 1st St, Mercedes, TX, 78570, USA	2023-12-04 08:07:34	2023-12-04 08:22:24	2023-12-03 17:00:00	DOG BITE A MAN
1	119610 Animal in a cage	1137 S Georgia Ave, Mercedes, TX, 78570, USA	2023-12-05 08:20:03	2023-12-05 08:22:00	2023-12-04 17:00:00	2 OPOSSUM IN CAGE Possum in the cage.
2	120966 Animal in a cage	1210 Florida St, Mercedes, TX, 78570, USA	2023-12-18 16:36:09	2023-12-20 13:51:03	2023-12-18 17:00:00	opossum in cage
3	121140 Animal in a cage	1210 Florida St, Mercedes, TX, 78570, USA	2023-12-20 13:45:47	2023-12-20 13:51:21	2023-12-20 17:00:00	OPOSSUM IN CAGE
4	121337 Animal in a cage	1210 Florida St, Mercedes, TX, 78570, USA	2023-12-22 11:50:22	2023-12-22 12:03:06	2023-12-22 17:00:00	OPOSSUM IN CAGE
5	121338 Animal in a cage	1-1803 Hackberry, Mercedes, TX, 78570, USA	2023-12-22 11:53:52	2023-12-22 12:02:51	2023-12-22 17:00:00	OPOSSUM IN CAGE
6	121522 Animal in a cage	1210 Florida St, Mercedes, TX, 78570, USA	2023-12-27 14:11:16	2023-12-28 11:40:44	2023-12-27 17:00:00	opossum in cage
1	119300 Animal Running at Large	256 N Virginia Ave, Mercedes, TX, 78570, USA	2023-12-01 08:46:20	2023-12-07 08:10:04	2023-12-01 17:00:00	2 large black dogs running around neighborhood, need to be picked up.
2	119494 Animal Running at Large	1091 David St, Mercedes, TX, 78570, USA	2023-12-04 11:38:14	2023-12-04 11:39:04	2023-12-03 17:00:00	DOG RUNNING LOOS
3	119501 Animal Running at Large	W 2nd St & Frances Ave, Mercedes, TX, 78570, USA	2023-12-04 11:51:17	2023-12-04 11:54:19	2023-12-03 17:00:00	DOG RUNNING LOOS
4	119603 Animal Running at Large	1000-1098 Iowa Ave, Mercedes, TX, 78570, USA	2023-12-05 07:57:00	2023-12-05 07:58:04	2023-12-03 17:00:00	2 DOG RUNNING LOOS
5	119604 Animal Running at Large	N Base Line Rd, Mercedes, TX, 78570, USA	2023-12-05 07:59:56	2023-12-05 08:01:30	2023-12-03 17:00:00	A DOG WAS RUNNING LOOS
6	119606 Animal Running at Large	6599-6697 WB Frontage Rd, Mercedes, TX, 78570, USA	2023-12-05 08:08:00	2023-12-05 08:14:26	2023-12-04 17:00:00	2 RACCOON IN DUMPSTER
7	119713 Animal Running at Large	4464 Pedro Martinez, Mercedes, TX, 78570, USA	2023-12-06 08:12:36	2023-12-07 08:14:41	2023-12-06 17:00:00	2 Dogs running at large.
8	119803 Animal Running at Large	401-503 S Virginia Ave, Mercedes, TX, 78570, USA	2023-12-06 13:17:50	2023-12-06 13:17:57	2023-12-06 17:00:00	DOG RUNNING LARGE
9	119804 Animal Running at Large	400-498 W 5th St, Mercedes, TX, 78570, USA	2023-12-06 13:19:45	2023-12-06 13:21:05	2023-12-06 17:00:00	ANIMAL RUNNING AT LARGE
10	120299 Animal Running at Large	1305 S Colorado Ave, Mercedes, TX, 78570, USA	2023-12-11 16:50:37	2023-12-12 08:32:08	2023-12-11 17:00:00	2 Dogs loose in the property.
11	120965 Animal Running at Large	805 S Texas Ave, Mercedes, TX, 78570, USA	2023-12-18 16:35:30	2023-12-20 13:52:25	2023-12-16 17:00:00	2 puppies abandoned at the entrance to a garage.
12	121144 Animal Running at Large	1023 Garza St, Mercedes, TX, 78570, USA	2023-12-20 13:55:17	2023-12-20 14:02:53	2023-12-19 17:00:00	dog running at large

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13	121146 Animal Running at Large	1000-1098 W 10th St, Mercedes, TX, 78570, USA		2023-12-20 13:55:58	2023-12-20 14:04:17	2023-12-19 17:00:00	dog running at large
14	121147 Animal Running at Large	919 S Vermont Ave, Mercedes, TX, 78570, USA		2023-12-20 13:57:06	2023-12-20 13:59:27	2023-12-19 17:00:00	dog running at large
15	121148 Animal Running at Large	801 Hidalgo St, Mercedes, TX, 78570, USA		2023-12-20 14:01:05	2023-12-20 14:02:11	2023-12-20 17:00:00	school call for a dog, running at large
16	121149 Animal Running at Large	155 N Georgia Ave, Mercedes, TX, 78570, USA		2023-12-20 14:02:17	2023-12-21 08:09:45	2023-12-20 17:00:00	Aggressive dog on the loose.
17	121339 Animal Running at Large	W 10th St & S Indiana Ave, Mercedes, TX, 78570, USA		2023-12-22 11:54:47	2023-12-22 12:04:08	2023-12-22 17:00:00	2 DOG RUNNING AT LARGE dog running at large
18	121521 Animal Running at Large	229 S Ohio Ave, Mercedes, TX, 78570, USA		2023-12-27 14:10:32	2023-12-28 11:46:22	2023-12-27 17:00:00	PD call
19	121564 Animal Running at Large	100-114 S Virginia Ave, Mercedes, TX, 78570, USA		2023-12-27 16:47:13	2023-12-28 11:39:27	2023-12-27 17:00:00	canes corso loose on the street running free.
20	121565 Animal Running at Large	154 E 17th St, Mercedes, TX, 78570, USA		2023-12-27 16:48:43	2023-12-28 11:37:49	2023-12-27 17:00:00	Dog on the loose street.
21	121566 Animal Running at Large	134 N Texas Ave, Mercedes, TX, 78570, USA		2023-12-27 16:49:47	2023-12-28 11:33:40	2023-12-27 17:00:00	2 dogs running at large.
1	120174 BRUSH PICKUP	300 N Capisallo Rd, Mercedes, TX, 78570, USA		2023-12-11 10:24:11	2023-12-11 10:24:11	2023-12-06 17:00:00	ISAIAS, PABLO, EZ UNIT#365 1-00-122 CCD- THROW BRANCHES AND BRUSH
1	119862 BUILDING MAINTENANCE	2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-01 14:34:53	2023-12-08 14:30:54	2023-12-01 17:00:00	DIAZ CALLED TO REPORT THAT THE LIGHTS IN THE POLICE CHIEF OFFICE ARE OUT. ONLY 1 BULB TURNS ON. PLEASE CHECK IT OUT. AXLE FROM THE FIRE DEPARTMENT IS REQUESTING THAT THE LIGHTS BE REPLACED IN THE TRAINING ROOM. The bulbs currently being used are: Philips F32T6/TL741 700 Series 32 Watt.
2	119922 BUILDING MAINTENANCE	105 N Ohio Ave, Mercedes, TX, 78570, USA		2023-12-07 11:59:42	2024-01-08 09:34:16		FINANCE DEPARTMENT AIR CONDITION IS NOT COOLING AS MUCH. THEY ARE LOWERING TEMPS TO GET IT TO BE FRESH. PLEASE HAVE IT CHECKED OUT.
3	120090 BUILDING MAINTENANCE	400 S Ohio Ave, Mercedes, TX, 78570, USA		2023-12-08 15:03:53	2024-01-08 09:35:27	2023-12-11 17:00:00	AT THE LIBRARY DOOR STOPPER FOR THE BACK EMPLOYEE ENTRANCE NEEDS TO BE INSTALLED. IT HAS COME OFF THE METAL DOORS.
4	120400 BUILDING MAINTENANCE	434 S Ohio Ave, Mercedes, TX, 78570, USA		2023-12-12 12:29:48	2023-12-14 09:20:28	2023-12-15 17:00:00	LIBRARY NEEDS SOME SURPLUS ITEMS MOVED TO THE GARAGE/WAREHOUSE BEHIND THE POLICE STATION.
5	120401 BUILDING MAINTENANCE	434 S Ohio Ave, Mercedes, TX, 78570, USA		2023-12-12 12:30:39	2023-12-14 09:21:22	2023-12-15 17:00:00	LIBRARY IS REQUESTING A METAL TRESHOLD BE INSTALLED OVER SOME CABLES IN THE FRONT ENTRANCE
6	120402 BUILDING MAINTENANCE	434 S Ohio Ave, Mercedes, TX, 78570, USA		2023-12-12 12:31:57	2024-01-03 09:13:09	2023-12-15 17:00:00	DOOR SENSORS NEED TO BE MOVED UP.
7	120594 BUILDING MAINTENANCE	105 N Ohio Ave, Mercedes, TX, 78570, USA		2023-12-14 08:06:07	2023-12-14 10:44:53	2023-12-15 17:00:00	REPLACE A/C FILTERS AT THE DOME/SHELTER
8	120901 BUILDING MAINTENANCE	1202 N Vermont Ave, Mercedes, TX, 78570, USA		2023-12-18 12:05:42	2024-01-11 08:15:58	2023-12-22 17:00:00	KRISTINE AT HR REPORTED DOOR WAS DAMAGED.
9	120983 BUILDING MAINTENANCE	400 S Ohio Ave, Mercedes, TX, 78570, USA		2023-12-19 08:59:41	2023-12-19 10:04:19	2023-12-18 17:00:00	TONIO AND RUDY CHANGE AIR CONDITION FILTERS AT THE LIBRARY
10	121523 BUILDING MAINTENANCE	434 S Ohio Ave, Mercedes, TX, 78570, USA		2023-12-27 14:20:59	2024-01-03 09:11:11	2023-12-29 17:00:00	MARTIN JOHNSON REPORTING WATER SHUT OFF VALVE FOR THE POOL AREA HAS A LEAK AND NEEDS TO BE CHECKED AND REPAIRED.
11	121647 BUILDING MAINTENANCE	701 Mathis St, Mercedes, TX, 78570, USA		2023-12-28 14:35:46	2024-01-12 13:23:33	2024-01-05 17:00:00	JAVIER CAMPOS IS REPORTING VARIOUS LIGHTS THAT NEED TO BE REPLACED OR FIXED. THEY ARE OUTSIDE SECURITY LIGHTS FOR THE FIRE DEPARTMENT. PLEASE SEE ATTACHED EMAIL AND PICTURES OF THE LOCATED LIGHTS.
12	121754 BUILDING MAINTENANCE	300 N Ohio Ave, Mercedes, TX, 78570, USA		2023-12-29 14:18:08		2024-01-05 17:00:00	

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13	BUILDING MAINTENANCE	2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-29 14:49:00	2023-12-29 14:49:00	2023-12-19 17:00:00	ISAIAS, PABLO UNIT#365 CLEAN THE BREAKROOMS AT THE SHOP
1	Cage Request	248 N Texas Ave, Mercedes, TX, 78570, USA		2023-12-07 08:02:47	2023-12-08 09:08:28	2023-12-06 17:00:00	CAGE REQUEST NAME: FRANCIS ALVAREZ PHONE: 956-503-4102
1	Change Air Filters	1202 N Vermont Ave, Mercedes, TX, 78570, USA		2023-12-08 11:01:16	2024-01-11 16:45:14		RICHARD MORIN IS REQUESTING THAT ALL THE A.C. FILTERS BE CHANGED AT THE DOME.
1	Curb Scraping	2319 Liberty St Mercedes, TX 78570, USA	15663995	2023-12-06 08:24:39			CURB SCRAPING NEEDS TO BE DONE POT HOLE PATCHING NEEDS TO BE DONE.
2	Curb Scraping	606 Anaquitas St Mercedes, TX 78570, USA	15707580	2023-12-06 08:40:09			CURB SCRAPING ON ANAQUITAS NEEDS TO BE DONE.
3	Curb Scraping	654 Anaquitas St Mercedes, TX 78570, USA	15707597	2023-12-06 08:40:47	2023-12-19 14:05:27		CURB SCRAPING TO BE DONE ON WEBB STREET.
4	Curb Scraping	137 Webb St Mercedes, TX 78570, USA	15707641	2023-12-06 09:02:37			CURB SCRAPING TO BE DONE ON NORTH TEXAS AVE.
5	Curb Scraping	624 N Texas Ave Mercedes, TX 78570, USA	15707662	2023-12-06 09:04:22			CURB SCRAPING NEEDS TO BE DONE
6	Curb Scraping	907 Anacuitas St Mercedes, TX 78570, USA	15707725	2023-12-06 09:05:32	2023-12-19 10:22:12		CURB SCRAPING TO BE DONE ON JONES AVE.
7	Curb Scraping	702 Jones Ave Mercedes, TX 78570, USA	15707742	2023-12-06 09:06:23	2023-12-19 14:07:40		CURB SCRAPING TO BE DONE ON JONES AVE.
8	Curb Scraping	17th St, Mercedes, TX, 78570, USA		2023-12-20 10:05:37	2023-12-20 10:05:37	2023-12-18 17:00:00	ISIDRO, PEDRO, ZEKE START: 8:35AM END: 4:30PM CURB SCRAPE, WEED EAT, BLOW AND PICK UP PAPERS ON 17
9	Curb Scraping	17th St, Mercedes, TX, 78570, USA		2023-12-20 10:14:10	2023-12-20 10:14:10	2023-12-19 17:00:00	ISIDRO, PEDRO, ZEKE TIME START 8:30AM TIME END: 11:40 CURB SCRAPE, WEED EAT BLOW AND PICK UP PAPERS ON 17TH ST
1	Cut Grass	400 S Ohio Ave, Mercedes, TX, 78570, USA		2023-12-04 09:31:03	2023-12-04 09:31:03	2023-11-30 17:00:00	ISAIAS, EZ, PABLO UNIT#365 7:00-9:10AM CITY HALL, LIBRARY AND OLD FIRE DEPARTMENT CUT AND WEEDED
2	Cut Grass	Tejas Blvd & Cherokee Dr, Mercedes, TX, 78570, USA		2023-12-04 12:32:49	2023-12-04 12:32:49	2023-12-01 17:00:00	FERMIN, J.J., HECTOR UNIT#3124 AND UNIT#323 CUT GRASS AROUND THE FIRE HYDRANT.
3	Cut Grass	111 James Dr, Mercedes, TX, 78570, USA		2023-12-04 15:22:59	2023-12-04 15:22:59	2023-11-30 17:00:00	ISAIAS, EZ, PABLO 11:00-11:45AM MELTON PARK 2 CUT AND WEED
4	Cut Grass	2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-06 11:46:12	2023-12-06 11:46:29	2023-12-04 17:00:00	ISAIAS, PABLO, EZ UNIT#365 3:40-5:00 CUT A PORTION OF PUBLIC WORKS GROUNDS. WHERE THE CARS ARE NOT PARKED.
5	Cut Grass	2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-06 11:47:50	2023-12-06 11:47:50	2023-12-05 17:00:00	ISAIAS UNIT#365 7:00-9:40AM CUT AND WEEDED. PUT AIR IN THE TRACTORS
6	Cut Grass	1202 N Vermont Ave, Mercedes, TX, 78570, USA		2023-12-06 12:02:57	2023-12-06 12:03:11	2023-12-05 17:00:00	ISAIAS UNIT#365 DOME: 10:49-12:00 CUT AND WEEDED THE FRONT OF THE DOME DOME: 1:00-4:00PM CUT AND WEEDED THE BACK OF THE DOME

