



AGENDA

Pursuant to V.T.C.A. Gov. Code Section 551.001 et. seq., the City Council of the City of Mission, Texas will hold a regular meeting on **Monday, March 3, 2025 at 3:30 p.m.** at the Mission Council Chambers, 1201 E. 8th Street, Mission, Texas and by Teleconference to consider the following matters.

The public dial information to participate in the telephonic meeting is as follows:

Time: **Monday, March 3, 2025 03:30 PM Central Time**

<https://us02web.zoom.us/j/9904662781?pwd=SGVIL3JZRFRVdENzWXI5VUxFT1ZUQT09>

Meeting ID: 990 466 2781 - Password: 833227

Or Dial by telephone - +1 346 248 7799 US - Meeting ID: 990 466 2781 Password: 833227

At any time during the course of the posted meeting, the Mission City Council may retire into Executive Session under Texas Government Code 551.071 to confer with legal counsel on any subject matter on this agenda in which the duty of the attorney to the City Council under 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 this meeting, the City Council may retire to deliberate on any subject slated for discussion at this meeting, as may be permitted under one or more exceptions to the Texas Open Meetings Act set forth in Title 5, Subtitle A, Chapter 551, Subchapter D of the Texas Government Code.

REGULAR MEETING

CALL TO ORDER AND ESTABLISH QUORUM

INVOCATION AND PLEDGE ALLEGIANCE

DISCLOSURE OF CONFLICT OF INTEREST

PRESENTATIONS

- [1.](#) Proclamation - Greater Mission Chamber of Commerce 79th Anniversary - Carrillo
2. Report from Mission Economic Development Corporation - Tecló Garcia
3. Report from the Greater Mission Chamber of Commerce – Brenda Enriquez
- [4.](#) Departmental Reports – Perez
5. Citizen's Participation – Garza

CONSENT AGENDA

All consent agenda items are considered routine by City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Councilmember requests an item be removed and considered separately. The City Council May Take Various Actions; Including But Not Limited To Rescheduling An Item In Its Entirety For A Future Date Or Time. The City Council May Elect To Go Into Executive Session On Any Item Whether Or Not Such Item Is Posted As An Executive Session Item At Any Time During The Meeting When Authorized By The Provisions Of The Open Meetings Act

6. Approval of Minutes – Carrillo
Regular Meeting – February 24, 2025
Special Meeting – February 24, 2025
7. Acknowledge Receipt of Minutes – Perez
Mission Civil Service – December 20, 2024
Parks & Recreation – January 14, 2025
8. Authorization to Award E-Rate Program Administered by the Universal Service Administrative Co. - Espinoza
9. Approval of Resolution No. _____ supporting the submission of a grant application to the Office of the Attorney General’s Crime Victim Services Division for the FY 2026-2027 Other Victims Assistance Grant (OVAG) in the amount of \$99,000 with no match- Elizalde
10. Approval of Resolution # _____ authorizing the Police Department’s submittal of grant application for the FY26 Operation Lone Star Grant Program (OLS) to the Texas Office of the Governor in the amount of \$1,600,000 with no match requirement - Elizalde
11. Approval of Resolution # _____ authorizing the Fire Department’s submittal of grant application for the FY26 Operation Lone Star Grant Program (OLS) to the Texas Office of the Governor in the amount of \$1,600,000 with no match requirement - Elizalde
12. Approval of Resolution # _____ authorizing the submittal of grant application for the FY26 Border Zone Fire Department Grant to the Texas Office of the Governor in the amount of \$250,000 with no match requirement - Elizalde
13. Authorization to allow the purchase of a firearm by Honorably Retired Peace Officer, Sergeant Victor Solis for the Mission Police Department, in accordance with Texas Government Code, Section 614.051 - Torres
14. Approval of Resolution # _____ of the City of Mission adopting guidelines for a Municipal Court Amnesty Program during the month of March 2025 and other matters in connection therewith; and providing an effective date - Wehrmeister
15. Approval of Resolution # _____ to replace or rehabilitate structurally deficient and functionally obsolete bridges located at Old Military Rd. at Drain at a cost of \$7,774.00 in participation with TxDOT with respective budget amendment - Terrazas

PUBLIC HEARING

PLANNING & ZONING RECOMMENDATIONS

None

APPROVALS AND AUTHORIZATIONS

16. Authorization to purchase (29) Rifle Resistant Body Armor with plates from GT Distributors, via Buyboard #698-23, in the total amount of \$47,305.90 using FY25 Rifle Resistant Body Armor grant funds from the Office of the Governor – Torres

- [17.](#) Approval of a budget amendment in the amount of \$55,000 for Fund 10 State Forfeiture, and budget amendment in the amount of \$85,000.00 for Fund 11 Federal Forfeiture, to ensure coverage of expenditures for the remainder of the fiscal year. - Torres
- [18.](#) Authorization of Reimbursement Agreement between the City of Mission and Mission Economic Development Corporation related to Shary Municipal Golf Course Water Well, Sod, and Pump Station Improvements in the amount of \$250,000. - Garcia
- [19.](#) Authorization to reject and re-solicit bids for the construction and installation of elevator at 1301 E. 8th Street - Terrazas
- [20.](#) Authorization to enter into a Grant Agreement Between Best Friends Animal Society and The City of Mission, Texas for the Mission Animal Shelter - Kotsatos
- [21.](#) Authorization to implement a Business Plan for Mission Animal Shelter - Kotsatos

UNFINISHED BUSINESS

None

ROUTINE MATTERS

City Manager Comments

City Council Comments

Mayor's Comments

EXECUTIVE SESSION

1. Closed session pursuant to Tex. Gov't Code Section 551.074 (Personnel Matters)
Evaluation of City Manager relating to goals and objectives
2. Closed session pursuant to Tex. Gov't Code Section 551.071 (Consultation with Attorney), Section 551.072 (Real Property) related to Cimarron
3. Closed session pursuant to Tex. Gov't Code Section 551.071 (Consultation with Attorney), regarding all pending litigation and claims

RECONVENE

The City Council will reconvene in open session to take any actions if necessary, on any item(s) discussed in closed session

ADJOURNMENT

C E R T I F I C A T E

I, the undersigned City Secretary do certify that the above notice of meeting was posted on the bulletin board of City Hall, 1201 E. 8th Street, Mission, Texas on this the 28th day of February, 2025 at 2:00 p.m.



Anna Carrillo, City Secretary

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations for a disability must be made 48 hours prior to this meeting. Please notify the City Secretary's Office at 580-8668.

NOTICE OF REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF MISSION

Notice is hereby given that on the **3rd day of March, 2025** the City Council of the City of Mission will hold a regular meeting at 3:30 p.m. at 1201 E. 8th Street, Mission, Texas and by Teleconference to consider the following matters. The subjects to be discussed are listed on the agenda, which is attached to and made a part of this Notice.

If, during the course of the meeting covered by this Notice, the City Council should determine that a closed or executive meeting or session of the Council is required, then such closed or executive meeting or session as authorized by the Texas Open Meetings Act, Texas Government Code Section 551.001 et seq., will be held by the Council at the date, hour and place given in this Notice or as soon after the commencement of the meeting covered by this Notice as the Council may conveniently meet in such closed or executive meeting or session concerning any and all purposed permitted by the Act, including, but not limited to the following sections and purposes.

Texas Government Code Section:

551.071 (1) (2)	Consultation with Attorney.
551.072	Deliberation regarding real property.
551.073	Deliberation regarding prospective gifts.
551.074	Personnel matters.
551.076	Deliberation regarding security devices or security audits.
551.0785	Deliberations involving medical or psychiatric records of individuals.
551.084	Investigation; exclusion of witness from hearing.
551.087	Deliberation regarding economic development negotiations
551.088	Deliberation regarding test item

Should any final action, final decision, or final vote be required in the opinion of the City Council with regard to any matter considered in such closed or executive meeting or session, then the final action, final decision, or final vote shall be either:

- (a) in the open meeting covered by the Notice upon the reconvening of the public meeting; or
- (b) at a subsequent public meeting of the City Council upon notice thereof; as the Council shall determine.

On this the **28th day of February, 2025** this Notice was emailed to news media who had previously requested such Notice and an original copy was posted on the bulletin board at City Hall, 1201 E. 8th Street at 2:00 p.m. on said date.

Anna Carrillo

Anna Carrillo, City Secretary

PROCLAMATION

Celebrating the 79th Anniversary of the Greater Mission Chamber of Commerce

WHEREAS, the *Greater Mission Chamber of Commerce* has been a cornerstone of economic growth, business advocacy, and community development since its ***founding in 1946***; and

WHEREAS, for ***79 years***, the Chamber has served as a vital resource for local businesses, fostering innovation, collaboration, and prosperity in our community; and

WHEREAS, through its unwavering commitment to leadership, networking, and economic advancement, the Chamber has played a pivotal role in shaping the success and sustainability of our local economy; and

WHEREAS, the Chamber’s dedication to service, partnership, and community engagement has strengthened businesses, empowered entrepreneurs, and enhanced the overall quality of life for our residents; and

WHEREAS, it is fitting to recognize and celebrate the *Greater Mission Chamber of Commerce* for its ***79 years of exceptional service, leadership, and dedication to our community***;

NOW, THEREFORE, BE IT RESOLVED, that we proudly recognize the *Greater Mission Chamber of Commerce* for ***79 Years of Business Success*** and extend our deepest appreciation for its contributions to our businesses, citizens, and the future of our community;

BE IT FURTHER RESOLVED, that we encourage all residents, businesses, and community leaders to join in celebrating this milestone and supporting the continued success of the *Greater Mission Chamber of Commerce*

NOW THEREFORE, we the City Council of the City of Mission do hereby proclaim March 2025 as: ***“Greater Mission Chamber Month”*** in Mission, Texas as we continue to build history in the business industry.

PROCLAIMED on this the 3rd day of March, 2025

Norie Gonzalez Garza, Mayor

Jessica Ortega, Councilwoman

Ruben Plata, Mayor Pro Tem

Marissa Gerlach, Councilman

Alberto Vela, Councilman



**CITY COUNCIL AGENDA ITEM &
RECOMMENDATION SUMMARY**

MEETING DATE: March 3, 2025
PRESENTED BY: Mike R. Perez, City Manager
AGENDA ITEM: Departmental Reports – Perez

NATURE OF REQUEST:
Civil Service – January 2025
Community Development – January 2025
Grants – February 2025
Information Technology – February 2025
RGV State Veterans Cemetery – February 2025
Public Works – January 2025
Planning – January 2025
Building Permits & Inspections – January 2025
Sanitation – January 2025

BUDGETED: Yes / No / N/A **FUND:** _____ **ACCT. #:** _____

BUDGET: \$ _____ **EST. COST:** \$ _____ **CURRENT BUDGET BALANCE:** \$ _____

BID AMOUNT: \$ _____

STAFF RECOMMENDATION: Approval

Departmental Approval: N/A

Advisory Board Recommendation: N/A

City Manager's Recommendation: Approval *MRP*

RECORD OF VOTE: **APPROVED:** _____
 DISAPPROVED: _____
 TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____

MEMORANDUM

TO: MAYOR AND CITY COUNCIL
THROUGH: MIKE PEREZ, CITY MANAGER
FROM: JESSE LERMA, CIVIL SERVICE DIRECTOR
SUBJECT: CIVIL SERVICE REPORT, JANUARY 2025
DATE: FEBRUARY 1, 2025

1. Mission Fire Department has job offered for four (4) positions.
2. Mission Fire Department DC's promotional examination was held on January 23, 2025. Two (2) CPTs participated, both failed, will start process for re test at next CS meeting
3. Mission Police Department has started filling twenty-four (24) open positions. We should be close to fully staffed by February 2025
4. Pending Hearings
 1. CPL Roel Velasquez-Indefinitely Suspended June 7, 2023-Hearing canceled-Mr. Velasquez will return to work once paperwork completed
 2. PO Esteban Jara-Indefinitely Suspended March 28, 2024-Hearing was conducted on January 30, 2025-pending results
 3. PO Sergio Martinez-15 Day Suspension Without Pay-Arbitrator has been selected-hearing set for May 13-14, 2025
 4. PO Ruben Gaytan-Suspended for 15 days without pay-hearing set for August 7-8, 2025

THANKS

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

PROGRESS REPORT CV	JANUARY, 2025 - UNOFFICIAL				
AGENCY / DEPARTMENT / DESCRIPTION / BUDGET	MONTHLY EXPENDITURE	ACCOMPLISHMENT	YEAR TO DATE	%	BALANCE
AFFORDABLE HOMES OF SOUTH TEXAS CV3	\$0.00	On 01/23/2025, Agency submitted Oct. (\$4,737.88), Nov. (\$4,545.27), & Dec. (\$1,866.70) requests (Total \$11,149.85 -- 38% of budget) processing in Feb. 2025. Agency continues to promote program & hold events in Mission. YTD: 0 clients served.	\$0.00	0.00%	\$29,413.76
\$29,413.76					
Funds will be utilized to provide rent and mortgage assistance to residents that have been affected by the pandemic COVID-19.					
MISSION FIRE DEPARTMENT CV3	\$0.00	Keep communicating with Fire Dept. and they have to obtain new quotes due to specifications of storage containers for the emergency shelter	\$0.00	0.00%	\$4,993.13
\$4,993.13					
Funds will be utilized to purchase equipment for emergency use at the shelter during declared disasters to serve the community affected by COVID19					
\$34,406.89	\$0.00		\$0.00	0.00%	\$34,406.89

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

Item 4.

CDBG PROGRESS REPORT		JANUARY, 2025 - UNOFFICIAL				
AGENCY / DEPARTMENT / DESCRIPTION / BUDGET	MONTHLY EXPENDITURE	ACCOMPLISHMENT	YEAR TO DATE	%	BALANCE	
AMIGOS DEL VALLE - MEALS \$23,444.00 Funds will be utilized to provide meals to homebound seniors.	\$0.00	Agency submitted Oct. (\$2,138.26), Nov. (\$2,332.063), & Dec. (\$2,700.28) request processing in Feb (Total \$7,170.60 -- 30% of budget). YTD: 19 clients served 1,110 meals.	\$0.00	0%	\$23,444.00	
AREA AGENCY ON AGING \$5,000.00 Funds will be utilized to provide assist seniors with minor repairs/modifications and medical supplies.	\$0.00	Agency gathering request information to submit in February the request for January, 2025	\$0.00	0%	\$5,000.00	
C.A.M.P. UNIVERSITY \$3,000.00 Funds will be utilized to provide day habilitation providing life skills for adults with special needs.	\$0.00	Agency submitted Oct. (\$2,315.64) & Nov. (\$684.36) requests processing in Feb (Total \$3,000.00 -- 100% of budget). Agency exhausted FY 24-25 funds. YTD: 13 clients served	\$0.00	0%	\$3,000.00	
COMFORT HOUSE \$3,000.00 Funds will be utilized to provide twenty-four hour palliative care to patients who have a prognosis of four months or less to live.	\$0.00	Agency submitted Oct. (\$112.00), Nov. (\$1,044.00), Dec. (\$1,654.00), & Jan. (\$190.00) requests processing in Feb. (Total \$3,000.00 -- 100% of budget). Agency exhausted FY 24-25 funds YTD: 6 clients served	\$0.00	0%	\$3,000.00	
HOPE MEDICAL SERVICES \$1,000.00 Funds will be utilized to provide medical services to uninsured and/or low income residents.	\$0.00	Reached out to agency to check status of submittal.	\$0.00	0%	\$1,000.00	
CASA OF HIDALGO COUNTY, INC. \$1,000.00 Funds will be utilized for expenses generated in advocating for abused and neglected children.	\$0.00	Agency submitted Oct. (\$156.83), Nov. (\$573.89), & Dec. (\$190.56) requests processing in Feb. (Total \$921.28 -- 92% of budget). YTD: 8 clients served	\$0.00	0%	\$1,000.00	
CHILDREN'S ADVOCACY CENTER \$15,000.00 Funds will be utilized to provide counseling services for abused/neglected children and their families.	\$0.00	Agency submitted Oct. (\$1,537.76), Nov. (\$1,261.33), & Dec. (\$755.33) request processing in Feb. (Total \$3,554.42 -- 24% of budget). YTD: 39 clients served	\$0.00	0%	\$15,000.00	
SILVER RIBBON \$3,000.00 Funds will be utilized to provide assistance with rent, rent deposits, utilities, utility deposits, medications, physician/medical visits, eyeglasses, durable medical equipment.	\$0.00	Agency submitted Oct. (\$400.00), Nov. (\$153.04), & Dec. (\$400.00) requests processing in Feb. (Total \$953.04 -- 32% of budget). YTD: 4 clients served	\$0.00	0%	\$3,000.00	
AFFORDABLE HOMES OF SOUTH TX \$100,000.00 Funding will be utilized to provide direct home ownership assistance with subsidizing mortgage principal.	\$0.00	Agency is processing 1 applicant who is eligible for the program and continuing with selection of existing house and financing process.	\$0.00	0%	\$100,000.00	
PARKS & RECREATION DEPARTMENT \$200,000.00 Funds will be utilized to construct recreational Connectivity Trail Project.	\$0.00	Staff preparing environmentals to submit for approval to HUD.	\$0.00	0%	\$200,000.00	
PUBLIC WORKS DEPARTMENT \$104,000.00 Funds will be utilized for the design of Astroland Storm Sewer Improvements Design Phase I	\$0.00	Engineering Department working on the design phase of the project	\$0.00	0%	\$104,000.00	
\$32,000.00 Funds will be utilized for the design of Spikes Storm Sewer Improvements Design Phase I	\$0.00	Engineering Department working on the design phase of the project	\$0.00	0%	\$32,000.00	
\$214,000.00 Funds will be utilized for the design of Sanitary Sewer Improvements Design Phase I	\$0.00	Staff preparing environmentals to submit for approval to HUD.	\$0.00	0%	\$214,000.00	
REHABILITATION \$80,000.00	\$0.00	Applicants being receipted for continued eligibility	\$0.00	0%	\$80,000.00	
PROGRAM ADMINISTRATION \$196,111.00	\$62,995.36	Oversight Expense of the CDBG Program	\$62,995.36	32.12%	\$133,115.64	
\$980,555.00	\$62,995.36		\$62,995.36	6%	\$917,559.64	
Community Development Department						
New Applicants (HAP):	Agencies/Contractor:	Departments:	# of referrals to other agencies/departments:	Walk-ins		
0	9	1	8	17		
Re-certifications:	Previously Assisted:	Release of Liens	Incoming Calls:	Appointments		
0	13	0	21	0		



CITY OF
MISSION

Grants Activity Report- February 2025

Grant Name	Funding Agency	Department	Application Amount	Matching Amount	Due Date	Status
FY22 Building Resilient Infrastructure and Communities (BRIC)	TDEM	Executive	\$ 415,000	25%		Submitted-Tracking
Animal Welfare Organization Energy Efficiency & Conservation Grant (EECBG)	Petco Love DOE	Health Executive	\$ 50,000 \$ 140,450	None None		Submitted-Tracking
FY25 Operation Stonegarden	DOE	Executive	\$ 140,450	None		Submitted-Tracking
FY26 Project Safe Neighborhood	OOG	Police	\$ 250,000	None		Submitted-Tracking
FY25 SHSP LETPA	OOG	Police	\$ 50,000	None		Submitted-Tracking
FY25 SHSP Regular	OOG	Fire	\$ 200,527	None		Submitted-Tracking
FY25 SHSP Regular	OOG	Police	\$ 100,000	None		Submitted-Tracking
FY25 SHSP LETPA	OOG	Fire	\$ 158,900	None		Submitted-Tracking
FY26 Criminal Justice Program	OOG	Police	\$ 54,000	None		Submitted-Tracking
FY Fire Responder Mental Health	OOG	Fire	\$ 70,000	20%(In-Kind)		Submitted-Tracking
FY26 General Victim Assistance Program	OOG	Police	\$ 40,000	20%(In-Kind)		Submitted-Tracking
FY26 State Crisis Intervention	OOG	Police	\$ 74,500	None		Submitted-Tracking
FY26 Bullet Resistant Shields Program	OOG	Police	\$ 129,595	None		Submitted-Tracking
FY26 Body Worn Camera	OOG	Police	\$ 37,500	25%		Submitted-Tracking
FY26 Rifle-Resistant Body Armor	OOG	Police	\$ 278,747.10	None		Submitted-Tracking
Resilient Communities Program	TX GLO	Executive	\$ 300,000	None		In Progress
Community Wildfire Defense Grant	USDA	Fire	\$ 250,000	None		In Progress
FY26 Border Zone Fire Department	OOG	Fire	\$ 250,000	None		In Progress
FY26 Operation Lone Star Grant	OOG	Police		None		In Progress
FY26 Operation Lone Star Grant	OOG	Fire		None		In Progress
OVAG-Victim Services	OAG	Police		None		In Progress



CITY OF MISSION

Grants Activity Report- February 2025

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



Information Technology

Departmental Report February 2025

Information Technology Department Overview

In partnership with other City of Mission departments, Information Technology's focus is to maintain core technologies; plan for technology evolution; promote centralized data storage and reporting; consolidate business operations on standardized applications; provide effective communication tools; and enhance local area network (LAN) and mobile connectivity in the most efficient, team oriented, and fiscally responsible manner so that City of Mission residents, businesses and visitors receive the best service possible.

Equip new and existing units with new Technology

Equip units with in new in car video system, and tablet. Pending arrival of 10 new units

Multifactor Authentication

Configure Multi Factor Authentication to strengthen security posture on email and VPN. VPN MFA is complete and will be activated on users once policy is in place. Currently working on Email MFA. Estimated Completion end of April 2025

Work Orders

IT goal is to close tickets within 12 business hours. Priority work orders are worked on first. About 350 Work orders closed February 2025.

Windows 10 End of life

Windows 10 is reaching its end-of-life October 14, 2025. All city computers need to be upgraded to windows 11. All departments complete except PD in progress.

Tyler Data Archive

Legacy public safety RMS servers and application are end of life. Data needs to be migrated to the hosted Tyler solution. Data has been uploaded and being reviewed. Estimated completion end of March 2025

PD End of Life Computers

Replace all end-of-life computers at PD. Computers have been received and installation in progress.

Mobile Security Trailers

Two new trailers Complete. Working on purchase of new system to outfit existing trailer.

Animal Shelter

Outfit Animal Shelter with switches and cameras for network connectivity and security. PO in progress.

Technology Equipment and Application Inventory

Confirm all technology inventory city wide. In progress

Data Integrity

Review accounts on all systems. In progress.



RIO GRANDE VALLEY STATE VETERANS CEMETERY

MONTHLY REPORT



RGV State Veterans Cemetery

2520 South Inspiration Road • Mission, Texas 78572

Office: (956) 583-7227 • Fax: (956)-583-7887



Interments February

February - 2025	Double Depth	Standard	Columbarium	In-Ground	Scatter Garden	Memorial Garden	Total
Veterans	1	6	6	2			15
Spouses		2	1	2			5
Family Members		1					1
Total	1	9	7	4	0	0	21
Percentage of Total	4.76%	42.86%	33.33%	19.05%	0.00%	0.00%	100.00%

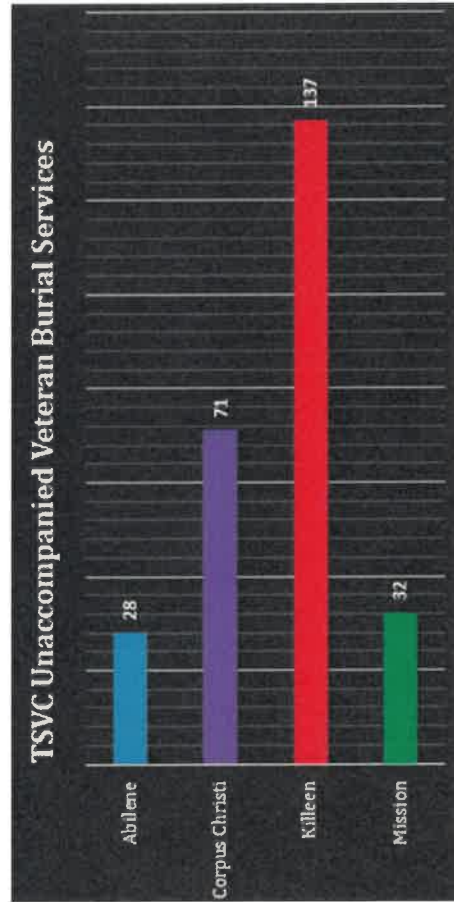
Rio Grande Valley State Veterans Cemetery - Plot Availability and Utilization Report						
	Total Plots	Plots Utilized	Plots Available	% Utilized	% Available	
Estimate of Total Plots Planned for RGV SVC	25,090	4,164	20,926	16.60%	83.40%	
RGV SVC - Total Plots in Developed Areas	9,255	4,164	5,091	44.99%	55.01%	
RGV SVC - Availability of Casketed Burial Option in Developed Areas	4,430	2,392	2,038	54.00%	46.00%	
RGV SVC - Availability of Cremation Burial Option in Developed Areas	3,825	1,732	2,093	45.28%	54.72%	
RGV SVC - Availability of Memorial Plot Option in Developed Areas	1,000	40	960	4.00%	96.00%	



RGV State Veterans Cemetery

2520 South Inspiration Road • Mission, Texas 78572

Office: (956) 583-7227 • Fax: (956) 583-7887





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Events and Ceremonies Information:
No events for March 2025

Upcoming Events:
Memorial Day Event May 26, 2025
Veterans Day Event November 11, 2025
Wreath Laying Ceremony December 13, 2025 @ 9am



RGV State Veterans Cemetery

2520 South Inspiration Road • Mission, Texas 78572

Office: (956) 583-7227 • Fax: (956)-583-7887



Completed Projects:

- Irrigation Audit for September 2024 completed
- Removal of 80% non-usable equipment 11/24/2023
- 2020 File Migration Completed- pending VLB direction
- 2021 File Migration Completed- pending VLB direction
- Completed Section 33-Realignment & Resetting
- CSR in training for 180 days-Training Plan
- Compressor replacement –Compl.(VLB purchase)
- Tools/Tool Box for staff (VLB Purchase)
- Water Conservation Action Plan –On-going 4/2024
- Electronic Reporting on IPADS- for all staff (7)

Ongoing Projects Pending- VLB OAR- Funded:

- Power washing areas with mold with the cemetery
- Maintenance Tech II in training for 180 days-Training Plan
- Maintenance Tech in training for 180 days-Training Plan
- Working on Section MS1-Realignment & Resetting
- Winterization Plan Pending approval City of Mission

Ongoing Projects Pending:

- Monthly Irrigation Audit-replace broken lines/equipment
- 100% Pre-registration eligibility review-on going project
- Headstone setting vehicle – revamp 4/2024 in use
- Staff cross-training -2025
- Clearing/Mowing of 43.17 acres on the NW side-48% done
- Digital reporting option (for staff)- currently testing samples
- 2022 File Migration pending completion 1/2025
- Water Conservation Action Plan –On-going 1/2025
- Irrigation Audit for September 2025 on-going

VLB Funded (In-Progress)

- Re-alignment on 44 Flat Marker/ Headstone
- 100% Eligibility Review-Headstone Completed

VLB Funded (Pending)

- Addition of New Space Force Military Branch of Service Seal and Flag in Assembly Area
- Casket Transport Vehicle Hearse (Flat) Automatic Gate
- Water Station – on Cemetery Grounds

VLB Funded (Approved)

- Bobcat Tool Cat UW56 -2
- New Privacy Fence Slats Completed
- Electrical Services for Garrison Flag and offices 8/24-Completed 2024-2025 Budget Approved
- Administration Building Roofing Replacement Insurance approved

VLB Funded (Received)

- Shed for equipment 12/21/2024
- Tools and tool box- Maco Tools \$7000 Dis –Purchased onsite 12/17/24
- Compressor replacement -Completed

VA Grant Applications Pending:

- Administration Building Roofing Replacement
- Installation of Automatic and Remotely Controlled Entry Gate
- Public Water Fountains Installed Throughout Grounds
- Remotely Controlled Public Digital Display Board for Schedules and Events



Public Works

January 2025 Monthly Report

Streets Project



Lion's Park Paving Project

Water Treatment Plant



Backflow Preventer Training



Public Works Projects



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Utility Billing and Collection

ANALYTICAL STATISTICAL COMPARISON				
‡ UTILITY BILLING ACCRUALS ‡				
BILLING TYPE	JAN - 2025	JAN - 2024	FYTD 24-25	FYTD 23-24
Water Consumption (Gals.)	352,638,000	307,796,000	1,427,875,000	1,515,429,000
Number of Customers	31,341	30,835		
WATER & WASTEWATER				
Water Sales	\$ 1,192,959	\$ 1,099,909	\$ 4,800,433	\$ 5,089,826
Water Sales - <i>Granjeno</i>	2,386	2,127	9,159	9,903
Water Connections	49,815	26,355	155,338	102,585
Reconnect Fees	8,625	4,500	44,475	20,975
Sewage Service	696,644	638,734	2,746,566	2,783,521
Sewage Service - <i>Granjeno</i>	1,295	1,263	4,958	5,010
Wastewater Connections	13,240	9,780	44,440	32,880
Industrial Sewer Surcharge	1,542	192	3,796	2,127
Service Charge	9,240	10,015	42,962	39,446
Total	\$ 1,975,746	\$ 1,792,875	\$ 7,852,127	\$ 8,086,273
SANITATION				
Garbage Fees	\$ 702,639	\$ 682,693	\$ 2,781,011	\$ 2,641,961
Brush Fees	107,288	105,412	423,035	416,794
Total	\$ 809,927	\$ 788,105	\$ 3,204,046	\$ 3,058,755
DRAINAGE ASSESSMENT FEE				
Drainage Assessment Fee	\$ 107,429	\$ 105,573	\$ 428,423	\$ 421,716
Total	\$ 107,429	\$ 105,573	\$ 428,423	\$ 421,716
Total Billing	\$ 2,893,102	\$ 2,686,553	\$ 11,484,596	\$ 11,566,744
‡ UTILITY COLLECTIONS CASH ‡				
COLLECTIONS	JAN - 2025	JAN - 2024	FYTD 24-25	FYTD 23-24
Total Collections	\$ 2,128,238	\$ 1,877,861	\$ 7,935,868	\$ 8,355,819

Water Distribution

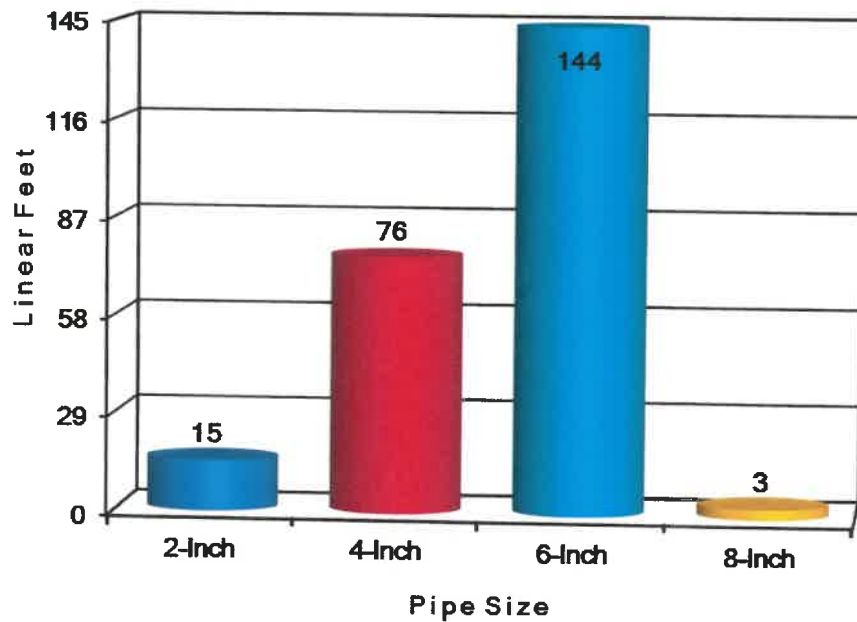
Utility Line Installation

Water Distribution Crews installed 238 Linear Feet of Utility Line. Below are the locations where the broken line repairs took place. There were eighteen (18) major water line breaks repaired.

