



Mayor: Mario Garza
Mayor Pro-Tem: Leonardo “Lenny” Sanchez
Commissioners: Adina “Dina” Santillan
Ernesto “Neto” Guajardo
Marco “Markie” Villegas

The City of San Juan does not discriminate on the basis of disability in the admission of, access to, treatment of, or employment in its programs, activities, or public meetings. Any individual with a disability in need of an accommodation is encouraged to contact the Office of the City Secretary at 956-223-2200 at least 24 hours prior to the scheduled meeting to make proper arrangements.

SAN JUAN CITY COMMISSION

Location: San Juan Memorial Library
Multipurpose Meeting Room
1010 S. Standard
San Juan, Texas 78589
Tuesday, October 12, 2021

REGULAR MEETING AGENDA 6:00 PM

I. CALL TO ORDER

II. INVOCATION

III. PLEDGE OF ALLEGIANCE

IV. PUBLIC COMMENTS

V. PRESENTATIONS

A. Presentation on Department Reports: Department of Planning and Zoning, Department of Parks and Recreation, San Juan Memorial Library and Department of Sanitation.

- 1.** Planning and Zoning Monthly Report.
- 2.** Parks and Recreation Monthly Report
- 3.** San Juan Memorial Library Monthly Report,

4. Department of Sanitation Monthly Report.

VI. PUBLIC HEARINGS

- A.** Hold a Public Hearing for a Voluntary Annexation Petition of the 10.28-acre tract of land out of Lot 2, Block 31, Alamo Land and Sugar Company's Subdivision, located approximately 800 feet South of Sam Houston Boulevard, along the East side of Stewart Road, as per map recorded in Volume 1, Pages 24 thru 26, Map Records, Hidalgo County, Texas, as Requested by 193 S. Heathwood Drive, LLC.
- B.** Hold a Public Hearing for a Rezoning Request from Single-Family Residence District (R-S) to Heavy Commercial District (C-3) for property located at 504 W. Sioux Road, legally described as the 5.00-acre tract of land out of the West 165 feet, of the East 463 feet of Lot 9, Block 6, John Closner Subdivision, located approximately a half of a mile West of Raul Longoria Road, along the North side of Sioux Road, as Requested by Saul Salinas.
- C.** Hold a Public Hearing for a Conditional Use Permit to allow "Amaro's Mechanic Repair Shop" at 1310 E. Sgt. Leonel Trevino Road, legally described as 1.50 acre tract of land out of the East 300 feet of the South 218.2 feet of Lot 13, Block 39, Alamo Land and Sugar Company Subdivision, located at the Southwest corner of Sgt. Leonel Trevino and Cesar Chavez Road, as Requested by Cesar Amaro.
- D.** Hold a Public Hearing on Texas Parks and Wildlife Local Parks Grant on a proposed Northside Park located off of W Sioux Rd and Veterans Blvd, next to the City of San Juan Water Works, to be funded in conjunction with Texas Parks and Wildlife Local Parks Grant. In Order to meet the goals of the San Juan Master Parks Plan, and in compliance with the 2019-2024 Lower Rio Grande Valley (LRGV) Regional Strategic Plan, the open play and exercise area, Including a basketball court and two soccer fields and two walking trails. Due to San Juan's growing population, the Parks will fill a gap in safe, accessible outdoor recreation for residents in the area of the City, many of whom live below the poverty line.

VII. DISCUSSION AND POSSIBLE ACTION ON ALL THE FOLLOWING MATTERS:

- A.** Preliminary and Final Plat Approval of the San Juan City Hall Subdivision being a 1.47-acre tract of land out of Lots 19 through 36, Block 28, San Juan Original Towsite, located at the Northwest corner of 6th Street and Raul Longoria Road, as Requested by SAMES Engineering.
- B.** Discussion and Possible Action to Authorize Staff to Solicit Request for Proposals for Water and Sewer Infrastructure Improvements Related to the New City Hall Project and Authorize the Mayor to Execute all Related Documents and Budget Amendment and Required,

- C. Discussion and Possible Action to Approve the Final Pay and Acceptance of the Wastewater Treatment Plant Improvement Phase I Dewatering Facility and Authorized the City Manager to Execute all Related Documents and Budget Amendment as Needed.
- D. Discussion and Possible Action to Accept the City of San Juan's Wastewater Treatment Plant Improvements Project - Phase 1 - Sludge Dewatering Facilities (TWDB CWSRF Project No. 73796) as completed by JMJ Construction and that the work was constructed in accordance with the approved plans and specifications and Authorize the Mayor to Execute all Related Documents.
- E. Discussion and Possible Action to Authorize Staff to Solicit for Bids for Water and Wastewater Analytical Services and Authorize the Mayor to Execute all Related Documents and Budget Amendment as Needed.
- F. Discussion and Possible Action to Approve a Budget Amendment for the Amount of \$65,827 to General Fund, \$23,076 to Utility Fund, \$16,158 Sanitation Fund, \$2,869 Stormwater Fund for 1.5% Increase in Salaries for the Fiscal Year 2021-2022.
- G. Discussion and Possible Action to Authorize the City Manager to Negotiate Contract for the New San Juan City Hall/Transit Terminal Building Awarded to ECON Group, LLC., on Monday, October 4, 2021, During a Special City Commission Meeting.

VIII. CONTRACTUALS

- A. Consider Authorizing the City Manager to Enter into a Contract Agreement for Content Management Services (Docuware Cloud Professional II) with Toshiba America Business Solutions, Inc. .

IX. RESOLUTIONS

- A. Consideration and Action on Resolution Adopting the City of San Juan current Corporate Boundary Map.

X. CONSENT AGENDA

- A. Consider Second and Final Reading of the Ordinance for a Conditional Use Permit for the Sale of Mixed Beverages for On-Premise Consumption at "Tacos Kissi" located at 5004 N. Raul Longoria Road, legally described as Lot 3, Mesquite Acres Subdivision, located at the Southwest corner of Mesquite and Raul Longoria Road, as Requested by Oscar R. Kissi.

XI. EXECUTIVE SESSION

- A. The San Juan City Commission will Convene in Executive Session, in Accordance with the Texas Open Meeting Act, Vernon's Texas Statutes and Codes Annotated, Government Code Section §551.071 Consultation with Attorney.
 - 1. Pursuant to Section 551.074 Personnel Matters, Discussion and Possible Action Regarding the Resignation of the City Secretary and Possible Appointment of an Interim City Secretary.
 - 2. Pursuant to Section 551.074 Personnel Matter, Discussion and Possible Action Regarding a Complaint Against the Parks and Recreation Director.
 - 3. Pursuant to Section 551.071 Consultation with Attorney, Discussion and Possible Action Regarding a Festival Event to take Place on December 17, 2021 and December 18, 2021.

XII. RECONVENE

- A. The City Commission will Reconvene in Open Session to Take Necessary Action, if any, in Accordance with Chapter 551, Open Meetings, Subchapter E, Procedures Relating to Closed Meeting 551, Requirements to take Vote or Take Final Action in Open Meeting.
 - 1. Pursuant to Section 551.074 Personnel Matters, Discussion and Possible Action Regarding the Resignation of the City Secretary and Possible Appointment of an Interim City Secretary.
 - 2. Pursuant to Section 551.074 Personnel Matter, Discussion and Possible Action Regarding a Complaint Against the Parks and Recreation Director.
 - 3. Pursuant to Section 551.071 Consultation with Attorney, Discussion and Possible Action Regarding a Festival Event to take Place on December 17, 2021 and December 18, 2021.

XIII. ADJOURNMENT

CERTIFICATION

I certify that the above notice of the Regular Called Meeting of the City of San Juan is true and correct; and that I posted such notice on the bulletin board. A place convenient and readily accessible to the public on the in accordance with the Texas Open Meetings Act (Tex. Gov't. Code §551-041 - §551.050).

DIANA CAVAZOS
CITY SECRETARY
CITY OF SAN JUAN, TEXAS

CERTIFICATION OF REMOVAL

I certify that the agenda of items to be considered by the City Commission was removed by the City Secretary's Office from the San Juan City Hall bulletin area on the the _____ of _____, 2021.

OFFICE OF THE CITY SECRETARY



Mayor: Mario Garza
Mayor Pro-Tem: Leonardo “Lenny” Sanchez
Commissioners: Adina “Dina” Santillan
Ernesto “Neto” Guajardo
Marco “Markie” Villegas

MEMORANDUM

TO: Benjamin Arjona, City Manager

FROM: Roberto Escobar, Planning Director

DATE: 9/29/2021

SUBJECT: Planning and Zoning Monthly Report.

The City of San Juan Planning Department is busy processing subdivision plats, rezoning applications, applications for special/conditional use permits, applications for variances and undertaking other duties as listed below.

- 98 building permits were issued during the month of August, \$7,391,369.00 in total valuation.
- 156 garage sale permits were issued \$2,340 in total valuation.
- Provide customer service and support to 756 people and handled approximately 2,188 calls.
- The building inspectors made approximately 577 inspections.
- Twenty four (24) building permits were issued for new houses \$3,619,534.00 in total valuation.

HEALTH DEPARTMENT

City Inspectors continue visiting all the businesses to check if occupational license and health permits were up to date. A total of twenty-four (24) yearly letters were sent out to existing businesses to renew their licenses. A total of twenty (20) business permits were renewed with \$900.00 in total valuation and nine (9) health inspections were issued during the month of September with a \$1,000.00 in total valuation.

NEW BUSINESSES OPENING IN THE CITY DURING THIS MONTH

- 956 Gaming & Collectibles at 2209 N. Raul Longoria Road
- Grimaldo's Jewelry at 406 S. Nebraska Avenue
- Remake Beauty Studio at 1201 N. Raul Longoria Road
- Rosas Naturales Gardenia at 2203 N. Raul Longoria Road
- Raul's Tropical Place at 110 S. Nebraska Avenue
- South Texas Nutrition Energy at 2209 N. Raul Longoria Road

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CODE ENFORCEMENT

Code Enforcement Inspectors issued two (2) illegal dumping, nineteen (19) work orders for weedy lots, eight (8) abandoned and junk vehicles, one (1) garage sale without a permit, three (3) rubbish, four (4) building without a permit, forty-four (44) certified letters and one (1) street vendor.

SUBDIVISIONS IN PROCESS

- San Juan City Hall
- Cantu Subdivision
- Christian Estates
- Plaza San Juan
- Arguello Subdivision
- Hinojosa Subdivision
- Sioux Coves Subdivision
- Meadows on Ridge
- Valley Ranch Phase 2
- Starlite Subdivision
- The R.G. Complex
- Re-Plat of Texas National
- Uresti Subdivision
- Black Hills Estates Subdivision
- Hacienda San Fernando Subdivision

CONDITIIONAL USE PERMIT

1. Eliud Gonzalez request to allow a Truck Parking at 301 W. Nolana Avenue
2. "Yadiras Drive Thru" request for On-Premise Consumption of Alcohol
3. Luis Vazquez request to allow "El Tio Auto Sales" at 804 E. Business 83
4. "Tacos Kissi" request to allow Mixed Beverages Permit

NEW SUBDIVISIONS

1. Arguello Subdivision
2. Christian Estates

PLANNING AND ZONING MEETINGS

September 2, 2021

September 16, 2021

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Commissioners Present: Eddie Alaniz
Adan Magallan
Irma Castillo
Eliza Yzaguirre
Valerie Cardenas
Victor Perez Jr.

Guests: Eddie Cantu
Raul Garcia, P.E.
Alfonso Quintanilla, P.E.

Staff Present: Robert Escobar, Director of Planning
Monica Gomez, Planner II

THERE BEING A QUORUM, CHAIRWOMAN CASTILLO CALLED THE MEETING TO ORDER AT 6:00 P.M.

1. CALL TO ORDER

2. APPROVAL OF MINUTES: July 29, 2021 Regular Meeting.

Commissioner Magallan made a motion to approve the minutes as presented by staff. Commissioner Alaniz seconded the motion. Motion passed unanimously with 6-0 vote.

3. PUBLIC HEARINGS

- a. Conditional Use Permit to allow a truck parking at 301 W. Nolana Avenue, legally described as the North 330 feet of the West 314 feet excluding the West 100 feet Drainage Ditch of Lot 12, Block 8, John Closner Subdivision, as Requested by Eliud Gonzalez.*

Mr. Escobar explained that property is located West of Raul Longoria Road along Nolana Avenue, few lots West of commercial plaza. The property is currently zoned as General Business District (C-2) and Mr. Gonzalez is applying for a conditional use permit to store his personal trucks at commercial property, instead of a residential area where he lives. It is noted, that Spirit Trucking is located at the North side of the property and was established when the properties were located outside the city limits of San Juan. Letters were mailed out and public notice was on the newspaper. No comments were received in favor or against the request.

Commissioner Cardenas made a motion to approve the conditional use permit as presented by staff. Commissioner Yzaguirre seconded the motion. The motion passed unanimously with a (6-0) vote.

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b. Conditional Use Permit for the Sale of Alcoholic Beverages for On-Premise Consumption at “Yadiras Drive-Thru” located at 506 E. FM 495, legally described as Lot 1, Yadiras Subdivision, as Requested by Margarito Esquivel.

Mr. Escobar explained it is an existing drive-thru located at corner of FM 495 and Hooper Avenue. Mr. Esquivel is applying for a conditional use permit for on-premise consumption for open the drinks and mixes it with beverages. The Texas Alcoholic Beverages Commission (TABC) is requesting a permit for on-premise consumption. Letters were mailed out and public notice was on the newspaper. No comments were received in favor or against the request.

Commissioner Alaniz asked about drinking inside the drive-thru, right in front of school property. Mr. Escobar responded that customers are not allowed to drink inside the drive-thru; the conditional use permit is only to open the drinks to mix it with beverages. Commissioner Perez added that permits that businesses have are only allowed to sell the drinks enclosed and now they will be able to open the containers and mix it with other beverages.

Commissioner Alaniz said that his main concern is that businesses can technically drink inside the building. Mr. Escobar said yes, but TABC will be monitoring those permits. Commissioner Alaniz suggested a special condition since drive-thru is located in front of school, to consume on-premise Monday thru Friday after 5:00 pm; Commissioner Perez agreed with Mr. Alaniz’ condition.

Commissioner Alaniz made a motion to approve the conditional use permit as with the condition to consume on-premise after 5:00 p.m. Monday thru Friday. Commissioner Perez seconded the motion. The motion passed unanimously with a (6-0) vote.

c. Conditional Use Permit to Allow an Automotive Repair and Service at “El Tio Auto Sales” located at 804 E. Business 83, legally described as Lots 84-89, Tierra Blanca Estates Subdivision, as Requested by Luis A. Vazquez.

Mr. Escobar said that proposed property is located along Business 83, between Stewart and Cesar Chavez Road. Applicant wants to open a car lot business with a mechanic shop where he can repair the vehicles. Commissioner Alaniz said since Business 83 is a commercial street; these types of businesses are allowed in that area. Commissioner Perez suggested to include some conditions to the permit. Mr. Escobar said that one of the requirements is to install a buffer fence between residential and commercial, but he does not want junk cars there. He explained that a list of requirements is listed in the packet and city staff is going to monitor those businesses to be in compliance.

Commissioner Alaniz made a motion to approve the conditional use permit with the condition to put a buffer fence between residential and commercial. Commissioner Cardenas seconded the motion. The motion passed unanimously with a (6-0) vote.

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4. SUBDIVISIONS

- a. Preliminary and Final Plat Approval of the Arguello Subdivision being an 0.86-acre tract of land out of Lot 7, Block 6, John Closner Subdivision, located approximately a quarter of a mile East of Veterans Boulevard along the North side of Eldora Road, as Requested by R.E. Garcia & Associates.***

Mr. Escobar said that property is located along Eldora Road, between Veterans and Raul Longoria Road. Applicant wants to build a house and he needs to go to the subdivision. He is proposing a one lot residential subdivision. City Staff and City Engineer reviewed the plans. Water service will be provided by the North Alamo Water Supply Corporation, there is an existing 8-inch water line is located along Eldora Road and existing 10-inch sewer line that city extended a couple of years back as a city project. A 15-foot utility easement was dedicated and approved drainage report was presented.

Raul Garcia, Project Engineer, said that was a property partition and owner needs to subdivide in order to build a residential facility.

Commissioner Alaniz remembered a subdivision plat that was presented previously where property owner needs to extended services to the property. Raul Garcia said this is the same subdivision plat but now all the services are already in place.

Commissioner Yzaguirre made a motion to approve the Preliminary and Final Plat Approval as presented by staff. Commissioner Perez seconded the motion. The motion passed unanimously with a (6-0) vote.

- b. Preliminary and Final Plat Approval of the Christian Estates Subdivision being a 10.95-acre tract of land out of Lot 12, Block 8, John Closer Subdivision, located approximately a quarter of a mile South of Nolana Avenue along the West side of Raul Longoria Road, as Requested by Quintanilla, Headley and Associates, Inc.***

Mr. Escobar said that property is located South of Nolana Avenue, along the West side of Raul Longoria Road. The applicant is proposing twenty-eight (28) multi-family lots and two (2) commercial lots. He reminded the board that property were recently rezone into multi-family. City Staff and City Engineer reviewed the subdivision plat and comments were provided to the Project Engineer. There is an existing 8-inch water line from North Alamo Water Supply Corporation and 8- inch sewer line. A total of three (3) fire hydrants will be installed and lighting. A variance request letter was included in the packet; all variances were similar request like Carroll Estates. He explained the variances requested: 1) To not comply with the 20-foot rear setback. He is proposing 10-feet for lots 1-28. 2) To not comply with the 6-foot side setback. He is proposing 5-foot for lots 1-28. 3) To not comply with the 20-foot front setback for cul-de-sac lots 13-16. He is proposing 15-foot. 4) To not comply with the 15-foot Utility Easement. He is proposing a 10-foot utility easement

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for Lots 1-28 on rear side and west die of Lots A-B, north side of Lot A and south side of Lot B. 5) To not comply with a lot frontage for Multi-Family Residential District. He is proposing 60.88-feet for Lots 13-16 and 78 feet for Lots 12, 17-28. 6) To not comply with the lot area for Multi-Family Residential District. He is proposing 10,781.17 - 16, 171.05 sq. ft. for Lots 1-16 and 10,920 sq. ft. for Lots 17-28. 7) To not comply with the handicap ramps on internal street corners. He is proposing to be done at the building permit stage. 8) To not comply with the 600-feet maximum at cul-de-sac length. He is proposing 1,200-feet. 9) To allow fiberglass sewer manholes with concrete foundation. Mr. Escobar added that developer is requesting all these variances because new developments do not meet with City of San Juan Ordinances.

Commissioner Alaniz said that he does not agree with waving ADA ramps requirement. Mr. Escobar responded that ramps will be installed by the builder, not by the developer.

Commissioner Cardenas remembered that Planning and Zoning Board denied similar variances in different subdivisions. Mr. Escobar responded that Planning and Zoning denied the variances but City Commission approved them. Commissioner Alaniz said that they need to be consistent with everybody.

Alfonso Quintanilla, Project Engineer, said the only ramps that are installing are along Raul Longoria Road, where the commercial lots are located. He said all variances are identical as Carroll Estates, where some apartments were built and everything working well with variances, as far of rear and side setbacks. He said all the utility companies are working well with the 10-foot utility easement. Water and sewer lines are located at front of the properties; very limited utilities are in the back of the properties. The lot frontage is reduced because of the curl-de-sac lots. The other issue is with the manufacture company for the fiber glass sanitary manholes.

Eddie Cantu, OC Development, said that handicap ramps variance does not apply to this subdivision since they are installing handicap ramps along Raul Longoria Road, where commercial lots are located. He explained the reason why they were requesting this variance on handicap ramps is because the City of San Juan requires installing the ramps before sidewalks. He said that no other cities require handicap ramps before sidewalks.

Commissioner Yzaguirre asked Mr. Escobar if CONSOR Engineering had any comments regarding the fiberglass manholes. Mr. Escobar responded that city has standards that city adopted back in 2016. He said that proposed manholes will work but they are new style and are against our city standards. Eddie Cantu explained that they installed the required manholes in some of the new subdivisions, but now those type or manholes are not available due to COVID.

Commissioner Cardenas recapped saying that they talked about to be consistent when other subdivisions came forward. Commissioner Alaniz asked about the street's length; Mr. Quintanilla responded 36' back to back.

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Alfonso Quintanilla said that subdivision will be gated and they will have a homeowner's association in charge of maintenance. The gate will be between the commercial and multi-family area, as per Fire Department requirements.

Commissioner Alaniz said that his main concern is the stacking of cars along the street and no space for the Fire Department Engine in case of an emergency. Mr. Quintanilla responded that there is 200 feet from Raul Longoria to the gate in case of stacking.

Commissioner Yzaguirre made a motion to approve the Preliminary and Final Plat Approval along with variances, excluding variance #7 – handicap ramps. The motion dies.

Commissioner Alaniz made a motion to follow the staff recommendation and follow the City of San Juan Ordinances and Codes. Commissioner Perez seconded the motion. The motion passed with a (5-1) vote with Commissioner Yzaguirre voting nay.

5. NEXT MEETING – September 16, 2021

6. ADJOURNMENT

There being no further items to discuss, Commissioner Alaniz made a motion to adjourn; Commissioner Perez seconded the motion. The motion passed unanimously with a (6-0) vote and the meeting was adjourned at 6:35 p.m.

City of San Juan, Texas

Irma Castillo, Chairwoman
Planning and Zoning Commission

Attest:

Planning Director

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Commissioners Present: Eddie Alaniz
Adan Magallan
Irma Castillo
Victor Perez Jr.

Commissioners Absent: Eliza Yzaguirre
Valerie Cardenas

Staff Present: Monica Gomez, Planner II

THERE BEING A QUORUM, CHAIRWOMAN CASTILLO CALLED THE MEETING TO ORDER AT 6:03 P.M.

1. CALL TO ORDER

2. APPROVAL OF MINUTES: September 2, 2021 Regular Meeting.

Commissioner Perez made a motion to approve the minutes as presented by staff. Commissioner Magallan seconded the motion. Motion passed unanimously with 4-0 vote.

3. PUBLIC HEARINGS

A. Conditional Use Permit for the Sale of Alcoholic Beverages for On-Premise Consumption (Mixed Beverages Permit) at “Tacos Kissi” located at 5004 N. Raul Longoria Road, legally described as Lot 3, Mesquite Acres Subdivision, as Requested by Oscar R. Kissi.