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7	120168 Cut Grass	Anaquitas St, Mercedes, TX, 78570, USA		2023-12-11 10:11:29	2023-12-11 10:11:29	2023-12-06 17:00:00	ISAIAS, PABLO, EZ UNIT#365 8:40-12:00 CORNER OF ANAQUITAS AND FRONTAGE CUT & WEEDED AND TOOK DOWN A TREE.
8	120169 Cut Grass	171-177 Anaquitas St, Mercedes, TX, 78570, USA		2023-12-11 10:13:16	2023-12-11 10:13:16	2023-12-06 17:00:00	ISAIAS, PABLO, EZ UNIT#365 8:40-12:00 CORNER OF 491 AND FRONTAGE CUT GRASS WITH MOWER
9	120170 Cut Grass	I-2 W, Mercedes, TX, 78570, USA		2023-12-11 10:14:34	2023-12-11 10:14:34	2023-12-06 17:00:00	ISAIAS, PABLO, EZ UNIT#365 8:40-12:00 NORTH SIDE OF FRONTAGE ROAD CUT GRASS WITH MOWER.
10	120178 Cut Grass	370 N Texas Ave, Mercedes, TX, 78570, USA		2023-12-11 10:27:05	2023-12-11 10:27:05	2023-12-06 17:00:00	ISAIAS, PABLO, EZ UNIT#365 2:10-3:15 CUT AND WEEDED PROPERTY ON SIDE OF ENTERPRISE RENTAL.
11	120351 Cut Grass	3087-3345 E Business 83, Mercedes, TX, 78570, USA		2023-12-12 09:23:32	2024-01-12 08:15:00	2023-12-12 17:00:00	1302 E 2ND ST GREENTRE SUBD BLOCK LOT 10 THRU 12 11/08/23 NOTICE SENT - LG 12/11/23 ISMAEL G. DROVE BY NOTICED GRASS IS ABOVE 2FT NEEDING CUT- LG 12/12/23 WORK ORDER CREATED - LG
12	120633 Cut Grass	540 W 6th St, Mercedes, TX, 78570, USA		2023-12-11 11:09:03	2023-12-18 08:55:20	2023-12-14 17:00:00	ISIDRO ALVARADO CUTTING GRASS ON 6TH AND VIRGINIA. ALSO WEED EATING.
13	120642 Cut Grass	520 E 2nd St, Mercedes, TX, 78570, USA		2023-12-14 12:04:08	2023-12-14 12:04:08	2023-12-12 17:00:00	ISAIAS, EZ, PABLO UNIT#365 8:00-12:00 CIVIC CENTER CUT AND WEEDED, CLEAN OUTSIDE RESTROOMS.
14	120644 Cut Grass	520 E 2nd St, Mercedes, TX, 78570, USA		2023-12-14 12:10:38	2023-12-14 12:10:38	2023-12-12 17:00:00	ISAIAS, EZ, PABLO UNIT#365 1:00-4:34 CIVIC CENTER FINISH CUTTING & BLOWING, BUFF CIVIC FLOORS, CLEAN RESTROOMS
15	121251 Cut Grass	W 1st St, Mercedes, TX, 78570, USA		2023-12-21 13:48:57	2023-12-21 13:48:57	2023-12-20 17:00:00	ISIDRO AND ZEKE UNIT#3121 8:30-10:00AM WEED EAT, BLOW, PICK UP PAPERS AND CUT SMALL TREES WORKED FROM INDIANA TO VERMONT.
16	121253 Cut Grass	W 1st St, Mercedes, TX, 78570, USA		2023-12-21 13:50:04	2023-12-21 13:50:04	2023-12-20 17:00:00	ISIDRO AND ZEKE UNIT#3121 10:30-11:30AM CUT GRASS AND WEED EAT AND BLOW FROM TEXAS TO VERMONT ON FIRST STREET.
17	121254 Cut Grass	W 1st St, Mercedes, TX, 78570, USA		2023-12-21 13:51:19	2023-12-21 13:51:19	2023-12-20 17:00:00	ISIDRO AND ZEKE UNIT#3121 1:20-4:32PM CUT GRASS AND WEED EAT AND BLOW FROM TEXAS TO VERMONT ON 1ST STREET.



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18	Cut Grass	300 N Ohio Ave, Mercedes, TX, 78570, USA		2023-12-29 14:50:25	2023-12-29 14:50:25	2023-12-19 17:00:00	ISAIAS, PABLO UNIT#365 FIRE DEPT: CUT GRASS AND WEED
1	Cut Trees on ROW	Camino de Verdad Rd & Mile 2 Rd W, Mercedes, TX, 78596, USA		2023-12-05 16:28:45	2024-01-12 10:07:32	2023-12-05 17:00:00	DALE WHITAKER 956-789-0484 CALLED TO REPORT THAT THE GRASSBRUSH IS OVERGROWN ON THE CORNER OF CAMINO DE VERDAD AND MILE 2 WEST. ONCOMING CARS ARE NOT SEEN AND CAN CAUSE AND ACCIDENT. PLEASE HAVE THE CORNER TRIMMED.
2	Cut Trees on ROW	821 Dawson Rd, Mercedes, TX, 78570, USA		2023-12-12 11:42:17		2023-12-12 17:00:00	BERNIE MATA - CODE ENFORCEMENT REPORTED THIS FOR A RESIDENT.  JUAN GOMEZ WENT BY CITY HALL WITH A CONCERN OF THE OLD TREE BY THE RIGHT OF WAY. VERY OLD AND CAN BREAK AND COULD LAND ON SOMEONE OR THING PASSING BY.
3	Cut Trees on ROW	501-599 W 10th St, Mercedes, TX, 78570, USA		2023-12-18 09:12:07	2023-12-18 09:12:07	2023-12-15 17:00:00	ISIDRO AND PEDRO UNIT#364 1:00-3:00PM TENTH STREETH BETWEEN VIRGINIA AND MISSOURI WEDEAT AND PICK UP GARBAGE AND BLOW. USED THE WEDEATER AND BLOWER
1	DAILY PREP/CHECK	2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-04 09:32:37	2023-12-04 09:32:50		ISAIAS, EZ, PABLO UNIT#365 9:10-9:45AM GOT DIFFERENT WEDEATER AND FILLED UP ON GAS CHECK
2	DAILY PREP/CHECK	2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-11 12:44:32	2023-12-11 12:44:32	2023-12-06 17:00:00	JOE RODRIGUEZ 12/06/2023 7:50-8:05AM OPEN UP SHOP  8:30-8:40 GOT THE READING FOR THE GAS AND DIESEL TANK. GAVE THE READING TO NELDA.
3	DAILY PREP/CHECK	2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-20 10:15:37	2023-12-20 10:15:37	2023-12-15 17:00:00	ISAIAS, PABLO, EZ UNIT#365 8:00-8:45 SHOP: CLEAN BREAKROOM AND TAKE DOWN BARCADES.
1	DAILY SHUTDOWN/CLEAN-UP	2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-11 12:16:15	2023-12-11 12:16:15	2023-12-07 17:00:00	ISAIAS, PABLO, EZ UNIT#365 1:00-1:30 PUTTING ITEMS AWAY AT THE SHOP
2	DAILY SHUTDOWN/CLEAN-UP	2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-19 14:01:15	2023-12-19 14:01:15	2023-12-12 17:00:00	ISAIAS, EZ, PABLO UNIT#365 4:34-5:00PM PUT ALL EQUIPMENT AWAY
3	DAILY SHUTDOWN/CLEAN-UP	2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-20 10:44:41	2023-12-20 10:44:41	2023-12-18 17:00:00	ISAIAS, PABLO, EZ 4:40-5:00PM SHOP: PUT AWAY EQUIPMENT FROM THE TENT AND EVENT.
1	Dead Animal Pick Up	2313-2345 E Business 83, Mercedes, TX, 78570, USA		2023-12-04 08:03:20	2023-12-04 08:08:34	2023-11-25 17:00:00	DEAD OPOSSUM

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2	119432	Dead Animal Pick Up	500-598 W 2nd St, Mercedes, TX, 78570, USA	2023-12-04 08:04:28	2023-12-04 08:08:20	2023-11-25 17:00:00	DEAD ANIMAL
3	119434	Dead Animal Pick Up	1500-1598 W 2nd St, Mercedes, TX, 78570, USA	2023-12-04 08:05:17	2023-12-04 08:08:52	2023-11-25 17:00:00	DEAD CAT
4	119479	Dead Animal Pick Up	230 N Missouri Ave, Mercedes, TX, 78570, USA	2023-12-04 10:27:36	2023-12-04 11:36:47	2023-12-04 17:00:00	DEAD ANIMAL
5	119605	Dead Animal Pick Up	W 6th St & S Washington Ave, Mercedes, TX, 78570, USA	2023-12-05 08:03:00	2023-12-06 13:15:54	2023-12-04 17:00:00	Dead cat
6	120300	Dead Animal Pick Up	601-799 Mathes Ave, Mercedes, TX, 78570, USA	2023-12-11 16:51:17	2023-12-12 08:30:51	2023-12-11 17:00:00	dead cat
7	120301	Dead Animal Pick Up	710 S Virginia Ave, Mercedes, TX, 78570, USA	2023-12-11 16:51:33	2023-12-12 08:30:43	2023-12-11 17:00:00	Dead cat in the street.
8	120302	Dead Animal Pick Up	150 Prosperity St, Mercedes, TX, 78570, USA	2023-12-11 16:52:22	2023-12-12 08:30:23	2023-12-11 17:00:00	Dead cat in the property.
9	120303	Dead Animal Pick Up	801-999 S Indiana Ave, Mercedes, TX, 78570, USA	2023-12-11 16:54:33	2023-12-12 08:30:03	2023-12-11 17:00:00	Dead cat in the white bag on the street.
10	120553	Dead Animal Pick Up	937 N Vermont Ave, Mercedes, TX, 78570, USA	2023-12-13 15:25:16	2023-12-13 16:15:58	2023-12-13 17:00:00	Dead dog in the porch.
11	120604	Dead Animal Pick Up	N Base Line Rd, Mercedes, TX, 78570, USA	2023-12-14 09:05:32	2023-12-20 13:53:52	2023-12-14 17:00:00	dead dog in street
12	120967	Dead Animal Pick Up	1101 S Vermont Ave, Mercedes, TX, 78570, USA	2023-12-18 16:37:28	2023-12-20 13:53:29	2023-12-18 17:00:00	Dead dog in the street.
1	119560	EQUIPMENT MAINT.	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2023-12-04 14:52:34	2023-12-04 14:52:34	2023-12-01 17:00:00	ALBERT AGUEROS-JOE RODRIGUEZ (SWEEPER) LICENSE#117-7904 MILEAGE: 19598 UNIT WOULD NOT START. UNIT HAS A DEAD BATTERY, HAS NOT BEEN USED FOR MONTHS. MANY ISSUES NOT WORKING AS IT SHOULD.
2	119564	EQUIPMENT MAINT.	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2023-12-04 15:02:32	2023-12-04 15:02:32	2023-11-30 17:00:00	JOE RODRIGUEZ, DAILY ACTIVITY REPORT UNIT#3127 MILEAGE 1949.7 1.P.T.O. WAS NOT WORKING, GOT GOING NOW IT IS WORKING. 2. WENT WITH ALBERT TO PICK UP A PD. UNIT FROM WESLACO FORD.
3	119568	EQUIPMENT MAINT.	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2023-12-04 15:08:43	2023-12-04 15:08:43	2023-11-29 17:00:00	ALBERT AGUEROS UNIT#3118 J.D. TRACTOR 3520 REPLACED BROKE PTO SHAFT YOKE-CLUTCH AND U-JOINT 1 P.T.O. SHAFT YOKE 1 P.T.O. CLUTH ASSEMBLY 1 YOKE TO CLUTCH U-JOINT.
4	119570	EQUIPMENT MAINT.	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2023-12-04 15:10:48	2023-12-04 15:10:48	2023-11-30 17:00:00	ALBERT AGUEROS. UNIT#3-32 CASE 560 SUPER NWT 1797 HOURS. REPLACED BOTH A/C CONTROL FAN SWITCH AND WIRE HARNESS. REPLACED CABIN FILTER 1 A/C CONTROL FAN SWITCH 1 A/C CONTROL FAN WIRE HARNESS 1 A/C CABIN FILTER.
5	119622	EQUIPMENT MAINT.	701 Mathis St, Mercedes, TX, 78570, USA	2023-12-05 09:34:50	2024-01-04 09:27:03		MARTIN JOHNSON IS REQUESTING THE LAWN MOWER FOR THE POOL AREA TO BE SERVICED. THEY WERE INFORMED TO BRING THE LAWN MOWER TO THE PW WAREHOUSE, OR WHEN OUR GUYS GET A CHANGE THEY WILL PICK UP THE LAWN MOWER.
6	119683	EQUIPMENT MAINT.	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2023-12-05 14:38:19		2023-12-05 17:00:00	WOOD CHIPPER UNIT#3117 DOES NOT WANT TO TURN ON.
7	120062	EQUIPMENT MAINT.	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2023-12-08 13:11:38	2023-12-11 08:53:24	2023-12-08 17:00:00	JOSH IS REPORTING THAT THE VACTOR TRUCK IS LEAKING HYDRAULIC OIL.
8	120176	EQUIPMENT MAINT.	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2023-12-11 10:26:13	2023-12-11 10:26:13	2023-12-06 17:00:00	ISAIAS, PABLO, EZ UNIT#365 TRADED TRAILERS WITH TONO SO HE COULD FIX THE SECOND ONE.

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9	120234	EQUIPMENT MAINT. 2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-11 12:38:27	2023-12-11 12:38:27	2023-12-04 17:00:00	JOE RODRIGUEZ UNIT#349 9:30AM FRONT HUB AND BEARING IS NO GOOD ON THE TRAILER JOE RODRIGUEZ 9:00-12:00 WENT TO PHARR TO CAMCO TRUCK AND TRAILER SOLUTIONS TO GET A SECOND QUOTE JOE RODRIGUEZ 2:30PM WENT TO PICK UP THE WOOD CHIPPER FROM THE CCS. IT DID NOT WANT TO STARTUP. BROUGHT IT TO THE SHOP TO LOOK AT.
10	120236	EQUIPMENT MAINT. 1105 W Ferguson St, Pharr, TX, 78577, USA		2023-12-11 12:40:21	2023-12-11 12:40:21	2023-12-04 17:00:00	JOE RODRIGUEZ 10:41AM WENT TO CAMCO IN PHARR TO PICK UP A W-9 FORM FOR NELDA
11	120237	EQUIPMENT MAINT. 300 N Capisallo Rd, Mercedes, TX, 78570, USA		2023-12-11 12:41:43	2023-12-11 12:41:43	2023-12-04 17:00:00	JOE RODRIGUEZ 11:00-4:10PM PUT SOME DEGREASER OM THE TRACTOR THAT BELONGS TO THE PLANNING DEPARTMENT CAUSE IT IS LEAKING OIL SOMEWHERE. FOUN THE OIL LEAK IT WAS THE OIL CAP ON THE TOP OF THE MOTOR. PUT A NEW GASKET ON IT.
12	120242	EQUIPMENT MAINT. 1105 W Ferguson St, Pharr, TX, 78577, USA		2023-12-11 12:45:47	2023-12-11 12:45:47	2023-12-06 17:00:00	JOE RODRIGUEZ 8:30-9:30AM WE ADDED SOME LIQUID TO THE FOG MACHINE FOR THE MOSQUITOS AND TURNED IT ON.
13	120243	EQUIPMENT MAINT. 2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-11 12:47:28	2023-12-11 12:47:28	2023-12-06 17:00:00	JOE RODRIGUEZ 8:00-8:20AM GOT THE FOG MACHINE OFF UNIT#359 WENT TO P.D. TO TURN UNIT 505. JUMP START IT. 10:00 WENT TO NAPA AUTO LOOKING FOR COME CORDI PINS AND SOME AIR SHOCKS FOR THE SHOP.
14	120244	EQUIPMENT MAINT. 2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-11 12:49:04	2023-12-11 12:49:04	2023-12-07 17:00:00	JOE RODRIGUEZ 1:00-1:20PM VACTOR TRUCK WAS BROUGHT INTO MECHANIC SHOP FOR A HYDRAULIC LEAK. FOUND THE LEAK IT WAS A LOOSE NUT. UNIT#3130 LICENSE# 142-8769 MILEAGE 9172. WENT TO LEAVE A RECEIVER TO ALBERT. TO OLD FIRE DEPARTMENT FOR PARADE.
15	120247	EQUIPMENT MAINT. 2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-11 12:56:39	2023-12-11 12:56:39	2023-12-08 17:00:00	ALBERT 12/13/2023 PARKS AND STREETS- START 8:00- UNIT#3317 CHIPPER 2011 VERMEER BC 1000 XL MILEAGE: 467 HOURS UNIT WONT CRANK OVER OR START UP. STARTER SHORTED OUT. INSTALLED NEW STARTER FROM BILL BUNTON CALLED DEALER. WERE ASKING OVER \$1000. GOT IT FOR \$350
16	120248	EQUIPMENT MAINT. 2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-11 12:58:31	2023-12-11 12:58:31	2023-12-08 17:00:00	ALBERT AGUIEROS REPORTED BY JOSELYNN CASTILLO 8:00AM- OLD P.D. GENERATOR GENERATOR STAYED ON AFTER BLACK OUT ON SUNDAY NIGHT. SWITCHED IT BY MANUAL TO TURN IT OFF. WE WILL NEED NEW BATTERIES FOR GENERATOR.
17	120259	EQUIPMENT MAINT. 2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-14 10:36:58	2023-12-14 10:36:58	2023-12-13 17:00:00	
18	121038	EQUIPMENT MAINT. 400 S Ohio Ave, Mercedes, TX, 78570, USA		2023-12-19 14:29:40	2023-12-19 14:29:40	2023-12-18 17:00:00	