Water Distribution - January 2025 Utility Line Installation

2-Inch		4-Inch		6-Inch		8-Inch	
900 Los Ebanos	2'	3404 San Rafael	2'	2705 Tack Dr	4'	Mission Event Ctr	3'
223 Bryan Rd	3'	Lion's Park	60'	Lion's Park	60'		
3909 Garza St	4'	936 Lee St	2'	FM495 / Orange St	80'		
Sharyland High School	6'	806 Magnolia	10'				
		2109 Vernon	2'				
15 LF		76 LF		144 LF		3 LF	

January 2025
Utility Pipe Line Installation



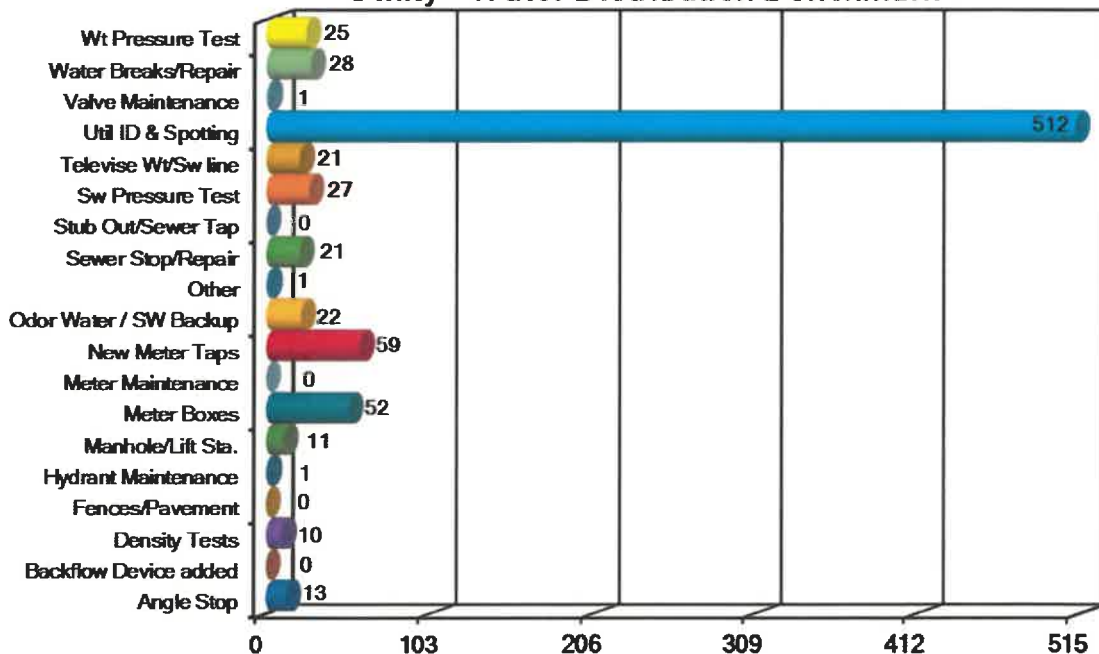
Water Distribution

Water Distribution - Maintenance Benchmark Summary

The following is Water Distribution’s maintenance benchmark summary for January.

Service Type	Oct	Nov	Dec	Jan	FYTD 24-25	FY 23-24
Angle Stop	4	13	17	13	47	155
Backflow Device	0	0	1	0	1	1
Density Tests	18	10	25	10	63	144
Fences/Pavement	0	0	0	0	0	0
Hydrant Maintenance	2	0	0	1	3	505
Manhole/Lift Station	1	4	4	11	20	76
Meter Boxes	22	61	55	52	190	711
Meter Maintenance	1	3	5	0	9	127
New Meter Taps	29	72	56	59	216	744
Odor Water	7	17	20	22	66	190
Other	0	1	6	1	8	232
Sewer Stop/Repair/Tap	9	21	6	21	57	150
Stub Out Sewer	0	0	0	0	0	10
Sewer Pressure Test	5	2	28	27	62	89
Televise Sewer line	6	3	9	21	39	28
Utility ID & Spotting	720	533	451	512	2,216	7,764
Valve Maintenance	1	1	1	1	4	27
Water Break/Repair	50	27	28	28	133	450
Water Pressure Test	11	5	29	25	70	36
Totals	886	773	741	804	3,204	11,439

January 2025
Utility - Water Distribution Benchmark



Water Distribution - Utility Inspections Utility Inspectors, Mr. Lupe Vela and Mr. Carlos Fuentes, conducted inspections on thirty-eight (38) sites see below, performed 10 Density Tests, 25 Air Tests, 27 Mandrel Tests. Inspectors worked on 170 line locates.

	Site/Subdivision	Start Date	Completion Date	Location	Inspection Description
1	All Heart Church	3/2023	1/2025	3 Mile / Shary	Utilities Complete
2	Anacua Village	7/2024		Mayberry / 8 th St.	Under Construction
3	Anzalduas Industrial Park PH 1	4/2024		Military / Bryan	Under Construction
4	Anzalduas Industrial Park PH 7	3/2024		Military / Bryan	Under Construction
5	Augusto Contreras	2/2023		Shary / Bus 83	Under Construction
6	Bentsen Grove	9/2022		Inspiration / 1 Mile South	Under Construction
7	Bentsen Palm PH III	1/2023		Inspiration / 1 Mile South	Under Construction
8	Bryan Landing	7/2024		Bryan / N. 2 Mile	Under Construction
9	Camelias Plaza	9/2023		FM 495 / Bryan	Under Construction
10	Cap Storage Victoria Drive, LLC	6/2023		Shary / Victoria	Under Construction
11	City of Mission W-A15, S Conway L.S.	7/2020	1/2025	Trinity / Conway South	Utilities Complete
12	Coastal Plaza	11/2021		Expressway / Bryan Road	Under Construction
13	Conway Village	1/2025		4 Mile / Conway	Under Construction
14	Cross Church	7/2023		Expressway / Glasscock	Under Construction
15	Crystal Estates	9/2023		Inspiration Rd / Esperanza	Under Construction
16	Deleon-Zamora	7/2024		4 Mile / Conway	Under Construction
17	El Milagro PH I	12/2022		Los Indios / Bryan	Under Construction
18	Excel Carriers	7/2023		3 Mile / La Homa	Under Construction
19	Granada Subdivision PH II	11/2024		Los Indios / Grand Canal Dr	Under Construction
20	Holland Terrace	7/2024		Holland / 25 th St.	Under Construction
21	Khit Chiropractic	7/2024		Bryan / Bus 83	Under Construction
22	Las Cumbres Terrace	1/2025		2 Mile / Trosper	Under Construction
23	Las Esperanzas	1/2023		Glasscock / Frontage 83	Under Construction
24	Las Misiones De San Jorge	9/2023		S Conway / Military	Under Construction
25	Lucksinger Apartments	9/2021		Lucksinger / Bus 83	Under Construction
26	Mayfair at Trinity	5/2024		Bryan / Trinity	Under Construction
27	Monarza Estates	9/2023		3 ½ N Mayberry	Under Construction
28	Retama Village V	7/2024	1/2025	Military / Schuerbach	Utilities Complete
29	Retama Village VI	1/2025		Bentsen Palm Dr.	Under Construction
30	Sendero Phase I	1/2023		1 Mile South	Under Construction
31	Sendero Phase II	2/2022		1 Mile South	Under Construction
32	Sharyland Bus Park PH I	3/2022		Anzalduas / Military	Under Construction
33	Shary Town Plaza	7/2023	1/2025	Shary / 4 th St.	Utilities Complete
34	Sonoma Ranch	1/2025		Mayberry / 2 ½ Mile	Under Construction
35	Springwood Manor Estates	6/2024		Stewart / School Lane	Under Construction
36	The Reserve at Taylor	4/2024	1/2025	Taylor / FM 495	Utilities Complete
37	Tierra Dorada Lift Station	7/2024		Tierra Dorada	Under Construction
38	Turtle Cove	9/2023	1/2025	Mile 3 / White Oak	Utilities Complete

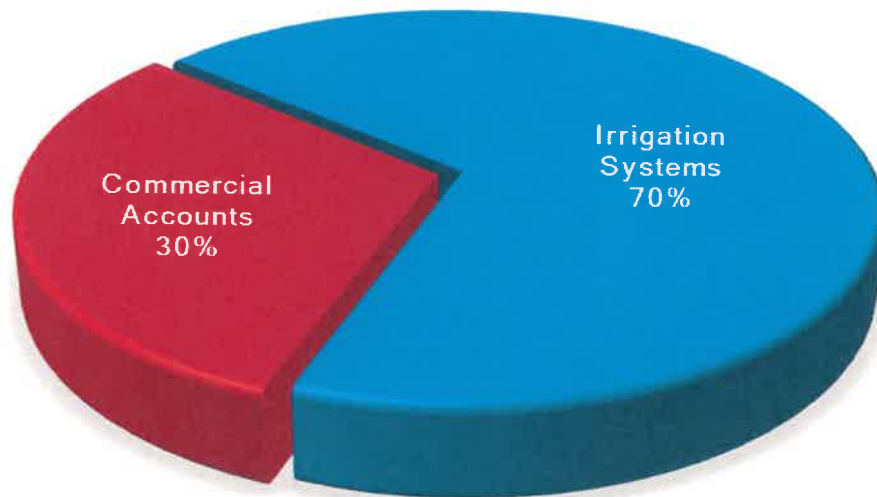
Water Distribution - Backflow Prevention Inspections

There were twenty-three (23) Backflow Prevention Assembly Inspections that Mauro Anzaldua Jr. performed to keep our water lines free from back siphonages and water backflow contamination for January.

2024-25 Backflow Inspections

Tests / Surveys	Oct	Nov	Dec	Jan	FYTD 24-25	FY 23-24
Inspection of <i>Commercial Accts</i>	4	6	5	7	22	71
Inspection of <i>Sprinkler Accts</i>	16	10	14	16	56	137

**January 2025
Backflow Prevention Inspections**



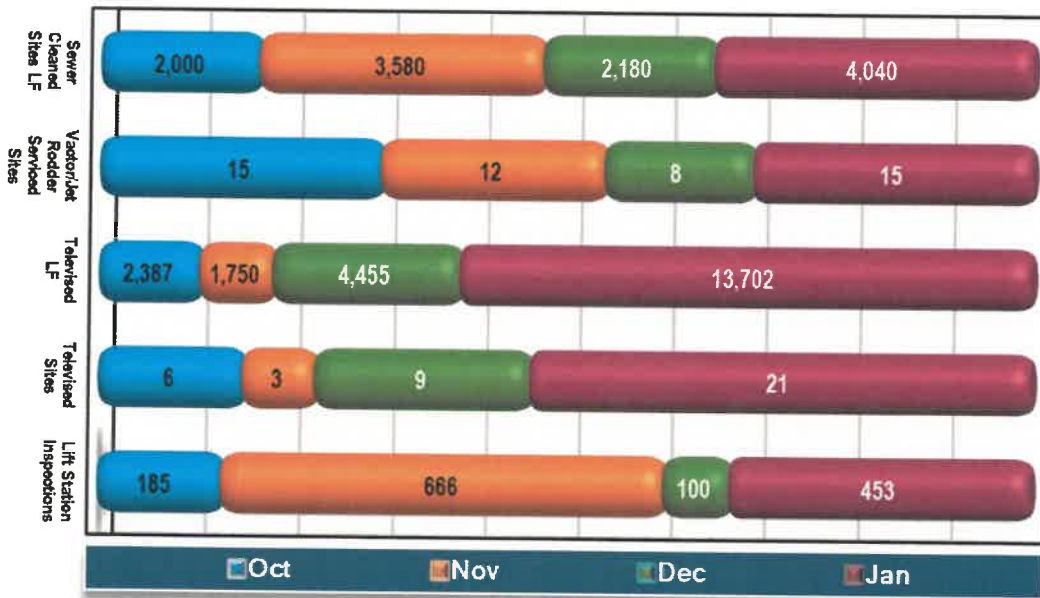
Water Distribution - Sewer Collection

Our Sewer Collection Crews inspected and maintained monthly the City's 40 active Sewer Lift Stations and approximately 374.58 miles of sewer lines by responding to 22 sewer backups, 21 sewer line televised sites, cleaned 15 sewer line sites (9 Vactor / 6 Jet Rodder) and 453 lift station work orders for this month.

Sewer Lift Station Inspections Vactor / Jet Rodder Cleaning Services

Service Type	Oct	Nov	Dec	Jan	FYTD 24-25	FY 23-24
Lift Stations Inspections	185	666	100	453	1404	5889
Televised Sites	6	3	9	21	39	28
Televised Linear Feet (LF)	2387	1750	4455	13702	22294	15519
Vactor/Jet Rodder Serviced Sites	15	12	8	15	50	23
Vactor/Jet Rodder Serviced Linear Feet (LF)	2000	3580	2180	4040	11800	4428

2024-25 Sewer Collection Lift Station Inspections, Televised & Serviced Sites



Water Treatment Plant

Water Production

Water Plant Operators at our North and South Water Treatment Plants treated 369.654 million gallons of water.

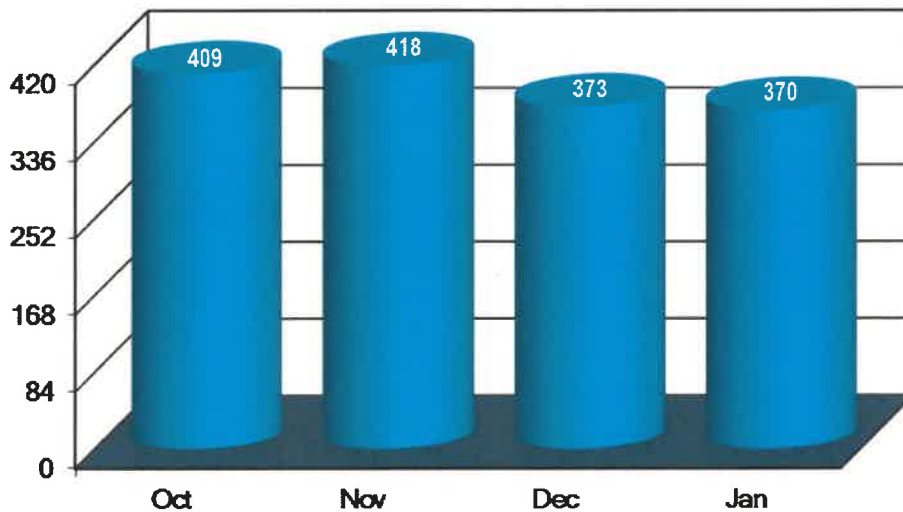
2024-25 Water Million Gallons (MG)

Avg	Max	Min	Oct	Nov	Dec	Jan	FYTD 24-25	FY 23-24
12	16	10	409	418	373	370	1,570	4,915

Parameters Exceeded: N/A

Rainfall: 0.70"

2024-25 Water Production Million Gallons (MG)



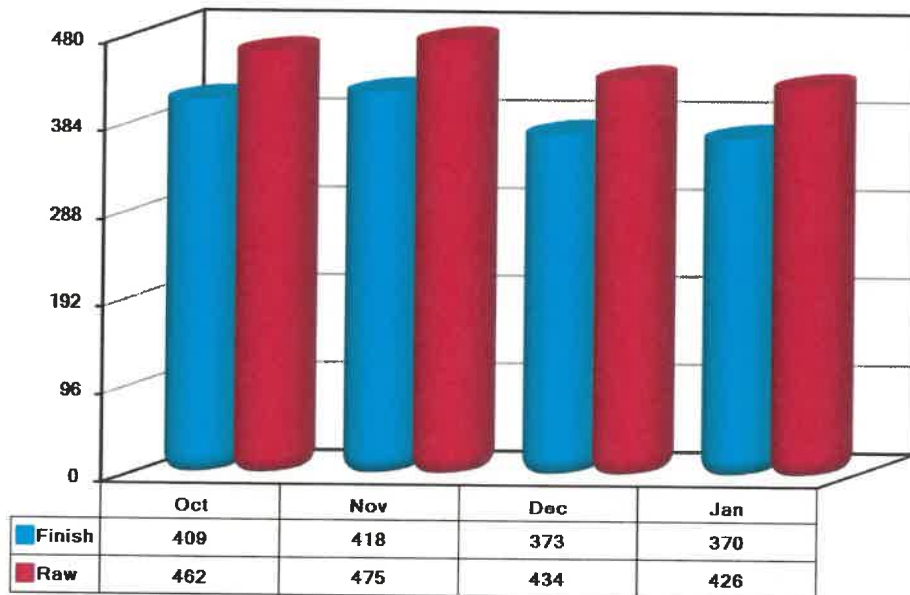
Operations and Maintenance - North Water Treatment Plant

- The International Dioxide Company (IDI) collected the monthly chlorite samples.
- Staff continued with performing maintenance on pumps and motors.
- Operators performed required daily and monthly water lab analysis, backwashed and cleaned required filters.
- COVID-19 safety practices continue based on the CDC Guidelines and staff are encouraged to wear masks and practice social distancing.
- Reviewed water quality lab results from the following certified laboratories:
 1. Ana-Lab (Chlorite, TOC, SUVA)
 2. Eurofins Eaton Analytical (Chlorite)

Operations and Maintenance - South Water Treatment Plant

- The International Dioxide Company (IDI) collected the monthly chlorite samples.
- Operators continued with regular maintenance of pump and motors, as well as, kept up with mowing grass in the facilities and towers.
- Currently, as of February 6, 2025, the Falcon Reservoir water level is at 14.7% and the Amistad Reservoir water level is at 26.4%, respectively. The average of both water reservoir levels is at 20.55%.
- Operators performed daily and monthly water lab analysis, backwashed and cleaned required filters.
- Staff performed necessary Water Plant and Reservoir adjustments; such as water influent, water effluent, water levels and chemical adjustments.
- Staff maintained grass trimmed at two treatment plants, reservoirs and distribution Water Towers.
- Initiated preventive maintenance on equipment as deemed necessary and exercised Emergency Generators weekly.

**Water Treatment Plants
2024-25 Raw & Finish Water
Million Gals. (MG)**



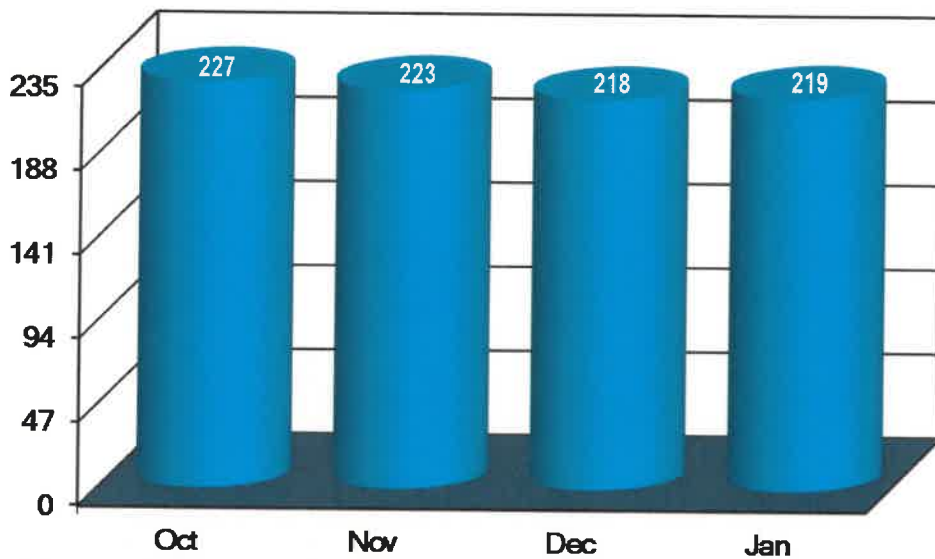
Wastewater Treatment Plant

Wastewater - Treatment Wastewater Plant staff treated 219.230 million gallons of Wastewater.

2024-25 Wastewater Million Gallons (MG)

Avg	Max	Min	Oct	Nov	Dec	Jan	FYTD 24-25	FY 23-24
7.0	7.5	6.5	227	223	218	219	887	2,719

2024-25 Treated Wastewater Million Gallons (MG)



Wastewater - Wastewater Plant Status No violations for January. Plant operated at 54.7% capacity; Plant is rated at 13.5 mgd; and Plant Yearly Averaged 7.386 mgd. There was 0.9 inches rainfall.

Wastewater - Risk Management Program As the City employees face certain viruses and pathogens at the Plant, we followed the suggested CDC Guidelines for COVID-19, as well as, all employees received Proper Protection Equipment when needed. All cleaning and disinfection are done by janitorial staff. Facilities checked all filters for all buildings with climate control systems and also checked equipment for fire hazard preparation. Cleaning the filters of every air condition unit, allows the employees a safer environment to work in. Staff was instructed to inform authorities if unauthorized personnel were in the Plant after work hours. Only authorized personnel can visit the Plant and Visitors need to sign in the lobby or schedule an appointment with the department.

Wastewater - Staff Developments New hire, Andres Garcia, began working at the Plant and is training to obtain his TCEQ Wastewater “D” License. Eric Hernandez also has started his training for process control and will begin training on basic Plant knowledge and soon test for the TCEQ Wastewater “D” license. Ramiro Ortiz, Chief Operator, will be responsible for all processing of water samples and TCEQ compliances; a critical role for Wastewater Plant operations.

Wastewater - Facility Activities Supervisory Staff continues to support the team with training goals and best practices towards maintaining the Plant in compliance with TCEQ regulatory inspections. Other rehabilitation projects are on their way and are pending approvals. These projects will allow the Plant to continue to provide effective sewage treatment and environmental protection of water for the State of Texas.

Wastewater - General Maintenance Staff maintained grass trimmed, initiated preventive maintenance on equipment as deemed necessary; and (automatically) exercised two emergency generators once a week. The following repairs were completed in-house.

1. Odor control systems were monitored and adjusted to reduce malodorous emissions.

2. Operators continued routine cleaning of Clarifiers side walls to remove algae buildup.
3. Pumps at our Main Lift Station were exercised for better flow to our Screening System at head works.
4. Operators cleaned "Tea Cup" Grit System at head works on a weekly basis.
5. Maintenance Crew worked on the Lift Station pumps and exercised all pumps at the Main Lift Station.
6. Maintenance Crew worked on thickener pump leaks, repairs and adjustments.
7. Operators worked on water supply line leak and repaired it with a new valve.
8. Maintenance greased bearings on schedule.
9. Pre-Treatment Pond was repaired by Maintenance Staff.
10. Grounds keeping was done by all Operators.

Wastewater - Contract Work

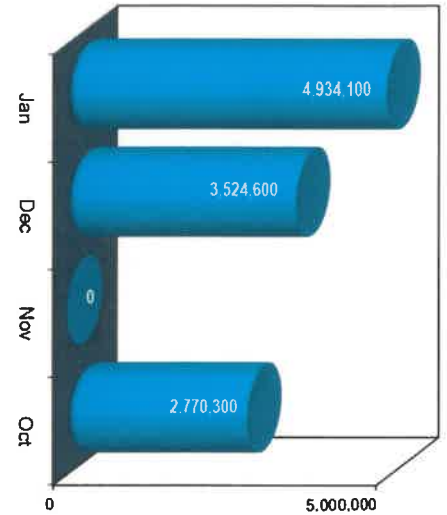
City's Contracted out electricians worked on the following.

1. J&E worked on the RAS Pump No. 4.
2. Hill-Tex work done at the Plant was as follows.
 - Worked on Aerator No. 3 control panel.
 - Worked on Main Lift Station System.
 - Worked on Grit System leak repair at the Headwork System.
 - Worked on main entrance gate at the South.

Wastewater - Other Contract Work

1. CB3 continued to provide the Plant with sludge and grit removal services.
2. Cintas provided uniform services and entrance door mat replacements on a weekly basis.
3. Polydine supplied us with polymer totes for aiding in sludge de-watering at Belt Press System.
4. Facilities Department worked on the Administration building and air filter exchanges for Plant.

2024-25 Pretreatment Flow (MG)



Wastewater - Lab Status

All equipment and supplies met TCEQ standards for analysis and are concurrent with Standard Method procedures. ERA annual testing was completed and Lab passed all analysis categories. Reports were finalized and sent to TCEQ for annual compliance. Plant Supervisor continued using the EPA Discharge Monitoring Report Federal Reporting System to comply with TCEQ regulations; Plant is following TCEQ Rules and Regulations and Operators are dedicated to the cleaning and disinfection of water and its reintroduction back to the environment.

Wastewater - Special Projects

The Capital Improvement Projects include clarifier covers for UV Protection Industrial Pond Rehab, Digester Aeration upgrade and other needed projects; Discussed the future improvements for redundancy at our Dewatering Sludge System (Belt Press). Clarifier Covers or equipment needed for algae removal is a project that the Plant is initializing; the removal of algae buildup at the clarifier walls and weirs; This treatment process gains a significant increase in disinfection. Equipment downstream of the Clarifier System is cleaner and decreases wear and tear of UV light bulbs and will eliminate Operator man hours and reduces the risk of injury.

