



Mayor Javier Villalobos
Mayor Pro Tem/Commissioner Joaquin Zamora
Commissioner Tony Aguirre, Jr.
Commissioner J. Omar Quintanilla



Commissioner Rodolfo "Rudy" Castillo
Commissioner Victor "Seby" Haddad
Commissioner Pepe Cabeza de Vaca
City Manager Roel "Roy" Rodriguez, P.E.

**NOTICE OF WORKSHOP TO BE HELD BY THE
MCALLEN BOARD OF COMMISSIONERS
MONDAY, SEPTEMBER 26, 2022 – 4:00 PM
MCALLEN CITY HALL
CITY COMMISSION CHAMBERS; 3RD FLOOR
1300 HOUSTON AVENUE
MCALLEN TEXAS, 78501**

AGENDA

<https://zoom.us/j/5087553077?pwd=TjduYjR4U2l3cWU1NjlsZzlsM2hJUT09>

Members of the public that wish to listen to the meeting can log in to the virtual Zoom meeting or dial (346) 248-7799 US (Houston) Meeting ID: 508 755 3077 Passcode: 878576.

Individuals that wish to participate in the meeting or comment on an agenda item should call (956) 681-1020 by 3:30 pm. Any individual dialing in acknowledges his or her phone number may be visible to the public.

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

CALL TO ORDER

- 1.** Present questions to staff relating to the September 26, 2022 Regular Meeting Agenda, to be discussed at such meeting.
- 2.** McAllen Public Utilities Board Presentation on Rates.
- 3.** Discussion of McAllen Citizen's Code Academy.
- 4.** Discussion on Proposed New Temporary Food Permit.
- 5.** Discussion on different color options for dais lettering.
- 6.** Discussion of Downtown Services write-off.
- 7.** Update on Xeriscaping.

8. EXECUTIVE SESSION, CHAPTER 551, TEXAS GOVERNMENT CODE, SECTION 551.071 (CONSULTATION WITH ATTORNEY), SECTION 551.072 (DELIBERATION REGARDING REAL PROPERTY), SECTION 551.074 (PERSONNEL MATTERS) AND SECTION 551.087 (ECONOMIC DEVELOPMENT)

- A)** Consultation with City Attorney regarding legal issues regarding emergency medical services. (Section 551.071, T.G.C.)
- B)** Discussion and possible lease, sale or purchase of Real Property, Tract 1. (Section 551.087, T.G.C.)
- C)** Consultation with City Attorney regarding pending litigation: Ernesto Rocha v. City of McAllen, Civil Action 7:21-cv-182. (Section 551.071, T.G.C.)
- D)** Consultation with City Attorney regarding legal issues with the issuance of certain certificates of occupancy. (Section 551.071, T.G.C.)
- E)** Evaluation of the City Manager. (Section 551.074, T.G.C.)

ADJOURNMENT

IF ANY ACCOMMODATION FOR A DISABILITY IS REQUIRED (OR INTERPRETERS FOR THE DEAF), NOTIFY THE CITY SECRETARY'S DEPARTMENT AT 681-1020 FORTY-EIGHT (48) HOURS PRIOR TO THE MEETING DATE. WITH REGARD TO ANY ITEM, THE BOARD OF COMMISSIONERS MAY TAKE VARIOUS ACTIONS INCLUDING BUT NOT LIMITED TO RESCHEDULING AN ITEM IN ITS ENTIRETY FOR A FUTURE DATE OR TIME.

C E R T I F I C A T I O N

I, the Undersigned Authority, do hereby certify that the attached agenda of the meeting of the McAllen Board of Commissioners is a true and correct copy and that I posted a true and correct copy of said notice on the bulletin board in the Municipal Building, a place convenient and readily accessible to the general public at all times, and said Notice was posted on September 23, 2022 at 3:30 PM and will remain so posted continuously for at least 72 hours preceding the scheduled time of said meeting in accordance with Chapter 551 of the Texas Government Code.

/s/
Perla Lara, TRMC/CMC, CPM
City Secretary



ITEM SUMMARY

BOARD: City Commission

AGENDA ITEM

1.

DATE SUBMITTED

MEETING DATE

9/26/2022

1. Agenda Item: Present questions to staff relating to the September 26, 2022 Regular Meeting Agenda, to be discussed at such meeting.
2. Party Making Request:
3. Nature of Request:
4. Routing:
Cindy Gonzalez
5. Staff Recommendation:
6. Advisory Board:
7. City Attorney:
8. Manager's Recommendation:

Created -



ITEM SUMMARY

BOARD: City Commission

AGENDA ITEM

2.

DATE SUBMITTED

MEETING DATE

9/26/2022

1. Agenda Item: McAllen Public Utilities Board Presentation on Rates.
2. Party Making Request:
3. Nature of Request:
4. Routing:
Jose Trujillo
5. Staff Recommendation:
6. Advisory Board:
7. City Attorney:
8. Manager's Recommendation:

Created -



ITEM SUMMARY

BOARD: City Commission

AGENDA ITEM

3.