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19	121112 EQUIPMENT MAINT.	2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-20 10:40:24	2023-12-20 10:40:24	2023-12-15 17:00:00	ISAIAS, PABLO, EZ UNIT#365 1:00-1:17PM FIXED TIRE ON TRACTOR AND PUT EQUIPMENT AWAY TO MAKE ROOM FOR BOXES.
20	121119 EQUIPMENT MAINT.	2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-20 10:47:58	2023-12-20 10:47:58	2023-12-20 17:00:00	ALBERT AGUEROS UNIT#349 PARKS-STREETS LICENSE#900-3683 NO LIGHTING ON TRAILER ARE WORKING. ON ALL WHEEL BEARINGS AND WHELL HUBS 2 NEW LED ON REAR OF TRAILER, 2 NEW GROMENTS-2 RED SIDE MARKS INSTALLED ON REAR OF TRAILER-2 ORANGE SIDE MARKERS INSTALLED ON FRONT OF TRAILER. REPLACED ALL WHEEL BEARING. PLUS TWO NEW HUBS ON TAILER.
21	121560 EQUIPMENT MAINT.	2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-27 16:16:47	2023-12-27 16:16:47	2023-12-21 17:00:00	CITY HALL GENERATOR GENERATOR NOT SHUTTING OFF. BILL BUNTON ELECTRICIAN CHECKED UNIT OUT. FOUND SOMETHING WRONG. ALBERT AGUEROS.
22	121652 EQUIPMENT MAINT.	2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-28 14:54:30	2024-01-03 11:04:46	2023-12-29 17:00:00	UNIT# 3127 ZERO TURN ALBERT AGUEROS REQUESTED WORK ORDER TO REPAIR ZERO TURN.
23	121675 EQUIPMENT MAINT.	2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-28 16:13:22		2023-12-29 17:00:00	UNIT#3111 BACKHOE NEEDS TO BE CHECKED OUT. POSSIBLE NEW FILTER NEEDED, BLOWS OUT BLACK SMOKE AND TURNS OFF. OLD 997 ZERO TURN. NEEDS TO BE WORKED ON. CHECK PULLIES, GIVE A TUNE UP AND MAKE SURE IT IS UP TO GOOD WORKING CONDITION.
24	121708 EQUIPMENT MAINT.	2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-29 09:22:32	2024-01-04 16:44:35	2023-12-29 17:00:00	DON ANDERSON WITH DON'S AUTOPARTS 956-373-7444 COMPLAINING OF YELLOW WATER AND DIRTY SMELL.
1	120328 Flush Fire Hydrant	3929 E Business 83, Mercedes, TX, 78570, USA		2023-12-12 08:35:41	2023-12-14 09:24:51	2023-12-12 17:00:00	MARY MARTINEZ 956-357-0000 956-565-2481 WATER IS SMELLING LIKE SEWER. THROUGHOUT THE PROPERTY. PLUMBER SAID HER WASHER WAS WORKING FINE BUT THE SMELL MIGHT BE COMING FROM THE CITY WATER.
2	120930 Flush Fire Hydrant	300 Anaquillas St, Mercedes, TX, 78570, USA		2023-12-18 14:31:33	2023-12-21 10:25:43	2023-12-19 17:00:00	STANDBY CREW: J.J., HECTOR, JOSH UNIT#3124 AND UNIT#3130 VACUUMING THE SMALL LIFT STATION AND VACUUMING THE CLEAN OUT.
1	120197 LIFT STATION MAINT.	2330 US-83-BR, Mercedes, TX, 78570, USA		2023-12-11 11:02:46	2023-12-11 11:02:46	2023-12-09 17:00:00	TOMMY RODRIGUEZ AEP ELECTRIC FOR THE RGVLS 956-398-7058
1	120807 Locate Water & Sewer /Tap	1000 N Texas Ave, Mercedes, TX, 78570, USA		2023-12-15 15:26:21	2023-12-18 08:53:45	2023-12-15 17:00:00	

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2	120876	Locate Water & Sewer /Tap 843 Iowa Ave, Mercedes, TX, 78570, USA		2023-12-18 09:29:05	2023-12-19 14:03:21	2023-12-19 17:00:00	PLEASE LOCATE SEWER LINE TO INSTALL A SEWER TAP.  VALLE PEREZ PEREZ REMODELING 956-463-0965  ISMAEL VELA JR. 956-339-4918  WANTS TO HAVE WATER LINES LOCATED BEFORE THE CHRISTMAS BREAK. THEY ARE PLACING A PORTABLE BUILDING AND WANT TO KNOW IF THERE IS ANY WATER LINES RUNNING FROM ONE FIRE HYDRANT TO THE OTHER HYDRANT.
3	121088	Locate Water & Sewer /Tap 700 Med High Dr, Mercedes, TX, 78570, USA		2023-12-20 08:58:06	2023-12-20 10:01:11	2023-12-20 17:00:00	
1	119354	LOW WATER PRESSURE /NO WATER 713 S Vermont Ave, Mercedes, TX, 78570, USA		2023-12-01 13:06:39	2023-12-01 15:53:39	2023-12-01 17:00:00	MARY ALICE CONDE 956-903-5307 REPORTING TO HAVE LOW WATER PRESSURE FOR THE PAST WEEK.  LOW WATER PRESSURE; PLEASE CHECK THIS. RESIDENT SAYS THERE WAS WORK DONE IN THE ALLEY A FEW DAYS AGO RESIDENT: TERRIE GONZALEZ CONTACT: 956-463-1688
2	120464	LOW WATER PRESSURE /NO WATER 1509 S Vermont Ave, Mercedes, TX, 78570, USA		2023-12-13 08:21:27	2023-12-14 11:10:44	2023-12-13 17:00:00	DON ANDERSON 956-373-7444 DONS AUTO PARTS  REPORTING LOW WATER PRESSURE AND BARELY ANY WATER COMES OUT. FIRE HYDRANT WAS FLUSHED A FEW DAYS AGO AND SINCE THEN IT HAS BEEN LOW.
3	120730	LOW WATER PRESSURE /NO WATER 3925 E Business 83, Mercedes, TX, 78570, USA		2023-12-15 09:10:08	2023-12-21 13:53:59	2023-12-15 17:00:00	
1	119913	MANHOLE MAINTENANCE 997-999 2 Mile Rd W Mercedes, TX, 78570, USA	10796410	2023-12-07 10:51:46	2023-12-11 09:25:27	2023-12-07 17:00:00	CUSTOMER IS REPORTING A MANHOLE COVER THAT LOOKS LIKE IT HAS COME UNHINGED FROM THE HOLE. LOOK INTO THIS AS IT MIGHT CAUSE DAMAGE TO VEHICLES AS THEY DRIVE BY.  LOCATED GOING SOUTH OF MVEC ON MILE 2 NEAR THE FIRST STREET ON THE LEFT.
2	120881	MANHOLE MAINTENANCE 12530 Tejas Blvd, Mercedes, TX, 78570, USA		2023-12-18 09:55:53	2023-12-29 13:56:15	2023-12-19 17:00:00	ALEJANDRO GARCIA 956-314-4280  INSIDE THE INDIAN HILLS SUBDIVISION THE MANHOLE IN FRONT OF THE AREA IS LEAKING AND SPILLING WATER OR SEWAGE. PLEASE CHECK IT OUT.
3	120862	MANHOLE MAINTENANCE 12530 Tejas Blvd, Mercedes, TX, 78570, USA		2023-12-18 09:57:33	2023-12-18 09:58:02	2023-12-19 17:00:00	ALEJANDRO GARCIA 956-314-4280  INSIDE THE SUBDIVISION OF INDIAN HILLS, THE MANHOLE IS LEAKING WATER OR SEWER STUFF IN FRONT THIS ADDRESS. PLEASE CHECK IT OUT.

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4	120984	MANHOLE MAINTENANCE 1605 Brahma St, Mercedes, TX, 78570, USA		2023-12-19 09:32:39	2023-12-21 10:27:57	2023-12-19 17:00:00	RAPHAEL CAVAZOS 956-331-5647  REPORTING THAT SEWER AND STUFF IS COMING FROM THE MANHOLE IN FRONT OF HIS HOUSE. IT IS SPREADING THROUGH OUT THE WHOLE STREET, FROM ONE STOP SIGN TO THE OTHER STOP SIGN.
5	121030	MANHOLE MAINTENANCE 14th St & S Colorado Ave, Mercedes, TX, 78570, USA		2023-12-19 14:16:17	2023-12-19 14:16:17	2023-12-04 17:00:00	12/04/2023 J.J., HECTOR UNIT#3124 OPENED MANHOLE AND COVER AND MEASURED HOW DEEP IT WAS 7 FEET DEEP.
6	121031	MANHOLE MAINTENANCE W 4th St & S Colorado Ave, Mercedes, TX, 78570, USA		2023-12-19 14:17:35	2023-12-19 14:17:35	2023-12-04 17:00:00	12/04/2023 J.J., HECTOR UNIT#3124 OPENED MANHOLE COVER AND MEASURED HOW DEEP IT IS. 8 FT 4 INCHES.
1	120700	Manhole Replacement 12830-12984 FM-491, Mercedes, TX, 78570, USA		2023-12-14 16:41:30	2023-12-14 16:41:30	2023-12-14 17:00:00	FERMIN, J.J., HECTOR UNIT#3124 AND UNIT#323 FM 491 AND MILE 11 NORTH TOOK OUT A RING AND COVER THAT HAD FALLEN INSIDE.
2	121134	Manhole Replacement Mile 11 N, Mercedes, TX, 78570, USA		2023-12-20 12:41:45	2023-12-20 12:41:45	2023-12-20 17:00:00	J.J., FERMIN, HECTOR UNIT#3124 AND UNIT#323 MANHOLE CAVE IN WE TOOK OUT THE 24INCH LID AND INSTALLED A 32 INCH LID MATERIAL USED: 1 -32INCH LID FOR THE MANHOLE RING AND BAHOLE.
1	121034	New Traffic Sign Eb Frontage Rd & S Mile 1 E, Mercedes, TX, 78570, USA		2023-12-19 14:23:05	2023-12-19 14:23:05	2023-12-17 17:00:00	MILE 1 E AND BUSINESS 83 ARI, ISAAC, STANDBY CREW PUT STOP SIGNS FOR 4 WAY
1	120195	OPEN/CLOSE METER 730 W 10th St, Mercedes, TX, 78570, USA		2023-12-11 11:00:10	2023-12-11 11:00:10	2023-12-08 17:00:00	J.J., HECTOR 12/08/2023 CUSTOMER REQUESTED TO CLOSE THE WATER METER.
2	120746	OPEN/CLOSE METER 155 N Georgia Ave, Mercedes, TX, 78570, USA		2023-12-15 10:15:53	2023-12-15 10:15:53	2023-12-13 17:00:00	STANDBY CREW: J.J., HECTOR 5:00-5:39PM AS PER OSCAR G - OPEN THE WATER METER WATER METER HAD A LOCK, HAD ALREADY PAID EARLIER BEFORE 5:00PM WATER METER KEY WAS USED.
3	120747	OPEN/CLOSE METER 812 S Georgia Ave, Mercedes, TX, 78570, USA		2023-12-15 10:21:40	2023-12-15 10:21:40	2023-12-13 17:00:00	STANDBY CREW: J.J., HECTOR 7:14PM-7:51PM WATER METER WAS LOCKED OPEN THE WATER METER ALREADY PAID AROUND 4:00PM WATER METER KEY WAS USED.
4	121214	OPEN/CLOSE METER 137 Lyon St, Mercedes, TX, 78570, USA		2023-12-21 10:11:16	2023-12-21 10:11:16	2023-12-19 17:00:00	TOMAS LEDESMA 137 LYON ST.  STANDBY CREW: ARI RUIZ WENT TO GO OPEN WATER METER 8:40PM

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5	121613	801 Hidalgo St, Mercedes, TX, 78570, USA		2023-12-28 10:30:13	2023-12-29 13:56:49	2023-12-29 17:00:00	MELVIN ESPINOZA 956-330-7700  WORKING AT KENNEDY ELEMENTARY AND CAN NOT SHUT OFF THE VALVE TO DO A REPAIR. NOT ABLE TO SHUT OFF THE METER. WOULD LIKE TO SCHEDULE THE TIME ON FRIDAY AT 9:00AM PLEASE CALL HIM TO FOLLOW UP OR SCHEDULE SOMETHING.
1	119388	1202 N Vermont Ave, Mercedes, TX, 78570, USA		2023-12-01 16:40:34	2023-12-01 16:40:34	2023-11-30 17:00:00	ISAIAS, EZ, PABLO UNIT#365 7:00-7:25AM CHECKED TO SEE IF WE COULD CUT BECAUSE IT RAINED LAST NIGHT.
2	119469	520 E 2nd St, Mercedes, TX, 78570, USA		2023-12-04 09:35:37	2023-12-04 09:35:37	2023-11-30 17:00:00	ISAIAS, EZ, PABLO UNIT#365 10:15-10:30AM LOOKING FOR TREES THAT CITY MANAGER WANTED US TO TAKE DOWN. DROPPED OFF EZ AT THE CIVIC CENTER SO HE CAN CUT THEM
3	120289	1202 N Vermont Ave, Mercedes, TX, 78570, USA		2023-12-11 15:07:39	2024-01-03 14:22:48	2023-12-15 17:00:00	CLEMENTE SOLIS 956-650-2433  WALKING SIDEWALK TRAIL NEEDS TO BE CLEANED UP AND OVER GROWN GRASS AND MUD NEEDS TO BE REMOVED. MAINTENANCE OF EQUIPMENT ON EXERCISE AREAS NEEDS TO BE REPAIRED OR REPLACED.
4	120617	637 Malthis St, Mercedes, TX, 78570, USA		2023-12-14 09:40:23	2023-12-14 09:40:23	2023-12-13 17:00:00	ISAIAS, EZ, PABLO UNIT#365 3:48-4:30 LITTLE LEAGUE PARK CHECKED PARK 1,2,3,4 AND LOOKED FOR WATER LEAK. WHICH WAS FOUND AT FIELD 1
1	119574	520 E 2nd St, Mercedes, TX, 78570, USA		2023-12-04 15:17:05	2023-12-04 15:17:05	2023-11-30 17:00:00	ISAIAS, EZ, PABLO UNIT#365 8:00-10:00AM CLEANED UP CIVIC CENTER
2	119783	620 E 2nd St, Mercedes, TX, 78570, USA		2023-12-06 11:48:57	2023-12-06 11:48:57	2023-12-05 17:00:00	ISAIAS UNIT#365 9:40-10:49AM CIVIC CENTER PICKED UP TRASH, CLEANED RESTROOMS AND CLEANED CIVIC CENTER
3	120181	1202 N Vermont Ave, Mercedes, TX, 78570, USA		2023-12-11 10:32:02	2023-12-11 10:32:02	2023-12-06 17:00:00	ISAIAS, PABLO, EZ UNIT#365 4:15-5:00 DOME PICK UP TRASH
4	120211	520 W 2nd St, Mercedes, TX, 78570, USA		2023-12-11 11:27:40	2023-12-11 11:27:40	2023-12-07 17:00:00	ISAIAS, PABLO, EZ UNIT#365 9:34-9:41 CIVIC CENTER THROW TRASH
5	121758	1202 N Vermont Ave, Mercedes, TX, 78570, USA		2023-12-29 14:35:35	2023-12-29 14:35:35	2023-12-14 17:00:00	ISAIAS, EZ, PABLO UNIT#365 3:00-3:20 DOME PICK UP TRASH