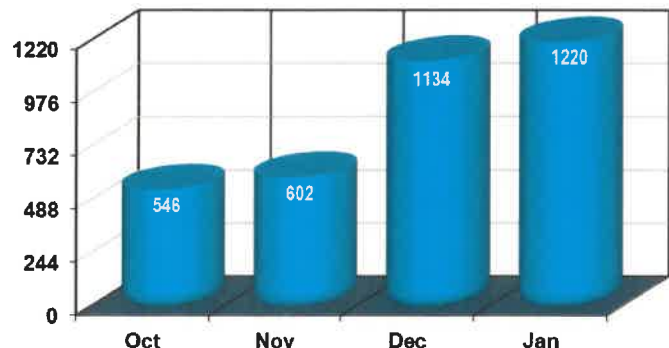
Pre-Treatment

Three surface Aerators and motors are operational. Clarifier at Pretreatment was cleaned up of debris on the surface. All industrial flows to the Plant continue to be accounted for by meter totalizers and truck tickets. The Lone Star Citrus Company transported 124 truckloads of 620,000 gallons of citrus wastewater to the Pretreatment System. Pretreatment flow of waste from Rio Grande Juice Company and MPI (Metal Plating Industry) was 4,934,100 million gallons. Total sludge hauled was 1,220 cubic yards equivalent to 61 roll off containers.

2024-25 Sludge Removal

Month	Roll Offs	Cu/Yds
Oct	39	546
Nov	43	602
Dec	63	1,134
Jan	61	1,220
FYTD 24-25	206	3,502
FY 23-24	530	7,365

2024-25 Sludge Removal - Cubic Yards



Street Division - Benchmark Summary

Our Street Crews paved 4,200 linear feet and patched approximately 670 Potholes; placed a total of 10 Signs, 10 Poles (cemented); inspected and repaired 76 Traffic Lights and Street Lamps; 1,330 Street Miles was Swept; removed 290 Tires; Street Crews cleared right-of-way tree limb obstructions. There were 215 customers and a monetary Collection of Debris totaling \$6,833.

Street Improvement & Construction Projects

Project Name	Linear Feet	Construction % Completion	Current Status	Project Cost	Contractor
Lion's Park	4,200 x 12 (790 Tons)	100%	100%	\$ 65,805	Street Department

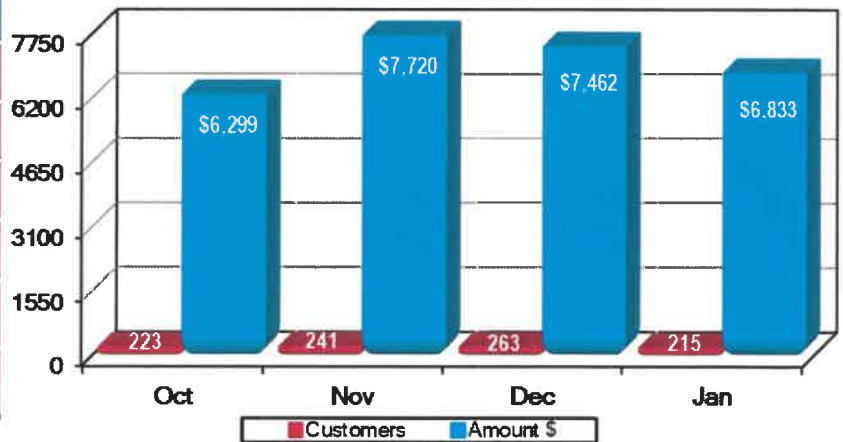
Collection of Debris

There were 215 customers with a collection of debris totaling \$ 6,833.

Collection of Debris

Month	Customers	Amount \$
Oct	223	\$ 6,299
Nov	241	\$ 7,720
Dec	230	\$ 7,462
Jan	215	\$ 6,833
FYTD 24-25	909	\$ 28,314
FY 23-24	2,582	\$ 71,496

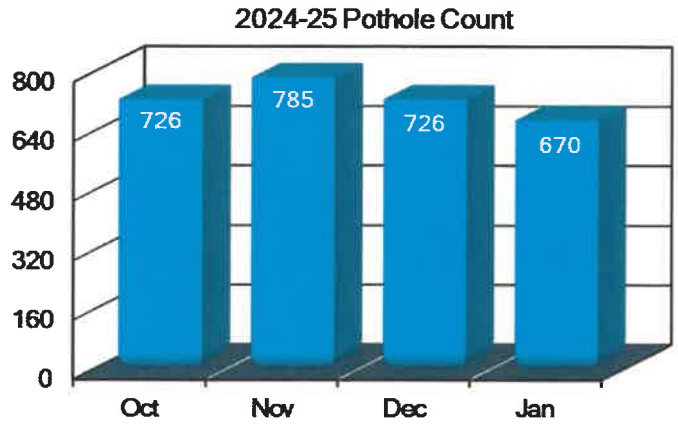
2024-25 Collection of Debris



City Pothole Maintenance

Street Crews filled a total of 670 potholes.

Month	FYTD 23-24	FYTD 24-25
Oct	767	726
Nov	789	785
Dec	675	726
Jan	780	670
Totals	3,011	2,907



City Street Miles Swept

Mr. Torres, Mr. Gutierrez, Mr. Medina, Sweeper Operators, cleaned 1,330 street miles.

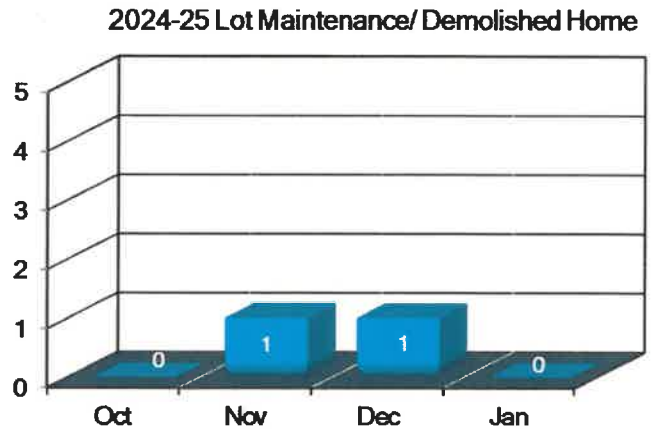
Month	FYTD 23-24	FYTD 24-25
Oct	1,048	1,662
Nov	837	1,497
Dec	1,239	1,258
Jan	1,043	1,330
Totals	4,167	5,747



Lot Maintenance / Demolished Home

There were no demolished home or lot maintenance.

Month	FYTD 23-24	FYTD 24-25
Oct	0	0
Nov	0	1
Dec	0	1
Jan	1	0
Totals	1	2

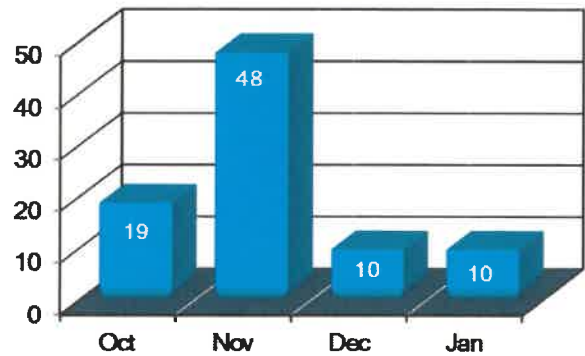


Sign Shop Output Measures Crews installed 10 signs (3 stop signs) and 10 cemented poles.

2024-25 Sign Installation

Month	FYTD 23-24	FYTD 24-25	Posts
Oct	33	19	11
Nov	24	48	28
Dec	50	10	13
Jan	23	10	10
Totals	130	87	62

2024-25 Sign Installations

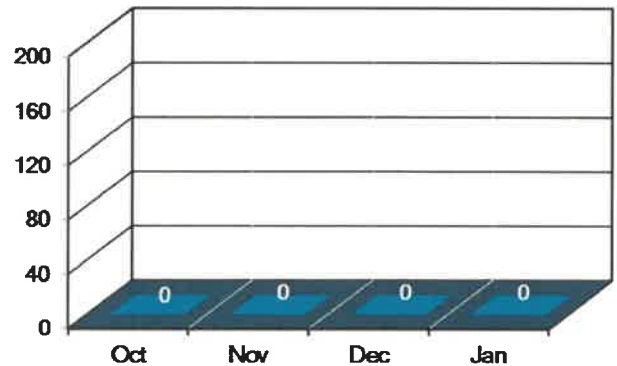


Street Light Maintenance There were no Street Light inspections this month.

2024-25 Light Maintenance

Month	FYTD 23-24	FYTD 24-25
Oct	0	0
Nov	0	0
Dec	0	0
Jan	0	0
Totals	0	0

2024-25 Street & Expressway Light Outages



Traffic Signal Maintenance

Assisted with 5 road closures due to repair of water and sewer lines and closures for the Citrus Parade.

Month	School Zone			Traffic Signals Light Changes							
	Light Bulb Replacement	Re-set Controller	School Maint	Green	Red	Amber	Walk / Don't Walk	Trouble shoot Controller	Reg Maint	Misc	Total
Oct	0	0	8	1	1	0	0	6	37	45	98
Nov	0	0	0	2	0	2	1	5	28	23	61
Dec	2	2	2	1	0	3	0	7	24	28	69
Jan	1	2	8	0	2	1	3	5	18	36	76
24-25	3	4	18	4	3	6	4	23	107	132	304
23-24	19	43	146	14	14	15	29	60	365	459	1164

Storm Drainage Street Crews cleared debris from storm drains and ditches throughout the City.

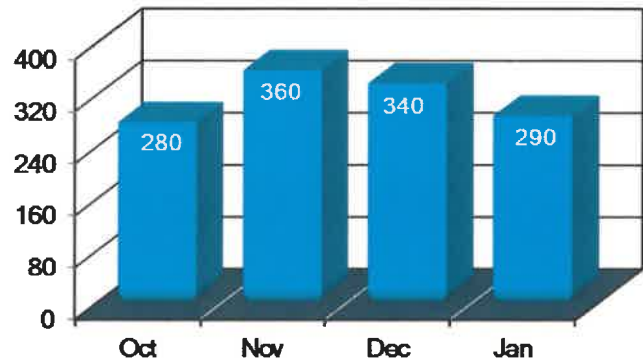
City Crew Collect Debris Our Alley Crew cleaned alleyways and averaged 5 trailer loads daily and mowed an average of 2 miles of alleyway.

Tire Removal Our Streets Crew removed 290 tires from the City this month.

2024-25 Tire Collection

Month	FYTD 23-24	FYTD 24-25
Oct	210	280
Nov	432	360
Dec	210	340
Jan	80	290
Totals	932	1,270

2024-25 Tire Removal



2024-25 Fleet Maintenance & Cost Summary

Charge Code	Work Orders	Preventive Maintenance	Cost \$
Oil Changes / PM	42	42	\$ 13,500
Repairs	16	0	\$ 31,000
January	58	42	\$ 44,500
FYTD 24-25	248	194	\$ 148,800
FY 23-24	1,012	717	\$ 492,800

2024-25 Fleet Work Order Benchmark

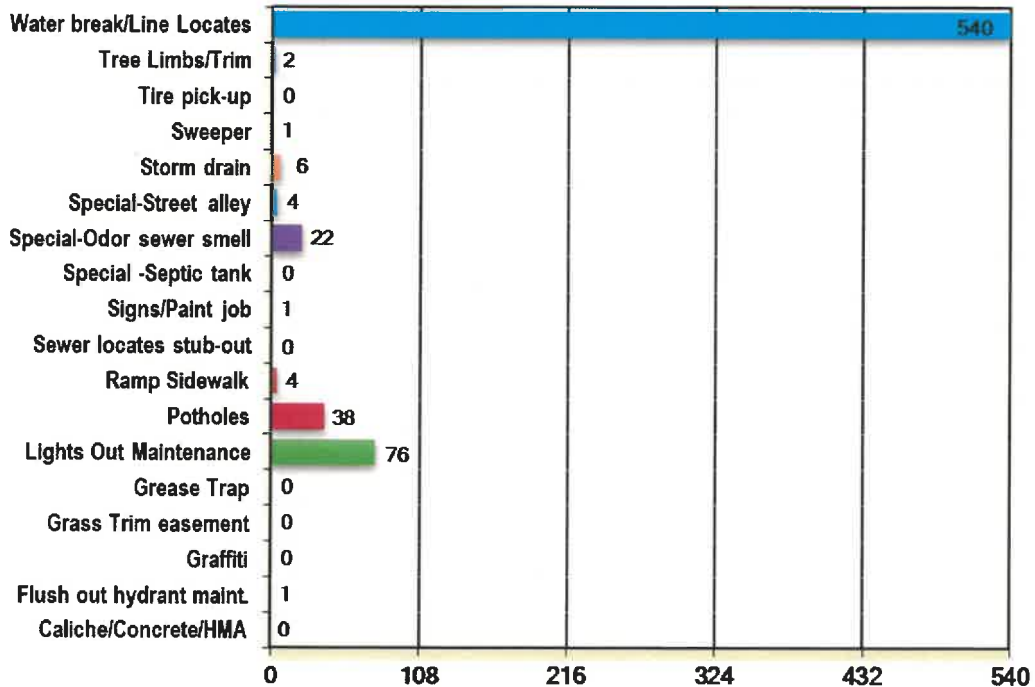


Administration Request for Service Calls

2024-25 Request for Service Calls

Service Type	Oct	Nov	Dec	Jan	FYTD 24-25	FY 23-24
Caliche/Concrete/HMA	0	0	0	0	0	8
Flush Hydrant Maintenance	2	0	0	1	3	505
Graffiti	0	0	0	0	0	0
Grass Trim easement	9	1	1	0	11	115
Grease Trap	0	0	0	0	0	0
Lights Out Maintenance	90	61	69	76	296	1,164
Potholes	121	53	61	38	273	592
Ramp Sidewalk	1	0	0	4	5	11
Sewer locates stub-out	0	0	0	0	0	9
Signs/Paint job	6	1	8	1	16	43
Special -septic tank	0	0	0	0	0	0
Special-Odor smell	7	17	20	22	66	189
Special-Street alley	9	1	5	4	19	75
Storm drain	8	4	2	6	20	79
Sweeper	11	3	6	1	21	109
Tire pick-up	0	19	0	0	19	62
Tree Limbs/Trim	19	4	4	2	29	204
Water break/Line locates	770	560	479	540	2,349	8,214
Total	1,053	724	655	695	3,127	11,379

January 2025 - Request for Service Calls

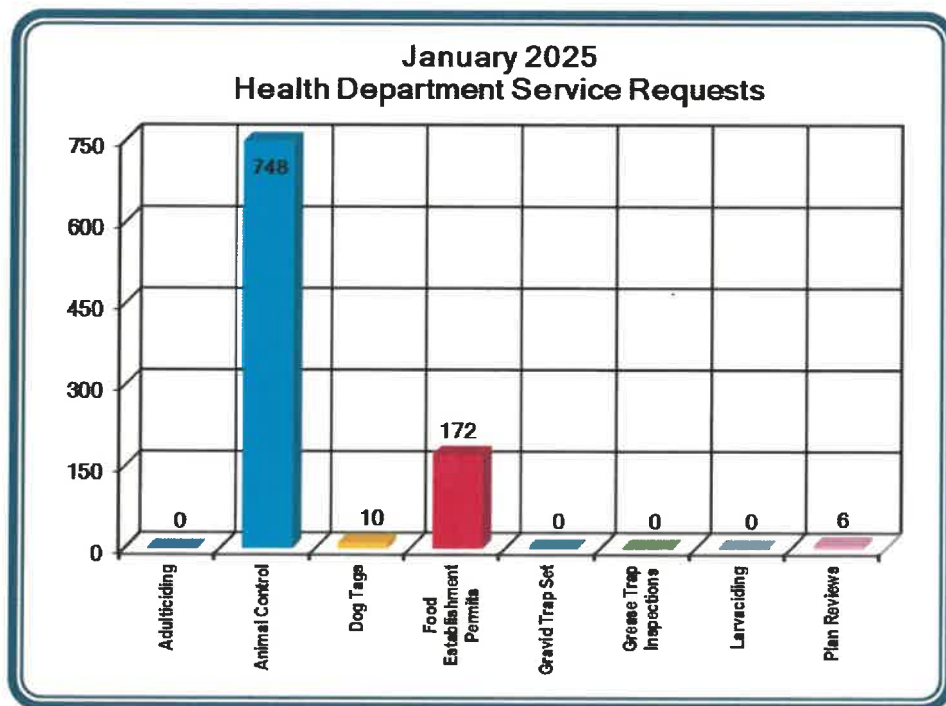


Health Department

Health Department Benchmark Summary

Following are the services provided by the Health Department for January.

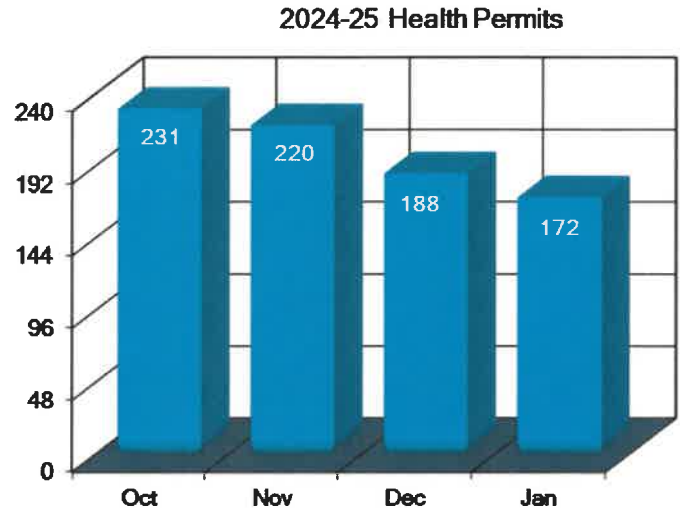
Service Type	Oct	Nov	Dec	Jan	FYTD 24-25	FY 23-24
Adulthooding	0	0	0	0	0	123
Animal Control	970	770	791	748	3,279	9,269
Dog Tags	0	0	0	10	10	33
Food Est. Permits	231	220	188	172	811	1,054
Gravid Trap Set	0	0	0	0	0	0
Grease Trap Inspections	0	0	0	0	0	0
Larvaciding	0	0	0	0	0	12
Plan Reviews	7	10	8	6	31	87
Total	1,208	1,000	987	936	4,131	10,578



Health Permits

A total of 172 Food Establishment permits were issued this month.

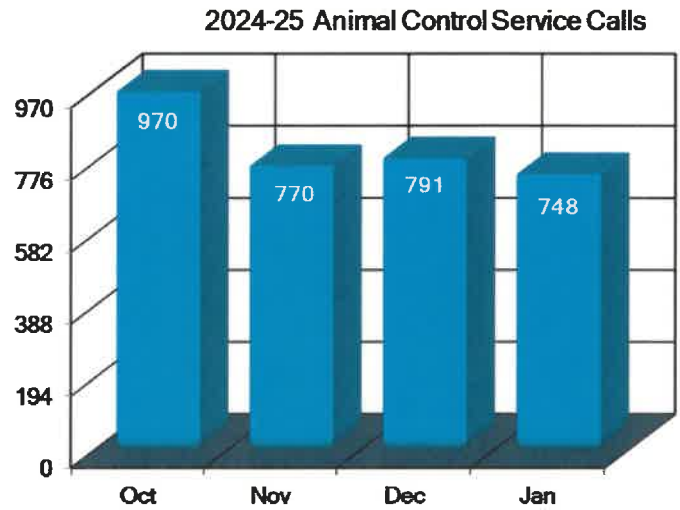
Food Establishment Permits		
Month	FY 23-24	FY 24-25
Oct	114	231
Nov	66	220
Dec	41	188
Jan	96	172
Totals	317	811



Animal Control Service Calls

Citizens called (748 calls) regarding Animal Control concerns.

Animal Control Calls		
Month	FY 23-24	FY 24-25
Oct	756	970
Nov	560	770
Dec	600	791
Jan	644	748
Totals	2,560	3,279



Health Department Animal Control

Our City's Animal Wellness Officers, Daniel, Ivan and Jesus reported the following Animal Control for January. The staff from Alton and Palmview did not report for January. There were 64 requests for intake service orders completed by City staff this month.

Dogs

CITY	Stray	Bite Case	Seized	D.O.A.	Owner Surrender	Escape, Lost, Etc.	Jan	YTD 24-25
Mission	14	4	0	10	3	0	31	368
Alton	0	0	0	0	0	0	0	1
Palmview	0	0	0	0	0	0	0	0
Jan	14	4	0	10	3	0	31	
YTD 24-25	267	26	0	71	4	1		369
FY 23-24	1067	86	7	173	61	0		1048

Cats

CITY	Stray	Bite Case	Seized	D.O.A.	Owner Surrender	Escape, Lost, Etc.	Jan	YTD 24-25
Mission	5	1	0	17	0	0	23	247
Alton	0	0	0	0	0	0	0	0
Palmview	0	0	0	0	0	0	0	0
Jan	5	1	0	17	0	0	23	
YTD 24-25	138	4	0	105	0	0		247
FY 23-24	799	5	3	253	8	0		1068

Wildlife

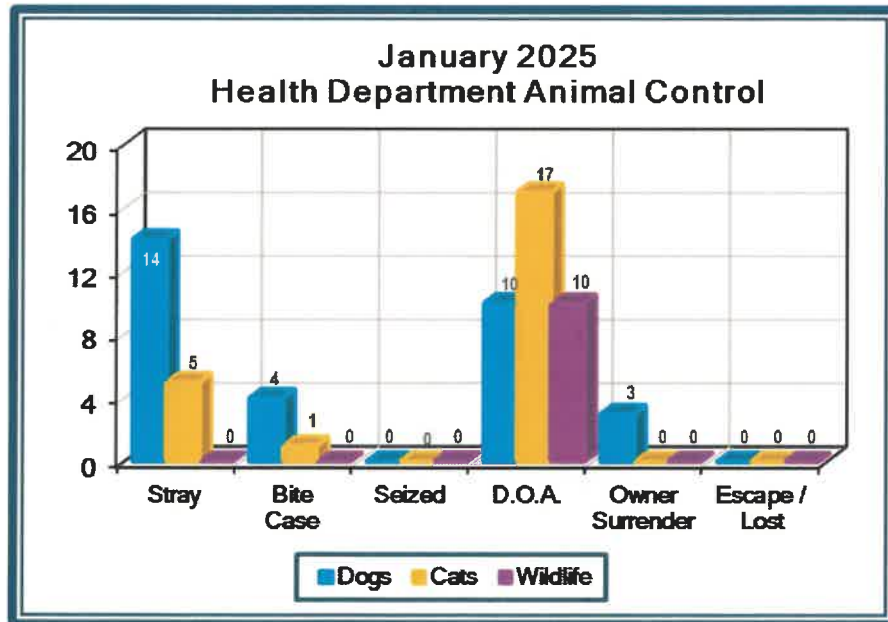
CITY	Stray	Bite Case	Seized	D.O.A.	Owner Surrender	Escape, Lost, Etc.	Jan	YTD 24-25
Mission	0	0	0	10	0	0	10	51
Alton	0	0	0	0	0	0	0	0
Palmview	0	0	0	0	0	0	0	0
Jan	0	0	0	10	0	0	10	
YTD 24-25	0	0	0	51	0	0		51
FY 23-24	23	0	0	128	3	0		166

Health Department Animal Control Summary

Below is our Health Department Animal Control Shelter Intake Summary of Dogs, Cats, and Wildlife.

January 2025 Health Department Animal Control

Animal Type	Stray	Bite Case	Seized	D.O.A.	Owner Surrender	Escape / Lost	Jan	YTD 24-25
Dogs	14	4	0	10	3	0	31	369
Cats	5	1	0	17	0	0	23	247
Wildlife	0	0	0	10	0	0	10	51
Jan	19	5	0	37	3	0	64	
YTD 24-25	405	30	0	227	4	1		667
FY 23-24	1,889	91	10	569	69	0		2,628



M E M O R A N D U M

TO: MIKE PEREZ, CITY MANAGER
FROM: XAVIER CERVANTES, DIRECTOR PLANNING
DATE: FEBRUARY 7, 2025
SUBJ: MONTHLY REPORT JANUARY 2025

ACTIVITY REPORT FOR THE PLANNING DIVISION IS PROVIDED FOR THE PREVIOUS MONTH.

JANUARY 2024

REZONINGS: 2
CONDITIONAL USE PERMIT: 4
HOMESTEAD APPROVALS: 0
SUBDIVISIONS: 1
SINGLE LOT VARIANCES: 3
VARIANCES (ZBA): 5
SITE PLAN APPROVALS: 3
OTHER P&Z REQUESTS: 2

**Building Permit and Inspections
Activity Report for
The Month of January 2025**

Total # of Building Permits	Building Permit Value	Building Permit Fee	Types of Building Permits
31	\$6,762,025.00	\$12,344.75	New Dwelling
2	\$860,000.00	\$4,006.38	Commercial
9	\$2,268,600.00	\$11,407.22	Assembly Apartments Warehouse
			Move Out Houses/Move Within Move In Houses
1	\$35,000.00	\$105.00	Move in Mobile Homes
5	\$231,000.00	\$1,625.00	Schools
6	\$21,609.00	\$37.40	Swimming Pools
4	\$16,055.00	\$220.00	Sheds
6	\$16,947.00	\$105.00	Signs Fence
			Tower Gas Tanks Pumps
1	\$5,000.00	\$55.00	Demolition Water Well/Recreation Const.
65	\$10,216,236.00	\$29,905.75	Totals
26	\$653,303.75	\$4,896.35	Residential Buildings
8	\$493,450.00	\$3,704.68	Commercial Buildings
4		\$120.00	Apartment Buildings
			Assembly Buildings
1	\$350.00	\$35.00	School Buildings
9	\$58,350.00	\$776.85	Awnings/Decks
15	\$225,700.00	\$635.15	Carports/Concrete
64	\$120,000.00	\$277.40	Porches/Driveways/Sidewalks Garages/Canopies Hobby Shops
71	\$1,551,153.75	\$10,445.43	Totals
Total Building Permits			136
Total Building Valuation			\$11,767,389.75
Total Building Permit Fees			\$40,351.18

Prepared By: RACHEL ALVAREZ
Date: 2/3/2025

Page 2
 Monthly Report for January 2025

I. Permits Issued

A. Building

Number	136
Value	<u>\$11,767,389.75</u>
Permit Fees	<u>\$40,351.18</u>

B. Electrical, T-Pole, & T-Clear

Number	201
Permit Fees	<u>\$23,162.00</u>

C. Mechanical

Number	50
Value	<u>\$493,668.00</u>
Permit Fees	<u>\$6,072.50</u>

D. Plumbing, Gas & Sprinkler System

Number	106
Permit Fees	<u>\$14,107.00</u>

TOTALS

Total Permits Issued	493
Total Valuation	<u>\$12,261,057.75</u>
Total Permit Fees	<u>\$83,692.68</u>

II. Number of Inspections Conducted

606

Monthly Report for January 2025

III. Other Fees

A. Business License Application

Number	25
Permit Fees	<u>\$1,100.00</u>

B. Garage Sale Permits

Number	172
Permit Fees	<u>\$2,040.00</u>

C. Health Cards

Number	0
Permit Fees	<u>\$0.00</u>

D. Builder Registration

Number	41
Permit Fees	<u>\$3,550.00</u>

E. Electrician Registration

Number	0
Permit Fees	<u>\$0.00</u>

F. Plumbing Registration

Number	0
Permit Fees	<u>\$0.00</u>

G. Mechanical Registration

Number	12
Permit Fees	<u>\$800.00</u>

H. House Inspections

Number	32
Permit Fees	<u>\$200.00</u>

I. Planning & Zoning Applications

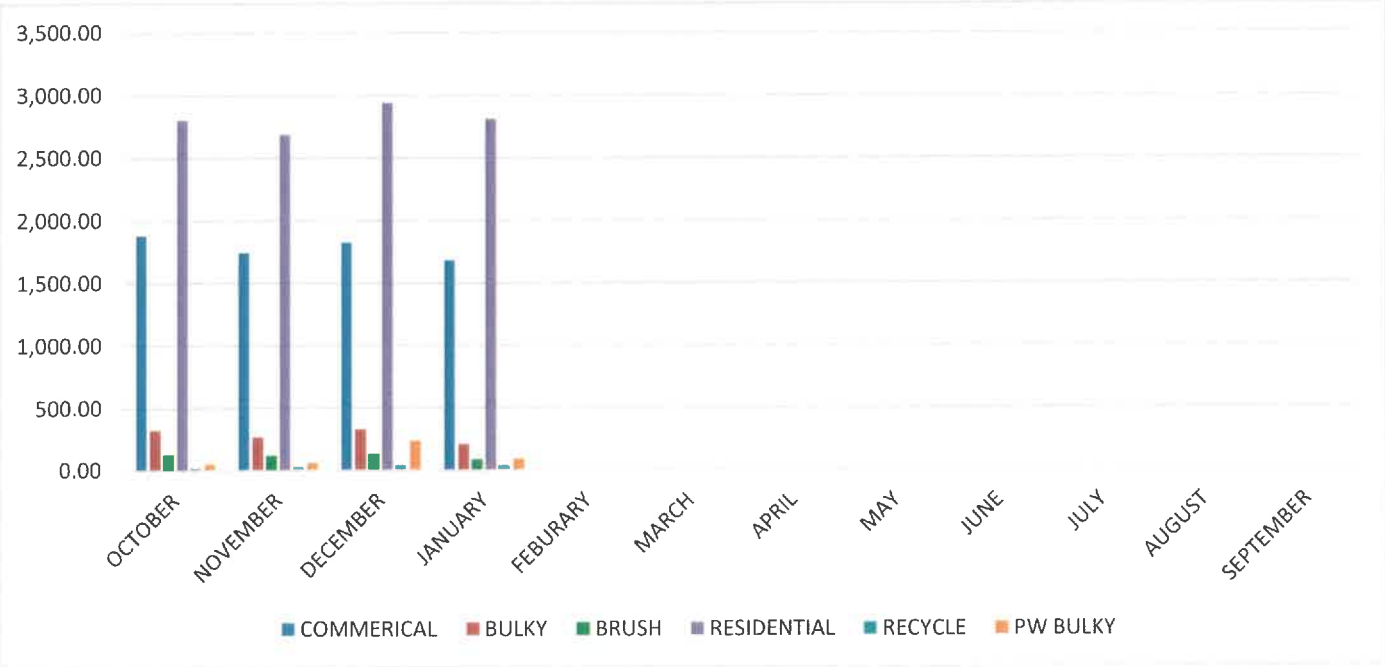
Number	29
Permit Fees	<u>\$7,800.00</u>

SANITATION DEPARTMENT

For the month of January, the City of Mission Sanitation Department disposed of a combined **4,798.40** tons of trash/bulky items. In addition, **6468.00** cubic yards of brush was collected at our sanitation landfill.