Ms. Gomez explained that Tacos Kissi is requesting a Conditional Use Permit to sale Mixed Beverages for On-Premise Consumption at the restaurant. An alcohol license was granted back in 2014 when business was open, now he needs to apply for a different permit thru the City and Texas Alcoholic Beverage Commission (TABC). Letters were mailed out and public notice was on the newspaper. No comments were received in favor or against the request.

Commissioner Perez asked if letters were sent out to the 200 foot radius or 300 foot radius. Ms. Gomez responded that City sent letters to 200 foot radius and applicant to the 300 foot radius.

Commissioner Magallan made a motion to approve the conditional use permit as presented by staff. Commissioner Perez seconded the motion. The motion passed unanimously with a (4-0) vote.

4. NEXT MEETING – October 7, 2021

The City of San Juan Planning & Zoning
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5. ADJOURNMENT

There being no further items to discuss, Commissioner Perez made a motion to adjourn; Commissioner Magallan seconded the motion. The motion passed unanimously with a (4-0) vote and the meeting was adjourned at 6:07 p.m.

City of San Juan, Texas

Irma Castillo, Chairwoman
Planning and Zoning Commission

Attest:

Planning Director



Mayor: Mario Garza
Mayor Pro-Tem: Leonardo “Lenny” Sanchez
Commissioners: Adina “Dina” Santillan
Ernesto “Neto” Guajardo
Marco “Markie” Villegas

MEMORANDUM

TO: Benjamin Arjona, City Manager

FROM: Patrick Willingham, Director of Parks and Recreation

DATE: 10/5/2021

SUBJECT: Parks and Recreation Monthly Report

For the month of September 2021, we have the following to report:

Parks Division/Events Division, staff continues to maintain our city parks and landscape areas as needed. This past month staff worked on the following areas.

- Staff has been maintaining our athletic fields, watering, fertilizing and mowing in preparation for the fall programs.
- Assisted PSJA High School with setting up of our tent to provide shade for the Bear Band.
- Keeping up with parks and city buildings and properties.
- Staff has been doing some basic maintenance to our equipment, trailers and vehicles.

Recreation Division,

FALL LEAGUES: Registration has been ongoing for Flag Football, Volleyball and Tackle Football. Staff has been calling the coaches from last year programs and emails have been sent out to the parents. Flag Football there is 16 teams, Volleyball there is 21 teams and Tackle Football there is 4 teams. Practices have started for volleyball, flag football and tackle football. Leagues are scheduled

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to start the week of October 11, 2021.

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FALL TRAINING: Fall Training Program started on Wednesday, September 1 and concluded September 29. The program was held on Monday & Wednesday from 6 pm – 7:30 pm at Austin Middle School. Participants worked on their speed, agility, explosiveness and plyometrics.

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FALL/WINTER FLYER DISTRIBUTION: On Tuesday, September 7, staff distributed the flyers at the local Middle School Football Games at Austin MS and PSJA ISD Stadium.

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SCHOOL PRESENTATIONS: During the month of September staff conducted sports presentations to talk about the Parks & Recreation volleyball, flag football and tackle football leagues that our department is currently accepting registration. The presentations were at the schools listed and dates:

Wednesday, September 1 at 2:30 pm Reed-Mock Elementary 4th-5th grade students

Monday, September 13 at 1:45 Doedyns Elementary for the 4th - 5th grade students

Tuesday, September 14 at 1 pm Trevino Elementary for 4th-5th grade students

Tuesday, September 14 at 1:45 pm Austin Middle School 6th grade students

Wednesday, September 15 at 1:30 pm Raul Yzaguirre Middle School 6th grade students

Thursday, September 16 at 2:15 pm Cantu Elementary 3rd -4th grade students

ADULT SOFTBALL: The Adult Softball Leagues commenced on Thursday, September 9 for Class E with six teams and Friday, September 10 for Co-Ed with four teams. All games are played at Municipal Park Softball Fields.

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TAAF ATHLETE OF THE YEAR: On Tuesday, September 14 at the City Commissioners Meeting the San Juan Male & Female Athletes of the Year were presented.

2021 San Juan Male Athlete of the Year - Dante Garcia

REGION 2 TRACK & FIELD MEET at Brownsville, TX

16U Shot Put

1st Place 47 feet 0 inches

16U Discus

2nd Place 114 feet 4 inches

TAAF STATE GAMES at Corpus Christi, TX

16U Shot Put

1st Place 43 feet 6 inches

16U Discus

3rd Place 126 feet 5 inches

2021 San Juan Female Athlete of the Year – Julianna Guajardo

REGION 2 TRACK & FIELD MEET at Brownsville, TX

14U Girls 100 Meter Dash

1st Place 13.35

14U Girls 200 Meter Dash

1st Place 28.53

14U Girls 4x100 Meter Relay

2nd Place 56.14

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TAAF STATE CONFERENCE: Ramiro Moreno, Parks and Recreation Supervisor, attended the TAAF State Conference in Wichita Falls, TX from September 21-23, 2021. The City of San Juan Parks & Recreation Dept. was recognized for receiving the Silver City Award from TAAF.

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TAAF SILVER CITY AWARD: On Tuesday, September 28, 2021, Alex Lopez, Ruben Guajardo and Ramiro Moreno attended the City Commission in support of the City Commission receiving the TAAF Silver City Award with Director Patrick Willingham presenting the award. The City of San Juan was one of ten cities in the Texas to receive the TAAF Silver City Award.

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TACKLE FOOTBALL COMBINE: On Wednesday, September 30 at 6 pm, The Parks and Recreation Department hosted a tackle football combine for 4th-5th grade tackle football league participants at Municipal Park to place on two teams. The combine consisted of a sprint, speed hurdles, speed ladder, speed cones and catching

Maintenance Division, staff continues to provide professional maintenance and custodial service throughout the city. The following areas were addressed this past month

- Installed a new AC unit inside and outside at the waste water plant. In addition replaced all the copper wiring, insulation and duck work.
- Assisted in replacing a wall unit AC at Recycle Center.
- Assisted with replacing of new shelves at Old PD.
- At Amigos del Valle replaced a broken sink, and serviced one of the AC units that burned out.
- Repaired two roof AC units at the Library.
- Continue to maintain and service all City buildings.

Upcoming Events:

Fall programs begin Tuesday October 12, 2021

PSJA High Homecoming Parade Thursday October 14, 2021 @ 6:30pm Line-Up 5:30pm.

Halloween Festival Friday October 29th , 2021.



Mayor: Mario Garza
Mayor Pro-Tem: Leonardo “Lenny” Sanchez
Commissioners: Adina “Dina” Santillan
Ernesto “Neto” Guajardo
Marco “Markie” Villegas

MEMORANDUM

TO: Benjamin Arjona, City Manager

FROM: Armandina Segin, Director of Library

DATE: 10/5/2021

SUBJECT: San Juan Memorial Library Monthly Report,

Enclosed is the September monthly report including statistics and programs:

For the month of September, we had, 1,800 visitors. Out of those visitors, 484 were here for computer use only. The library checked out a total of 845 items both adult and children. We had 48 in-house circulation items. We requested and received thirteen (13) Interlibrary Loans (ILL). We had 41 new patrons added to our circulation system. We helped the public with an estimated 337 reference/informational questions. We had 58 fax transactions. The monthly amount deposited was \$850.98 both fines and fees.

Please see the attached statistical report.

During the month of September

- Attended Library Board
- Attended the Directors' meetings
- Attended “virtually” the Hidalgo County Library System (HCLS) meeting
- Attended the City Commission meetings
- Attended the Grand Opening of GW's BBQ
- Went to City Hall to make the money deposits for the library

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- Managed the day-to-day operations of the San Juan Memorial Library

Meetings to be held in October 2021

Multipurpose Room

EDC meeting, October 5th & 19th

Library Board, October 6th

City Commission meetings, October 12th & 26th

Directors' meetings, October 13th & 27th

Civil Service Exam, October 25th

Training Room:

Public Works, October 13th

709 S. Nebraska Ave. □ San Juan, Texas 78589-2649

Phone: (956)223-2200 □ Fax: (956) 787-5978

**San Juan Memorial Library
September 2021 Statistics**

Statistics	
Total Visitors	1,800
Computer Users	484
Total Checkouts	845
In-House Use	48
Inter-Library Loans	13
New Patrons	41
Reference\ Informational Questions	337
FAX transactions	58
Children's Programs	0
Attendance	0

Multipurpose Room Reservations	Attendance
1st Noche de Paz Meeting	8
1st Library Board	5
2nd Human Resources	8
2nd Civil Service Meeting	8
8th Human Resources - CBA	15
13th Human Resources	15
14th Health Fair	94
14th City Commission	27
15th Health Fair	33
15th City Manager - Construction Meeting	6
16th Human Resources - Executive Room	2
21st City Manager	6
21st Bid Opening	10
21st EDC Meeting	15
22nd Purchasing - Ranking meeting	5
28th Civil Service Entry Exam	21
28th City Commission	40
29th Directors Meeting	14
30th Human Resources	54
Total	386

Training Room Reservations	Attendance
1st Public Works	4
8th Pre-bid Conference CSP	16
15th Directors Meeting	15
29th Keep San Juan Beautiful	1
Total	36

Checkouts	
DVDs	40
Books Juvenile	575
Books Adult	230
Total	845

WiFi Usage	
LibGuest	394
LibStaff	192
Total	586

Study Room Attendance	
Study Rooms	42

Facebook Page	
Likes	3
Visitors	3

SJML Homepage	
Visitors	949

Deposits	
Fines	\$ 95.23
Copies	\$ 755.75
Total	\$ 850.98

Youth & Children's Programs/Attendance

Date	Program	Attendance
Wednesday, September 1, 2021	0	0
Thursday, September 2, 2021	0	0
Friday, September 3, 2021	0	0
Tuesday, September 7, 2021	0	0
Wednesday, September 8, 2021	0	0
Thursday, September 9, 2021	0	0
Friday, September 10, 2021	0	0
Monday, September 13, 2021	0	0
Tuesday, September 14, 2021	0	0
Wednesday, September 15, 2021	0	0
Thursday, September 16, 2021	0	0
Friday, September 17, 2021	0	0
Monday, September 20, 2021	0	0
Tuesday, September 21, 2021	0	0
Wednesday, September 22, 2021	0	0
Thursday, September 23, 2021	0	0
Friday, September 24, 2021	0	0
Monday, September 27, 2021	0	0
Tuesday, September 28, 2021	0	0
Wednesday, September 29, 2021	0	0
Thursday, September 30, 2021	0	0
Total	0	0

**San Juan Memorial Library Advisory
Board Meeting
Sign in Sheet**

DATE: September 3, 2021

TIME: 6:00 p.m.

PLACE: San Juan Memorial Library

Board Members:

1. Maria Estella Ayala

Maria E. Ayala

2. Nadia Baughman

3. Iris Lara

Iris Lara

4. María Alicia Navarro

María A. Navarro

5. George Rodea

6. Elizabeth Saldaña

Elizabeth Saldaña

7.

Liaison:

Commissioner

Library Director:

Armandina A. Sesín

Armandina A. Sesín

Visitors:

Minutes of the Meeting of the San Juan Library Advisory Board

Date: February 5, 2020
Time: 6:00 p.m.
Place: San Juan Memorial Library

Members Present: Maria Estella Ayala George Rodea
Iris Lara Elizabeth Saldaña
Maria A. Navarro Teresa Sloss

Members Absent: Nadia Baughman

Liaison: Commissioner Jesus "Jesse" Ramirez

Library Director: Armandina A. Sesín

Visitors:

ORDER OF BUSINESS

I Invocation

Maria A. Navarro led the Invocation.

II Pledge of Allegiance

Maria Estella Ayala led the Pledge of Allegiance.

III Call Meeting to Order

Elizabeth Saldaña called the meeting to order at 6:10 p.m.

IV Roll Call

All Board Members were present with exception of Nadia Baughman. Maria A. Navarro made a motion to excuse Mrs. Baughman, Estella Ayala seconded the motion. All in favor.

V Review of Minutes

A motion to approve the minutes as presented was made by Maria A. Navarro and seconded by Maria Estella Ayala.

VI Old Business

Re-schedule the May 6, 2020 meeting.

The Director explained that the Día de las Madres event is going to be on May 6, 2020. The Library Board meeting needs to be moved to May 5th or 7th. Maria A. Navarro made a motion to move the May 6, 2020 meeting to May 7, 2020. The motion was seconded by Iris Lara. All in favor.

VII New Business

Bi-monthly report by Christina Perez, children's librarian. Christina presented her bi-monthly report as an attachment to the packet that was given to the board members. She also talked about the Christmas Party that the library had for the first time at the library. She mentioned that it was very well attended. Each child left with gifts. A comment was made

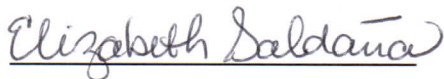
by Commissioner Ramirez about giving out books as gifts for next time. She also mentioned that we had about 81 pre-k students from Doedyns elementary. They were given a tour of the library and a goodie bag. The library had a program on Read Aloud where a celebrity comes to read to the kids. They asked Mayor Garza to be the celebrity for this occasion. Mayor Garza came and read to the kids, afterwards they did a craft and also were given goodie bags.

VIII Director's Report

The library director presented the January monthly report. Had presentations by the United Way to the city employees. This is a yearly event that the city employees participate in. for the United Way to the city employees. A question was asked if the library had a Facebook page. The director responded that yes, we have a Facebook page where we post all of the activities, pictures, children's calendar, and events that the library sponsors. She also mentioned that the library's next event is going to be on march 2nd, Dr. Seuss.

IX Adjournment

A motion to adjourn was made at 6:47 p.m. by Maria A. Navarro and seconded by Teresa Sloss. Next meeting will be Wednesday, march 4, 2020.



Elizabeth Saldaña, Vice-Chair



Iris Lara, Secretary

2021 Report

Due to Covid-19, the library did not have any in person programming during 2020.

Dr. Seuss Day:

In 2021, on March 2, Dr. Seuss Day, we made goodie bags to be picked up by children or parents. The goodie bags contained crafts where we made Thing 1 and Thing 2 out of outlines of our hands. We gave out pencils, bookmarks with stickers, Dr. Seuss notepads, a Dr. Seuss hat, instructions, and glue sticks.

Día De Los Niños:

On April 30, Día de los Niños, we made special goodie bags. These goodie bags had a puppet talking head craft made out of clothespins with supplies, the instructions, crayons, pencils, crackers, cookies, fruit roll up, and punch pouches all in a reusable backpack.

Summer Reading Program:

The Summer Reading Program was in person with a limited number of spots available. This summer's theme was "Tails and Tales." There were two sessions available, Session 1 in June and Session 2 in July. We had to cancel the first session due to low turnout. The second session started on July 12 and ran every weekday through July 30. The sessions started at 10 a.m. every morning. We would do story time, arts and crafts, and then drawing classes until 11:30 a.m. At 11:30, PSJA school district would provide lunches for all children aged 18 and younger. We started with around 13 kids coming every day, but ended the session with around 7 children still showing up.

On July 16, Ranger T.C. from Bentsen State Park came and spoke to the kids about Roadrunners and the different animals found at Bentsen State Park.

Then on July 21, Jocelyn Cordero from Behavior Health Solutions was also a guest who came and did crafts with the children.

We had our End of Summer Reading Program Party on August 5 where Sea Turtle, Inc, the turtle rescue organization, did a virtual program for our Summer Reading Pizza Party. We then played musical chairs and hula hoop competitions before we gave out the reading prizes. The kids and parents who attended then got to eat pizza together, and we finally handed out goodie bags. The goodie bags had chips, cookies, gushers, pencils, a water bottle, bookmarks, bubbles, sidewalk chalk, and Whataburger coupons all in a reusable backpack.



Mayor: Mario Garza
Mayor Pro-Tem: Leonardo “Lenny” Sanchez
Commissioners: Adina “Dina” Santillan
Ernesto “Neto” Guajardo
Marco “Markie” Villegas

MEMORANDUM

TO: Benjamin Arjona, City Manager

FROM: Roel Garza, Sanitation Director

DATE: 10/5/2021

SUBJECT: Department of Sanitation Monthly Report.

Sanitation Department

Solid Waste Collection ran on schedule all month
Brush Pickup ran on schedule all month
Drop off Site –1,088 Residents
Residential – 1,160.31 Tons
Commercial –786.18 Tons
Roll-Off Containers – 167.88 Tons 38 loads
Brush – 569.62 Tons 211 loads of brush

Central Garage

Tickets Open 55
Tickets Closed 88
6 Residential Side Loaders operating
1 Commercial Side Loader operating
3 Commercial Front Loaders operating
4 Brush trucks operating
1 Brush tractor (grapple) operating
3 Brush Grapple Trucks operating
2 Roll- Off Trucks operating and 1 down

Recycling

Cardboard: 15.45 tons / \$3,013.92
Mix White Paper: 2.24 tons / \$203.09
Office Paper: 0.00 tons / \$0.00
Newspaper: 0.00 tons / 0.00
Books/Magazines: 0.00 tons / \$0.00
Aluminum Cans: 0.060 tons / \$60.00
Tin Cans: 0.24 tons / \$36.00
E-Waste: 0.00 tons / \$ 0.00
Metal: 9.43 tons / \$1,437.18
Plastic: 1.02 tons / \$0.00
Curbside Recycle: 2.80 tons / \$0.00
Total Tons/Revenue: 31.24 tons / \$4,750.19
Savings of \$624.80
Walk-Ins: 663

Code Enforcement

Violation Notice Issued: 12
Illegal Dumping: 10
Contact People: 34
Construction Material: 15
Tires: 9

AGENDA ITEM AND RECOMMENDATION SUMMARY
CITY COMMISSION REGULAR MEETING
OCTOBER 12, 2021

Hold a Public Hearing for a Voluntary Annexation Petition of the 10.28-acre tract of land out of Lot 2, Block 31, Alamo Land and Sugar Company's Subdivision, located approximately 800 feet South of Sam Houston Boulevard, along the East side of Stewart Road, as per map recorded in Volume 1, Pages 24 thru 26, Map Records, Hidalgo County, Texas, as Requested by 193 S. Heathwood Drive, LLC.

STAFF COMMENTS AND RECOMMENDATIONS:

The Planning Department is processing a Voluntary Annexation Petition at corner of Sam Houston Boulevard and Stewart Road. Part of the proposed subdivision is located outside the city limits but within the City of San Juan Extraterritorial Jurisdiction (ETJ). It is the City's policy to annex subdivisions processed and approved within the city's ETJ. In September 14, 2021, the City Commission approved Resolution 21-21 accepting petition for voluntary annexation and setting dates and times for public hearings.

The property owner of the subject property has submitted a petition of a voluntary annexation to the City of San Juan. Upon annexation, recording of the subdivision plat, building permits and inspections will be processed by City for proposed residences. Annexation of this property is being undertaken in accordance with the provisions of the Texas Local Government Code, Chapter 43, Municipal Annexation, Section 43.028 and the City Charter.

RECOMMENDATION:

Hold the First Public Hearing for a Voluntary Annexation Petition.

PREPARED BY:

Roberto Escobar,
Planning Director

APPROVED BY:

Benjamin Arjona, City
Manager

PETITION FOR ANNEXATION

To the Mayor and City Council, City of San Juan:

The undersigned, owner of land or representative of the majority of landowners hereby petitions the Mayor and City Council of the City of San Juan, Texas to annex a tract of land being the S483.80' of the W500' out of Lot 2, Block 31, Alamo Land and Sugar Company's Subdivision, Hidalgo County, Texas as per map thereof recorded in Volume 1, Pages 24-26, Map Records, Hidalgo County, Texas.

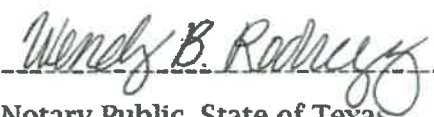

193 S. Heathwood Drive, LLC,
Jorge Cuevas, Manager
3381 White Boulevard
Naples, Florida 34117

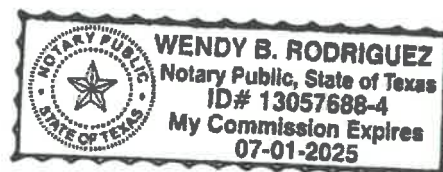
STATE OF TEXAS §

COUNTY OF HIDALGO §

Before me, the undersigned authority, on this day personally appeared Jorge Cuevas, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purpose and consideration herein stated.

Given under my hand and seal of office, this the 30th day of August, 2021.


Notary Public, State of Texas



March 29, 2021

**METES AND BOUNDS DESCRIPTION
10.280 ACRES OUT OF
LOT 2, BLOCK 31,
ALAMO LAND AND SUGAR COMPANY
HIDALGO COUNTY, TEXAS**

A tract of land containing 10.280 acres situated in the County of Hidalgo, Texas, being a part or portion out of Lot 2, Block 31, Alamo Land and Sugar Company, according to the plat thereof recorded in Volume 1, Pages 24-25, Hidalgo County Map Records, which said 10.280 acres were conveyed to 193 S. Heathwood Drive LLC, by virtue of a General Warranty Deed recorded under Document Number 3026488, Hidalgo County Official Records, said 10.280 acres also being more particularly described as follows;

COMMENCING at the Southeast corner of said Lot 2, Block 31;

THENCE, N 08° 36' 01" E a distance of 40.00 feet to a No. 4 rebar set for the Southeast corner and POINT OF BEGINNING of this herein described tract;

1. THENCE, N 81° 24' 54" W at a distance of 979.88 feet pass a No. 4 rebar set on the Southeast corner of Hidalgo County Irrigation District No. 2 Save & Except by virtue of a Deed recorded in Volume 25, Page 312, Hidalgo County Deed Records, at a distance of 1,059.88 feet pass a No. 4 rebar set on the Southwest corner of said Save & Except and on the existing East right-of-way line of Stewart Road, continuing a total distance of 1,089.88 feet to a Nail set for the Southwest corner of this tract;
2. THENCE, N 08° 35' 06" E within the existing Stewart Road right-of-way, a distance of 443.80 feet to a Nail set for the Northwest corner of this tract;
3. THENCE, S 81° 22' 29" E along the South line of New South San Juan Elementary School Subdivision, according to the plat thereof recorded in Instrument Number 2394084, Hidalgo Map County Records, at a distance of 30.00 feet pass a No. 4 rebar found [Northing:16591082.998, Easting:1099659.699] on the East right-of-way line of Stewart Road and the Northwest corner of said Save and Except, at a distance of 110.00 feet pass a No. 4 rebar set for the Northeast corner of said Save and Except, at a distance of 1,088.82 feet pass a No. 4 rebar found in line, continuing a total distance of 1,090.00 feet to a No. 4 rebar set for the Northeast corner of this tract;
4. THENCE, S 08° 36' 01" W along the East line of said Lot 2, Block 31, a distance of 443.03 feet to the POINT OF BEGINNING and containing 11.095 acres, of which 0.815 of one acre lies within the said Save & Except, leaving a Gross of 10.280 acres, of which 0.306 of one acre lies within the existing right-of-way of Stewart Road and 0.103 of one acre lies within a right-of-way claimed by the Hidalgo County Irrigation District No. 2, leaving a net of 9.871 acres of land, more or less.