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6	Park Trash Pick Up	520 E 2nd St, Mercedes, TX, 78570, USA		2023-12-29 14:51:36	2023-12-29 14:51:36	2023-12-19 17:00:00	ISAIAS, PABLO UNIT#365 9:35-10:15AM CIVIC CENTER CLEAN RESTROOMS AND TAKE OUT TRASH
1	Parks Restroom Clean Up	520 E 2nd St, Mercedes, TX, 78570, USA		2023-12-01 16:52:04	2023-12-01 16:52:03	2023-11-30 17:00:00	ISAIAS, EZ, PABLO UNIT#365 7:25-7:45AM CLEANED RESTROOMS, RESTOCKED THEM AND CHECKED TO SEE IF WE WOULD BE ABLE TO CUT GRASS.
2	Parks Restroom Clean Up	1202 N Vermont Ave, Mercedes, TX, 78570, USA		2023-12-04 15:26:08	2023-12-04 15:26:08	2023-11-30 17:00:00	ISAIAS, EZ, PABLO STOP BY WATER TOWER TO SEE IF IT NEEDS TO BE CUT DOME: THROW TRASH AND SEE IF THE LAND IS DRYING UP SO WE CAN CUT THE GRASS.
3	Parks Restroom Clean Up	620 E 2nd St, Mercedes, TX, 78570, USA		2023-12-06 10:39:42	2023-12-06 10:39:42	2023-12-04 17:00:00	ISAIAS, PABLO, EZ UNIT#365 DROPPED OFF ITEMS AND CLEANED RESTROOMS AT THE CIVIC CENTER
4	Parks Restroom Clean Up	520 E 2nd St, Mercedes, TX, 78570, USA		2023-12-11 10:31:06	2023-12-11 10:31:06	2023-12-06 17:00:00	ISAIAS, PABLO, EZ UNIT#365 3:15-4:15 CIVIC CENTER THROW TRASH AND CLEAN RESTROOMS
5	Parks Restroom Clean Up	520 E 2nd St, Mercedes, TX, 78570, USA		2023-12-11 12:15:14	2023-12-11 12:15:14	2023-12-07 17:00:00	ISAIAS, PABLO, EZ UNIT#365 11:20-12:00 CLEAN THE RESTROOMS AT THE CIVIC CENTER
6	Parks Restroom Clean Up	520 E 2nd St, Mercedes, TX, 78570, USA		2023-12-14 09:33:39	2023-12-14 09:33:44	2023-12-13 17:00:00	ISAIAS, EZ, PABLO UNIT#365 8:00-8:40 CLEAN THE RESTROOMS AT THE CIVIC CENTER
7	Parks Restroom Clean Up	520 E 2nd St, Mercedes, TX, 78570, USA		2023-12-29 14:32:17	2023-12-29 14:32:17	2023-12-14 17:00:00	ISAIAS, PABLO, EZ UNIT#365 8:30-9:00 AM CIVIC CENTER CLEAN RESTROOMS
8	Parks Restroom Clean Up	637 Mathis St, Mercedes, TX, 78570, USA		2023-12-29 14:33:34	2023-12-29 14:33:34	2023-12-14 17:00:00	ISAIAS, PABLO, EZ UNIT#365 FIELD 1 AT THE BALL PARKS FIND THE WATER BREAK AND CLEAN THE RESTROOMS
1	Pot Hole Patching	1942 Sabal Palm Dr, Mercedes, TX, 78570, USA		2023-12-04 08:25:43	2023-12-06 10:22:01		SAN JUANITA TORRES 956-733-5695 REPORTING A LARGE POT HOLE IN THE MIDDLE OF THE STREET.
2	Pot Hole Patching	713 Alexandria Ave, Mercedes, TX, 78570, USA		2023-12-04 12:57:05	2023-12-06 14:35:19	2023-12-08 17:00:00	JOE LOPEZ 956-472-4514 REPORTING POT HOLES IN FRONT OF HIS HOUSE. RECENTLY POT HOLES WERE FILLED AROUND HIS AREA BUT THE ONES IN FRONT OF THE HOUSE ARE STILL THERE AND DEEP.



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3	119715	Pot Hole Patching	709 Chacoma Pl, Mercedes, TX, 78570, USA	2023-12-06 08:20:54	2023-12-11 08:58:51	2023-12-06 17:00:00	FRANCISCA TORRES 956-373-5640 REPORTING POT HOLES AND STREET IS TOO ROUGH TO DRIVE THROUGH.
4	119716	Pot Hole Patching	203 Dacota Ave Mercedes, TX, 78570, USA	15663918			POT HOLES NEED TO BE PATCHED.
5	119720	Pot Hole Patching	606 Anaquitas St Mercedes, TX, 78570, USA	15707575	2023-12-06 08:35:56	2023-12-06 17:00:00	POT HOLES NEED TO BE PATCHED.
6	119722	Pot Hole Patching	Beech Ave Mercedes, Texas, 78570	15704289	2023-12-06 08:38:59	2024-01-12 10:10:40	VARIOUS POT HOLES ON BEECH AVE. PLEASE HAVE THEM FILLED.
7	121477	Pot Hole Patching	1209 13th St, Mercedes, TX, 78570, USA	2023-12-27 10:22:05		2024-01-05 17:00:00	RENE MESSA 956-975-7012 POT PATCHING REQUESTED ON CHACON-13TH ST. LOTS OF POT HOLES DOWN THE STREET AND THEY ARE GETTING BIGGER AS TIME GOES. THERE WAS REPAIR A WHILE AGO AND THEY FILLED WITH DIRT BUT DID NOT GO AND PATCH IT UP.
8	121479	Pot Hole Patching	701-1099 Dallas St, Mercedes, TX, 78570, USA	2023-12-27 10:34:48		2023-12-29 17:00:00	JOE DE ANDA 956-756-9187 POT HOLES ON DALLAS ST. BETWEEN VERMONT AND TANGERINE.
1	121746	RELOCATE WATER METER	315 Mistletoe Ave, Mercedes, TX, 78570, USA	2023-12-29 13:46:52	2024-01-04 16:35:52	2023-12-28 17:00:00	SAN JUANA CANTU 956-733-4147 SAYS THAT HER WATER METER AND BOX ARE LOW TO THE GROUND AND PRACTICALLY UNDERGROUND AND WANTS TO KNOW IF IT COULD BE RAISED OR MOVED TO WHERE PEOPLE WON'T RUN OVER IT.
1	119643	Replace Cut-Off	1205 S Texas Ave, Mercedes, TX, 78570, USA	2023-12-05 11:09:32	2023-12-11 09:21:16	2023-12-05 17:00:00	NEED TO REPLACE OLD CUT OFF ANGLE STOP CAN NOT LOCK. DOES NOT HAVE EARS. NEEDS TO BE REPLACED.
2	120639	Replace Cut-Off	337 N Missouri Ave, Mercedes, TX, 78570, USA	2023-12-14 11:30:14	2023-12-21 10:21:52	2023-12-14 17:00:00	NEED TO REPLACE CUTOFF WATER PASSING THROUGH.
3	120640	Replace Cut-Off	428 S Texas Ave, Mercedes, TX, 78570, USA	2023-12-14 11:31:42		2023-12-14 17:00:00	WATER DEPARTMENT REQUESTING THAT THE CUT-OFF BE RELACED.
4	120938	Replace Cut-Off	1934 Sabal Palm Dr, Mercedes, TX, 78570, USA	2023-12-18 14:52:51		2023-12-19 17:00:00	INC0DE#010304 ***EMERGENCY*** STANDBY CREW NEEDS TO REPLACE CUT-OFF. WATER METER NEEDS TO BE TURNED ON.
5	120969	Replace Cut-Off	402 Mockingbird Ln, Mercedes, TX, 78570, USA	2023-12-18 16:47:58	2023-12-21 10:19:00	2023-12-18 17:00:00	BROKEN SEWER LINE IN THE MIDDLE OF THE STREET RESIDENT: SALAZARA CONTACT: 903-520-2018
1	119476	Sewer Line Collapse	12814 Apache Dr, Mercedes, TX, 78570, USA	2023-12-04 09:58:05	2023-12-27 15:16:49	2023-12-04 17:00:00	TONY GARZA- CONTRACTOR 956-346-3463 SEWER PIPE IS BROKEN AND CONTRACTOR WANTS CITY TO GO CHECK IT OUT AND REPAIR OR REPLACE IT.
1	119639	SEWER MAINTENANCE	620 S Indiana Ave, Mercedes, TX, 78570, USA	2023-12-05 10:52:34	2023-12-06 14:38:18	2023-12-01 17:00:00	STANDBY CREW: J.J., HECTOR, FERMIN UNIT#3130 AND UNIT#3124 VACUUMING THE MAIN SEWER LINE
2	120201	SEWER MAINTENANCE	12814 Apache Dr, Mercedes, TX, 78570, USA	2023-12-11 11:09:47	2023-12-11 11:09:47	2023-12-08 17:00:00	

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3	120202 SEWER MAINTENANCE	12814 Apache Dr, Mercedes, TX, 78570, USA		2023-12-11 11:11:03	2023-12-11 11:11:03	2023-12-09 17:00:00	STANDBY CREW: J.J. RAMON, HECTOR UNIT#3130 AND UNIT#3124 VACUUMING THE SEWER AT THE EXPOSED HOLE.
4	120699 SEWER MAINTENANCE	3733 Cherokee Dr, Mercedes, TX, 78570, USA		2023-12-14 16:38:39	2023-12-14 16:38:39	2023-12-14 17:00:00	J.J. FERMIN, HECTOR UNIT#3124 AND UNIT#3130 FLUSHED FROM HOUSE 3733 GOING EAST TO WEST.
1	119687 SEWER SMELL	115 E Liberty St, Mercedes, TX, 78570, USA		2023-12-05 14:52:55	2023-12-06 14:40:53	2023-12-05 17:00:00	JOVITAS DARDIS 956-646-5623 QUEEN CITY NIEGHBORHOOD REPORTING THAT THE MANHOLE NEEDS TO BE FIXED AND THAT THERE IS A STRONG SEWER SMELL COMING FROM IT.
2	120066 SEWER SMELL	1218 13th St, Mercedes, TX, 78570, USA		2023-12-08 14:52:37	2023-12-11 10:06:34	2023-12-08 17:00:00	LAURA QUIROGA 956-463-0342 REPORTING THAT HER WATER SMELLS LIKE SEWER IN THE MORNINGS AND SHE HAS TO RUN IT FOR A LONG TIME TO HAVE THE SMELL GO AWAY.
3	120943 SEWER SMELL	N Georgia Ave, Mercedes, TX, 78570, USA		2023-12-18 15:00:06	2023-12-27 15:02:46	2023-12-18 17:00:00	SEWER SMELL BETWEEN N GEORGIA AND N. CAMRON IN THE CORNER AT AN ABANDON HOUSE RESIDENT: N/A CONTACT: N/A CONCERN RESIDENT SEWEER SMELL REPORTED AT CITY HALL..
4	120997 SEWER SMELL	400 S Ohio Ave, Mercedes, TX, 78570, USA		2023-12-19 10:29:06	2023-12-21 10:26:58	2023-12-19 17:00:00	MICAELA FONSECA 956-540-0935 801 N. ST. APT B. 133 N. ST. APT B. CUSTOMER SAYS HER PIPES ARE BACKED UP AND THE APARTMENT MANAGEMENT SAID TO CALL THE CITY TO CHECK THE CITY LINES.
1	119369 Sewer Stop	115-117 North St, Mercedes, TX, 78570, USA		2023-12-01 14:52:12	2023-12-11 10:05:26	2023-12-01 17:00:00	STANDBY CREW: DEION SEWER WAS CLOGGED NO MATERIALS USED. HOUSE HAD THEIR CLOGGED ON THEIR SIDE OF THE PROPERTY.
2	119511 Sewer Stop	114 Malamoros Ave, Mercedes, TX, 78570, USA		2023-12-04 12:26:30	2023-12-04 12:27:00	2023-11-26 17:00:00	MANUEL CANTU 3881 JUDGE BETO GARZA 956-975-8473 MR. CANTU IS REPORTING HIS NEIGHBORS SEWER BACKING UP WHICH IS OVERFLOWING TO HIS LINES. PLEASE CHECK THE SEWER LINES TO ENSURE PROPER FLOW AND NO BACK UP IS EFFECTING HIS AREA.
3	120131 Sewer Stop	3913 Judge Beto Garza Dr, Mercedes, TX, 78570, USA		2023-12-11 08:25:24	2023-12-21 13:51:47		STANDBY CREW: J.J. HECTOR, RAMON UNIT#3130 AND UNIT#3124 SEWER STOP CLEAN OUT.
4	120199 Sewer Stop	906 Garza St, Mercedes, TX, 78570, USA		2023-12-11 11:04:10	2023-12-11 11:04:10	2023-12-09 17:00:00	MAGDA ESCANDON 956-605-1634 PLEASE CHECK SEWER LINES.
5	120597 Sewer Stop	1328 Garza St, Mercedes, TX, 78570, USA		2023-12-14 08:18:36		2023-12-15 17:00:00	