DATE SUBMITTED

09/09/2022

MEETING DATE

9/26/2022

1. Agenda Item: Discussion of McAllen Citizen's Code Academy.

2. Party Making Request:

3. Nature of Request:

4. Routing:

Cynthia Reyna
Steven Kotsatos
Michelle Rivera
Isaac Tawil

Created/Initiated - 9/9/2022
Approved - 9/15/2022
Approved - 9/19/2022
Final Approval - 9/20/2022

5. Staff Recommendation:

6. Advisory Board:

7. City Attorney:

8. Manager's Recommendation:



**CITY OF MCALLEN
ENVIRONMENTAL
HEALTH & CODE ENFORCEMENT
MEMORANDUM**

TO: Roel "Roy" Rodriguez, PE, MPA, City Manager

THROUGH: Michelle Rivera, AICP, CPM, ICMA-CM, Assistant City Manager

FROM: Steven M. Kotsatos, R.S., CPM, Director of Environmental
Health & Code Enforcement

DATE: August 17, 2022

SUBJECT: 2022 McAllen Citizen Code Academy

GOAL:

To inform the City of McAllen Commission on the proposal for a Citizen Code Academy. In addition, staff will present proposed curriculum, application form, training location, and talk about potential impact in the community.

BRIEF EXPLANATION:

This new program is for McAllen residents 18 years or older who are interested in learning more about how our City's Code Compliance Services is structured and how we operate. Participants will attend a three-week educational program to learn about our operations. The Citizen's Code Academy seeks to promote clean and safe neighborhoods through community empowerment and action by creating and maintaining strong partnerships between citizens' organizations and Code Compliance Services.

The Citizen's Academy is free for applicants and is an opportunity to learn about the roles and public services of the Division of Code Compliance Services. It is a wonderful way to become familiar with the services provided by our department and to meet the staff responsible for providing them.

**BY: STEVEN M. KOTSATOS, R.S.,
CPM,**

**DIRECTOR OF
ENVIRONMENTAL HEALTH &
CODE ENFORCEMENT**

09.26.2022



WORKSHOP: 2022

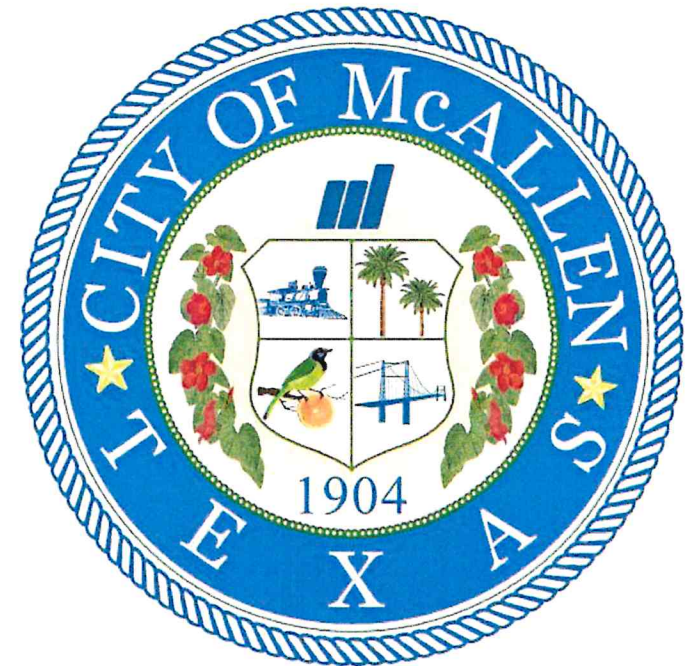
CITIZEN'S CODE

ACADEMY

WORKSHOP: CITIZEN'S CODE ACADEMY

What is the Citizen's Code Academy?

- The Citizen's Code Academy seeks to promote clean and safe neighborhoods through community empowerment and action by creating and maintaining strong partnerships between citizens' organizations and Code Compliance Services.
- This new program is for McAllen residents 18 years or older who are interested in learning more about how our City's Code Compliance Services is structured and how we operate.
- Participants will attend a three-week educational program to learn about our operations.



WORKSHOP: CITIZEN'S CODE ACADEMY

What are the goals of the Citizen's Code Academy?

- Educate our participants about various Code subjects and provide a method for citizens to become actively involved in resolving specific issues in their neighborhood.
- Encourage residents and property owners to maintain their homes and yards to preserve property values and discourage crime.
- Create a greater sense of community in each neighborhood by encouraging cooperation and increasing neighborhood pride.
- Make McAllen a cleaner, safer and attractive place for all.



WORKSHOP: CITIZEN'S CODE ACADEMY

Application Requirements:

- Must be a resident in McAllen.
- Complete an application including name, address, phone number, email address.
- Complete and sign a hold harmless waiver.



WORKSHOP: CITIZEN'S CODE ACADEMY

Community Impact

Leverage Code Academy participants to assist with:

- Removing and inventorying bandit signs.
- Inventorying vacant lots.
- Identifying abandoned dilapidated homes.
- Identifying and reporting areas of illegal dumping.
- Assist with identification of violations along McAllen major events like Holiday parade, 4th of July, Marathons.