SAVE & EXCEPT:

A tract of land containing 0.815 of one acre situated in the County of Hidalgo, Texas, being a part or portion out of Lot 2, Block 31, Alamo Land and Sugar Company, according to the plat thereof recorded in Volume 1, Pages 24-25, Hidalgo County Map Records, which said 0.815 of one acre being conveyed to Hidalgo County Irrigation District No. 2 by virtue of a Deed recorded in Volume 25, Page 312, Hidalgo County Deed Records, said 0.815 of one acre also being more particularly described as follows;

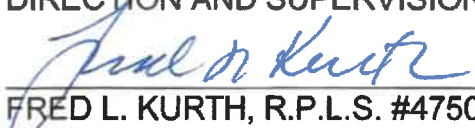
COMMENCING at the Southeast corner of said Lot 2, Block 31;

THENCE, N 08° 36' 01" E a distance of 40.00 feet;

THENCE, N 81° 24' 54" W a distance of 979.88 feet to a No. 4 rebar set for the Southeast corner and POINT OF BEGINNING of this herein described tract;

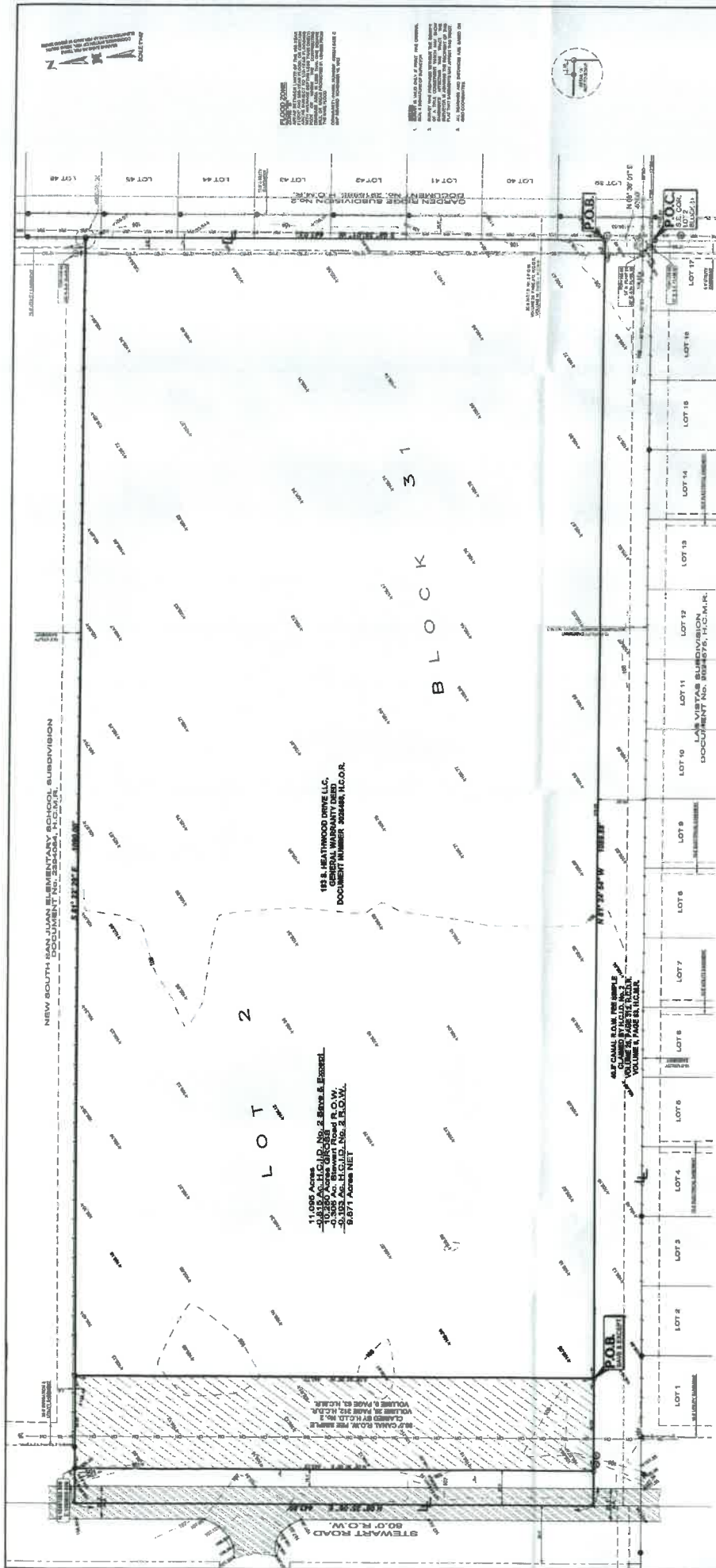
1. THENCE, N 81° 24' 54" W a distance of 80.00 feet to a No. 4 rebar set for the Southwest corner of this tract;
2. THENCE, N 08° 35' 06" E along the existing East right-of-way line of Stewart Road, a distance of 443.78 feet to a No. 4 rebar found [Northing: 16591082.998, Easting:1099659.699] for the Northwest corner of this tract;
3. THENCE, 81° 22' 29" E a distance of 80.00 feet to a No. 4 rebar set for the Northeast corner of this tract;
4. THENCE, S 08° 35' 06" W a distance of 443.72 feet to the POINT OF BEGINNING and containing 0.815 of one acre of land, more or less.

I, FRED L. KURTH, A REGISTERED PROFESSIONAL LAND SURVEYOR DO HEREBY AFFIRM THAT THIS METES AND BOUNDS DESCRIPTION REPRESENTS THE RESULTS OF A SURVEY MADE ON THE GROUND ON 02/26/2021 UNDER MY DIRECTION AND SUPERVISION.


FRED L. KURTH, R.P.L.S. #4750

3-29-21
DATE:





- LEGEND**
- 1. LOT LINE
 - 2. LOT CORNER
 - 3. LOT AREA
 - 4. LOT PERCENTAGE
 - 5. LOT PERCENTAGE
 - 6. LOT PERCENTAGE
 - 7. LOT PERCENTAGE
 - 8. LOT PERCENTAGE
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**PLAT SHOWING
10.280 ACRES OUT OF
LOT 2, BLOCK 31
ALAMO LAND AND SUGAR COMPANY
VOLUME 1, PAGE 24-25 H.C.M.R.
HIDALGO COUNTY, TEXAS**



THE UNDERSIGNED HEREBY CERTIFIES THAT THIS SURVEY WAS MADE BY ME OR BY A LICENSED SURVEYOR, AND THAT THE SAME IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I HAVE NOT BEEN INFLUENCED BY ANY OTHER PERSON IN MAKING THIS SURVEY.

J. L. Kuntz 3-27-11

J. L. KUNTZ, S.E. No. 4786

JOB NO. 20222-03-09
PAGE 3 OF 3
DRAWING DATE 3/20/21
DRAWN BY J.C.Y.E.
FILE NAME 20222-03-09
11-118, PG. 21

ALAMO & TITUS
SURVEYORS & ENGINEERS
1118 W. MARKET STREET, SUITE 100, AUSTIN, TEXAS 78701
P: 512.476.1118 F: 512.476.1119

RESOLUTION NO. 21-21

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF SAN JUAN, TEXAS, ACCEPTING PETITION FOR A VOLUNTARY ANNEXATION OF 10.28-ACRE TRACT OF LAND, OUT OF LOT 2, BLOCK 31, ALAMO LAND AND SUGAR COMPANY SUBDIVISION; SETTING THE DATES AND TIMES FOR PUBLIC HEARINGS REGARDING THE PROPOSED ANNEXATION OF THE BELOW MENTIONED PROPERTIES; AND DIRECTING THE PLANNING DEPARTMENT TO PREPARE A PLAN OF SERVICES FOR SAID ANNEXATION.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF SAN JUAN, TEXAS:

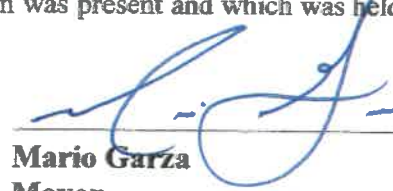
Section 1. The City of San Juan has received a petition from the following property owners for voluntary annexation of properties described in Exhibit "A". The City Commission of the City of San Juan hereby declares its intention to institute proceedings to annex to the City the territory generally described in Exhibit "A" and being out of the and made a part hereof by the passage of an ordinance of annexation extending the general corporate limits of the City of San Juan for all purposes to include such territory. A map of such proposed annexation is attached hereto as Exhibit "A" and made a part hereof for all purposes.

Section 2. The City Commission of the City of San Juan hereby calls two (2) public hearings at which time all interested persons shall have the right and opportunity to appear and be heard upon such proposal to annex the territories described above. The first public hearing shall be held in the City Commission Meeting at the San Juan Memorial Library located at 1010 S. Standard Avenue, San Juan, Texas 78589 at 6:00 p.m. on October 12, 2021. The second public hearing shall be held at the City Commission Meeting at the San Juan Memorial Library located at 1010 S. Standard Avenue, San Juan, Texas 78589 on November 9, 2021 at 6:00 p.m. The annexation proceeding, of which notice of intention to annex is given by this Resolution, shall be instituted not less than eleven (11) days nor more than twenty (20) days subsequent to such public hearings.

Section 3. The City Secretary of the City of San Juan is hereby directed to cause notices of such public hearings to be given by publication in a newspaper having general circulation within the City of San Juan and within the territory proposed to be annexed, the publication of notice of each public hearing to be made at least once in such newspaper not less than eleven (11) days nor more than twenty (20) days prior to the day of that public hearing.

Section 4. The Planning Department is hereby directed to cause to be prepared a service plan that provides for the extension of municipal services to the territories that are proposed to be annexed. The proposed service plan shall be made available for public inspection and shall be explained to the inhabitants of the territory at the public hearings called herein. Such service plan shall be prepared in accordance with the provisions of Chapter 43 of the Texas Local Government Code.

CONSIDERED, PASSED AND APPROVED on this 14th day of September, 2021, at a meeting of the City Commission of the City of San Juan, at which a quorum was present and which was held in accordance with Chapter 551, Texas Government Code.



Mario Garza
Mayor

Attest:



Diana Cavazos
City Secretary



**Planning & Zoning Department
VOLUNTARY ANNEXATION SCHEDULE**

Subject Property	Being 10.28-acre tract of land out of Lot 2, Block 31, Alamo Land and Sugar Company's Subdivision, as per map recorded in Volume 1, Pages 24 thru 26, Map Records, Hidalgo County, Texas, as Requested by 193 S. Heartwood Drive, LLC.
Tuesday, September 7, 2021	Planning Department distributes location map, annexation map and subdivision plat to other city departments for their review and comments.
Tuesday, September 7, 2021	Negotiate written service agreement with property owner and City.
Tuesday, September 14, 2021	City Commission accepts the petition for Voluntary Annexation, setting dates and times for public hearings by a Resolution.
Wednesday, September 29, 2021	First Public Hearing Notice is published in local newspaper. Send Written Notice by Certified Letter to school district, public entity, and appraisal district, etc.
Tuesday, October 12, 2021	City Commission holds public hearing on Voluntary Annexation.
Wednesday, October 20, 2021	Notice of 2 nd Public Hearing is published in the local newspaper.
Tuesday, November 9, 2021	City Commission holds 2 nd public hearing on Voluntary Annexation.
Tuesday, November 23, 2021	First Reading: City Commission Approves Voluntary Annexation Ordinance.
Tuesday, December 14, 2021	2 nd Reading: City Commission Approves Voluntary Annexation Ordinance.



Legend

- CITY LIMITS
- Proposed area

Consideration and Action on a Resolution Accepting a Voluntary Annexation Petition, Setting Dates and Times of Public Hearings and Directing the Planning Department to Prepare Service Plan for the 10.28-acre tract of land out of Lot 2, Block 31, Alamo Land and Sugar Company Subdivision, according to the plat thereof recorded in Volume 1, Pages 24-25, Map Records.



AGENDA ITEM AND RECOMMENDATION SUMMARY
CITY COMMISSION REGULAR MEETING
OCTOBER 12, 2021

Hold a Public Hearing for a Rezoning Request from Single-Family Residence District (R-S) to Heavy Commercial District (C-3) for property located at 504 W. Sioux Road, legally described as the 5.00-acre tract of land out of the West 165 feet, of the East 463 feet of Lot 9, Block 6, John Closner Subdivision, located approximately a half of a mile West of Raul Longoria Road, along the North side of Sioux Road, as Requested by Saul Salinas.

STAFF COMMENTS AND RECOMMENDATIONS:

The applicant is trying to rezone his property into Heavy Commercial District (C-3). The proposed location is where La Posada Lounge was located. The Comprehensive Plan establishes this property as residential use. If approved, the building would need to comply with the city's requirements, as applicable. The surrounding properties consist of mixture of residential and multi-family uses.

Staff mailed a notice of the public hearing before the Planning and Zoning Commission to fifty-three (53) property owners within a two hundred (200) foot radius and received one comment in favor the request.

RECOMMENDATION:

During the Regular Meeting on October 7, 2021, the Planning and Zoning Commission unanimously recommended denied with a 4-0 vote.

PREPARED BY:

Roberto Escobar,
Planning Director

APPROVED BY:

Benjamin Arjona, City
Manager

MEETING DATES:
PLANNING AND ZONING COMMISSION – 10/07/2021
CITY COMMISSION – 10/12/2021
DATE PREPARED – 10/01/2021

PAGE 1

STAFF REPORT
GENERAL INFORMATION

APPLICATION:	Rezoning Request from Single-Family Residence District (R-S) to Heavy Commercial District (C-3)
APPLICANT:	Saul Salinas
AGENT:	N/A
LEGAL:	5.00 acre tract of land out of the West 165 feet of the East 463 feet of the Lot 9, Block 6, John Closner Subdivision
LOCATION:	504 W. Sioux Road
CURRENT USE OF PROPERTY:	Commercial
PROPOSED USE OF PROPERTY:	Heavy Commercial
EXISTING ZONING:	Single-Family Residence District (R-S)
EXISTING LAND USE/ ADJACENT ZONING:	<u>North</u> – Vacant; Single-Family Residence District (R-S) <u>South</u> – Residential; Single-Family Residence District (R-S) <u>East</u> – Residential; Single-Family Residence District (R-S) <u>West</u> – Vacant; Single-Family Residence District (R-S)
ACCESS AND CIRCULATION:	This property has access onto Sioux Road.
PUBLIC SERVICES:	Water service is provided by the North Alamo Water Supply Corporation and sewer will be provided by the City of San Juan.
RECOMMENDATION:	Staff recommends denial.

EVALUATION AND CONDITIONS FOR APPROVAL

The applicant is trying to rezone his property into Heavy Commercial District (C-3). The proposed location is where La Posada Lounge was located. The Comprehensive Plan establishes this property as residential use. If approved, the building would need to comply with the city's requirements, as applicable. The surrounding properties consist of mixture of residential and multi-family uses.

Staff mailed a notice of the public hearing before the Planning and Zoning Commission to fifty-three (53) property owners within a two hundred (200) foot radius and received one comment in favor the request.

ATTACHMENTS:

Location Map
Aerial Photo
Zoning Map
List of neighboring property owners receiving notice
Ordinance





ORDINANCE NO.

AN ORDINANCE AMENDING THE ZONING ORDINANCE NO. 98-006, THE ZONING ORDINANCE OF THE CITY OF SAN JUAN, TO CHANGE THE ZONING DISTRICT FROM SINGLE-FAMILY RESIDENCE DISTRICT (R-S) TO HEAVY COMMERCIAL DISTRICT (C-3) FOR A PROPERTY LOCATED AT 504 W. SIOUX ROAD, LEGALLY DESCRIBED AS 5.00-ACRE TRACT OF LAND OUT OF THE WEST 165 FEET OF THE EAST 463 FEET OF LOT 9, BLOCK 6, JOHN CLOSNER SUBDIVISION, LOCATED APPROXIMATELY A HALF OF A MILE WEST OF RAUL LONGORIA ROAD, ALONG THE NORTH SIDE OF SIOUX ROAD, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF SAN JUAN, TEXAS:

Consistent with the City's land use plan as set-forth in the land use map that is a part of the City's Zoning Ordinance, and consistent with the City's intentions of allowing and encouraging heavy commercial district development that generates property taxes, water and sewer revenues and sales tax revenues.

The zoning district of the property legally described as 5.00-acre tract of land out of the West 165 feet, of the East 463 feet of Lot 9, Block 6, John Closner Subdivision, located approximately a half of a mile West of Raul Longoria Road, along the North side of Sioux Road shall be changed to Heavy Commercial District (C-3) and the zoning map shall be amended accordingly.

PASSED and **APPROVED** on first reading on the 12th day of October, 2021.

PASSED and **APPROVED** on second and final reading on the ____ day of _____, 2021.

CITY OF SAN JUAN

MARIO GARZA
MAYOR

ATTEST:

APPROVED BY:
Palacios, Garza & Thompson, P.C.

DIANA CAVAZOS
CITY SECRETARY

CITY ATTORNEY

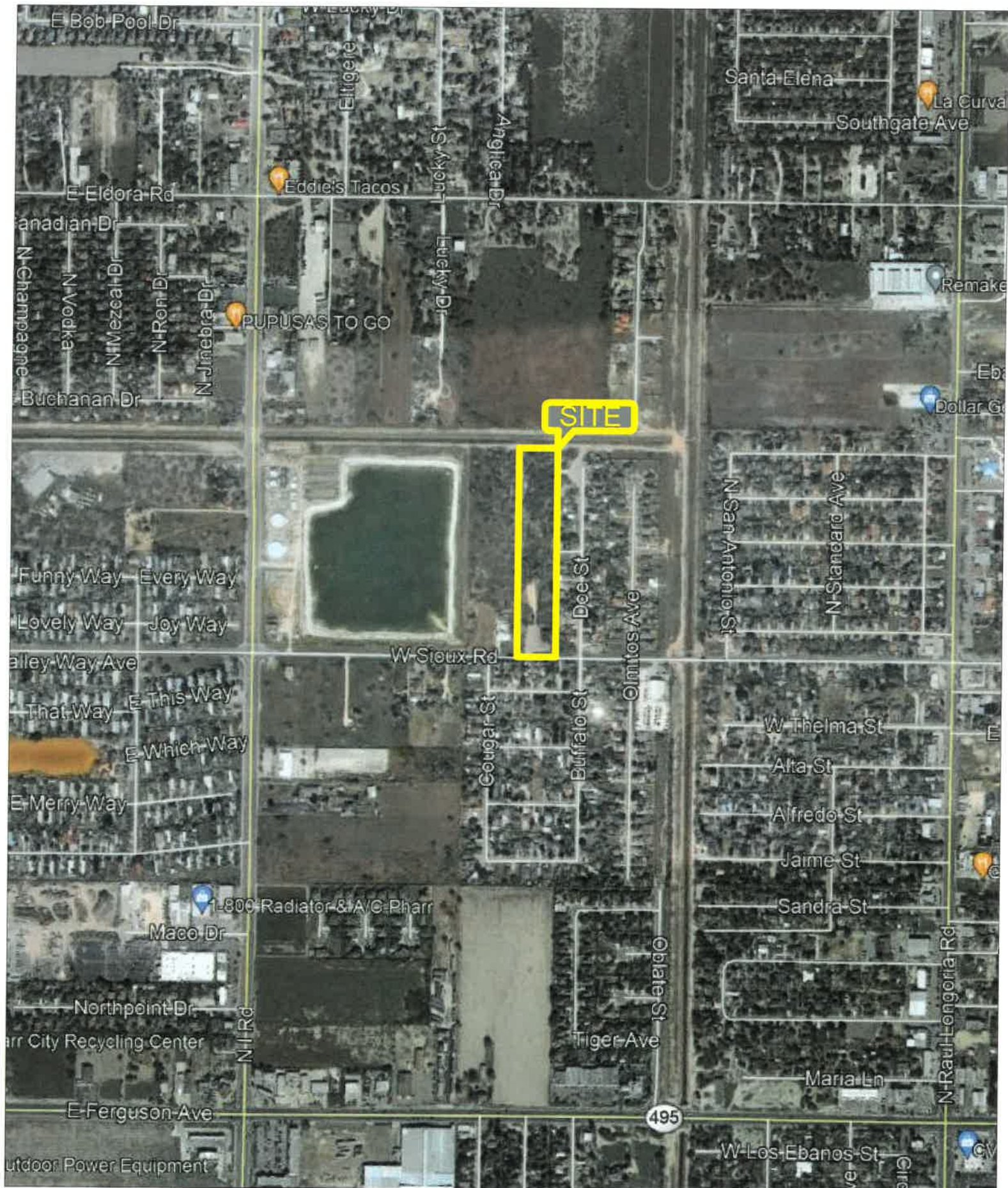


Legend

- CITY LIMITS
- Proposed area

Rezoning Request from Single-Family Residence District (R-S) to Heavy Commercial District (C-3) for property located at 504 W. Sioux Road, legally described as the 5.0 acre tract of land out of the West 165 feet of the East 463 feet of Lot 9, Block 6, John Closner Subdivision, as Requested by Saul Salinas.