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6	120632 Sewer Stop	926 W 6th St, Mercedes, TX, 78570, USA		2023-12-14 10:50:38	2023-12-15 10:12:55	2023-12-15 17:00:00	LUPE PRESAS 254-733-2422  SEWER IS BACKING UP. PLEASE CHECK OUT CITY CLEAN OUTS.
7	120732 Sewer Stop	906 Garza St, Mercedes, TX, 78570, USA		2023-12-15 09:11:20		2023-12-15 17:00:00	RAMON SANCHEZ 956-778-2073 SEWER IS BACKING UP IN THE ALLEY AND HE SAYS IT IS FLOWING OVER TO HIS BACK YARD. LAST SATURDAY A SEWER ISSUE HAPPENED AS WELL.
8	120794 Sewer Stop	980 Closner St, Mercedes, TX, 78570, USA		2023-12-15 13:42:45	2023-12-18 08:57:29	2023-12-15 17:00:00	SEWER BACKING UP RESIDENT: ANTONIO COTACT: 956-458-8196 ADDRESS IS ON WICHITA WAY
9	120897 Sewer Stop	3718 Cherokee Dr, Indian Hills, TX, 78570, USA		2023-12-18 11:38:34	2024-01-03 09:27:03	2023-12-19 17:00:00	ANA ORTEGA 956-463-9103  SEWER IS BACKING UP INTO HER SHOWER, SINK, TOILET ALSO HAS WATER OR SEWER FILLING UP HER WATER METER BOX.
10	121001 Sewer Stop	1610 Brahman St, Mercedes, TX, 78570, USA		2023-12-19 10:49:02	2023-12-21 10:28:46	2023-12-19 17:00:00	SEWER BACK UP RESIDENT: BERNICE CONTACT: 956-274-8278
11	121017 Sewer Stop	925 Virginia Ave, Mercedes, TX, 78570, USA		2023-12-19 13:06:21	2023-12-21 10:32:54	2023-12-19 17:00:00	SEWER BACKING UP RESIDENT: DANIEL CONTACT: 956-351-0453
12	121042 Sewer Stop	1113 S Indiana Ave, Mercedes, TX, 78570, USA		2023-12-19 14:42:22	2023-12-21 10:12:48	2023-12-19 17:00:00	SEWER BACK UP RESIDENTS: FUENTES CONTACT: 956-332-0553
13	121305 Sewer Stop	645 Hidalgo St, Mercedes, TX, 78570, USA		2023-12-22 09:03:39	2023-12-27 15:11:27	2023-12-22 17:00:00	SEWER BACKING UP RESIDENT: VERONICA GARCIA CONTACT: 956-472-5015 ABRAHAM RAMIREZ 956-520-0338
14	121342 Sewer Stop	359 Frances Ave, Mercedes, TX, 78570, USA		2023-12-22 12:23:10		2023-12-22 17:00:00	SEWER IS CLOGGED UP AND HE SAID HIS SIDE IS CLEAR  VANESSA AT THE EYE CARE CENTER 956-514-0559
15	121478 Sewer Stop	325 W 3rd St, Mercedes, TX, 78570, USA		2023-12-27 10:26:16	2024-01-09 14:44:52	2023-12-29 17:00:00	REPORTING LOW WATER PRESSURE SINCE LAST WEEK. NEXT DOOR AT THE TREEHOUSE ALSO HAS LOW WATER PRESSURE.
16	121517 Sewer Stop	812 S Georgia Ave, Mercedes, TX, 78570, USA		2023-12-27 13:40:22	2023-12-27 15:48:08	2023-12-29 17:00:00	MARIA RESENDEZ 956-515-3309 PLUMBER ADVISED TO CALL CITY TO CHECK THE MAIN SEWER LINES.
17	121618 Sewer Stop	2215 E West Blvd, Mercedes, TX, 78570, USA		2023-12-28 10:51:14	2023-12-28 14:35:58	2023-12-29 17:00:00	SEWER STOP CALLED IN BY MR. PEREZ AT LLANO GRANDE
1	119436 Sidewalk Repair	920 Anaquitas St, Mercedes, TX, 78570, USA		2023-12-04 08:06:17			SIDEWALK REPAIR NEEDS TO BE DONE FROM A PREVIOUS WATER ISSUE. REQUESTED BY J.J.

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ID	Category	Address	Request	Created	Closed	Due	Details
2	119440	Sidewalk Repair	3810 Cenizo St, Mercedes, TX, 78570, USA	2023-12-04 08:17:22			SIDEWALK REPAIR NEEDS TO BE DONE AFTER A PREVIOUS WATER BREAK ISSUE. REQUESTED BY J.J.
3	121333	Sidewalk Repair	311 Frances Ave, Mercedes, TX, 78570, USA	2023-12-22 11:17:19	2024-01-11 09:31:27		MONICA LOPEZ 956-246-0603 956-244-3627  PLEASE CALL FOR MORE INFORMATION. PIPE THAT COMES OUT OF THE SIDEWALK (WHITE) WAS STEPPED ON OR RAN OVER. NO WATER OR SEWER COMING OUT. SHE IS REQUESTING THAT IT GET REPLACED AND/OR TO SIT FLUSH WITH THE GROUND SO THAT NO ONE BREAKS IT. ALSO TO PLACE A SECURITY FLAG/POLE TO BRING AWARENESS TO THE AREA TO AVOID ANY FURTHER DAMAGE.
1	119471	SPECIAL EVENTS- PREP- SHUTDOWN-ASSISTING	1000 N Texas Ave, Mercedes, TX, 78570, USA	2023-12-04 09:38:47	2023-12-04 09:39:04		ISAIAS, EZ, PABLO UNIT#365 10:30-12:00AM STOCK SHOW GROUNDS PICKED UP BENCHES AND DROPPED THEM OFF AFTER WE WENT TO PICK UP EZ FROM THE CIVIC CENTER
2	119576	SPECIAL EVENTS- PREP- SHUTDOWN-ASSISTING	1100 Anaquillas St, Mercedes, TX, 78570, USA	2023-12-04 15:24:45	2023-12-04 15:24:45	2023-11-30 17:00:00	ISAIAS, EZ, PABLO 1:00-2:55 STOCK SHOW GROUNDS PICKED UP CONES AND DELIVERED THEM TO THE FIRE DEPARTMENT
3	119755	SPECIAL EVENTS- PREP- SHUTDOWN-ASSISTING	620 E 2nd St, Mercedes, TX, 78570, USA	2023-12-06 10:36:44	2023-12-06 10:37:02	2023-12-04 17:00:00	ISAIAS, PABLO AND EZ UNIT#365 8:00-9:40 CIVIC CENTER TO PICK UP THE GENERATOR
4	119756	SPECIAL EVENTS- PREP- SHUTDOWN-ASSISTING	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2023-12-06 10:38:21	2023-12-06 10:38:21	2023-12-04 17:00:00	ISAIAS, PABLO, EZ UNIT#365 9:40-10:00 PUT BARRICADES BACK WHERE THEY BELONG. CLEANED TRUCK. GOT CONES READY TO TAKE BACK TO STOCK SHOW GROUNDS
5	119779	SPECIAL EVENTS- PREP- SHUTDOWN-ASSISTING	100-112 Anacuitas St, Mercedes, TX, 78570, USA	2023-12-06 11:44:14	2023-12-06 11:44:14	2023-12-04 17:00:00	ISAIAS, PABLO, EZ UNIT#365 1:00-3:40AM PICKED UP BENCHES FROM THIS WEEKEND'S MARATHON AND DELIVERED THEM BACK TO THE STOCK SHOW GROUNDS.
6	120208	SPECIAL EVENTS- PREP- SHUTDOWN-ASSISTING	400 S Ohio Ave, Mercedes, TX, 78570, USA	2023-12-11 11:26:33	2023-12-11 11:26:33	2023-12-07 17:00:00	ISAIAS, PABLO, EZ UNIT#365 8:30-9:34 CITY HALL: PICKING UP BOXES AND DROPPING THEM OFF
7	120212	SPECIAL EVENTS- PREP- SHUTDOWN-ASSISTING	1000 N Texas Ave, Mercedes, TX, 78570, USA	2023-12-11 11:29:36	2023-12-11 11:29:36	2023-12-07 17:00:00	ISAIAS, PABLO, EZ UNIT#365 STOCK SHOW PICKED UP BANNERS AND BOOTS
8	120613	SPECIAL EVENTS- PREP- SHUTDOWN-ASSISTING	1202 N Vermont Ave, Mercedes, TX, 78570, USA	2023-12-14 09:35:55	2023-12-14 09:35:55	2023-12-13 17:00:00	ISAIAS, EZ, PABLO UNIT#365 9:00-12:00 AM DOME: HELPED WITH FOOD DRIVE.

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ID	Category	Address	Request	Created	Closed	Due	Details
9	SPECIAL EVENTS- PREP- SHUTDOWN-ASSISTING	520 E 2nd St, Mercedes, TX, 78570, USA		2023-12-14 09:37:16	2023-12-14 09:37:16	2023-12-13 17:00:00	ISAIAS, EZ, PABLO UNIT#365 12:00-12:40PM DROPPED OFF TOYS AT THE CIVIC CENTER
10	SPECIAL EVENTS- PREP- SHUTDOWN-ASSISTING	520 E 2nd St, Mercedes, TX, 78570, USA		2023-12-20 10:17:11	2023-12-20 10:17:11	2023-12-15 17:00:00	ISAIAS, PABLO, EZ UNIT#365 8:45-9:45 CIVIC THROW TRASH AND CLEAN RESTROOMS AND PICK UP GATOR AND SANTA CHAIR.
11	SPECIAL EVENTS- PREP- SHUTDOWN-ASSISTING	2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-20 10:19:43	2023-12-20 10:19:43	2023-12-15 17:00:00	ISAIAS, PABLO, EZ 9:45-10:30AM. DROP OFF SANTA CHAIR AND GATOR SIGN TIME SHEETS. FILL TRACTORS WITH GAS.
12	SPECIAL EVENTS- PREP- SHUTDOWN-ASSISTING	520 E 2nd St, Mercedes, TX, 78570, USA		2023-12-20 10:41:46	2023-12-20 10:41:46	2023-12-18 17:00:00	ISAIAS, PABLO, EZ UNIT#365 1:17-4:40 CIVIC CENTER; HELP TAKE DOWN TENT AND CLEAN THE CIVIC CENTER
13	SPECIAL EVENTS- PREP- SHUTDOWN-ASSISTING	2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-29 14:36:57	2023-12-29 14:36:57	2023-12-14 17:00:00	ISAIAS, EZ, PABLO UNIT#365 FROM THE SHOP TO THE CIVIC CENTER 3:20-3:45PM PICK UP CONES AND TAKE TO THE CIVIC CENTER
1	Sports Field Maintenance (BASEBALL FIELDS/SWIMMING POOL)	637 Mathis Ave, Mercedes, TX, 78570, USA		2023-12-11 12:17:16	2023-12-11 12:17:16	2023-12-07 17:00:00	ISAIAS, PABLO, EZ UNIT#365 1:30-4:00PM PAINTING FIELD #1 LEE PUCKET CALLED TO REPORT THAT SOME PIPES WERE BROKENDAMAGED AT THE BOYS AND GIRLS CLUB SWIMMING POOL.
2	Sports Field Maintenance (BASEBALL FIELDS/SWIMMING POOL)	637 Mathis St, Mercedes, TX, 78570, USA		2023-12-19 08:58:51	2023-12-19 09:04:11	2023-12-18 17:00:00	ISAIAS, PABLO, EZ UNIT#365 10:30-12:00 LITTLE LEAGUE PARK 1&2 CUT AND MOW GRASS
3	Sports Field Maintenance (BASEBALL FIELDS/SWIMMING POOL)	637 Mathis St, Mercedes, TX, 78570, USA		2023-12-20 10:37:53	2023-12-20 10:37:53	2023-12-15 17:00:00	ISAIAS, PABLO, EZ UNIT#365 10:30-12:00 LITTLE LEAGUE PARK 1&2 CUT AND MOW GRASS
1	STREET ISSUES	1723 Valencia Ave Mercedes, TX 78570, USA	15701943	2023-12-06 08:37:12			CRACKS ON VALENCIA STREET, CUSTOMER SAYS THEY KEEP EXPANDING AND NEED TO BE FILLED IN BEFORE IT GETS WORST.
1	Traffic Sign Replacement	W 8th St & S Missouri Ave, Mercedes, TX, 78570, USA		2023-12-08 12:16:58	2023-12-14 09:22:30	2023-12-08 17:00:00	OFFICER RODRIGUEZ FROM PD CALLED TO REPORT THAT A STOP SIGN IS DOWN ON THE CORNER OF 8TH AND MISSOURI.
2	Traffic Sign Replacement	S Washington Ave & W 4th St, Mercedes, TX, 78570, USA		2023-12-14 09:17:59	2023-12-14 09:23:17	2023-12-14 17:00:00	PUTTING UP A SPEED LIMIT SIGN REMOVAL OF AUTISM SIGN
3	Traffic Sign Replacement	401-499 Dvanez St, Mercedes, TX, 78570, USA		2023-12-14 11:24:20	2023-12-19 14:10:43	2023-12-14 17:00:00	S FM 491 AND 10TH ST. ARI, ISAAC- STANDBY CREW PUT STOP SIGNS FOR 4 WAY STOP
4	Traffic Sign Replacement	E 10th St & FM-491, Mercedes, TX, 78570, USA		2023-12-19 14:25:07	2023-12-19 14:25:07	2023-12-17 17:00:00	MR. ALEGRIA WAS INSTRUCTED BY MR. PEREZ TO HAVE THE STOP SIGN SIGN REMOVED AT THIS INTERSECTION. HE SAID IT IS NOT TO BE REPLACED, JUST REMOVED.
5	Traffic Sign Replacement	W 10th St & S Illinois Ave, Mercedes, TX, 78570, USA		2023-12-27 11:02:18	2024-01-12 10:27:21	2023-12-29 17:00:00	

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1	119573 TRASH PICK-UP	W 5th St, Mercedes, TX, 78570, USA		2023-12-04 15:15:41	2023-12-04 15:15:41	2023-11-30 17:00:00	ISAIAS, EZ, PABLO UNIT#365 7:45-8:00AM PICKED UP PAPERS ALONG 5TH STREET.
2	120206 TRASH PICK-UP	2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-11 11:24:27	2023-12-11 11:24:27	2023-12-07 17:00:00	ISAIAS, PABLO, EZ UNIT#365 7:00-8:30 CLEAN STREET, PICK UP TRASH AND WEDED
3	120616 TRASH PICK-UP	1202 N Vermont Ave, Mercedes, TX, 78570, USA		2023-12-14 09:38:52	2023-12-14 09:38:52	2023-12-13 17:00:00	ISAIAS, EZ,PABLO UNIT#365 1:40-3:48PM DOME: PICKED UP PALLETS AND TRASH FROM FOOD DRIVE. WE TOOK THEM TO THE CCS. CALLED FROM THE STATE FARM RICK ARMANDARIZ OFFICE. TRASHCAN IS OVERFLOWING. NOT THE FIRST TIME SHE IS CALLING TO ADDRESS THIS. SAYS TRASH BAG NEEDS TO BE SWITCHED OUT ONCE TO TWICE A WEEK PLEASE.
4	120671 TRASH PICK-UP	131 N Texas Ave, Mercedes, TX, 78570, USA		2023-12-14 14:07:32	2023-12-19 14:13:29	2023-12-14 17:00:00	FERMIN, J.J., FERMIN ADDED CALICHE- 1/2 A BUCKET OF CALICHE.
1	119513 Utility Patch	W 10th St & S Washington Ave, Mercedes, TX, 78570, USA		2023-12-04 12:31:35	2023-12-04 12:31:35	2023-11-30 17:00:00	LYDIA DOMINGUEZ 956-463-5164 17TH AND FLORIDA PREVIOUS UTILITY WORK- HOLE IN THAT AREA. HOLE NEEDS TO BE FILLED AND DIRT OVER FLOWS OVER THE CURB. PLEASE CALL HER FOR MORE INFORMATION.
2	119688 Utility Patch	1650 Florida St, Mercedes, TX, 78570, USA		2023-12-05 14:56:10		2023-12-05 17:00:00	HOLE WHERE A WATER BREAK WAS REPAIRED IS FULL OF WATER IN FRONT OF HOME RESIDENT: MIGUEL TORRES CONTACT: 956-647-1979
3	119689 Utility Patch	426 S Colorado Ave, Mercedes, TX, 78570, USA		2023-12-05 15:01:17		2023-12-05 17:00:00	J.J., FERMIN, HECTOR UNIT#3124 AND UNIT#323 COVERED A HOLE THAT THE CABLE GUYS HAD EXPOSED AND THE CABLE LINE. BUT DIDN'T COVER IT BACK UP. USED 1/2 BUCKET OF SND AND DIRT THAT WAS CLOSE TO THE MANHOLE.
4	120611 Utility Patch	E Alamo St & FM-491, Mercedes, TX, 78570, USA		2023-12-14 09:31:49	2023-12-14 09:31:49	2023-12-13 17:00:00	J.J., HECTOR, RAMON UNIT#3124 LEVELED THE ALLEY DONE TO A PREVIOUS WATER BREAK.
5	121752 Utility Patch	W 10th St & S Virginia Ave, Mercedes, TX, 78570, USA		2023-12-29 14:14:11	2024-01-12 10:28:34	2023-12-29 17:00:00	USED THE BACKHOE J.J., HECTOR, RAMON USED: BACKHOE LEVELED THE GROUND FROM A PREVIOUS WATER BREAK.
6	121755 Utility Patch	Esperanza St, Mercedes, TX, 78570, USA		2023-12-29 14:26:23	2023-12-29 14:26:23	2023-12-29 17:00:00	JOE RODRIGUEZ: DAILY ACTIVITY SHEET
1	119536 Vehicle Maintenance (City Mechanics)	2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-04 14:03:42	2023-12-04 14:03:42	2023-11-21 17:00:00	1. TURNED ON UNIT SG-6 IT HAD A DEAD BATTERY 2. WENT AND PUT AIR ON UNIT, IT WAS FLAT