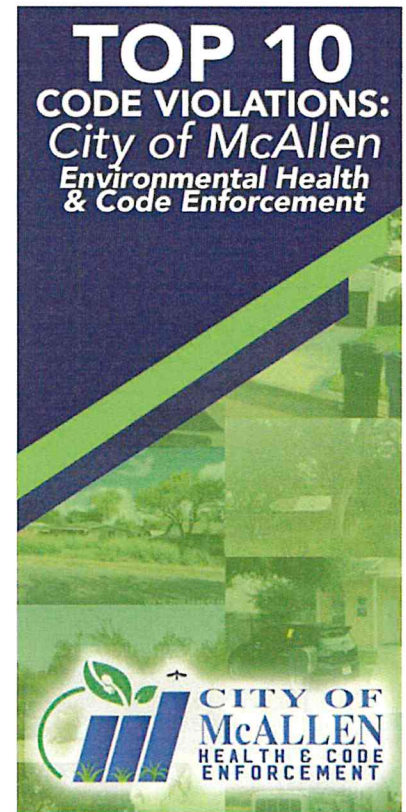
WORKSHOP: CITIZEN'S CODE ACADEMY

Curriculum overview

- Introduction
- Code Academy Program Overview
- Legal Issues
- Vehicle use requirements
- Code Enforcement Services Overview

- Code Violations
- Code Academy Projects
- 311 APP, reporting system
- Office contact phone numbers, emails

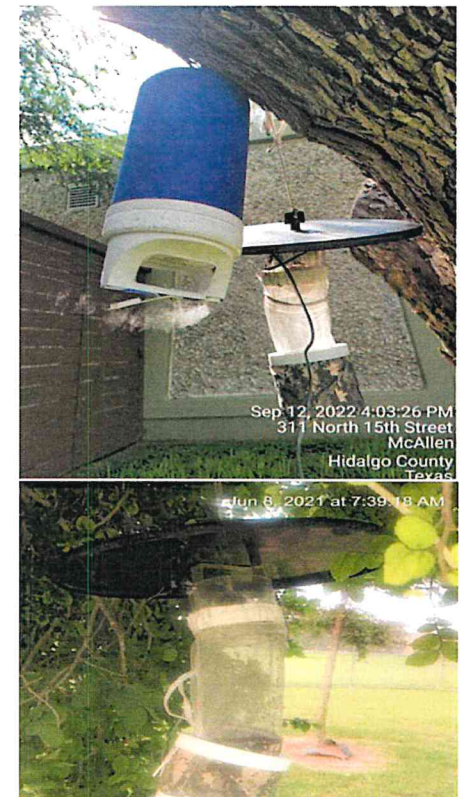
- Ride a longs
- to be completed within 30 days with signed Hold harmless form
- Citizen Scientist Mosquito vector trap set up and collection



WORKSHOP: CITIZEN'S CODE ACADEMY

Code Curriculum detail

- Top 10 common code violations, weedy lots, illegal dumping, oversize vehicles, bandit signs, front yard parking, dead damaged trees, noise violations, trash bin placement, mosquito breeding stagnant water, accumulation of debris, property maintenance.
- 3-1-1 APP submission process, phone numbers, email addresses.
- Permits, i.e., Garage sales
- Substandard structures
- Nuisance abatement, Citizen Scientist Mosquito vector trap set up and collection
- Zoning and community partnerships, Community Tool Shed sharing



WORKSHOP: CITIZEN'S CODE ACADEMY

Top 10 CODE VIOLATIONS: City of McAllen Environmental Health & Code Enforcement

1



Weedy Lots/Alley-Over 15 inches
10 Days to Comply/ from Certified Letter
7 Days / Posting Notification
Minimum 17 Days Total for Abatement
*Section 46-27 & 28

2



Illegally Dumping
Minimum 10 Days to Comply/ from Warning Citation
*Section 46-27

3



Dead/Damaged Trees-Safety Hazard
10 Days to Comply/ from Certified Letter
7 Days / Posting Notification
Minimum 17 Days Total for Abatement
* Section 46-27

4



**Zoning Issues:
Front/Side Yard Parking**
Minimum 48 Hours/ from Tagged Vehicle to Citation
* Section 138-394

5



Tractor Trailers
> 80" in width in Street
Minimum 48 Hours/ from Tagged Vehicle to Citation
*Section 102-233

6



**Illegal Signs/Garage Sales Signs - Signs
in Right of Way/Telephone Poles**
Corrected/Removed at Site
*Section 130-81

7



Trash Cans-Left Outside of Collection
Schedule 7am to 7pm
Minimum 48 Hour Compliance/ from Certified Letter
Repeat Violation may result in Citation
*Section 90-42

8



**Noise Violations-Disturbing
the Peace**
Corrected on Site or Citation
* Section 46-142

WORKSHOP: CITIZEN'S CODE ACADEMY



9
**Vector Control-Mosquito Breeding
in Stagnant Water (Dirty Pool)**
Corrected on Site if Immediate Health Hazard
*Section 46-27



10
**Accumulation of Debris-Rubbish
in Exterior Property/Alley**
10 Days to Comply/ from Certified Letter
7 Days / Posting Notification
Minimum 17 Days Total for Abatement
*Section 46-27

Top 10 Code Violations: City of McAllen



Environmental Health and Code Enforcement
311 N. 15th Street
McAllen, Texas 78501
codecompliance@mcallen.net

Any questions on any applications, permits or
code of ordinances will be answered by staff
Monday through Friday from
7:30 am – 5:30 pm by
calling 956-681-1900.