Month	TONS RESIDENTIAL	CUBIC YARDS BRUSH	TONS BULKY	TONS COMMERICAL	TONS BRUSH	TONS RECYCLE	TONS PW BULKY
OCTOBER	2,805.45	9,268.00	322.85	1,881.00	125.118	18.60	52.23
NOVEMBER	2,685.61	8792.00	266.90	1742.68	118.692	26.98	59.29
DECEMBER	2,939.79	9436.00	329.30	1824.82	127.386	43.85	237.31
JANUARY	2,813.00	6468.00	209.70	1684.15	87.318	35.93	91.55
FEBURARY					0		
MARCH					0		
APRIL					0		
MAY					0		
JUNE					0		
JULY					0		
AUGUST					0		
SEPTEMBER					0		
Total	11243.85	33964	1128.75	7132.65	243.81	125.36	440.38

2024 - 2025 SANITATION PICK UP (TONS)





CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: March 3, 2025
PRESENTED BY: Anna Carrillo, City Secretary
AGENDA ITEM: Approval of Minutes – Carrillo
 Regular Meeting – February 24, 2025
 Special Meeting – February 24, 2025

NATURE OF REQUEST:

See attached minutes

BUGETED: Yes / No / N/A **FUND:** _____ **ACCT. #:** _____

BUDGET: \$ _____ **EST. COST:** \$ _____ **CURRENT BUDGET BALANCE:** \$ _____

BID AMOUNT: \$ _____

STAFF RECOMMENDATION:

Approval

Departmental Approval: N/A

Advisory Board Recommendation: N/A

City Manager’s Recommendation: Approval *MRP*

RECORD OF VOTE:

APPROVED: _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____



MINUTES

PRESENT:

Norie Gonzalez Garza, Mayor
Ruben D. Plata, Mayor Pro-Tem
Jessica Ortega, Councilwoman
Marissa Ortega-Gerlach, Councilwoman
Alberto Vela, Councilman
Patricia A. Rigney, City Attorney
Mike R. Perez, City Manager
Anna Carrillo, City Secretary

ABSENT:

ALSO PRESENT:

Maria E. Salinas
Jermias Tezcucaro
Hilda Flores
Irma Flores Lopez
Stanley Farosa
Aaron Balli
Laura Martinez
Mario Salinas
Monico Vasquez
Richard Lackland
Rick Lopez
Sonia Romero
Patricia Rey
David Maqueda
Antonio Padilla
Deisy Garza
Crystal Reyes
Sue Duleba
Wade Shiba
Victor Parra
Hector Ranguillo
Salvador Morales
Dorance Cuba

STAFF PRESENT:

Anais Chapa, Assistant City Secretary
Juan Pablo Terrazas, Asst. City Manager
Andy Garcia, Asst. City Manager
Xavier Cervantes, Planning Director
Steven Kotsatos, Health Director
Vidal Roman, Finance Director
Alex Hernandez, Assistant Planning Director
Susie De Luna, Assistant Planning Director
Abram Ramirez, IT Director
Yenni Espinoza, Library Director
Roel Mendiola, Sanitation Director
Michael Elizalde, Dir. of Grants & Strategic Dev.
Joel Chapa, Police Officer
Mike Fernuik, Golf Course Director
Humberto Garcia, Media Relations
Ruben Hernandez, Media Relations
Brad Bentsen, Parks & Recreation Director

REGULAR MEETING

CALL TO ORDER AND ESTABLISH QUORUM

With a quorum being present, Mayor Norie Gonzalez Garza called the meeting to order at 3:34 p.m.

INVOCATION AND PLEDGE ALLEGIANCE

Councilman Alberto Vela led the invocation and Pledge of Allegiance.

DISCLOSURE OF CONFLICT OF INTEREST

Mayor Pro Tem Plata has one on file for executive session item number two.

PRESENTATIONS

1. Proclamation - Rotary International 120th Anniversary – Carrillo

Mayor Pro Tem Plata moved to approve the Proclamation- Rotary International 120th Anniversary. Motion was seconded by Councilwoman Ortega and approved unanimously 4-0.

Councilwoman Jessica Ortega joined the meeting at 3:40 p.m.

2. Report from the Greater Mission Chamber of Commerce – Brenda Enriquez

Brenda Enriquez, Greater Mission Chamber of Commerce President, spoke about upcoming events such as: Lunch & Learn: Navigating I-9 forms February 26th, SBDC: From Logos to Colors February 27th, Commerce Conversations Podcast, Season 1, Episode 5 February 28th, Ribbon Cutting: Peter Jaramillo Insurance March 4th, Winter Texan Fiesta March 7th, Lunch & Learn: Business and End of Life Preparations March 12th, Women's History Month Celebration & Market March 26th

3. Departmental Reports – Perez

Mayor Pro Tem Plata moved to approve the departmental reports as presented. Motion was seconded by Councilman Alberto Vela and approved unanimously 5-0.

4. Citizen's Participation – Garza

Esther Salinas, 3318 N. Compton Drive, spoke in reference to item 21. She voiced her opposition to the rezoning from agricultural to residential. Ms. Salinas stated that at the time the rezoning request was presented, there was a petition signed with the majority being opposed. Her concern was the increase in traffic as well as Compton Drive being Historic.

CONSENT AGENDA

All consent agenda items are considered routine by City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Councilmember requests an item be removed and considered separately. The City Council May Take Various Actions; Including But Not Limited To Rescheduling An Item In Its Entirety For A Future Date Or Time. The City Council May Elect To Go Into Executive Session On Any Item Whether Or Not Such Item Is Posted As An Executive Session Item At Any Time During The Meeting When Authorized By The Provisions Of The Open Meetings Act

5. Approval of Minutes – Carrillo

Regular Meeting – February 10, 2025

6. Acknowledge Receipt of Minutes – Perez

Speer Memorial Library Board – December 10, 2024

Youth Advocacy Advisory Board – January 14, 2025

Boys & Girls Club Board of Directors – January 14, 2025

Shary Golf Advisory Board – January 8, 2025

7. Approval of Interlocal Agreement for On Site Sewage Facility Inspections with Hidalgo County – Kotsatos

The Mission Health Department was requesting authorization to enter into an Interlocal Agreement with Hidalgo County for On Site Sewage Facility inspections. The primary purpose of the agreement was to outline both entity's responsibility for these inspection services. This agreement would be in effect as of March 11, 2025.

8. Board Appointments – Texas Citrus Fiesta Board of Directors – Carrillo

Texas Citrus Fiesta Board of Directors re-appoint: Jennifer Ruiz-Longoria, Kellye Ortega and Kristina Salinas Silva terms to expire February 28, 2028.

9. Request by County of Hidalgo Elections Department to use Bannworth Gym and Mission Parks and Recreation Facilities for the 2025 Elections – Carrillo

The County Elections Department was requesting the use of Bannworth Gym for Early Voting and/ Election Day, Mission Parks and Recreation for Early Voting and/ Election Day for 2025.

The 2025 Elections are:

May 3, 2025 Local Entities – Early Voting Apr. 22 – April 29 – Election Day, May 3, 2025

May 3, 2025 Local Entities Runoff– Early Voting May 27 – June 13 – Election Day June 7, 2025

November General Election – Early Voting – Oct. 20 – Oct. 31, 2025 – Election Day November 4, 2025

10. Approval of Resolution # 1959 supporting the proposed Mission Housing Authority Conway Village, Ltd. application to the Texas Department of Housing and Community Affairs – Carrillo

Mission Housing Authority Conway Village, Ltd, intended to submit an application to the Texas Department of Housing and Community Affairs for 2025 Competitive 9% Housing Tax Credits for Conway Village. This resolution confirmed the city's support of the proposed application.

RESOLUTION NO. 1959

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MISSION
SUPPORTING THE PROPOSED CONWAY VILLAGE LTD, APPLICATION #25077

Mayor Garza asked to remove item 10 from the list and be discussed individually.

Mayor Pro Tem Plata moved to approve all consent agenda items 5 thru 10 as presented. Motion was seconded by Councilman Vela and approved unanimously 5-0.

Mayor Pro Tem Plata moved to approve item 10. Motion was seconded by Councilwoman Ortega and approved unanimously 5-0.

PUBLIC HEARING

11. Public Hearing in accordance with TEX. LOC. GOV'T CODE § 372.009 to consider the advisability of the improvements and the establishment of the Cimarron Public Improvement District (the "District") as set forth in a petition received by the City from property owners within the proposed District requesting the City to establish the District over certain property described in the Resubdivision Plats of Cimarron Country Club Phase I, Sections I, II, III, and IV, in the City of Mission, Hidalgo County, Texas, and authorize the improvements referenced therein – Perez

Consideration of and possible action of Resolution # 1960 by the City Council of the City of Mission, Texas, making findings related to the advisability of authorizing improvements within and establishing the Cimarron Public Improvement District over certain property within the Resubdivision Plats of Cimarron Country Club Phase I, Sections I, II, III, and IV, recorded at Vol. 23, Pages 198-200 and Vol 24, Pg. 1 of the Map and Plat Records of Hidalgo County, Texas, and, if advisable, authorizing the improvements and establishing the District in accordance with such findings pursuant to Section 372.010 of the Texas Local Government Code – Perez

Public Hearing to consider the advisability of the improvements and the establishment of the Cimarron Public Improvement District as set forth in a petition received by the City from property owners within the proposed District requesting the City to establish the District over certain property described in the Resubdivision Plats of Cimarron Country Club Phase I, Sections I, II, III, and IV, in the City of Mission, Hidalgo County, Texas, and authorized the improvements referenced therein.

Approval of Resolution making findings related to the advisability of authorizing improvements within and establishing the Cimarron Public Improvement District over certain property within the Resubdivision Plats of Cimarron Country Club Phase I, Sections I, II, III, and IV, recorded at Vol. 23, Pages 198-200 and Vol 24, Pg. 1 of the Map and Plat Records of Hidalgo County, Texas, and, if advisable, authorizing the improvements and establishing the District in accordance with such findings pursuant to Section 372.010 of the Texas Local Government Code.

Staff and City Manager recommended approval.

Mayor Garza asked if there were any comments for or against the request.

David Earl, Attorney representing Cimarron's HOA, gave a brief presentation of the property that had been acquired by the City of Mission as well as future plans for the land.

Ann Camaiillo, a member of Cimarron's HOA, was thankful for the council's support for this endeavor and was looking forward to working with the City of Mission towards rebuilding the country club and golf course.

Enrique Castro, resident of Cimarron, was thankful to have such qualified individuals on the city's council. He's thankful for the rebuilding of the golf course and was also willing to work with the City of Mission on this project.

Mayor Pro Tem Plata moved to close the Public Hearing. Motion was seconded by Councilwoman Marissa Gerlach and approved unanimously 5-0.

Mayor Pro Tem Plata moved to approve the Resolution # 1960 by the City Council of the City of Mission, Texas, making findings related to the advisability of authorizing improvements within and establishing the Cimarron Public Improvement District over certain property within the Resubdivision Plats of Cimarron Country Club Phase I, Sections I, II, III, and IV, recorded at Vol. 23, Pages 198-200 and Vol 24, Pg. 1 of the Map and Plat Records of Hidalgo County, Texas, and, if advisable, authorizing the improvements and establishing the District in accordance with such findings pursuant to Section 372.010 of the Texas Local Government Code. Motion was seconded by Councilwoman Gerlach and approved 4-0, with Mayor Pro Tem Plata abstaining.

RESOLUTION NO. 1960

A RESOLUTION OF THE CITY COUNCIL OF MISSION, TEXAS, MAKING CERTAIN FINDINGS PERTAINING TO THE ADVISABILITY OF THE ESTABLISHMENT OF THE CIMARRON PUBLIC IMPROVEMENT DISTRICT AND THE IMPROVEMENTS PROPOSED TO BE FINANCED WITHIN

SUCH DISTRICT PURSUANT TO CHAPTER 372, SECTIONS 372.006 AND 372.009 OF THE TEXAS LOCAL GOVERNMENT CODE, AS AMENDED; AND PROVIDING FOR MATTERS RELATING THERETO

PLANNING & ZONING RECOMMENDATIONS

12. Rezoning: A 5.98 acre tract of land lying in Lot 97, Mission Acres Subdivision, from (AO-I) Agricultural Open Interim to (R-1T) Townhouse Residential, Obed Matus, and Adoption of Ordinance#5599 - Cervantes

On February 19, 2025, the Planning and Zoning Commission held a Public Hearing to consider the rezoning request. The subject site W located at the Southeast corner of Adams Avenue and West 20th Street. There was no public opposition during the P&Z Meeting. The board unanimously recommended approval.

Staff and City Manager recommended approval.

Mayor Garza asked if there were any comments for or against the request.

Crystal Reyes, 1511 W. 28th Street, stated that she had no issue with single family homes, but they did not want townhomes in the area. She felt that bringing in 30-40 townhomes would make the area unsafe.

Yolanda Matus, owner of the property, had been trying to sell this property since 2022 and has been unable to. The proposed buyer has stated that they plan to make a nice neighborhood with homes and she believes that they will do that.

Daisy Garza, 1514 W. 20th Street, was opposed to the rezoning requested. Her main concerns were that the area would become overpopulated and there would be a high increase in traffic.

Gregorio Villarreal, Realtor, confirmed that the property had been on the market since 2022. He said the buyer/builder, Imperio Homes, was proposing a nice neighborhood and based on their previous work, he believed they would be nice homes.

Jorge Valdez, buyer/builder of property, stated that the plan for the land was to subdivide it to create lots for 30 homes. They will not be building townhomes in the area nor any type of multi-family homes. This property would belong to one builder and only they would be constructing the homes in the area.

Mayor Garza asked Mr. Xavier Cervantes, Planning Director, why it was being requested to have the property rezoned to R-1T (Townhouse Residential).

Mr. Cervantes stated that it was being done this way so that they could create smaller lots. The rezoning would accommodate the single-family housing that was being proposed by the builder.

Mayor Garza asked that on the subdivision plat they placed a condition that no walls could be shared by any of the homes.

Mayor Pro Tem Plata moved to approve the Rezoning: A 5.98 acre tract of land lying in Lot 97, Mission Acres Subdivision, from (AO-I) Agricultural Open Interim to (R-1T) Townhouse Residential, Obed Matus, and Adoption of Ordinance#5599. Motion was seconded by Councilman Vela and approved unanimously 5-0.

ORDINANCE NO. 5599

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS
GRANTING A REZONING A 5.98 ACRE TRACT OF LAND LYING IN LOT 97, MISSION

ACRES SUBDIVISION, (AO-I) AGRICULTURAL OPEN INTERIM TO
(R-1T) TOWNHOUSE RESIDENTIAL

13. Rezoning: A 3.91 acre tract of land out of Porcion 58, and being out of Lot 124, of the Amended map of John H. Shary Subdivision, from PUD(AO-I) Agricultural Open Interim to PUD(R-1) Single Family Residential, Carlos Andrade, and Adoption of Ordinance#5600 - Cervantes

On February 19, 2024, the Planning and Zoning Commission held a Public Hearing to consider the rezoning request. The subject site was located along the South side of Mile 2 South Road approximately 150' West of Shary Road. There was no public opposition during the P&Z Meeting. The board recommended approval.

Staff and City Manager recommended approval.

Mayor Garza asked if there were any comments for or against the request.

There were no comments.

Mayor Pro Tem Plata moved to approve the Rezoning: A 3.91 acre tract of land out of Porcion 58, and being out of Lot 124, of the Amended map of John H. Shary Subdivision, from PUD(AO-I) Agricultural Open Interim to PUD(R-1) Single Family Residential, Carlos Andrade, and Adoption of Ordinance#5600. Motion was seconded by Councilwoman Ortega and approved unanimously 5-0.

ORDINANCE NO. 5600

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS
GRANTING A REZONING A 3.91 ACRE TRACT OF LAND OUT OF PORCION 58, AND BEING
OUT OF LOT 124, OF THE AMENDED MAP OF JOHN H. SHARY SUBDIVISION, PUD(AO-I)
AGRICULTURAL OPEN INTERIM TO
PUD(R-1) SINGLE FAMILY RESIDENTIAL

14. Rezoning: The East 139' of the North 459' to the South 660' and the West 14' of the East 139' of the South 201' of Lot 25-9, West Addition to Sharyland, from (AO-I) Agricultural Open Interim to (C-3) General Business, Claudia A. Delgado Lopez, and Adoption of Ordinance#_____ - Cervantes

On February 19, 2025, the Planning and Zoning Commission held a Public Hearing to consider the rezoning request. The subject site was located along the North side of Griffin Parkway (F.M. 495) approximately 150' East of E. Palm Circle. Staff received a petition reflecting 38% opposition. There was public opposition during the P&Z Meeting. The concerns voiced were in regards to the zoning being requested not being consistent with the surrounding land uses. The board unanimously recommended denial of the (C-3) General Business.

Staff and City Manager recommended denial.

Mayor Garza asked if there were any comments for or against the request.

Bethany Ross stated that the business they were proposing for this lot was for a non-emergency ambulance service. They would not be using any lights or sirens. She mentioned one of the concerns was the disposal of trash; however, she stated that they had not had any issues to date.

Randy Perez, 2311 Woodland Drive Lot 29, was in opposition of this request. He stated that a petition has been signed by those residents affected in which 38% were opposed to the

rezoning. Mr. Perez stated that this rezoning request was not consistent with the adjacent commercial properties or the future land use map.

Virginia Aguilera, owner of property adjacent to this lot, was also in opposition of this request. The neighbors surrounding this property did not want for it to be rezoned to commercial. If this business were to close, that would leave it open for any type of business to come in there.

Bethany Ross, states that the traffic would not be affecting the residents in the area due to their backyards facing the property.

Mayor Pro Tem Plata moved to deny the Rezoning: The East 139' of the North 459' to the South 660' and the West 14' of the East 139' of the South 201' of Lot 25-9, West Addition to Sharyland, from (AO-I) Agricultural Open Interim to (C-3) General Business, Claudia A. Delgado Lopez. Motion was seconded by Councilman Vela and denied unanimously 5-0.

15. Rezoning: The East 6 acres of Lot 2, in MRS. E.V. Flores Subdivision, 2501 Leonor Street, from (AO-P) Agricultural Open Permanent to (R-3) Multi-Family Residential, RST Las Fuentes, LP, and Adoption of Ordinance#5601- Cervantes

On February 19, 2025, the Planning and Zoning Commission held a Public Hearing to consider the rezoning request. The subject site was located along the South side of Leonor Street approximately 625' East of Schuerbach Road. There was no public opposition during the P&Z Meeting. The board unanimously recommended approval.

Staff and City Manager recommended approval.

Mayor Garza asked if there were any comments for or against the request.

There were no comments.

Mayor Pro Tem Plata moved to approve the Rezoning: The East 6 acres of Lot 2, in MRS. E.V. Flores Subdivision, 2501 Leonor Street, from (AO-P) Agricultural Open Permanent to (R-3) Multi-Family Residential, RST Las Fuentes, LP, and Adoption of Ordinance#5601. Motion was seconded by Councilwoman Ortega and approved unanimously 5-0.

ORDINANCE NO. 5601

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS
GRANTING A REZONING THE EAST 6 ACRES OF LOT 2, IN MRS. E.V. FLORES
SUBDIVISION, (AO-P) AGRICULTURAL OPEN PERMANENT TO
(R-3) MULTI-FAMILY RESIDENTIAL

16. Conditional Use Permit: Home Occupation – Rae's Esthetics, 508 N. Los Ebanos, A 0.29 acre tract of land out of Lot 19-3, West Addition to Sharyland Subdivision of Porciones 53-57, R-1, Laura Martinez, Adoption of Ordinance #5602 - Cervantes

On February 19, 2025 the Planning and Zoning Commission held a Public Hearing to consider the Conditional Use Permit request. The subject site was located approximately 1,142' South of Business Highway 83 along the East side of Los Ebanos Road. There was no public opposition during the P&Z Meeting. The board unanimously recommended approval.

Staff and City Manager recommended approval.

Mayor Garza asked if there were any comments for or against the request.

Laura Martinez, owner of the property, stated that her mother used to have this type of business on this location, and they would like to reopen it. Services would be provided by appointment only so they would not have too much traffic.

Councilwoman Ortega moved to approve the Conditional Use Permit: Home Occupation – Rae’s Esthetics, 508 N. Los Ebanos, A 0.29 acre tract of land out of Lot 19-3, West Addition to Sharyland Subdivision of Porciones 53-57, R-1, Laura Martinez, Adoption of Ordinance #5602. Motion was seconded by Mayor Pro Tem Plata and approved unanimously 5-0.

ORDINANCE NO. 5602

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS GRANTING A CONDITIONAL USE PERMIT FOR A HOME OCCUPATION – RAE’S ESTHETICS, 508 N. LOS EBANOS, A 0.29 ACRE TRACT OF LAND OUT OF LOT 19-3, WEST ADDITION TO SHARYLAND SUBDIVISION OF PORCIONES 53-57

17. Conditional Use Permit: To Place a Mobile Food Truck, 1931 N. Conway Avenue, Being a re-subdivision of all of Lot 2, Re-Subdivision of Lot 1, Mission Center Subdivision, C-3, Patricia Rey, Adoption of Ordinance #5603 - Cervantes

On February 19, 2025 the Planning and Zoning Commission held a Public Hearing to consider the Conditional Use Permit request. The subject site was located at the Southwest corner of W. 20th Street and N. Conway Avenue. There was no public opposition during the P&Z Meeting. The board unanimously recommended approval.

Staff and City Manager recommended approval.

Mayor Garza asked if there were any comments for or against the request.

Patricia Rey, owner, stated that she already had two businesses and would like to place the mobile food truck in between the two.

Councilwoman Ortega asked Mr. Cervantes if there was a way to keep track of or set a limit to the number of mobile food trucks that could be permitted within the city.

Mayor Pro Tem Plata moved to approve the Conditional Use Permit: To Place a Mobile Food Truck, 1931 N. Conway Avenue, Being a re-subdivision of all of Lot 2, Re-Subdivision of Lot 1, Mission Center Subdivision, C-3, Patricia Rey, Adoption of Ordinance #5603. Motion was seconded by Councilman Vela and approved unanimously 5-0.

ORDINANCE NO. 5603

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS GRANTING A CONDITIONAL USE PERMIT TO PLACE A MOBILE FOOD TRUCK, 1931 N. CONWAY AVENUE, BEING A RE-SUBDIVISION OF ALL OF LOT 2, RE-SUBDIVISION OF LOT 1, MISSION CENTER SUBDIVISION

18. Conditional Use Permit: Sale & On-Site Consumption of Alcoholic Beverages – RGV Padel Club II, 2513 Victoria Avenue, Lot 2, Hampton Inn & Suites, C-3, RGV Padel Club II, LLC (c/o Hector Ronquillo), Adoption of Ordinance #5604 and Wet Zone Ordinance # 5605 - Cervantes

On February 19, 2025 the Planning and Zoning Commission held a Public Hearing to consider the Conditional Use Permit request. The subject site was located approximately 435’ west of Taylor Road along the north side of Victoria Avenue. There was no public opposition during the P&Z Meeting. The board unanimously recommended approval.

Staff and City Manager recommended approval.

Mayor Garza asked if there were any comments for or against the request.

There were no comments.

Mayor Pro Tem Plata moved to approve the Conditional Use Permit: Sale & On-Site Consumption of Alcoholic Beverages – RGV Padel Club II, 2513 Victoria Avenue, Lot 2, Hampton Inn & Suites, C-3, RGV Padel Club II, LLC (c/o Hector Ronquillo), Adoption of Ordinance #5604 and Wet Zone Ordinance # 5605. Motion was seconded by Councilman Vela and approved unanimously 5-0.

ORDINANCE NO. 5604

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS GRANTING A CONDITIONAL USE PERMIT FOR THE SALE & ON-SITE CONSUMPTION OF ALCOHOLIC BEVERAGES – RGV PADEL CLUB II, 2513 VICTORIA AVENUE, LOT 2, HAMPTON INN & SUITES

ORDINANCE NO. 5605

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS AMENDING ORDINANCE NO.780 DESIGNATING PLACES WHERE BEER AND OTHER ALCOHOLIC BEVERAGES MAY BE SOLD WITHIN THE CORPORATE LIMITS OF THE CITY OF MISSION TO INCLUDE THE PREMISES LOCATED AT
2513 VICTORIA AVENUE, LOT 2 - RGV PADEL CLUB II

19. Conditional Use Permit: Sale & On-Site Consumption of Alcoholic Beverages – Marco’s Burgers & More, 2507 & 2509 E. Griffin Parkway, Lots 3 & 4, Block 2 Tierra Grande Commercial Plaza Subdivision, C-3, CGS Enterprises, LLC, Adoption of Ordinance #5606- Cervantes

On February 19, 2025 the Planning and Zoning Commission held a Public Hearing to consider the Conditional Use Permit request. The subject site was located near the NE corner of E. Griffin Parkway (F.M. 495) and Tierra Drive. There was no public opposition during the P&Z Meeting. The board unanimously recommended approval.

Staff and City Manager recommended approval.

Mayor Garza asked if there were any comments for or against the request.

There were no comments.

Mayor Pro Tem Plata moved to approve the Conditional Use Permit: Sale & On-Site Consumption of Alcoholic Beverages – Marco’s Burgers & More, 2507 & 2509 E. Griffin Parkway, Lots 3 & 4, Block 2 Tierra Grande Commercial Plaza Subdivision, C-3, CGS Enterprises, LLC, Adoption of Ordinance #5606 for life of use. Motion was seconded by Councilwoman Ortega and approved unanimously 5-0.

ORDINANCE NO. 5606

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS GRANTING A CONDITIONAL USE PERMIT FOR THE SALE & ON-SITE CONSUMPTION OF ALCOHOLIC BEVERAGES – MARCO’S BURGERS & MORE, 2507 & 2509 E. GRIFFIN PARKWAY, LOTS 3 & 4, BLOCK 2, TIERRA GRANDE COMMERCIAL PLAZA SUBDIVISION

20. Conditional Use Permit Renewal: Sale & On-Site Consumption of Alcoholic Beverages – Southern Pour Sips & Bites, 2600 E. Griffin Parkway, Being a 1.04 acre tract of land out of Lot 246, John H. Shary Subdivision, C-3, Southern Pour Sips & Bites, LLC, Adoption of Ordinance #5607 - Cervantes

On February 19, 2025 the Planning and Zoning Commission held a Public Hearing to consider the Conditional Use Permit Renewal request. The subject site was located between Hackberry

Avenue and Taylor Road along the south side of Griffin Parkway (F.M. 495). There was no public opposition during the P&Z Meeting. The board unanimously recommended approval.

Staff and City Manager recommended approval.

Mayor Garza asked if there were any comments for or against the request.

There were no comments.

Mayor Pro Tem Plata moved to approve the Conditional Use Permit Renewal: Sale & On-Site Consumption of Alcoholic Beverages – Southern Pour Sips & Bites, 2600 E. Griffin Parkway, Being a 1.04 acre tract of land out of Lot 246, John H. Shary Subdivision, C-3, Southern Pour Sips & Bites, LLC, Adoption of Ordinance #5607 for life of use. Motion was seconded by Councilwoman Gerlach and approved unanimously 5-0.

ORDINANCE NO. 5607

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS
GRANTING A CONDITIONAL USE PERMIT FOR THE SALE & ON-SITE CONSUMPTION OF
ALCOHOLIC BEVERAGES – SOUTHERN POUR SIPS & BITES, 2600 E. GRIFFIN PARKWAY,
BEING A 1.04 ACRE TRACT OF LAND OUT OF LOT 246, JOHN H. SHARY SUBDIVISION

APPROVALS AND AUTHORIZATIONS

21. Preliminary & Final Plat Approval Subject To Conditions: Troser Creek Subdivision, Being a 8.21 gross acre tract of land, more or less, out of portion of Lots 38, 43, and a portion of a 40.0-foot strip of land claimed fee simple lands held by United Irrigation District located between said Lots 38 & 43, all out of Bell-Woods Co.'s Subdivision "C", R-2, Developer: Raymundo Platas, Engineer: Salinas Engineering & Assoc. – Cervantes

On February 19, 2024, the Planning and Zoning Commission held a Public Hearing to consider the Preliminary & Final Plat Approval for Troser Creek Subdivision. The subject site was located at approximately 660' North of Mile 2 North Road along the East side of Troser Road. There was no public opposition during the P&Z Meeting. The board unanimously recommended approval.

Staff and City Manager recommended approval.

Mayor Garza stated that she would like to discuss this item in executive session.

At 4:00 p.m., Mayor Pro Tem Plata moved to convene into Executive Session. Motion was seconded by Councilwoman Ortega and approved unanimously 5-0.

Upon conclusion of Executive Session for item 21 at 4:08 p.m., Mayor Pro Tem Plata moved to reconvene the regular meeting. Motion was seconded by Councilman Vela and approved unanimously 5-0.

Mayor Pro Tem Plata moved to approve the Preliminary & Final Plat Approval Subject To Conditions: Troser Creek Subdivision, Being a 8.21 gross acre tract of land, more or less, out of portion of Lots 38, 43, and a portion of a 40.0-foot strip of land claimed fee simple lands held by United Irrigation District located between said Lots 38 & 43, all out of Bell-Woods Co.'s Subdivision "C", R-2, Developer: Raymundo Platas, Engineer: Salinas Engineering & Assoc without any variances or changes to the plat. Motion was seconded by Councilwoman Gerlach and approved unanimously 5-0.

22. Final Plat Approval: Sendero Phase IB Subdivision, Being a re-subdivision of 17.090 acres of land out of the south end of Porcion 52, PUD (R-1), Developer: Rhodes Development, Inc., Engineer: Melden & Hunt, Inc. – Cervantes

The subject site was located at approximately 397' West of S. Inspiration Road and along the south side of Mile One South Road adjacent to and extending from Sendero Phase I A Subdivision. There was no public opposition during the P&Z Meeting. The board unanimously recommended approval.

Staff and City Manager recommended approval.

Mayor Pro Tem Plata moved to approve the Final Plat Approval: Sendero Phase IB Subdivision, Being a re-subdivision of 17.090 acres of land out of the south end of Porcion 52, PUD (R-1), Developer: Rhodes Development, Inc., Engineer: Melden & Hunt, Inc. Motion was seconded by Councilman Vela and approved unanimously 5-0.

23. Request by Cabe Investments, LP. to establish a Letter of Credit for the Misiones de San Jorge Subdivision to enable recording process of the subdivision without having all the utilities completed – Cervantes

On February 4, 2025, staff received a request by Mario Salinas - Engineer of MAS Engineering and Cesar Cabello – President of Cabe Investment LP. to have the City Council consider allowing them to establish a Letter of Credit in the amount of \$215,879.75 for Las Misiones de San Jorge Subdivision in lieu of installing utilities and payment of subdivision related fees prior to the recording of the proposed Las Misiones de San Jorge Subdivision Phase II. The purpose of getting the plat recorded was so that they could sell and construct multi-family structures, do the infrastructure, and complete Phase II at the same time.

Staff and City Manager were seeking direction.

Mayor Pro Tem Plata asked how long it would take for them to do the infrastructure in the area and stated that he did not feel comfortable with them selling lots prior to having infrastructure in place.

Gabriel Guerrero, developer for the area, stated that it should take about 15 days after recording the subdivision.

Mayor Garza asked if this was a way of acquiring the necessary funds by selling the lots to finish the infrastructure and other items.

Mario Salinas, MS Engineering, stated that they were trying to acquire the Letter of Credit so that they could collect funds from the buyers to finish the project. He thought that it would take about a month or month and a half after receiving the letter of credit to be able to complete the infrastructure.

Mayor Pro Tem Plata moved to deny the Request by Cabe Investments, LP. to establish a Letter of Credit for the Misiones de San Jorge Subdivision to enable recording process of the subdivision without having all the utilities completed. Motion was seconded by Councilman Vela and denied unanimously 5-0.

24. Preliminary & Final Plat Approval Subject to Conditions: Las Misiones de San Jorge Subdivision Phase I, Being a 23.48 acre tract of land, more or less, out of and forming a part of Lots 9-6, West Addition to Sharyland, R-3, Developer: Cabe Investments, LP, Engineer: MAS Engineering, LLC, - Cervantes

On February 19, 2024, the Planning and Zoning Commission held a Public Hearing to consider the Preliminary & Final Plat Approval for Las Misiones de San Jorge Subdivision Phase I. The subject site was located along the south side of Military Parkway, approximately 400' west of F.M.

1016 (Conway Avenue). There was no public opposition during the P&Z Meeting. The board unanimously recommended approval.

Staff and City Manager recommended approval.

Mayor Garza stated that they either take no action on this item or deny it since the previous item was denied, and this request was contingent on item 23.

Mayor Pro Tem Plata moved to deny the Preliminary & Final Plat Approval Subject to Conditions: Las Misiones de San Jorge Subdivision Phase I, Being a 23.48 acre tract of land, more or less, out of and forming a part of Lots 9-6, West Addition to Sharyland, R-3, Developer: Cabe Investments, LP, Engineer: MAS Engineering, LLC. Motion was seconded by Councilman Vela and denied unanimously 5-0.

25. Authorization to extend 2nd Year renewal with Core & Main for Waterline Maintenance Supplies for the Public Works Department – Terrazas

The City of Mission entered into an agreement with Core & Main for Waterline Maintenance Supplies. The contract term was for one year with two one-year renewal options. Orders would be placed on an as needed basis for a one-year base term with a 7% increase. This would extend Bid No. 23-171-01-11 from February 23, 2025 through February 24, 2025.

Staff and City Manager recommended approval.

Mayor Pro Tem Plata moved to extend 2nd Year renewal with Core & Main for Waterline Maintenance Supplies for the Public Works Department. Motion was seconded by Councilwoman Gerlach and approved unanimously 5-0.

26. Authorization to Extend First One-Year renewal option with J&E Lift Station Services and Hill-Tex Electric for Electrical Repair & Maintenance Services for Water Treatment Plants, Wastewater Treatment Plant, Industrial Pre-Treatment Plant, and Water Distribution Division – Terrazas

Staff was seeking authorization to exercise the First One-Year Renewal Option for Electrical Repair & Maintenance Services with J&E Lift Station Services and Hill-Tex Electric. J&E Lift Station Services provided the regular repairs and Hill-Tex Electric the emergency repairs. The Contract term was for one (1) year with the option to renew for two additional one-year renewals. The performance of electrical repairs and maintenance would be on a “as needed” basis for electrical repairs and maintenance at the Water Treatment Plants, Wastewater Treatment Plant, & Water Distribution Division. The agreement would extend Bid No: 24-246-02-12 from March 4, 2025 through March 3, 2026. Prices would remain the same.

Staff and City Manager recommended approval.

Mayor Pro Tem Plata moved to Extend First One-Year renewal option with J&E Lift Station Services and Hill-Tex Electric for Electrical Repair & Maintenance Services for Water Treatment Plants, Wastewater Treatment Plant, Industrial Pre-Treatment Plant, and Water Distribution Division. Motion was seconded by Councilwoman Gerlach and approved unanimously 5-0.

27. Authorization to Award Proposal for the Construction of a Water Well at Shary Municipal Golf Course in the amount of \$128,497.32 subject to approval by MEDC Board - M. Fernuik

The City of Mission had accepted and opened 2 proposals for the construction of a water well at Shary Municipal Golf Course. Staff recommended awarding the construction proposal to J4

Waterworks, LLC, who had the lowest responsible proposal meeting all specifications in the amount of \$128,497.32. RFP #25-268-02-12.

This item would be placed on the MEDC Agenda for approval of the awarded vendor by the MEDC Board at their next meeting on Wednesday, February 26, 2025. The MEDC Board approved golf course improvement project funding as a part of their budget process on August 28th, 2024.

Staff and City Manager recommended approval.

Mayor Pro Tem Plata moved to Award Proposal for the Construction of a Water Well at Shary Municipal Golf Course in the amount of \$128,497.32 subject to approval by MEDC Board. Motion was seconded by Councilwoman Gerlach and approved unanimously 5-0.

28. Authorize to terminate the current Contract Lease of Copiers with Kyocera Document Solutions Southwest, LLC and Amend Lease of Copiers Contract with Total Imaging Solutions, Inc., to add eleven (11) machines via TX DIR-CPO-4439 Cooperative Contract-Roman

Based on evaluation of service quality and cost analysis, staff was seeking authorization to terminate the current contract lease for copier machines with Kyocera Document Solutions Southwest, LLC (base term end date of March 9, 2025) to avoid automatic contract renewal and amend current Lease of Copiers with Total Imaging Solution, Inc. to add the ten (10) machines combining all copiers under one contact by way of TX-DIR-CPO-4439 Cooperative Contract. The ten (10) machines would be replaced with new advanced machines. In addition to the ten (10) machines, an eleventh machine would be added to the Animal Shelter and color upgrade to the current B&GC machine. Cost savings as follow: 10 machine to 10 machine 60 month to 60 month. Total Imaging Solutions, Inc \$1,436.28 per month VS Kyocera Document Solutions SW, LLC \$1,650.00 (avg) per month (maintenance is overage with Kyocera but included with TIS \$1,436.28) 60-month saving is \$1,650.00 – \$1,436.28 = \$213.27 per month or \$12,823.20 for the contract.

Adding 11th color machine and upgrading B&GC to color: Price is \$1593.33 a true saving of \$3,173.562 for the 56-month Co-Term Lease.

Staff and City Manager recommended approval.

Mayor Pro Tem Plata moved to terminate the current Contract Lease of Copiers with Kyocera Document Solutions Southwest, LLC and Amend Lease of Copiers Contract with Total Imaging Solutions, Inc., to add eleven (11) machines via TX DIR-CPO-4439 Cooperative Contract. Motion was seconded by Councilman Vela and approved unanimously 5-0.

UNFINISHED BUSINESS

None

ROUTINE MATTERS

City Manager Comments – Swearing in Ceremony for Fire Chief Mike Silva on February 27th at 5:30 p.m. at City Hall.

City Council Comments - None

Mayor's Comments - None

At 5:24 p.m., Mayor Pro Tem Plata moved to convene into Executive Session. Motion was seconded by Councilman Vela and approved unanimously 5-0.

EXECUTIVE SESSION

Upon conclusion of Executive Session at 5:53 p.m., Mayor Pro Tem Plata moved to reconvene the regular meeting. Motion was seconded by Councilman Vela and approved unanimously 5-0.

1. Closed session pursuant to Tex. Gov't Code Section 551.074 (Personnel Matters)
Evaluation of City Manager relating to goals and objectives

No Action

2. Closed session pursuant to Tex. Gov't Code Section 551.071 (Consultation with Attorney) related to Black Diamond Developers, LP and CCC Operations, LLC v. City of Mission, Cause No. C-5276-23-D.

No Action

3. Closed session pursuant to Tex. Gov't Code Section 551.071 (Consultation with Attorney) relating to Meet and Confer negotiations with Mission Firefighters Association, IAFF Local 3609

Mayor Pro Tem Plata moved to appoint Mayor Garza and Councilman Vela as part of the negotiation team with Mission Firefighters Association, IAFF Local 3609. Motion was seconded by Councilwoman Gerlach and approved unanimously 5-0.

ADJOURNMENT

At 5:53 p.m., Mayor Pro Tem Plata moved for adjournment. Motion was seconded by Councilman Vela and approved unanimously 5-0.

Norie Gonzalez Garza, Mayor

ATTEST:

Anna Carrillo, City Secretary



MINUTES

MISSION CITY COUNCIL

PRESENT:

Norie Gonzalez Garza, Mayor
Jessica Ortega, Councilwoman
Marissa Ortega-Gerlach, Councilwoman
Alberto Vela, Councilman
Patricia A. Rigney, City Attorney
Mike R. Perez, City Manager
Anna Carrillo, City Secretary

ABSENT:

Ruben D. Plata, Mayor Pro-Tem

MISSION ECONOMIC DEVELOPMENT CORPORATION

PRESENT:

Norie Gonzalez, Garza, Mayor
Richard Hernandez, President
Estella Saenz, Secretary
Carl Davis, Member
Joe Vargas, Member

ABSENT:

Deborah Cordova, Vice President
Julian Alvarez, Treasurer

SPECIAL MEETING

CALL TO ORDER AND ESTABLISH QUORUM

With a quorum being present, Mayor Norie Gonzalez Garza and MEDC President Richard Hernandez called the meeting to order at 6:04 p.m.

DISCLOSURE OF CONFLICT OF INTEREST

Mayor Pro Tem Ruben Plata, MEDC Vice President Deborah Cordova and MEDC Treasurer, Julian Alvarez were not in attendance due to a declared conflict of interest regarding Project ABC.

CITIZEN'S PARTICIPATION

None

At 6:04 p.m., Councilwoman Jessica Ortega moved to convene the Mission City Council into Executive Session. Motion was seconded by Councilman Alberto Vela and approved unanimously 4-0.

At 6:04 p.m., Joe Vargas moved to convene the Mission Economic Development Corporation into Executive Session. Motion was seconded by Carl Davis and approved unanimously 5-0.

EXECUTIVE SESSION

The Mission City Council upon conclusion of Executive Session at 6:19 p.m., Councilman Vela moved to reconvene the regular meeting. Motion was seconded by Councilwoman Ortega and approved unanimously 4-0.

The Mission Economic Development Corporation upon conclusion of Executive Session at 6:20 p.m., Estella Saenz moved to reconvene the regular meeting. Motion was seconded by Mr. Davis and approved unanimously 5-0.

- 1. Closed session pursuant to Tex. Gov’t Code Section 551.071 (Consultation with Attorney), Section 551.072 (Real Property) related to Project ABC.

Mission City Council Motion:

Councilwoman Marissa Gerlach moved to proceed with discussions with Cimarron HOA regarding PID participation and to continue negotiations with potential purchasers. Motion was seconded by Councilman Vela and approved unanimously 4-0.

Mission Economic Development Corporation Motion:

Ms. Saenz moved to proceed with discussions with Cimarron HOA regarding PID participation and to continue negotiations with potential purchasers. Motion was seconded by Mr. Davis and approved unanimously 5-0.

ADJOURNMENT

At 6:21 p.m., Mission City Council and Mission Economic Development Corporation moved to adjourn the meeting.

Norie Gonzalez Garza, Mayor

ATTEST:

Anna Carrillo, City Secretary



CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: March 3, 2025
PRESENTED BY: Mike R. Perez, City Manager
AGENDA ITEM: Acknowledge Receipt of Minutes – Perez
 Mission Civil Service – December 20, 2024
 Parks & Recreation – January 14, 2025

NATURE OF REQUEST:

See attached minutes.

BUGETED: Yes / No / N/A **FUND:** _____ **ACCT. #:** _____

BUDGET: \$ _____ **EST. COST:** \$ _____ **CURRENT BUDGET BALANCE:** \$ _____

BID AMOUNT: \$ _____

STAFF RECOMMENDATION:

Approval

Departmental Approval: N/A

Advisory Board Recommendation: N/A

City Manager's Recommendation: Approval *MRP*

RECORD OF VOTE: **APPROVED:** _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____

PARKS AND RECREATION BOARD MEETING

January 14, 2025

<u>BOARD MEMBERS PRESENT</u>	<u>STAFF</u>
Tony Guerrero	Brad Bentsen
Chris Voss	Pete Lopez
Maggie Guajardo Pena	Pete Charles
Julissa Martin	Taylor Cavazos
Melissa Reyna	Rick Contreras

Call to Order

Tony Guerrero called the meeting to order.

Roll Call

Roll call was taken and quorum was met.

Prayer

Brad Bentsen led us in prayer.

Approval of Minutes

The Board Members approved the minutes for the November 12, 2024 Board meeting. Motion to approve was made by Julissa Martin and seconded by Maggie Guajardo. The motion to approve minutes passed unanimously.

CITIZEN PARTICIPATION

N/A

UPDATE OF PARKS

Parks employees assisted with several events throughout the City. Our successful Annual Christmas Lighting took place at La Placita, which the Parks guys helped decorate, clean up, and tear down for.

Parks Department assisted Sharyland ISD with their events, the Sharyland High School’s Softball team worked on a project for the butterfly garden at the Bannworth Park by replacing several native butterfly plants. Also provided bleachers for Sharyland Academic Academy for a winter

festival, and provided portable restrooms for Sharyland Pioneer High School for their first annual BBQ cook off.

Helped Mission Chamber of Commerce with their annual market with set up and tear down of their market at La Placita.

The Parks employees are currently installing playground from Lopez Park at Hinojosa Park.

The Strike Team continues their projects at Lions Park. They have completed and installed 10 picnic concrete tables, the aluminum tables under the Pavilion, 30 trash cans, 14 new BBQ pits, painted Bankshot goals, and completed the Lions Park sign all in preparation for the ribbon cutting next Thursday.

The homeless problem at the parks continues as the homeless have been staying in the restrooms. The Parks guys have been instructed by PD to pick up their items and keep them at the Recreation center for a week and then discard the items to help control the homeless population staying at the Parks.

UPDATE OF RECREATION

A total of 4,000 people attended our Mayors Annual Christmas Lighting at La Placita Park with a total of 40 food and craft vendors and RGV Jurassic dinosaurs and other live entertainment.

The Recreation Department is currently working on putting together our Annual Texas Citrus 5k at the Hike and Bike Trails. So far 95 runners have registered.

La Placita and the Recreation Gyms were rented out for markets this month.

Still dealing with issues with field rentals, people using the fields without contracts, double booking, and renters not abiding to rules and times permitted.

Another ongoing issue is the soccer academies using open land at parks to host their academies and making profit for free. No one there to regulate.

Pete Charles suggested increasing fees on field rentals, La Placita, tennis courts and tournaments, and BPP tournament fees. For tennis tournaments he suggested to increase the rates from \$500 to \$800, Bentsen Palm Park Tournaments from \$1,100 to \$1,500, and markets at La Placita from \$300 to \$800.

He also suggested hiring a park ranger to eliminate a lot of the problems with field and tennis court rentals.

Aquatics Update

Lap swimming continues at the Bannworth Pool.

The USA swim team still practicing as they get ready for upcoming swim meets.

No update on homeschool students using the pool facility.

New Business

Currently preparing for the ribbon cutting at Lions Park. In the future, Council suggested moving the Christmas Lighting to Lions Park instead of La Placita. One of the main concerns of having it at Lions Park is a lack of parking and electricity.

A current concern is the grass/field at Shimotsu City school park being destroyed by the soccer academy that practices there more than 3 times a week. The constant practicing in that area, has caused the school to no longer have a yard with grass and is just mud when it rains. This academy alone is making about \$7,000 a month on city/school owned property for free, so a new system or someone to monitor needs to be put into place.

Currently looking to install lights at Hinojosa School Park.

One of the main concerns of the Department is the fees and monitoring the tennis court rentals, soccer academies, markets, and baseball tournaments. For the soccer academies to prevent the grass from continuing to get ruined in those areas, the Department will try to fertilize and water the grass so the area is unplayable and hopefully allow it to regrow.

For the coaching problem at the Birdwell tennis courts, it was suggested to have a meeting with all three coaches to come to an agreement on the pricing and time slots available for coaching. A new rental contract should be made with new restrictions and consequences/strikes if the coaches do not follow these rules.

In order to help monitor the tennis courts in the evenings it was suggested to reach out to UTRGV's Recreation Department or Work Study Program to see if there are some students who can come out to the tennis courts to monitor while receiving hours/credits towards their program. Another option would be to hire a part-time four-hour employee to be able to monitor the courts in the evening while we do not have a Proshop at the courts.

As of today, the Board did not vote or agree on anything, but in the future, we will have to come back and address the increase in fees and conditions on the contracts for these rentals.

Old Business

Still working with Precinct 2 on the connectivity trails, the City is contributing a total of \$1 million to the project.

Adjournment

Recorder did not record the Adjournment.

**MINUTES FOR THE
MISSION CIVIL SERVICE COMMISSION
December 20, 2024**

Commission-Present

Polo Garza-Chairman

Jerry Saenz-Vice-Chair-A

Guillermo Delgadillo-Member

Staff Present

Jesse Lerma Jr-CS Director

Noemi Munguia-HR Director

Mike Silva-Fire Chief

Leeroy Garcia-FF Union President

Call to Order

Mr. Polo Garza called the meeting to order at 8:30 a.m.

Pledge of Allegiance

Mr. Garza led the Pledge of Allegiance

Approval of Minutes-November 25, 2024

Mr. Lerma submitted the minutes for review. After a brief discussion, Mr. Delgadillo made a motion to approve the minutes as submitted. Mr. Garza seconded the motion. Motion was approved unanimously.

Approval of Mission Fire Department LT'S Promotional Examination Scores and the Creation of a New Eligibility List

Mr. Lerma advised the Commission that they had conducted the promotional examination for the Mission Fire Department on December 12, 2024. He advised them three (3) individuals participated and all failed. After a brief discussion, Mr. Delgadillo made a motion to approve the scores and to start the process for a 2nd exam. Mr. Garza seconded the motion. Motion was approved unanimously.

Approval of Mission Fire Department Examination Schedule for LT (2nd Attempt)

Mr. Lerma advised the Commission that they were recommending the following schedule for approval:

1. Post Resource List-December 20, 2024
2. 30 Day Notice-January 10, 2025
3. Last day to Submit MOI-January 31, 2025
4. Date of Examination-February 13, 2025

After a brief discussion, Mr. Delgadillo made a motion to approve the schedule as presented. Mr. Garza seconded the motion. Motion was approved unanimously.

Approval of Mission Fire Department Examination List for LT (2nd Attempt)

Mr. Lerma advised the Commission that they were recommending the following sources for approval:

1. Building Construction Related to the Fire Service, 4th Edition
2. Fire and Emergency Service Company Officer, 6th Edition
3. Fire Officer Coaching, Revised 2nd Edition

After a brief discussion, Mr. Delgadillo made a motion to approve the sources as presented. Mr. Garza seconded the motion. Motion was approved unanimously.

Pending Business

Mr. Lerma went over the pending CS training set up for late January and advised them of pending PD hearings.

Adjourn

Meeting was adjourned at 8:45 a.m.



CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: March 3, 2025
PRESENTED BY: Yenni Espinoza, Library Director
AGENDA ITEM: Authorization to Award E-Rate Program Administered by the Universal Service Administrative Co. -Espinoza

NATURE OF REQUEST:

The city accepted and opened two (2) proposals for E-Rate Program Administered by the Universal Service Administrative Co. for Category 2 equipment and services which included Karr Technology Solutions and JSJ Rodriguez Inc., dba Telepro Communications. The evaluation committee evaluated the two proposals for acceptability and were deemed acceptable. Proposals were rated based on the evaluation criteria in five categories: Statement of Organization, Experience & Performance History, References, Key Personnel, and Cost Proposal. JSJ Rodriguez Inc ranked first in the committee evaluations. Staff is seeking authorization to award JSJ Rodriguez Inc., Telepro Communications the lowest responsible bidder for a total amount of \$40,903.29. The city is responsible for estimated matching funds of \$17,500.00. The contract commitment is contingent upon approval, award, and acceptance of the E-rate grant program.

-Contingent to USAC (E-rate) PIA review and award -City discount rate 85% on all eligible items

BUDGETED: Yes FUND: General ACCT. #: 01-426-44640
BUDGET: \$808,820 EST. COST: \$12,800 CURRENT BUDGET BALANCE: \$178,590
SVC & Install

BID AMOUNT: \$40,903.29

BUDGETED: Yes FUND: General ACCT. #: 01-426-64390
BUDGET: \$102,700 EST. COST: \$4,700 CURRENT BUDGET BALANCE: \$35,228
Equipment

BID AMOUNT: \$40,903.29

STAFF RECOMMENDATION:

Approval

Departmental Approval: Finance, Purchasing

Advisory Board Recommendation: N/A

City Manager's Recommendation: Approval RP

RECORD OF VOTE: APPROVED:
DISAPPROVED:
TABLED:

AYES

NAYS

DISSENTING

City of Mission
Pricing Schedule

**RFP Name/No.: E-Rate Program, administered by the Universal Service Administrative Co./
25-272-02-19**

For any questions directly regarding the **“E-Rate Program, administered by the Universal Service Administrative Co. - Proposal No. 25-272-02-19”**,

please email:

Edgar Chapa, Contracts Administrator: echapa@missiontexas.us

NOTE: For invitations for Proposals the terms “Offer” and “Offeror” shall mean “Proposal” and “Proposer”, respectively; and for Requests for Proposal terms “Proposal” and “Proposer” shall mean “Offer” and “Offeror”, respectively, in this solicitation and any associated exhibits. Proposals must be submitted on all quantities specified on this schedule.

The Offeror is required to Sign and Date Each Page of the Schedule
Submit All Pages with the Offer.

	Part #	Description	QTY	Cost per Item	Cost	Amount Ineligible
Fortinet 201F or Equivalent	FG-201F	18 x GE RJ45 (including 1 x MGMT port, 1 X HA port, 16 x switch ports), 8 x GE SFP slots, 4 x 10GE SFP+ slots, NP6XLite and CP9 hardware accelerated, 480GB onboard SSD storage.	1	\$	\$	\$
	FC-10-F201F-950-02-12	Unified Threat Protection (UTP) (IPS, Advanced Malware Protection, Application Control, URL, DNS & Video Filtering, Antispam Service, and FortiCare Premium)	5	\$	\$	\$
	FC-10-F200F-204-02-12	Upgrade FortiCare Premium to Elite (Require FortiCare Premium)	1	\$	\$	\$
	FC-10F201F-189-02-12	FortiConverter Service for one time configuration conversion service.	1	\$	\$	\$
	FN-TRAN-SFP-SR	Fortinet 10GE SFP+Transceiver Module Short Range	2	\$	\$	\$
		Installation and Configuration	NA	NA	\$	\$
Commscope Patch Cables or Equivalent	UC1AAA2-0ZF001	1FT Cooper Patch Cable Blue CAT6A 10G	192	\$	\$	\$
	UC1AAA2-0ZF005	5FT Cooper Patch Cable Blue CAT6A 10G	30	\$	\$	\$
	UC1AAA2-0ZF010	10FT Cooper Patch Cable Blue CAT6A 10G	125	\$	\$	\$
		No Installation	NA	NA	\$	\$

Cyberpower UPS or Equivalent	CP1500AV RLCD3	UPS, 1500 VA, 900 W	70	\$	\$	\$
		No installation				
Total Equipment Cost					\$	
Total Installation Cost					\$	
Total Project Cost					\$	
Total Amount Ineligible					\$	

***IF NO PERCENTAGE OF ESCALATION IS INCLUDED A ZERO PERCENTAGE WILL BE ASSUMED.**

Company Name: _____
 Owner or President Name: _____
 Company Address: _____
 City, State, Zip Code: _____
 Telephone Number: _____
 Fax Number: _____
 Email: _____
 Federal ID or SS# Number: _____

 *Company Authorized Representative's Signature

 Date

 *Company Representative's Name (Please Print)

 Company Representative's Title

*Signature on this form indicates agreement with "Instructions to Proposer-General Terms and Conditions, Pricing, and Specifications"

25-272-02-19 / E-Rate Program Administered by Universal
BID NAME/NUMBER: Service
 Administrative Co.
OPEN DATE: February 25, 2024 2:00 PM CST



Vendor Name:	JSJ Rodriguez Inc., dba Telepro Communications	Karr Technology Solutions
Street address:	12005 N. Bryan Rd.	700 Mozelle Ave
City, State:	Mission, TX 78572	Pharr, TX 78577
Phone:	(956) 618-2360	(956) 378-9851
Fax:		
Contact:	Daniel Backhaus, Sr. Project Estimator	Glenda Karr
Email:	daniel@teleprocommunications.com	emartinez@karrsolution.com

	Part #	Description	Qty	Cost per Item	Cost	Amount Ineligible	Cost per Item	Cost	Amount Ineligible	Cost per Item	Cost	Amount Ineligible
Fortinet 201F or Equivalent	FG-201F	18 x GE RJ45 (including 1 x MGMT port, 1 X HA port, 16 x switch ports), 8 x GE SFP slots, 4 x 10GE SFP+ slots, NP6XLite and CP9 hardware accelerated, 480GB onboard SSD storage.	1	\$3,815.47	\$3,815.47		\$6,800.00	\$6,800.00				
	FC-10-F201F-950-02-12	Unified Threat Protection (UTP) (IPS, Advanced Malware Protection, Application Control, URL, DNS & Video Filtering, Antispam Service, and FortiCare Premium)	5	\$2,671.10	\$13,355.50		\$5,440.00	\$27,200.00				
	FC-10-F200F-204-02-12	Upgrade FortiCare Premium to Elite (Require FortiCare Premium)	1	\$165.92	\$165.92		\$476.85	\$476.85				
	FC-10F201F-189-02-12	FortiConverter Service for one time configuration conversion service.	1	\$190.80	\$190.80		\$476.85	\$476.85				
	FN-TRAN-SFP-SR	Fortinet 10GE SFP+Transceiver Module Short Range	2	\$43.10	\$86.20		\$95.20	\$190.40				
		Installation and Configuration	N/A		\$5,623.00			\$1,000.00				
Commscope Patch Cables or Equivalent	UC1AAA2-0ZF001	1FT Cooper Patch Cable Blue CAT6A 10G	192	\$8.80	\$1,689.60		\$2.53	\$485.76				
	UC1AAA2-0ZF005	5FT Cooper Patch Cable Blue CAT6A 10G	30	\$11.00	\$330.00		\$6.80	\$204.00				

Item 8.

	UC1AAA2- OZF010	10FT Cooper Patch Cable Blue CAT6A 10G	125	\$14.30	\$1,787.50		\$8.57	\$1,071.25			
		Installation and Configuration	N/A								
Cyberpower UPS or Equivalent	CP1500AVR LCD3	UPS, 1500 VA, 900 W	70	\$197.99	\$13,859.30		\$322.92	\$22,604.40			
		No installation									
		Total Equipment Cost			\$35,280.29			\$59,509.51			
		Total Installation Cost			\$5,623.00			\$1,000.00			
		Total Project Cost			\$40,903.29			\$60,509.51			
		Total Amount Ineligible									
(Lowest Project Cost/ Project Cost Being Evaluated) x Maximum No. of Available Points = Final Score						50				33.8	

** Shaded areas have been corrected mathematically on extensions

Please Note:

PROPOSAL NAME/NUMBER: 25-272-02-19 / E-Rate Program Administered by Universal Service
Administrative Co.

OPEN DATE: February 25, 2025 2:00 PM CST



Vendor Name:	JSJ Rodriguez Inc., dba Telepro Communications	Karr Technology Solutions	
Street address:	12005 N. Bryan Rd.	700 Mozelle Ave	
City, State:	Mission, TX 78573	Pharr, TX 78577	
Phone:	(956) 618-2360	(956) 378-9851	
Fax:			
Contact:	Daniel Backhaus, Sr. Project Estim	Glenda Karr	
Email:	daniel@teleprocommunications.com	emartinez@karrsolution.com	

DESCRIPTION of FORMS:			
Solicitation Signed		Yes	Yes
Terms & Conditions Included		Yes	Yes
Schedule of Subfirm(s)/Subconsultant(s)		Yes	Yes
Non-Collusive		Yes	Yes
Addenda(s)		Yes	Yes
Gen. Business Questionare		Yes	Yes
References		Yes	Yes
CIQ			
Price Proposal		Yes	Yes

Please Note:

PROPOSAL NAME/NUMBER: 25-272-02-19 E-Rate Program, Administered by the Universal Service
 Administrative Co.

OPEN DATE: February 25, 2024 2:00 PM CST



Evaluator

Yenni Espinoza	Abram Ramirez	Claudia Barajas

Proposer	Yenni Espinoza		Abram Ramirez		Claudia Barajas		Average
	Rating	Points	Rating	Points	Rating	Points	
JSJ Rodriguez Inc., dba Telepro Communications 12005 N. Bryan Rd. Mission, TX 78572	Acceptable		Acceptable		Acceptable		
Sec. 1. Statement of Organization (30 Points max)	Acceptable	30	Acceptable	30	Acceptable	30	100.00
Sec. 2. References: (10 Points max)	Acceptable	10	Acceptable	10	Acceptable	10	
Sec. 4. Key Personnel: (10 Points max)	Acceptable	10	Acceptable	10	Acceptable	10	
Sec. 5. Cost Proposal: (50 Points max)	Acceptable	50	Acceptable	50	Acceptable	50	
Total Score		100		100		100	

Notes:

Strengths: (YE) (AR) (CB)

Weaknesses: (YE) (AR) (CB)

Comments: (YE) (AR) (CB)

Proposer	Yenni Espinoza		Abram Ramirez		Claudia Barajas		Average
	Rating	Points	Rating	Points	Rating	Points	
Karr Technology Solutions 700 Mozelle Ave Pharr, TX 78577	Acceptable		Acceptable		Acceptable		
Sec. 1. Statement of Organization (30 Points max)	Acceptable	15	Acceptable	15	Acceptable	15	62.00
Sec. 2. References: (10 Points max)	Acceptable	8	Acceptable	8	Acceptable	8	
Sec. 4. Key Personnel: (10 Points max)	Acceptable	5	Acceptable	5	Acceptable	5	
Sec. 5. Cost Proposal: (50 Points max)	Acceptable	34	Acceptable	34	Acceptable	34	
Total Score		62		62		62	

Notes:

Strengths: (YE) (AR) (CB)

Weaknesses: (YE) (AR) (CB)

Comments: (YE) (AR) (CB)



CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: March 3, 2025

PRESENTED BY: Michael Elizalde, Grants Administrator

AGENDA ITEM: Approval of Resolution No. _____ supporting the submission of a grant application to the Office of the Attorney General’s Crime Victim Services Division for the FY 2026-2027 Other Victims Assistance Grant (OVAG) in the amount of \$99,000 with no match- Elizalde

NATURE OF REQUEST:

The Mission Police Department is seeking approval of resolution authorizing the submittal of a grant application to the OAG-Crime Victim Services Division for the 2026-2027 OVAG Program and designates the Mayor as the Authorized Representative. This funding opportunity is a two-year grant and will allow the Mission Police Department to continue the services provided by our Crime Victim Liaison. The program will support \$49,500 year one and \$49,500 for year two, for a grand total request of \$99,000 with no match requirement.

BUGETED: Yes / No / N/A **FUND:** _____ **ACCT. #:** _____

BUDGET: \$ _____ **EST. COST:** \$ _____ **CURRENT BUDGET BALANCE:** \$ _____

BID AMOUNT: \$ _____

STAFF RECOMMENDATION:

Approval

Departmental Approval: Police _____

Advisory Board Recommendation: Enter Recommendation _____

City Manager’s Recommendation: Enter Recommendation _____

RECORD OF VOTE: **APPROVED:** _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____

RESOLUTION

LEGAL NAME OF APPLICANT: City of Mission Police Department

REFERENCE ID NUMBER: _____

Be it known as follows:

WHEREAS, the City of Mission Police Department has applied or wishes to apply to the Office of the Attorney General (OAG) for the following grant program:

- Other Victim Assistance Grant (OVAG)
- Victim Coordinator and Liaison Grant (VCLG)

WHEREAS, the City of Mission City Council has considered and supports the Application filed or to be filed with the OAG;

WHEREAS, the City of Mission Police Department has designated or wishes to designate the following individual as the “Authorized Official” who is given or has been given the power to apply for, accept, reject, alter, or terminate that certain grant with the OAG, as well as given the authority to sign all grant adjustment requests, inventory reports, progress reports and financial reports or any other official documents related to the grant on behalf of the grantee:

Name of Person Designated as “Authorized Official”: Norie Gonzalez Garza
Position Title: Mayor

NOW THEREFORE, BE IT RESOLVED that this governing body approves the submission of the Application to the OAG, as well as the designation of the Authorized Official.

Signature

Printed Name

Date

STATEMENTS SUPPORTING SUBMISSION OF THE APPLICATION TO THE OFFICE OF THE ATTORNEY GENERAL

REQUIRED TO BE SUBMITTED WITH THE APPLICATION BY 5:00 P.M. CDT, FRIDAY, MARCH 14, 2025, OR THE APPLICATION WILL NOT BE CONSIDERED.

INSTRUCTIONS: Select the grant program in Section 1 below and submit this signed document with the Application.

LEGAL NAME OF APPLICANT ENTITY: City of Mission Police Department

- Nonprofits should list their Legal Name as registered with Secretary of State Office.
- Governmental entities should list their name as designated by the OAG in GOALS.

APPLICATION REFERENCE IDNUMBER FROM GOALS: _____

1. THIS APPLICATION IS FOR (*initial only one*):

- Other Victim Assistance Grant (OVAG)
- Victim Coordinator and Liaison Grant (VCLG)

2. TRUE AND CORRECT INFORMATION. The undersigned certifies that the information contained in this Application is true and correct to the best of his or her knowledge.

3. OAG CERTIFICATIONS AND ASSURANCES. The undersigned has read and understands the Certifications and Assurances contained in the Application Kit.

4. DEADLINES AND SUBMISSION OF APPLICATION. The undersigned understands that the deadline for submission is 5:00 p.m. CDT, Friday, March 14, 2025, and that to meet the deadline, the Applicant must finalize and upload all applicable documents as required in the Application Kit. The undersigned further acknowledges that:

- It is the Applicant’s responsibility to submit the Application to the OAG in the specified manner and by the specified date and time
- Applications submitted in other formats will not be accepted
- The OAG accepts no responsibility for delays in electronic submission delivery
- Late Applications will not be considered under any circumstance

5. RESOLUTION OF GOVERNING BODY. The undersigned states it is either submitting the Resolution of Applicant’s governing body with this Application or will submit one at a later date as established by the OAG. If the timing of the Application due date and requirements of the Texas Open Meetings Act or other requirements prevent the governing body from reviewing and approving the Resolution, then it may be submitted to the OAG at a later date.

6. JOB DESCRIPTIONS FOR EACH REQUESTED POSITION. The undersigned understands that the most recent job description for each position requested in the proposed budget must be submitted with the Application. Missing job descriptions may impact the Applicant’s score.

7. SUPPORT DOCUMENT(S) The undersigned understands that the most recent Support Document(s) as defined under General Definitions must be submitted with the Application.

Authorized Official Signature

Norie Gonzalez Garza

Authorized Official Printed Name

Mayor

Title

Date



CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: March 3, 2025

PRESENTED BY: Michael Elizalde, Director of Grants & Strategic Development

AGENDA ITEM: Approval of Resolution # _____ authorizing the Police Department’s submittal of grant application for the FY26 Operation Lone Star Grant Program (OLS) to the Texas Office of the Governor in the amount of \$1,600,000 with no match requirement - Elizalde

NATURE OF REQUEST:

The Mission Police Department is seeking approval of resolution authorizing the submittal of grant application for the FY26 Operation Lone Star Grant Program (OLS) to the Texas Office of the Governor, and authorizing the Mayor as the Authorized Representative. The police department seeks to purchase various equipment such as police (10) vehicles, (50) body-worn cameras, (50) p25 portable radios, overtime costs and other supplies needed to reduce border-related criminal activity and increase effectiveness of its operations. The total grant request is \$1,600,000 and does not require a cash match.

BUGETED: Yes / No / N/A **FUND:** _____ **ACCT. #:** _____

BUDGET: \$ _____ **EST. COST:** \$ _____ **CURRENT BUDGET BALANCE:** \$ _____

BID AMOUNT: \$ _____

STAFF RECOMMENDATION:

Approval

Departmental Approval: Police, Finance

Advisory Board Recommendation: N/A

City Manager’s Recommendation: Approval *MRP*

RECORD OF VOTE: **APPROVED:** _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____

RESOLUTION # _____

WHEREAS, The City of Mission finds it in the best interest of the citizens of Mission, Texas that the City of Mission Police Department’s OLS project# 5193502 under the FY26 Operation Lone Star Grant Program be operated for the 2026 fiscal year; and

WHEREAS, The City of Mission agrees that in the event of loss or misuse of the Office of the Governor funds, the City of Mission assures that the funds will be returned to the Office of the Governor in full; and

WHEREAS, The City of Mission designates the City of Mission Mayor as the grantee’s authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

NOW THEREFORE, BE IT RESOLVED that the City of Mission approves submission and acceptance of the grant application and award for the FY26 Operation Lone Star Grant Program to the Office of the Governor.

READ, CONSIDERED AND APPROVED, this 3rd day of March 2025.

Norie Gonzalez Garza, Mayor

Attest:

Anna Carrillo, City Secretary



CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: March 3, 2025

PRESENTED BY: Michael Elizalde, Director of Grants & Strategic Development

AGENDA ITEM: Approval of Resolution # _____ authorizing the Fire Department’s submittal of grant application for the FY26 Operation Lone Star Grant Program (OLS) to the Texas Office of the Governor in the amount of \$1,600,000 with no match requirement - Elizalde

NATURE OF REQUEST:

The Mission Fire Department is seeking approval of resolution authorizing the submittal of grant application for the FY26 Operation Lone Star Grant Program (OLS) to the Texas Office of the Governor, and authorizing the Mayor as the Authorized Representative. The Fire department seeks to purchase various equipment and supplies, including vehicles and overtime costs associated with Fire/EMS operations needed to reduce border-related criminal activity and increase effectiveness of its operations. The total grant request is \$1,600,000 and does not require a cash match.

BUGETED: Yes / No / N/A **FUND:** _____ **ACCT. #:** _____

BUDGET: \$ _____ **EST. COST:** \$ _____ **CURRENT BUDGET BALANCE:** \$ _____

BID AMOUNT: \$ _____

STAFF RECOMMENDATION:

Approval

Departmental Approval: Finance

Advisory Board Recommendation: N/A

City Manager’s Recommendation: Approval *MRP*

RECORD OF VOTE: **APPROVED:** _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____

RESOLUTION # _____

WHEREAS, The City of Mission finds it in the best interest of the citizens of Mission, Texas that the City of Mission Fire Department’s OLS project# 5548301 under the FY26 Operation Lone Star Grant Program be operated for the 2026 fiscal year; and

WHEREAS, The City of Mission agrees that in the event of loss or misuse of the Office of the Governor funds, the City of Mission assures that the funds will be returned to the Office of the Governor in full; and

WHEREAS, The City of Mission designates the City of Mission Mayor as the grantee’s authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

NOW THEREFORE, BE IT RESOLVED that the City of Mission approves submission and acceptance of the grant application and award for the FY26 Operation Lone Star Grant Program to the Office of the Governor.

READ, CONSIDERED AND APPROVED, this 3rd day of March 2025.

Norie Gonzalez Garza, Mayor

Attest:

Anna Carrillo, City Secretary



CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: March 3, 2025

PRESENTED BY: Michael Elizalde, Director of Grants & Strategic Development

AGENDA ITEM: Approval of Resolution #_____ authorizing the submittal of grant application for the FY26 Border Zone Fire Department Grant to the Texas Office of the Governor in the amount of \$250,000 with no match requirement - Elizalde

NATURE OF REQUEST:

The Mission Fire Department is seeking approval of resolution authorizing the submittal of grant application for the FY26 Border Zone Fire Department Grant to the Texas Office of the Governor, and authorizing the Mayor as the Authorized Representative. The department seeks to purchase (3) All Terrain Vehicles, (3) Tilt Trailers, and reporting equipment needed to support its Fire/EMS border-related operations. The total grant request is \$250,000 and the program does not require a match.

BUGETED: Yes / No / N/A **FUND:** _____ **ACCT. #:** _____

BUDGET: \$ _____ **EST. COST:** \$ _____ **CURRENT BUDGET BALANCE:** \$ _____

BID AMOUNT: \$ _____

STAFF RECOMMENDATION:

Approval

Departmental Approval: Finance

Advisory Board Recommendation: N/A

City Manager’s Recommendation: Approval *MRP*

RECORD OF VOTE: **APPROVED:** _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____

RESOLUTION # _____

WHEREAS, The City of Mission finds it in the best interest of the citizens of Mission, Texas that the Mission Fire Border Zone Response Project #4384603 under the FY2026 Border Zone Fire Department Grant Program be operated for the 2026 fiscal year; and

WHEREAS, The City of Mission agrees that in the event of loss or misuse of the Office of the Governor funds, the City of Mission assures that the funds will be returned to the Office of the Governor in full; and

WHEREAS, The City of Mission designates the City of Mission Mayor as the grantee’s authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

NOW THEREFORE, BE IT RESOLVED that the City of Mission approves submission and acceptance of the grant application and award for the 2026 Border Zone Fire Department Grant Program to the Office of the Governor.

READ, CONSIDERED AND APPROVED, this 3rd day of March 2025.

Norie Gonzalez Garza, Mayor

Attest:

Anna Carrillo, City Secretary



CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: March 3, 2025
PRESENTED BY: Cesar Torres, Chief of Police
AGENDA ITEM: Authorization to allow the purchase of a firearm by Honorably Retired Peace Officer, Sergeant Victor Solis for the Mission Police Department, in accordance with Texas Government Code, Section 614.051 - Torres

NATURE OF REQUEST:

Honorably Retired Peace Officer, Sergeant Victor Solis has requested to purchase his Glock 17/Generation 4, 9mm service weapon, serial # BACG-532 from the Mission Police Department.

BUGETED: _____ **FUND:** _____ **ACCT. #:** _____

BUDGET: \$ _____ **EST. COST:** \$ _____ **CURRENT BUDGET BALANCE:** \$ _____

BID AMOUNT: \$ _____

STAFF RECOMMENDATION:

Approval

Departmental Approval: N/A

Advisory Board Recommendation: N/A

City Manager's Recommendation: Approval *MRP*

RECORD OF VOTE: **APPROVED:** _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____



CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: March 3, 2025

PRESENTED BY: Jonathan Wehrmeister, Municipal Court Judge

AGENDA ITEM: Approval of Resolution # _____ of the City of Mission adopting guidelines for a Municipal Court Amnesty Program during the month of March 2025 and other matters in connection therewith; and providing an effective date - Wehrmeister

NATURE OF REQUEST:
 City of Mission Municipal Court will be establishing a temporary Amnesty program ending on March 31, 2025. The purpose of the program is to provide people with active City of Mission warrants the opportunity to resolve their charges and do so without fear of arrest. Office hours will be from Monday thru Friday 8 a.m. to 4:45 p.m.

BUGETED: Yes / No / N/A **FUND:** _____ **ACCT. #:** _____

BUDGET: \$ _____ **EST. COST:** \$ _____ **CURRENT BUDGET BALANCE:** \$ _____

BID AMOUNT: \$ _____

STAFF RECOMMENDATION:

Approval

Departmental Approval: N/A

Advisory Board Recommendation: N/A

City Manager's Recommendation: Approval *MRP*

RECORD OF VOTE:

	APPROVED:	_____
	DISAPPROVED:	_____
	TABLED:	_____
_____	AYES	
_____	NAYS	
_____	DISSENTING	_____

RESOLUTION NO. _____

A RESOLUTION OF CITY OF MISSION ADOPTING GUIDELINES FOR A MUNICIPAL COURT AMNESTY PROGRAM DURING THE MONTH MARCH 2025 AND OTHER MATTERS IN CONNECTION THEREWITH; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Mission wishes to establish a temporary amnesty program to allow violators with outstanding warrants to voluntarily appear in court to resolve their charges and do so without fear of arrest; and

WHEREAS, failure to appear charges and warrant fees will be waived upon payment in full of the underlying violation and the City of Mission municipal warrant(s) will be recalled; and

WHEREAS, the Mission Municipal Court office is located at 1200 E 8th Street, Mission, TX and payments can be made in person Monday – Friday, 8 a.m. to 4:45 p.m.

WHEREAS, this Resolution shall be in force and effect immediately upon having been read, considered and approved by Council and until the close of business on March 31, 2025; and

WHEREAS, upon conclusion of the temporary amnesty program, the City of Mission shall return to regular enforcement of arrest warrants and fines.

NOW THEREFORE, BE IT RESOLVED that the City of Mission approves the Mission Municipal Court Amnesty Month for March 3 through March 31, 2025 as stated herein.

READ, CONSIDERED AND APPROVED, this 3rd day of March 2025.

Norie Gonzalez Garza, Mayor

Attest:

Anna Carrillo, City Secretary



CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: March 3, 2025
PRESENTED BY: Juan Pablo "JP" Terrazas, P.E., Assistant City Manager
AGENDA ITEM: Approval of Resolution # _____ to replace or rehabilitate structurally deficient and functionally obsolete bridges located at Old Military Rd. at Drain at a cost of \$7,774.00 in participation with TxDOT with respective budget amendment - Terrazas

NATURE OF REQUEST:

The City of Mission approved the Advance Funding Agreement on December 16, 2024. The fund participation ratio for projects on such program is 80 percent federal, 10 percent state and 10 percent Local Government, unless reduced by participation in the Economically Disadvantaged County Program. The federal off-system bridge program is administered by the Texas Department of Transportation to replace or rehabilitate structurally deficient and functionally obsolete (collectively referred to as deficient) bridges located on public roads and streets off the designated state highway system.

BUGETED: Yes FUND: Capital Projects ACCT. #: 09-417-74910

BUDGET: \$ EST. COST: \$ CURRENT BUDGET BALANCE: \$

BID AMOUNT: \$

STAFF RECOMMENDATION:

Approval

Departmental Approval: Finance, Purchasing

Advisory Board Recommendation: N/A

City Manager's Recommendation: Approval MRP

RECORD OF VOTE: APPROVED: DISAPPROVED: TABLED:

AYES
NAYS
DISSENTING

RESOLUTION # _____

TO REPLACE OR REHABILITATE STRUCTURALLY DEFICIENT AND FUNCTIONALLY OBSOLETE BRIDGES LOCATED AT OLD MILITARY RD. AT DRAIN

The State of Texas
County of Hidalgo

WHEREAS, the federal off-system bridge program is administered by the Texas Department of Transportation (the State) to replace or rehabilitate structurally deficient and functionally obsolete (collectively referred to as deficient) bridges located on public roads and streets off the designated state highway system; and

WHEREAS, (**City of Mission**), hereinafter referred to as the Local Government owns bridges:

Located at **Old Military Rd at Drain**, National Bridge Inventory (NBI) Structure Number **21-109-0-M006-29-001**, State Control-Section-Job (CSJ) Number **0921-02-535**; and

WHEREAS, a project to remedy the bridge is included in the currently approved program of projects as authorized by Texas Transportation Commission Minute Order Number **116752**. Dated, **August 22, 2024**; and

WHEREAS, the usual fund participation ratio for projects on such program is 80 percent federal, 10 percent state and 10 percent Local Government, unless reduced by participation in the Economically Disadvantaged County Program; and

WHEREAS, the estimated local match fund participation requirement on the approved federal off-system bridge project is **(\$7,774.00)**; and

WHEREAS, the estimated local match fund participation requirement will be paid by the Local Government; and

THEREFORE, BE IT RESOLVED that the Local Government approves the execution of an Advance Funding Agreement with the State. The (**City of Mission Mayor**) is authorized to execute the agreement on behalf of the Local Government.

Approved this the 3rd day of March, 2025.

Norie Gonzalez Garza, Mayor

ATTEST:

Anna Carrillo, City Secretary



CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: March 3, 2025
PRESENTED BY: Cesar Torres, Chief of Police
AGENDA ITEM: Authorization to purchase (29) Rifle Resistant Body Armor with plates from GT Distributors, via Buyboard #698-23, in the total amount of \$47,305.90 using FY25 Rifle Resistant Body Armor grant funds from the Office of the Governor – Torres

NATURE OF REQUEST:

The Mission Police Department is seeking authorization to purchase (29) Rifle Resistant Body Armor with plates. This expenditure is a total of \$47,305.90. The purchase will be made from GT Distributors via Buyboard #698-23. This purchase will be made using FY25 Rifle Resistant Body Armor grant funds from the Office of the Governor.

BUDGETED: Yes **FUND:** Designated Purpose **ACCT. #:** 15-460-74950
BUDGET: \$47,325 **EST. COST:** \$47,305.90 **CURRENT BUDGET BALANCE:** \$47,325

BID AMOUNT: \$ _____

STAFF RECOMMENDATION:

Approval.

Departmental Approval: Finance, Purchasing

Advisory Board Recommendation: N/A

City Manager's Recommendation: Approval *MRP*

RECORD OF VOTE: **APPROVED:** _____
 DISAPPROVED: _____
 TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____



GT Distributors - Austin
 1124 New Meister Ln., Ste 100
 Pflugerville TX 78660
 (512) 451-8298 Ext. 0000

Quote	QTE0202866
Date	2/18/20 Item 16.
Page:	1

Bill To:

Ship To:

Mission Police Department (TX)
 1200 East 8th St
 Mission TX 78572

Mission Police Department (TX)
 1200 East 8th St
 Mission TX 78572

Purchase Order No.	Customer ID	Salesperson ID	Shipping Method	Payment Terms	Req Ship Date	Master No.
250218 PTA ARMOR	000048	KE	U	NET 15	0/0/0000	3,012,607

Quantity	Item Number	Description	UOM	Unit Price	Ext. Price
29	PTA-1315022*	TAC PR Traditional Molle Webbing, First Spear	EA	\$332.50	\$9,642.50
		BLACK			
58	PTA-1350923*	Hardwire 9000 Type III 10X12 Multi Curve Shoc	EA	\$640.30	\$37,137.40
29	PTA-1223589-PL*	Protech 8.5X3 Police ID Patch	EA	\$8.50	\$246.50
29	PTA-1223589-PS*	POLICE ID Panel SMALL	EA	\$8.50	\$246.50
1	NOTE		Each	\$0.00	\$0.00
Quotation reflects BuyBoard Contract 698-23. Contract period 4/1/23-3/31/25. Email BuyBoard PO's to info@buyboard.com					

QUOTE IS GOOD FOR 30 DAYS. IN ORDER TO RECEIVE QUOTED PRICE PLEASE PRESENT A COPY OF QUOTE AT POINT OF SALE IN STORES OR REFERENCE QUOTE NUMBER ON PO OR REQUISITION

Your salesperson is Kirby Evans. Thank You.
 asstchiefperez@missiontexas.us

Subtotal	\$47,272.90
Misc	\$0.00
Tax	\$0.00
Freight	\$33.00
Total	\$47,305.90



Vendor Contract Information Summary

Vendor GT Distributors, Inc.
 Contact DAVID CURTIS
 Phone 512-451-8298
 Email sales@gtdist.com
 Vendor Website www.gtdist.com
 TIN 74-2339528
 Address Line 1 1124 New Meister Lane
 Address Line 2 Suite 100
 Vendor City Pflugerville
 Vendor Zip 78660-6937
 Vendor State TX
 Vendor Country USA
 Delivery Days 10
 Freight Terms FOB Destination
 Payment Terms Net 30
 Shipping Terms Freight prepaid by vendor and added to invoice
 Ship Via Common Carrier
 Designated Dealer No
 EDGAR Received Yes
 Service-disabled Veteran Owned No
 Minority Owned No
 Women Owned No
 National No
 No Foreign Terrorist Orgs Yes
 No Israel Boycott Yes
 MWBE No
 ESCs All Texas Regions
 States All States
 Contract Name Public Safety and Firehouse Supplies and Equipment
 Contract No. 698-23
 Effective 04/01/2023
 Expiration 03/31/2026
 Accepts RFQs Yes



CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: March 3, 2025
PRESENTED BY: Cesar Torres, Chief of Police
AGENDA ITEM: Approval of a budget amendment in the amount of \$55,000 for Fund 10 State Forfeiture, and budget amendment in the amount of \$85,000.00 for Fund 11 Federal Forfeiture, to ensure coverage of expenditures for the remainder of the fiscal year. - Torres

NATURE OF REQUEST:

Requesting the budget increase of Fund 11 Federal Forfeiture from \$50,000 to the proposed budget of \$135,000.00, and a budget increase for Fund 10 State Forfeiture from \$0.00 to \$55,000.00. The funds transfer request is to ensure operational expenditures are covered for the remainder of the fiscal year, for accurate tracking of financials, and ease of purchase for training, uniforms, and gear for police officers. See budget amendment form for more details.