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2	Vehicle Maintenance (City Mechanics)	2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-04 14:04:59	2023-12-04 14:04:59	2023-11-21 17:00:00	JOE RODRIGUEZ: DAILY ACTIVITY LIST 3. WORKED ON UNIT 323 BACKHOE. LEVER FOR BOOM WAS NOT OPENING AND CLOSING 4. PUSH OUT UNIT 101 OUT OF THE SHOP
3	Vehicle Maintenance (City Mechanics)	2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-04 14:06:12	2023-12-04 14:06:12	2023-11-21 17:00:00	JOE RODRIGUEZ: DAILY ACTIVITY LOG 5. WORK ON UNIT TANK 2 HAD AN AIR LEAK UNDER THE STEERING WHEEL. IT WAS A 3/8 KIMPOSITE JOT UNIO TEE FOR THE THAT WAS NO GOOD. PUT A NEW ONE.
4	Vehicle Maintenance (City Mechanics)	2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-04 14:08:01	2023-12-04 14:08:01	2023-11-22 17:00:00	JOE RODRIGUEZ: DAILY ACTIVITY REPORT 1. GOT UNIT 302 IN SHOP BECAUSR IT HAS A BAD SMILE IN IT.
5	Vehicle Maintenance (City Mechanics)	2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-04 14:17:29	2023-12-04 14:17:29		JOE RODRIGUEZ: DAILY ACTIVITY REPORT 2. PUT A BLACK BAG ON UNIT3132 FROM DRIVE. BROKEN WINDOW.
6	Vehicle Maintenance (City Mechanics)	2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-04 14:18:46	2023-12-04 14:18:46		JOE RODRIGUEZ: DAILY ACTIVITY REPORT 3. TURN ON LIGHT TOWER 4. WORKING ON UNIT 3111 PUT A BATTER ON UNIT 3111
7	Vehicle Maintenance (City Mechanics)	2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-04 14:19:47	2023-12-04 14:19:47		JOE RODRIGUEZ: DAILY ACTIVITY REPORT 5. REPLAYED CUB FILTERS ON UNIT S-32 AND AL SWITCH.
8	Vehicle Maintenance (City Mechanics)	2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-04 14:24:38	2023-12-04 14:24:38		JOE RODRIGUEZ: DAILY ACTIVITY LOG 6. PUT THE COVER UNDER TIRE OF P.D. UNIT 122 LICENSE # SLY-4628
9	Vehicle Maintenance (City Mechanics)	2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-04 14:25:49	2023-12-04 14:25:49		JOE RODRIGUEZ: DAILY ACTIVITY REPORT 7. REMOVE THE VECTOR PUMP FROM THE FORD RANGER.
10	Vehicle Maintenance (City Mechanics)	2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-04 14:28:03	2023-12-04 14:28:03	2023-11-16 17:00:00	JOE RODRIGUEZ: DAILY ACTIVITY REPORT CLEANED UP THE SHOP AND THREW THE TRASH AWAY. PUT SOME REFLECTORS ON THE WOOD CHIPPER. GREASED THE MOTOR GRADER. UNIT#31 GREASED UP UNIT#3111 THE BACKHOE IT HAD NO GREAS ON IT GREASED UP UNITHS-32 ALSO IT WAS THE SAME WAY WITH NO GREASE.
11	Vehicle Maintenance (City Mechanics)	2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-04 14:45:26	2023-12-04 14:45:26	2023-11-13 17:00:00	JOE RODRIGUEZ: DAILY ACTIVITY REPORT JUMPSTARTED PD UNIT 505 IN THE MORNING. UNIT 322 STAY AT THE GAS PUMP DIDNT WANT TO START UP. BUT GOT IT GOING. WENT TO SOUTHERN TIRES IN WESLACO TO PICK UP 4 TIRES FOR DUMP TRUCK. WENT TO ORIELLY TO ORDER FOR THE BACKHOE UNIT#3111 LIGHTS.

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12	Vehicle Maintenance (City Mechanics)	2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-04 14:47:55	2023-12-04 14:47:55	2023-11-07 17:00:00	JOE RODRIGUEZ: DAILY ACTIVITY REPORT TIGHTEN UP THE GRABBER ON THE NEW BACKHOE TOOK OFF TWO SMALL STROBE LIGHTS FROM UNIT#319 TO USE ON ANOTHER UNIT. TURNED ON ONE OF THE OLD ZERO TURNSS. TURNED ON UNIT#3109 BUT IT IS GOING TO NEED A BATTERY. CHECK OUT THE DIESEL PUMP. IT WAS WORKING GOOD. PUT A PIN ON UNIT#P006-2
13	Vehicle Maintenance (City Mechanics)	2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-04 14:50:20	2023-12-04 14:50:20	2023-11-08 17:00:00	JOE RODRIGUEZ: DAILY ACTIVITY REPORT HELP ANIMAL CONTROL WITH A CAGE. GET TOLD THAT I WAS GOING TO USE THE MOTOR GRADER SO GOT IT READY BUT IT STARTED TO RAIN. THEN WENT OUT TO PICKUP PARTS TO DONNA AND WESLACO AND BACK TO MERCEDES. ONE PART WAS WRONG. IT WAS FOR THE PLANNING DEPARTMENT TRACTOR. MOVED UNIT#3132 INSIDE THE SHOP BECAUSE IT HAS A BROKEN WINDOW ON IT.
14	Vehicle Maintenance (City Mechanics)	2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-04 14:54:51	2023-12-04 14:54:51	2023-11-29 17:00:00	JOE RODRIGUEZ PUT BACK THE SHAFT BACK ON THE SHREDDER ON UNIT#3118 WITH ALBERT'S HELP. ALSO WENT TO PUT 4 NEW TIRES ON TRAILER #P-67 ALBERT AGUEROS UNIT#3120 2014 FORD F-150 145-2096 MILEAGE 66213.00 UNIT NEEDED OIL CHANGE. DRIVER COMPLAINT OF SQUEEK BRAKE NOISE. REMOVED TIRES, AIR BLOW BRAKE PADS, PADS STILL GOOD. TIRES WERE ROTATED. USED: OIL AND FILTER IN STOCK *** RIGHT SIDE OUTER MIRROR STILL ON ORDER. WRONG ONE WAS SENT.
15	Vehicle Maintenance (City Mechanics)	2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-04 14:57:29		2023-12-01 17:00:00	JOE RODRIGUEZ: DAILY ACTIVITY REPORT UNIT#504 LICENSE # 142-3994 1. REPLACED THE OIL COLLER THAT WAS LEAKING WATER WITH A NEW ONE IT IS WORKING GOOD. ALSO NOTICED THAT THE CV JOINT ON THE DRIVER SIDE IS MESSED UP ALSO. IT NEEDS TO BE REPLACED. 2. WENT TO CHECK THE FLUIDS ON THE GENERATOR MOTOR OIL WAS GOOD. THE WATER WAS GOOD THE DIESEL IS HALFWAY. LEFT IT ON FOR THE TWO HOURS CAUSE IT HAS NOT BEEN TURNED ON IN A LONG TIME. USED: L1M2-7889-B OIL CHANGE.
16	Vehicle Maintenance (City Mechanics)	2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-04 15:00:30	2023-12-04 15:00:30	2023-11-30 17:00:00	JOE RODRIGUEZ: SG-10 2022 CHEVY TAHOE 155-2784 MILEGE 20957 CHANGED THE OIL AND ROTATE THE TIRES. EVERYTHING LOOKS GOOD UNDERNEATH. 1 WL10255 OIL FILTER 8 QUARTS OIL
17	Vehicle Maintenance (City Mechanics)	2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-04 15:04:41	2023-12-04 15:04:41	2023-12-01 17:00:00	



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18	Vehicle Maintenance (City Mechanics)	2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-04 15:06:57	2023-12-04 15:06:57	2023-11-29 17:00:00	JOE RODRIGUEZ: DAILY ACTIVITY REPORT 1. WENT AND PUT TIRES ON THE TRAILER P-68 AND TRAILER P-67 2. WENT FORD PAYNE TO PICK UP UNIT S21 AND DROP OFF UNIT 520 WENT TO PICK UP UNIT 520 AND DROPPED UNIT 519 3. WENT TO CITY HALL TO TOW UNIT 318 TO THE SHOP.
19	Vehicle Maintenance (City Mechanics)	2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-04 15:13:51	2023-12-04 15:13:51	2023-11-20 17:00:00	JOE RODRIGUEZ: DAILY ACTIVITY REPORT JUMP START UNIT 505 WENT TO SEE THE MANLIFT TOOK UNIT 32 TO PUT TIRES ON.
20	Vehicle Maintenance (City Mechanics)	2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-06 12:41:36	2023-12-06 12:41:36	2023-12-06 17:00:00	UNIT#505 P.D. 2020 FORD EXPLORER JUMP START UNIT: TOOK OFF 12:10PM. CALL UNIT WOULDNT START AT TAYLOR SCHOOL. UNIT MAY HAVE A BAD BATTERY BRING IN THE UNIT FOR CHECK UP.
21	Vehicle Maintenance (City Mechanics)	2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-06 12:48:29	2023-12-06 12:48:29	2023-12-04 17:00:00	UNIT#3120 2014 FORD F-150 MILEAGE 66213 START: 12/01- FINISH: 12/04 10:19 AM ALBERT AGUEROS BRAKES NOIE- BROKEN RIGHT SIDE OUTER MIRROR- OIL CHANGE ** NEW MIRROR WAS ORDERED: JOE P. TOOK UNIT TO O'REILLY'S THEY WANT TO SEE WHAT KIND IT WAS. THEY MAKE 2 TYPES. WRONG ONE WAS SENT. WAITED TO SEE IF THEY CAN GET THE RIGHT ONE. NOTYET- REMOVED MIRROR FROM UNIT#319 INSTALLED ON 3120 MATERIAL USED: OIL FILTER- 6 1/2 MOTOR OIL 5W20 USED MIRROR FROM UNIT#319. UNIT IS DOWN. NOTES: CHECKED BRAKE PADS. STILL GOOD. BLOWN CLEAN WITH AIR GUN- TIRES ROTATED ALL 4 TIRES WERE LOW ON AIR. (30) NEEDS TO BE AT 38 PSI. SET AT 38
22	Vehicle Maintenance (City Mechanics)	2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-07 10:53:23	2023-12-21 08:36:22	2023-12-08 17:00:00	FIRE DEPARTMENT REPORTING THAT THE SUPPORT TRUCK NEEDS AN OIL CHANGE. UNIT#610 2009 FORD F-150 JOE RODRIGUEZ
23	Vehicle Maintenance (City Mechanics)	2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-11 12:43:10	2023-12-11 12:43:10	2023-12-06 17:00:00	8:15-8:25 PD UNIT 505 WAS NTO TURNING ON SO JUMP STARTED THE UNIT AND GOT IT GOING.
24	Vehicle Maintenance (City Mechanics)	2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-11 12:54:29	2023-12-11 12:54:29	2023-12-07 17:00:00	JOE RODRIGUEZ 9:45-10:00 HELPED ALBERT WITH UNIT#505. DID NOT WANT TO START. TURNED ON. IT TURNED OUT TO BE THE KILLSWITCH SO WE TOOK IT OFF. NOW THE VEHICLE STARTS UP.
25	Vehicle Maintenance (City Mechanics)	2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-11 14:49:02	2023-12-11 14:49:02	2023-12-11 17:00:00	P.D. UNIT#19 156-7675 2023 FORD F-150 8:00-9:15AM MILEAGE 06962 UNIT HAD A FLAT RIGHT FRONT TIRE REPAIRD AT JOES TIRES.

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26	Vehicle Maintenance (City Mechanics)	2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-11 14:51:27	2023-12-11 14:51:27	2023-12-04 17:00:00	ALBERT AGUEROS 12-04-2023 8:00-10:30 UNIT CAME IN 12/01/2023- BROKEN MIRROR, OIL CHANGE, BRAKES MAKING NOISE, CHECK BRAKE, AIR BLOWN CLEAN, ROTATE TIRES, INSTALLED RIGHT OUTSIDE MIRROR. 9:30 UNIT#3449 CAME IN. BEARING ON REAR AXLE WORN OUT. WELDED TO AXLE. JOE AND I WILL WORK ON IT. ALBERT AGUEROS 8:30-9:15AM UNIT#3117 CHIPPER WOULDN'T START. REPLACED BATTER, SAME THING, WOULDN'T START. STARTER SHORTED OUT. CALL FOR QUOTE UNIT#349 GRIND DOWN SPINDLE WHERE BEARING FROZE.
27	Vehicle Maintenance (City Mechanics)	2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-11 14:52:59	2023-12-11 14:52:59	2023-12-06 17:00:00	8:00 AM ALBERT AGUEROS UNIT#505 WON'T START UNIT#349 REPAIRED AXLE SO BEARINGS CAN FIT TO SPINDLE
28	Vehicle Maintenance (City Mechanics)	2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-11 14:55:40	2023-12-11 14:55:40	2023-12-07 17:00:00	8:00-5:00 WORK ON UNIT#349 REWIRE TRAILER UNIT#3117 CHIPPER WAITING ON P.O.
29	Vehicle Maintenance (City Mechanics)	2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-12 12:25:45			ROEL VERA EMAILED: UNIT ATV1-698 GENERATOR IS GETTING NO POWER AND WILL NOT START. WOULD LIKE FOR MECHANICS TO GO LOOK AT IT AT THE FIRE STATION.
30	Vehicle Maintenance (City Mechanics)	2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-12 16:44:47	2023-12-21 08:36:01	2023-12-13 17:00:00	FORD F-150 DULLEY NEEDS AN OIL CHANGE. UNIT #336 MECHANIC FLEET: ALBERT AND JOE UNIT#505 START: 8:00AM END: 10:30AM 2020 FORD EXPLORER, LICENSE#142-3993 UNIT WON'T START. JOE CHECKED FOR BURNED FUSES. NONE FOUND SHORTED OUT. I REMOVED KILL SWITCH FROM BATTERY. BACK A FEW MONTHS AGO, 505 WAS DRAGGING A WIRE ON THE PASSENGER SIDE. IT WAS THE CONTROL SWITCH FROM THE KILL SWITCH. NO ADDITIONAL MATERIAL USED.
31	Vehicle Maintenance (City Mechanics)	2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-14 10:31:39	2023-12-14 10:31:39	2023-12-07 17:00:00	ALBERT 12/11/2023 PD UNIT#513 2023 FORD F-150 LICENSE# 156-4198 MILEAGE 04673 DOOR PANEL ON DRIVER SIDE FRONT BROKEN. USED 2 SCREWS. PANEL GOT HIT OR SOMETHING TO BREAK. ALBERT TIME START 8:00 UNIT#3117 2005 DODGE DURANGO MILEAGE 190930 UNIT WON'T START. 2 K-T BATTERY CABLE LUGS. IT CONNECTS BATTERY TO FUSE BOX.
32	Vehicle Maintenance (City Mechanics)	2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-14 10:33:47	2023-12-14 10:33:47	2023-12-11 17:00:00	
33	Vehicle Maintenance (City Mechanics)	2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-14 10:43:41	2023-12-14 10:43:41	2023-12-13 17:00:00	