The Health & Code Enforcement Department has
On-Call Officer available 24 hours a day.
For Concerns Please call: (956)681-1900

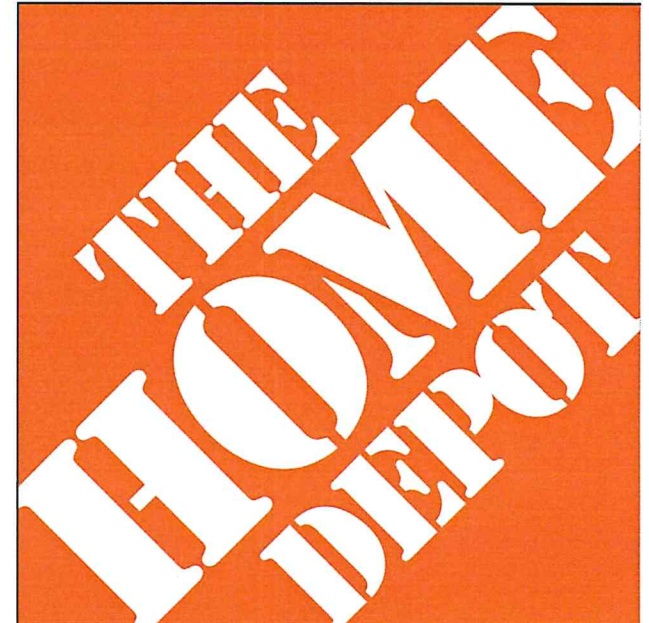
TOP 10 CODE VIOLATIONS: City of McAllen Environmental Health & Code Enforcement



WORKSHOP: CITIZEN'S CODE ACADEMY

Community Partner Sponsorships:

The Home Depot at 801 N. Trenton Road has donated gardening items for participants that attend and graduate from the program.



WORKSHOP: CITIZEN'S CODE ACADEMY

Training location will be at the McAllen Main Library auditorium from 6pm to 8 pm.





2022

McAllen Citizen's Code Academy

This new program is for McAllen residents 18 years or older who are interested in learning more about how our City's Code Compliance Services is structured and how we operate. Participants will attend a three-week educational program to learn about our operations. The Citizen's Code Academy seeks to promote clean and safe neighborhoods through community empowerment and action by creating and maintaining strong partnerships between citizens' organizations and Code Compliance Services.

The Citizen's Academy is free for applicants and is an opportunity to learn about the roles and public services of the Division of Code Compliance Services. It is a wonderful way to become familiar with the services provided by our department and to meet the staff responsible for providing them.

If you are a long-time or short-time resident of McAllen, the Citizen's Code Academy will give you a fresh viewpoint on the current code issues in our beautiful city. For those who are interested in getting more engaged with the community, the Citizen's Code Academy will provide you with knowledge of our core functions. The sessions are fun and interactive and will be led by McAllen city staff.

We seek to provide participants with knowledge of our core job functions through classroom instruction. The Citizen Academy is NOT an offer of employment, but a volunteer program designed to educate members of the community.



Overview

The training is held on three consecutive Tuesdays from 6 p.m. to 8 p.m. Each night participants will meet at the Code Compliance training center and learn about various subjects such as our organizational structure, premise violations, substandard structures, 3-1-1 overview, community partnerships, common code violations, nuisance abatement, zoning and community partnerships. The training will give citizens a better understanding of Code Compliance's goals to create clean and safe neighborhoods through proactive enforcement and partnering with local communities in McAllen.

The Citizen's Code Academy will give community leaders the opportunity to share with staff the issues we are trying to solve and give the city staff the opportunity to share with the community leaders how we can help improve the quality of life in McAllen.

At the conclusion of the academy, there will be a graduation ceremony at the training center with certificate presentations and photographs. The first Academy will begin Tuesday, October 11, 2022, and conclude on October 25, 2022. Registration is limited to a maximum of 30 students, and is on a first come, first serve basis. For registrants who sign up after the class is full, they will be put on a waitlist for future Citizens Academy classes on a quarterly basis.



ITEM SUMMARY

BOARD: City Commission

AGENDA ITEM

4.