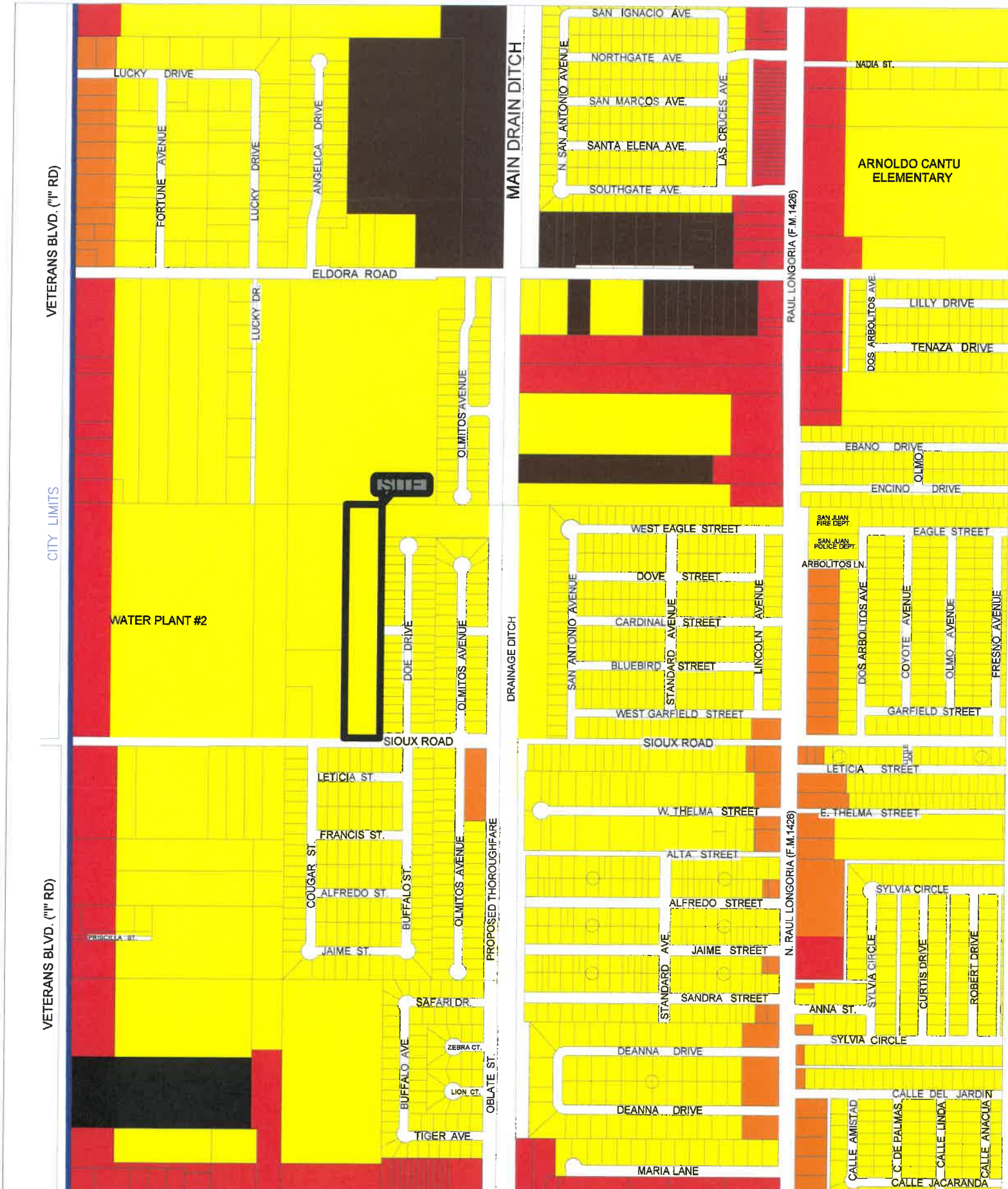


Legend

- CITY LIMITS
- Proposed area

Rezoning Request from Single-Family Residence District (R-S) to Heavy Commercial District (C-3) for property located at 504 W. Sioux Road, legally described as the 5.0 acre tract of land out of the West 165 feet of the East 463 feet of Lot 9, Block 6, John Closner Subdivision, as Requested by Saul Salinas.





Rezoning Request from Single-Family Residence District (R-S) to Heavy Commercial District (C-3) for property located at 504 W. Sioux Road, legally described as the 5.0 acre tract of land out of the West 165 feet of the East 463 feet of Lot 9, Block 6, John Closner Subdivision, as Requested by Saul Salinas.



Rezoning Request from Single-Family Residence District (R-S) to Heavy Commercial District (C-3) for property located at 504 W. Sioux Road, legally described as the 5.0-acre tract out of the West 165 feet, of the East 463 feet of Lot 9, Block 6, John Closner Subdivision, as Requested by Saul Salinas.

Salinas, Saul Esteban
2106 E. Rogers Rd.
Edinburg, TX 78542

Garza, Jose Luis
1924 Loma Vista Dr.
San Juan, TX 78589

ACJ, LLC.
501 E. Ridge Road
Pharr, TX 78577

Arevalo, Jaime J.
1712 Calle Tulipan
San Juan, TX 78589

Huerta, Josefa Laura and Eliab
P.O. Box 5183
McAllen, TX 78502

Cruz, Ada Wilmn
2906 Samantha Dr.
San Juan, TX 78589

Hidalgo County
P.O. Box 178
Edinburg, TX 78540

Resendez, Jose E. and Ma. Araceli
602 E. Leticia St.
San Juan, TX 78589

Palacios, Amabely
20739 Fox Hound Ln.
Humble, TX 77338

Harper, Johnny James
P.O. Box 108
Pharr, TX 78577

Montoya, Manuel Zarate and
Aracely Alarcon
600 E. Leticia St.
San Juan, TX 78589

Hernandez, Jose Humberto
Miranda
Lizbeth Hernandez
104 Ebano Drive
San Juan, TX 78589

City of San Juan
709 S. Nebraska Avenue
San Juan, TX 78589

Garza, Rosendo and Nidia B.
5209 Sundance
Edinburg, TX 78539

Guevara, Margarita R.
2109 Doe Street
San Juan, TX 78589

Hidalgo Co. Drainage District #1
902 N. Doolittle Road
Edinburg, TX 78542

Willingham, Maria del Rosario
P.O. Box 3984
McAllen, TX 78502

Trevino, Anita and Alma
408 N. Rabb Rd.
La Feria, TX 78559

Arevalo, Trinidad
601 W. Eldora Road
San Juan, TX 78589

Garza, Jose Alberto
843 S. Joshua Dr.
Palmview, TX 78574

Cantu, Marcelo
2113 Doe St.
San Juan, TX 78589

Diaz, Jualian
1207 Sunset St.
San Juan, TX 78589

Gonzalez, Daniela and Cesar A.
Cavazos
2021 Buffalo St.
San Juan, TX 78589

Gallardo, Franciso H. and Amelia
Garcia
2019 Buffalo St.
San Juan, TX 78589

Padilla, Francisco Javier
P.O. Box 1039
San Juan, TX 78589

Fuentes, Maricela Lopez and
Abdon Alvarado
2023 Buffalo St.
San Juan, TX 78589

Arizpe, Jose Antonio and Dora Elia
2117 Doe St.
San Juan, TX 78589

Hernandez, Gilberto G. and
Veronica P. Pina
2020 Cougar St.
San Juan, TX 78589

Ramirez, Jesus and Francisca
810 E. Marion St.
Pharr, TX 78577

Rivera, Felix and Cristela
2119 Doe Street
San Juan, TX 78589

Rezoning Request from Single-Family Residence District (R-S) to Heavy Commercial District (C-3) for property located at 504 W. Sioux Road, legally described as the 5.0-acre tract out of the West 165 feet, of the East 463 feet of Lot 9, Block 6, John Closner Subdivision, as Requested by Saul Salinas.

Lazo, Jorge A. and Nora D.
P.O. Box 2006
San Juan, TX 78589

Gonzalez, Jesus and Josefina
2134 Doe St.
San Juan, TX 78589

AMREL Properties, LLC.
1332 N. Tower Rd.
Alamo, TX 78516

Tijerina, Juan Miguel
2133 Doe Street
San Juan, TX 78589

Lozano, Santos Aviel Reyes and
Kathya Carolina Martinez Cuellar
1754 Jo Ann Ln.
Sugar Land, TX 77498

Leal, Sergio A. Ramirez
2102 Doe St.
San Juan, TX 78589

Garza, Armando Jr.
P.O. Box 3871
McAllen, TX 78502

Singleterry, Luis Jr. and Yvonne
Luis Miguel Singleterry
2126 Doe Street
San Juan, TX 78589

Martinez, Claudia I. Garcia
2100 Doe Dr.
San Juan, TX 78589

Diaz, Juan Gabriel
7413 Armando Avenue
Donna, TX 78537

Gonzalez, Jose Eligio
6901 S. Rivera St.
Pharr, TX 78577

Menchaca, Ramon
P.O. Box 601
Roma, TX 78584

Serna, Homero Jr. and Isabel
2122 Doe St.
San Juan, TX 78589

Silva, Jesse
2142 Doe St.
San Juan, TX 78589

Serna, Homero Jr. and Isabel
P.O. Box 2608
San Juan, TX 78589

Martinez, Olga
RR 115 Box 22
San Juan, TX 78589

Lazo, Rebecca Ann
P.O. Box 52233
McAllen, TX 78505

Martinez, Oscar
2140 Doe St.
San Juan, TX 78589

Camacho, Elida and Francisco
2112 Doe Drive
San Juan, TX 78589

Morales, Zoila R.
2136 Doe St.
San Juan, TX 78589

Lerma, Jose R. and Ma. Magdalena
2110 Doe St.
San Juan, TX 78589

Cortez, Cruz and Guadalupe
2134 Doe St.
San Juan, TX 78589

Guevara, Edgar J. and Gabriela Y.
2108 Doe Street
San Juan, TX 78589

AGENDA ITEM AND RECOMMENDATION SUMMARY
CITY COMMISSION REGULAR MEETING
OCTOBER 12, 2021

Hold a Public Hearing for a Conditional Use Permit to allow “Amaro’s Mechanic Repair Shop” at 1310 E. Sgt. Leonel Trevino Road, legally described as 1.50 acre tract of land out of the East 300 feet of the South 218.2 feet of Lot 13, Block 39, Alamo Land and Sugar Company Subdivision, located at the Southwest corner of Sgt. Leonel Trevino and Cesar Chavez Road, as Requested by Cesar Amaro.

STAFF COMMENTS AND RECOMMENDATIONS:

Mr. Amaro is requesting a conditional use permit to allow a Mechanic/repair shop at the Northwest corner of Sgt. Leonel Trevino and Cesar Chavez Road. A residence and two commercial buildings were located in the same property. All three (3) structures were built in 1970’s when property was located outside the city limits of San Juan. Property was incorporated to the City in 1985 and it is zoned as General Business District (C-2).

The following is a list of requirements:

- a) All service, repair, maintenance, painting, and other work shall take place within an enclosed area;
- b) There shall be no outside storage of materials;
- c) All new buildings and all conversions of existing buildings to such uses shall meet current building and fire code requirements in terms of separation of high hazard uses from other occupancy use classifications, etc.
- d) Owner agrees to pay an annual fee to the City of San Juan to maintain conditional and occupational use permit.
- e) The business must comply with the city’s noise ordinance.

Staff mailed a notice of the public hearing before the Planning and Zoning Commission to eight (8) property owners within a two hundred (200) foot radius and received no comments in favor or against the application.

RECOMMENDATION:

During the Regular Meeting on October 7, 2021, the Planning and Zoning Commission unanimously recommended approval of the conditional use permit as presented by staff with a 5-0 vote.

PREPARED BY:

Roberto Escobar,

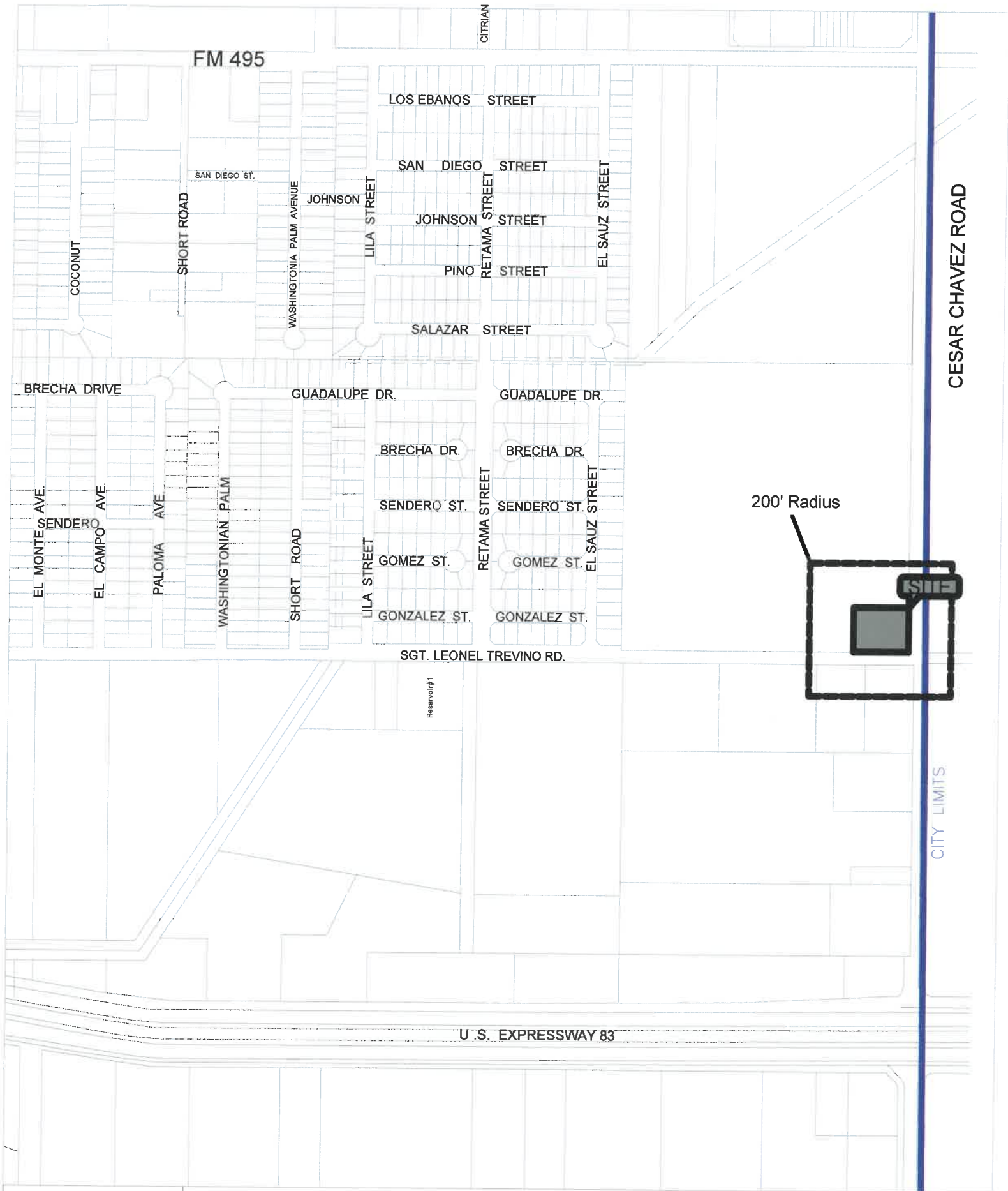
APPROVED BY:

Benjamin Arjona, City

Planning Director

Manager





Legend

- CITY LIMITS
- Proposed area

Conditional Use Permit to Allow "Amaro's Mechanic Repair Shop" at 1310 Sgt. Leonel Trevino Road, legally described as 1.50 acre tract of land out of the East 300 feet of the South 218.20 feet of Lot 13, Block 39, Alamo Land and Sugar Company Subdivision, as Requested by Cesar Amaro.



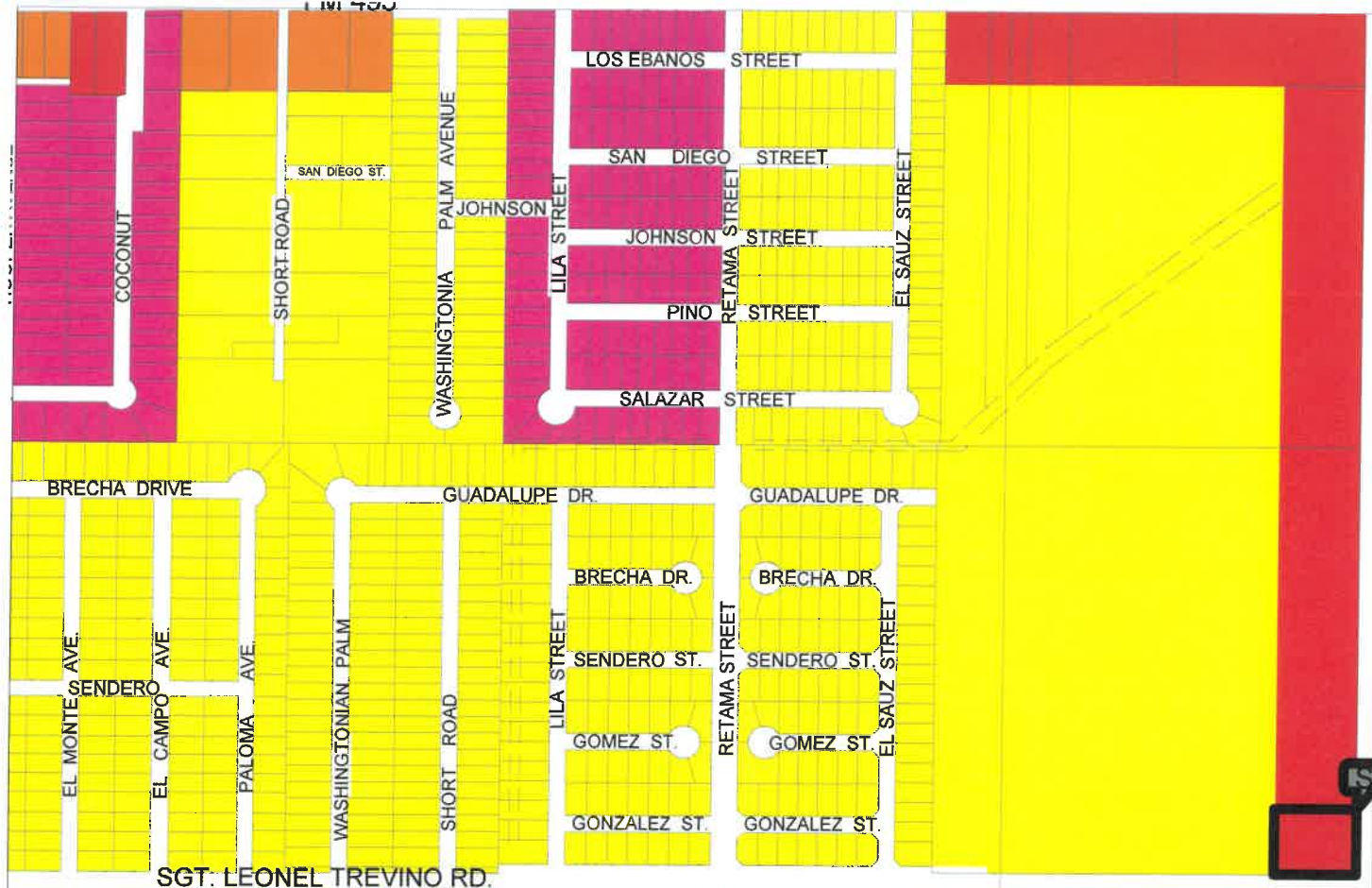


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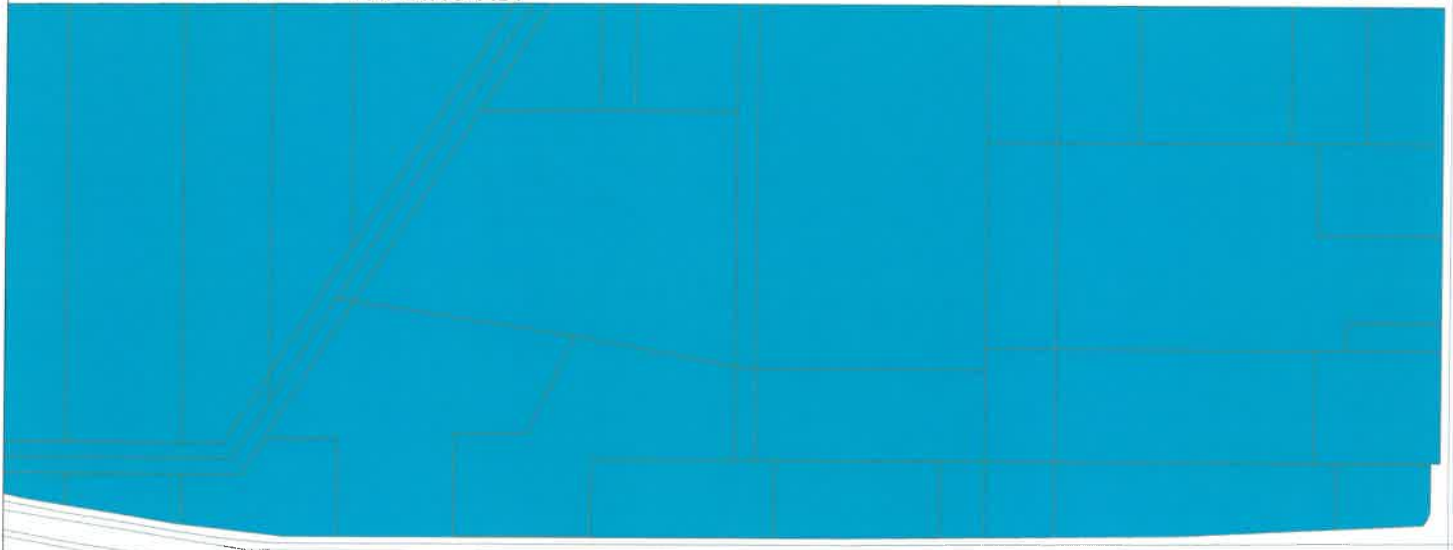
- CITY LIMITS
- Proposed area

Conditional Use Permit to Allow "Amaro's Mechanic Repair Shop" at 1310 Sgt. Leonel Trevino Road, legally described as 1.50 acre tract of land out of the East 300 feet of the South 218.20 feet of Lot 13, Block 39, Alamo Land and Sugar Company Subdivision, as Requested by Cesar Amaro.