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34	Vehicle Maintenance (City Mechanics)	2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-18 09:04:22	2023-12-18 09:04:22	2023-12-15 17:00:00	UNIT#322 2009 MILEAGE:146879 LICENSE#106-0627 METER READER TRUCK UNIT IS MISS FIRING--A/C NOT WORKING. BROKEN SHAFTER LEVER WILL CALL FOR QUOTE ON PARTS. BILL BUNTON AND DEALER FOR SHAFTER PARTS WHEN THE P.O. COMES IN, WE WILL INSTALL PARTS ON UNITS. -ALBERT AGUEROS P. D. UNIT#518 2023 FORD F-150 LICENSE#156-7676 MILEAGE: 06803 FLAT TIRE. UNIT WAS TOWED IN FROM EDINBURG. OFFICER COULDN'T CHANGE THE TIRE.
35	Vehicle Maintenance (City Mechanics)	2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-18 09:08:19	2023-12-18 09:08:19	2023-12-15 17:00:00	UNIT#505 INSTALLED WIPER BLADES. UNIT HAS A BIG ELECTRICAL SHORT. KILLS THE BATTERY WITHIN A DAY.
36	Vehicle Maintenance (City Mechanics)	2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-18 09:09:44	2023-12-18 09:09:44	2023-12-15 17:00:00	POP TIRE CHANGED AT THE MECH. SHOP. AND CHANGED THE TIRES FROM UNIT 319 TO 364 RESIDENT: D. CEVANTES CONTACT 956-565-6147
37	Vehicle Maintenance (City Mechanics)	2314 N FM 491, Mercedes, TX, 78570, USA		2023-12-18 15:54:04	2023-12-18 15:54:16	2023-12-18 17:00:00	UNIT#324 FORD F-150 106-0638 MILEAGE 120017 NEEDS NEW WIPER BLADES AND BALL JOINTS ARE SQUEAKING ALREADY.
38	Vehicle Maintenance (City Mechanics)	2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-19 14:12:39	2023-12-21 15:46:02	2023-12-22 17:00:00	P. D. UNIT#501 FUEL LEVEL 8:00AM START CHECKED FUEL LEVEL ON GAS TANKS WENT TO PD, PICKED UP UNIT#501 LOW ON OIL. NO KEYS FOR UNIT. WAITING FOR KEY FOR UNIT#501
39	Vehicle Maintenance (City Mechanics)	2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-19 14:27:12		2023-12-18 17:00:00	UNIT#323 LEVER LOCK NEEDS TO BE REPAIRED. WELDING OR REPLACE.
40	Vehicle Maintenance (City Mechanics)	2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-20 08:03:17	2024-01-09 14:50:36	2023-12-20 17:00:00	UNIT#502 2019 CHEVY TAHOE LICENSE#140-8235 MILEAGE 129251 NEEDS OIL CHANGE FILTER AND 8 QUARTS OF 0W20 OIL ALL IN STOCK.
41	Vehicle Maintenance (City Mechanics)	2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-20 09:36:14	2023-12-20 09:36:14	2023-12-18 17:00:00	JOHN DEERE GATOR TX4X2 36.52 HOURS START AT 8:00AM REINSTLL WARMING LIGHTS AND ONE TAIL LIGHT. ONE 1157 LIGHT BULB AND 4 TIE DOWNS AND A 25AMP FUSE.
42	Vehicle Maintenance (City Mechanics)	2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-20 15:04:11	2023-12-20 15:04:11	2023-12-20 17:00:00	UNIT#336 THE DODGE DUALLY NEEDS THE WIPER BLADES TO BE REPLACED.
43	Vehicle Maintenance (City Mechanics)	2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-21 11:29:50		2023-12-21 17:00:00	DUELIE LICENSE#156-7680 2023 FORD F-350 MILEAGE: 04851 START: 8:00 UNIT NEEDS AIR ONE USED AIR VALVE REMOVED RIGHT REAR OUTER TIRE. COULDN'T ADD AIR TO TIRE. BROKEN AIR VALVE ON INNER TIRE.
44	Vehicle Maintenance (City Mechanics)	2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-27 16:02:27	2023-12-27 16:02:27	2023-12-27 17:00:00	ALBERT AGUEROS UNIT#517 2023 FORD F-150 LICENSE#156-4197 START 8:00 MILEAGE 5549 DROP OFF AND PICK UP UNIT 517 AT WESLACO FORD. SERVICE ON UNIT UNDER WARRANTY. BY ME AND JOE.
45	Vehicle Maintenance (City Mechanics)	2314 N Base Line Rd, Mercedes, TX, 78570, USA		2023-12-27 16:04:28	2023-12-27 16:04:50	2023-12-27 17:00:00	

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46	Vehicle Maintenance (City Mechanics)	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2023-12-27 16:06:32	2023-12-27 16:06:32	2023-12-27 17:00:00	ALBERT AGUEROS UNIT#521 2023 FORD F-150 LICENSE#156-7681 MILEAGE 9405 THAT UNIT HAS AN EXCESSIVE AMOUNT OF SMOKE COMING OUT OF TAIL PIPE. NONE SEEN TEST DROVE UNIT. DROP OFF UNIT 501 FOR TIRES AT SOUTHERN TIRES. JOE AND ALBERT
47	Vehicle Maintenance (City Mechanics)	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2023-12-27 16:08:33	2023-12-27 16:08:33	2023-12-27 17:00:00	ALBERT AGUEROS UNIT#505 2020 FORD EXPLORER LICENSE#142-3993 MILEAGE 101671 KILLS THE BATTERY OF TWO KILL SWITCH MADE ONE FOR UNIT. USED KILL SWITCH ONE INSTALLED SOMETIME BACK AND NEW OFFICER DIDN'T KNOW ABOUT THE KILL SWITCH. REMOTE WAS DRAGING OUTSIDE THE PASSENGER SIDE. IT SHORTED OUT.
48	Vehicle Maintenance (City Mechanics)	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2023-12-27 16:10:19	2023-12-27 16:10:19	2023-12-27 17:00:00	UNIT#3125 2014 FORD F-250 LICENSE#116-6323 MILEAGE 114577 UNIT HAS AN ELECTRICAL SHORT INSTALLED KILL SWITCH. WITH OUT THE KILL SWITCH BATTERY WILL DRAIN IN TWO DAYS OR SO. ONE USED KILL SWITCH WAS USED. ALBERT AGUEROS.
49	Vehicle Maintenance (City Mechanics)	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2023-12-27 16:11:52	2023-12-27 16:11:52	2023-12-22 17:00:00	UNIT#505 2020 FORD EXPLORER UNIT WON'T START IF NOT USED IN TWO DAYS. IT HAS SOMETHING CONNECTED DIRECT FROM BATTERY THAT I CAN'T FIND. ONE USED KILL SWITCH WAS USED. ALBERT AGUEROS
50	Vehicle Maintenance (City Mechanics)	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2023-12-27 16:15:05	2023-12-27 16:15:05	2023-12-21 17:00:00	UNIT#322 2009 FORD RANGER LICENSE#106-0627 MILEAGE 146879 OIL CHANGE, A/C REPAIR, COIL PACK, SHAFTER TUBE BROKEN, DUAL INDEGATOR BROKEN, ROTATE TIRES, TIGHTEN FRONT WHEEL BEARINGS, WENT TO SAN BENITO TO PICK UP PARTS. NEW SHAFTER INNER TUBE- BUSHINGS- SCREWS, OIL FILTER- COIL PACK/ TIGHTEN FRONT WHEEL BEARINGS. WILL NEED FRONT END ALIGNMENT ALBERT AGUEROS.
51	Vehicle Maintenance (City Mechanics)	105 N Ohio Ave, Mercedes, TX, 78570, USA	2023-12-28 10:04:12	2023-12-29 17:00:00	2024-01-03 09:06:59	Good Morning, I am requesting a work order for our ATV-1 unit # 698, we acquired a new battery and installed it, but our generator will not crank over and the breaker will trip after attempting to start the generator, can we get it checked out please? Lieutenant Roel Veira Jr 105 N Ohio Ave Mercedes, Tx, 78570 956-684-5587 rveira@cityofmercedes.com
52	Vehicle Maintenance (City Mechanics)	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2023-12-28 14:48:54	2024-01-05 17:00:00	2024-01-05 17:00:00	UNIT#3130 SEWER VACTOR 900 THE REAR DOOR DOES NOT OPEN TO DUMP THE WATER OR SEWER, ONLY LEAKS OUT FROM SIDES WHERE IT SLIGHTLY OPENS. J.J. MARTINEZ 12/26/2023 1:40PM

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ID	Category	Address	Request Created	Closed	Due	Details
53	Vehicle Maintenance (City Mechanics)	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2023-12-28 15:06:30	2023-12-28 15:06:30	2023-12-27 17:00:00	UNIT#505 P.D. 2020 FORD EXPLORER WAS NOT TURN ON ATER 2 DAYS PARKED. THE KILL SWITCH WAS NOT WORKING FROM TWO KILL SWITCH ON WAS MADE AND IT WORKED. ALBERT MADE IT WORK. JOE RODRIGUEZ
54	Vehicle Maintenance (City Mechanics)	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2023-12-28 15:09:49	2023-12-28 15:09:49	2023-12-27 17:00:00	UNIT#318 ANIMAL CONTROL 2009 FORD F-150 LICENSE#106-0625 MILEAGE#105869 VEHICLE WAS HESITATING PUT A NEW FUEL PUMP. HAD TO REMOVE FUEL TANK. ALBERT REMOVE THE TANK AND I PUT IT BACK ON IT. A NEW FUEL PUMP WAS USED. JOE RODRIGUEZ
55	Vehicle Maintenance (City Mechanics)	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2023-12-28 15:18:42	2023-12-28 15:18:42	2023-12-27 17:00:00	UNIT#S21 P.D. 2023 FORD F-150 LICENSE#156-7681 MILEGE 9428.6 THAT THERE WAS SMOKING COMING OUT OF THE TRUCK. TEST DRIVE IT TO WESLACO BACK IN THE MORNING AND AFTER LUNCH. DID NOT SEE NO SMOKE FROM NOWHERE. JOE RODRIGUEZ
56	Vehicle Maintenance (City Mechanics)	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2023-12-28 15:20:41	2023-12-28 15:20:41	2023-12-27 17:00:00	UNIT#517 P.D. 2023 FORD F-150 LICENSE#156-4197 MILEAGE 5949 NEED AN OIL CHANGE WENT TO PAYNE IN WESLACO FOR THE OIL CHANGE. WENT WITH ALBERT TO LEAVE IT AND PICK UP. P.D. UNIT#502 2019 CHEVY TAHOE WIPER BLADES REPLACED WIPER BLADES ON UNIT #02 ALSO SERVICE CALL TO F.D. USED. WIPER BLADES
57	Vehicle Maintenance (City Mechanics)	2314 N Base Line Rd, Mercedes, TX, 78570, USA	2023-12-29 14:06:25	2023-12-29 14:06:25	2023-12-27 17:00:00	
1	Water Break Repair	817 Irma Ave, Mercedes, TX, 78570, USA	2023-12-01 08:20:28	2023-12-06 14:40:04		J.J. REPORTING A POSSIBLE WATER BREAK STANDBY CREW: DEION ANAQUITAS APARTMENTS FIRE HYDRANT WAS LEAKING WATER WATER WAS LEAKING FROM FIRE HYDRANT INSIDE PROPERTY AND WE COULDN'T DO ANYTHING ABOUT IT SINCE IT IS PRIVATE PROPERTY. STANDBY CREW: DEION, HECTOR, FERMIN WATER BREAK IN THE ALLEY BEHIND THE HOUSE ALOT OF WATER WAS LEAKING IN THE ALLEY. MATERIAL USED: 7.05, 7.27" CLAMP 7 1/2 WIDTH.
2	Water Break Repair	1100 Anaquitas St, Mercedes, TX, 78570, USA	2023-12-04 12:18:06	2023-12-04 12:26:53	2023-11-26 17:00:00	
3	Water Break Repair	232 N Virginia Ave, Mercedes, TX, 78570, USA	2023-12-04 12:28:28	2023-12-04 12:28:28	2023-11-24 17:00:00	WATER LEAK ON EMPTY PROPERTY. RESIDENT SAYS THERE HAS NEVER BEEN A BUILDING ON THE PROPERTY. RESIDENT: MERIDETH HERNANDEZ CONTACT: 956-565-3114
4	Water Break Repair	3803 Esperanza St, Mercedes, TX, 78570, USA	2023-12-05 15:03:05		2023-12-05 17:00:00	STANDING WATER CLOSE TO THE WATER METER RESIDENT WANTS IT CHECKED OUT RESIDENT: MELISA CONTACT: 956-314-8144
5	Water Break Repair	711 Tangerine Ave, Mercedes, TX, 78570, USA	2023-12-06 08:50:01	2023-12-11 10:04:28	2023-12-06 17:00:00	

DECEMBER 2023  
INTERNAL WORK ORDERS

ID	Category	Address	Request	Created	Closed	Due	Details
6	119788 Water Break Repair	3039 W Expressway 83, Mercedes, TX, 78570, USA		2023-12-06 12:09:17	2023-12-14 11:22:10	2023-12-06 17:00:00	JUAN SAN MIGUEL 956-310-2026 TOP GYM REPORTING WATER LEAK BY THE METER. PREVIOUS WATER LEAK WAS REPAIRED BY BUSINESS BUT WATER IS STILL LEAKING FROM SOMEWHERE.
7	119844 Water Break Repair	2225 Rio Rico Rd, Mercedes, TX, 78570, USA		2023-12-06 15:38:52	2023-12-11 09:32:58	2023-12-06 17:00:00	PAULITA GUZMAN 956-373-1496 REPORTING A POSSIBLE WATER LEAK IN FRONT OF HER HOUSE. PLEASE CALL FOR MORE INFORMATION.
8	119846 Water Break Repair	2502 Camino Real Viejo, Mercedes, TX, 78570, USA		2023-12-06 15:50:47	2023-12-11 10:03:34	2023-12-06 17:00:00	WATER LEAK BEHIND THE PUMP STATION AND DUMPSTER AREA RESIDENT: MIKE CONTACT: 956-873-1426 GUADALUPE 956-343-0473
9	119920 Water Break Repair	421 E Liberty St, Mercedes, TX, 78570, USA		2023-12-07 11:51:30	2023-12-11 09:24:22	2023-12-07 17:00:00	CALLED PD TO REPORT A POSSIBLE WATER BREAK IN HER BACK YARD. OFFICER WAS UNSURE IF IT WAS IN HER PROPERTY OR ALLEY. PLEASE CHECK IT OUT.
10	119868 Water Break Repair	2505 Camino Real Viejo, Mercedes, TX, 78570, USA		2023-12-07 16:11:30		2023-12-08 17:00:00	MICHAEL BARNES 956-873-1426 BEHIND THE DUMPSTER AREA THERE IS A WATER LEAK. HAS HAPPENED BEFORE AROUND SUMMER TIME.
11	120172 Water Break Repair	102 S Texas Ave, Mercedes, TX, 78570, USA		2023-12-11 10:16:27	2023-12-14 11:21:35	2023-12-11 17:00:00	RUBEN 956-372-8616 ACROSS THE STREET FROM FIRST NATIONAL BALL ROOM. THERE IS A LEAK COMING FROM A PIPE. ISRAEL CERDA 956-514-0514
12	120348 Water Break Repair	170 N Texas Ave, Mercedes, TX, 78570, USA		2023-12-12 09:18:19	2023-12-18 08:53:07	2023-12-12 17:00:00	REPORTING AN ACTIVE WATER BREAK IN THE ALLEY BEHIND THE POND SHOP.
13	120465 Water Break Repair	Mile 2 W, Mercedes, TX, 78570, USA		2023-12-13 06:27:33		2023-12-13 17:00:00	WATER LEAK SIDE OF THE ROAD AT THE FIELD RESIDENT: BENTON ENGLAND CONTACT: 956-373-1886 PLEASE CALL RESIDENT FOR MORE INFORMATION IF NEEDED
14	120673 Water Break Repair	520 E 2nd St, Mercedes, TX, 78570, USA		2023-12-14 14:09:32		2023-12-15 17:00:00	MR. ALEGRIA REQUESTING THAT UTILITY CREW GO AND FIND THE WATER LEAK AT HEB/CIVIC CENTER PARK. THEY ARE TO SHUT OFF THE VALVE TO AVOID ANY MORE LEAKING WATER THAT IS SOAKING THE GROUNDS.
15	120674 Water Break Repair	637 Mathes Ave, Mercedes, TX, 78570, USA		2023-12-14 14:10:45	2023-12-19 14:14:23	2023-12-15 17:00:00	MR. ALEGRIA REQUESTING THE UTILITY CREW TO FIND THE WATER LEAK AT COLLIER PARK AND FOR THEM TO SHUT OFF THE VALVE TO AVOID FURTHER LOSS OF WATER AND SOAKING OF THE GROUNDS.
16	120939 Water Break Repair	218 N Virginia Ave, Mercedes, TX, 78570, USA		2023-12-18 14:57:24	2023-12-21 10:21:00	2023-12-18 17:00:00	WATER LEAK IN THE ALLEY RESIDENT: TORRES CONTACT: 956-463-7277