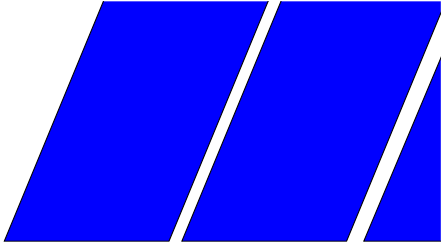
DATE SUBMITTED

09/13/2022

MEETING DATE

9/26/2022

1. Agenda Item: Discussion on Proposed New Temporary Food Permit.
2. Party Making Request:
3. Nature of Request:
4. Routing:
Cynthia Reyna
Steven Kotsatos
Michelle Rivera
Isaac Tawil
Created/Initiated - 9/13/2022
Approved - 9/14/2022
Approved - 9/19/2022
Final Approval - 9/20/2022
5. Staff Recommendation:
6. Advisory Board:
7. City Attorney:
8. Manager's Recommendation:



**CITY OF MCALLEN
HEALTH & CODE ENFORCEMENT
MEMORANDUM**

To: Roy Rodriguez, P.E., City Manager

From: Steven Kotsatos, R.S., CPM, Environmental Health & Code Enforcement Director

Date: September 13, 2022

Subject: Proposed New Temporary Food Permit Tier

BRIEF EXPLANATION: We are proposing the creation of a new tier in the current Temporary Event food permit. Currently, individuals obtain a food permit for temporary food service event. This permit covers up to 14 consecutive days for \$50. Several events are for a shorter time span, many are for only one day. Creating a new tier will assist the community with shorter events to pay a smaller fee.

Below are the proposed tiers:

- Tier I: \$25 non-refundable fee for up to 4 Consecutive Days
- Tier II: \$50 non-refundable fee for up to 14 Consecutive Days

Applicant Signature: _____ Date: _____



Phone: 956-681-1900

Fax: 956-681-1918

“Temporary Event Requirements”

SANITARY REGULATIONS GOVERNING EVENTS WHERE THERE WILL BE FOOD PREPARATION FOR THE PUBLIC IN THE CITY OF McALLEN, TEXAS.

This information has been condensed from the Texas Department of Health Regulations and the City of McAllen Ordinances to assist you in setting up and operate your event in a “**sanitary and healthful**” manner while minimizing the possibility of a **Food-Borne Illness**.

OPERATIONS MUST ABIDE BY THE FOLLOWING ITEMS:

1. **APPLICATION FOR PERMIT:** Individuals must obtain a food permit (2) two weeks prior to the proposed temporary food service event. Application forms can be obtained and processed at the Health and Code Enforcement Department located on **311 N 15th St.** Once the application has been approved, there will be a **non-refundable fee:**

☐ **Tier I: \$25 non-refundable fee for up to 4 Consecutive Days**

☐ **Tier II: \$50 non-refundable fee for up to 14 Consecutive Days**
2. **FOOD HANDLERS CERTIFICATION:** Food handler certification is required for individual(s) operating a food booth with potentially hazardous foods. Consult the Health and Code Enforcement Department to obtain a private list of Approved Food Safety Vendors/Instructors that provide food handler courses. **Attach copies of food handler certifications with the application.**
3. **BUILDING STRUCTURE:** Booths where foods are handled must have all sides covered from the ground level to a minimum of (30) thirty inches high and have an overhead covering. Walls, floors (**Booths cannot be set up on grass or dirt**), ceiling, screening, and or other structural items must be provided to control insects and air-borne contamination. Modifications and waivers when adequate measures for food protection are provided must be **“APPROVED”** prior the food event. (**As per Health Authority**)
4. **MENU:** Food Products must come from an **“APPROVED SOURCES”**. Foods that have been prepared at home are **“NOT ALLOWED”**, unless the facility where the food was prepared has been permitted by a **“LOCAL REGULATORY AUTHORITY”** and/or **City of McAllen.** **All prepared food items are not to be used for more than a one-day event (Everything must be same day Use).**

Permit No: _____

See McAllen Municipal Ordinance Division 2. Permit Sec. 54-51.;

Document Revised- 09/13/2022

Applicant Signature: _____ Date: _____

5. **COOKING:** Use a working food thermometer to check for hot and cold holding temperatures of time/temperature controlled for safety (TCS) foods “**POTENTIALLY HAZARDOUS FOODS**”. Hamburgers and other ground beef **must** be cooked at least 155⁰ F or until juices run clear. Cook poultry, pork, and other meats must completely be heated “heat all parts of the food” to least 165⁰ F with no interruption of the cooking process.
6. **STORAGE OF PERISHABLE FOOD:** All perishable food shall be kept refrigerated continuously at or below 41⁰ F, unless it is kept hot at or above 135⁰ F. Be prepared to supply extra equipment, as needed, to maintain these temperatures. Chafing Dishes and sternos (fuel canisters) are not permitted for outdoor use.
7. **UTENSIL AND EQUIPMENT:** Only “**SINGLE SERVICE ARTICLES**” (disposable cups, dishes, and utensils) shall be used for serving food and drinks. The single service articles shall be kept in the carton in which they were purchased, or in sanitary dispensers. Straws, if used, shall be the type that is individually wrapped. Cooking utensils and equipment shall be of “**EASILY CLEANABLE**” construction.
8. **WASH, RINSE, AND SANITIZE:** As a minimum requirement, operations require at least three (5) five gallon buckets: (1) one bucket with detergent/water (**Wash**), and (1) one bucket with plain water (**Rinse**), and (1) one bucket with bleach/water (**1 teaspoon per gallon**) (**Sanitize**). A two compartment utility sink with running water may be required where there is extensive food preparation.
9. **HEALTH AND HYGIENE:** Only healthy workers **must** prepare and serve food. Anyone who shows symptoms of a disease or who has an open sore or infected cuts on his/her hands **must** not be allowed to operate or handle food. Workers **must** wear clean clothing, caps or hair restraints, and shall keep their hands clean at all time. Every time a worker changes a food preparation task, they need to wash their hands and use new gloves. All food handlers must wear clean disposable gloves when handling food. Smoking, eating, or drinking is prohibited in the food preparation areas.
10. **HAND WASHING FACILITIES:** Each concession shall be provided with suitable hand washing facilities, which shall be used for no other purpose. The facilities shall include running water with proper faucets. There must be a waste water tank or container to hold all wastewater produced from handwashing. This waste water container must be properly disposed of. Soap and towels must be provided at all times. Any person engaged in the food concession who leaves the food preparation for any reason shall wash their hands before resuming duties in the area. These facilities may be modified but must be approved by Health Authority.