CESAR CHAVEZ ROAD



U. S. EXPRESSWAY 83



CITY LIMITS

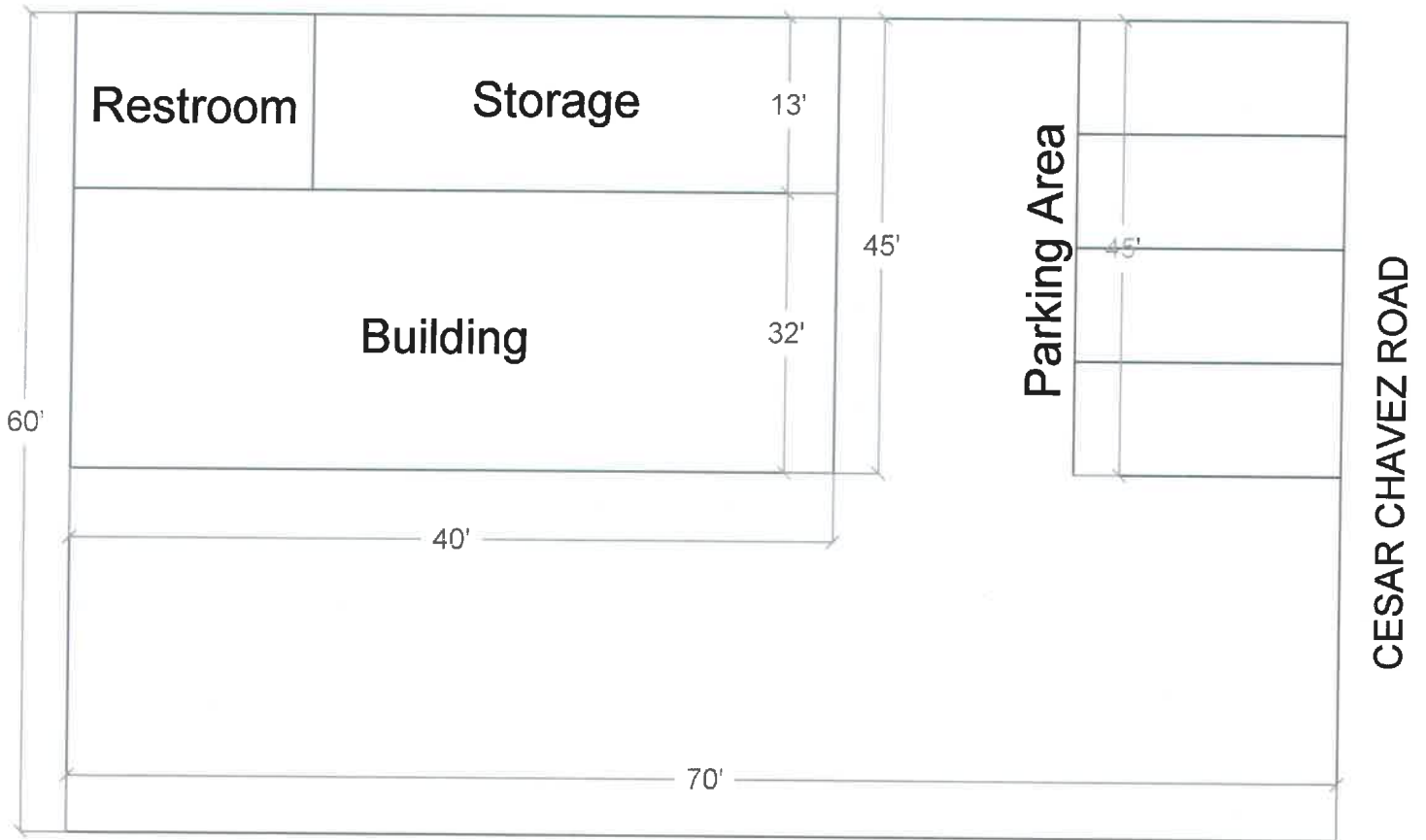
Zoning Districts

Single Family Residential (R-S)	Heavy Commercial (C-3)
Manufactured Home (R-MH)	Light Industrial (I-1)
Multi-Family Residential (R-MF)	Heavy Industrial (I-2)
Neighborhood Commercial (C-1)	Open Space (O)
General Business (C-2)	Exp. Corridor (EC)

Conditional Use Permit to Allow "Amaro's Mechanic Repair Shop" at 1310 Sgt. Leonel Trevino Road, legally described as 1.50 acre tract of land out of the East 300 feet of the South 218.20 feet of Lot 13, Block 39, Alamo Land and Sugar Company Subdivision, as Requested by Cesar Amaro.



**Cesar Amaro
Site Plan
1310 Sgt. Leonel Trevino Road**



Conditional Use Permit to allow "Amaro's Mechanic Repair Shop" at 1310 Sgt. Leonel Trevino Road, legally described as 1.5 acre tract of land out of the East 300 feet of the South 218.2 feet of Lot 13, Block 39, Alamo Land and Sugar Company Subdivision, as Requested by Cesar Amaro.

Amaro, Cesar
11909 Lisa Dr.
Donna, TX 78537

Hernandez, Alma M.
32710 Altas Cedar Dr.
Waller, TX 77484

Tovar, Sanjuana
8921 Heartwood Dr.
Keller, TX 76244

Garcia, Juan Jesus and Fermina
1210 E. Sgt. Leonel Trevino Road
San Juan, TX 78589

Hernandez, Andres and Alma M.
30611 Waller Spring Creek
Waller, TX 77484

Unico Enterprises LP.
817 S. Alamo Rd.
Alamo, TX 78516

Briones, Benvento & Benbenuto Jr.
1714 E. Alberta Rd.
Edinburg, TX 78542

La Palabra Viviente Ministries
171 N. Deanna Dr.
San Juan, TX 78589

AGENDA ITEM AND RECOMMENDATION SUMMARY
CITY COMMISSION REGULAR MEETING
OCTOBER 12, 2021

Preliminary and Final Plat Approval of the San Juan City Hall Subdivision being a 1.47-acre tract of land out of Lots 19 through 36, Block 28, San Juan Original Towsite, located at the Northwest corner of 6th Street and Raul Longoria Road, as Requested by SAMES Engineering.

STAFF COMMENTS AND RECOMMENDATIONS:

The City of San Juan is subdividing a 1.47-acre tract into a one (1) lot subdivision. The property has access along 6th Street and Nebraska Avenue. The subdivision is located in flood zone “C” areas of minimum flooding, according to the FEMA Map.

Water and sewer services are provided by the City of San Juan and lines are available at that location. Additional fire hydrant will be installed within 300 feet of the existing fire hydrant and shall be looped to the 8-inch water line.

RECOMMENDATION:

During the regular meeting on October 7, 2021, the Planning and Zoning Commission unanimously recommended approval of the Preliminary and Final Plat with a 5-0 vote.

PREPARED BY:

Roberto Escobar,
Planning Director

APPROVED BY:

Benjamin Arjona, City
Manager

MEETING DATES:
PLANNING AND ZONING COMMISSION – 10/07/2021
CITY COMMISSION – 10/12/2021
DATE PREPARED – 10/01/2021

PAGE 1

STAFF REPORT
GENERAL INFORMATION

APPLICATION:	Preliminary and Final Plat Approval of the San Juan City Hall Subdivision
APPLICANT:	City of San Juan
AGENT:	SAMES Engineering, Inc.
LEGAL:	Being an 1.47-acre tract of land out of Lots 19 through 36, Block 28, San Juan Original Townsite
LOCATION:	The property is located at the Northwest corner of Nebraska Avenue and 6 th Street
LOT/TRACT SIZE:	1.47 acres
CURRENT USE OF PROPERTY:	Vacant
EXISTING ZONING:	Neighborhood Commercial District (C-1)
EXISTING LAND USE/ ADJACENT ZONING	<i>North</i> – Commercial; Neighborhood Commercial District (C-1) <i>South</i> – Commercial; Neighborhood Commercial District (C-1) <i>East</i> – Commercial; Neighborhood Commercial District (C-1) <i>West</i> – Vacant; Neighborhood Commercial District (C-1)
PUBLIC SERVICES:	Water and sewer services will be provided by the City of San Juan.
RECOMMENDATION:	Staff recommends approval.

EVALUATION AND CONDITIONS FOR APPROVAL

The City of San Juan is subdividing a 1.47-acre tract into a one (1) lot subdivision. The property has access along 6th Street and Nebraska Avenue. The subdivision is located in flood zone “C” areas of minimum flooding, according to the FEMA Map.

Water and sewer services are provided by the City of San Juan and lines are available at that location. Additional fire hydrant will be installed within 300 feet of the existing fire hydrant and shall be looped to the 8-inch water line.

Additional Fees:

1. \$106.00 Recording Fee
2. \$250.00 Hidalgo County Drainage District Fee

ATTACHMENTS:

Location Map
Aerial Photo
Zoning Map
Subdivision Plat



FINAL RESOLUTION OF REQUEST & COMMENTS:

P&Z – 10/07/2021 Commissioner Alaniz made a motion to approve the Preliminary and Final Plat. Commissioner Yzaguirre seconded the motion. The motion passed unanimously with a (5-0) vote.

Ms. Gomez explained that the San Juan City Hall plat is a one (1) lot subdivision with 1.47 acres. It is located in a flood zone “C”, which is not considered a flood zone area. Water and sewer services are available. Additional fire hydrants will be installed within 300 feet and shall loop the 8-inch water line. Staff and city engineer reviewed the subdivision plat and comments were provided to the Project Engineer.



Legend

- CITY LIMITS
- Proposed area

Preliminary and Final Plat Approval of the San Juan City Hall Subdivision being a 1.47-acre tract of land out of Lots 19 through 36, Block 28, San Juan Original Townsite, located at the Northwest corner of Nebraska Avenue and 6th Street, as Requested by SAMES Engineering.



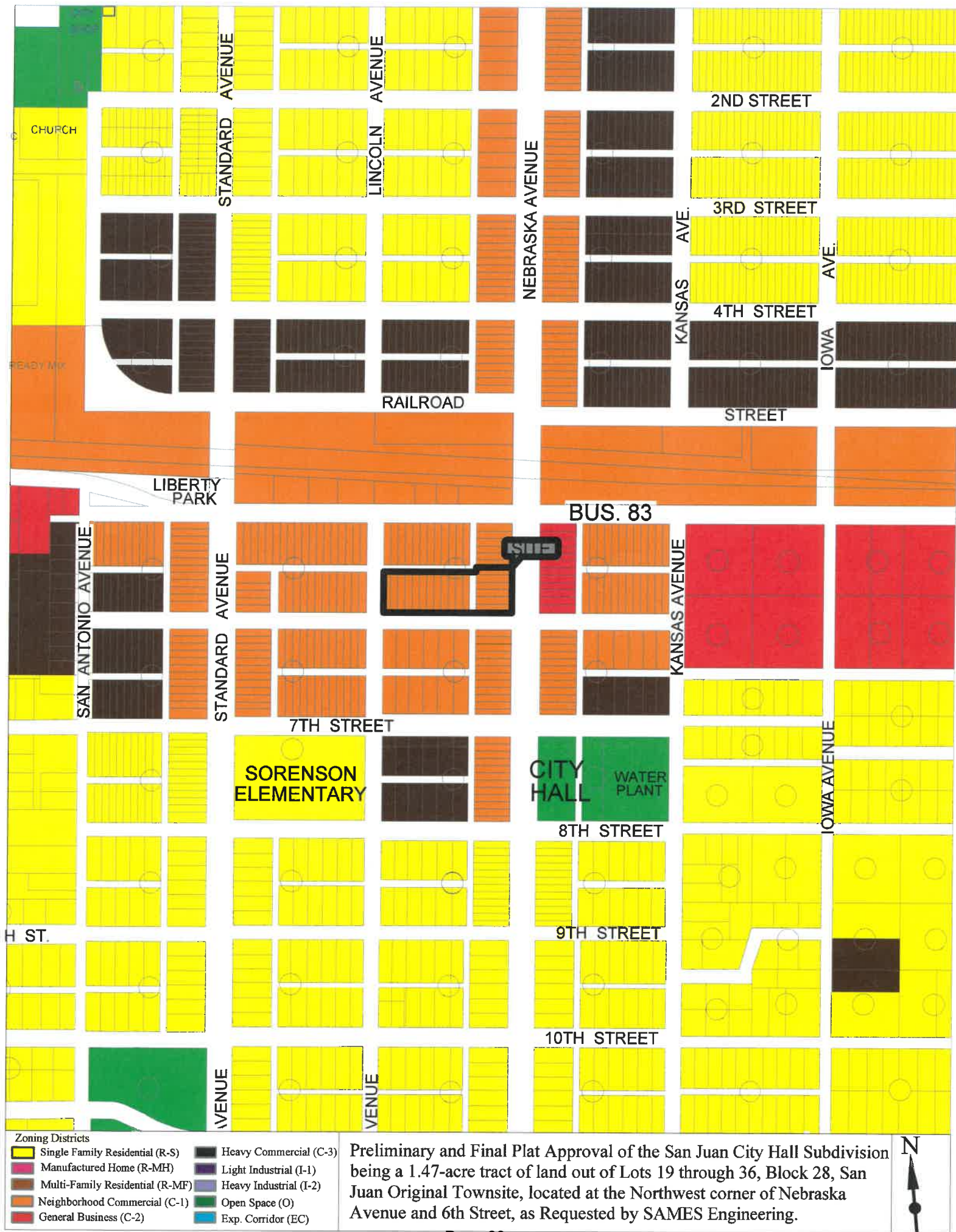


Legend

- CITY LIMITS
- Proposed area

Preliminary and Final Plat Approval of the San Juan City Hall Subdivision being a 1.47-acre tract of land out of Lots 19 through 36, Block 28, San Juan Original Townsite, located at the Northwest corner of Nebraska Avenue and 6th Street, as Requested by SAMES Engineering.







Tirso Garza,
Fire Chief

Carlos Alaniz,
Deputy Chief

Jose J. Salinas,
Fire Inspector

Sandra Guajardo,
Adm. Assistant

BUILDING PLAN REVIEW COMMENTS

Building Plan Name: San Juan City Hall Subdivision

Address: _____

Date Reviewed: 9/16/2021

After reviewing plans the following requirements shall be needed as per the Fire Protection System per IFC 2012:

1. The hydrant shall be looped to the 8" waterline. (Recommended Mueller Safety Yellow Barrel without the anti-theft device.)
2. The Developer shall install reflective blue markers in front of all hydrants.
3. Curb shall be painted RED with WHITE lettering reading NO PARKING 30 feet from the center of hydrant and 15 feet to each side.
4. A fire hydrant must be placed within 300 feet of existing fire hydrant.

Station #1

707 S. Nebraska
San Juan, TX 78589

Station #2

2301 N. Raul Longoria Rd.
San Juan, TX 78589

Ph: (956) 223-2470

Fax: (956) 783-3441

Plans Reviewed By,

Jose J. Salinas, Fire Inspector

AGENDA ITEM AND RECOMMENDATION SUMMARY
CITY COMMISSION REGULAR MEETING
OCTOBER 12, 2021

Discussion and Possible Action to Authorize Staff to Solicit Request for Proposals for Water and Sewer Infrastructure Improvements Related to the New City Hall Project and Authorize the Mayor to Execute all Related Documents and Budge Amendment and Required,

STAFF COMMENTS AND RECOMMENDATIONS:

Authorize Staff to Solicit Request for Proposals for Water and Sewer Infrastructure Improvements Related to the New City Hall Project and Authorize the Mayor to Execute all Related Documents and Budge Amendment and Required.

RECOMMENDATION:

Approve as presented.

PREPARED BY:

David Salinas,
Director of Utilities

APPROVED BY:

Benjamin Arjona, City
Manager

AGENDA ITEM AND RECOMMENDATION SUMMARY
CITY COMMISSION REGULAR MEETING
OCTOBER 12, 2021

Discussion and Possible Action to Approve the Final Pay and Acceptance of the Wastewater Treatment Plant Improvement Phase I Dewatering Facility and Authorized the City Manager to Execute all Related Documents and Budget Amendment as Needed.

STAFF COMMENTS AND RECOMMENDATIONS:

Approve the Final Pay in the amount of \$58,230.85 and Acceptance of the Wastewater Treatment Plant Improvement Phase I Dewatering Facility and Authorized the City Manager to Execute all Related Documents and Budget Amendment as Needed.

RECOMMENDATION:

Approve as recommended.

PREPARED BY:

David Salinas,
Director of Utilities

APPROVED BY:

Benjamin Arjona, City
Manager



CRUZ - HOGAN

ENGINEERS | PLANNERS

TBPE Firm Reg No. F-4860

Offices

Weslaco

McAllen

Harlingen

August 4, 2021

Benjamin Arjona
City Manager
City of San Juan
709 South Nebraska St.
San Juan, Texas 78589

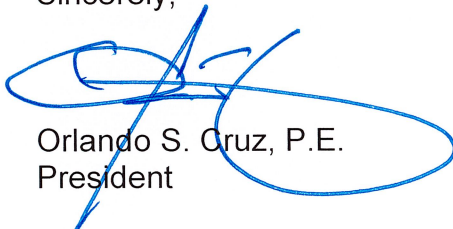
Re: Contractor's Application for Payment No. 11 (Final)
Wastewater Treatment Plant Improvements – Phase I
Sludge Dewatering Facilities
Texas Water Development Board CWSRF Project No. 73796

Dear Mr. Arjona:

Enclosed please find Contractor's Application for Payment No. 11 (Final) submitted by JMJ Constructors for the Wastewater Treatment Plant Improvements Project, Phase 1 - Sludge Dewatering Facilities.

We have reviewed this pay application and recommend approval. Upon TWDB approval, please forward payment to JMJ Constructors in the amount of \$58,230.85 at your earliest convenience.

Sincerely,



Orlando S. Cruz, P.E.
President

OSC/lg

Enclosure

cc: Jose L. Diaz, JMJ Constructors (jmjconstructors@gmail.com)



SCHEDULE OF VALUES													
Item		Contract Information			Quantity Installed to Date	Estimated Quantity Installed (this period)	Value of Work Installed to Date	Value of Work Installed (this period)	Materials Presently Stored (Not in C)	Total Completed and Stored to date	%	Balance to Finish	
Bid Item No.	Description	Item Quantity	Units	Unit Price	Total Value of Item								
1	INITIAL ITEMS												
1a	Mobilization/Bond/Insurance	1	LS	\$ 78,870.45	\$ 78,870.45	1.00	\$ 78,870.45	\$ -	\$ -	\$ 78,870.45	100%	\$ -	
1b	Silt Fence	1	LS	\$ 4,500.00	\$ 4,500.00	1.00	\$ 4,500.00	\$ -	\$ -	\$ 4,500.00	100%	\$ -	
1c	Strip/Stockpile Topsoil	1	LS	\$ 7,153.00	\$ 7,153.00	1.00	\$ 7,153.00	\$ -	\$ -	\$ 7,153.00	100%	\$ -	
2	EARTHWORK												
2a	Select Fill	1	LS	\$ 8,000.00	\$ 8,000.00	1.00	\$ 8,000.00	\$ -	\$ -	\$ 8,000.00	100%	\$ -	
2b	Crushed Stone Base	1	LS	\$ 8,000.00	\$ 8,000.00	1.00	\$ 8,000.00	\$ -	\$ -	\$ 8,000.00	100%	\$ -	
3	CONCRETE												
3a	Building Slab	1	LS	\$ 57,540.00	\$ 57,540.00	1.00	\$ 57,540.00	\$ -	\$ -	\$ 57,540.00	100%	\$ -	
3b	Concrete Pavement	223	SF	\$ 245.85	\$ 54,824.55	223.00	\$ 54,824.55	\$ -	\$ -	\$ 54,824.55	100%	\$ -	
4	MISCELLANEOUS												
4a	Aluminum Handrail	1	LS	\$ 3,600.00	\$ 3,600.00	1.00	\$ 3,600.00	\$ -	\$ -	\$ 3,600.00	100%	\$ -	
4b	Galvanized Grating	1	LS	\$ 2,500.00	\$ 2,500.00	1.00	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00	100%	\$ -	
4c	6" Galvanized Pipe Bollard	2	EA	\$ 800.00	\$ 1,600.00	2.00	\$ 1,600.00	\$ -	\$ -	\$ 1,600.00	100%	\$ -	
4d	24" Gal. Container Guide	2	EA	\$ 5,000.00	\$ 10,000.00	2.00	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	100%	\$ -	
4e	Galvanized Steel Curb	1	LS	\$ 5,000.00	\$ 5,000.00	1.00	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	100%	\$ -	
4f	Galvanized Hose Rack	3	EA	\$ 600.00	\$ 1,800.00	3.00	\$ 1,800.00	\$ -	\$ -	\$ 1,800.00	100%	\$ -	
4g	Metal Building	1	LS	\$ 85,000.00	\$ 85,000.00	1.00	\$ 85,000.00	\$ -	\$ -	\$ 85,000.00	100%	\$ -	
5	PIPING												
5a	6" Sludge Pump	1	LS	\$ 12,740.00	\$ 12,740.00	1.00	\$ 12,740.00	\$ -	\$ -	\$ 12,740.00	100%	\$ -	
5b	6" Sludge Pump Discharge	1	LS	\$ 27,476.00	\$ 27,476.00	1.00	\$ 27,476.00	\$ -	\$ -	\$ 27,476.00	100%	\$ -	
5c	674" Sludge Line Existing	1	LS	\$ 4,600.00	\$ 4,600.00	1.00	\$ 4,600.00	\$ -	\$ -	\$ 4,600.00	100%	\$ -	
5d	3"-12" Building Drain	1	LS	\$ 33,700.00	\$ 33,700.00	1.00	\$ 33,700.00	\$ -	\$ -	\$ 33,700.00	100%	\$ -	
5e	12" Drain Line w/ Manhole	1	LS	\$ 33,200.00	\$ 33,200.00	1.00	\$ 33,200.00	\$ -	\$ -	\$ 33,200.00	100%	\$ -	
5f	2" PVC NPW	1	LS	\$ 3,900.00	\$ 3,900.00	1.00	\$ 3,900.00	\$ -	\$ -	\$ 3,900.00	100%	\$ -	
5g	2"-1" Galvanized NPW Inside Build	1	LS	\$ 6,900.00	\$ 6,900.00	1.00	\$ 6,900.00	\$ -	\$ -	\$ 6,900.00	100%	\$ -	
5h	2" PVC P.W Line to Building	1	LS	\$ 3,800.00	\$ 3,800.00	1.00	\$ 3,800.00	\$ -	\$ -	\$ 3,800.00	100%	\$ -	
5i	1-1/2"-1" PW Line Inside Building	1	LS	\$ 6,453.00	\$ 6,453.00	1.00	\$ 6,453.00	\$ -	\$ -	\$ 6,453.00	100%	\$ -	
5j	1" PVC Schedule 80 Polymer Feed	1	LS	\$ 3,500.00	\$ 3,500.00	1.00	\$ 3,500.00	\$ -	\$ -	\$ 3,500.00	100%	\$ -	
5k	Pipe Ties	1	LS	\$ 6,000.00	\$ 6,000.00	1.00	\$ 6,000.00	\$ -	\$ -	\$ 6,000.00	100%	\$ -	
5l	48" RCP Storm Manhole	2	EA	\$ 3,100.00	\$ 6,200.00	2.00	\$ 6,200.00	\$ -	\$ -	\$ 6,200.00	100%	\$ -	
5m	15" RCP Pipe	72	LF	\$ 80.00	\$ 5,760.00	72.00	\$ 5,760.00	\$ -	\$ -	\$ 5,760.00	100%	\$ -	
5n	4x4" Grated Inlet	2	EA	\$ 2,600.00	\$ 5,200.00	2.00	\$ 5,200.00	\$ -	\$ -	\$ 5,200.00	100%	\$ -	
6	MECHANICAL												
6a	Dewatering P. / Conveyor/ Polymer	1	LS	\$ 458,000.00	\$ 458,000.00	1.00	\$ 458,000.00	\$ -	\$ -	\$ 458,000.00	100%	\$ -	
6b	Double Disc Sludge Pump	1	LS	\$ 68,900.00	\$ 68,900.00	1.00	\$ 68,900.00	\$ -	\$ -	\$ 68,900.00	100%	\$ -	
7	DEMOLITION												
7a	Remove Existing S Pump	1	LS	\$ 10,000.00	\$ 10,000.00	1.00	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	100%	\$ -	
8	ELECTRICAL												
8b	Electrical	1	LS	\$ 53,250.00	\$ 53,250.00	1.00	\$ 53,250.00	\$ -	\$ -	\$ 53,250.00	100%	\$ -	
8c	Dewatering Press Control Panel	1	LS	\$ 32,463.00	\$ 32,463.00	1.00	\$ 32,463.00	\$ -	\$ -	\$ 32,463.00	100%	\$ -	
9	FINAL ITEMS												
9a	Painting Piping												
9b	15" Culvert	2	EA	\$ 1,500.00	\$ 3,000.00	2.00	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00	100%	\$ -	
9c	Spread Topsoil/Finish Grade	1	LS	\$ 8,000.00	\$ 8,000.00	1.00	\$ 8,000.00	\$ -	\$ -	\$ 8,000.00	100%	\$ -	
9d	Seed/Water	1	LS	\$ 8,000.00	\$ 8,000.00	1.00	\$ 8,000.00	\$ -	\$ -	\$ 8,000.00	100%	\$ -	
9e	Final Cleanup/Punchlist	1	LS	\$ 8,000.00	\$ 8,000.00	1.00	\$ 8,000.00	\$ -	\$ -	\$ 8,000.00	100%	\$ -	
9f	Demobilize	1	LS	\$ 10,000.00	\$ 10,000.00	1.00	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	100%	\$ -	
	CHANGE ORDERS												
	Change Order No.1 (Metal Building	1	LS	\$ (30,000.00)	\$ (30,000.00)	1.00	\$ (30,000.00)	\$ -	\$ -	\$ (30,000.00)	100%	\$ -	
	Change Order No.2 (Proposed Con	1	LS	\$ 41,200.62	\$ 41,200.62	1.00	\$ 41,200.62	\$ -	\$ -	\$ 41,200.62	100%	\$ -	
	Change Order No.3 (Final Change O	1	LS	\$ 5,986.35	\$ 5,986.35	1.00	\$ 5,986.35	\$ -	\$ -	\$ 5,986.35	100%	\$ -	
	TOTAL				\$ 1,164,616.97		\$ 1,164,616.97		\$ -	\$ 1,164,216.97		\$ -	