DECEMBER 2023  
INTERNAL WORK ORDERS

ID	Category	Address	Request Created	Closed	Due	Details
17	120990 Water Break Repair	200 S Illinois St, Mercedes, TX, 78570, USA	2023-12-19 09:59:19	2023-12-21 10:11:55	2023-12-19 17:00:00	MARIA AGUILAR 956-272-7087  AGUILAR'S KITCHEN. SHE THINKS SOMEONE HIT A PIPE OR SOMETHING OFF OF BUSINESS 83. WATER LEAK IS LOCATED INFRONT OF HER BUSINESS.
18	121032 Water Break Repair	929 S Washington Ave, Mercedes, TX, 78570, USA	2023-12-19 14:20:57	2023-12-19 14:20:57	2023-12-16 17:00:00	ARI, ISAAC, 10:00-2:00PM WATER METER WAS LEAKING. USED: 1- 3/4 COMP 1- 3/4 CURBSTOP 1 FT OF 3/4 POLY  WATER LEAK AT THE PARK. NEXT TO THE LIGHT POLE AND ON THE OTHER SIDE OF THE STREET YOU CAN SEE THE OTHER WATER LEAK. THE CONCRETE IS GREEN WHERE THE WATER HAS BEEN RUNNING.  HECTOR GUAJARDO 956-647-1894
19	121540 Water Break Repair	3810 Esperanza St, Mercedes, TX, 78570, USA	2023-12-27 15:26:32	2024-01-03 11:08:22	2023-12-29 17:00:00	ARTURO CASADA 956-682-9202  REPORTING WATER LEAK, VERY ACTIVE FLOW AND BY A FIRE HYDRANT. PLEASE CALL TO ADVISE/UPDATE PERSON.
20	121643 Water Break Repair	3001 E Expressway 83, Mercedes, TX, 78570, USA	2023-12-28 14:20:36	2023-12-28 14:45:41	2023-12-29 17:00:00	ISAIAS, EZ, PABLO UNIT#365 3:56-5:00 FIELD 1 FIX WATER LEAK AT THE BALLPARK
21	121762 Water Break Repair	637 Mathis St, Mercedes, TX, 78570, USA	2023-12-29 14:39:07	2023-12-29 14:39:07	2023-12-14 17:00:00	LUIS VILLACANA 956-272-3605  REPORTING A POSSIBLE WATER LEAK AT THE METER. MIKAELA FONSECA 956-540-0935  REPORTING A WATER LEAK AT THE METER, PLEASE CHECK IT OUT.
1	121747 WATER LEAK (METER)	12572 Tejas Blvd, Mercedes, TX, 78570, USA	2023-12-29 13:47:53	2024-01-03 10:38:31	2023-12-29 17:00:00	
2	121753 WATER LEAK (METER)	North St, Mercedes, TX, 78570, USA	2023-12-29 14:15:33		2023-12-29 17:00:00	

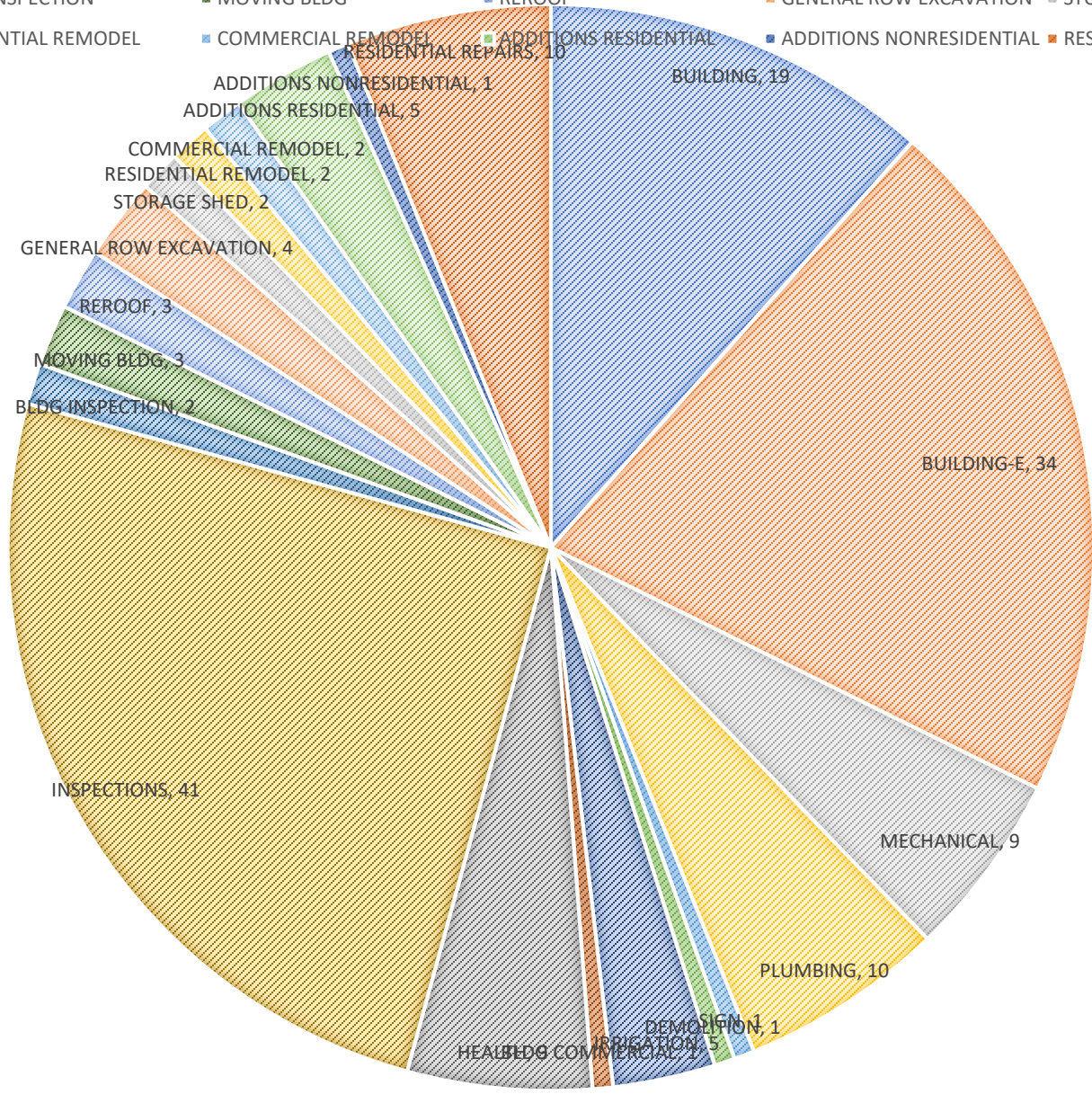
**DECEMBER 2023  
EXTERNAL WORK REQUEST**

Id	Status	Summary	Address	Description	Updated at local	Created at local	Acknowledged at local	Reopened at local	Closed at local
15701943	Acknowledged	Street Issue	1723 Valencia Ave Mercedes, TX 78570, USA	the street on Valencia has developed cracks that keep expanding	12/06/2023 - 08:37AM	12/05/2023 - 06:06AM	12/06/2023 - 08:37AM		
15704289	Closed	Street Issue	Beech Ave Mercedes, Texas, 78570	The street is littered with potholes that makes it so most cars are nearly taking damage (or will if they go faster than 5-10 mph) as they drive down the road. Pot holes are all over the road, in front of residences, and at the entryway to the street.	01/12/2024 - 10:12AM	12/05/2023 - 12:58PM	12/06/2023 - 08:38AM		01/12/2024 - 10:12AM
15707560	Acknowledged	Street Issue	606 Anaditales St, Mercedes, TX 78570, USA	curb scraping	12/11/2023 - 11:34AM	12/06/2023 - 08:03AM	12/11/2023 - 11:34AM		
15707641	Acknowledged	Street Issue	137 Webb St Mercedes, TX 78570, USA	curb scraping	12/06/2023 - 09:02AM	12/06/2023 - 08:10AM	12/06/2023 - 09:02AM		
15707692	Acknowledged	Street Issue	624 N Texas Ave Mercedes, TX 78570, USA	curb scraping	12/06/2023 - 09:04AM	12/06/2023 - 08:13AM	12/06/2023 - 09:04AM		
15716181	Open	Animal Control	437 S Washington Ave Mercedes, TX 78570, USA	I'm still having issues with these huskies charging after people on my property, someone is going to get bitten. my mail is being affected, deliveries, my kids therapies are being delayed. Something has to be done! the dogs are not being leashed.	12/07/2023 - 03:08PM	12/07/2023 - 03:08PM			
15728809	Open	Street Issue	644 Garcia Ave Mercedes, TX 78570, USA	pothole	12/11/2023 - 11:01AM	12/11/2023 - 11:01AM			
15728958	Open	Street Issue	214 W 4th St Mercedes, TX 78570, USA	pothole	12/11/2023 - 11:14AM	12/11/2023 - 11:14AM			
15742058	Open	Street Issue	834 Garza Ave S Mercedes, TX 78570, USA	speed hump is getting worse	12/13/2023 - 04:02PM	12/13/2023 - 04:02PM			
15757631	Open	Street Issue	220 W 4th St Mercedes, TX 78570, USA		12/18/2023 - 07:49AM	12/18/2023 - 07:49AM			
15757648	Open	Street Issue	4 Camino Real Viejo Mercedes, TX 78570, USA	curb scraping	12/18/2023 - 07:51AM	12/18/2023 - 07:51AM			
15757651	Open	Street Issue	4 Camino Real Viejo Mercedes, TX 78570, USA	curb scraping	12/18/2023 - 07:52AM	12/18/2023 - 07:52AM			
15766433	Open	Street Issue	203 E 17th St Mercedes, TX 78570, USA	speed limit sign can't be seen	12/22/2023 - 01:06PM	12/22/2023 - 01:05PM			
15799705	Open	Water Break	320 W 4th St Mercedes, TX 78570, USA	the street is bad on mile 2 1/2 go through it everyday the pot holes are big sometimes I have to constantly go through them with cars passing by the road needs to be fixed already. I'm pregnant at the moment and everytime I go through the street it hurts my stomach from h song to go through pot holes when I can't go around them.	01/08/2024 - 04:27PM	12/29/2023 - 02:32PM			
15809977	Open	Street Issue	Mercedes TX, USA		12/31/2023 - 02:14PM	12/31/2023 - 02:14PM			



# AMOUNT

- BUILDING
- BUILDING-E
- MECHANICAL
- PLUMBING
- SIGN
- DEMOLITION
- IRRIGATION
- BLDG COMMERCIAL
- HEALTH
- INSPECTIONS
- BLDG INSPECTION
- MOVING BLDG
- REROOF
- GENERAL ROW EXCAVATION
- STORAGE SHED
- RESIDENTIAL REMODEL
- COMMERCIAL REMODEL
- ADDITIONS RESIDENTIAL
- ADDITIONS NONRESIDENTIAL
- RESIDENTIAL REPAIRS



<b>PERMITS</b>	<b>AMOUNT</b>	<b>VALUATION</b>
BUILDING	19	\$442,480.00
BUILDING-E	34	\$58,900.00
MECHANICAL	9	\$23,700.00
PLUMBING	10	\$24,300.00
SIGN	1	\$11,800.00
DEMOLITION	1	\$5,000.00
IRRIGATION	5	\$15,000.00
BLDG COMMERCIAL	1	\$5,000,000.00
HEALTH	9	
INSPECTIONS	41	\$2,500.00
BLDG INSPECTION	2	
MOVING BLDG	3	\$2,500.00
REROOF	3	\$27,000.00
GENERAL ROW EXCAVATION	4	\$40.00
STORAGE SHED	2	\$6,000.00
RESIDENTIAL REMODEL	2	\$17,000.00
COMMERCIAL REMODEL	2	\$135,200.00
ADDITIONS RESIDENTIAL	5	\$31,980.00
ADDITIONS		
NONRESIDENTIAL	1	\$14,000.00
RESIDENTIAL REPAIRS	10	\$57,000.00

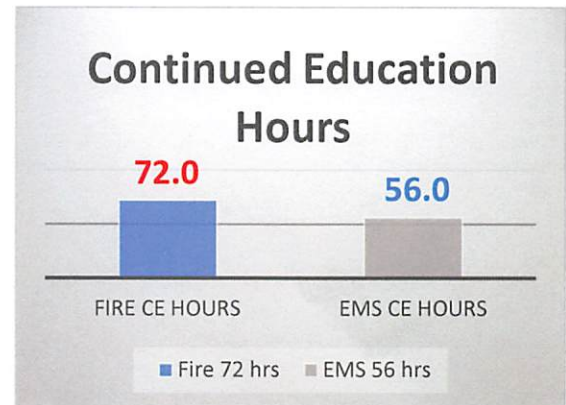
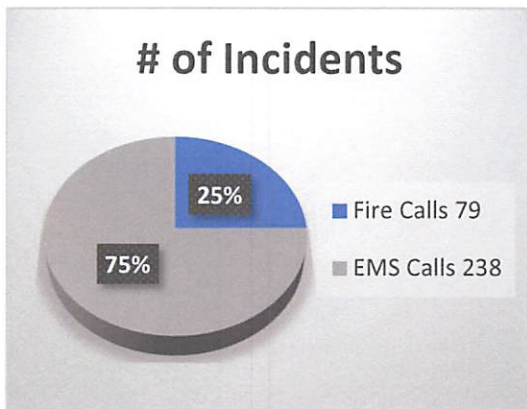


# MERCEDDES FIRE DEPARTMENT EMS

## Monthly Report December 2023



*"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."*



### Emergency Management:

- Final Marathon Meeting
- McAllen Christmas Parade assistance.
- 10-Man Jam Meeting
- Continue on providing COVID-19 testing to all city employees when needed.
- Winter Wonderland Operations
- Water Treatment Plant – Walk Thru
- Utilize WEBEOC during operations within the community.
- Hidalgo County EMC – ILA – Ambulance Meeting
- Request and respond with FD Drone for operations within the community.



# MERCEDES FIRE DEPARTMENT EMS



## Monthly Report December 2023

### Fire Marshal's Office

• Fire Inspections	32
• Fire Investigations	1
• Public Educations	520
• Plan Reviews	2
• Fire Alarms	4
• Fire Sprinkler Reviews	1
• Hood System Reviews	0
• Fire Suppression Reviews	0
• Meetings	12
• Burn Permits	1
• Fire Safety Complaints	1
• Special Assignments	4
• Subdivision Review Conference	0

**Ruben A. Gutierrez**  
Fire Marshal

**12/2023**  
DATE