Permit No: _____

See McAllen Municipal Ordinance Division 2. Permit Sec. 54-51.;

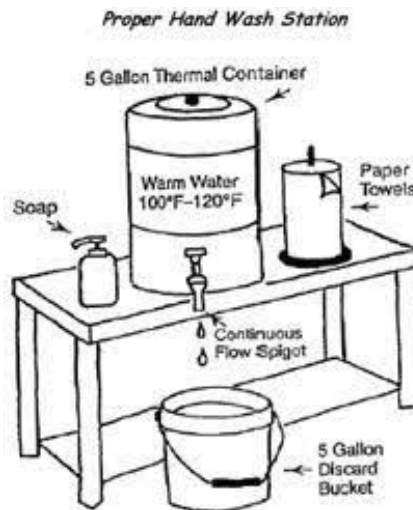
Document Revised- 09/13/2022

Applicant Signature: _____ Date: _____

Hand Washing

All staff at temporary food service events **must** be instructed in the proper method of hand washing. The following may serve as a guide:

- Use soap and water-A 5 Gallon or larger container for freshwater with spigot must be set up with a waste water container bucket underneath to capture water produced by handwashing.



- Wash All surfaces, including:
 - Back of hands
 - Wrists
 - Between fingers
 - Under fingernails using a good brush
 - Rub your hands vigorously as you wash them
 - Rinse your hands well
 - Dry hands with a paper towel
1. **SANITIZING SOLUTION:** A solution with household bleach and water must be available at all times for sanitizing utensils, wiping cloths, and all working surfaces.
 2. **DISPOSAL OF WASTES:** Liquid waste shall not be dumped into streets, storm sewers, on any ground surfaces, and/or any public place except in a sanitary sewer. Covered containers must be provided for such liquids which shall be hauled away by the operator and disposed of in an approved sanitary manner. Enough garbage containers with tight fitting lids are to be provided for garbage and rubbish storage. These cans must be covered at all times, kept clean, and contents hauled away daily.

Permit No: _____

See McAllen Municipal Ordinance Division 2. Permit Sec. 54-51.;

Document Revised- 09/13/2022

Applicant Signature: _____ Date: _____

TEMPORARY EVENT APPLICATION

*****SUBMIT THIS APPLICATION TWO WEEKS PRIOR TO THE EVENT*****

Event Name: _____

Event Address: _____

Dates of Event: _____ Time of Food Prep. _____ Time of Food Sale: _____

Please select one category:

☐ **\$25.00 non-refundable fee** or ☐ **\$50.00 non-refundable fee**
for up to 4 consecutive days **for up to 14 consecutive days**

☐ Booth; Number of Booths: _____

☐ Food Truck/Trailer: Municipality Permitted by: _____
(Please include valid permit from outside local municipality)

Name of Concession/Booth/Food Truck: _____

Applicant Name: _____ Phone #: _____

Email #: _____ Cell Phone# _____

Applicant Address: _____

Please list all foods to be served. Include how you plan to keep Time/Temperature Control Safety (TCS) or potentially hazardous foods, (meat, seafood, poultry, eggs, daily items, and cooked beans/rice/paste). REQUIRED TEMPERATURES (Hot: 135° F or above, Cold: 41° F or below before and after cooking).

FOOD ITEMS	OFF SITE PREP. YES/NO	COOKING PROCEDURES (E.G. deep fry, grill, BBQ)	FOOD TEMPERATURE HOLDING METHODS

Additional food items can be added in the next page:

Facility Name for Offsite Prep. _____

Health Jurisdiction, Copy of Last Inspection, & Copy of Permit: _____

Address: _____

Hand Washing Facilities: As a minimum, you need a (5) gallon container with a spigot, a bucket for wastewater, pump soap, and paper towels. Plumbed sink may be required.

Utensils Washing Facilities: ON SITE: _____ OTHER: _____

As a minimum, you need (3) three-5 gallon buckets: (1) one with detergent/water, (1) with plain water, and (1) one with chlorine/water (1 teaspoon per gallon). Plumbed sinks may be required where there is extensive food preparation.