AGENDA ITEM AND RECOMMENDATION SUMMARY
CITY COMMISSION REGULAR MEETING
OCTOBER 12, 2021

Discussion and Possible Action to Accept the City of San Juan's Wastewater Treatment Plant Improvements Project - Phase 1 - Sludge Dewatering Facilities (TWDB CWSRF Project No. 73796) as completed by JMJ Construction and that the work was constructed in accordance with the approved plans and specifications and Authorize the Mayor to Execute all Related Documents.

STAFF COMMENTS AND RECOMMENDATIONS:

Accept the City of San Juan's Wastewater Treatment Plant Improvements Project - Phase 1 - Sludge Dewatering Facilities (TWDB CWSRF Project No. 73796) as completed by JMJ Construction and that the work was constructed in accordance with the approved plans and specifications and Uthorize the Mayor to Execute all Related Documents.

RECOMMENDATION:

Approve as presented.

PREPARED BY:

David Salinas,
Director of Utilities

APPROVED BY:

Benjamin Arjona, City
Manager



Mayor: Mario Garza
Mayor Pro-Tem: Leonardo “Lenny” Sanchez
Commissioners: Adina “Dina” Santillan
Ernesto “Neto” Guajardo
Marco “Markie” Villegas

September 30, 2021

Mr. Donald Dawkins
Project Reviewer
Texas Water Development Board
1700 N. Congress Ave.
Austin, TX 78711-3231

Re: City of San Juan
Wastewater Treatment Plant Improvement Project
Phase 1 – Sludge Dewatering Facilities
TWDB CWSRF Project No. 73796
City of San Juan Project Acceptance Letter

Dear Mr. Dawkins:

This Letter certifies that the City Commission is Accepting the City of San Juan’s Wastewater Treatment Plant Improvements Project – Phase 1 – Sludge Dewater Facilities (TWDB CWSRF Project No. 73796) as completed by JMJ Construction and that the work was constructed in accordance with the approved plans and specifications.

Should you have any question, please feel free to contact us.

Sincerely,

Mario Garza, Mayor

Cc: Benjamin Arjona, City Manager, City of San Juan (barjona@sjtx.us)

709 S. Nebraska Ave. • San Juan, Texas 78589-2649
Phone: (956)223-2200 • Fax: (956) 787-5978

AGENDA ITEM AND RECOMMENDATION SUMMARY
CITY COMMISSION REGULAR MEETING
OCTOBER 12, 2021

Discussion and Possible Action to Authorize Staff to Solicit for Bids for Water and Wastewater Analytical Services and Authorize the Mayor to Execute all Related Documents and Budget Amendment as Needed.

STAFF COMMENTS AND RECOMMENDATIONS:

The City is Required by TPDES Permit to Analyze the Influent and Effluents for Toxic Water Pollutants for the Wastewater Plant and Water Quality Parameters for the Water Plant. Staff is Requesting Authorization to Advertise for Analytical Services as an Annual Contract for Both Water and Wastewater.

RECOMMENDATION:

Approved as Presented.

PREPARED BY:

David Salinas,
Director of Utilities

APPROVED BY:

Benjamin Arjona, City
Manager

AGENDA ITEM AND RECOMMENDATION SUMMARY
CITY COMMISSION REGULAR MEETING
OCTOBER 12, 2021

Discussion and Possible Action to Approve a Budget Amendment for the Amount of \$65,827 to General Fund, \$23, 076 to Utility Fund, \$16,158 Sanitation Fund, \$2,869 StormWater Fund for 1.5% Increase in Salaries for the Fiscal Year 2021-2022.

STAFF COMMENTS AND RECOMMENDATIONS:

Discussion and Possible Action to Approve a Budget Amendment for the Amount of \$65,827 to General Fund, \$23,076 to Utility Fund, \$16,158 Sanitation Fund, \$2,869 StormWater Fund in Totaling \$107,930 for 1.5% Increase in Salaries for the Fiscal Year 2021-2022.

RECOMMENDATION:

Approve Budget Amendment as Recommended by Staff

PREPARED BY:

Leroy Gonzales,
Director of Finance

APPROVED BY:

Benjamin Arjona, City
Manager

**CITY OF SAN JUAN
BUDGET AMENDMENT
FY2021-2022**

Budget Adjustment No. _____

(Assigned by Fin. Dept)

Fund Name: General Fund, Solid Waste, Storm Wtr., & Utilities

Dept. Name: All Departments

Account Number	Description	Original Budget	Amended Budget	Increase	Decrease	Amended Budget Amt
REVENUES						
		-	-	-		-
						-
TOTAL REVENUES		-	-	-	-	-

EXPENDITURES						
10-410.1030	Salaries of employees	150,144		2,249		152,393
10-420.1030	Salaries of employees	119,419		1,792		121,211
10-430.1030	Salaries of employees	161,157		2,420		163,577
10-440.1030	Salaries of employees	308,200		4,566		312,766
10-450.1030	Salaries of employees	420,858		6,204		427,062
10-460.1030	Salaries of employees	2,717,949		9,417		2,727,366
10-470.1030	Salaries of employees	1,287,204		2,291		1,289,495
10-480.1030	Salaries of employees	242,997		3,581		246,578
10-490.1030	Salaries of employees	144,669		2,211		146,880
10-500.1030	Salaries of employees	549,352		8,047		557,399
10-520.1030	Salaries of employees	204,385		3,019		207,404
10-530.1030	Salaries of employees	230,503		3,448		233,951
10-570.1030	Salaries of employees	159,563		2,396		161,959
10-580.1030	Salaries of employees	337,612		5,061		342,673
10-602.1030	Salaries of employees	55,286		832		56,118
22-700.1030	Salaries of employees	815,239		12,130		827,369
22-701.1030	Salaries of employees	106,398		1,564		107,962
55-601.1030	Salaries of employees	163,716		2,392		166,108
56-441.1030	Salaries of employees	216,052		3,176		219,228
56-451.1030	Salaries of employees	169,616		2,525		172,141
56-600.1030	Salaries of employees	352,303		5,158		357,461
56-610.1030	Salaries of employees	206,893		2,870		209,763
56-620.1030	Salaries of employees	232,660		3,390		236,050
56-630.1030	Salaries of employees	194,831		2,725		197,556

TOTALS EXPEDITURES 9,547,006 - 93,464 - 9,640,470

JUSTIFICATION: _____

To amend the budget for all Departments on the 1.5% increase as per the City Commission approval on September 2021.

REQUESTED BY
Department Director (Print)

DATE

DEPT. DIRECTOR DATE
Department Director (Signature)

APPROVED BY
City Manager (Budget Officer)

DATE

REVIEWED BY DATE
(Finance Department)

**CITY OF SAN JUAN
BUDGET AMENDMENT
FY2021-2022**

Budget Adjustment No. _____

(Assigned by Fin. Dept)

Fund Name: General Fund, Solid Waste, Storm Wtr., & Utilities

Dept. Name: All Departments

Account Number	Description	Original Budget	Amended Budget	Increase	Decrease	Amended Budget Amt
REVENUES						
		-	-	-		-
						-
TOTAL REVENUES		-	-	-	-	-
EXPENDITURES						
10-410.2060	Social Security Tax	11,865		172		12,037
10-420.2060	Social Security Tax	9,181		137		9,318
10-430.2060	Social Security Tax	12,497		185		12,682
10-440.2060	Social Security Tax	23,601		349		23,950
10-450.2060	Social Security Tax	32,387		475		32,862
10-460.2060	Social Security Tax	237,839		721		238,560
10-470.2060	Social Security Tax	110,364		176		110,540
10-480.2060	Social Security Tax	18,957		274		19,231
10-490.2060	Social Security Tax	11,297		169		11,466
10-500.2060	Social Security Tax	55,274		616		55,890
10-520.2060	Social Security Tax	15,865		231		16,096
10-530.2060	Social Security Tax	17,668		264		17,932
10-570.2060	Social Security Tax	12,226		183		12,409
10-580.2060	Social Security Tax	26,172		387		26,559
10-602.2060	Social Security Tax	4,535		64		4,599
22-700.2060	Social Security Tax	63,842		928		64,770
22-701.2060	Social Security Tax	8,469		120		8,589
55-601.2060	Social Security Tax	12,868		183		13,051
56-441.2060	Social Security Tax	16,566		243		16,809
56-451.2060	Social Security Tax	13,129		193		13,322
56-600.2060	Social Security Tax	27,257		395		27,652
56-610.2060	Social Security Tax	16,975		220		17,195
56-620.2060	Social Security Tax	19,176		259		19,435
56-630.2060	Social Security Tax	15,058		208		15,266
TOTALS EXPEDITURES		793,068	-	7,152	-	800,220

JUSTIFICATION:

To amend the budget for all Departments on the 1.5% increase as per the City Commission approval on September 2021.

REQUESTED BY
Department Director (Print)

DATE

DEPT. DIRECTOR
Department Director (Signature)

DATE

APPROVED BY
City Manager (Budget Officer)

DATE

REVIEWED BY
(Finance Department)

DATE

**CITY OF SAN JUAN
BUDGET AMENDMENT
FY2021-2022**

Budget Adjustment No. _____

(Assigned by Fin. Dept)

Fund Name: General Fund, Solid Waste, Storm Wtr., & Utilities

Dept. Name: All Departments

Account Number	Description	Original Budget	Amended Budget	Increase	Decrease	Amended Budget Amt
REVENUES						
		-	-	-		-
						-
TOTAL REVENUES		-	-	-	-	-
EXPENDITURES						
10-410.2110	Workers Compensation	636		9		645
10-420.2110	Workers Compensation	492		7		499
10-430.2110	Workers Compensation	666		10		676
10-440.2110	Workers Compensation	1,265		19		1,284
10-450.2110	Workers Compensation	3,024		60		3,084
10-460.2110	Workers Compensation	119,988		199		120,187
10-470.2110	Workers Compensation	71,268		91		71,359
10-480.2110	Workers Compensation	18,373		266		18,639
10-490.2110	Workers Compensation	6,173		92		6,265
10-500.2110	Workers Compensation	5,040		290		5,330
10-520.2110	Workers Compensation	11,448		167		11,615
10-530.2110	Workers Compensation	1,270		19		1,289
10-570.2110	Workers Compensation	655		10		665
10-580.2110	Workers Compensation	1,394		21		1,415
10-602.2110	Workers Compensation	3,782		53		3,835
22-700.2110	Workers Compensation	47,799		715		48,514
22-701.2110	Workers Compensation	5,496		88		5,584
55-601.2110	Workers Compensation	12,818		187		13,005
56-441.2110	Workers Compensation	5,901		87		5,988
56-451.2110	Workers Compensation	1,008		101		1,109
56-600.2110	Workers Compensation	15,989		232		16,221
56-610.2110	Workers Compensation	9,895		129		10,024
56-620.2110	Workers Compensation	11,280		153		11,433
56-630.2110	Workers Compensation	8,677		123		8,800
TOTALS EXPEDITURES		364,337	-	3,128	-	367,465

JUSTIFICATION: _____

To amend the budget for all Departments on the 1.5% increase as per the City Commission approval on September 2021.

REQUESTED BY
Department Director (Print)

DATE

DEPT. DIRECTOR
Department Director (Signature)

DATE

APPROVED BY
City Manager (Budget Officer)

DATE

REVIEWED BY
(Finance Department)

DATE

**CITY OF SAN JUAN
BUDGET AMENDMENT
FY2021-2022**

Budget Adjustment No. _____

(Assigned by Fin. Dept)

Fund Name: General Fund, Solid Waste, Storm Wtr., & Utilities

Dept. Name: All Departments

Account Number	Description	Original Budget	Amended Budget	Increase	Decrease	Amended Budget Amt
REVENUES						
		-	-	-		-
						-
TOTAL REVENUES		-	-	-	-	-
EXPENDITURES						
10-410.2080	Employee Retirement	6,948		101		7,049
10-420.2080	Employee Retirement	5,377		80		5,457
10-430.2080	Employee Retirement	7,318		108		7,426
10-440.2080	Employee Retirement	13,821		205		14,026
10-450.2080	Employee Retirement	18,969		278		19,247
10-460.2080	Employee Retirement	139,283		422		139,705
10-470.2080	Employee Retirement	64,272		103		64,375
10-480.2080	Employee Retirement	11,101		160		11,261
10-490.2080	Employee Retirement	6,616		99		6,715
10-500.2080	Employee Retirement	25,149		361		25,510
10-520.2080	Employee Retirement	9,291		135		9,426
10-530.2080	Employee Retirement	9,815		154		9,969
10-570.2080	Employee Retirement	7,160		107		7,267
10-580.2080	Employee Retirement	15,326		227		15,553
10-602.2080	Employee Retirement	2,656		37		2,693
22-700.2080	Employee Retirement	37,387		543		37,930
22-701.2080	Employee Retirement	4,901		70		4,971
55-601.2080	Employee Retirement	7,537		107		7,644
56-441.2080	Employee Retirement	9,701		142		9,843
56-451.2080	Employee Retirement	7,688		113		7,801
56-600.2080	Employee Retirement	15,962		231		16,193
56-610.2080	Employee Retirement	9,941		129		10,070
56-620.2080	Employee Retirement	11,230		152		11,382
56-630.2080	Employee Retirement	8,818		122		8,940
TOTALS EXPEDITURES		456,267	-	4,186	-	460,453

JUSTIFICATION:

To amend the budget for all Departments on the 1.5% increase as per the City Comission approval on September 2021.

REQUESTED BY _____ DATE _____
Department Director (Print)

DEPT. DIRECTOR _____ DATE _____
Department Director (Signature)

APPROVED BY _____ DATE _____
City Manager (Budget Officer)

REVIEWED BY _____ DATE _____
(Finance Department)

AGENDA ITEM AND RECOMMENDATION SUMMARY
CITY COMMISSION REGULAR MEETING
OCTOBER 12, 2021

Discussion and Possible Action to Authorize the City Manager to Negotiate Contract for the New San Juan City Hall/Transit Terminal Building Awarded to ECON Group, LLC., on Monday, October 4, 2021, During a Special City Commission Meeting.

STAFF COMMENTS AND RECOMMENDATIONS:

On Monday, October 4, 2021, during a special called meeting, the City of San Juan Commission selected ECON Group, LLC., as the general contractor for the new City Hall/Transit Terminal building. Staff is requesting permission for City Manager to enter into a negotiation agreement with ECON Group, LLC.

RECOMMENDATION:

Approve as presented.

PREPARED BY:

Benjamin Arjona,
City Manager

APPROVED BY:

Benjamin Arjona, City
Manager

AGENDA ITEM AND RECOMMENDATION SUMMARY
CITY COMMISSION REGULAR MEETING
OCTOBER 12, 2021

Consider Authorizing the City Manager to Enter into a Contract Agreement for Content Management Services (Docuware Cloud Professional II) with Toshiba America Business Solutions, Inc. .

STAFF COMMENTS AND RECOMMENDATIONS:

The purpose of the content management solution is to maximize efficiencies in processing public request for information and storing documents digitally which can be made readily available to the public and city departments. Additionally, the amount of paper the City uses on a daily basis will be minimized greatly.

RECOMMENDATION:

Recommend as presented

PREPARED BY:

Pat Karr, Chief
Technology Officer

APPROVED BY:

Benjamin Arjona, City
Manager



STATEMENT OF SERVICES ("SOS")

for

Customer – City of San Juan
Services – DocuWare Cloud Enterprise II

Customer

Contractor

Printed Name

Joe Lemoine

Printed Name

Printed Title

VP/GM TBS

Printed Title

Signature (Authorized Customer)

Signature (Authorized Contractor)

Date

Date

This Statement of Services ("SOS") is made by and between Toshiba America Business Solutions, Inc. ("TABS"), including its division Toshiba Business Solutions ("TBS"), with its headquarters located at 25530 Commercentre Drive, Lake Forest, CA 92630 (collectively or individually TABS and TBS shall be referred to as the "Contractor"), and the City of San Juan located at 709 S Nebraska, San Juan TX 78589 (the "Customer").

This SOS describes the project and details the services and deliverables (hereinafter collectively known as "Project Services") associated with the City of San Juan DocuWare Cloud Professional II project (the "Project").

Project Services shall be provided pursuant to the "Project Contract" which consists of (i) this SOS together with (ii) the **DIR# DIR-CPO-4426** between Contractor and its Customer (the "Services Agreement"). This SOS is subject and subordinate to the **DIR# DIR-CPO-4426**. To the extent the terms and conditions of the Services Agreement and SOS conflict, the **DIR# DIR-CPO-4426** shall prevail.

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1. Project Contacts

Contractor Office Details	
Contractor Region	TBS Texas
Address Line1	1101 W Ferguson St. #D
Address Line 2	
City, State, ZIP City, State. ZIP	Pharr, TX 78577
Phone Number	956-616-6167
Fax Number	
Contractor Sales Rep. Name	Sabrina Galindo
Contractor Consultant Name	Adam Guillen
Contractor Analyst Name	
Customer Number	
Contract Number	

Customer Details			
Customer Name	City of San Juan		
Customer Contact Person	Pat Karr		
Customer Address Line-1	709 S Nebraska Ave.		
Customer Address Line-2			
City, State, ZIP	San Juan, TX 78589		
Telephone #:	956-223-2200	Ext:	
Fax Number:			
Email Address:	pkarr@sjtx.com		
Customer Number:			
Contract Number:			

2. Introduction

Customer's acceptance of this SOS shall be authorization for Contractor's performance of the Project Services set forth in this SOS. Contractor reserves the right to utilize subContractors and sub-subContractors (collectively known as "Sub-Contractors") in performance of the Project Services. Contractor represents that all its Sub-Contractors (i) will be competent to perform the Project Services; (ii) will exercise commercially reasonable standards in performing these Project Services; and (iii) will comply with all terms and conditions applicable to Contractor in the performance of the Project Services.

The purposes of the SOS are to (i) specify the work to be completed by the Contractor during phases of the Project; (ii) detail the obligations of the Contractor and the Customer; and (iii) set forth the Project schedule and fees.

Contractor has prepared this SOS to detail the scope of Project Services and costs for the Project Services. The costs stated were derived by drawing from Contractor's experience with similar engagements and using preliminary information received from Customer.

The information in this SOS supersedes all previous estimates or verbal discussions on the project. This document is intended for Customer and Contractor only and cannot be distributed to persons or third parties not directly involved with this project without express written consent of both Customer and Contractor.

3. Project Objective

Based on the agreed upon business requirements, Contractor will provide design, implementation, training, and support services to the following locations:

709 S Nebraska Ave., San Juan TX 78589
--

4. Project Scope

Contractor has identified the need to deploy Software and provide Professional Services for the implementation. Contractor will provide the following services to Customer:

4.1. In-Scope Functionality

- Consult with Customer personnel to implement Software.
- Educate the Customer IT personnel on the features of Software.
- Deploy and integrate Software.
- Assist Customer IT personnel in the configuration of Software.
- Training :
 - Administrative Training.
 - End user to user to use the Software.

4.2. Out of Scope Functionality:

- Any activity not defined in the In-Scope functionality section of this document.