BUDGETED: No **FUND:** State Forfeiture **ACCT. #:** 10-410-54500; 10-410-64270; 10-410-64280
BUDGET: \$ _____ **EST. COST:** \$ _____ **CURRENT BUDGET BALANCE:** \$ _____

BUDGETED: No **FUND:** Federal Asset Forfeiture **ACCT. #:** 11-410-64270; 11-410-64280; 11-410-64390; 11-410-54500
BUDGET: \$ _____ **EST. COST:** \$ _____ **CURRENT BUDGET BALANCE:** \$ _____

BID AMOUNT: \$ _____

STAFF RECOMMENDATION:

Approval

Departmental Approval: Finance

Advisory Board Recommendation: N/A

City Manager's Recommendation: Approval *MRP*

RECORD OF VOTE: **APPROVED:** _____
 DISAPPROVED: _____
 TABLED: _____

_____ AYES
_____ NAYS

DISSENTING



Memorandum

To: Vidal Roman, Finance Director
CC: Mike Perez, City Manager
CT **From:** Cesar Torres, Chief of Police
Date: February 11, 2025
RE: Budget Reclassification (Fund 10 & 11)

I am writing to requesting the reclassification of funds within our budget to accurately reflect our actual expenditures. Please see attached form with specific form with special details o line item transfers. The fund transfers will cover operational expenditures needed to sustain accurate and actual expenditures for Fund 10 and 11.

The details of the reclassification will cover the following:

- The monies need to be moved and placed in various accounts where we can have access to make purchases for Police Officers trainings, uniforms, and gear as needed.

This reallocation is needed to make sure that our financial records accurately represent our spending and assist in maintaining transparent and accountable financial practices.

Please let me know if you need any additional information or documentation to process this request. I appreciate your prompt attention to this matter and look forward to your confirmation.

If you have any questions please contact me at 956-358-2181.

CM

CITY OF MISSION BUDGET AMENDMENT REQUEST

FISCAL YEAR: 2024-2025
DATE: March 3, 2025
DEPARTMENT: Police
FUND: Police Dept. Special Fund

BA-25-26

ACCOUNT NO.	ACCOUNT TITLE	CURRENT BUDGET	AMOUNT INCREASE (DECREASE)	PROPOSED BUDGET
				-
10-410-54500	Travel and Training	-	35,000.00	35,000.00
10-410-64270	Clothing and Uniforms	-	15,000.00	15,000.00
10-410-64280	Police Supplies	-	5,000.00	5,000.00
		-	-	-
				-
				-
				-
				-
				-
				-
				-
				-
				-
TOTAL		-	55,000.00	55,000.00

JUSTIFICATION

Budget amendment is necessary to ensure coverage of expenditures through the remainder of the fiscal year.

 The department needs to cover some expenditures and monies need to be added to the accounts on the form.

Finance Director: Vidal Roman **Date:** 3/3/2025

City Council Approved on: _____ **Date Posted:** _____

CITY OF MISSION BUDGET AMENDMENT REQUEST

FISCAL YEAR: 2024-2025
DATE: March 3, 2025
DEPARTMENT: Police
FUND: Police Federal Sharing US

BA-25-27

ACCOUNT NO.	ACCOUNT TITLE	CURRENT BUDGET	AMOUNT INCREASE (DECREASE)	PROPOSED BUDGET
				-
11-410-64270	Clothing and uniforms	25,000.00	25,000.00	50,000.00
11-410-64280	Police Supplies	25,000.00	5,000.00	30,000.00
11-410-64390	Minor Equipment	-	15,000.00	15,000.00
11-410-54500	Travel and Training	-	40,000.00	40,000.00
				-
				-
				-
				-
				-
				-
				-
				-
				-
TOTAL		50,000.00	85,000.00	135,000.00

JUSTIFICATION

Budget amendment is necessary to ensure coverage of expenditures through the remainder of the fiscal year.
 The department needs to cover some expenditures and monies need to be added to the accounts on the form.

Finance Director: Vidal Roman

Date: 3/3/2025

City Council Approved on: _____

Date Posted: _____



CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: March 10, 2025

PRESENTED BY: Andy Garcia, Asst. City Manager

AGENDA ITEM: Authorization of Reimbursement Agreement between the City of Mission and Mission Economic Development Corporation related to Shary Municipal Golf Course Water Well, Sod, and Pump Station Improvements in the amount of \$250,000. - Garcia

NATURE OF REQUEST:

On August 28, 2024, the MEDC Board approved golf course improvement project funding as a part of their budget process. The MEDC is requesting the use of a reimbursement agreement to process payments for the allocated funds. The Shary Municipal Golf Course will utilize allocated funding for a water well, new sod, pump station improvements, and equipment in an amount not to exceed \$250,000. Attached is a list of proposed needs as well as the proposed reimbursement agreement. The MEDC Board approved the reimbursement agreement at their Board meeting on February 26, 2025.

BUGETED: Yes **FUND:** 21 **ACCT. #:** 21-415-95120

BUDGET: \$250,000 **EST. COST:** \$250,000 **CURRENT BUDGET BALANCE:** \$250,000

BID AMOUNT: \$ _____

STAFF RECOMMENDATION:

Approval

Departmental Approval: Finance

Advisory Board Recommendation: Approval MEDC

City Manager's Recommendation: Approval *MRP*

RECORD OF VOTE: **APPROVED:** _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____

REIMBURSEMENT AGREEMENT

This Reimbursement Agreement (this “Agreement”), effective as of _____, 2025, is made by and between MISSION ECONOMIC DEVELOPMENT CORPORATION, a Texas Economic Development Corporation and governed by Texas Local Government Code chapters 501, 502 and 505 and the Texas Non-Profit Corporation Act, (the “MEDC”) acting by and through its governing body, the Board of Directors (the “MEDC Board”), , and THE CITY OF MISSION, TEXAS (the “City”), a Texas home-rule city.

RECITALS

WHEREAS, on August 28th, 2024, the MEDC authorized the allocation for the purposes of improving the Shary Municipal Golf Course as a part of its budget pursuant to Resolution No. 2024-07; and

WHEREAS, the MEDC as a Type B Corporation may provide funding for public improvements to recreational and community facilities pursuant to Chapter 505 of the Texas Local Government Code; and

WHEREAS, MEDC finds that such investment will improve the quality of life for the Mission community and residents; and

WHEREAS, the City has determined that it will carry out such improvements and seek reimbursement from the MEDC for costs incurred.

AGREEMENT

For and in consideration of the mutual promises, covenants, obligations, and benefits contained herein, the MEDC and the City contract and agree as follows:

ARTICLE 1 GENERAL TERMS

1.1 Definitions. The terms “Agreement,” “City,” “MEDC,” and “MEDC Board,” have the above meanings, and the following terms have the following meanings:

“Code” means the Texas Local Government Code, as amended.

“County” means Hidalgo County, Texas.

“City Advances” means any funds advanced by the City pursuant to Section 6.1 of this Agreement, expressly including, but not limited to, out-of-pocket expenses.

“Party” or “Parties” means one or more of the MEDC, and the City, the parties to this Agreement.

“Project” means the construction and installation of the Public Improvements to the Shary Municipal Golf Course;

“Project Costs” means all costs relating to the planning, design, engineering, construction, and installation of the Public Improvements.

“Public Improvements” means, collectively, the projects described in Section 3.1, below.

“State” means the State of Texas.

1.2 Singular and Plural. Words used herein in the singular, where the context so permits, also include the plural and vice versa. The definitions of words in the singular herein also apply to such words when used in the plural where the context so permits and vice versa.

ARTICLE 2 REPRESENTATIONS

2.1 Representations of the MEDC. The MEDC hereby represents to the City that:

(A) The MEDC is duly authorized, created and existing in good standing under the laws of the State of Texas and is duly qualified and authorized to carry out the governmental functions and operations contemplated by this Agreement.

(B) The MEDC has the power, authority, and legal right to enter into and perform this Agreement and the execution, delivery, and performance hereof (a) have been duly authorized, (b) to the best of the MEDC’s knowledge, will not violate any applicable judgment, order, law, or regulation, and (c) do not constitute a default under, or result in the creation of, any lien, charge, encumbrance, or security interest upon any assets of the MEDC under any agreement or instrument to which the MEDC is a party or by which the MEDC or its assets may be bound or affected.

(C) The Public Improvements and the Project Costs are components of or are consistent with the Project, and the Project Costs are eligible for reimbursement in accordance with the Code

(D) This Agreement has been duly authorized, executed, and delivered by the MEDC and, constitutes a legal, valid, and binding obligation of the MEDC, enforceable in accordance with its terms except to the extent that (a) the enforceability of such

instrument may be limited by bankruptcy, reorganization, insolvency, moratorium, or other similar laws of general application in effect from time to time relating to or affecting the enforcement of creditors' rights and (b) certain equitable remedies including specific performance may be unavailable.

(E) The execution, delivery, and performance of this Agreement by the MEDC do not require the consent or approval of any person which has not been obtained.

2.2 Representations of the City. The City hereby represents to the MEDC that:

(A) The City is duly authorized, created, and validly existing under the laws of the State of Texas.

(B) The City has the power, authority, and legal right to enter into and perform the obligations set forth in this Agreement, and the execution, delivery, and performance hereof (a) have been duly authorized, (b) will not, to the best of the City's knowledge, violate any judgment, order, law, or regulation applicable to the City or any provisions of the City's organizational documents, and (c) do not constitute a default under or result in the creation of, any lien, charge, encumbrance, or security interest upon any assets of the City under any agreement or instrument to which the City is a party or by which the City or its assets may be bound or affected.

(C) The City will have sufficient capital to perform its obligations under this Agreement at the time it needs to have sufficient capital.

(D) This Agreement has been duly authorized, executed, and delivered and constitutes a legal, valid, and binding obligation of the City, enforceable in accordance with its terms except to the extent that (a) the enforceability of such instruments may be limited by bankruptcy, reorganization, insolvency, moratorium, or other similar laws of general application in effect from time to time relating to or affecting the enforcement of creditors' rights and (b) certain equitable remedies including specific performance may be unavailable.

ARTICLE 3 THE PUBLIC IMPROVEMENTS

3.1 Public Improvements. The Public Improvements consist of repairs, design, construction, and equipment purchases for the Shary Municipal Golf Course located at 2201 N Mayberry St. more particularly described in Exhibit A (the "Public Improvements"). The Parties acknowledge that the Public Improvements will be financed and designed, and will be acquired by the City and consistent with the terms of this Agreement.

3.2 Project Costs. The Project Costs eligible under this Agreement shall be the City's actual expense costs of the Public Improvements, not to exceed \$250,000.00, and shall not include interest.

ARTICLE 4
DUTIES AND RESPONSIBILITIES OF THE CITY

4.1 Acquisition of Public Improvements. The City shall be responsible for the acquisition and installation of the Public Improvements and complying with all applicable competitive bidding laws. As applicable, the City will provide bid tabs and other information reasonably requested by the MEDC to document the scope of the Public Improvements, and the costs thereof. As the City acquires and installs Public Improvements, the City shall provide the MEDC with a summary of all costs associated with the Public Improvements for which the City seeks reimbursement along with evidence that all amounts owing to contractors, subcontractors, and suppliers have been paid in full (as evidenced by customary affidavits executed by such contractors). The City will document the extent of the Public Improvements to the MEDC as soon as practicable following completion thereof.

4.2 Cooperation. The City agrees that it will cooperate with the MEDC and will provide all necessary information to the MEDC to expedite reimbursement from MEDC for the Project Costs.

ARTICLE 5
DUTIES AND RESPONSIBILITIES OF MEDC

5.1 Reimbursement by MEDC. The MEDC shall reimburse to the City the Project Costs, without interest, in the amount of the actual eligible costs of the Public Improvements as described herein. The total, actual Project Costs of the Public Improvements for which the MEDC shall be responsible under the terms of this Agreement shall not exceed \$250,000.00.

ARTICLE 6
PUBLIC IMPROVEMENTS FINANCING AND FUNDING

6.1 City Advances.

(A) The City will advance sufficient funds for all costs comprising the Project Costs including, without limitation, all costs of design and engineering that arose or will arise in connection with the completed Public Improvements, including all payments arising under any contracts entered into by the City pursuant to this Agreement, all costs incurred in connection with obtaining governmental approvals, certificates, or permits (including any building permit fees) required as a part of any contracts entered into in

accordance with this Agreement, all related legal fees and out-of-pocket expenses incurred in connection therewith.

(B) As the Public Improvements are acquired and installed by the City, the MEDC shall begin repaying the advances made by the City pursuant to Section 6.1(A) of this Agreement, up to the maximum amount of the Project Costs, but in no case more than \$250,000.

ARTICLE 7
DEFAULT

7.1. Default.

(A) If the MEDC does not perform its obligations hereunder in compliance with this Agreement in all material respects, in addition to the other rights given the City under this Agreement, the City may enforce specific performance of this Agreement or seek actual damages incurred by the City for any such default if such default is not cured within 30 days after receipt by the MEDC of a written notice of default (or such longer period as is reasonably necessary; provided that actions reasonably calculated to cure the default are being diligently pursued to completion).

(B) In the event the City completes the Public Improvements but does not otherwise perform its obligations hereunder in all material respects in substantial compliance with this Agreement, in addition to the other rights given to the MEDC under this Agreement, the MEDC may enforce specific performance or seek actual damages incurred for any such default if such default is not cured within thirty (30) days after receipt by the City of a written notice of default (or such longer period as is reasonably necessary; provided that actions reasonably calculated to cure the default are being diligently pursued to completion).

(C) Force majeure. If force majeure prevents either Party hereto from performing any of its obligations under this Agreement, in whole or part, then the obligations of such Party, to the extent affected by such force majeure, shall be suspended during the continuance of any inability, provided that such Party is exercising due diligence to resume performance at the earliest practical time. As soon as reasonably possible after occurrence of the force majeure relied upon, the Party whose contractual obligations are affected thereby shall give notice and full particulars of such force majeure to the other Party. The term "force majeure," as used herein, shall include, without limitation of the generality thereof, acts of God, strikes, lockouts, or other industrial disturbances, acts of the public enemy, direct orders of any kind of the government of the United States or the State of Texas or any civil or military authority, insurrections, riots, epidemics, landslides, lightning, earthquakes, fires, hurricanes, storms, floods, washouts, droughts, arrests, restraints of government and people, civil disturbances, explosions, and any other incapacities of either Party, whether similar to those enumerated or

otherwise, which are not within the control of the Party claiming such inability, and which such Party could not have avoided by the exercise of due diligence and care. It is understood and agreed that the settlement of strikes and lockouts shall be remedied with all reasonable dispatch, but shall not require the settlement of strikes and lockouts by acceding to the demands of the opposing party or parties when such settlement is unfavorable to it in the judgment of the Party having the difficulty.

ARTICLE 8
GENERAL

8.1 Inspections. The City agrees to keep such operating records relating to the Public Improvements as may be required by the MEDC, or by state and federal law or regulation for a period not to exceed four years after completion, unless otherwise required by law. The City shall allow the MEDC reasonable access to documents and records in the City’s possession, custody or control that the MEDC deems necessary to assist the MEDC in determining the City’s compliance with this Agreement.

8.2 Personal Liability of Public Officials. To the extent permitted by state law, no director, officer, employee or agent of the MEDC, and no officer, employee, or agent of the City, shall be personally responsible for any liability arising under or growing out of the Agreement.

8.3 Notices. Any notice sent under this Agreement (except as otherwise expressly required) shall be written and mailed (certified, return receipt requested), or sent by facsimile transmission confirmed by mailing written confirmation at substantially the same time as such facsimile transmission, or personally delivered to an officer of the receiving Party at the following addresses:

If to the City: City Manager
 City of Mission, Texas
 1201 E. 8th
 Mission, Texas 78572

If to the MEDC: Chief Executive Officer
 Mission Economic Development Corporation
 801 N. Bryan Road
 Mission, Texas 78572

Each Party may change its address by supplying written notice to the other Party in accordance with this Section. Any communication addressed and mailed in accordance with this Section shall be deemed to be given when so mailed, any notice sent by facsimile transmission shall be deemed to be given when receipt of such transmission is acknowledged, and any communication delivered in person shall be deemed to be given when actually received by the MEDC or the City, as the case may be.

8.4 Amendments and Waivers. Any provision of this Agreement may be amended or waived if such amendment or waiver is in writing and is signed by the MEDC and the City. No course of dealing on the part of the City, nor any failure or delay by the City with respect to exercising any right, power or privilege of the City under this Agreement shall operate as a waiver thereof, except as otherwise provided in this Section.

8.5 Invalidity. In the event that any of the provisions contained in this Agreement shall be held unenforceable in any respect, such unenforceability shall not affect any other provision of this Agreement.

8.6 Successors and Assigns. All covenants and agreements made herein by or on behalf of the MEDC shall bind its successors and assigns and shall inure to the benefit of the City and its successors and assigns. The MEDC may assign its rights and obligations under this Agreement or any interest herein, with the prior written consent of the City, which consent shall not be unreasonably withheld, conditioned, or delayed.

8.7 Exhibits; Titles of Articles, Sections and Subsections. The exhibits attached to this Agreement are incorporated herein and shall be considered a part of this Agreement for the purposes stated herein, except that in the event of any conflict between any of the provisions of such exhibits and the provisions of this Agreement, the provisions of this Agreement shall prevail. All titles or headings in this Agreement are included only for the convenience of the Parties and shall not be construed to have any effect or meaning as to the agreement between the Parties. Any reference herein to a Section or Subsection shall be considered a reference to such Section or Subsection of this Agreement unless otherwise stated. Any reference herein to an exhibit shall be considered a reference to the applicable exhibit attached hereto unless otherwise stated.

8.8 Construction. This Agreement is a contract made under and shall be construed in accordance with and governed by the laws of the United States of America and the State of Texas, as such laws are now in effect.

8.9 Entire Agreement. THIS WRITTEN AGREEMENT REPRESENTS THE FINAL AGREEMENT BETWEEN THE PARTIES AND MAY NOT BE CONTRADICTED BY EVIDENCE OF PRIOR, CONTEMPORANEOUS, OR SUBSEQUENT ORAL AGREEMENTS OF THE PARTIES. THERE ARE NO UNWRITTEN ORAL AGREEMENTS BETWEEN THE PARTIES.

8.10 Term. This Agreement shall be in force and effect from the date of execution hereof for a term expiring on the date the City Advances have been repaid in full.

8.11 Approval by the Parties. Whenever this Agreement requires or permits approval or consent to be hereafter given by any of the Parties, the Parties agree that such approval or consent shall not be unreasonably withheld or delayed.

8.12 Additional Actions. The Parties agree to take such actions, including the execution and delivery of such documents, instruments, petitions and certifications as may be necessary or appropriate, from time to time, to carry out the terms, provisions, and intent of this Agreement, and to aid and assist each other in carrying out such terms, provisions, and intent.

[EXECUTION PAGES FOLLOW]

IN WITNESS WHEREOF, the Parties hereto have caused this Reimbursement Agreement to be duly executed as of the ____ day of _____, 2025.

MISSION ECONOMIC DEVELOPMENT CORPORATION

By: _____
TECLO J. GARCIA, CEO

CITY OF MISSION, TEXAS

By: _____
NORIE GONZALEZ-GARZA, Mayor

Exhibit A

SHARY GOLF COURSE PUBLIC IMPROVEMENT PROJECT

<u>Projects</u>	<u>Estimates</u>
Water Well Construction	\$ 130,000.00
Sod Repair for Greens 1 - 18	\$ 21,870.00
Sod Repair Hole 1 Fairway	\$ 7,900.00
Driving Range Operations	\$ 20,000.00
Peat Moss Mix for Greens	\$ 3,500.00
Re-Sod Two Practice Greens	\$ 29,870.00
Sand for Aerification Pump	\$ 6,500.00
Station Repair	\$ 24,000.00
Miscellaneous	\$ 6,360.00

Estimated Total: **\$ 250,000.00**

Certain pricing are estimates and are not meant to be the actual dollar amount.
 Above list is not meant to be all encompassing of golf course needs.
 Project funds can be reallocated as needed for project



CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: March 3, 2025
PRESENTED BY: Juan Pablo "JP" Terrazas, P.E., Asst. City Manager
AGENDA ITEM: Authorization to reject and re-solicit bids for the construction and installation of elevator at 1301 E. 8th Street - Terrazas

NATURE OF REQUEST:

The City of Mission received only one (1) bid for the construction and installation of elevator at 1301 E. 8th Street in the amount of \$477,033.00 which exceeded the allocated budget. It is recommended that the bid be rejected and the project be resolicited to encourage increased participation and competitive pricing.

BUGETED: _____ **FUND:** _____ **ACCT. #:** _____
BUDGET: \$ _____ **EST. COST:** \$200,000 **CURRENT BUDGET BALANCE:** \$ _____

STAFF RECOMMENDATION:

Approval

Departmental Approval: Finance, Purchasing

Advisory Board Recommendation: N/A

City Manager's Recommendation: Approval *MRP*

RECORD OF VOTE: **APPROVED:** _____
 DISAPPROVED: _____
 TABLED: _____

_____ AYES
_____ NAYS
_____ DISSENTING _____



25-315-02-26 / Construction and Installation of an
BID NAME/NUMBER: Elevator

OPEN DATE: February 26, 2025 2:00 PM CST

Vendor Name:	APEX33, LLC.
Street address:	6 Harbor Vw.
City, State:	Laguna Vista, TX 78578
Phone:	(956) 540-9968
Fax:	
Contact:	Steve E. Rodriguez
Email:	Stever.apex33@gmail.com

DESCRIPTION:		Total Bid Price	Total Bid Price
1	Construction and Installation of an Elevator	\$467,033.00	
2	Allowance Amount	\$10,000.00	
3	Total Amount:	\$477,033.00	
Addendums		None	
Bid Bonds		Yes	
Construction Days		90 Days	

Apparent Low Bidder: APEX33, LLC.

Note:

BID NAME/NUMBER: 25-315-02-26 / Construction and Installation of an Elevator



OPEN DATE: February 26, 2025 2:00 PM CST

Vendor Name:	APEX33, LLC.		
Street address:	6 Harbor Vw.		
City, State:	Laguna Vista, TX 78578		
Phone:	(956) 540-9968		
Fax:			
Contact:	Steve E. Rodriguez		
Email:	Stever.apex33@gmail.com		

DESCRIPTION of FORMS:				
	Solicitation Signed		Yes	
	Terms & Conditions Included		Yes	
	Sub-Contractor List		Yes	
	Non-Collusive		Yes	
	Pricing Schedule		Yes	
	Addenda(s)		None	
	Contractor Visit List		Yes	
	Gen. Business Questionare		Yes	
	References		Yes	
	CIQ		Yes	
	Bid Bond		Yes	
	Debarment			



CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: March 3, 2025
PRESENTED BY: Steven Kotsatos, Health Director
AGENDA ITEM: Authorization to enter into a Grant Agreement Between Best Friends Animal Society and The City of Mission, Texas for the Mission Animal Shelter - Kotsatos

NATURE OF REQUEST:

Requesting authorization to enter into a Grant Agreement Between Best Friends Animal Society and The City of Mission, Texas for the Mission Animal Shelter. This agreement will be in effect approximately March 29, 2025.

BUGETED: No **FUND:** General **ACCT. #:** _____
BUDGET: \$ _____ **EST. COST:** \$ _____ **CURRENT BUDGET BALANCE:** \$ _____

BID AMOUNT: _____

STAFF RECOMMENDATION:

Approval

Departmental Approval: Health. Finance

Advisory Board Recommendation: N/A

City Manager's Recommendation: Approval *MRP*

RECORD OF VOTE: **APPROVED:** _____
 DISAPPROVED: _____
 TABLED: _____

_____ AYES
_____ NAYS
_____ DISSENTING _____

Grant Agreement Between Best Friends Animal Society and The City of Mission, Texas

This Grant agreement (“Agreement”) is made and entered into between Best Friends Animal Society, a Utah nonprofit corporation (“Best Friends”) and The City of Mission, a Home-Ruled Texas Municipality (“Agency”). Each party shall be referred to herein individually as a “Party,” and collectively as the “Parties.” This Agreement shall be effective as of the date on which it is fully executed by both Parties.

BACKGROUND

Best Friends is a leading national animal welfare organization dedicated to ending the killing of dogs and cats in America's shelters. Best Friends believes the no-kill philosophy is underpinned by one simple fact: every healthy or treatable animal should be saved. Generally, “no-kill” means that the shelter(s), private organizations, SPCAs and/or humane societies handling a community’s animal control intake and surrenders are collectively saving all healthy or treatable animals. The industry standard for a quantitative no-kill benchmark is saving 90 percent or more of the animals who come through the community system. In 2016, Best Friends committed to assisting all shelters in the country to reach the no-kill benchmark by 2025, and we know that no single organization can do it alone, so we are working with agencies to share our resources and expertise to help their community achieve no-kill. One way in which we facilitate this is through the national shelter embed program.

The national shelter embed program has roots dating back to 2011, when Best Friends piloted Community Cat Projects in partnership with PetSmart Charities®, which placed staff members in shelters to lead a game-changing program to dramatically increase cat save rates. Today, Best Friends is partnered with Maddie’s Fund®, and thanks to that partnership the national embed program continues to place Best Friends staff members in agencies across the country. These staff members work side by side with agency leadership and staff to help them implement proven strategies to take their community to no-kill. Backed by a diverse array of subject-matter experts, embedded staff help partner organizations accomplish lifesaving goals that would normally take years in just a matter of months.

Due to the No Kill 2025 vision, Best Friends has a vested interest in helping Agency continue to increase its save rate to reach 90% in a sustainable way and would like to work with Agency through the national shelter embed program to achieve this success.

AGREEMENT

The activities covered by this Agreement are referred to as the “Project.”

1. Proposal

Agency is currently seeking leadership assistance to implement proven strategies to achieve and

sustain a save rate of 90% or above. Best Friends would like to partner with Agency to support the shelter in achieving a minimum ninety percent (90%) save rate. The save rate calculation is determined using the following formula [(Live Intakes) – (Non-Live Outcomes)] divided by (Live Intakes). Best Friends proposes that Agency utilize a highly qualified Best Friends employee onsite for the period of four (4) months from the mutually agreed upon Start Date (defined below), and continued Best Friends support through the end of calendar year 2025 (the “Term”) subject to the termination provision herein. The onsite employee will be deemed the Interim Director of Operations (“Position”). The Term can be extended on a monthly basis with the mutual written agreement of the Parties. The Term is subject to earlier termination by either Party as set forth below. The Position will be paid by Best Friends and would be covered by Best Friends insurance and benefits, and all times remain an employee of Best Friends during the term of the Agreement.

The Position would report to the Agency’s designated supervisors well as the Best Friends director of national shelter support and senior manager of embed programming while in this role.

Additionally, Agency will need to provide this Position the ability to participate in program and policy decisions, as well as direct employees on the implementation of lifesaving programs as approved by the Agency’s designated supervisor. In the event, in the reasonable judgment of the Position, the Position experiences, is informed of or observed any harassment or other concerning behavior relating to Agency’s employees or volunteers, the Position will utilize the appropriate Agency internal process to report such behavior.

The Position will have a proposed starting date of approximately four (4) weeks following the execution of this Agreement, or a date mutually agreed upon by the Agency and Best Friends as potentially near to, but no later than, March 29, 2025 as possible (“Start Date”). The proposed Start Date allows for Best Friends to select the ideal candidate for this role and for the Best Friends employee to relocate.

The Position will help ensure the sustainability of the programs upon conclusion of their assignment at the shelter by Best Friends and will be available for ongoing support, including direct support, utilization of additional Best Friends’s resources and/or departments, virtual support and direction, including but not limited to returning to on-site shelter support, when resources allow and deemed necessary in order to maintain the goals of this Agreement.

Best Friends has a variety of staff with modern sheltering and leadership skills. By filling the Position with a Best Friends staff person, Agency can benefit from the outside operational knowledge, as well as the extended resources as the Position connects with other specialists within the Best Friends organization.

Benefits for Agency

- Ability to utilize talented and knowledgeable resource from outside the organization to help facilitate transformational changes within the organization.
- Ability to provide training and ongoing support for Agency staff.
- Access to other Best Friends resources and expertise via the Best Friends staff person on-

site.

- Operational improvements that will increase lifesaving within the organization and improve reputation in the community, increasing community engagement and support.

If the Parties do not fully execute this Agreement by March 7, 2025, Best Friends offer to work with Agency will expire and is automatically revoked. Best Friends will not be obligated to provide any support (financial or otherwise) to Agency if the offer expires and is automatically revoked.

2. Goals

The specific goal of the project is to achieve and sustain a 90% or higher save rate within the Term of the Agreement by implementing nationally proven programs and policies without compromise to public safety. Such programs and policies include, but are not limited to, a robust local adoption program, enhanced medical and sanitation, collaborative relationships with other animal welfare agencies, increasing returns to owners, community cat programming, managed intake, community engagement, and robust foster and volunteer programs.

3. Commitment from Agency to Best Friends

In order for Best Friends to devote this time and effort to Agency, Agency agrees to do the following in support of the implementation of lifesaving programs:

- Participate in a collaborative needs assessment on site by Best Friends prior to or at the start of the Term to determine agreed upon short, medium- and long-term goals.
- Begin the hiring process for adequate staffing to provide adequate care and housing to the animals in the shelter population contingent on budget availability and constraints of Agency, and maintain that level of staffing throughout the term of this Agreement contingent on budget availability and constraints of Agency. Adequate staffing, as outlined in this subsection, shall be in place prior to the Start Date of the Agreement and shall be maintained throughout the term of the Agreement contingent on budget availability and constraints of Agency. Adequate care and housing, as referenced in this subsection shall be in accordance with the most recent version of The Association of Shelter Veterinarians' Guidelines for Standards of Care in Animal Shelters, which by reference shall be incorporated into this Agreement.
- Create and execute a communication strategy to all Agency staff to ensure embed staff, their purpose and the mutually agreed upon goals of this Agreement are properly socialized with the team.
- Grant the Position the authority to direct employees on the implementation of lifesaving programs from Attachment A as approved by the Agency's designated supervisor
- Provide appropriate statistics through the online reporting system designated by Best Friends. If Agency uses a shelter management software that can directly provide the information to the online reporting system, Agency will opt-in to allow the transfer of data directly to the designated online reporting system. If Agency is unable to use an online reporting system or the online reporting system is not yet available for Agency's use,

Agency will report statistics directly to Best Friends program staff monthly, by the 1st of the following month (for example, January stats are due by February 1), in the manner designated by Best Friends as well as any additional data requested to quantify success. Agency agrees to maintain data sharing for a minimum of 12 months post conclusion of the Term.

- F. Agree to allow Position access to shelter software and provide Best Friends detailed data, beyond online reported statistics, to help with improvements of animal care and live outcome work as well as organizational sustainability.
- G. Use its best effort to increase the Agency's save rate calculation to 90% with the save rate calculation determined using the following formula [(Live Intakes) – (Non-Live Outcomes)] divided by (Live Intakes).
- H. Agree to attend scheduled meetings with the Director of National Shelter Support and/or Senior Manager embed programming assigned to the project monthly and communicate between meetings as needed. Contact information to be provided by Best Friends.
- I. Allow for additional Best Friends staff to work at the Agency's facilities under the direction of the Position for additional support at no cost to the Agency.
- J. Recommend changes to current policies under Agency's control to Agency's designated supervisor, and, in compliance with any relevant registration or reporting requirements, proactively work with the relevant governmental officials to recommend change to any applicable ordinances that impede the ability of the shelter to achieve lifesaving goals including without limitation, the ability to institute and sustain lifesaving programs as agreed to in Attachment A.

4. Project Branding Terms and Promotion

Agency shall cooperate with Best Friends regarding the promotion of the Project. Both Parties may issue reports or statements to its members, the media and the public about the Project. This includes, but is not limited to websites, newsletters, press releases, magazine articles, blogs, and podcasts. Agency shall reasonably cooperate with Best Friends Network staff, volunteer team leaders, and news or magazine writers in the production of such news content. Agency agrees to cooperate with Best Friends and facilitate promotion of the Project through the Best Friends website, newsletters, electronic news distributions, press releases, and other media outlets. For the Term of this Agreement, Agency grants Best Friends a non-exclusive, royalty free license to use Agency's name and/or logo to promote Agency's lifesaving activities associated with the Project. Other than the forgoing, neither Party may use the other Party's logos, trademarks, or other intellectual property without express written permission of the other Party.

5. Agency's Representations and Warranties

Agency represent and warrant that during the Term of this Agreement:

- A. Agency is a qualified 501(c)(3) entity or government organization;
- B. Agency is an activated member of the Best Friends Network;
- C. Agency acknowledges that their animal welfare activities may be governed by a variety of federal, state, and local laws. Agency hereby warrants that they shall use their best efforts to comply with all applicable laws and shall not knowingly violate same;

- D. Agency acknowledges and agrees that the Position will not be expected to perform any actions or tasks that conflict with the philosophical beliefs of Best Friends, and
- E. Agency acknowledges and agrees that, given the complex nature of the environment where the services are to be provided, Best Friends makes no guarantees as to whether any lifesaving goals set forth in this Agreement will be met. All decisions relating to policies, procedures, the care and disposition of animals remain the sole responsibility of Agency.

6. Termination

A. Termination by Agency

1. Agency may terminate this Agreement upon providing thirty (30) days written notice to Best Friends.
2. Agency may terminate this Agreement upon providing ten (10) business days written notice to Best Friends in the event of the following events of default:
 - i. By its actions or statements, Best Friends materially harms Agency in Agency's reasonable judgment; or
 - ii. Best Friends files for bankruptcy, or sells, assigns or transfers the majority of its assets to another entity, or ceases to operate as a nonprofit corporation.

B. Termination by Best Friends

1. Best Friends may terminate this Agreement upon providing thirty (30) days written notice to Agency.
2. Best Friends may terminate this Agreement upon providing ten (10) business days written notice to Agency if by its actions or statements, Agency materially harms the reputation of Best Friends, as determined by Best Friends in Best Friends reasonable judgment.
3. Best Friends may terminate this Agreement upon providing fourteen (14) business days written notice without penalty or any further obligation upon written notice to Agency in the event that Best Friends determines that it lacks the financial ability to continue to support the Project. In such event Best Friends shall be solely responsible for implementation of any decision as it relates to Best Friends employees.

7. Photo, Video, Digital and Audio Access and Release

Agency grants to Best Friends (including its employees, contractors and agents), the nonexclusive, perpetual, royalty-free right, license, and permission to photograph, video, and audio record any of Agency's programs or events, associated with the Project for the duration of the Project and to use such materials in any manner including for identification purposes, to promote or report about Best Friends events, activities and mission; to raise donations, or for other purposes.

8. General Release

To the extent allowed by law, except for Best Friends gross negligence or intentional misconduct, Agency, their directors, officers, employees, representatives, agents, successors, and assigns, agree

never to bring a claim or suit against Best Friends relating to the Project and its receipt of services. Except for Best Friends gross negligence or intentional misconduct, Agency agrees Best Friends and its directors, officers, employees, representatives, agents, successors and assigns are not responsible for any of the decisions, plans, guidelines, work, or activities related to or arising from the Project. Except for Best Friends gross negligence or intentional misconduct, Agency releases Best Friends and its directors, founders, employees, officers, agents, representatives, contractors, volunteers, successors and assigns from all liability arising from any work or activities related to the Project. Except for Best Friends gross negligence or intentional misconduct, Agency understand this Agreement discharges Best Friends and its directors, founders, employees, officers, agents, representatives, contractors, volunteers, successors and assigns from any liability to Agency with respect to bodily injury, personal injury, illness, death, property damage or other loss of any kind or nature whatsoever, direct or indirect, known or unknown, that may result as a result of Agency's work, participation and activities related to this Project.

9. Indemnity Agreement

Agency and their directors, officers, agents, employees, representatives, successors and assigns, agree to indemnify and hold Best Friends harmless for all bodily injury, personal injury, illness, death, property damage or other losses of any kind or nature whatsoever, direct or indirect, known or unknown, including attorney's fees and costs of litigation that result to anyone else or any other entity because of actions or omissions related to the Project or Agency' breach of this Agreement. This includes lone acts or omissions by Agency as well as the combined acts of Agency with others.

Except as prohibited by law, including Article XI, Section 7 of the Texas Constitution, Agency and its directors, officers, agents, employees, representatives, successors and assigns, agree to indemnify and hold Best Friends harmless for all bodily injury, personal injury, illness, death, property damage or other losses of any kind or nature whatsoever, direct or indirect, known or unknown, including reasonable attorney's fees and costs of litigation that result to anyone else or any other entity because of actions or omissions related to the Project or Agency' breach of this Agreement. This includes lone acts or omissions by Agency as well as the combined acts of Agency with others. Notwithstanding the foregoing, the indemnity of the Agency shall be limited by limitations on liability available to Agency as a political subdivision of the State of Texas under applicable state and federal law. Nothing hereunder shall be construed as requiring the Agency to incur debt, assess or collect funds, levy a tax or create a sinking fund to satisfy any obligations created by this section.

Best Friends and its directors, officers, agents, employees, representatives, successors and assigns agree to indemnify and hold Agency harmless from all bodily injury, personal injury, illness, death, property damage or other losses of any kind or nature whatsoever, direct or indirect, known or unknown, including reasonable attorney fees and costs of litigation that result to anyone else or any other entity that is the result of Best Friends' officers, employees or agents' physical presence on Agency's property for activities relating to this Agreement or at events directly connected with the Project.

10. Insurance

Each Party agrees to maintain reasonable insurance coverage to cover their activities in connection with this Agreement. This includes but is not limited to liability insurance and workers compensation coverage required by the State of Texas.

11. Survival of Terms

Intellectual property rights, including the rights to use photos, digital, audio and video materials, agreed to in this Agreement are perpetual. The releases and the indemnity agreements are perpetual.

12. Proprietary Information

Agency acknowledges and agree that the following constitute “Proprietary Information”: any secret or proprietary information relating directly to Best Friends business, including, but not limited to, the Best Friends Network and donation process, services, members, donor and volunteer lists, business policies, employment records and policies, operational methods, marketing plans and strategies, business development plans, new personnel acquisition plans, technical processes, designs and design projects, inventions and research programs, trade know-how, trade secrets, specific software, algorithms, computer processing systems, object and source codes, user manuals, systems documentation, and other business and financial affairs of Best Friends. It is not anticipated that Agency will have access to Best Friends proprietary information as a result of this Agreement. Nonetheless, Agency acknowledges and agrees that in the event Agency learns of or come into possession of any Best Friends proprietary information, Agency will notify Best Friends and return said information. Agency agrees that they will not use, supply or disclose any Proprietary Information it happens to learn of to any third party, unless required by law.

13. Personal Property

During the Agreement, Best Friends may provide personal property for the use of the Position and employees or volunteers of Agency to assist in Agency’s work. In the event that Agency utilizes any such personal property, Agency hereby accepts the personal property is provided in “AS-IS”, WHERE IS” condition subject to and WITH ALL FAULTS. BEST FRIENDS MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND OR NATURE WITH RESPECT TO THE GOODS, AND EXPRESSLY DISCLAIMS ANY EXPRESS OR IMPLIED WARRANTY OF ANY KIND, INCLUDING WITHOUT LIMITATION ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, WHETHER ARISING BY LAW, COURSE OF PERFORMANCE, COURSE OF DEALING, OR USAGE OF TRADE. For the avoidance of doubt, Agency’s use of the personal property is covered by the indemnification obligation set forth in this Agreement and Agency releases Best Friends from any and all liability under any legal theory relating to the use of such personal property. At the termination of this Agreement, Best Friends, in its sole discretion, may leave all or some of this personal property for the continued use of Agency (“Donated Personal Property”). In such event, Best Friends will provide a list of substantial pieces of the Donated Personal Property or otherwise designate what is being left as Donated Personal Property to Agency. The title to any such Donated

Personal Property will transfer on the date Best Friends indicates and such Donated Personal Property continues to be subject to the disclaimers and limitations of warranties, release, and indemnification coverage by Agency as set forth in this section.

14. Monetary Grant Opportunities and Requirements

Agency acknowledges and agrees that, unless specifically provided in this Agreement, Best Friends and its representatives have made no actual or implied promise of any grant funding. In the event that Agency is selected to receive a monetary grant from Best Friends during the Term of this Agreement, the Parties will mutually agree in writing upon any additional reporting or other obligations Agency will have associated with such grant. The grant funds will be provided to Agency upon receipt by Best Friends of Agency's IRS Form W-9. Agency will be informed if grant funds will be disbursed using a schedule and will be subject to Agency meeting specific reporting or other obligations. In addition to abiding by the requirement that any grant funds be used in furtherance of the purposes as agreed to by the Agency, Agency specifically agrees that no portion of any grant funds will be used for any of the following: (i) to lobby or otherwise attempt to influence legislation; (ii) to influence outcome of any specific public election or participate or intervene in any political campaign on behalf of any candidate for public office or conduct, directly or indirectly; (iii) to support or oppose any elected official or candidate for public office or on any particular issue. The provisions of this Agreement will apply in connection with all uses of any grant funds provided by Best Friends during the Term of this Agreement, unless Agency and Best Friends have entered into a separate agreement specifically related to such grant.

15. No Third-Party Beneficiaries

Nothing in this Agreement shall be construed to give any person or entity other than the Parties to this Agreement any legal or equitable claim, right or remedy; rather, this Agreement is intended to be for the sole and exclusive benefit of the Parties hereto.

16. Notices

Any notice required or provided for under this Agreement shall be provided in writing, and shall be deemed given when either personally delivered, sent by e-mail with return/read receipt requested, sent by Certified U.S. Mail return receipt requested, delivered by courier and confirmed in writing, to the other Party at the address and/or contact set forth below or to such other address as may be provided in writing for the delivery of notices hereunder. E-mail notices sent as provided above shall be deemed sufficient notice for purposes of this Agreement:

If to Agency:	City of Mission, Texas Attn: Mike R. Perez Mission, TX 78572 Tel: (956) 580-8662 Email: mrperez@missiontexas.us With a copy to: Legaldebt@missiontexas.us
If to Best Friends:	Best Friends Animal Society

Attn: Director, National Shelter Embed Programs
5001 Angel Canyon Rd.
Kanab, UT 84741
Tel: (435) 644-2001
Email: scottg@bestfriends.org
with a copy to legal@bestfriends.org

17. Other

These terms of this Agreement bind the successors and assigns of the Parties. Each term of this Agreement is material. Agency expressly agrees the releases and indemnity agreement are intended to be as broad and inclusive as permitted by applicable law. The Parties agrees that in the event that any clause or provision of this Agreement shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Agreement. This is the entire agreement between the Parties and supersedes any other verbal or written statements, representations, or promises. No Party is responsible in any way for the debts of the other Party, or any breach of any law, rule, regulation, complaint, grievance, custom, or guideline of the other. No Party has authority to bind the other to any contractual or other agreements and in no event shall any Party represent or hold itself out as acting on behalf of the Party hereto. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Texas. Any disputes arising out of or related to this Agreement will be resolved in a State or Federal court of competent jurisdiction in Hidalgo County, Texas.

By signing below, each Party acknowledges that the individual executing the Agreement on behalf of the entity has the authority to execute this Agreement, has read and understand this Agreement, and indicates the intent to electronically sign and have the Party be bound by the terms and conditions therein. The Parties agree that any electronic signature is intended to authenticate this writing and to have the same force and effect as a manual signature for purposes of validity, enforceability, and admissibility.

City of Mission, Texas

Best Friends Animal Society

Signature: _____

Signature: _____

Printed Name: Mike R. Perez

Printed Name: _____

Title: City Manager

Printed Name: _____

Date: _____

Date: _____

Attachment A:

Recommendations, as acknowledged and mutually agreed to by way of this Attachment, shall include consideration of all reasonable interpretations of local ordinances, state statutes, and other governing regulations in order to allow implementation of the agreed upon recommendations. Mutually agreed upon recommendations to implement per section 3 of the Grant Agreement Between Best Friends Animal Society and the Agency shall include but not be limited to the following:

1. **Field Services:** The Project will comply with local and state laws and regulations, as well as recommendations established by organizations such as the National Animal Control Association, including, but not limited to, Managed Intake and Return to Owner in the Field practices. The Agency further acknowledges and agrees to advise and implement these practices in each department under its control which may have the authority to enforce local and state laws.
2. **Daily Care and Enrichment:** Expectations for the Project consider enrichment to be as important as food and water. Comprehensive daily care and enrichment for dogs and cats within the shelter are essential for their mental well-being and help reduce shelter-created behavior challenges.
3. **Sanitation:** The Project will adhere to the standards set by organizations such as the Association of Shelter Veterinarians.
4. **Community cat programming (CCPs):** The Agency will allow for a CCP as determined by the Project. CCPs are a humane, fiscally responsible, and effective program that provides an immediate, lasting response for cats in and out of shelters. The Agency specifically acknowledges and agrees to take all reasonable efforts during the duration of the project to review and consider revisions to local ordinances hindering or impeding, whether real or perceived, in order to continue CCP subsequent to the project.
5. **Kitten intake diversion and neonate fostering:** The Project will offer alternatives to the general intake of healthy kittens, assess the best options for each kitten's needs, and ensure that kittens who enter the shelter are provided a high level of care.
6. **Volunteer and foster programming:** The Agency will work to build a successful volunteer program that includes recruiting, training, and engaging with existing volunteers.
7. **Adoption programming:** The Project will implement open adoption practices, including removing the barriers to adoption for people who want to provide a loving home for pets and ensuring the entire process is positive & accessible for everyone.
8. **Community Engagement:** The leadership will work to understand problems from the community's perspective and create solutions with shared buy-in, which can help increase the community's capacity to care for pets. The goal is to develop meaningful relationships with people to motivate them to get involved in filling a need or solving a community problem.



CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: March 3, 2025
PRESENTED BY: Steven Kotsatos, Health Director
AGENDA ITEM: Authorization to implement a Business Plan for Mission Animal Shelter - Kotsatos

NATURE OF REQUEST:

Requesting authorization to implement a Business Plan for the Mission Animal Shelter that includes staffing and supplies needed to activate and operate the Animal Shelter.

BUGETED: No **FUND:** General **ACCT. #:** 01-444
BUDGET: \$ _____ **EST. COST:** \$608,664 **CURRENT BUDGET BALANCE:** \$ _____

BID AMOUNT: _____

STAFF RECOMMENDATION:

Approval

Departmental Approval: Finance

Advisory Board Recommendation: N/A

City Manager's Recommendation: Approval *MRP*

RECORD OF VOTE: **APPROVED:** _____
 DISAPPROVED: _____
 TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____

Business Plan for Mission Animal Shelter

Executive Summary

The Mission Animal Shelter is a nonprofit organization dedicated to the rescue, rehabilitation, and adoption of homeless animals. Our mission is to provide shelter, medical care, and loving homes for stray and abandoned animals while promoting responsible pet ownership through community outreach and education.

With the support of the City of Mission and generous donors, we aim to create a sustainable and well-managed operation that ensures the welfare of animals and the effective allocation of resources.

Business Case

Revenue and Expense Forecast

Revenue Sources

City of Mission Contribution	\$400,000
Grants	\$25,000
Shelter Fees	\$3,000
Cash Donations	\$1,000
In Kind Donations	\$2,400
Adoption Fees	\$8,900
Dog Tag Fees	\$1,000
Other Fundraising Efforts	\$2,000
Total Revenue:	\$443,300

Expenses

- **Payroll (Full time and Part time staff of 8 salaries, benefits) \$229,974**
- **Operating Supplies:**
 - **Food \$28,350 - 50 lb. bag that has 200 cups of food - SOP serving size)**
 - **Medical supplies \$62,400 (vaccines, microchips, average cost of vaccines DOGS: Bordetella bronchiectasis/Parvovirus/Distemper CATS: Feline panleukopenia/Feline calicivirus/Feline herpesvirus)**
 - **Medical Services \$46,400**
 - **Cleaning supplies and chemicals \$8,000**
 - **Other necessary supplies (Cameras/TCP timeclock/Copier/printer) \$25,000**
- **Maintenance and Repair Supplies \$30,000**
- **Contractual Services (veterinary services) \$95,000**
- **Travel and Training (staff development, conferences) \$ 5,000**
- **Pest Control \$4,000**
- **Utilities:**
 - **Electricity \$2500.00**
 - **Water \$2500.00**
 - **Contingency \$59,000**

Total Expenses \$608,664

Projected Surplus (Deficit) (\$165,364)

A detailed breakdown of revenue and expenses will be provided in financial statements to ensure transparency and accountability.

Proposed Organizational Chart

- **(NEW) Shelter Manager** – Manages day-to-day shelter activities
- **(NEW) Veterinarian/Medical Staff** – Provides medical care for animals
- **(EXISTING) Animal Control Officers** – Provides field assessment of domestic dogs and cats
- **(NEW) Animal Care Staff** – Ensures proper feeding, cleaning, and care of animals
- **(EXISTING) Administrative Staff** – Handles finance, donations, and community outreach
- **Volunteers** – Assist with adoption events, animal care, and fundraising

Personnel Schedule – See attached Appendix “A”

A comprehensive personnel schedule, including wages and payroll costs, will be integrated into financial planning to optimize staff efficiency while maintaining high standards of animal care.

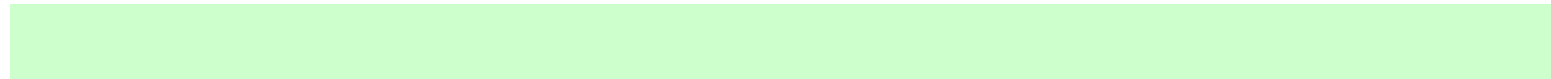
Appendices

Attached Ordinances

- Adoption policies
- Shelter fee structures
- Animal control regulations

Conclusion

The Mission Animal Shelter is committed to creating a positive impact on the community by providing a safe haven for animals in need. With strategic financial planning, dedicated staff, and community support, we will ensure a sustainable and successful operation for years to come.



Revenues	Year 1	Year 2	Year 3	Year 4	Year 5	
City of Mission Contribution	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	<i>Fixed</i>
Grants	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	<i>Estimate</i>
Shelter Fees	\$3,000	\$3,060	\$3,121	\$3,184	\$3,247	<i>2% Increase/Year</i>
Cash Donations	\$1,000	\$1,025	\$1,050	\$1,075	\$1,100	<i>2.5 % Increase/Year</i>
In Kind Donations	\$2,400	\$2,472	\$2,546	\$2,623	\$2,701	<i>3% Increase/Year</i>
Adoption Fees	\$8,900	\$8,958	\$9,017	\$9,078	\$9,139	
Dog Tag Fees	\$1,000	\$1,020	\$1,040	\$1,061	\$1,082	
Other Fundraising Efforts	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	
Total Revenue Sources	\$443,300	\$443,535	\$443,775	\$444,020	\$444,270	
Expenses						
Payroll	\$229,974	\$229,974	\$229,974	\$229,974	\$229,974	
Food	\$28,350	\$28,350	\$28,350	\$28,350	\$28,350	
Medical Supplies	\$62,400	\$64,921	\$67,544	\$70,273	\$73,112	
Medical Services	\$46,440	\$47,369	\$48,316	\$49,282	\$50,268	
Cleaning Supplies	\$8,000	\$8,000	\$9,000	\$9,000	\$10,000	
Maintenance and Repair	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	
Pest Control	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	
Contractual Services	\$95,000	\$95,000	\$110,000	\$110,000	\$110,000	<i>Veterinarian Services</i>
Travel and Training	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	
Other Costs for building	\$25,000	\$5,000	\$5,000	\$5,000	\$5,000	<i>Surveillance Cameras/Timeclock/Copier lease</i>
Advestising/Marketing	\$10,000	\$15,000	\$15,000	\$15,000	\$15,000	<i>Advertising/Marketing/Newspaper ads</i>
Utilities	\$5,500	\$5,500	\$5,500	\$5,500	\$5,500	
Contingency	\$59,000	\$49,000	\$51,000	\$51,000	\$52,000	<i>10 % Estimate of expenses</i>
Total Expenses	\$608,664	\$587,114	\$608,684	\$612,379	\$618,204	
Suplus (Deficit)	(\$165,364)	(\$143,579)	(\$164,909)	(\$168,359)	(\$173,934)	

Shelter Fee	\$20	\$20	\$20	\$20	\$20	
# of Shelter Fees	150	153	156	159	162	<i>2% Increase/Year</i>
Average Donation	\$400	\$400	\$400	\$400	\$400	

# of Donations	6	6	6	7	7	<i>3% Increase/Year</i>	
Adoption Fees	\$50	\$50	\$50	\$50	\$50		
# of Dog Adoptions	58	59	60	62	63	<i>2% Increase/Year</i>	
# of Cat Adoptions	120	120	120	120	120		
Dog Tag Fee	\$10	\$10	\$10	\$10	\$10		
# of Dog Tags	100	102	104	106	108	<i>2% Increase/Year</i>	
Fundraising Event	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000		
# of Fundraising Events	1	1	1	1	1	Fixed	
Cost per 50 lb bag	\$35	\$35	\$35	\$35	\$35		
# of Cups per 50 lb bag	200	200	200	200	200		
Large Dog	4	4	4	4	4		75%
Medium Dog	3	3	3	3	3		20%
Small Dog	2	2	2	2	2		5%
# of Animals per Day	100	100	100	100	100		
# of Large Dogs per Day	75	75	75	75	75		
# of Medium Dogs per Day	20	20	20	20	20		
# of Small Dogs per Day	5	5	5	5	5		
# of Cups a Day	370	370	370	370	370		
# of Bags Required per Day	1.85	1.85	1.85	1.85	1.85		
# of Bags Required per Year	675	675	675	675	675		
Microchips	\$2,500	\$2,750	\$3,250	\$3,450	\$3,500		
Dogs							
Bordetella Bronchiseptica	\$45	\$46	\$47	\$48	\$49	\$19-60	
Parvovirus	\$120	\$122	\$125	\$127	\$130	\$60-180	58.33333
Distemper	\$50	\$51	\$52	\$53	\$54	\$20-100	
Rabies	\$85	\$87	\$88	\$90	\$92		
Total Cost	\$300	\$306	\$312	\$318	\$325		

Spay and Nuter	\$180	\$180	\$180	\$180	\$180
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# of Dog Intakes	58	59	60	62	63	# of Adoptions. The number of dogs received will not exceed the number of adoptions.
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Cats

Feline Panluekopenia	\$30	\$31	\$31	\$32	\$32	\$20-40
Feline Calicivirus	\$30	\$31	\$31	\$32	\$32	\$20-40
Distemper	\$35	\$36	\$36	\$37	\$38	\$20-50
Feline Herpesvirus	\$30	\$31	\$31	\$32	\$32	\$20-40
Rabies	\$25	\$26	\$26	\$27	\$27	\$20-30
Total Cost	\$150	\$153	\$156	\$159	\$162	

Spay and Nuter	\$120	\$120	\$120	\$120	\$120
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# of Cat Intakes	300	306	312	318	325	# of Intakes. Cats are released, sent to Petsmart, or adopted. The number of intakes will not match the number of adoptions.
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Cleaning Supplies

						# Needed
Rescue Disinfectant	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	2 - 55 gallon barrels
Brushes	1,000	1,000	1,000	1,000	1,000	
Scrubbers	1,000	1,000	1,000	1,000	1,000	
Powerwasher	2,500	2,500	3,500	3,500	3,500	
Pooper Scooper	1,000	1,000	1,000	1,000	1,000	
Garden Hoses	500	500	500	500	500	

Sec. 14-143. Time for redemption.

Any owner or person entitled to possession of a dog who appears at the city animal shelter within five days after the date of such notice, shall have the right to pick up such dog by paying an impoundment fee if such dog is licensed. If such dog is not licensed, the owner, upon proof of his ownership or right to possession, may repossess such dog by having the dog vaccinated and licensed in accordance with the requirements of the city ordinance, and by paying the impoundment fee. Failure of any such owner or person entitled to possession to repossess such dog shall entitle the animal control officer to dispose of such dog in a humane manner.

(Code 1976, § 7-51)

Proposed fees:

City Dog tag \$10.00 / per year

Boarding fee \$20.00 / day

Adoption fee \$25.00

Redemption fees:

1st time-- \$50.00 w/rabies proof

2nd time-- \$100.00 w/rabies proof

3rd time-- \$150.00 w/rabies proof

4th time-- \$200 .00 w/rabies proof