Permit No: _____

See McAllen Municipal Ordinance Division 2. Permit Sec. 54-51.;

Document Revised- 09/13/2022

Applicant Signature: _____

Date: _____

OWNER OF PROPERTY BEING USED

Location: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: () _____

OWNER'S SIGNATURE

I Certify that I am the actual owner of the property described above and this application is being submitted with my consent (include corporate name if applicable). I understand and intend to comply with all of the requirements as indicated on this application.

Signature: _____

Date: _____

*****NO HOME FOOD PREPARATION OR STORAGE IS ALLOWED*****

I have read, understand, and will comply with the Temporary Food Facility Requirements.

Signature of Applicant: _____ **Date:** _____

Permit Fee: \$50.00

Inspector's Name:

Steven M. Kotsatos, R.S., CPM,
Director of Health & Code Enforcement
City of McAllen

Permit No: _____

See McAllen Municipal Ordinance Division 2. Permit Sec. 54-51.;

Document Revised- 09/13/2022

Applicant Signature: _____ Date: _____
Additional food items can be added in this section:

Please list all foods to be served. Include how you plan to keep potentially hazardous foods, (meat, seafood, poultry, eggs, dairy items, and cooked beans/rice/paste). **REQUIRED TEMPERATURES (Hot: 135° F or above, Cold: 41°F or below before and after cooking).**

FOOD ITEMS	OFF SITE PREP. YES/NO	COOKING PROCEDURES (E.G. deep fry, grill, BBQ)	FOOD TEMPERATURE HOLDING METHODS

PROVIDE LIST OF TOP THREE APPROVED FOOD SOURCES:

FOOD ITEMS	SOURCE- Example: Name of Retail Food Store	CITY & STATE OF SOURCE LOCATION

Permit No: _____

See McAllen Municipal Ordinance Division 2. Permit Sec. 54-51.;

Document Revised- 09/13/2022



ITEM SUMMARY

BOARD: City Commission

AGENDA ITEM

5.

DATE SUBMITTED

MEETING DATE

9/26/2022

1. Agenda Item: Discussion on different color options for dais lettering.

2. Party Making Request:

3. Nature of Request:

4. Routing:

Emmanuel Garcia

Created -

5. Staff Recommendation:

6. Advisory Board:

7. City Attorney:

8. Manager's Recommendation:



CITY OF MCALLEN



CITY OF MCALLEN



CITY OF MCALLEN



CITY OF MCALLEN



ITEM SUMMARY

BOARD: City Commission

AGENDA ITEM

6.

DATE SUBMITTED

09/20/2022

MEETING DATE

9/26/2022

1. Agenda Item: Discussion of Downtown Services write-off.
2. Party Making Request:
3. Nature of Request: Downtown Services is requesting authorization to remove uncollectible parking fines from the General Ledger (GL) in FY 2021-22.
4. Routing:

Angela Cano	Created/Initiated - 9/20/2022
Mario Delgado	Approved - 9/20/2022
Sergio Villasana	Approved - 9/20/2022
Isaac Tawil	Approved - 9/20/2022
Jeff Johnston	Final Approval - 9/20/2022
5. Staff Recommendation: Downtown Service staff recommends approval of this item in order to begin accounting procedures for the removal of uncollectible parking fines from the General Ledger for the amount of \$838,643.25
6. Advisory Board:
7. City Attorney:
8. Manager's Recommendation:



Uncollectible Parking Fines

Transit Director, Mario Delgado

CITY COMMISSION MEETING
September 26, 2022

Presentation Overview

- Discuss Downtown Services (DTS) *Write-Off Request* for Uncollectible Parking Citations:

Total Amount \$838,643 (FY 2010-2016)

- History

2017: Initiated internal notices.

2018: Negotiations for 3rd Party Collections Contract.

2019: 3rd Party Contractor, Duncan Solutions, initiated notices.

2020: Start of Pandemic; DTS Enforcement paused March 27, 2020.

2021: DTS Enforcement Resumed May 1, 2021.

2022: Opted not to renew contract with Duncan Solutions.



Presentation Overview

Uncollectible Parking Fines
FY 2010 – FY 2016 Total:
\$921,536
Minus Previous Write-Offs / Payments
\$82,893
TOTAL: \$838,643



QUESTIONS?

Thank you!

CITY OF McALLEN

MEMO

TO: Roel Rodriguez, P. E., City Manager

FROM: Mario Delgado, Transit Director *MD*

DATE: September 20, 2022

SUBJECT: Approval of Downtown Services Write off

- **Goal** – Downtown Services is requesting authorization to remove uncollectible parking fines from the General Ledger (GL) in FY 2021-22.
- **Explanation** – Downtown Services identifies delinquent citation fees a quarterly basis where collection efforts have been unsuccessful. These uncollectible parking fines are subsequently presented for write-off procedures. Requesting FY 2010-2016 Write-Off of \$838,643.25 in uncollectible parking fines.
- **Options**
 - **Option 1** – Approve Downtown Services Write-off.
 - **Option 2** – Reject Downtown Services Write-off.
- **Recommendation** - Downtown Service staff recommends approval of this item to begin accounting procedures for the removal of uncollectible parking fines from the General Ledger for the amount of \$838,643.25



ITEM SUMMARY

BOARD: City Commission

AGENDA ITEM
DATE SUBMITTED
MEETING DATE

7.
09/20/2022
9/26/2022

1. Agenda Item: Update on Xeriscaping.

2. Party Making Request:

3. Nature of Request:

4. Routing:

Jessica Cavazos
Edgar Garcia
Michelle Rivera
Isaac Tawil

Created/Initiated - 9/20/2022
Approved - 9/20/2022
Approved - 9/20/2022
Final Approval - 9/20/2022

5. Staff Recommendation:

6. Advisory Board:

7. City Attorney:

8. Manager's Recommendation:

XERISCAPING IN MCALLEN



WHAT IS XERISCAPING?