5. Project Deliverable(s)

Deliverable(s):

Based on the agreed upon business requirements, Contractor will provide the following:

1. Software Deployment and Configuration.
2. Documentation:
 - This Statement of Service (SOS).
 - Acceptance Documents (project signoff).
 - Online Access to User Manual.
 - User Acceptance Testing.
 - End User Basic Manual.

NOTE: For the on-premise components of the deployed solution, It is the responsibility of the Customer to meet the minimum installation pre-requisites provided to them prior to the installation of the software.

6. Services

Contractor will provide the following services:

- Project Management of this implementation
- Implementation services
- Docuware Cloud Site configuration
 - Docuware Users Configuration
 - Docuware Web Tray
 - Docuware Roles
 - Docuware Rights
 - Docuware Intelligent Indexing Web Trays
 - Assign User Access
 - Configure Storage Dialogue to Assigned Cabinets
 - Docuware Cloud Vitals Cabinet Configuration
 - Vitals Cabinet
 - Vitals Cabinet Index Fields
 - Select Lists Configuration
 - Store & Search Dialogues
 - City Secretary Cabinet
 - City Secretary Cabinet Index Fields
 - Select Lists Configuration
 - Store & Search Dialogues
- Workflow for Death Certificate Birth Certificate Request
- Workflow for Public Information
- Testing
 - Testing will cover the Initial Users & Client Cabinet Configurations
- Training
 - Administrative
 - Docuware Configuration Overview
 - Solution application overview
 - User
 - Docuware Overview
 - Store
 - Search
 - Document Tray
 - Dialogues
 - Job Aide Document

7. Professional Services and License Fees

This is a fixed fee engagement for 32 Professional Service Hours. If applicable the Professional Services for this project are invoiced separate from the DocuWare Cloud agreement signed by Customer. Any changes to this SOS will require a Change Order executed and agreed upon by both parties. Contracted cannot perform work outside of the scope of this SOS without an authorized Change Order signed by Customer.

Services Fees	\$ 6,112.00 Initial DocuWare Configuration in Services
License Fees (includes M&S)	\$ 1,455.00 Per Mo.

This document is valid for a period of 30 days from the cover date; after this date it may be revised upon consent by Contractor.

If required and approved by Client, expenses associated with travel, overnight stays, etc., for the duration of this project are not included in the estimate of this project.

See **Exhibit B, Pricing Schedule** for itemized pricing quote.

8. Completion Criteria

When the services detailed in this SOS and associated Project Plan have been completed and demonstrated, the project will be considered completed and Contractor will request Customer signoff of the attached **Exhibit C, Solutions Delivery and Acceptance** within 15 days of Project Plan completion.

9. Change Management

While this SOS is intended to provide, as much as possible, a clear understanding of the responsibilities of the parties concerning these Project Services, it is not intended to encompass every conceivable obligation and responsibility that may arise.

Circumstances encountered during the performance of these services that warrant additional time or expense could result in the inability to deliver the services detailed within this SOS. Changes to the scope, assumptions, personnel, environment, dependencies, timeline, Software or Deliverables will be communicated in writing and agreed to by both Contractor and Customer via Contractor's Project Management personnel. A Change Order Authorization ("COA") form may be added to this agreement to amend and set forth the effective date, purpose, description and price, if applicable.

The work required to address these changes will be scoped and presented to Customer as a COA with any additional time, materials or cost. The following list provides a detailed process to follow if changes to the scope of this SOS are required.

- A COA will be the vehicle for communicating change and will be prepared by the Contractor lead Solutions Analyst assigned to this project. The COA must describe the change, the reason for the change, and the effect the change will have on the project.
- Both Project Managers will review the proposed change and approve. The review will determine the effect the COA will have on price, schedule, and other terms and conditions of this SOS.
- A written COA must be signed by both parties to authorize the implementation of any changes. See the attached **Exhibit D, SOS Change Order Authorization**.

10. Support

Contractor will provide implementation support for this project through to its completion. This includes but is not limited to ensuring installed applications are performing to manufacturer's specifications.

Upon completion of the project, Customer will have access to the implemented solution's support Engineers for technical issues. Support will continue to be available throughout the term of the contract and upon renewal of the contract.

11. SOS - Assumptions

The following are the general assumptions on which this SOS and Professional Services Fee are based. If any of these assumptions either change or are incorrect a COA may be required, which may result in additional Professional Services fees.

- Building environmental conditions that are within equipment specifications for airflow, temperature, humidity, and electrical quality.
- Access to equipment and facilities will be unimpeded. If access delays occur, work may be considered out of scope and may be required to be done outside of business hours at an overtime premium. Normal hours are Monday through Friday 8 a.m. to 5 p.m. local time, excluding holidays.
- Cabling and WAN Data Communication Lines are properly installed and tested. Contractor is not responsible for any improper cabling or issues involving telecommunications lines. All troubleshooting and corrective action will be billed outside of this SOS on a time and materials basis.
- Contractor is not responsible for any conflicts with existing hardware or software that is no longer supported by the manufacturer.
- Contractor is only responsible for integration tasks outlined in this proposed SOS. Any work outside of this SOS will be handled through a COA Process, which may require additional billable time and materials. Customer will be informed before any out of scope work is performed.
- Contractor will have access to Customer facilities and technical resources for the completion of this project and may conduct a substantial portion of the project work offsite at its own facilities.
- Deliverables and related activities have been explicitly defined herein, and anything not specifically included, but desired to be completed is to be addressed through the change management process.
- All systems will be installed in US English (other localized language configurations can be provided at an incremental cost and with a potential impact to delivery times).

12. Customer Responsibilities

The “Scope of Service – Details” is the Software specific activities that are defined as the responsibility of Customer. If any of these responsibilities either change or are incorrect a COA may be required, which may result in additional Professional Services fees. Please review this section to make sure these responsibilities are correct.

- Ensure that all applications and data are successfully backed up prior to Contractor beginning work. Contractor is not responsible for any lost information.
- Provide original Manufacturer’s documentation for all existing hardware and software.
- Provide technical and application support for configuration and testing of Customer specific information. Contractor does not warrant Customer applications.
- Provide systems personnel for the project familiar with all aspects of Customer’s enterprise configuration – security, remote access, domain structure, WAN/LAN connectivity, applications used for this project – to work in conjunction with the Contractor team on this implementation. Additionally, a desktop technician may be required to perform Customer -side duties.
- Communicate the project to appropriate users.
- Make available all the appropriate resources, systems, network access, reports and any/all other data elements required for Contractor to complete the deliverables and other research necessary to complete this project as contained herein.
- Provide a dedicated project manager to provide management, reporting, day to day project tracking, move/add/change requirements, and cross coordination of requirements.
- Network configuration information to assist in solution design.
- Deploy Software with the assistance of Customer IT Personnel to Customer desktops (if required).
- Network connectivity between all solution components.
- Identify a Project Sponsor with sign-off authority and ability to facilitate Customer stakeholder participation.
- Provide the resources to complete Customer responsibilities defined in the Deliverables section of this SOS.
- Provide access to key personnel and information needed to complete the project.
- Provide access to technology resources with an understanding of the hardware and software environments contemplated in this project.
- Provide the appropriate physical and network access to onsite resources, including IT areas and all necessary fees, licenses, and release forms, related to photos, logos, and imagery that are to be provided to Contractor.
- Provide a workspace for Contractor staff to use onsite.
- Report on any Customer technical or resource issues that would delay, hinder or adversely affect the deployment of the solution or its performance in the Customer environment.
- Allow for the distribution of Software upgrades to Customer PC's as needed.
- Accept title and/or license upon delivery/installation for product and/or software purchased if applicable.
- Sign appropriate Contractor finance document for leased or financed transactions.

13. Contractor Responsibilities

The following are the Software specific activities that are the responsibility of Contractor.

- Software license key.
- Technical specifications for implementation.
- Installation of the Software components.
- Email and phone support for the duration of the contract.
- Technical Services included in the scope herein.
- Configuration of the Software components.
- Solution training.
- Support for the download of software updates for any of the on-premises components of the solutions defined in this SOS is included in the Annual Maintenance and Support Agreement.
- Services associated with this installation and deployment of updates, patches, bug fixes and updates for any of the on-premises components of the solutions defined in this SOS are outside of this agreement and will require a separate project plan and SOS.

14. ADDITIONAL TERMS

1. Neither party shall be responsible for circumstances beyond its reasonable control that make its performance impossible or delays its performance under this SOS. To the extent that a party is delayed by such causes, the time to perform will be extended upon mutual agreement and execution of a SOS Change Order Authorization provided for herein, except with respect to the obligation to pay money to the other party, which period shall not be extended.
2. Payment Terms shall be in accordance with the MSSA.

Exhibit A: City of San Juan Investment Schedule

City of San Juan
709 S Nebraska Ave.
San Juan, TX 78589

DocuWare Base Cloud II Solution

DocuWare Cloud Base II

\$ 1,455.00 Per Month

(Billed Annually @ \$17,460.00)

- 60 Month Contract- billed annually
- DocuWare Cloud Professional II Edition
- Includes 15 Named Client Licenses
- Includes a base of 200GB online storage
- All Cloud enabled automation modules including Workflow Manager and Intelligent Indexing are included in DocuWare Online, additional Professional Services charges may apply for configuration of these included modules.

DocuWare Cloud Professional II Additional Storage

- Additional storage can be added for \$17.00 per each additional 10GB per month

DocuWare Cloud Professional II Additional Users

- An Additional user can be added for \$80.00 per each per month

DocuWare Cloud Professional II Additional Workflow Users (5 pack)

- 5 Additional Workflow Users can be added for \$100.00 per each per month

Professional Services Fees – (32 Hours)

\$6,112.00

DocuWare Cloud system training and consulting for City of San Juan. Training of a system administrator and end users will also be provided. Based on the discovery, this Investment Schedule applies to the initial project for the DocuWare Cloud solution. Additional City of San Juan Projects and deployments will be assessed and priced out according to their individual requirements at the rate \$191 per hour.

Term Length is 5 years from Docuware Cloud Initial Date



Exhibit B: Solutions Delivery and Acceptance Form

Solutions Delivery and Acceptance Form

Customer Name: CITY OF SAN JUAN		
Project Name/Description CITY OF SAN JUAN DOCUWARE CLOUD PROFESSIONAL	Project Location Address 709 S Nebraska Ave.	
Name And Title Of Authorized Person PAT KARR	City, State, ZIP SAN JUAN, TX 78589	
E-Mail Address PKARR@SJTX.COM	Phone 956-223-2200	FAX
Service Agreement Information		
Service Agreement Type: <u>Statement of Services</u> If other, specify: _____		
Service Agreement Date _____		
Deliverable / Milestone / Project Information		
DOCUWARE CLOUD PROFESSIONAL II CABINET & USER CONFIGURATION COMPLETE		
Acknowledgement. By signing below, Customer acknowledges and confirms that the deliverable, milestone and/or project referenced above has been completed, and all testing and acceptance criteria have been satisfied in all respects as of the date of this Form. Accordingly, Contractor is authorized to invoice Customer for all unpaid or outstanding fees and charges relating thereto, which shall be due and payable in accordance with the terms of the Service Agreement. _____ Date Authorized Customer Representative Signature Title		



Exhibit C: Change Order Authorization Form

Statement of Services Change Order Authorization

PS Project Name: [Insert Project Name]

MSSA Number (if Applicable): [Insert MSSA Number]

Change Order Number: [Insert Change Number]

This Statement of Services Change Order Authorization ("COA") is made and entered into by and between **Toshiba America Business Solutions, Inc. ("TOSHIBA")**, located at 25530 Commercentre Drive, Lake Forest, CA 92630, and [CUSTOMER], located at _____ ("CUSTOMER ADDRESS"), collectively "parties". This COA is hereby incorporated by reference into the Statement of Services ("SOS") between the Parties as of the Effective Date below. This COA shall continue in effect until the termination or expiration of the SOS, unless sooner terminated in accordance with the terms of the SOS or as indicated herein. Parties agree that this COA hereby amends and/or modifies the referenced SOS as follows:

Effective Date:	
Purpose of Change:	
Change Description (if attachments are necessary, please number sequentially as Appendices)	
Pricing:	
Facsimile and electronic signatures shall have the same effect as written signatures	
The Parties have caused this COA to be executed and each individual whose signature appears below hereby warrants that they are duly authorized to execute this COA on behalf of the Party they represent:	
CONTRACTOR	CUSTOMER
Printed Name:	Printed Name:
Signature:	Signature:
Title:	Title:
Date:	Date:

Exhibit D: Support Escalation Process

To contact Toshiba Solutions support you can either email or call the contact list below.

Support Emails:

tbstxsolutions.group@tbs.toshiba.com and/or west@tbssupport.net

Phone:

800-292-1151 x1 (ask for Software Support)

Texas Solutions Contact Emails:

Leonardo Martinez, Supervising Engineer: Leonardo.martinez@tbs.toshiba.com

Danny Rodgers, Engineer: danny.rodgers@tbs.toshiba.com

JR Martinez, Engineer: jose.martinez@tbs.toshiba.com

Adam Guillen, Dir. Solutions- TX: adam.guillen@tbs.toshiba.com

AGENDA ITEM AND RECOMMENDATION SUMMARY
CITY COMMISSION REGULAR MEETING
OCTOBER 12, 2021

Consideration and Action on Resolution Adopting the City of San Juan current Corporate Boundary Map.

STAFF COMMENTS AND RECOMMENDATIONS:

The City of San Juan has update its current official Corporate Boundary Map which shows a total land area of 11.75 square miles in size and extends from Owassa Road to the North of Military Highway (US 281) and Veterans Boulevard to Cesar Chavez Road.

With the approval of this Resolution, the City of San Juan will adopt an official city limits map based on official records. All boundaries after the effective date of this resolution shall be reflected on the official map upon competition of the resolution, extension or extraterritorial jurisdiction.

RECOMMENDATION:

Approve the First Reading of the Resolution to Adopt an Official City Limits Map for the City of San Juan.

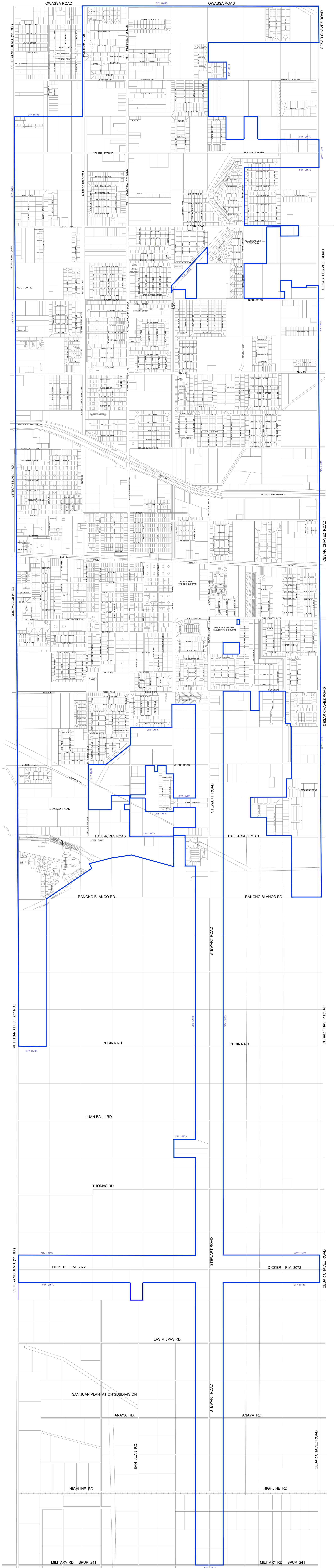
PREPARED BY:

Roberto Escobar,
Planning Director

APPROVED BY:

Benjamin Arjona, City
Manager

CITY OF SAN JUAN





RESOLUTION NO.

A RESOLUTION ADOPTING THE CITY OF SAN JUAN CURRENT CORPORATE BOUNDARY MAP

WHEREAS, the City of San Juan, Texas; a Texas municipality has directed the Planning Department to prepare a map indicating the boundaries of the City.

WHEREAS, the Planning Department reviewed the official records of the City and surrounding cities and has presented to the City a map reflecting the boundaries of the City of San Juan based up the official records of the City.

WHEREAS, the map attached to this ordinance sets out the true, correct and official boundaries of the City of San Juan.

THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF SAN JUAN, TEXAS, THAT:

Section I. Findings. The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Commission and made a part hereof for all purposes as findings of fact.

Section II. Official Map. The map attached hereto, marked and labeled the San Juan City limits, is incorporated and adopted in its entirety as part of this ordinance for all purposes; is hereby adopted as the official map of the City. The official map shall be maintained in the office of the City Secretary. The map may be amended and corrected from time to time by the City Commission. The City Limits indicated upon said map are hereby declared to be the official City Limits Map for the City of San Juan. All property shown on the official map as within the City Limits are hereby declared to be within the City Limits of the City of San Juan. (Exhibit "A")

Section III. Boundary Changes. All boundaries after the effective date of this ordinance shall be reflected on the official map upon completion of the annexation, extension of extraterritorial jurisdiction, or other change in the boundaries of the City Limits. The official map shall be annotated to indicate:

1. The date of the boundary change;
2. The number of the ordinance or resolution, if any by which the change was made; and
3. A reference to the minutes or ordinance records or resolution records in which the ordinance or resolution is recorded in full.

Section IV. EFFECTIVE DATE. This ordinance shall take effect after a second reading, where it is read, considered and adopted by the City Commission and wherein such second

reading is not made until fifteen (15) days has passed after its first reading.

Section V. PUBLICATION. The City Secretary of the City of San Juan is hereby authorized and directed to cause the caption of this ordinance to be published in a newspaper having general circulation in San Juan, Texas.

READ, PASSED AND APPROVED ON THE FIRST READING at a regular meeting of the City Commission of the City of San Juan, Texas, at which a quorum was present and which was held in accordance with Chapter 551 of the Texas Government Code, on the 12th day of October, 2021.

READ, PASSED AND APPROVED ON THE SECOND READING at a regular meeting of the City Commission of the City of San Juan, Texas, at which a quorum was present and which was held in accordance with Chapter 551 of the Texas Government Code, on the _____ day of _____, 2021.

CITY OF SAN JUAN, TEXAS

BY: _____
Mario Garza, Mayor

ATTEST:

BY: _____
Diana Cavazos, City Secretary

APPROVED AS TO FORM:

PALACIOS, GARZA & THOMPSON, P.C.

BY: _____
City Attorney

AGENDA ITEM AND RECOMMENDATION SUMMARY
CITY COMMISSION REGULAR MEETING
OCTOBER 12, 2021

Consider Second and Final Reading of the Ordinance for a Conditional Use Permit for the Sale of Mixed Beverages for On-Premise Consumption at “Tacos Kissi” located at 5004 N. Raul Longoria Road, legally described as Lot 3, Mesquite Acres Subdivision, located at the Southwest corner of Mesquite and Raul Longoria Road, as Requested by Oscar R. Kissi.

STAFF COMMENTS AND RECOMMENDATIONS:

At the City Commission Meeting on September 28, 2021, the City Commission approved the First Reading of the Ordinance as presented by staff.

Previously, staff provided the following background:

Mr. Kissi is applying for a Conditional Use Permit for the Sale of Mixed Beverages at “Tacos Kissi” Restaurant, which has been in operation since 2014. An alcohol permit was granted to Mr. Kissi by the city and the Texas Alcoholic Beverage Commission (TABC), now he needs to apply for a different permit to sell mixed beverages at the restaurant.

The restaurant operation hours are Monday to Sunday from 8:00 am to Midnight. The applicant must agree to pay an annual fee to the City of San Juan to maintain the alcohol license, conditional use, occupational license and health permits. No loading or unloading of merchandise in a public street.

Staff mailed a notice of the public hearing before the Planning and Zoning Commission to eighteen (18) property owners within a two hundred (200) foot radius and received no comments in favor or against the application.

RECOMMENDATION:

During the Regular Meeting on September 16, 2021, the Planning and Zoning Commission unanimously recommended approval of the Conditional Use Permit with a 4-0 vote.

PREPARED BY:

Roberto Escobar,
Planning Director

APPROVED BY:

Benjamin Arjona, City
Manager

MEETING DATES:
PLANNING AND ZONING COMMISSION – 09/16/2021
CITY COMMISSION – 09/28/2021
DATE PREPARED – 09/20/2021

PAGE 1

STAFF REPORT
GENERAL INFORMATION

APPLICATION: Conditional Use Permit for the Sale of Alcoholic Beverages for On-Premise Consumption (Mixed Beverages) at “Tacos Kissi”

APPLICANT: Oscar R. Kissi

SURVEYOR/ENGINEER: N/A

LEGAL: Lot 3, Mesquite Acres Subdivision

LOCATION: 5004 N. Raul Longoria Road
Located at the Southwest corner of Mesquite Drive and Raul Longoria Road

**EXISTING LAND USE/
ADJACENT ZONING:** *North* – Residential; General Business District (C-2)
South – Vacant; General Business District (C-2)
East – Restaurant; General Business District (C-2)
West – Residential; Single-Family Residence District (R-S)

ACCESS AND CIRCULATION: This property has access onto Raul Longoria Road.

PUBLIC SERVICES: Water service is provided by the North Alamo Water Supply Corporation; sewer is provided by the City of San Juan.

RECOMMENDATION: Staff recommends approval subject to comply with the list of requirements attached in the packet.

EVALUATION AND CONDITIONS FOR APPROVAL

Mr. Kissi is applying for a Conditional Use Permit for the Sale of Mixed Beverages at “Tacos Kissi” Restaurant, which has been in operation since 2014. An alcohol permit was granted to Mr. Kissi by the city and the Texas Alcoholic Beverage Commission (TABC), now he needs to apply for a different permit to sell mixed beverages at the restaurant.

The restaurant operation hours are Monday to Sunday from 8:00 am to Midnight. The applicant must agree to pay an annual fee to the City of San Juan to maintain the alcohol license, conditional use, occupational license and health permits. No loading or unloading of merchandise in a public street.

Staff mailed a notice of the public hearing before the Planning and Zoning Commission to eighteen (18) property owners within a two hundred (200) foot radius and received no comments in favor or against the application.

The following is the list of requirements:

1. The property line of the lot of any business, especially those having late hours (after 10:00 p.m.) must be a minimum of three hundred (300) feet from the nearest residence, church, school or publicly-owned property or must provide sufficient buffering and sound insulation of the building such that the business is not visible and cannot be heard from the residential areas, and must be designed to prevent disruption of the character of adjacent residential areas.
2. The business must be as close as possible to a major arterial, and shall not allow the traffic it generates onto residential streets, or allow it to exit into and disrupt residential areas;
3. The business must provide parking in accordance with the City off-street parking regulations and make provisions to prevent use of adjacent streets for parking, especially those in adjacent residential areas, by providing additional on-site parking.
4. The business must do everything possible to prevent the unauthorized parking of its patrons on adjacent business or residential properties including, when necessary, the installation of fences and hedges, and the reorientation of entrances. The loading and unloading of equipment to be on premises only.
5. The business should do everything possible and be designed to discourage criminal activities and vandalism, both on site and on adjacent properties. Provision of sufficient lighting and perimeter fencing, elimination of dark areas, and the orientation of the building such that it provides maximum visibility of as much as possible of the site from a public street;
6. The business must make provisions to keep litter to a minimum, and to keep it from blowing onto adjacent streets and properties;
7. The business shall restrict the number of persons within the building to the number determined for occupancy levels by the Fire Department.

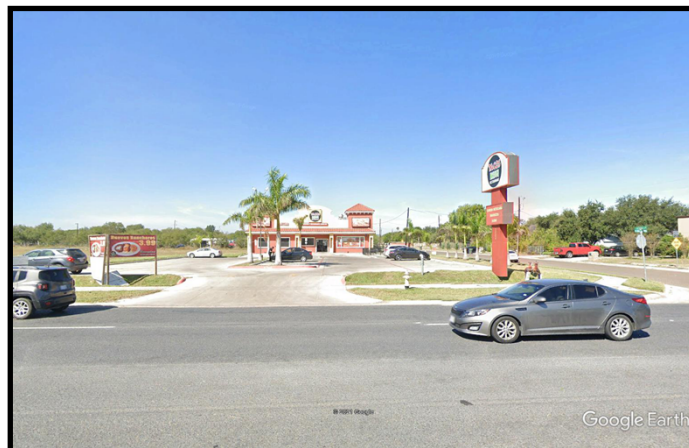
**CONDITIONAL USE PERMIT
“TACOS KISSI”
OCTOBER 12, 2021**

PAGE 3

8. The business must comply with the city’s noise ordinance.
9. The business must comply with the City’s Security Cameras Ordinance.
10. Owner agrees to pay an annual fee to the City of San Juan to maintain the alcohol license, conditional use, occupational license and health permits.
11. There shall be no smoking inside the premises at any time.

ATTACHMENTS:

Location Map
Aerial Photo
Zoning Map
Request Letter from Property Owner
Site Plan
List of neighboring property owners receiving notice
Ordinance



Tacos Kissi



FINAL RESOLUTION OF REQUEST & COMMENTS:

P&Z – 09/16/2021 Commissioner Magallan made a motion to approve the conditional use permit as presented by staff. Commissioner Perez seconded the motion. The motion passed unanimously with a (4-0) vote.

Ms. Gomez explained that Tacos Kissi is requesting a Conditional Use Permit to sale Mixed Beverages for On-Premise Consumption at the restaurant. An alcohol license was granted back in 2014 when business was open, now he needs to apply for a different permit thru the City and Texas Alcoholic Beverage Commission (TABC). Letters were mailed out and public notice was on the newspaper. No comments were received in favor or against the request.

Commissioner Perez asked if letters were sent out to the 200 foot radius or 300 foot radius. Ms. Gomez responded that City sent letters to 200 foot radius and applicant to the 300 foot radius.

ORDINANCE NO.

AN ORDINANCE GRANTING A CONDITIONAL USE PERMIT FOR THE SALE OF MIXED BEVERAGES FOR ON-PREMISE CONSUMPTION AT THE “TACOS KISSI” RESTAURANT LOCATED AT 5004 N. RAUL LONGORIA ROAD, LEGALLY DESCRIBED AS LOT 3, MESQUITE ACRES SUBDIVISION, AS PROVIDED IN ARTICLE IV, OF THE ZONING ORDINANCE, CITY OF SAN JUAN, HIDALGO COUNTY, TEXAS, PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE; PROVIDING FOR A CODE DISPOSITION.

WHEREAS, Oscar R. Kissi has applied for a Conditional Use Permit under Article IV; of the Zoning Ordinance of the City of San Juan for the Sale Mixed Beverages for On-Premise Consumption at “Tacos Kissi” Restaurant.

WHEREAS, this type of activity is prohibited by said Zoning Ordinance unless a Conditional Use Permit is granted; and,

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF SAN JUAN, TEXAS, AS FOLLOWS:

SECTION I. That a Conditional Use Permit under Article IV of the Zoning Ordinance of the City of San Juan, Texas, be granted to Oscar R. Kissi has applied for a Conditional Use Permit for the Sale of Mixed Beverages for On-Premise Consumption at “Tacos Kissi” Restaurant located at 5004 N. Raul Longoria Road, subject to the following conditions:

1. The property line of the lot of any business, especially those having late hours (after 10:00 p.m.) must be a minimum of three hundred (300) feet from the nearest residence, church, school or publicly-owned property or must provide sufficient buffering and sound insulation of the building such that the business is not visible and cannot be heard from the residential areas, and must be designed to prevent disruption of the character of adjacent residential areas.
2. The business must be as close as possible to a major arterial, and shall not allow the traffic it generates onto residential streets, or allow it to exit into and disrupt residential areas;
3. The business must provide parking in accordance with the City off-street parking regulations and make provisions to prevent use of adjacent streets for parking, especially those in adjacent residential areas, by providing additional on-site parking.
4. The business must do everything possible to prevent the unauthorized parking of its patrons on adjacent business or residential properties including, when necessary, the installation of fences and hedges, and the reorientation of entrances. The loading and unloading of equipment to be on premises only.
5. The business should do everything possible and be designed to discourage criminal activities and vandalism, both on site and on adjacent properties. Provision of sufficient lighting and perimeter fencing, elimination of dark areas, and the orientation of the building such that it provides maximum visibility of as much as possible of the site form a public street;
6. The business must make provisions to keep litter to a minimum, and to keep it from blowing onto adjacent streets and properties;

7. The business shall restrict the number of persons within the building to the number determined for occupancy levels by the Fire Department.
8. The business must comply with the city's noise ordinance.
9. The business must comply with the City's Security Cameras Ordinance.
10. Owner agrees to pay an annual fee to the City of San Juan to maintain the alcohol license, conditional use, occupational license and health permits.
11. There shall be no smoking inside the premises at any time.

SECTION II. PUBLICATION AND EFFECTIVE DATE CLAUSE. This Ordinance shall be published in the official newspaper of the City of San Juan, Texas, as provided by law, and shall be and remain in full force and effect from the after said date of publication.

PASSED and **APPROVED** on first reading on the 28th day of September, 2021.

PASSED and **APPROVED** on second and final reading on the 12th day of October, 2021.

CITY OF SAN JUAN

MARIO GARZA, MAYOR

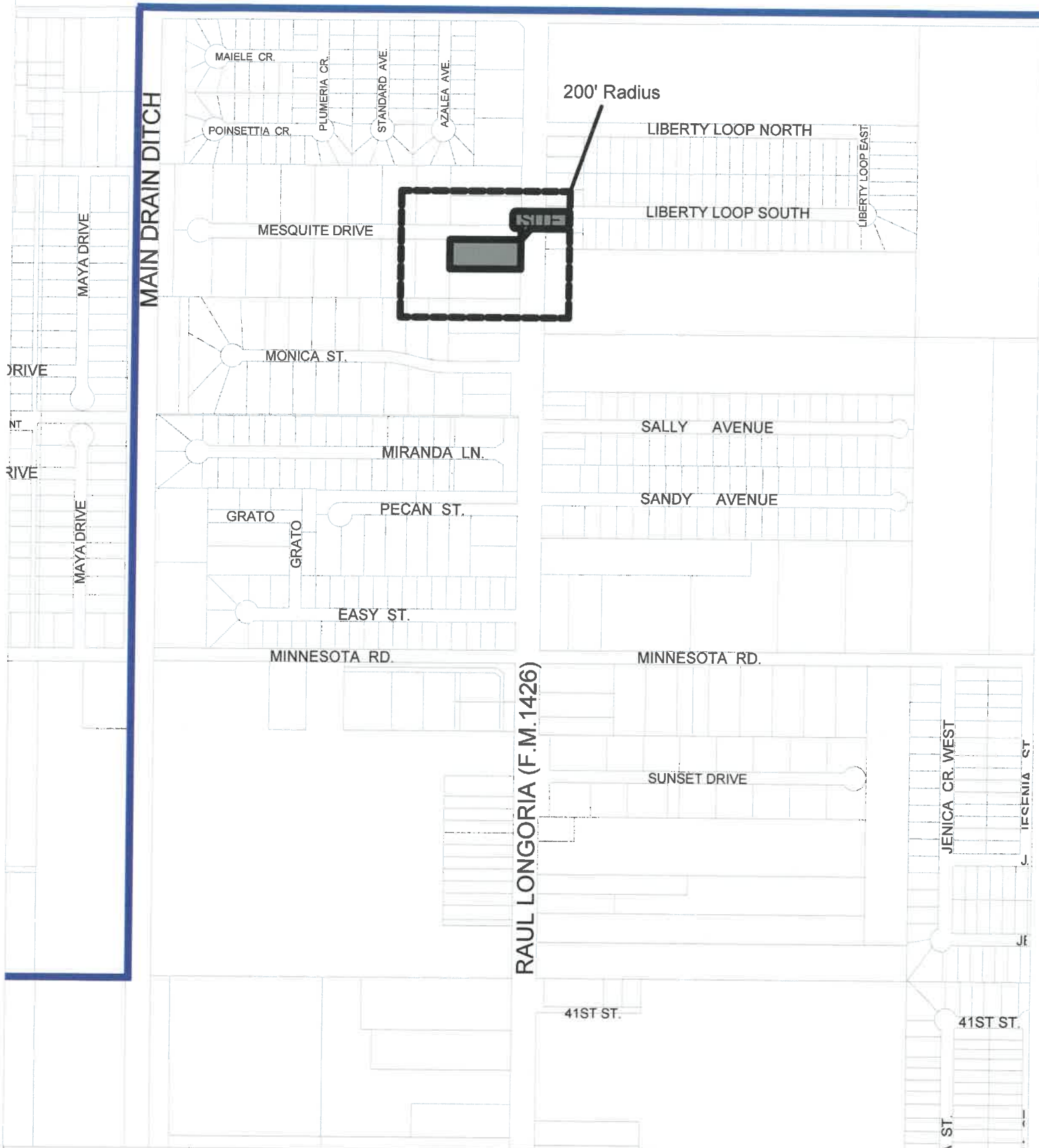
ATTEST:

APPROVED BY:

Palacios, Garza & Thompson, P.C.

DIANA CAVAZOS
CITY SECRETARY

CITY ATTORNEY



Legend

- CITY LIMITS
- Proposed area

Conditional Use Permit for the Sale of Alcoholic Beverages (Mixed Beverages) for On-Premise Consumption at "Tacos Kissi" located at 5004 N. Raul Longoria Road, legally described as Lot 3, Mesquite Acres, as Requested by Oscar R. Kissi.





Legend

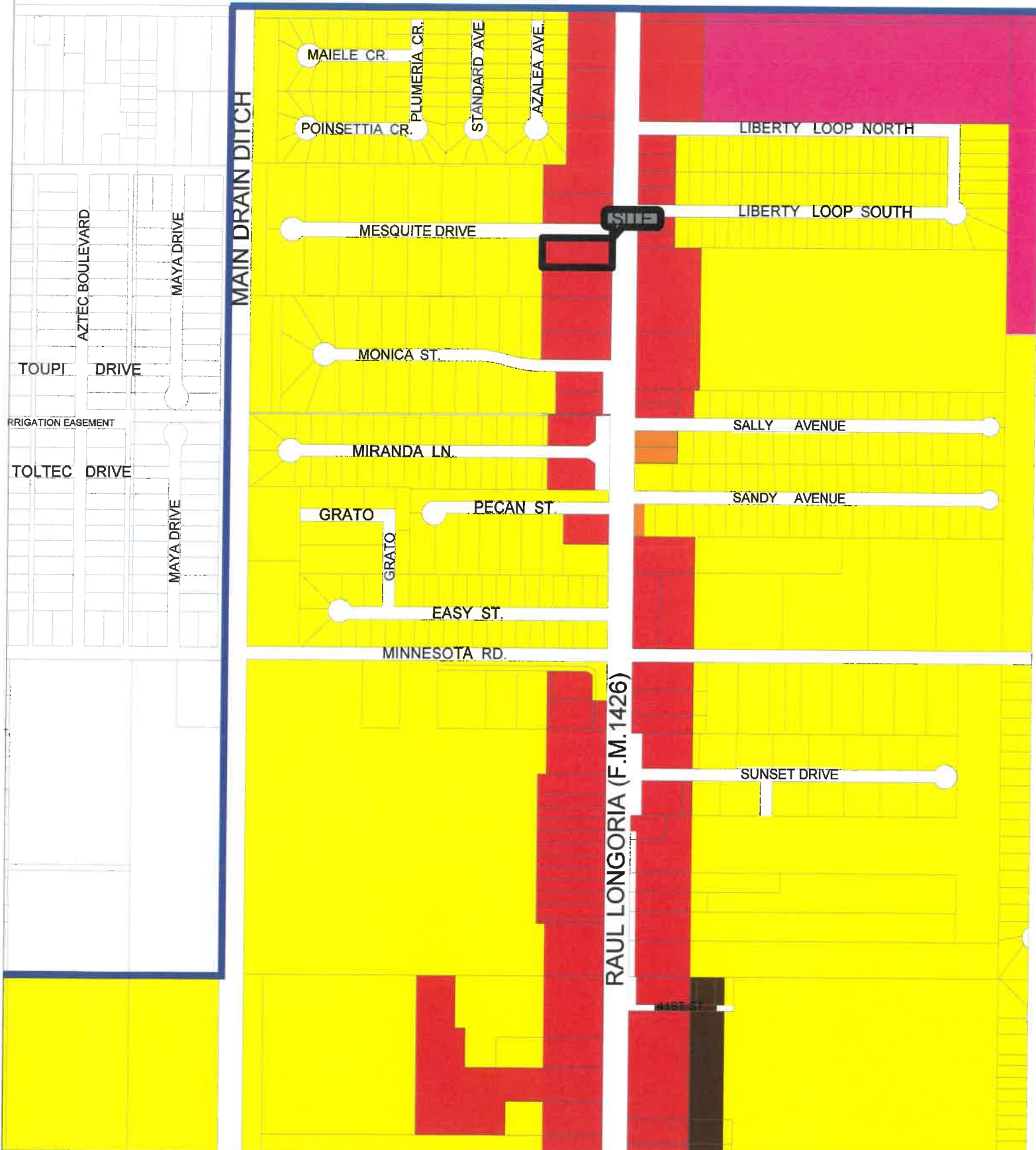
- CITY LIMITS
- Proposed area

Conditional Use Permit for the Sale of Alcoholic Beverages (Mixed Beverages) for On-Premise Consumption at "Tacos Kissi" located at 5004 N. Raul Longoria Road, legally described as Lot 3, Mesquite Acres, as Requested by Oscar R. Kissi.



OWASSA ROAD

CITY LIMITS



Zoning Districts

- | | |
|---------------------------------|------------------------|
| Single Family Residential (R-S) | Heavy Commercial (C-3) |
| Manufactured Home (R-MH) | Light Industrial (I-1) |
| Multi-Family Residential (R-MF) | Heavy Industrial (I-2) |
| Neighborhood Commercial (C-1) | Open Space (O) |
| General Business (C-2) | Exp. Corridor (EC) |

Conditional Use Permit for the Sale of Alcoholic Beverages (Mixed Beverages) for On-Premise Consumption at "Tacos Kissi" located at 5004 N. Raul Longoria Road, legally described as Lot 3, Mesquite Acres, as Requested by Oscar R. Kissi.



OK FINE DINING, LLC
TACOS KISSI
5004 N. RAUL LONGORIA RD.
SAN JUAN, TEXAS 78589

August 30, 2021

To Whom it May Concern,

Ok Fine Dining, LLC, DBA: Tacos Kissi, is applying for an Original Mixed Beverage Permit with Texas Alcoholic Beverage Commission. This permit does not include late hours. The hours of operation for this Restaurant are Monday thru Sunday- 8:00 am – ~~12:00 am~~ . The address is 5004 N. Raul Longoria Rd., San Juan, Texas 78589. The legal property description for this business is: MESQUITE ACRES LOT 3, ZONING: CO.

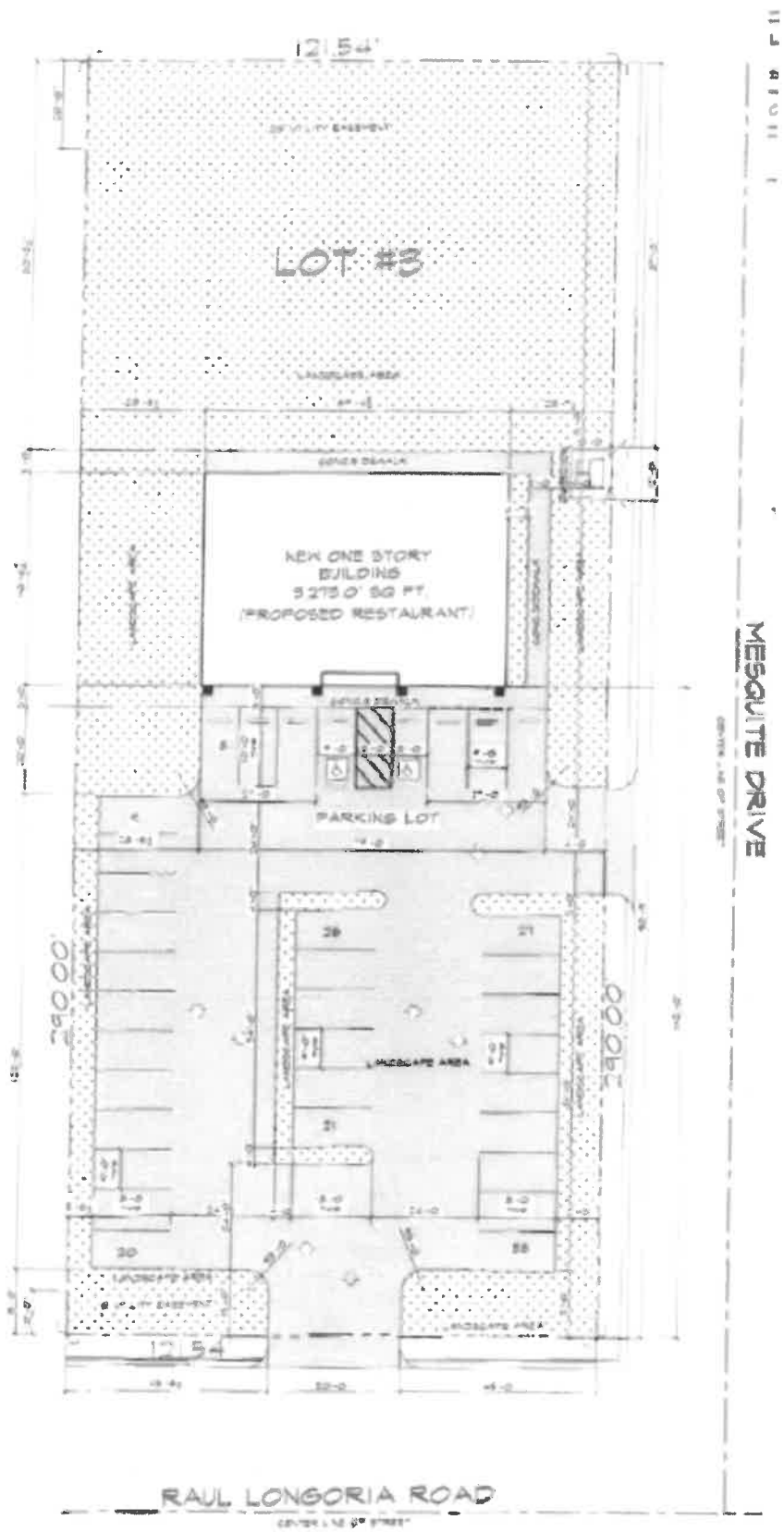
This place of business has an active Wine and Beer Permit and want to upgrade to Mixed Beverage Permit.

Thank You for your assistance,

A handwritten signature in black ink, appearing to read 'Oscar R. Kissi', is written over a horizontal line.

Oscar R. Kissi

Site Plan



Conditional Use Permit for the Sale of Alcoholic Beverages for On-Premise Consumption (Mixed Beverages Permit) at "Tacos Kissi" located at 5004 N. Raul Longoria Road, legally described as Lot 3, Mesquite Acres Subdivision, as Requested by Oscar R. Kissi.

Kissi Family Investment, LLC.
902 E. Elstetter
Laredo, TX 78041

Baldazo, Luis J. and Maricela
102 Mesquite Dr.
San Juan, TX 78589

Guerra, Gerardo de Jesus
1704 Sunrise Ln.
Mission, TX 78574

Gallegos, Javier
3710 Elizondo Dr.
Edinburg, TX 78542

Gonzalez, Braulio E. and Irma A.
508 E. Canela Avenue
Pharr, TX 78577

Figueroa, Noe and Gertudes
5106 N. Raul Longoria Road
San Juan, TX 78589

Ledesma, Felipe Patino and Maria
106 Monica St.
San Juan, TX 78589

Leon, Manuel
5109 N. Raul Longoria Road
San Juan, TX 78589

Posada, Alicia and Matilde
Gonzalez
108 Monica Street
San Juan, TX 78589

Rios, Irineo and Ludivina
P.O. Box 1566
San Juan, TX 78589

Gonzalez, Maria Socorro
110 Monica St.
San Juan, TX 78589

Saenz, Blanca A.
P.O. Box 974
San Juan, TX 78589

Lopez, Jose G. and Nora H.
113 Mesquite Dr.
San Juan, TX 78589

Acha, Josias Enrique
P.O. Box 618
San Juan, TX 78589

Lopez, Juan (Deceased)
c/o Maria Rosalva Lopez
107 Mesquite Dr.
San Juan, TX 78589

Empresas Lara LLC.
4905 N. Raul Longoria Road
San Juan, TX 78589

Arevalo, Margarita and Guillermo
108 Mesquite Dr.
San Juan, TX 78589

Puente, Maria Agustina
Karina Vanessa Aliaafreh
104 Mesquite Dr.
San Juan, TX 78589