XERISCAPES

- Not “just cacti”
- Low-water usage
- Less maintenance
- Drought resistant
- Native plants & shrubs
- More than just rocks



XERISCAPING IN MCALLEN?

It's allowed!

Xeriscape areas shall provide a minimum of 50 percent of the landscaped areas with ground cover or grasses. Xeriscape areas not covered by grasses or ground cover shall be mulched. A list of indigenous plant species for xeriscape areas shall be prepared by the department of parks and recreation and provided by the department of planning.



XERISCAPING IN MCALLEN



QUESTIONS/COMMENTS/DISCUSSION





ITEM SUMMARY

BOARD: City Commission

AGENDA ITEM

8.A.

DATE SUBMITTED

MEETING DATE

9/26/2022

1. Agenda Item: Consultation with City Attorney regarding legal issues regarding emergency medical services. (Section 551.071, T.G.C.)
2. Party Making Request: Isaac Tawil
3. Nature of Request: Consultation with City Attorney regarding legal issues regarding emergency medical services. (Section 551.071, T.G.C.)
4. Routing:
Leilani Estrada Colima Created -
5. Staff Recommendation:
6. Advisory Board:
7. City Attorney:
8. Manager's Recommendation:



ITEM SUMMARY

BOARD:

AGENDA ITEM

8.B.

DATE SUBMITTED

MEETING DATE

9/26/2022

1. Agenda Item: Discussion and possible lease, sale or purchase or Real Property, Tract 1. (Section 551.087, T.G.C.)
2. Party Making Request: Isaac Tawil
3. Applicant:
4. Nature of Request: Discussion and possible lease, sale or purchase or Real Property, Tract 1. (Section 551.087, T.G.C.)
5. Fiscal Impact Summary:
6. Budgeted:

Bid Amount:	_____	Budgeted Amount:	_____
Under Budget:	_____	Over Budget:	_____
		Amount Remaining:	_____
7. Routing:
Leilani Estrada ColimaCreated -
8. Staff Recommendation:
9. Advisory Board:
10. City Attorney:
11. Manager's Recommendation:



ITEM SUMMARY

BOARD:	AGENDA ITEM	8.C.
	DATE SUBMITTED	
	MEETING DATE	9/26/2022

1. Agenda Item: Consultation with City Attorney regarding pending litigation: Ernesto Rocha v. City of McAllen, Civil Action 7:21-cv-182. (Section 551.071, T.G.C.)
2. Party Making Request: Isaac Tawil
3. Applicant:
4. Nature of Request: Consultation with City Attorney regarding pending litigation: Ernesto Rocha v. City of McAllen, Civil Action 7:21-cv-182. (Section 551.071, T.G.C.)
5. Fiscal Impact Summary:
6. Budgeted:

Bid Amount:	_____	Budgeted Amount:	_____
Under Budget:	_____	Over Budget:	_____
		Amount Remaining:	_____
7. Routing:
Leilani Estrada Colima
Created -
8. Staff Recommendation:
9. Advisory Board:
10. City Attorney:
11. Manager's Recommendation:



ITEM SUMMARY

BOARD: City Commission

AGENDA ITEM

8.D.

DATE SUBMITTED

MEETING DATE

9/26/2022

1. Agenda Item: Consultation with City Attorney regarding legal issues with the issuance of certain certificates of occupancy. (Section 551.071, T.G.C.)
2. Party Making Request: Isaac Tawil
3. Nature of Request: Consultation with City Attorney regarding legal issues with the issuance of certain certificates of occupancy. (Section 551.071, T.G.C.)
4. Routing:
Leilani Estrada Colima Created -
5. Staff Recommendation:
6. Advisory Board:
7. City Attorney:
8. Manager's Recommendation:



ITEM SUMMARY

BOARD: City Commission

AGENDA ITEM

8.E.

DATE SUBMITTED

MEETING DATE

9/26/2022

1. Agenda Item: Evaluation of the City Manager. (Section 551.074, T.G.C.)

2. Party Making Request: Isaac Tawil

3. Applicant:

4. Nature of Request: Evaluation of the City Manager. (Section 551.074, T.G.C.)

5. Fiscal Impact Summary:

6. Budgeted:

Bid Amount: _____

Under Budget: _____

Budgeted Amount: _____

Over Budget: _____

Amount Remaining: _____

7. Routing:

Cindy Zuniga

Created -

8. Staff Recommendation:

9. Advisory Board:

10. City Attorney:

11. Manager's Recommendation: