



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, June 23, 2025 at 4:30 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, June 23, 2025 04:30 PM Central Time**

<https://us02web.zoom.us/j/9904662781?pwd=SGVIL3JZRFRdENzWXI5VUxFT1ZUQT09>

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. May Employee of the Month - Munguia
2. Presentation by Mission Police Department - Torres
3. Report from the Greater Mission Chamber of Commerce – Brenda Enriquez
4. Departmental Reports – Perez
5. Citizen's Participation on Specific Agenda Items – Garza

PUBLIC HEARING

6. Proposed CDBG Annual Action Plan FY 25-26 - Elizalde

PLANNING & ZONING RECOMMENDATIONS

7. Conduct a public hearing and consideration of a rezoning request for Tract 1, a tract of land containing 5.182 acres, from Agricultural Open Interim District ("AO-I") to General Business District ("C-3"), and Tract 2, a tract of land containing 4.210 acres, from Agricultural Open Interim District ("AO-I") to Townhouse Residential District ("R-1T"),

both out of Lot 24-5, West Addition to Sharyland Subdivision, located along the South side of West Griffin Parkway approximately 112 feet East of Holland Avenue.

Applicant: 3BU Family Limited Partnership, Adoption of Ordinance #_____ - Cervantes

8. Conduct a public hearing and consideration of a rezoning request from Office Building District (“C-1”) to General Business District (“C-3”) for a 2.50-acre tract of land out of Lot 28-6, West Addition to Sharyland Subdivision, located along the West side of Conway Avenue approximately 1,170 feet South of West Mile 2 Road. Applicant: MAS Engineering, LLC, Adoption of Ordinance #_____ - Cervantes
9. Conduct a public hearing and consideration of a Conditional Use Permit for a Drive-Thru Service Window – La Mexico in a (C-2) Neighborhood Commercial District, being Lot 9, Block 5, Taurus Estates Subdivision No. 9, Ph. I, located at 4009 N. Inspiration Road, Applicant: Blesson George, Adoption of Ordinance #_____ – Cervantes
10. Conduct a public hearing and consideration of a Conditional Use Permit for a Home Occupation for the sale of firearms – Guns & More in a (R-1A) Large Lot Single Family District, being Lot 19, Monaco Subdivision, located at 2208 Monaco Drive, Applicant: Robert D. Russell, Adoption of Ordinance #_____ - Cervantes
11. Conduct a public hearing and consideration of a Conditional Use Permit for the Sale & On-Site Consumption of Alcoholic Beverages – Taboo Bar & Grill in a property zoned (C-3) General Business District, being Lot 1, Alba Plaza Subdivision, located at 608 N. Shary Road, Suites 9 & 10. Applicant: Blesson George, Adoption of Ordinance #_____ - Cervantes
12. Conduct a public hearing and consideration of a Renewal of a Conditional Use Permit for the Ohana Construction and Landscaping Nursery in a property zoned (AO-I) Agricultural Open Interim District, being a 1.68 tract of land, out of Lot 28-5, West Addition to Sharyland Subdivision, located at 305 West Mile 2 Road. Applicant: Azucena Bastida, Adoption of Ordinance #_____ - Cervantes
13. Conduct a public hearing and consideration of a Conditional Use Permit to Designate an area as a Mobile Food Park for the operation of four (4) Mobile Food Units, being a 77 feet x 210 feet tract of land, block 144, Mission Original Townsite Subdivision, in a C-3 zone General Business District, located at 410 E. 9th Street. Applicant: Mario A. Guerra, Adoption of Ordinance #_____ – Cervantes
14. Conduct a public hearing and consideration of a Conditional Use Permit to allow a Mobile Food Unit – Tony’s Hot Dogs & More in a property zoned General Business District (“C-3”), being the South 3.86 acres out of Lot 22, New Caledonia Subdivision, located at 2120 West Mile 3 Road. Applicant: Andres Antonio Cruz Torres, Adoption of Ordinance #_____ - Cervantes

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

15. Approval of Minutes – Carrillo
Regular Meeting – June 9, 2025
16. Acknowledge Receipt of Minutes – Perez
Speer Memorial Library – March 18, 2025
Shary Golf Course Advisory Board – May 7, 2025
Keep Mission Beautiful – April 8, May 6, 2025
17. Authorization to enter into an Interlocal Agreement between the City of Mission and Agua Special Utility District (Agua SUD) regarding sewer service to the developer of the proposed Palmview Plaza, being Lots 1 and 2, Bella Vista Subdivision – Cervantes
18. Authorization to Solicit for Bids for the purchase of Flexible Base Caliche for the Public Works Department – Terrazas
19. Authorization to award bid for Hot Mix Asphalt Type D (Limestone) to Synolo Materials LLC - Terrazas
20. Authorization to Approve Service Agreement between the City of Mission and Lone Star Citrus Growers Agreement – Terrazas
21. Authorize Repairs to the Francisco Avenue Railroad Crossing and Approve Sole Source Agreement with Rio Valley Switching Company at an estimated amount of \$60,482.61 - Terrazas
22. Authorization to Solicit for Bids for Meter Connect Supplies for the Public Works Department – Terrazas
23. Authorization to enter into a Memorandum of Understanding between the Mission High School and the City of Mission Police Department – Torres
24. Authorization to lease/purchase a 2025 Ford Transit Passenger Van for the Mission Police Department fleet from D&M Leasing Company (buyboard contract #744-24), totaling \$96,089.88, using the Stonegarden FY2024 Grant funds – Torres
25. Authorization to purchase (25) Rifle Resistant Body Armor with plates from GT Distributors, via Buyboard #698-23, in the total amount of \$46,256.25 using FY25 Rifle Resistant Body Armor grant funds from the Office of the Governor– Torres
26. Authorization to extend the lease for five (5) 2022 Chevrolet Tahoe PPV 2WD 1 WT units from D&M Leasing Company (Buyboard Contract #744-24) in the amount of \$82,625.00- Torres
27. Approval of United Way of South Texas for VITA In-kind letter - Espinoza
28. Authorization to enter into an Interlocal Cooperation Agreement between Hidalgo County and the City of Mission for The Veterans Benefits Fair – Lerma
29. Approval of Ordinance # _____ Amending Chapter 30-Emergency Services-Article III. Emergency Medical Vehicles - Division 1.- Generally by Renaming Article III; Repealing Section 30-161.- Definitions in its entirety; Amending Section 30.162 - Ambulance Board; Purpose; Membership; Responsibilities Sections (A) And (B); Repealing Section 30-163 and Division 2. – Licenses - Sections 30-181 through 30-187 in their entirety - Silva

- [30.](#) Proposed Amendment to Procurement Manual- Insertion of Grant Compliance Requirements Section - Elizalde
- [31.](#) Authorization to submit a grant application for the FY24 SAFER program with U.S. Department of Homeland Security (DHS), FEMA in the amount of \$707,122.00 with a cost share of 25% year 1 & 2 and 65% for year 3 - Elizalde
- [32.](#) Authorization to submit a grant application for the FY24 Fire Prevention and Safety (FP&S) Grant to the US Department of Homeland Security (DHS), FEMA in the amount of \$152,018 with a 5% cost share - Elizalde
- [33.](#) Board Appointments – Citizens Advisory Committee and Shary Golf Course Advisory Board - Carrillo
- [34.](#) Authorization to Approve Proposed Revisions to Group Health Plan - Munguia
- [35.](#) Authorization to Award New Employee Benefit Contracts Effective 10/01/2025 - Munguia
- [36.](#) Approval of Ordinance # _____ Amending Personnel Policy Manual Policy 500.03 Insurance and Policy 500.06 Vacation - Munguia

APPROVALS AND AUTHORIZATIONS

- [37.](#) Approval of Ordinance # _____ for the establishment of a Fund for the Series 2025 Certificate of Obligation – Roman
- [38.](#) Approval of Ordinance # _____ for the establishment of a Interest and Sinking Fund for the Series 2025 Certificate of Obligation – Roman
- [39.](#) Adoption of Debt Policy for the City of Mission – Roman
- [40.](#) Amendment to bid# 24-169-12-27 to include awarding of FY22 BRIC Program Development, Grant Administration, Civil Engineering, and Project Management Services to Westwood Professional Services in the amount of \$404,710.00 with a 28.31% match for project Sunset & Astroland Drainage Engineering Design - Terrazas
- [41.](#) Approval of Interlocal Agreement between the City of Mission and Agua SUD relating to the Inspiration Road Sanitary Sewer - Lift Station 10 Flow Reroute - Terrazas
- [42.](#) Approval of Ordinance # _____ of the City of Mission changing the speed limit from 55 to 45 mph along SH 364 as requested by TxDOT - Terrazas
- [43.](#) Ratification of emergency purchase in the amount of \$153,745.99 to J&E Lift Station Services for purchase of Power Break Breaker for the North Water Treatment Plant - Terrazas

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),
Section 551.072 (Real Property) related to city right-of-way located at Keralum Avenue south
of US Business 83
4. Closed session pursuant to Tex. Gov't Code Section 551.071 (Consultation with Attorney)
regarding potential purchase and/or lease of water rights from United Irrigation District and
legal implications related to the existing contract

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 20th day of June, 2025
at 2:30 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 **23rd day of June, 2025** the City Council of the City of Mission will hold a regular meeting at 4:30 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 **20th day of June, 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 2:30 p.m. on said date.



Anna Carrillo, City Secretary



CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: June 23, 2025
PRESENTED BY: Mike R. Perez, City Manager
AGENDA ITEM: Departmental Reports – Perez

NATURE OF REQUEST:

Speer Memorial Library – May 2025
Mission Historical Museum – May 2025
Police Department – May 2025
Sanitation – May 2025
Human Resources – May 2025
Fire Department – May 2025
Emergency Ambulance Report – May 2025
Fire Prevention – May 2025
Public Works – May 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 _____

SPEER MEMORIAL LIBRARY

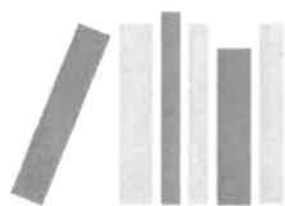
DOOR COUNT



7,390



MAY
2025



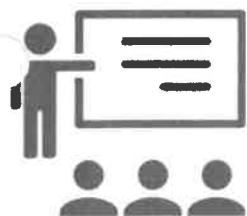
4,499

BOOKS CHECKED OUT



3,036

Live Virtual Program views



1,478

ADULT PROGRAM AUDIENCE



VOLUNTEER HOURS
WORKED

509



TEENS PROGRAM AUDIENCE

805



1,039
GENERAL AUDIENCE

661



CHILDREN PROGRAM AUDIENCE

USE OUR
ONLINE RESOURCES

WWW.MISSION.LIB.TX.US



Speer Memorial Library

We want to give a huge Thank you to everyone who attended our May, the 4th event. We hope you had fun making perler bead crafts, getting a free book! See more



+50

Speer Memorial Library

We want to send a heartfelt thank you to all the amazing moms, grandmothers, and mother figures who joined us for our Muffins with Mom event! Your presence made the diff. See more



+16

2025 Teen April Activities

Speer Memorial Library posted 8 new photos
Congratulations to our teen winner of this year's Golden Egg Hunt! Hosted by the Middle School Artistic! And a huge thank you to McDonald's! See more



Item 4.

+5

Speer Memorial Library

Calling all kids! Give your green thumb a try in the Children's Department every Saturday, at 2PM during our Little Sprouts program! So far we have painted our very own... See more



+7

2025 Teen May Activities

Speer Memorial Library posted 10 new photos
These past two weeks, the Teen Department has been filled with perler bead Minecraft tools and bottlecap May Flowers. We look forward to seeing everyone during code! See more



+9

2025 Teen May Activities

Speer Memorial Library posted 35 new photos
Earlier this month the Reference and Teen Departments collaborated to host the Mother's Day Luncheon. Everyone had fun, ate snacks, and had a great time! Congratulations! See more



+35

Speer Memorial Library

Our Little Sprouts planted tomato seeds today! Join us next Saturday at 2PM for more gardening lessons for kids! See more



+5

2025 Teen May Activities

Speer Memorial Library posted 8 new photos
This year's Free Comic Book Day was a blast! We hope everyone who dropped by our Teen Department enjoyed their free comic! Congratulations to our staff winners! See more



+5

2025 Teen May Activities

Speer Memorial Library posted 10 new photos
Yesterday's End-of-School Social had quite the turnout! We were delighted to play with everyone and we hope to do this again soon! Hope you all had loads of fun! With this... See more



+14

Speer Memorial Library

Thank you to all the amazing parents and toddlers who joined us for Toddler Time today! We had such a great time learning about the color red, singing songs, and painting! See more



+14

MISSION HISTORICAL MUSEUM

Departmental Report May 2025

"It's a side of museums that many people don't see and sometimes don't understand when they see it in your budget. It's something that happens out of the way and it's not flashy but we're ensuring the long-term health of the cultural legacy of the area."



PERFORMANCE INDICATORS:

FY 2024-2025								
Performance Indicators	October	November	December	January	February	March	April	May
General Attendance	101	270	67	176	256	145	45	30
Programs	13	750	82	100	190	156	19	43
Tours	23	0	0	0	0	0	0	0
Social Media	10,100	7000	7,100	14,500	14,600	7,000	2,300	4,700
Outreach	0	0	0	0	0	1270	455	750
Meetings Hosted	7	0	0	0	0	0	5	5
Total:	10,244	8,020	7,249	14,776	15,046	8,571	2,824	5,528

(# of people served May 1 – May 31)

Public and Educational Programs/Events

Past Programs/Events:

November 2	Dia de los Muertos Folklife Festival
November 9	MHM Lecture Series (cancelled due to parade)
December 14	MHM Lecture Series
December	Christmas Craft Day
January 11 th	MHM Lecture Series
January 15 th	Quilt Show Opening
January 21 & 22	She Came to the Valley Movie Screenings
January 28 & 29	She Came to the Valley Movie Screenings
February 8 th	MHM Lecture Series
February 13 th	Time capsule ceremony
March 8 th	MHM Lecture Series
March 18 & 19	Staycation
March 17-24	Spring Break Scavenger Hunt
April 14 th	MHM Lecture Series
May 2 nd	Hosting MHS Student Art Show

Upcoming Programs/Events:

June 2 nd	She Came to the Valley Summer Exhibit
Summer	Ancient Landscapes Exhibit (UTRGV)
June-July	Summer Craft days (every Wednesday)

Other Items:

Ongoing	TAM Conference
Ongoing	New Database CatalogIt (Received/Doing clean up)
Ongoing	Moorefield Exhibit (Seeking Quotes)
November-March	Brick paver Campaign
Ongoing	DOE grant: LED lights
Ongoing	Dia de los Muertos Planning

Mission Police Department



Monthly Report
May 2025



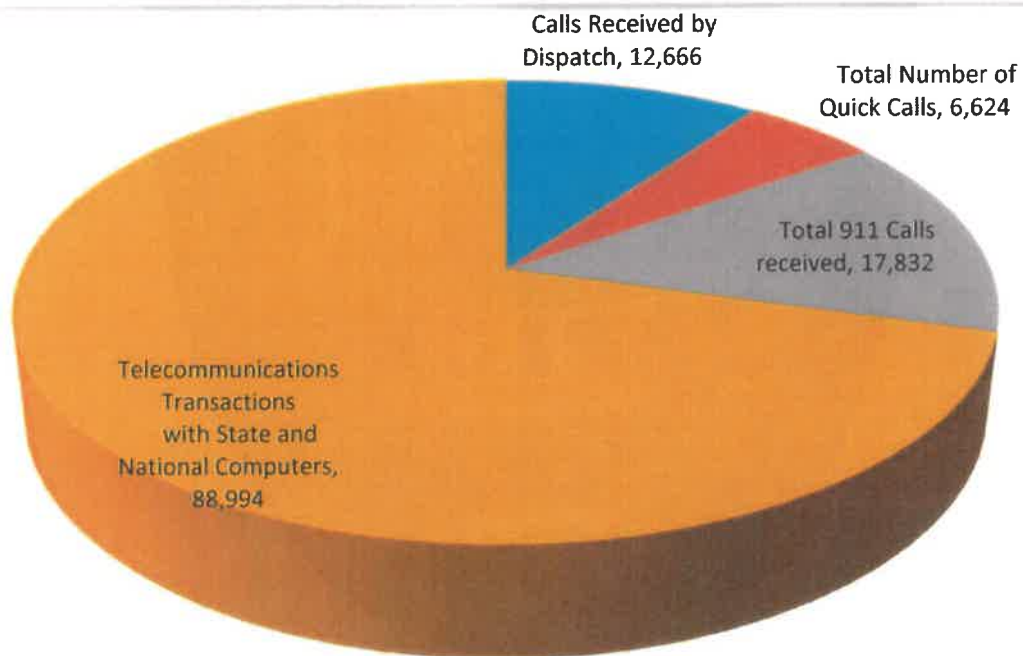
Mission Police Department

Monthly Report for May 2025



Communications Division

	<u>May 25</u>	<u>FY 24-25 YTD</u>
Calls Received by Dispatch	0	12,666
Total Number of Quick Calls	0	6,624
Total 911 Calls received	3,316	17,832
Telecommunications Transactions with State and National Computers	8,426	88,994





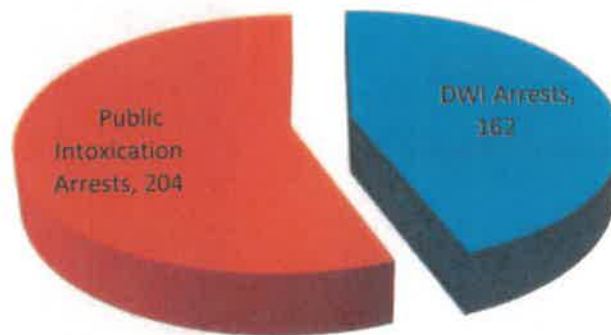
Mission Police Department Monthly Report for May 2025



Patrol Division

DWI Arrests
Public Intoxication Arrests

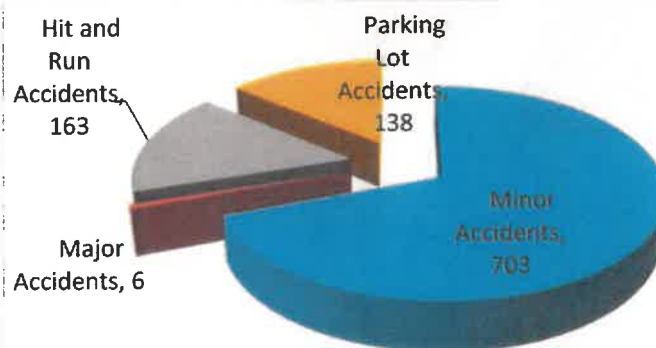
<u>May 25</u>	<u>FY 24-25 YTD</u>
20	162
32	204



Traffic Division

Minor Accidents
Major Accidents
Hit and Run Accidents
Parking Lot Accidents

<u>May 25</u>	<u>FY 24-25 YTD</u>
0	703
0	6
0	163
0	138





Criminal Investigations Criminal Case Submissions



Adult Misdemeanor Cases Submitted to DA's Office

Adult Felony Cases Submitted to DA's Office

Adult Cases Submitted to Mission Municipal Court

Adult Misdemeanor Arrests

Adult Felony Arrest

Juvenile Misdemeanor Cases Submitted to Juvenile Probation Department

Juvenile Felony Cases Submitted to Juvenile Probation Department

Juvenile Cases Submitted to Mission Municipal Court

Juvenile Misdemeanor Arrests

Juvenile Felony Arrests

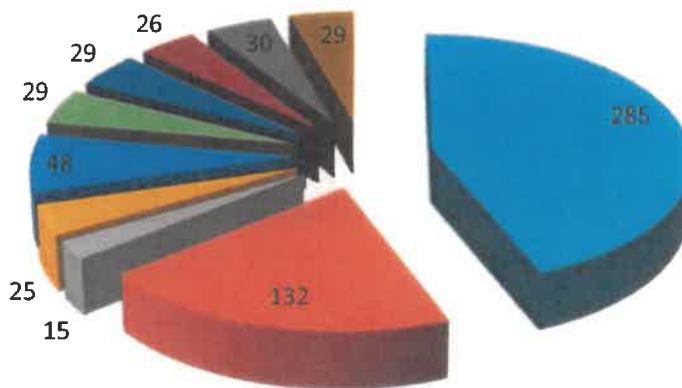
Total Open Cases

May 25

FY 24-25 YTD

0	285
0	132
0	15
0	25
0	48
0	29
0	29
0	26
0	30
0	29
0	0

May 25



- Adult Misdemeanor Cases Submitted to DA's Office
- Adult Felony Cases Submitted to DA's Office
- Adult Cases Submitted to Mission Municipal Court
- Adult Misdemeanor Arrests
- Adult Felony Arrest
- Juvenile Misdemeanor Cases Submitted to Juvenile Probation Department



Mission Police Department

Monthly Report for May 2025



Jail Division

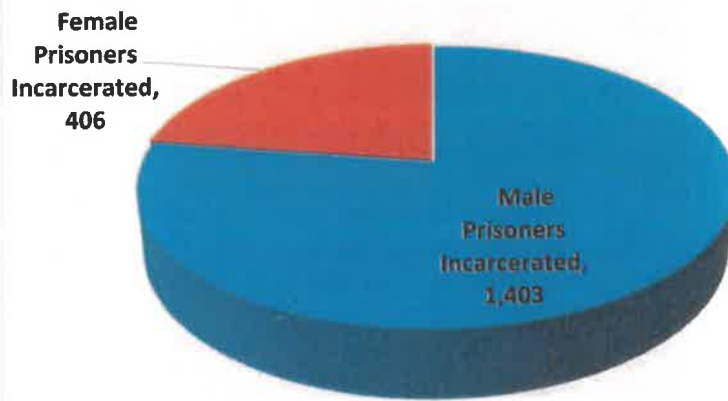
Adults

Male Prisoners Incarcerated
Female Prisoners Incarcerated
Total

May 25

FY 24-25 YTD

137	1,403
47	406
184	1,809



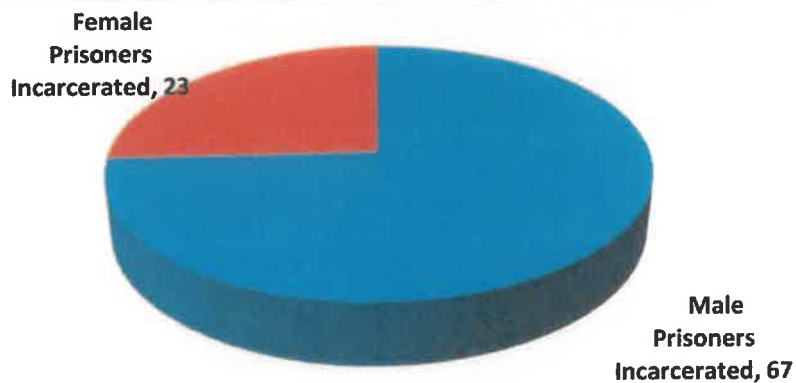
Juveniles

Male Prisoners Incarcerated
Female Prisoners Incarcerated
Total

May 25

FY 24-25 YTD

12	67
4	23
16	90





Narcotics Division -DEA

	May 25	FY 24-25 YTD
Seizures		
Marihuana (lbs)	0.00	0.00
(Street Value -\$506.00 per pound)	\$0.00	\$0.00
Cocaine (kilos)	5.85	1455.50
(Street Value -\$21,000.00 per Kilo)	\$122,850.00	\$30,565,500.00
Fentanyl	0	0.00
(Street Value -\$30,000.00 per Kilo)	\$0.00	\$0.00
Heroin (kilos)	0	4.00
(Street Value -\$17,680.00 per Kilo)	\$0.00	\$136,800.00
Methamphetamine (kilos)	0	3548.24
(Street Value -\$11,925.00 per Kilo)	\$0.00	\$70,609,976.00
Currency Seizures:	\$0.00	\$445,598.00
Vehicle Seizures:	0	9
Arrest:	3	52

Narcotics Division -Immigration & Customs Enforcement

	May 25	FY 24-25 YTD
Seizures		
Marihuana (lbs)	0	0.00
(Street Value -\$506.00 per pound)	\$0.00	\$197.80
Cocaine (kilos)	64.7	6408.30
(Street Value -\$21,000.00 per Kilo)	\$1,358,700.00	\$134,574,300.00
Heroin (kilos)	0	0.00
(Street Value -\$17,680.00 per Kilo)	\$0.00	\$0.00
Methamphetamine (kilos)	0	481.00
(Street Value -\$11,925.00 per Kilo)	\$0.00	\$9,139,000.00
Currency Seizures:	\$517,850.00	\$1,500,341.00
Vehicle Seizures:	0	0
Arrest:	6	44



Mission Police and Criminal Investigations

Narcotics

Marihuana (pounds)

(Street Value -\$506.00 per pound)

May 25

FY 24-25 YTD

0.00

0.54

\$0.00

\$271.72

Cocaine (kilos)

(Street Value -\$21,000.00 per Kilo)

0.0000

0.26

\$0.00

\$5,472.60

Currency

\$1,405.00

\$9,021.00



Mission Police Department

Monthly Report for May 2025



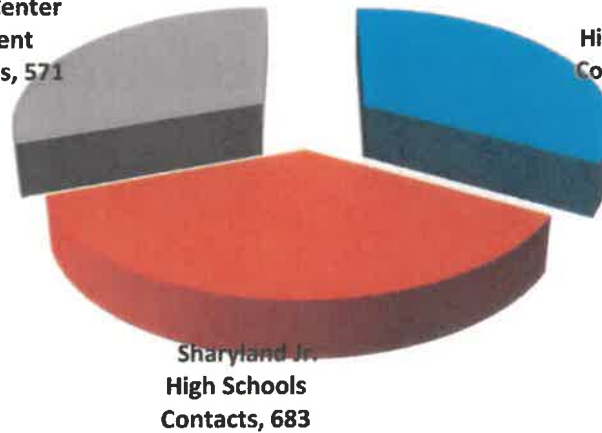
Educational Resource Officer Program

Mission Jr. High Schools Contacts
 Sharyland Jr. High Schools Contacts
 Elementary & Alt. Center Student Contacts

<u>May 25</u>	<u>FY 24-25 YTD</u>
85	623
109	683
69	571

Elementary
 & Alt. Center
 Student
 Contacts, 571

Mission Jr.
 High Schools
 Contacts, 623



Sharyland Jr.
 High Schools
 Contacts, 683

Mission High Schools Contacts
 Sharyland High Schools Contacts

<u>May 25</u>	<u>FY 24-25 YTD</u>
134	1,187
71	774



Adult & Juvenile Cases Submitted by Police Officers Assigned to Mission & Sharyland Schools



Adult Cases Submitted to Mission Municipal Court

Adult Misdemeanor Arrests

Adult Felony Arrests

Juvenile Misdemeanor Cases Submitted to Juvenile Probation Department

Juvenile Felony Cases Submitted to Juvenile Probation Department

Juvenile Cases Submitted to Mission Municipal Court

Juvenile Cases Submitted to JP Court

Juvenile Misdemeanor Arrests

Juvenile Felony Arrests

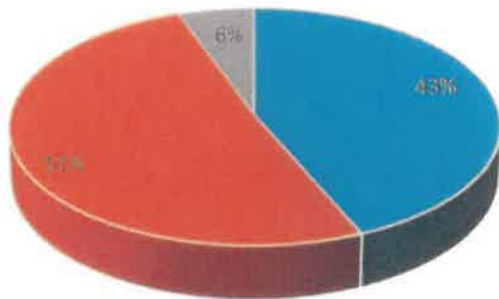
May 25

FY 24-25 YTD

7	47
8	55
0	6
2	15
2	18
16	164
5	24
12	112
1	21

FY 24-25 YTD

■ ■ ■

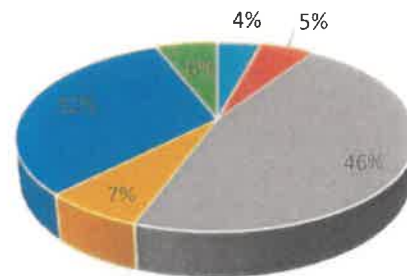


FY 24-25 YTD

- Juvenile Misdemeanor Cases Submitted to Juvenile Probation Department
- Juvenile Felony Cases Submitted to Juvenile Probation Department
- Juvenile Cases Submitted to Mission Municipal Court
- Juvenile Cases Submitted to JP Court

■ Juvenile Misdemeanor Arrests

■ Juvenile Felony Arrests





Mission Police Department

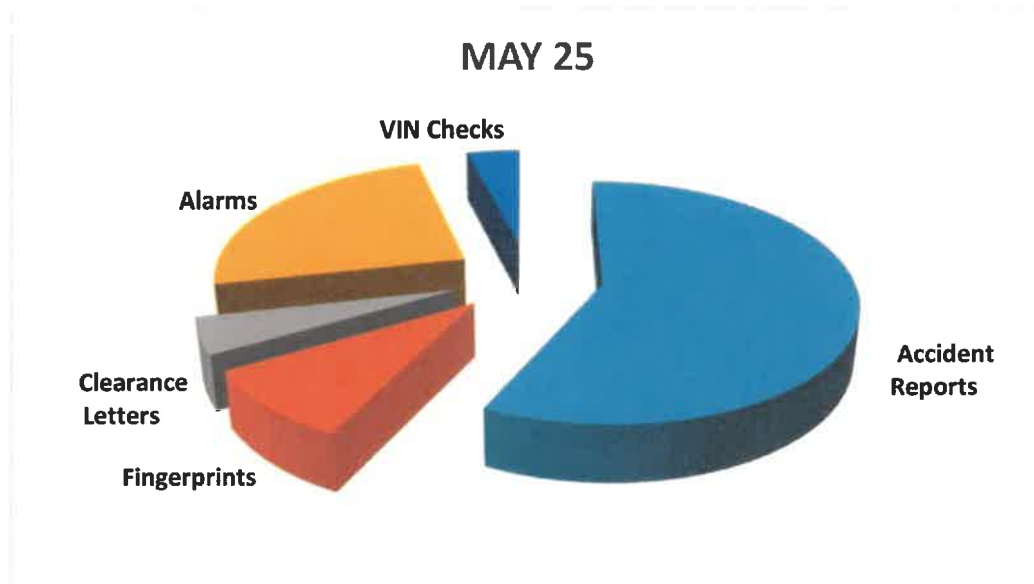
Monthly Report for May 2025



Records Division

The following entries from our records division are actual persons visiting the Mission Police Department facility to obtain copies of reports; getting fingerprinted; job applications; clearance letter for job applications; vehicle identification number clearance letters for people buying used motor vehicles; persons visiting our warrant officers, criminal investigations or administrative personnel for assistance in police related matters.

	May 25	FY 24-25 YTD
Accident Reports	87	800
Fingerprints	8	132
Clearance Letters	0	68
Alarms	16	341
VIN Checks	9	56
TOTAL	120	1,397

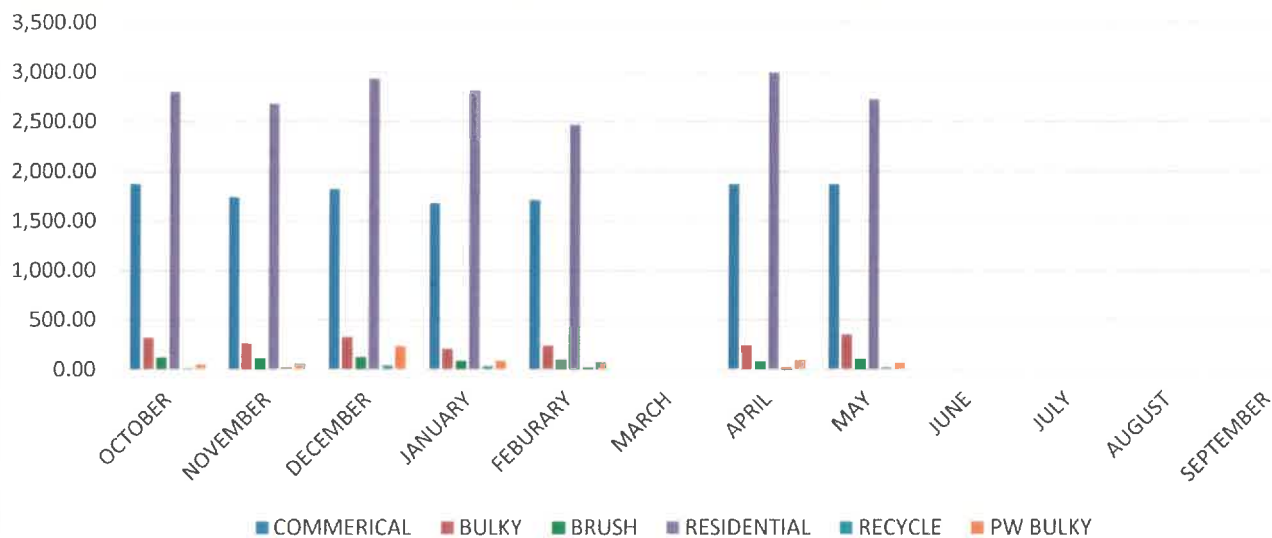


SANITATION DEPARTMENT

For the month of May, the City of Mission Sanitation Department disposed or a combined **5024.55** tons of trash/bulky items. In addition, **8232.00** cubic yards of brush was collected at our sanitation landfill.

	TONS	CUBIC YARDS	TONS	TONS	TONS	TONS	TONS
Month	RESIDENTIAL	BRUSH	BULKY	COMMERICAL	BRUSH	RECYCLE	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	2,471.23	8120.00	244.71	1715.43	109.62	30.32	77.94
MARCH					0		
APRIL	2996.55	6020.00	238.79	1872.25	81.27	24.05	91.11
MAY	2729.98	8,232.00	352.32	1874.48	111.132	24.5	67.77
JUNE					0		
JULY					0		
AUGUST					0		
SEPTEMBER					0		
Total	19441.61	56336	1964.57	12594.81	760.54	204.23	677.20

2024 - 2025 SANITATION PICK UP (TONS)



HUMAN RESOURCES DEPARTMENT
MONTHLY REPORT
APRIL 2025

Item 4.

PERSONNEL								Monthly Totals	YTD Totals
Number of Employees, Volunteers, and Others:									
	HIRED	TRANSFERRED	RESIGNED	DISMISSED	RETIRED	DECEASED	OTH		
Regular Full-Time (566 budgeted slots for fiscal year)	7		7	2	4	1		696	760
Regular Part-Time (65 budgeted slots for fiscal year)	4							55	56
Temporary Full-Time	1							3	3
Temporary Part-Time								2	2
Fiscal YTD Totals:	89		49	5	18	1		756	821
Reserve Police Officers								13	13
Volunteer Firefighters								12	15
Texas Workforce Solutions/Work Experience							1	2	3
AARP Participants								8	18
Volunteers							2	213	282
Volunteers Fiscal YTD Totals:							53	248	331
Staffing									
Request for Positions Processed								17	107
Positions Advertised								47	198
Application for Employment Processed								126	1016
Volunteer Applications Processed								3	57
Interviews Processed								32	217
Job Offers Processed								12	95
New Hire Enrollments Processed								12	93
Turnover Rate							14/696		2.10%
Retention Rate							753/760		99.10%
Pre-Employment Screenings									
Driver License Checks (MVR)								12	66
Mission Police/Mission Municipal Court Record Check								12	66
Hidalgo County Courthouse								12	66
Criminal History Background/Sex Offender Check (DPS)								15	111
Drug Testing, Physical and Pre-placement Screening								12	89
PERSONNEL, con't									
Human Resources Department Visitors:									
Employees, Citizens, Vendors/Representatives Assisted								731	2837
Exit Interviews Conducted:									
Employee Exit Interview								2	11
Supervisor Exit Interview								11	46
Forms Processed									
Employee Change of Status Forms Processed								65	428
Employee Requests for Personnel Information Processed								3	17
Employee Disciplinary Forms Processed								4	40
Employment Verifications Processed								18	71
Unemployment Claims Processed								1	4
Public Information Requests Processed								2	37
Family and Medical Leave Act (FMLA) Forms Processed:									
FMLA Requests								7	51
-- Employee's Serious Health Condition								4	31
-- Family Member's Serious Health Condition								2	10
-- Birth of a Child								1	10
-- Military Family Leave								0	0
-- Injury or Illness of Covered Servicemember								0	0
FMLA Approvals								5	43
FMLA Denials/Withdrawals								0	8
FMLA Return-to-Work								8	38
Employees out on FMLA								15	54
PERSONNEL TRAINING SEMINARS								Training Seminars	Employees Attended
10/18/2024 - Live2Lead								1	20
11/19/2024 - HR Consortium Supervisor's Training								1	30
12/03/2024 - Director's Workshop								1	45
01/16/2025 - Risk Management Essentials for Supervisors								1	36

HUMAN RESOURCES DEPARTMENT
MONTHLY REPORT
APRIL 2025

Item 4.

Fiscal YTD Totals:		4	131
HEALTH & WELLNESS SEMINARS/EVENTS		Training Seminars	Employees Attended
10/02/2024 - Breast Cancer Awareness Luncheon		1	106
10/10/2024 - Airrosti - Is Sitting A Pain		1	3
10/15/2024 - Airrosti - Is Sitting A Pain		1	3
10/17/2024 - Airrosti - Is Sitting A Pain		1	3
10/22/2024 - Airrosti - Is Sitting A Pain		1	4
10/22/2024 - Annual Health & Benefits Fair		1	160
11/18/2024 - Health and Wellness Seminar - Diabetes - Parks		1	10
11/18/2024 - Health and Wellness Seminar - Diabetes - City Hall		1	15
11/18/2024 - Health and Wellness Seminar - Diabetes - Public Works		1	46
02/13/2025 - Airrosti - Don't Let Knee Pain Hold You Back		1	3
02/21/2025 - Heart Health Seminar - Parks		1	33
02/21/2025 - Heart Health Seminar - Public Works		1	58
02/26/2027 - Heart Saver - CT Screening		1	19
02/26/2027 - Heart Saver - CT Screening		1	21
03/11/2025 - Airrosti - Don't Let Back Pain Hold you Back		1	3
03/13/2025 - Airrosti - Don't Let Back Pain Hold you Back		1	3
03/25/2025 - Airrosti - Don't Let Back Pain Hold you Back		1	5
03/27/2025 - Airrosti - Don't Let Back Pain Hold you Back		1	2
Fiscal YTD Totals:		18	497
EMPLOYEE RECOGNITION/EVENTS			Employees Attended
11/06/2024 - Veterans Appreciation Luncheon		1	73
11/20/2024 - Employee Appreciation Luncheon		1	650
12/02/2024 - Service Awards Breakfast		1	94
02/28/2025 - Employee of the Month Luncheon		1	19
03/04/2025 - Employee Appreciation Lunch		1	400
Fiscal YTD Totals:		5	1236
RISK MANAGEMENT			
Workers' Compensation		16	29
General Liability		5	8
Property		1	1
Auto Property		4	8
Cyber		1	1
Fiscal YTD Totals:		27	47

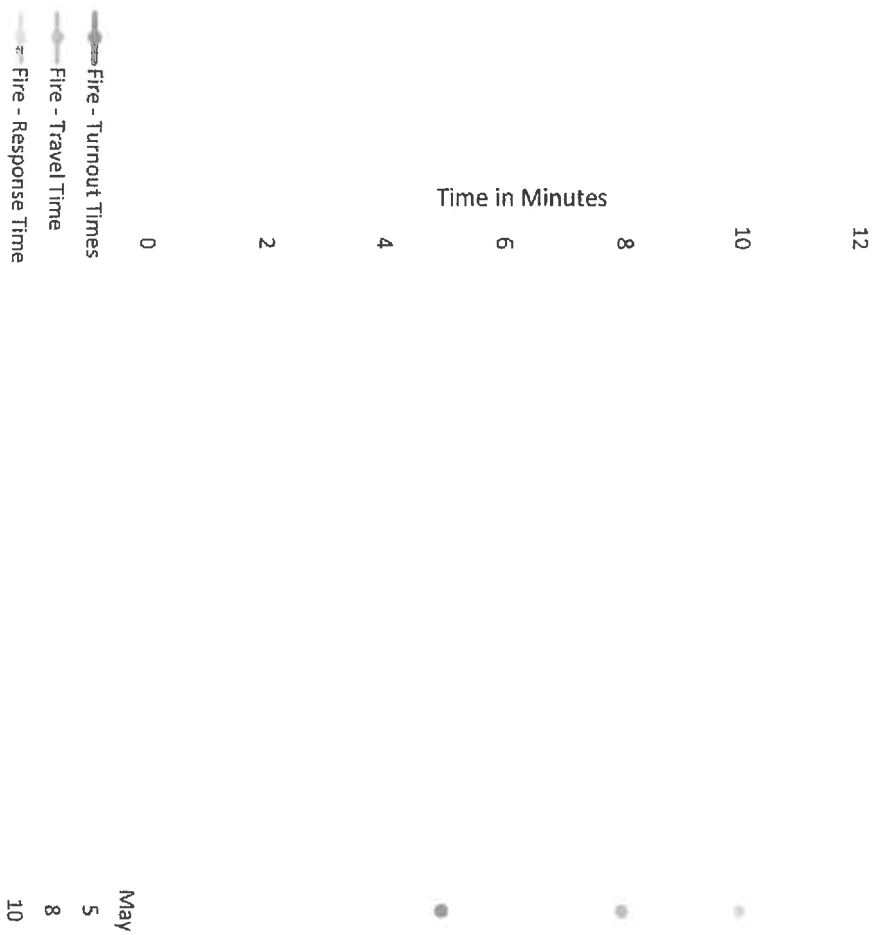
MISSION FIRE DEPARTMENT MONTHLY REPORT

May 2025

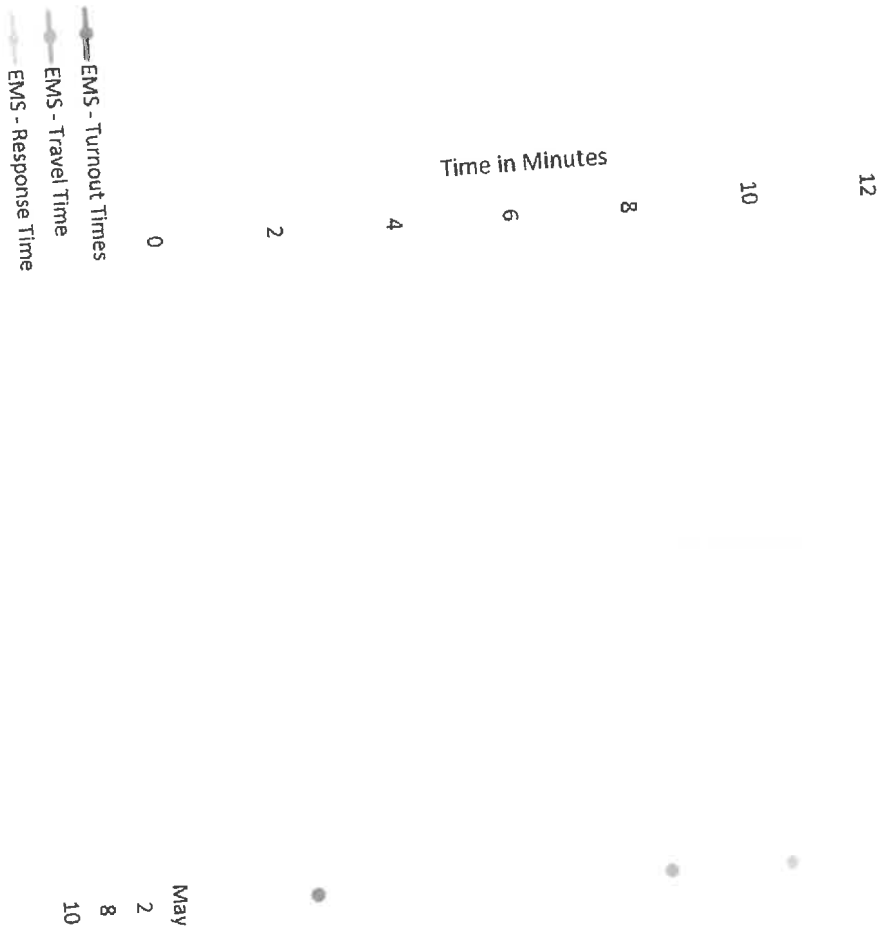


“Dedicated to the Community we Protect... and Serve”

Fire Response Time



EMS Response Time



2024 Fire Index - Incident Types

Count of Total Incidents & Exposures

Fire Measure Comparison - 2024 Fire Index - See Performance at <https://www.psd.com/resources/fire/index/>

1. Aid Given/Received

Count of Incidents
611

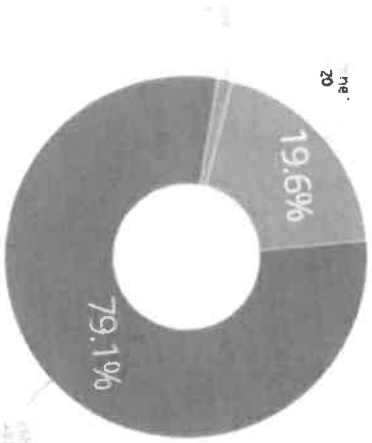
Additional Exposures 0

Aid Given

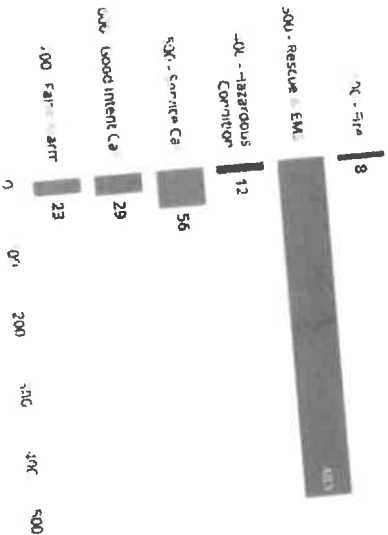
4

Aid Received 7

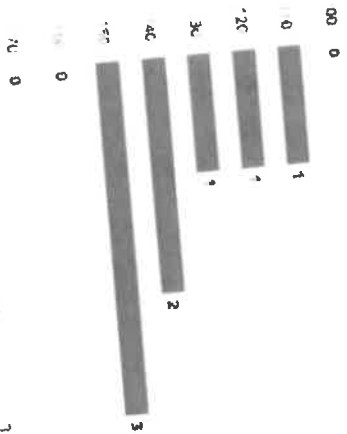
EMS/Fire Incident Breakdown

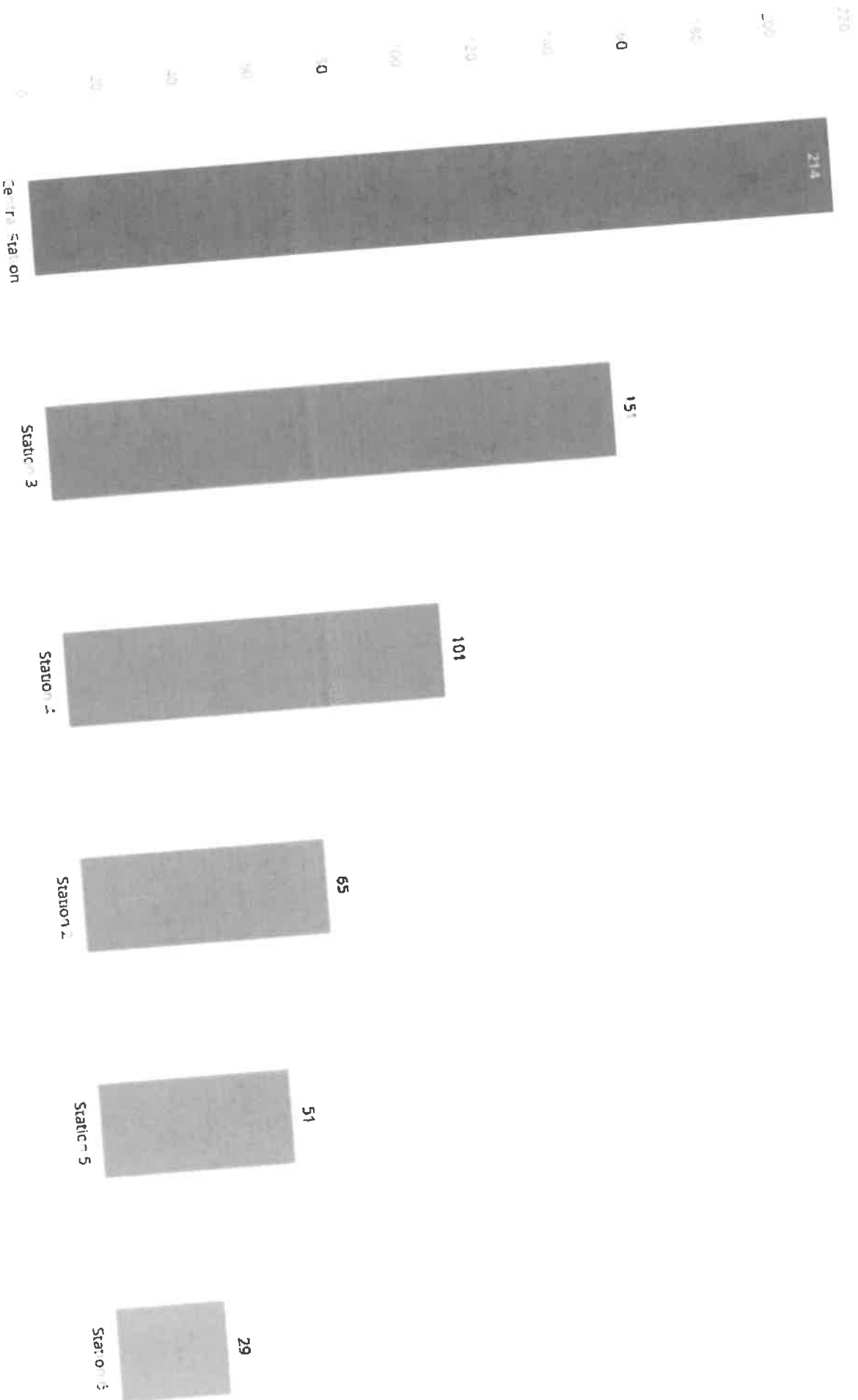


Count of Incidents by Incident Type



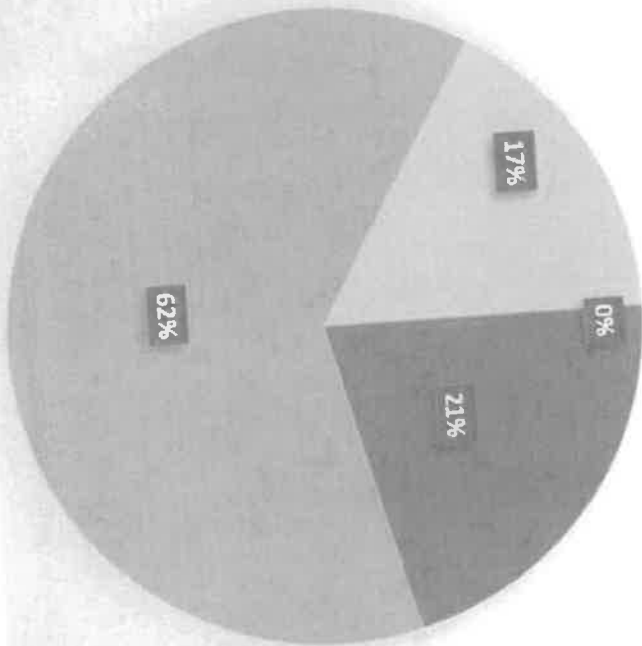
Count of Fire Incidents by Type







May Training Hours

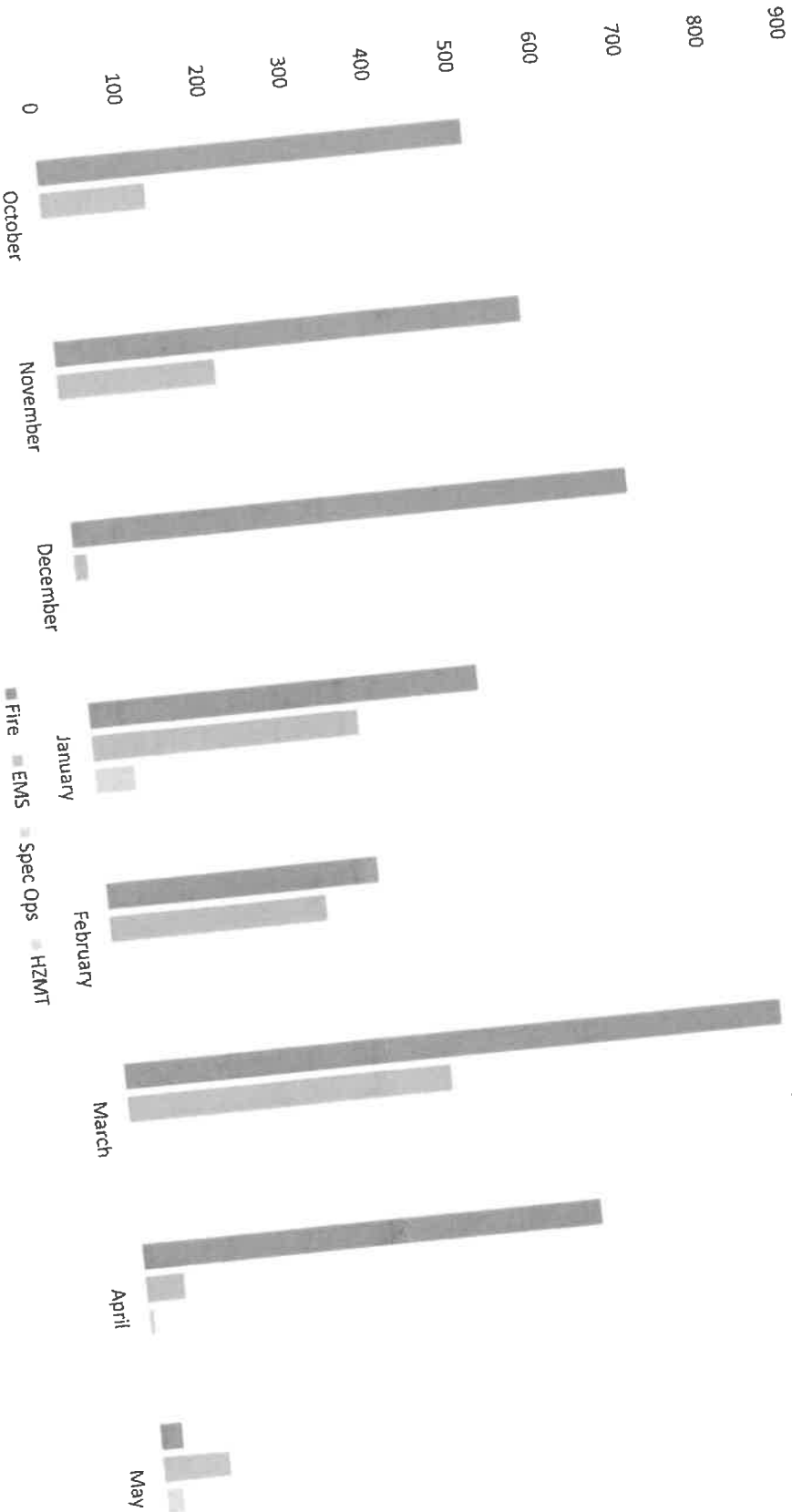


- Fire
- EMS
- Spec Ops
- HazMat

	Fire	EMS	Spec Ops	HazMat
May	26.5	79	21	0



Training Hours Total Year-to-Date 2024-2025



MISSION FIRE DEPARTMENT

Emergency Ambulance Response Report

May 2025



“Dedicated to the Community we Protect... and Serve”



Previous Month ▾ May 1, 2025 - May 31, 2025 ▾

Counts

% Rows

% Columns

All

Week Ending	5/4/25	5/11/25	5/18/25	5/25/25	6/1/25	6/8/25	6/15/25	6/22/25	6/29/25	7/6/25	7/13/25	7/20/25	7/27/25	Total
Abdominal Pain	1.66%	0.74%	0.92%	0.92%	1.11%									5.35%
Acute Pain, not elsewhere classified		0.74%	0.37%	0.18%	0.37%									1.66%
Acute Respiratory Distress (Dyspnea)	0.92%	1.11%	0.18%	0.55%	0.92%									3.69%
Alcohol use			0.18%											0.18%
Allergic Reaction		0.18%												0.18%
Altered Mental Status	0.18%	0.92%	0.92%	0.37%	0.55%									2.95%
Anxiety reaction/Emot... upset	0.18%	1.29%	0.74%	0.74%	0.74%									3.69%
Asthma				0.18%										0.18%
Back Pain	0.37%	0.92%	0.55%	0.55%	1.11%									3.51%
Cardiac arrest		0.18%	0.18%	0.18%	0.37%									0.92%
Cardiac arrhythmia/dy..		0.18%	0.55%	0.18%										0.92%
Cardiogenic shock		0.18%												0.18%
Chemical burn		0.18%	0.18%											0.37%
Chest Pain / Discomfort	0.92%	0.18%	0.37%	0.92%	1.29%									3.69%
Chest pain on breathing					0.18%									0.18%
Chest Pain, Other (Non-Cardiac)			0.18%	0.18%										0.37%
Chronic Obstructive Pulmonary Disease (COPD)		0.18%												0.18%
Confusion/De...		0.18%		0.55%										0.74%
Congestive heart failure (CHF)				0.18%										0.18%
Constipation	0.37%													0.37%
Convulsions				0.18%										0.18%
Dehydration				0.18%										0.18%
Diabetic Hyperglycemia	0.37%	0.18%	0.18%		0.37%									1.11%
Diabetic Hypoglycemia	0.37%	0.18%		0.18%	0.37%									1.11%
Diarrhea					0.18%									0.18%

Week Ending	5/4/25	5/11/25	5/18/25	5/25/25	6/1/25	6/8/25	6/15/25	6/22/25	6/29/25	7/6/25	7/13/25	7/20/25	7/27/25	Total
Dizziness	0.37%	0.18%	0.37%	0.18%	0.18%									1.29%
Epistaxis					0.18%									0.18%
Extremity Pain	1.29%	1.85%	1.48%	0.92%	0.74%									6.27%
Eye Injury			0.18%											0.18%
Eye Pain	0.18%													0.18%
Failure to Thrive (Adult)	0.18%													0.18%
Febrile Seizures		0.18%	0.18%											0.37%
Fever	0.18%	0.55%	0.37%	0.18%										1.29%
Foreign Body in Anus and Rectum				0.18%										0.18%
Foreign Body on External Eye		0.18%												0.18%
Generalized Weakness	1.29%	2.58%	1.48%	1.11%	2.58%									9.04%
Headache	0.18%	0.18%	0.55%	1.11%	0.37%									2.4%
Heat Exhaustion			0.55%		0.18%									0.74%
Heatstroke and Sunstroke			0.18%											0.18%
Hemorrhage				0.18%	0.18%									0.37%
Hypertension	0.37%	0.18%	0.74%	0.74%	0.18%									2.21%
Hypotension		0.18%	0.18%											0.37%
Inhalation Injury (Toxic Gas)				0.18%										0.18%
Injury	1.29%	2.21%	2.21%	3.32%	1.85%									10.89%
Laceration/Ab... (minor surface trauma)		0.18%	0.18%	0.37%	0.92%									1.66%
Medical device failure			0.18%											0.18%
Mental disorder		0.18%												0.18%
Multiple injuries	0.18%	0.37%	1.11%		0.55%									2.21%
Nausea		0.18%	0.55%											0.74%
No Complaints or Injury/Illness Noted	1.66%	1.11%	2.77%	2.21%	2.21%									9.96%
Obvious Death	0.18%		0.18%	0.18%										0.55%
Overdose - Cocaine				0.18%										0.18%
Overdose - Unspecified		0.18%	0.37%	0.18%	0.18%									0.92%

Week Ending	5/4/25	5/11/25	5/18/25	5/25/25	6/1/25	6/8/25	6/15/25	6/22/25	6/29/25	7/6/25	7/13/25	7/20/25	7/27/25	Total	Item 4.
Pain (Non-Traumatic)	0.18%	0.18%		0.37%	0.18%									0.92%	
Palpitations	0.18%	0.18%			0.37%									0.74%	
Patient assist only		0.18%												0.18%	
Pelvic and Perineal Pain		0.18%	0.37%		0.18%									0.74%	
Poisoning / Drug Ingestion	0.18%			0.18%										0.37%	
Pregnancy related conditions		0.37%												0.37%	
Respiratory disorder		0.18%	0.18%	0.18%										0.55%	
Seizure	0.18%	0.74%	0.37%	0.74%	0.18%									2.21%	
Sepsis/Septice..				0.18%										0.18%	
Smoke Inhalation			0.37%		0.18%									0.55%	
ST elevation myocardial infarction (STEMI)	0.18%		0.18%											0.37%	
Stroke	0.18%		0.55%		0.18%									0.92%	
Substance abuse	0.18%													0.18%	
Suicidal Ideation			0.37%		0.37%									0.74%	
Syncope / Fainting	0.18%	0.37%	0.55%	0.55%	0.18%									1.85%	
Transient Cerebral Ischemic Attack (TIA)		0.18%	0.18%											0.37%	
Unconscious	0.18%		0.18%	0.18%										0.55%	
Urinary system disorder	0.37%	0.18%			0.37%									0.92%	
Vaginal Hemorrhage			0.37%	0.55%										0.92%	
Vomiting		0.18%		0.37%	0.18%									0.74%	
Total	14.76%	21.03%	23.06%	20.85%	20.3%									100%	



Previous Month ▾

May 1, 2025 - May 31, 2025 ▾

79%

TRANSPORTS
Percentage of
Encounters

May

17%

NON TRANSPORTS
Percentage of
Encounters

4%

OTHER DISPOSITIONS
Percentage of
Encounters

June 1

549

RECORDS

In Selected Time Slice

0

50

100

150

200

250

300

350

400

450

500

550

31

DAYS

In Selected Time Slice

Counts

% Rows

% Columns

% All

Week Ending	5/4/25	5/11/25	5/18/25	5/25/25	6/1/25	6/8/25	6/15/25	6/22/25	6/29/25	7/6/25	7/13/25	7/20/25	7/27/25	Total
May	76	115	128	119	108									546
June					3									3
Total	76	115	128	119	111									549



Previous Month ▾

May 1, 2025 - May 31, 2025 ▾

442

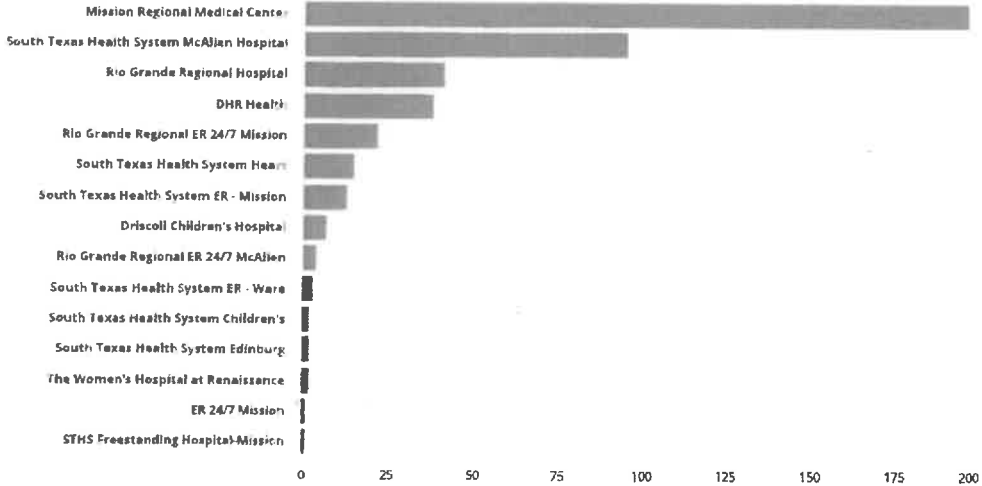
RECORDS

In Selected Time Slice

31

DAYS

In Selected Time Slice



Counts

% Rows

% Columns

% All

Week Ending	5/4/25	5/11/25	5/18/25	5/25/25	6/1/25	6/8/25	6/15/25	6/22/25	6/29/25	7/6/25	7/13/25	7/20/25	7/27/25	Total
DHR Health	1.13%	1.36%	1.81%	2.04%	2.26%									8.6%
Driscoll Children's Hospital	0.23%	0.45%	0.68%	0.23%										1.58%
ER 24/7 Mission					0.23%									0.23%
Mission Regional Medical Center	7.69%	9.28%	9.28%	9.5%	8.6%									44.34%
Rio Grande Regional ER 24/7 McAllen		0.9%												0.9%
Rio Grande Regional ER 24/7 Mission	0.45%	0.9%	2.26%	1.13%	0.23%									4.98%
Rio Grande Regional Hospital	1.36%	2.71%	1.58%	2.04%	1.58%									9.28%
STHS Freestanding Hospital-Mission				0.23%										0.23%
South Texas Health System Children's	0.23%	0.23%												0.45%
South Texas Health System ER - Mission	0.23%	0.45%	1.36%	0.45%	0.45%									2.94%
South Texas Health System ER - Ware		0.23%		0.45%										0.68%
South Texas Health System Edinburg	0.23%			0.23%										0.45%
South Texas Health System Heart	0.9%	0.68%	0.45%	0.68%	0.68%									3.39%
South Texas Health System McAllen Hospital	2.71%	3.85%	5.88%	4.07%	4.98%									21.49%
The Women's Hospital at Renaissance		0.23%		0.23%										0.45%
Total	15.16%	21.27%	23.3%	21.27%	19%									100%



Previous Month ▾

May 1, 2025 - May 31, 2025 ▾

06:39

MM:SS
Average Response
Time

68%

OF RESPONSES
Response Time ≤ 08:00

31

DAYS
In Selected Time Slice

434

UNIT RESPONSES
In Selected Time Slice

08:20

06:40

05:00

03:20

01:40

00:00

May 2

May 4

May 6

May 8

May 10

May 12

May 14

May 16

May 18

May 20

May 22

May 24

May 26

May 28

May 30

Counts

% Rows

% Columns

All

Week Ending	5/4/25	5/11/25	5/18/25	5/25/25	6/1/25	6/8/25	6/15/25	6/22/25	6/29/25	7/6/25	7/13/25	7/20/25	7/27/25	Total
00:00 - 04:59	1.84%	3.69%	6.68%	5.53%	5.99%									23.73%
05:00 - 07:59	8.76%	9.68%	8.99%	8.53%	8.06%									44.01%
08:00 - 08:59	1.84%	2.76%	2.07%	2.07%	1.84%									10.6%
09:00 - 09:59	0.46%	1.84%	2.3%	1.15%	0.92%									6.68%
10:00 - 11:59	0.92%	3%	2.07%	2.53%	0.92%									9.45%
12:00 - 14:59	0.69%	0.46%	0.92%	0.92%	0.69%									3.69%
15:00 - 16:59		0.23%	0.46%	0.46%										1.15%
17:00 - 17:59	0.23%													0.23%
18:00 - 19:59				0.23%										0.23%
20:00 - 29:59				0.23%										0.23%
30:00 - 59:59														
Total	14.75%	21.66%	23.5%	21.66%	18.43%									100%
Exceptions														0%

Balance Report for 216 - Mission - May 2025



Undefined	
Charge Adjustments	\$4,621.04
Charges in Period	\$836,924.00
Credits	(\$885,911.76)
Total AR Change for Undefined	(\$44,366.72)
Mission	
AR Previous Balance for Mission	\$3,265,710.54
Charge Adjustments	\$4,621.04
Charges in Period	\$836,924.00
Credits	(\$885,911.76)
Accounts Receivable Change for Mission - 202505	(\$44,366.72)
Total Balance Forward for Mission	\$3,221,343.82

Executive Summary for 216 - Mission



	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Grand Total
Gross Charges	\$879,013	\$859,064	\$894,700	\$838,928	\$751,248	\$764,604	\$809,836	\$841,545	\$6,638,939
Cash Collections	(\$242,272)	(\$182,251)	(\$315,376)	(\$178,558)	(\$164,774)	(\$219,555)	(\$198,928)	(\$232,792)	(\$1,734,486)
Gross Charge per Trip	\$1,894	\$1,909	\$1,884	\$1,894	\$1,907	\$1,869	\$1,990	\$1,904	\$1,906
Cash/Txp (CPT)	\$522	\$405	\$664	\$403	\$418	\$537	\$489	\$527	\$498
Payer Mix									
Insurance	19.2%	19.1%	18.1%	18.1%	21.3%	22.2%	20.1%	10.4%	18.5%
Medicaid	13.8%	12.7%	12.8%	13.3%	17.5%	12.2%	21.6%	8.1%	13.9%
Medicare	51.3%	47.8%	50.3%	55.8%	47.7%	51.8%	44.2%	27.6%	47.1%
Private Pay	17.0%	20.2%	18.1%	12.9%	14.2%	13.4%	12.3%	3.2%	14.0%
Govt Misc	0.0%	1.6%	0.4%	1.4%	0.5%	1.5%	1.5%	1.6%	1.0%
Payer Research	0.0%	0.2%	0.6%	0.0%	0.0%	0.2%	1.7%	50.7%	6.5%
Level of Service									
ALS Non-Emergency	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.2%	0.0%
ALS Emergency	77.4%	72.7%	73.7%	76.5%	79.7%	77.0%	77.4%	78.3%	76.5%
ALS-2	1.1%	1.6%	3.2%	2.0%	2.5%	1.2%	0.5%	1.1%	1.7%
BLS Non-Emergency	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
BLS Emergency	21.6%	25.8%	23.2%	21.4%	17.8%	21.8%	22.1%	20.4%	21.8%
SCT A0429	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Facility Base	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Level of Service Volume									
Total Service Volume	464	450	475	443	394	409	407	442	3,484
ALS Non-Emergency TXP	0	0	0	0	0	0	0	1	1
ALS Emergency TXP	359	327	350	339	314	315	315	346	2,665
ALS-2 Emergency TXP	5	7	15	9	10	5	2	5	58
BLS Non-Emergency TXP	0	0	0	0	0	0	0	0	0
BLS Emergency TXP	100	116	110	95	70	89	90	90	760
Sct A0429 TXP	0	0	0	0	0	0	0	0	0
Service Others Cnt	0	0	0	0	0	0	0	0	0
Facility Base TXP	0	0	0	0	0	0	0	0	0
Ground Mileage	2,735	2,372	2,513	2,579	2,427	2,472	2,543	2,727	20,368

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MISSION FIRE PREVENTION

MONTHLY REPORT

May 2025



“Dedicated to the Community we Protect... and Serve”

FIRE INVESTIGATIONS

There were two (2) fire investigations for the month of May.

Full Investigation: 2 Total

Call out to document of Incident: 0 Total

Call out to document of Incident: 0 Total

Year to Date: 16 Total

SOUTH TEXAS ARSON RESPONSE TEAM FIRE INVESTIGATIONS

The Hidalgo County Fire Marshal's Office asked for our assistance in zero (0) fire investigations for the month of May.

Our assistance was requested: 0 Total

Assistance Requested by us: 0 Total

Year to Date: 0 Total

COMPLAINTS

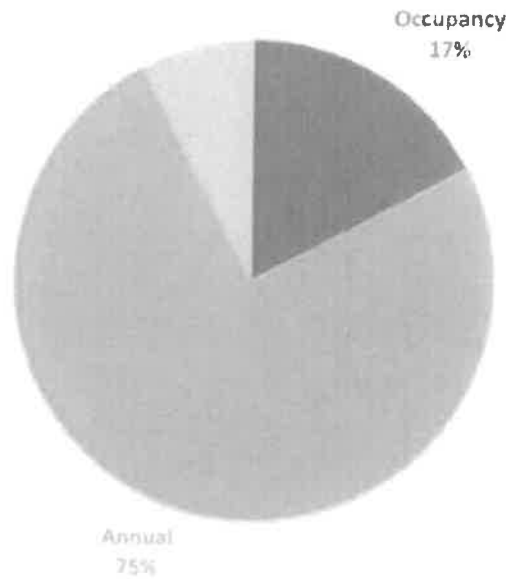
There were two (2) complaints for the month of May.

There were two (2) complaints resolved this month.

Year to Date: 20 Total

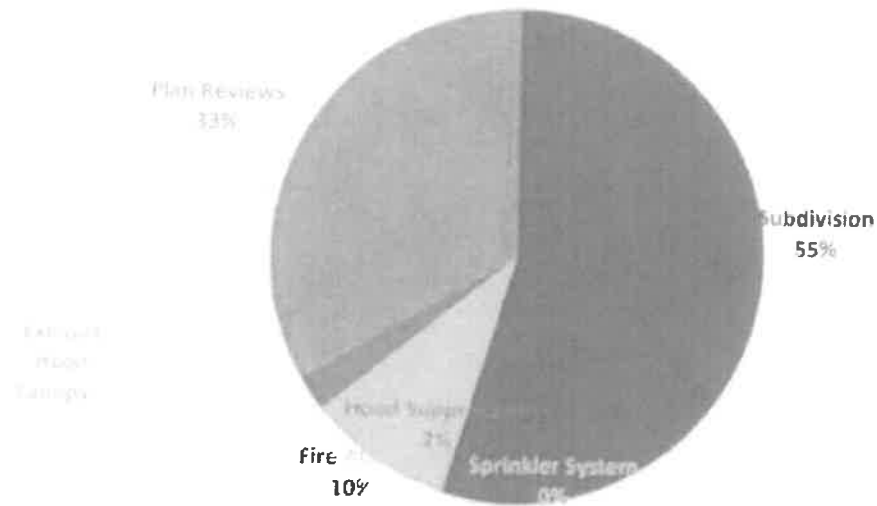
- May 12, 2025, at Tiffany Dr.
- May 13, 2025, at Tiffany Dr.

FIRE INSPECTIONS - MAY 2025



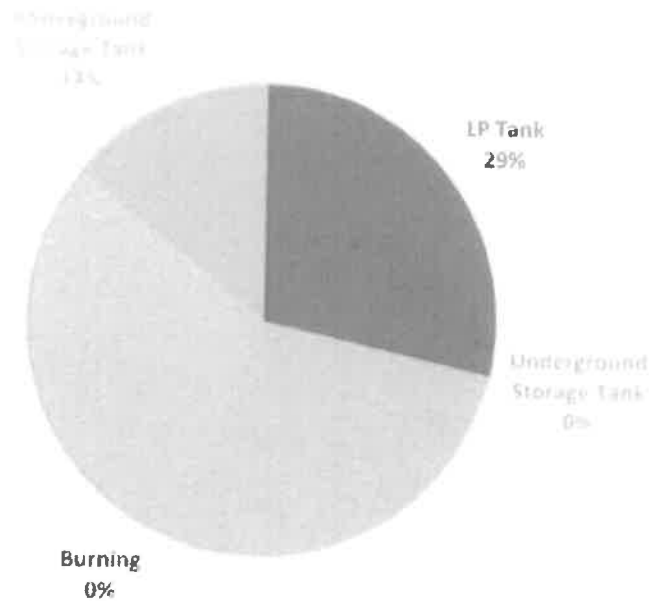
- 35 Occupancy
- 153 Annual
- 16 Other
- Year to Date: 970 Total
- **Inspection rate to date: 42%**

PLAN REVIEWS - MAY 2025



- Subdivision Reviews: 23 - Year to Date: 165
- Sprinkler System Plan Reviews: 0 – Year to Date: 27
- Fire Alarm System Plan Reviews: 4 – Year to Date: 17
- Exhaust Hood Canopy Plan Reviews: 0 – Year to Date: 2
- Hood Suppression Plan Reviews: 1 – Year to Date: 15
- Plan Reviews: 14 – Year to Date: 160

PERMITS - MAY 2025



- LP Tanks Permits: 2 – Year to Date: 4
- Underground Storage Tank Removal Permits: 0 – Year to Date: 0
- Aboveground Storage Tank Removal Permits: 1 – Year to Date: 1
- Burning Permits: 4 – Year to Date: 20

FIRE DRILLS

There was zero (0) fire drill conducted for the month of May.

Year to Date: 0 Total

TRAINING

There were three (3) trainings in the month of May.

- May 7-9, 2025- Fire Marshal Frank Cavazos and Lt. Sam Carrion attended a Makita Tools Training in Atlanta Georgia.
- May 9, 2025- Fire Captain Joel Saenz attended an International Fire Code class in McAllen.
- May 13, 2025-Omar Salinas and Lt. Sam Carrion attended Youth Conference Career Day at Mission Event Center.

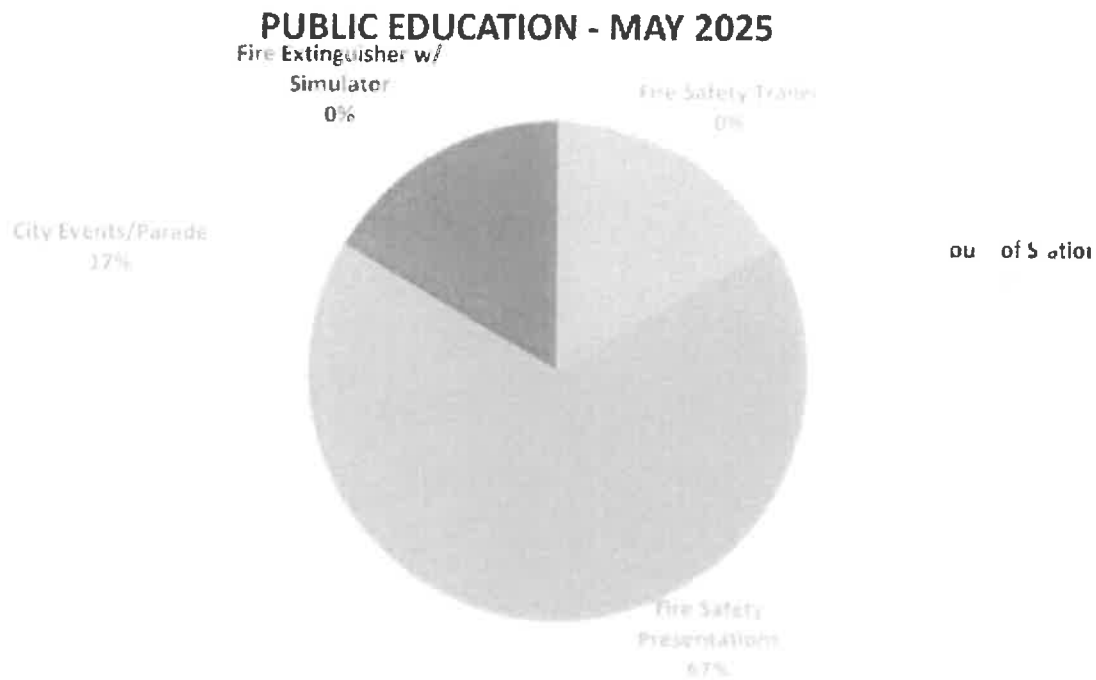
Year to Date: 33 Total

MEETINGS ATTENDED

For the month of May there were eleven (11) meetings attended by the Fire Prevention Office.

- May 1, 2025-Fire Captain Joel Saenz attended SRC meeting at City Hall.
- May 13, 2025-Fire Marshal Frank Cavazos attended Deputy Chief meeting in Admin Conference room.
- May 14, 2025-Fire Marshal Frank Cavazos attended after Action Prayer Plan at Mission Event Center.
- May 15, 2025-Fire Marshal Frank Cavazos attended SRC meeting at City Hall.
- May 21, 2025-Fire Marshal Frank Cavazos attended Logistics meeting for 5k Speedy at City Hall.
- May 22, 2025-Fire Marshal Frank Cavazos attended Budget planning meeting in Admin Conference room.
- May 23, 2025- Fire Marshal Frank Cavazos attended Grant meeting in Admin Conference room.
- May 28, 2025-Fire Marshal Frank Cavazos attended McAllen Emergency room Training at Central Training room.
- May 28, 2025-Fire Marshal Frank Cavazos attended Chief Monthly briefing in Central Training room.
- May 28, 2025-Fire Marshal Frank Cavazos attended the 2025-2026 Budget meeting in Admin Conference room.
- May 29, 2025-Fire Marshal Frank Cavazos attended SRC meeting at City Hall.

Year to Date: 126 Total



During the month of May there were twelve (12) presentations conducted

• Year to Date:	54 Presentations	20300 Audience
• Year to Date w/ The Tutor:	0 Presentations	0 Audience
• Year to Date w/ F.S.T.:	6 Presentations	2,477 Audience
• Year to Date w/ City Events:	7 Presentations	8800 Audience
• Year to Date – Other:	1 Presentations	40 Audience
• Year to Date Grand Total:	68 Presentations	31617 Audience

PUBLIC EDUCATION

During the month of May there were twelve (12) presentations conducted.

Date	Location	Fire Extinguisher w/Simulator	Fire Safety Trailer	Tours of Stations	Fire Safety Presentation	City Events/ Parade
05/02/2025	Idea Palmview				300	
05/02/2025	Escobar Rios Elem.				200	
05/06/2025	Leo Marcell Elem.			75		
05/08/2025	Memorial Middle School				400	
05/08/2025	R.E.A.L. Border Patrol			12		
05/12/2025	Mission Jr. High Career Day				100	
05/13/2025	Youth Conference Texas Workforce					900
05/13/2025	Wal-Mart Celebration					600
05/15/2025	Castro Elem. Career Day				100	
05/15/2025	Rafael Cantu Jr. High				300	
05/16/2025	O'Grady Elem. Career Day				200	
05/19/2025	Midkiff Elem.				750	

Frank Cavazos, Deputy Chief/Fire Marshal



"Dedicated to the Community We Protect... and Serve"



Public Works

**May 2025
Monthly Report**

Water Distribution Projects



Water Break Repair
Bus 83 / Canal



Water Break Repair
Stewart / Frontage



Mission Hospital
Meter Maintenance



Water Break Repair
Stewart / Aladdin Villas



Public Works Projects



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Utility Billing and Collection

ANALYTICAL STATISTICAL COMPARISON

‡ UTILITY BILLING ACCRUALS ‡

BILLING TYPE	MAY - 2025	MAY - 2024	FYTD 24-25	FYTD 23-24
Water Consumption (Gals.)	347,742,000	351,162,000	2,774,976,000	2,831,085,000
Number of Customers	31,204	30,629		

WATER & WASTEWATER

Water Sales	\$ 1,183,008	\$ 1,206,365	\$ 9,430,912	\$ 9,701,388
Water Sales - <i>Granjeno</i>	2,333	2,473	18,167	19,404
Water Connections	41,870	41,895	380,219	201,080
Reconnect Fees	8,650	10,475	80,900	72,975
Sewage Service	684,883	682,322	5,474,349	5,392,964
Sewage Service - <i>Granjeno</i>	1,268	1,208	9,989	10,050
Industrial Sewer Surcharge	999	3,716	12,689	8,450
Wastewater Connections	10,840	15,700	102,165	72,240
Service Charge	8,260	8,300	77,578	70,589
Total	\$ 1,942,111	\$ 1,972,454	\$ 15,586,968	\$ 15,549,140

SANITATION

Garbage Fees	\$ 700,572	\$ 681,598	\$ 5,590,735	\$ 5,378,492
Brush Fees	107,014	103,514	854,526	835,114
Total	\$ 807,586	\$ 785,112	\$ 6,445,261	\$ 6,213,606

DRAINAGE ASSESSMENT FEE

Drainage Assessment Fee	\$ 108,372	\$ 106,168	\$ 861,230	\$ 845,895
Total	\$ 108,372	\$ 106,168	\$ 861,230	\$ 845,895

Total Billing

\$ 2,858,069

\$ 2,863,734

\$ 22,893,459

\$ 22,608,641

‡ UTILITY COLLECTIONS CASH ‡

COLLECTIONS	MAY - 2025	MAY - 2024	FYTD 24-25	FYTD 23-24
Total Collections	\$ 1,847,625	\$ 1,964,209	\$ 15,343,293	\$ 15,850,748

Water Distribution

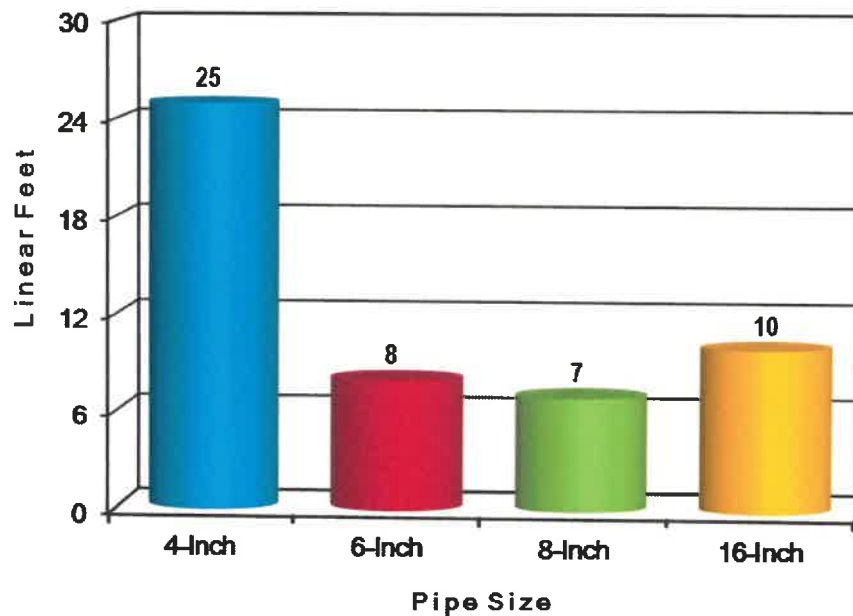
Utility Line Installation

Water Distribution Crews installed 50 Linear Feet of Utility Line. Below are the locations where the broken line repairs took place. There were twenty-two (22) major water line breaks repaired.

Water Distribution - May 2025 Utility Line Installation

4-Inch		6-Inch		8-Inch		16-Inch
405 Rose Marie	3'	406 Stacie Ln	8'	709 Perkins Ave	7'	Mission Event Center 10'
103 S Cumming	20'					
2401 Highland Dr	2'					
25 LF		8 LF		7 LF		10 LF

**May 2025
Utility Pipe Line Installation**



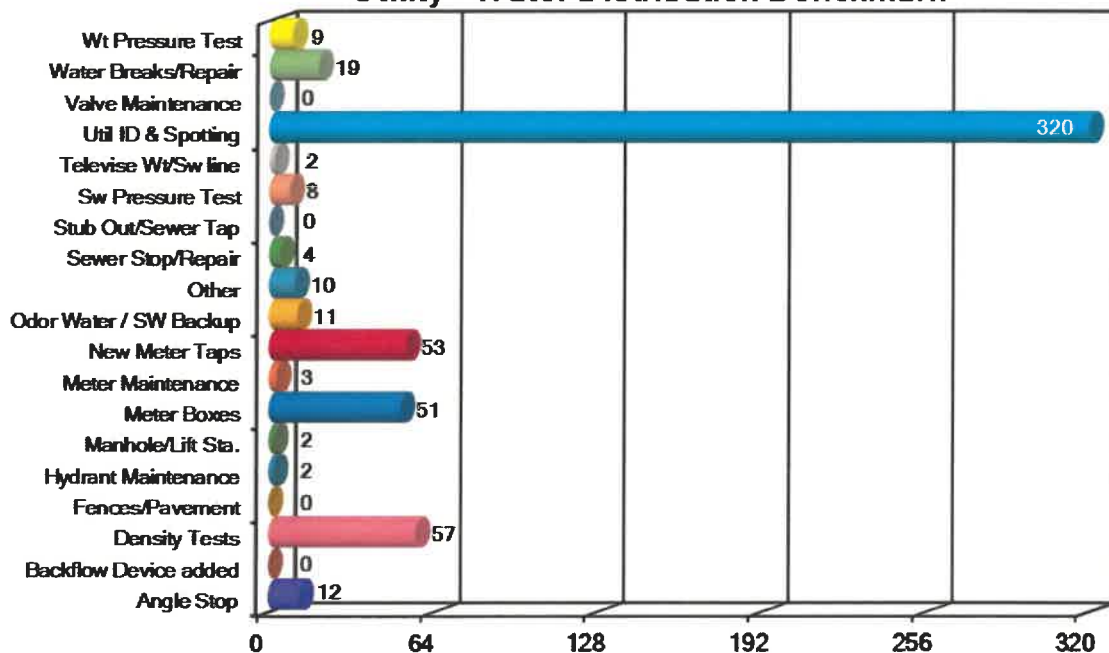
Water Distribution

Water Distribution - Maintenance Benchmark Summary

The following is Water Distribution's maintenance benchmark fiscal year-to-date summary.

Service Type	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	FYTD 24-25	FY 23-24
Angle Stop	4	13	17	13	3	9	8	12	79	155
Backflow Device	0	0	1	0	0	0	0	0	1	1
Density Tests	18	10	25	10	25	30	30	57	205	144
Fences/Pavement	0	0	0	0	0	0	0	0	0	0
Hydrant Maintenance	2	0	0	1	3	2	2	2	12	505
Manhole/Lift Station	1	4	4	11	0	7	1	2	30	76
Meter Boxes	22	61	55	52	113	75	78	51	507	711
Meter Maintenance	1	3	5	0	1	2	2	3	17	127
New Meter Taps	29	72	56	59	113	74	78	53	534	744
Odor Water	7	17	20	22	11	20	22	11	130	190
Other	0	1	6	1	8	2	9	10	37	232
Sewer Stop/Repair/Tap	9	21	6	21	7	20	3	4	91	150
Stub Out Sewer	0	0	0	0	0	0	0	0	0	10
Sewer Pressure Test	5	2	28	27	3	3	15	8	91	89
Televise Sewer line	6	3	9	21	6	14	3	2	64	28
Utility ID & Spotting	720	533	451	512	388	278	270	320	3,472	7,764
Valve Maintenance	1	1	1	1	0	0	0	0	4	27
Water Break/Repair	50	27	28	28	14	9	14	19	189	450
Water Pressure Test	11	5	29	25	3	3	6	9	91	36
Totals	886	773	741	804	698	548	541	563	5,554	11,439

May 2025
Utility - Water Distribution Benchmark



Water Distribution - Utility Inspections Mr. Lupe Vela and Mr. Charlie Fuentes, Utility Inspectors, conducted inspections on thirty-six (36) sites; performed 57 Density Tests, 9 Air Tests, and 8 Mandrel Tests. Inspectors worked on 320 line locates.

	Site/Subdivision	Start Date	Completion Date	Location	Inspection Description
1	Anacua Village	7/2024		Mayberry / 8 th St.	Under Construction
2	Anzalduas Industrial Park PH 1	4/2024		Military / Bryan	Under Construction
3	Anzalduas Industrial Park PH 7	3/2024		Military / Bryan	Under Construction
4	Augusto Contreras	2/2023		Shary / Bus 83	Under Construction
5	Bentsen Grove	9/2022		Inspiration / 1 Mile South	Under Construction
6	Bentsen Palm PH III	1/2023		Inspiration / 1 Mile South	Under Construction
7	Bryan Landing	7/2024		Bryan / N. 2 Mile	Under Construction
8	Camelias Plaza	9/2023		FM 495 / Bryan	Under Construction
9	Cap Storage Victoria Drive, LLC	6/2023		Shary / Victoria	Under Construction
10	Coastal Plaza	11/2021		Expressway / Bryan Road	Under Construction
11	Conway Village	1/2025		4 Mile / Conway	Under Construction
12	Cross Church	7/2023		Expressway / Glasscock	Under Construction
13	Crystal Estates	9/2023		Inspiration Rd / Esperanza	Under Construction
14	Deleon-Zamora	7/2024		4 Mile / Conway	Under Construction
15	El Milagro PH I	12/2022		Los Indios / Bryan	Under Construction
16	Excel Carriers	7/2023		3 Mile / La Homa	Under Construction
17	Granada Subdivision PH II	11/2024		Los Indios / Grand Canal Dr	Under Construction
18	Holland Terrace	7/2024		Holland / 25 th St.	Under Construction
19	Khiti Chiropractic	7/2024		Bryan / Bus 83	Under Construction
20	Las Cumbres Terrace	1/2025		2 Mile / Trosper	Under Construction
21	Las Esperanzas	1/2023		Glasscock / Frontage 83	Under Construction
22	Las Misiones De San Jorge	9/2023		S Conway / Military	Under Construction
23	Lucksinger Apartments	9/2021		Lucksinger / Bus 83	Under Construction
24	Mayfair at Trinity	5/2024		Bryan / Trinity	Under Construction
25	Monarza Estates	9/2023		3 ½ N Mayberry	Under Construction
26	Retama Village VI	1/2025		Bentsen Palm Dr.	Under Construction
27	Sendero Phase I	1/2023		1 Mile South	Under Construction
28	Sendero Phase II	2/2022		1 Mile South	Under Construction
29	Sendero Ranch	3/2025		N 2 ¼ Mile / Trosper	Under Construction
30	Sharyland Bus Park PH I	3/2022		Anzalduas / Military	Under Construction
31	Sonoma Ranch	1/2025		Mayberry / 2 ½ Mile	Under Construction
32	Springwood Manor Estates	6/2024		Stewart / School Lane	Under Construction
33	Tee Time	3/2025		Mayberry / N Bolz St	Under Construction
34	Tierra Dorada Lift Station	7/2024		Tierra Dorada	Under Construction
35	Top Site Storage	3/2025		Trinity / Commerce	Under Construction
36	Trosper Creek	3/2025		2 Mile / Trosper	Under Construction

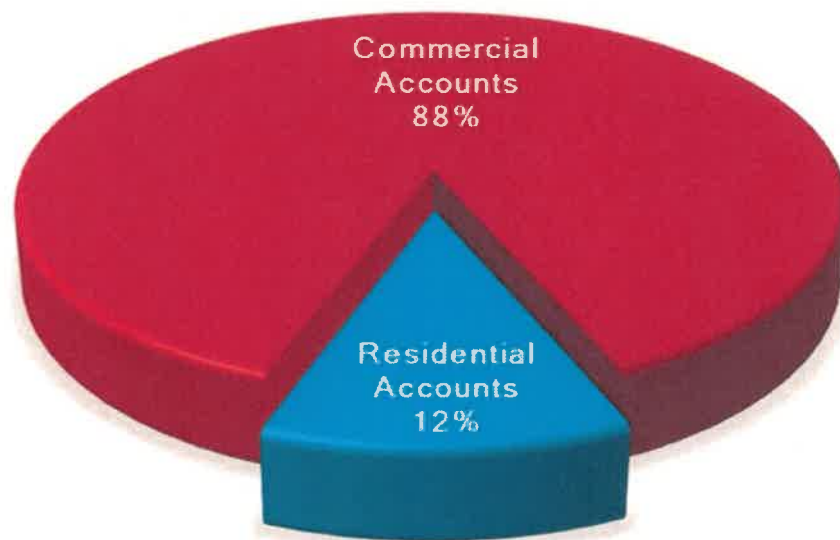
Water Distribution - Backflow Prevention Inspections

The table and graph below show the twenty-five (25) Backflow Prevention Assembly Inspections performed by Mr. Ignacio Salazar to keep our water lines free from back siphonages and water pressure backflow contamination.

2024-25 Backflow Inspections

Tests / Surveys	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	FYTD 24-25	FY 23-24
Inspection of <i>Commercial Accts</i>	4	6	5	7	6	17	19	22	86	71
Inspection of <i>Residential Accts</i>	16	10	14	16	7	5	9	3	80	137

**May 2025
Backflow Prevention Inspections**



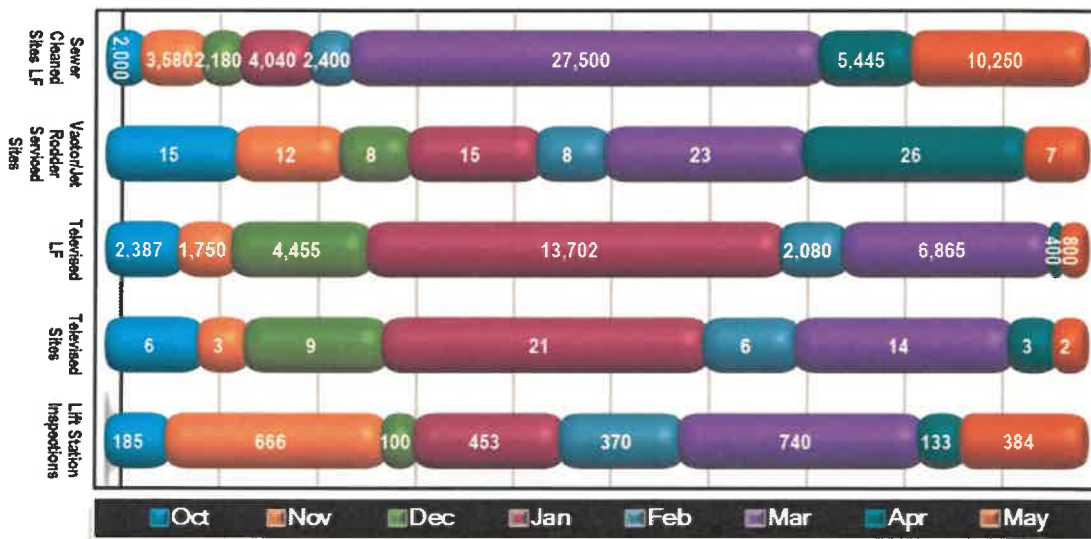
Water Distribution - Sewer Collection

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 11 sewer backups, 2 sewer line sites televised, cleaned 8 sewer line sites (3 Vactor / 5 Jet Rodder) and 384 lift station work orders for this month.

Sewer Lift Station Inspections Vactor / Jet Rodder Cleaning Services

Service Type	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	FYTD 24-25	FY 23-24
Lift Stations Inspections	185	666	100	453	370	740	133	384	3031	5889
Televised Serviced Sites	6	3	9	21	6	14	3	2	64	28
Televised Linear Feet (LF)	2387	1750	4455	13702	2080	6865	400	800	32439	15519
Vactor/Jet Rodder Serviced Sites	15	12	8	15	8	23	26	8	115	23
Vactor/Jet Rodder Serviced Linear Feet (LF)	2000	3580	2180	4040	2400	27500	5445	2035	49180	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 412.695 million gallons of water.

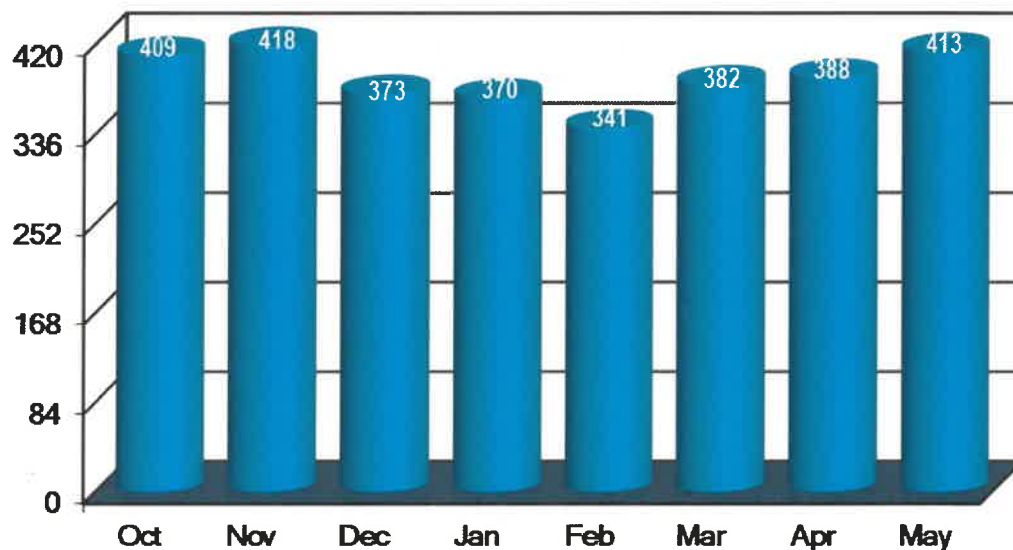
2024-25 Water Million Gallons (MG)

Avg	Max	Min	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	FYTD 24-25	FY 23-24
13	14	11	409	418	373	370	341	382	388	413	3,094	4,915

Parameters Exceeded: N/A

Rainfall: 0.1"

2024-25 Water Production Million Gallons (MG)



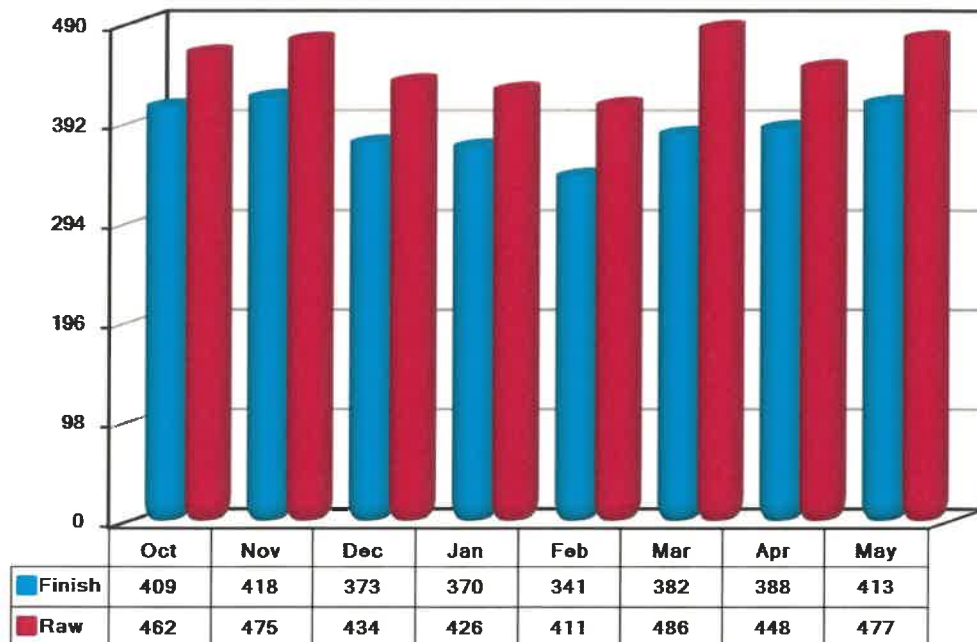
Operations and Maintenance - North Water Treatment Plant

- The International Dioxide Company (IDI) collected the monthly chlorite samples.
- Staff continued with performing maintenance on pumps and motors.
- Water Distribution continued working on the Dewatering Sludge Project on North Plant Blow-offs; installing concrete boxes. These boxes are to help us work on valves when valves have problems or need to get replaced.
- 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.
- As of June 11, 2025, the Falcon Reservoir water level is at 14.4% and the Amistad Reservoir water level is at 29.1%, respectively. According to the Brownsville Area Reservoirs Monitor, the average of both reservoir levels is at 22.3%.
- 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)**



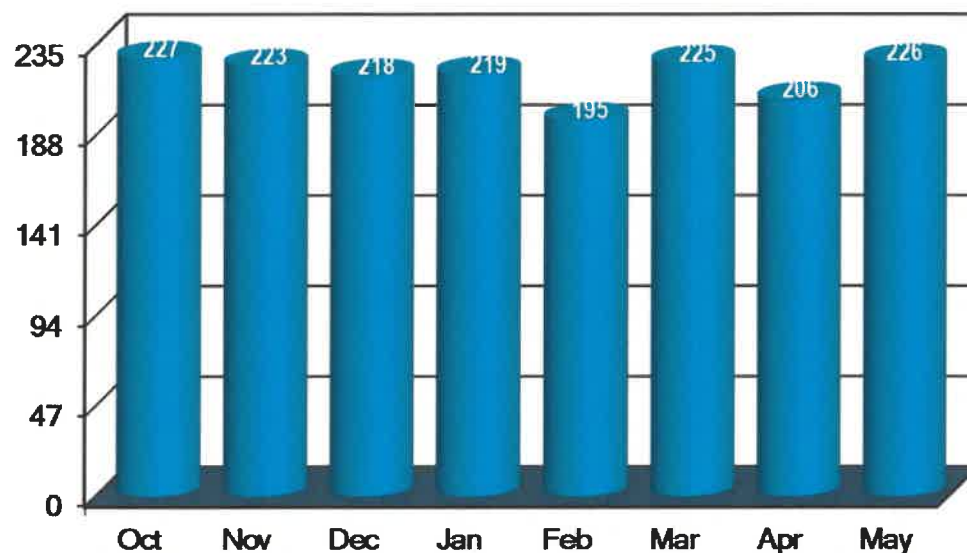
Wastewater Treatment Plant

Wastewater - Treatment Wastewater Plant staff treated 225.640 million gallons of Wastewater.

2024-25 Wastewater Million Gallons (MG)

Avg	Max	Min	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	FYTD 24-25	FY 23-24
7.2	7.8	6.7	227	223	218	219	195	225	206	226	1,739	2,719

2024-25 Treated Wastewater Million Gallons (MG)



Wastewater - Wastewater Plant Status Violations pending, will be reported in June. Plant operated at 53.73% capacity; Plant is rated at 13.5 mgd; and Plant Yearly Averaged was 7.253mgd. There was 0.2 inches of rainfall.

Wastewater - Risk Management Program Staff 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 safety equipment for fire hazard preparation. Staff was instructed to inform authorities if unauthorized personnel were in the Plant after work hours.

Wastewater - Staff Developments Newest hires are David Garza and Vicente Soto. Yoandy Alvarez has started training with TWUA on-line courses and will soon be taking his class for Basic Wastewater. Eric Hernandez passed his first required exam and is now being trained for other process control 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 being discussed for future developments 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 Operators worked on thickener pump leaks, repairs and adjustments.

7. Operators worked on maintaining a proper level at the Pretreatment Pond.
8. Maintenance greased bearings on schedule.
9. Staff worked on Aerator 4 control panel fan.
10. Grounds keeping was done by all Operators and Grounds Keeper.

Wastewater - Contract Work

City's Contracted out electricians worked on the following.

1. J&E worked on RAS Pump 2 and on Quote for RAS pump, old side.
2. Hill-Tex work done at the Plant was as follows.
 - Worked on Grit System.
 - Worked on Lift Station Pump 2, contractor.
 - Worked on Aerator control panel fan.
 - Worked on UV hoist for old side disinfection system.

Wastewater - Other Contract Work

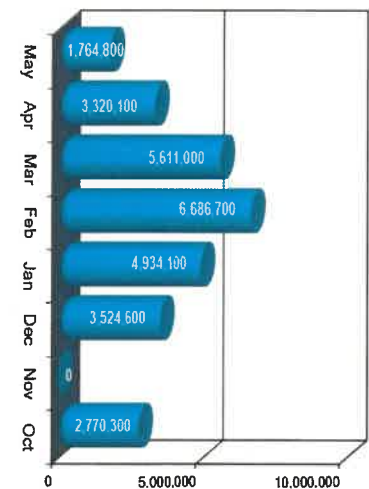
1. CB3 continued to provide the Plant with sludge and grit removal services.
2. Cintas provided uniform services, entrance door mat replacements on a weekly basis.
3. Polydine supplied us with polymer totes for aiding in sludge de-watering at Belt Press System.
4. Facilities Department worked on the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

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 the City's 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 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; Being discussed are future improvements for redundancy at our Dewatering Sludge System (Belt Press). Clarifier Covers are 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.

Pretreatment Four 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 30 truckloads of 150,000 gallons of citrus wastewater to the Pretreatment System. Pretreatment flow of waste from Rio Grande Juice Company and MPI (Metal Plating Industry) was 1,764,800 million gallons. Total sludge hauled was 546 cubic yards equivalent to 39 roll off containers.

2024-25
Pretreatment Flow (MG)



2024-25 Sludge Removal

Month	Roll Offs	Cu/Yds
Oct	39	546
Nov	43	602
Dec	63	1,134
Jan	61	1,220
Feb	49	980
Mar	41	820
Apr	61	854
May	39	546
FYTD 24-25	396	6,702
FY 23-24	530	7,365

2024-25 Sludge Removal - Cubic Yards



Street Division - Benchmark Summary

Our Street Crews patched approximately 710 Potholes; placed a total of 112 Signs, 44 Poles (cemented), inspected and repaired 244 Traffic Lights and Street Lamps; 1,203 Street Miles was Swept; removed 270 Tires; Street Crews cleared right-of-way tree limb obstructions. There were 264 customers and a monetary Collection of Debris totaling \$7,762.

Street Improvement & Construction Projects

Project Name	Linear Feet	Construction % Completion	Current Status	Project Cost	Contractor
No Paving Projects (Patching - Citywide)					Street Department

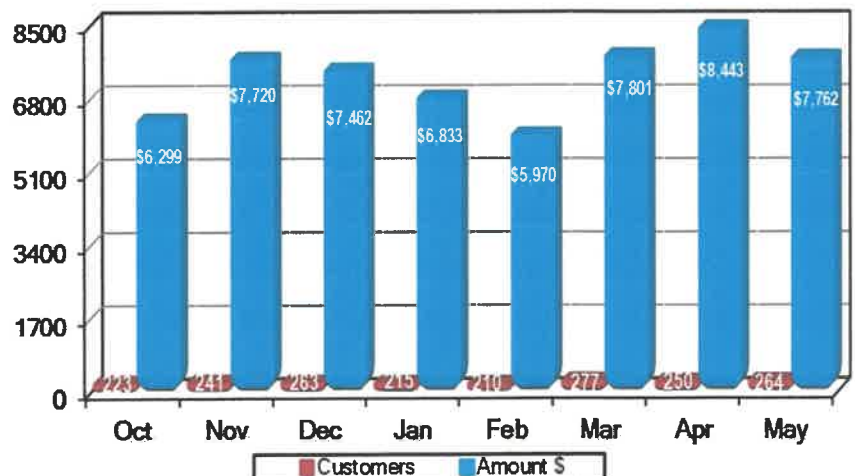
Collection of Debris

There were 264 City of Mission customers with a monetary collection of debris totaling \$ 7,762.

Collection of Debris

Month	Customers	Amount \$
Oct	223	\$ 6,299
Nov	241	\$ 7,720
Dec	230	\$ 7,462
Jan	215	\$ 6,833
Feb	210	\$ 5,970
Mar	277	\$ 7,801
Apr	250	\$ 8,443
May	264	\$ 7,762
24-25	1,910	\$ 58,290
23-24	2,582	\$ 71,496

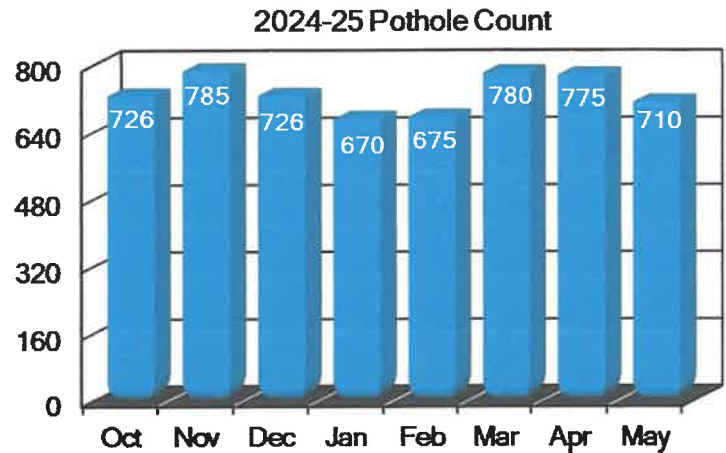
2024-25 Collection of Debris



City Pothole Maintenance

Street Crews filled a total of 710 potholes.

Month	FYTD 23-24	FYTD 24-25
Oct	767	726
Nov	789	785
Dec	675	726
Jan	780	670
Feb	787	675
Mar	775	780
Apr	664	775
May	721	710
Totals	5,958	5,847



City Street Miles Swept

Mr. Torres, Mr. Gutierrez, Mr. Medina, Sweeper Operators, cleaned 1,203 street miles.

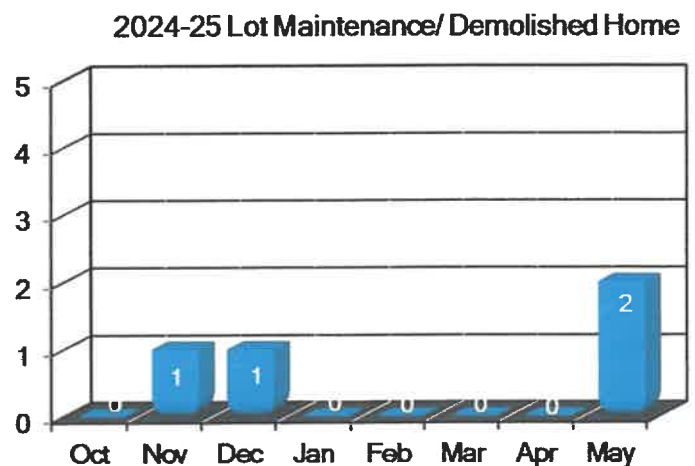
Month	FYTD 23-24	FYTD 24-25
Oct	1,048	1,662
Nov	837	1,497
Dec	1,239	1,258
Jan	1,043	1,330
Feb	985	1,159
Mar	735	1,238
Apr	888	1,408
May	1,252	1,203
Totals	8,027	10,755



Lot Maintenance / Demolished Home

There were two (2) lot maintenance.

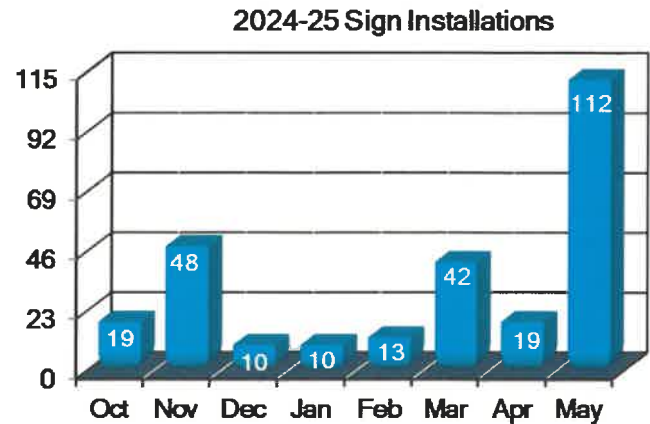
Month	FYTD 23-24	FYTD 24-25
Oct	0	0
Nov	0	1
Dec	0	1
Jan	1	0
Feb	0	0
Mar	0	0
Apr	0	0
May	0	2
Totals	1	4



Sign Shop Output Measures

Crews installed 112 signs (9 stop signs) and 44 poles.

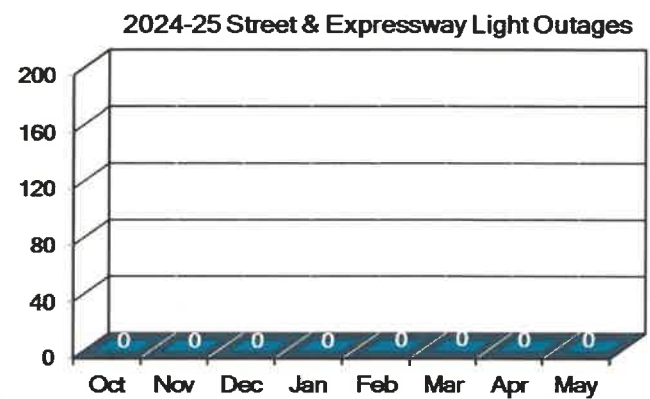
Month	FYTD 23-24	FYTD 24-25	Posts
Oct	33	19	11
Nov	24	48	28
Dec	50	10	13
Jan	23	10	10
Feb	19	13	8
Mar	52	42	32
Apr	43	19	21
May	32	112	44
Totals	276	273	167



Street Light Maintenance

There were no Street Light inspections this month.

Month	FYTD 23-24	FYTD 24-25
Oct	0	0
Nov	0	0
Dec	0	0
Jan	0	0
Feb	0	0
Mar	0	0
Apr	0	0
May	0	0
Totals	0	0



Traffic Signal Maintenance

Need to place an order for Red, Green Arrow Lights, 70 each and Yellow Arrow Lights.

School Zone				Traffic Signals Light Changes							
Month	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
Feb	0	2	11	1	1	1	2	5	20	17	60
Mar	0	1	6	1	1	1	2	11	15	38	76
Apr	2	0	13	0	2	0	1	1	26	44	89
May	0	0	0	4	17	15	18	16	130	44	244
24-25	5	7	48	10	24	23	27	56	298	275	773
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 to prepare for hurricane season.

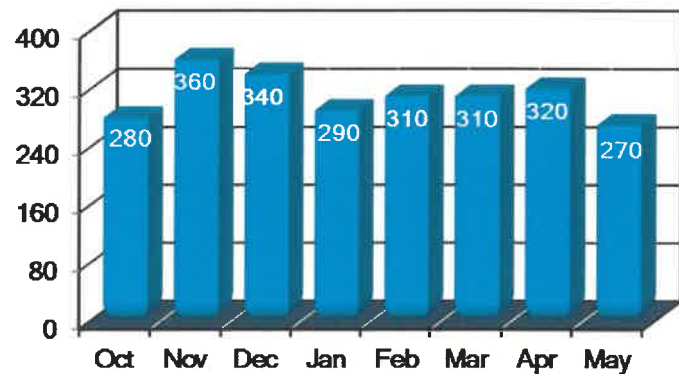
City Crew Collect Debris Our Alley Crew cleaned alleyways and averaged 5 trailer loads daily and mowed an average of 2 miles of alleyway.

Tire Removal Our Streets Crew removed 270 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
Feb	210	310
Mar	225	310
Apr	118	320
May	267	270
Totals	1,752	2,480

2024-25 Tire Removal



2024-25 Fleet Maintenance & Cost Summary

Charge Code	Work Orders	Preventive Maintenance	Cost \$
Oil Changes / PM	62	62	\$ 25,000
Repairs	11	0	\$ 21,500
May	73	62	\$ 46,500
FYTD 24-25	484	382	\$ 305,100
FY 23-24	1,012	717	\$ 492,800

2024-25 Fleet Work Order Benchmark

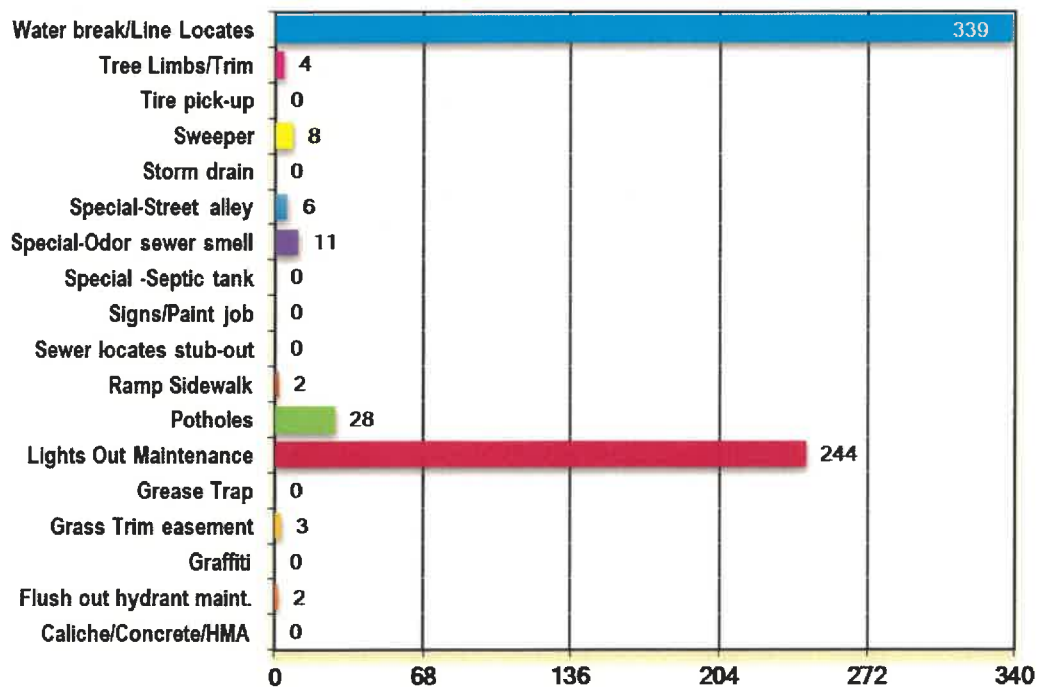


Administration Request for Service Calls

2024-25 Request for Service Calls

Service Type	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	FYTD 24-25	FY 23-24
Caliche/Concrete/HMA	0	0	0	0	0	0	0	0	0	8
Flush Hydrant Maintenance	2	0	0	1	3	2	2	2	12	505
Graffiti	0	0	0	0	0	0	0	0	0	0
Grass Trim easement	9	1	1	0	3	2	4	3	23	115
Grease Trap	0	0	0	0	0	0	0	0	0	0
Lights Out Maintenance	90	61	69	76	60	76	89	244	765	1,164
Potholes	121	53	61	38	72	32	37	28	442	592
Ramp Sidewalk	1	0	0	4	4	0	0	2	11	11
Sewer locates stub-out	0	0	0	0	0	0	0	0	0	9
Signs/Paint job	6	1	8	1	4	4	1	0	25	43
Special -septic tank	0	0	0	0	0	0	0	0	0	0
Special-Odor smell	7	17	20	22	11	20	22	11	130	189
Special-Street alley	9	1	5	4	2	4	7	6	38	75
Storm drain	8	4	2	6	2	8	11	0	41	79
Sweeper	11	3	6	1	2	23	11	8	65	109
Tire pick-up	0	19	0	0	0	6	0	0	25	62
Tree Limbs/Trim	19	4	4	2	3	8	9	4	53	204
Water break/Line locates	770	560	479	540	402	287	284	339	3,661	8,214
Total	1,053	724	655	695	568	472	477	647	5,291	11,379

May 2025 - Request for Service Calls

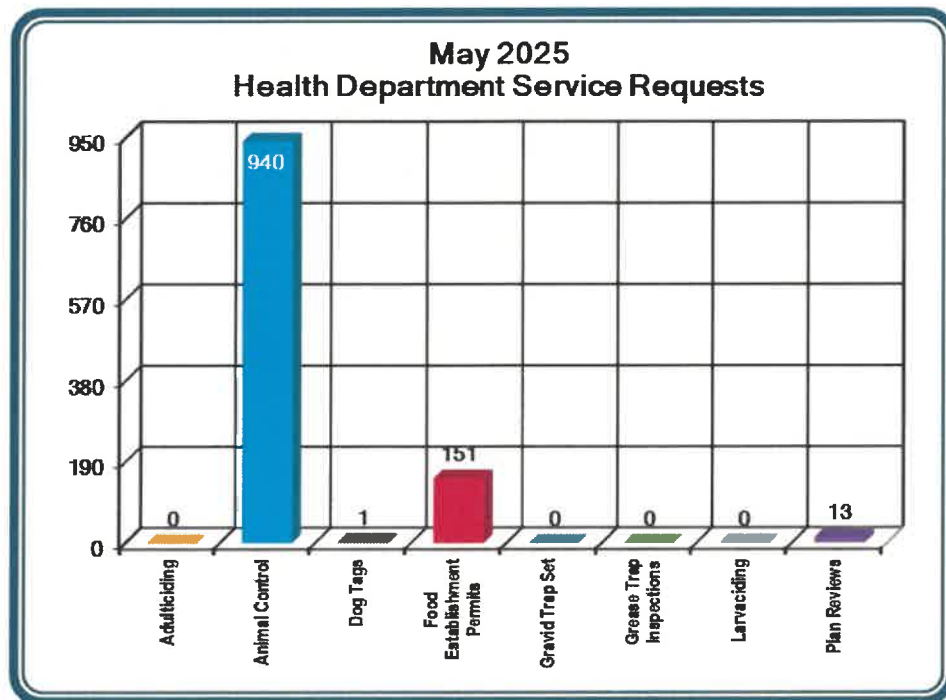


Health Department

Health Department Benchmark Summary

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

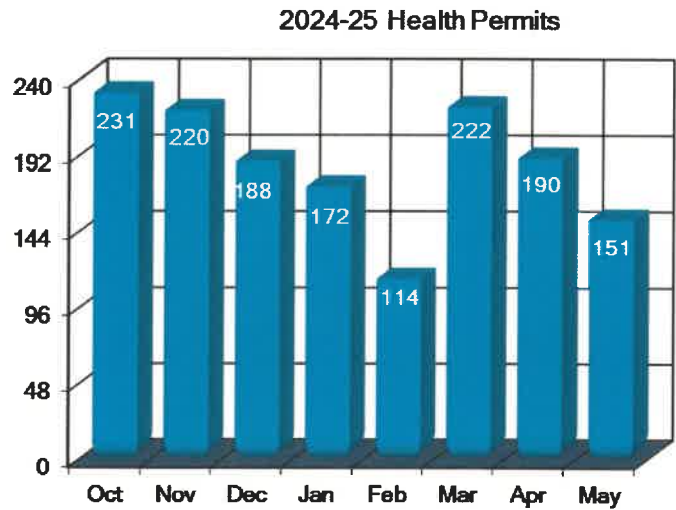
Service Type	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	FYTD 24-25	FY 23-24
Adulticiding	0	0	0	0	0	0	13	0	13	123
Animal Control	970	770	791	748	761	852	1,058	940	6,890	9,269
Dog Tags	0	0	0	10	3	16	1	1	31	33
Food Est. Permits	231	220	188	172	114	222	190	151	1,488	1,054
Gravid Trap Set	0	0	0	0	0	0	0	0	0	0
Grease Trap Inspections	0	0	0	0	0	0	1	0	1	0
Larvaciding	0	0	0	0	0	0	9	0	9	12
Plan Reviews	7	10	8	6	8	6	10	13	68	87
Total	1,208	1,000	987	936	886	1,096	1,282	1,105	8,500	10,578



Health Permits

A total of 151 Food Establishment permits were issued this month.

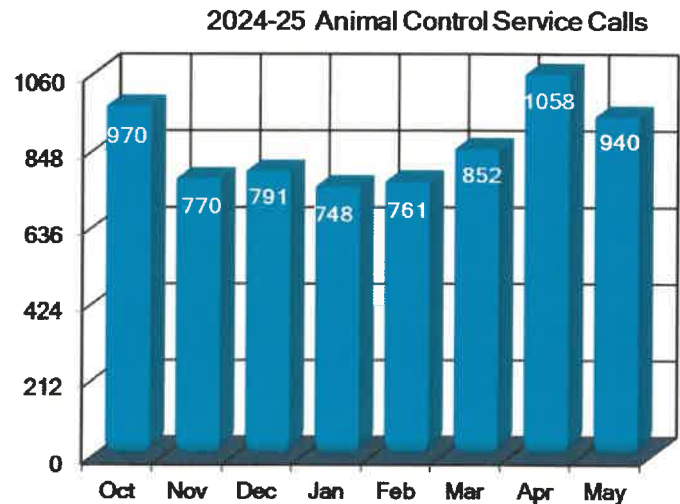
Food Establishment Permits		
Month	FY 23-24	FY 24-25
Oct	114	231
Nov	66	220
Dec	41	188
Jan	96	172
Feb	70	114
Mar	47	222
Apr	105	190
May	54	151
Totals	593	1,488



Animal Control Service Calls

Citizens called (940 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
Feb	675	761
Mar	894	852
Apr	974	1,058
May	858	940
Totals	5,961	6,890



Health Department Animal Control

Our City's Animal Wellness Officers, Jesus, Daniel and Ivan reported the following Animal Control for May. The staff from Alton and Palmview did not report for May. There were 36 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.	May	YTD 24-25
Mission	19	5	0	0	4	4	32	471
Alton	0	0	0	0	0	0	0	1
Palmview	0	0	0	0	0	0	0	0
May	19	5	0	0	4	4	32	
YTD 24-25	323	47	0	85	11	6		472
FY 23-24	1067	86	7	173	61	0		1394

Cats

CITY	Stray	Bite Case	Seized	D.O.A.	Owner Surrender	Escape, Lost, Etc.	May	YTD 24-25
Mission	2	1	0	0	0	1	4	305
Alton	0	0	0	0	0	0	0	0
Palmview	0	0	0	0	0	0	0	0
May	2	1	0	0	0	1	4	
YTD 24-25	154	7	0	142	0	2		305
FY 23-24	799	5	3	253	8	0		1068

Wildlife

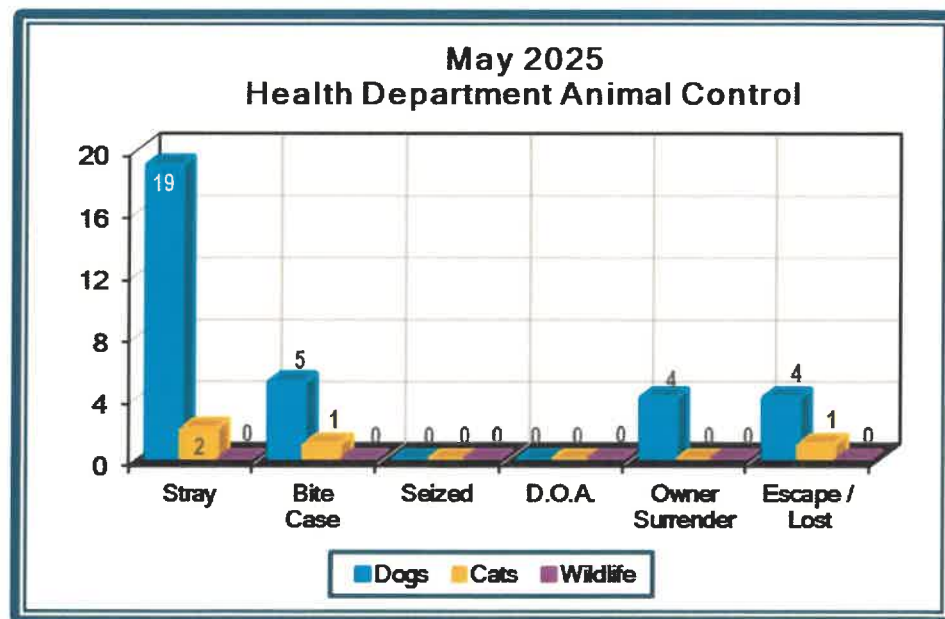
CITY	Stray	Bite Case	Seized	D.O.A.	Owner Surrender	Escape, Lost, Etc.	May	YTD 24-25
Mission	0	0	0	0	0	0	0	76
Alton	0	0	0	0	0	0	0	0
Palmview	0	0	0	0	0	0	0	0
May	0	0	0	0	0	0	0	
YTD 24-25	0	0	0	76	0	0		76
FY 23-24	23	0	0	143	0	0		166

Health Department Animal Control Summary

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

May 2025 Health Department Animal Control

Animal Type	Stray	Bite Case	Seized	D.O.A.	Owner Surrender	Escape / Lost	May	YTD 24-25
Dogs	19	5	0	0	4	4	32	472
Cats	2	1	0	0	0	1	4	305
Wildlife	0	0	0	0	0	0	0	76
May	21	6	0	0	4	5	36	
YTD 24-25	477	54	0	303	11	8		853
FY 23-24	1,889	91	10	569	69	0		2,628





CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: June 23, 2025

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

AGENDA ITEM: Proposed CDBG Annual Action Plan FY 25-26 - Elizalde

NATURE OF REQUEST:

The U.S. Department of Housing and Urban Development (HUD) requires local jurisdictions to prepare and submit an Annual Action Plan in order to receive federal funds through the Community Development Block Grant (CDBG). The Annual Action Plan (AAP) describes the activities that will be undertaken with CDBG funds in furtherance of the objectives set forth in the Consolidated Plan 2023-2027. A draft of this document is available at the Community Development Office and the City's official website.

In accordance with the Citizen Participation Plan, the Citizens Advisory Committee made their recommendations for the AAP during a meeting held on June 2, 2025. A notice of public hearing was published in the Progress Times on June 6, 2025, which announced two public hearings and a thirty (30) day comment period to solicit input on the proposed projects for the AAP 2025-2026. The 2025 CDBG Allocation is \$992,431.00 with additional program income of \$77,195.00 for a grand total \$1,069,626.00 available for FY 2025-2026. The purpose of this public hearing is to solicit public comment on the recommended funding allocations. The department will accept comments through the end of the comment period being July 7, 2025.

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

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

BID AMOUNT: \$ _____

STAFF RECOMMENDATION:

Public hearing item only

Departmental Approval: N/A

Advisory Board Recommendation: N/A

City Manager's Recommendation: N/A

RECORD OF VOTE: **APPROVED:** _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____

**NOTICE OF PUBLIC AND NOTICE OF PUBLIC HEARING
CITY OF MISSION
PROPOSED ANNUAL ACTION PLAN FISCAL YEAR 2025/2026**

Date Publication: June 6, 2025

In compliance with the U.S. Department of Housing and Urban Development (HUD) rules and regulations, the City of Mission hereby announces that the DRAFT of the Proposed Annual Action Plan (AAP) 2025/2026 (42nd) and are available for public review and comment. Further, there will be two (2) public hearings held regarding the budget and proposed projects for the Community Development Block Grant (CDBG) Program as recommended by the Citizens Advisory Committee. All interested agencies and citizens/residents are encouraged to attend and participate in the public hearing. The thirty (30) day comment period for this document is from June 6, 2025 through July 7, 2025. Oral and/or written comments will be accepted until 5:00 p.m. on Monday, July 7, 2025

A public hearing will be held on:

Monday, June 23, 2025 at 4:30 P.M.
City Hall Council Chambers
1201 E. 8th Street

Wednesday, June 25, 2025 at 5:30 P.M.
Speer Memorial Library Community Room
801 E. 12th Street, Mission, Texas 78572

On May 28, 2025 the Citizens Advisory Committee made the following funding recommendations utilizing the City's 2025 CDBG Allocation of \$992,431.00 with additional program income of \$77,195.00 for a grand total of \$1,069,626.00 available for Fiscal Year 2025/2026.

1) 03F Parks, Recreational Facilities	
Catholic War Veterans (CWV) Park Project	\$53,000.00
Astroland Park (Playscape)	\$182,000.00
2) 03J Water/Sewer Improvements	
Sewer/Manhole Improvements	\$183,258.00
3) 03O Fire Stations/Equipment	
Inflatable Fire Safety House	\$12,000.00
Portable Radios	\$100,000.00
4) 04 Clearance and Demolition	
Planning & Code Enforcement Department	\$25,000.00
5) 05 Public Services	
Amigos Del Valle, Inc.	\$30,000.00
Boys and Girls Club	\$57,881.00
C.A.M.P. University	\$7,000.00
C.A.S.A. of Hidalgo County, Inc.	\$2,000.00
Capable Kids Foundation	\$3,500.00
Comfort House	\$5,000.00
L.R.G.V.D.C.-Aging & Disability Resource Center	\$5,000.00
L.R.G.V.D.C.-Area Agency on Aging	\$5,000.00
Silver Ribbon Community Partners	\$3,000.00
Speer Memorial Library	\$42,062.00
6) 13B Homeownership Assistance	
Affordable Homes of South Texas	\$50,000.00
7) 14A Rehab: Single Unit Residential	
Housing Assistance Program-Rehabilitation	\$90,000.00
8) 21A Community Development Program Administration	\$213,925.00

Accommodations for persons with disabilities/handicapped, non-English speaking, or limited English proficiency (LEP) who may require interpreters shall be provided upon request by calling (956) 580-8670 at least three (3) days in advance of meeting. Persons who are deaf, hard of hearing, deaf-blind or speech-disabled may use Relay Texas at 1-800-735-2989, a Texas telephone (TTY) user or 711 (VOICE).

A copy of this document will be available in English and Spanish on the City's website, as shown above.

Una copia de este documento estará disponible en inglés y en español en el sitio web de la Ciudad, indicado arriba.



MEETING DATE: June 23, 2025

PRESENTED BY: Xavier Cervantes, AICP, CPM, Director of Planning

AGENDA ITEM: Conduct a public hearing and consideration of a rezoning request for Tract 1, a tract of land containing 5.182 acres, from Agricultural Open Interim District ("AO-I") to General Business District ("C-3"), and Tract 2, a tract of land containing 4.210 acres, from Agricultural Open Interim District ("AO-I") to Townhouse Residential District ("R-1T"), both out of Lot 24-5, West Addition to Sharyland Subdivision, located along the South side of West Griffin Parkway approximately 112 feet East of Holland Avenue. Applicant: 3BU Family Limited Partnership, Adoption of Ordinance #_____ - Cervantes

NATURE OF REQUEST:

Project Timeline:

- May 19, 2025 – Application for rezoning submitted for processing.
- June 4, 2025 – In accordance with State and local law notice of the required public hearings was mailed to all the property owners within a 200' radius of the subject tract and notice of hearings was published in the Progress Times.
- June 18, 2025 – Public hearing and consideration of the requested rezoning by the Planning and Zoning Commission.
- June 23, 2025 – Public hearing and consideration of the requested rezoning ordinance by the City Council.

Summary:

- The applicant is requesting to rezone the subject property from Agricultural Open Interim District ("AO-I") to General Business District ("C-3") and Townhouse Residential District ("R-1T") to allow a commercial development (3 lots) along West Griffin Parkway with a 37 lot townhome development immediately to the south. The developer is proposing a public street to connect the proposed townhomes to West Griffin Parkway.
- Tract 1 measures 691.9 feet along West Griffin Parkway and has a depth of 330 feet along the east side and 311.82 feet along the West side for a total area of 5.182 acres. Tract 2 measures 691.25 feet East to West and has a depth of 250 feet along the east side and 270 feet along the West side for a total area of 4.21 acres.
- The surrounding zones are Single Family Residential District ("R-1") to the South, Agricultural Open Interim District ("AO-I") to the West, General Business District ("C-3") to the North, and General Business District ("C-3") and Multi-family Residential District ("R-3") to the East.
- The existing land uses are: a large commercial plaza and Delia's tamales to the North, a vacant tract to the west, The Northside single-family subdivision to the South and Elizondo's Plumbing to the East. The subject property has an abandoned home with an abandoned large shed in the back.

- The Future Land Use Map shows the subject property (Tract 1) as General Commercial and (Tract 2) as Low-Density Residential. Even though the requested rezoning for Tract 2 of the rezoning is not considered low-density residential, townhouses are an acceptable transition from commercial land uses to low-density residential land uses.
- Notices were mailed to 30 surrounding property owners. Planning staff received one phone with concerns about lack of maintenance (high weeds) in the property.

STAFF RECOMMENDATION:

Staff recommends approval to the rezoning requests.

Departmental Approval: Approval

Advisory Board Recommendation: Approval

City Manager's Recommendation: Approval *MRP*

RECORD OF VOTE:

APPROVED: _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS GRANTING A REZONING FOR TRACT 1, A TRACT OF LAND CONTAINING 5.182 ACRES, FROM AGRICULTURAL OPEN INTERIM DISTRICT (“AO-I”) TO GENERAL BUSINESS DISTRICT (“C-3”), AND TRACT 2, A TRACT OF LAND CONTAINING 4.210 ACRES, FROM AGRICUTRUAL OPEN INTERIM (“AO-I”) TO TOWNHOUSE RESIDENTIAL DISTRICT (“R-1T”), BOTH OUT OF LOT 24-5, WEST ADDITION TO SHARYLAND SUBDIVISION, LOCATED ALONG THE SOUTH SIDE OF WEST GRIFFIN PARKWAY APPROXIMATELY 112 FEET EAST OF HOLLAND AVENUE.

WHEREAS, the City Council of the City of Mission finds that during consideration of the rezoning request of Wednesday, June 18, 2025, the Planning and Zoning Commission of the City of Mission upon duly recognized motion and second, voted to recommend to the City Council that the rezoning shown below be granted.

WHEREAS, The City Council of the City of Mission, held a public hearing at 4:30 p.m. Monday, June 23 2025, in the Council Chambers of the City Hall to consider the following conditional use permit:

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS, THAT THE FOLLOWING CONDITIONAL USE PERMIT BE GRANTED:

Legal Description	From	To
A tract of land containing 5.182 acres, out of Lot 24-5, West Addition to Sharyland Subdivision	AO-I	C-3
A tract of land containing 4.210 acres, out of Lot 24-5, West Addition to Sharyland Subdivision	AO-I	R-1T

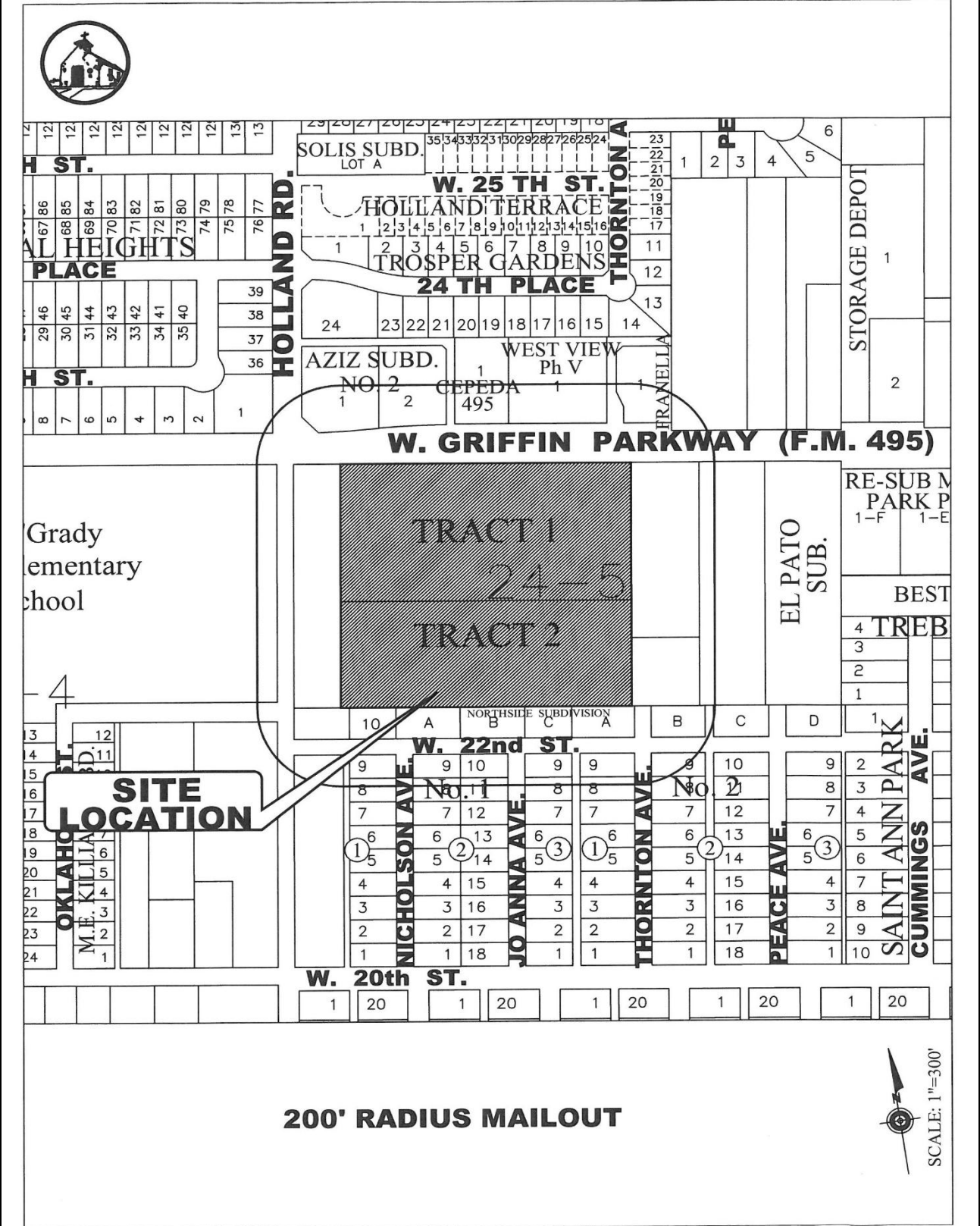
READ, CONSIDERED AND PASSED, this the 23rd day of June, 2025.

Norie Gonzalez Garza, Mayor

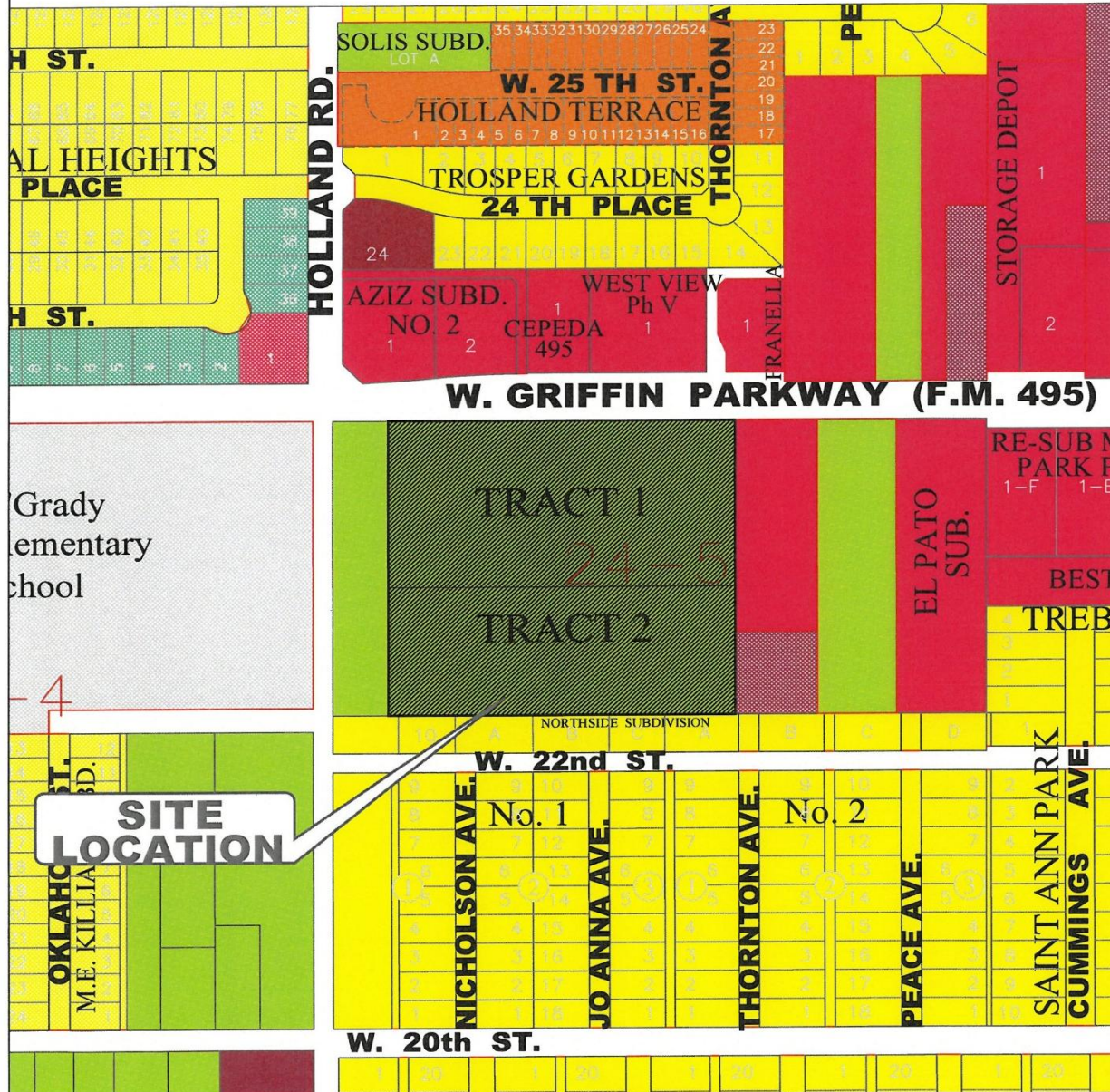
ATTEST:

Anna Carrillo, City Secretary

LEGAL NOTICE MAP



ZONING MAP



ZONING LEGEND

- AO-I AGRICULTURAL OPEN INTERIM
- AO-P AGRICULTURAL OPEN PERMANENT
- R-1A LARGE LOT SINGLE FAMILY
- R-1T TOWNHOUSE RESIDENTIAL
- R-1 SINGLE FAMILY RESIDENTIAL
- R-2 DUPLEX-FOURPLEX RESIDENTIAL

- R-3 MULTI-FAMILY RESIDENTIAL
- R-4 MOBILE & MODULAR HOME
- R-5 HIGH DENSITY MFCT'D HOUSING
- C-1 OFFICE BUILDING
- C-2 NEIGHBORHOOD COMMERCIAL
- C-3 GENERAL BUSINESS

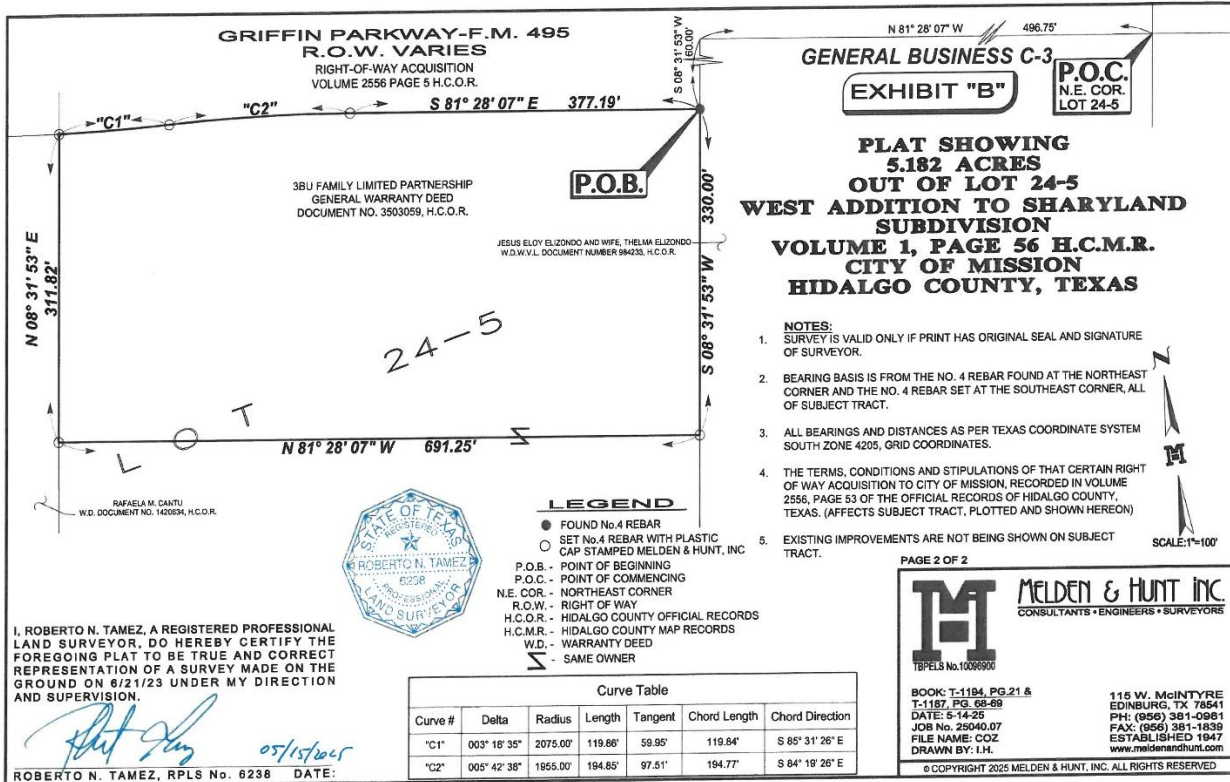
- C-4 HEAVY COMMERCIAL
- C-5 ADAPTIVE COMMERCIAL
- I-1 LIGHT INDUSTRIAL
- I-2 HEAVY INDUSTRIAL
- PUD PLANNED UNIT DEVELOPMENT
- P PUBLIC



AERIAL



PROPERTY SURVEY FOR TRACT 1



PROPERTY SURVEY FOR TRACT 2

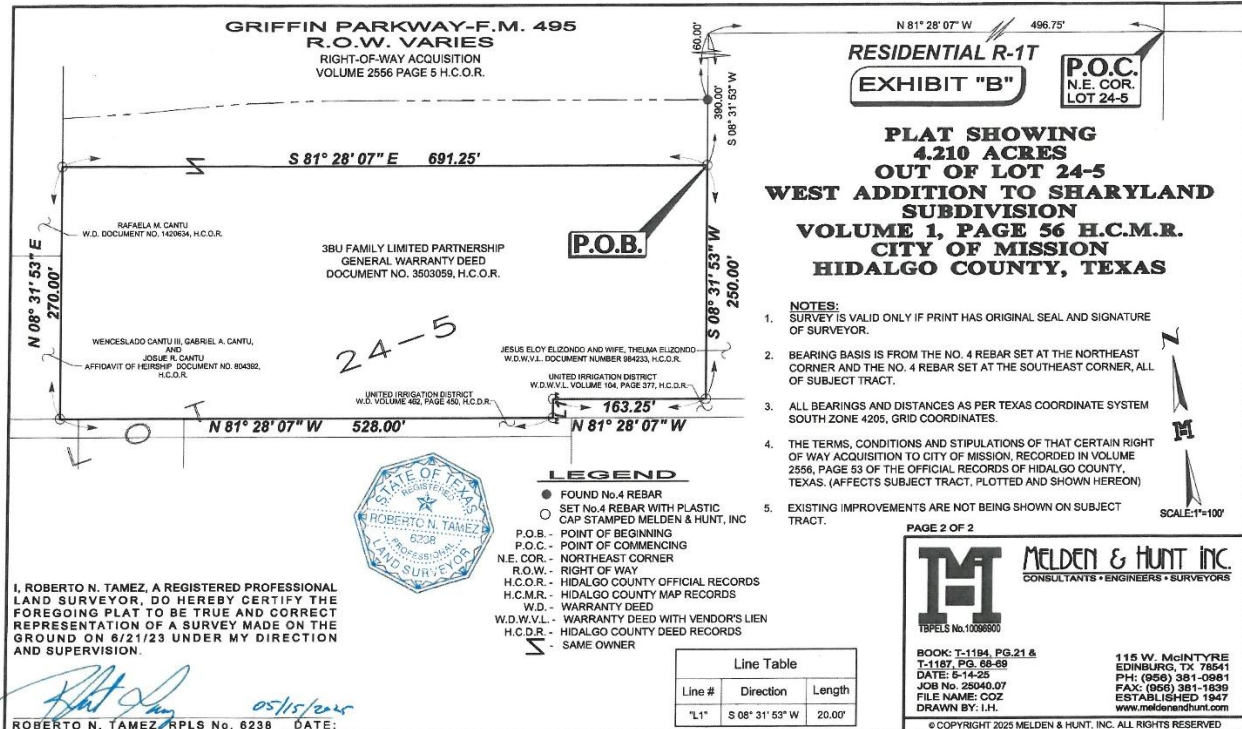
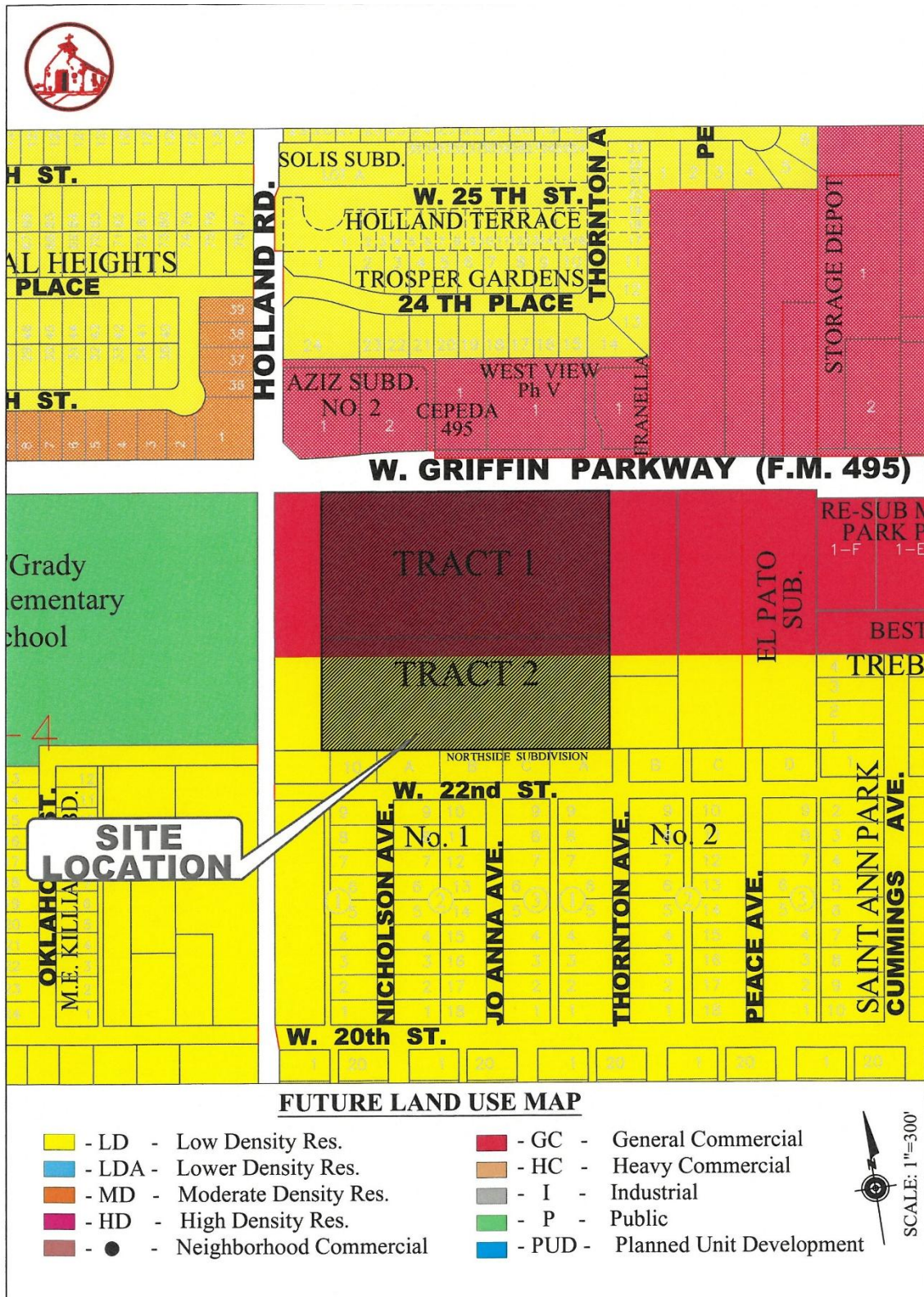


PHOTO OF THE SUBJECT PROPERTY



FUTURE LAND USE MAP



MAILOUT LIST

PROP_ID	file_as_na	addrDeliveryLine	addrCity	addrState	addrZip
316906	VENECIA FRANK JR	2018 N HOLLAND AVE	MISSION	TX	78572-2733
815012	PRINCESS MILI INVESTMENTS LLC	3913 S J ST	MCALLEN	TX	78503-1465
134439	AE HOLDINGS LTD	425 CHULA VISTA ST	MCALLEN	TX	78501-1121
249422	VERA ROBERTO JR & ELIZABETH MONTOYA	1515 E 28TH ST	MISSION	TX	78574-4037
249423	VEGA HECTOR & JANICE	2020 JOANNA AVE	MISSION	TX	78572-2737
249443	MUNGUIA JUAN F & JUANITA	2014 THORNTON ST	MISSION	TX	78572-2745
249444	HERNANDEZ DIANA	2016 THORNTON ST	MISSION	TX	78572-2745
249434	RIVERA GERARDO & AMANDA J	PO BOX 2417	MISSION	TX	78573
249400	TANGUMA CELESTINA	2019 N NICHOLSON AVE	MISSION	TX	78572-2740
316984	PLAZA REALCO LLC	101 E CHEROKEE ST	JACKSONVILLE	TX	75766-4807
580349	7- ELEVEN INC	PO BOX 711	DALLAS	TX	75221-0711
580350	CEPEDA FLUMENCIO	6717 N BENTSEN RD	MCALLEN	TX	78504-9478
316905	CANTU RAFAELA M	2206 N HOLLAND AVE	MISSION	TX	78572-2202
316901	ELIZONDO JESUS ELOY & THELMA	503 W GRIFFIN PKWY	MISSION	TX	78572-2208
316897	CANTU RAFAELA M	2206 N HOLLAND AVE	MISSION	TX	78572-2202
316896	CANTU RAFAELA M	2206 N HOLLAND AVE	MISSION	TX	78572-2202
316898	3BU FAMILY LIMITED PARTNERSHIP	533 NORTH ALAMO ROAD	ALAMO	TX	78516-2307
249424	HERNANDEZ JOSE C & ADELINA	708 W 22ND ST	MISSION	TX	78572-2729
249426	CANO HECTOR JAVIER	612 W 22ND ST	MISSION	TX	78572-2723
249425	GAMBOA GUSTAVO	704 W 22ND ST	MISSION	TX	78572-2729
249463	TRADEWINDS DEVELOPMENT INC	PO BOX 2103	MCALLEN	TX	78505-2103
249464	EBANOS ROAD IGLESIA DE CRISTO	8300 N TAYLOR UNIT 3	MCALLEN	TX	78504
249399	GARCIA ARGELIA & CRISOFORO DE HOYOS	2915 CRISANTEMA ST	MISSION	TX	78574-5034
249401	CARDENAS ROSELINDA	712 W 22ND ST	MISSION	TX	78572-2729
249409	SANCHEZ JOSE ALBERTO	2018 NICHOLSON AVE	MISSION	TX	78572-2741
249410	GAMBOA GUSTAVO JR & ANGEL G	2017 JOANNA AVE	MISSION	TX	78572-2736
316902	J.S KAWAMOTO LLC	2602 N BRYAN RD	MISSION	TX	78574-3553
316890	GONZALEZ JULIA C	912 W 20TH ST	MISSION	TX	78572-2602
316893	MISSION CONSOLIDATED ISD	1116 N CONWAY AVE	MISSION	TX	78572-4103
316892	CONFIDENTIAL	<Null>	<Null>	<Null>	<Null>
1069238	LUBIN PROPERTIES LLC	PO BOX 2978	MCALLEN	TX	78502-2978
1238559	CEPEDA FLUMENCIO JR & MARIA E &	6717 N BENTSEN RD	MCALLEN	TX	78504



CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: June 23, 2025

PRESENTED BY: Xavier Cervantes, AICP, CPM, Director of Planning

AGENDA ITEM: Conduct a public hearing and consideration of a rezoning request from Office Building District ("C-1") to General Business District ("C-3") for a 2.50-acre tract of land out of Lot 28-6, West Addition to Sharyland Subdivision, located along the West side of Conway Avenue approximately 1,170 feet South of West Mile 2 Road. Applicant: MAS Engineering, LLC, Adoption of Ordinance #_____ - Cervantes

NATURE OF REQUEST:

Project Timeline:

- May 19, 2025 – Application for rezoning submitted for processing.
- June 4, 2025 – In accordance with State and local law notice of the required public hearings was mailed to all the property owners within a 200' radius of the subject tract and notice of hearings was published in the Progress Times.
- June 18, 2025 – Public hearing and consideration of the requested rezoning by the Planning and Zoning Commission.
- June 23, 2025 – Public hearing and consideration of the requested rezoning ordinance by the City Council.

Summary:

- The applicant is requesting to rezone the subject property from Office Building District ("C-1") to General Business District ("C-3") to allow a commercial development at the site.
- The subject property has 110.08 feet of frontage along Conway Avenue, but the property widens to 248.08 feet at the rear. The subject property has a depth of 575.32 feet and a total area of 2.5 acres. The developer is processing a 2-lot subdivision with an access easement for the rear lot to have access to Conway Avenue.
- The surrounding zones are Single Family Residential District ("R-1") to the West, Mobile & Modular Home District to the South, Agricultural Open Interim (AO-I) to the East and Office Building District (C-1) and General Business District (C-3) to the North.
- The existing land uses are: a commercial plaza to the North with Donato Panaderia and Valley Pediatric Clinic, The Wagon City Mobile Home Subdivision to the South, the Mission North single-family subdivision to the west and a residential home in a large tract of land to the East.
- The Future Land Use Map shows the subject property designated for High Density Residential. Even though the requested rezoning is not in line with the Future Land Use Map designation, the property has frontage to Conway Avenue which is a major commercial thoroughfare. Due to the heavy traffic along Conway Avenue and based on the commercial zonings to the North of the property, staff believes that the property is in transition and recommends approval of the rezoning request.

- 62 legal notices were mailed to the surrounding property owners. Ms. Davis, the manager of the Wagon City Mobile Home Subdivision, called the Planning Department expressing concerns about the lack of maintenance of the subject property.

STAFF RECOMMENDATION:

Staff recommends approval to the rezoning request.

Departmental Approval: Approval

Advisory Board Recommendation: Approval

City Manager's Recommendation: Approval *MRP*

RECORD OF VOTE: **APPROVED:** _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS GRANTING A REZONING FOR A 2.50 ACRE TRACT OF LAND OUT OF LOT 28-6, WEST ADDITION TO SHARYLAND SUBDIVISION, LOCATED ALONG THE WEST SIDE OF CONWAY AVENUE, APPROXIMATELY 1,170 FEET SOUTH OF WEST MILE 2 ROAD, FROM C-1 (OFFICE BUILDING DISTRICT) TO C-3 (GENERAL BUSINESS)

WHEREAS, the City Council of the City of Mission finds that during consideration of the rezoning request of Wednesday, June 18, 2025, the Planning and Zoning Commission of the City of Mission upon duly recognized motion and second, voted to recommend to the City Council that the rezoning shown below be granted.

WHEREAS, The City Council of the City of Mission, held a public hearing at 4:30 p.m. Monday, June 23, 2025, in the Council Chambers of the City Hall to consider the following conditional use permit:

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS, THAT THE FOLLOWING CONDITIONAL USE PERMIT BE GRANTED:

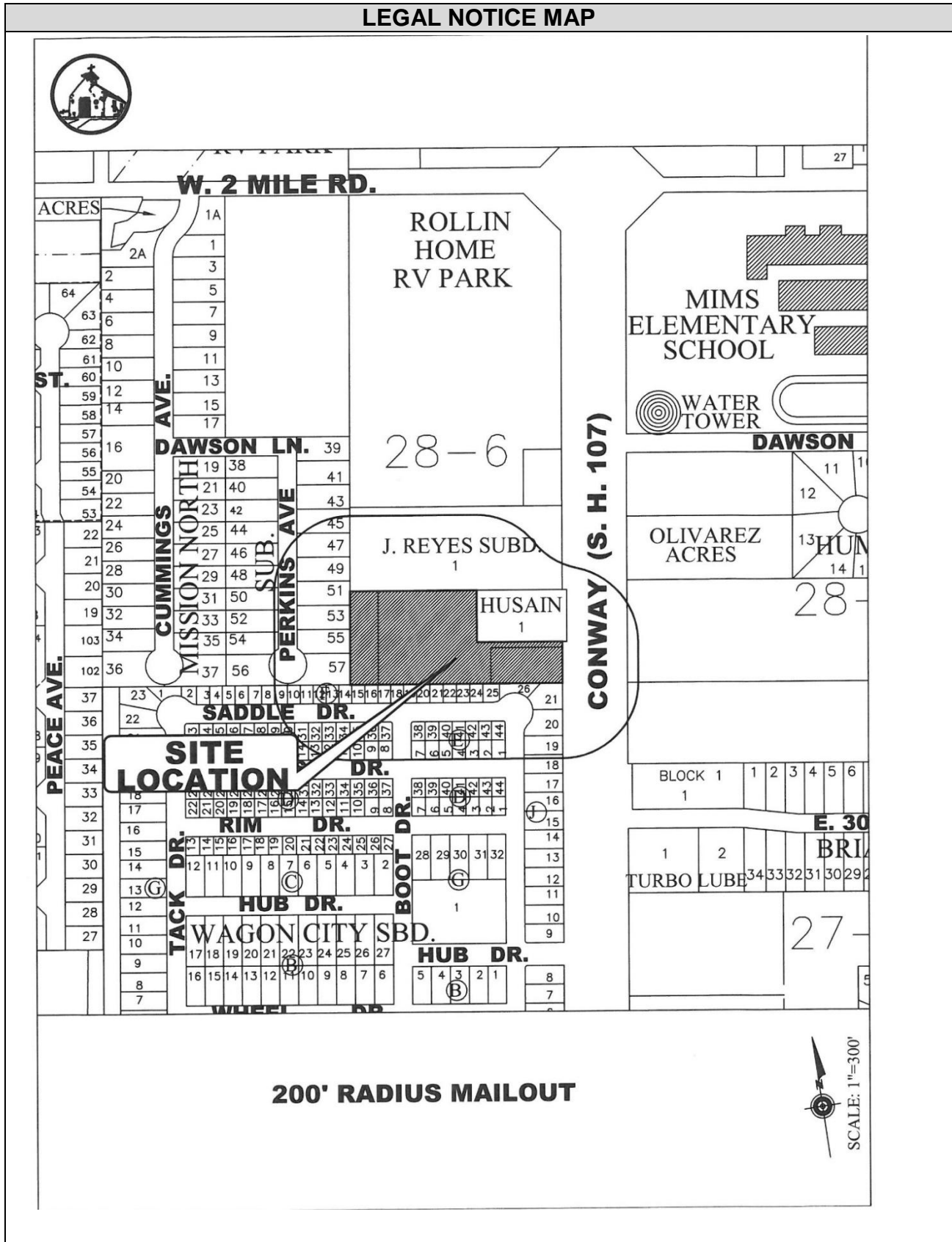
Legal Description	From	To
A 2.50-acre tract of land out of Lot 28-6, West Addition to Sharyland Subdivision	C-1	C-3

READ, CONSIDERED AND PASSED, this the 23rd day of June, 2025.

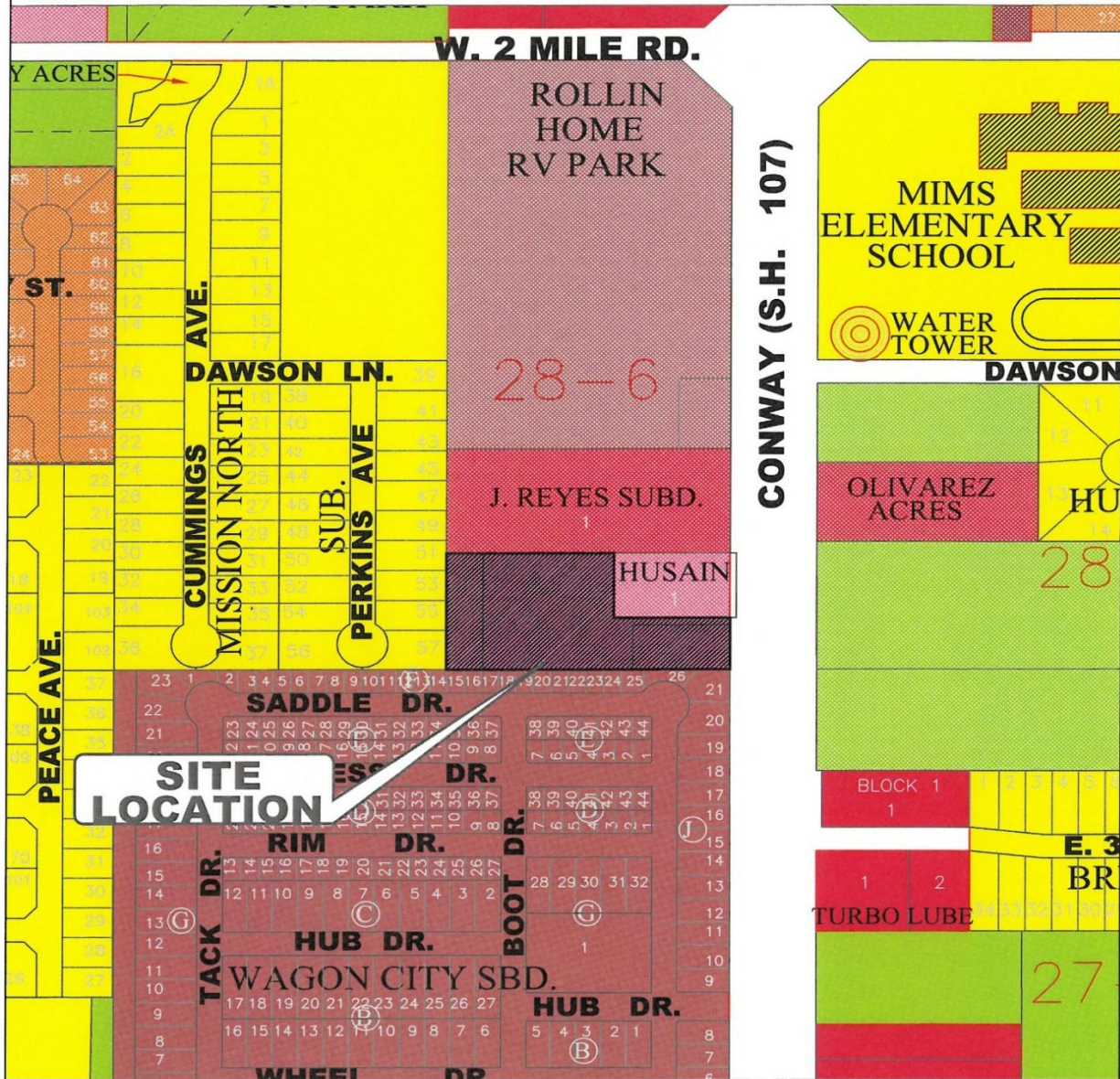
Norie Gonzalez Garza, Mayor

ATTEST:

Anna Carrillo, City Secretary



ZONING MAP



**SITE
LOCATION**

ZONING LEGEND

	A0-I AGRICULTURAL OPEN INTERIM		R-3 MULTI-FAMILY RESIDENTIAL		C-4 HEAVY COMMERCIAL
	AO-P AGRICULTURAL OPEN PERMANENT		R-4 MOBILE & MODULAR HOME		C-5 ADAPTIVE COMMERCIAL
	R-1A LARGE LOT SINGLE FAMILY		R-5 HIGH DENSITY MFCT'D HOUSING		I-1 LIGHT INDUSTRIAL
	R-1T TOWNHOUSE RESIDENTIAL		C-1 OFFICE BUILDING		I-2 HEAVY INDUSTRIAL
	R-1 SINGLE FAMILY RESIDENTIAL		C-2 NEIGHBORHOOD COMMERCIAL		PUD PLANNED UNIT DEVELOPMENT
	R-2 DUPLEX-FOURPLEX RESIDENTIAL		C-3 GENERAL BUSINESS		P PUBLIC



AERIAL



PROPERTY SURVEY

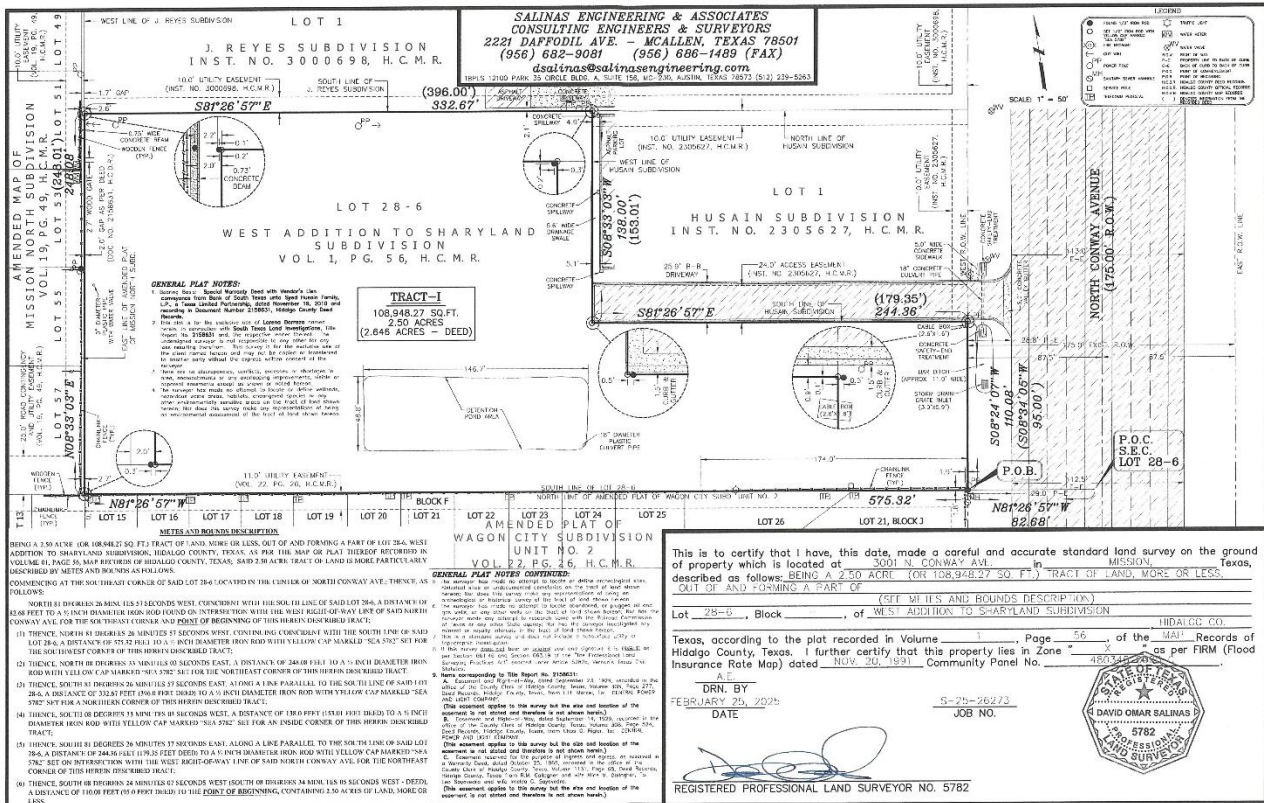
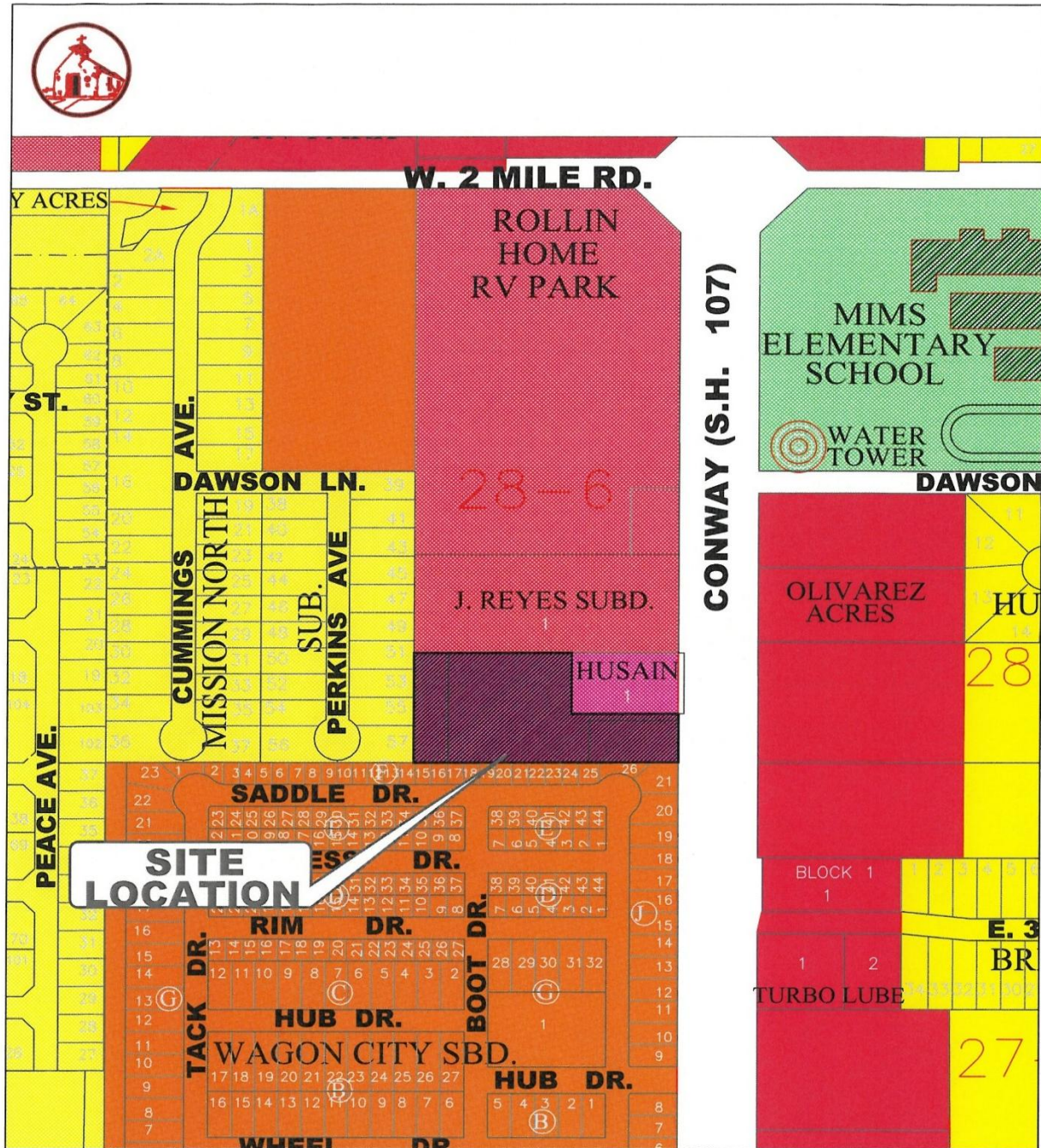


PHOTO OF THE SUBJECT PROPERTY



FUTURE LAND USE MAP



FUTURE LAND USE MAP

- | | |
|------------------------------|----------------------------------|
| - LD - Low Density Res. | - GC - General Commercial |
| - LDA - Lower Density Res. | - HC - Heavy Commercial |
| - MD - Moderate Density Res. | - I - Industrial |
| - HD - High Density Res. | - P - Public |
| - Neighborhood Commercial | - PUD - Planned Unit Development |



PERMITTED USES IN THE C-3 ZONING

GENERAL BUSINESS DISTRICT ("C-3")

PERMITTED USES

- All uses permitted in C-1 and C-2
- Any retail business except for lumberyards or contractor yard, farm equipment or other heavy equipment sales, general warehousing.
- Hotel, motel and restaurants
- Printing, publishing, and allied products manufacturing
- Rail and motor vehicle transportation passenger terminals
- Telephone, television, radio or similar media stations but not including public microwave, radio and television towers.
- Any wholesale trade accessory to any permitted retail operation except for agricultural products
- Signs
- Automotive repair, paint and body shops
- Credit access business but not within 1,500 feet of another credit access business
- In the Original Townsite R-3 uses

CONDITIONAL USES

- R-3 uses except mobile homes
- Gasoline service stations
- Drive-thru service window for food establishment
- Planned shopping centers
- Restaurants that serve liquor for on-premise consumption
- Bars, cocktail lounges, taverns, saloons, dance halls or nightclubs
- Amusement parks, circus or carnival grounds
- Portable buildings
- Light industry uses
- Telephone, radio or television towers
- Crematoriums in association with a funeral home establishment
- Indoor gun shooting range
- Mobile food units
- Storage unit facilities
- BYOB establishments

PROHIBITED USES

- Any use not listed above

PERMITTED USES IN THE C-2 ZONING

NEIGHBORHOOD COMMERCIAL DISTRICT ("C-2")

PERMITTED USES

- Generally recognized retail businesses which supply commodities on the premises for persons residing in adjacent residential areas such as groceries, meats, dairy products, baked goods, clothing or hardware and similar uses
- Personal services establishments which perform services on the premises such as: Repair shops, tailor shops, beauty parlors or barber shops, photographic studios and self-service laundries but not automotive repair services
- Dry cleaning establishments or pick up stations dealing directly with the consumer
- Personal services including the following: Outpatient medical clinics, offices of doctors, dentists and similar professions
- Accessory uses related to a principal use above
- On-premise signs
- Daycare services
- Changeable copy signs not along the expressway corridor
- In the Original Townsite R-3 uses are permitted.

CONDITIONAL USES

- R-3 uses except for mobile homes
- Gasoline service stations
- Drive thru service window business for food establishments
- Business establishments such as banks, loan companies, insurance, and real estate offices
- Restaurants or bars
- Planned neighborhood convenience centers
- Accessory structures and uses incidental to the permitted uses above
- Portable buildings
- Household goods, warehousing or storage by individuals in rented storage units
- Veterinary hospitals or clinics all in an enclosed building with no noise or odor outside
- Telephone, radio or tv communication towers
- Limousine rental services
- Mobile food units
- Storage unit facilities

PROHIBITED USES

- Any use not listed above
- Off-premise signs

MAILOUT LIST

PROP_ID	file_as_na	addrDeliveryLine	addrCity	addrState	addrZip
317110	HEITSHUSEN GARTH	1935 TRIWAY LN	HOUSTON	TX	77043-2943
317109	HEITSHUSEN GARTH	1935 TRIWAY LN	HOUSTON	TX	77043-2943
317181	SYED HUSAIN FAMILY LP	7020 N 1ST ST	MCALLEN	TX	78504-1928
320046	MACMASTER JAMES W & DOLORES V	242 S EBERHART RD	BUTLER	PA	16001-2811
320047	SPAANS JAMES L & RENEE E	2905 N CONWAY AVE UNIT 55	MISSION	TX	78574-2128
319930	OLFERS DAVID H & LINDA G BYRD-OLFERS	14803 BOHEMIAN HALL DR	GROSBY	TX	77532-6048
319927	SANCHEZ THELMA	2905 NO CONWAY UNIT 70	MISSION	TX	78574-2129
319951	MG & VG LLC	530 S STATE HWY 336 NO 72 A	EDINBURG	TX	78539
319969	BAME MICHAEL & DENISE THOEN	51 ALLEN CIR	SUNRISE BEACH	MO	65079-7885
320045	HILL MIRIAM MAXINE	2905 N CONWAY NO 218	MISSION	TX	78574-2133
238747	LOPEZ DIANA S & SANTOS A MORENO JR	3005 PERKINS AVE	MISSION	TX	78574-2112
238743	SANCHEZ YOLANDA G	3009 N PERKINS AVE	MISSION	TX	78572
319973	GOMEZ JUANA L & ROSA RAYA	208 SADDLE DR	MISSION	TX	78572
319974	ERICKSON JIM & RITA	14642 OLD LAKE RD	PAYNESVILLE	MN	56362-4629
319954	KELLER HAROLD & LOIS	12255 U RD	HOYT	KS	66440-9102
319959	BAILEY MARCUS C & SHARON J	7784 HY 43	SENECA	MO	64865
319917	KRATZ MARVIN LEE & KATHRYN MARY	PO BOX 448	MANLY	IA	50456-0448
319976	AUTEN AVERY A JR & LYNDIA K AUTEN TRUSTEES	300 E 5TH ST	HARTFORD	SD	57033-2227
319981	LYTLE JIM & ALICE	919 E MAIN ST	BATESVILLE	AR	72501-3441
319983	SNYDER HARRY L & KATHLEEN Y	2905 N CONWAY AVE UNIT 246	MISSION	TX	78574-2134
319970	LUHRS WILLIAM A & MARY H	12910 GRANDVIEW RD	GRANDVIEW	MO	64030-1757
319975	DAVIS BRENDA J	2905 N CONWAY AVE UNIT 77	MISSION	TX	78574-2129
319952	SPAANS JAMES L & RENEE E	2905 N CONWAY AVE UNIT 55	MISSION	TX	78574-2128
319923	BERNAL JOEL RUEDA & ORALIA GONZALEZ GARCIA	2905 N CONWAY AVE UNIT 188	MISSION	TX	78574-2132
319918	DIAZ DANIEL	2905 N CONWAY AVE UT 229	MISSION	TX	78574
319956	GREBIN JOHN & JEAN ANN	PO BOX 324	SPILLVILLE	IA	52168-0324
319960	GARCIA ELUTERIO & AMPELIA	2905 N CONWAY AVE	MISSION	TX	78574-2101
319984	FRY KEITH W & ANNA MARIE	1108 RUTH PLACE	PAWNEE	IL	62558-9622
319982	MCADAMS VAN & PHYLLIS	13127 ELDRIGE RD	HARRISON	TN	37341
319972	FULLER BUILDERS LLC	1101 APPLE CREEK RD	WAYNESVILLE	NC	28786-8200
319971	BAME MICHAEL & DENISE THOEN	51 ALLEN CIR	SUNRISE BEACH	MO	65079-7885
319924	WOLFE JEAN M	200 HARNESS DR	MISSION	TX	78574
319953	MCBROOM DANIEL ROY & MEREDITH CORINNE	827 RIVER BLUFF RD SOUTHEAST	MAZEPPA	MN	55956-3010
319955	WILLIAMS ARDEN & ALOA FAMILY TRUST	PO BOX 26	RUSSELL	MN	56169-0026
319922	THRASHER RICHARD E & LAJUNE K CO-TRUSTEES FAMILY TRUST	1611 STONEGATE DR	MISSION	TX	78574-2764

MAILOUT LIST

319980 LYTLE JOHN O MD & ALICE R	919 E MAIN ST	BATESVILLE	AR	72501-3441
319979 TOBEY BRUCE D & CATHY A	46364 COUNTY 45	LAPORTE	MN	56461-4966
319978 MCMANUS BONNIE L & AMANDA L	5022 50TH ST	MOLINE	IL	61265-7548
319977 MEYER CHARLES F TRUSTEE REVOCABLE LIVING TRUST	300 E 5TH ST	HARTFORD	SD	57033-2227
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238745 ESTRADA RAUL FRANCISCO & MARTHA N	1302 E NOEMI ST	PHARR	TX	78577-6427
238751 GARCIA ERIC	3001 N PERKINS AVE	MISSION	TX	78574-2112
319946 FULLER BUILDERS LLC	1101 APPLE CREEK RD	WAYNESVILLE	NC	28786-8200
238749 RODRIGUEZ DANIEL & BRENDA	3003 PERKINS AVE	MISSION	TX	78574-2112
238752 CHAVEZ JORGE I	3000 PERKINS AVE	MISSION	TX	78574-2111
319925 JACOBY STEVE & ELAINE	11520 W SIDNEY RD	GOWEN	MI	49326-8405
319948 WALKER ROBERT L & DARLA R	30464 PLESANT VIEW DR	FRAZEE	MN	56544-9125
319929 PETERSON PETE & JOAN PETERSON	PO BOX 633	ISHPEMING	MI	49849-0633
319928 CLOSE JOAN	2905 N CONWAY AVE UNIT 192	MISSION	TX	78574-2132
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317193 HEITSHUSEN ELMER	1935 TRIWAY LN	HOUSTON	TX	77043-2943
319949 BYE DAVID & RENATA BOSEK	PO BOX 494	BROOKINGS	SD	57006
319926 LOWTHER DANIEL & LLEWELLYN	200 WALNUT HILL AVE UNIT 61	HILLSBORO	TX	76645-9524
319950 OLERUD DUANE & RACHEL	240 3RD AVE SE	SPRING GROVE	MN	55974-1304
320048 HOFSTRA WILBERT A OR LEILA M	2905 N CONWAY AVE UNIT 155	MISSION	TX	78574-2131
238750 SANCHEZ ELEAZAR Jr	3002 PERKINS AVE	MISSION	TX	78574-2111
238748 PEREZ OSCAR J & LINDA	3004 PERKINS AVE	MISSION	TX	78574-2111
238746 VILLEGAS SANTIAGO JR	3006 PERKINS AVE	MISSION	TX	78574-2111
238742 GUAJARDO MARIA M	3010 PERKINS AVE	MISSION	TX	78574-2111
238744 FLORES JESUS A III & KATY ZAMORA	3008 PERKINS AVE	MISSION	TX	78574-2111
238740 CYFLY INVESTMENTS LLC	9806 LAS PALMAS	MCALLEN	TX	78504
319919 SCHEIMANN JOHN A	2905 N CONWAY BOX 46	MISSION	TX	78574-2128
319920 VICKERMAN DAWN & JASON	12841 451ST AVE	MABEL	MN	55954
319921 MCGEE WALTER D TRUSTEE	10160 AQUA ST	BUCKLIN	MO	64631
319958 SNYDER H LESTER	2905 N CONWAY AVE UNIT 246	MISSION	TX	78574-2134
319957 DAVIS BRENDA J	2905 N CONWAY AVE UNIT 77	MISSION	TX	78574-2129
319985 LANDSOM RICK	20426 BLACK HAMMER DR	SPRING GROVE	MN	55974-2481
319986 THOEN DAVID E & DARLENE J	2905 N CONWAY AVE UNIT 126	MISSION	TX	78574-2130
895247 SYED HUSAIN FAMILY LP	7020 N 1ST ST	MCALLEN	TX	78504-1928
895250 SYED HUSAIN FAMILY LP	7020 N 1ST ST	MCALLEN	TX	78504-1928
895251 SYED HUSAIN FAMILY LP	7020 N 1ST ST	MCALLEN	TX	78504-1928

MAILOUT LIST

317194 HEITSHUSEN ELMER
1238657 REYES JUAN RAMON

1935 TRIWAY LN
705 SINATRA DR

HOUSTON
EDINBURG

TX
TX

77043-2943
78542-1503



MEETING DATE: June 23, 2025

PRESENTED BY: Xavier Cervantes, AICP, CPM – Director of Planning

AGENDA ITEM: Conduct a public hearing and consideration of a Conditional Use Permit for a Drive-Thru Service Window – La Mexico in a (C-2) Neighborhood Commercial District, being Lot 9, Block 5, Taurus Estates Subdivision No. 9, Ph. I, located at 4009 N. Inspiration Road, Applicant: Blesson George, Adoption of Ordinance #_____ – Cervantes

NATURE OF REQUEST:

Project Timeline:

- May 28, 2025 – Application for Conditional Use Permit (“CUP”) submitted to the City.
- June 4, 2025 – In accordance with State and local law, notice of required public hearings was mailed to all property owners within 200 feet of the subject tract, and notice of public hearings was published in the Progress Times.
- June 18, 2025 – Public hearing and consideration of a Conditional Use Permit by the Planning and Zoning Commission.
- June 23, 2025 – Public hearing and consideration of a Conditional Use Permit by the City Council.

Summary:

- The convenience store is located at the Northwest corner of Inspiration Road and Azalea Street.
- Per Code of Ordinance, a Drive-Thru Service Window requires the approval of a Conditional Use Permit by the City Council.
- The applicant has been operating the convenience store at this location since January 12, 2023.
- He would like to continue utilizing the drive-thru service window, therefore the need to reapply for the conditional use permit. The site has a 30’ access point off of Inspiration Road and a 24’ access to an alley off Azalea Street. Drive-thru customers would primarily use the Azalea alley access in order to utilize the drive-thru service window. The location of the window allows for enough stacking for at least 3 vehicles.
- The hours of operation are as follows: Monday – Sunday from 6:00 am to 11pm.
- Staff: 8 employees
- Parking: Based on the square footage of the building (3,728 sq. ft.) there are 12 parking spaces required. The applicant has 24 parking spaces, exceeding code by 12 spaces.
- The last CUP for the Drive-thru Service Window was approved on February 26, 2024 for a period of 1 year. Staff notes that this would be their second renewal.
- The Planning staff has not received any objections to the request from the surrounding property owners. Staff mailed out (25) legal notices to surrounding property owners.

- In accordance with the zoning ordinance, the P&Z and City Council may impose requirements and conditions of approval to ensure that a use requested by a Conditional Use Permit is compatible and complementary to adjacent properties.

STAFF RECOMMENDATION:

Staff recommends approval of the request subject to compliance with the following conditions:

1. 3 year approval to continue to assess this business
2. Continued compliance with all City Codes (Building, Fire, Health, etc.)
3. CUP is not transferable to others
4. Hours of operation: Monday – Sunday from 6:00 am to 11pm

Departmental Approval: Approval

Advisory Board Recommendation: Approval

City Manager's Recommendation: Approval *MRP*

RECORD OF VOTE: **APPROVED:** _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS GRANTING A CONDITIONAL USE PERMIT FOR A DRIVE-THRU SERVICE WINDOW – LA MEXICO IN A (C-2) NEIGHBORHOOD COMMERCIAL DISTRICT, BEING LOT 9, BLOCK 5, TAURUS ESTATES SUBDIVISION NO. 9, PHASE I, LOCATED AT 4009 N. INSPIRATION ROAD

WHEREAS, the City Council of the City of Mission finds that during consideration of the conditional use permit request of June 18, 2025, the Planning and Zoning Commission of the City of Mission upon duly recognized motion and second, voted to recommend to the City Council that the conditional use permit shown below be granted.

WHEREAS, The City Council of the City of Mission, held a public hearing at 4:30 p.m. Monday, June 23, 2025, in the Council Chambers of the City Hall to consider the following conditional use permit:

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS, THAT THE FOLLOWING CONDITIONAL USE PERMIT BE GRANTED:

Legal Description	Type	Conditions of Approval
4009 N. Inspiration Road Lot 9, Block 5, Taurus Estates Subdivision No. 9, Phase I	Drive- Thru Service Window – La Mexico in a (C-2) Neighborhood Commercial District	<ol style="list-style-type: none"> 1. 3 year approval to continue to assess this operation, 2. Must comply with all City Codes (Building, Fire, Health, etc.) 3. CUP is not transferable to others 4. Hours of operation are Monday to Sunday from 6:00am to 11:00pm

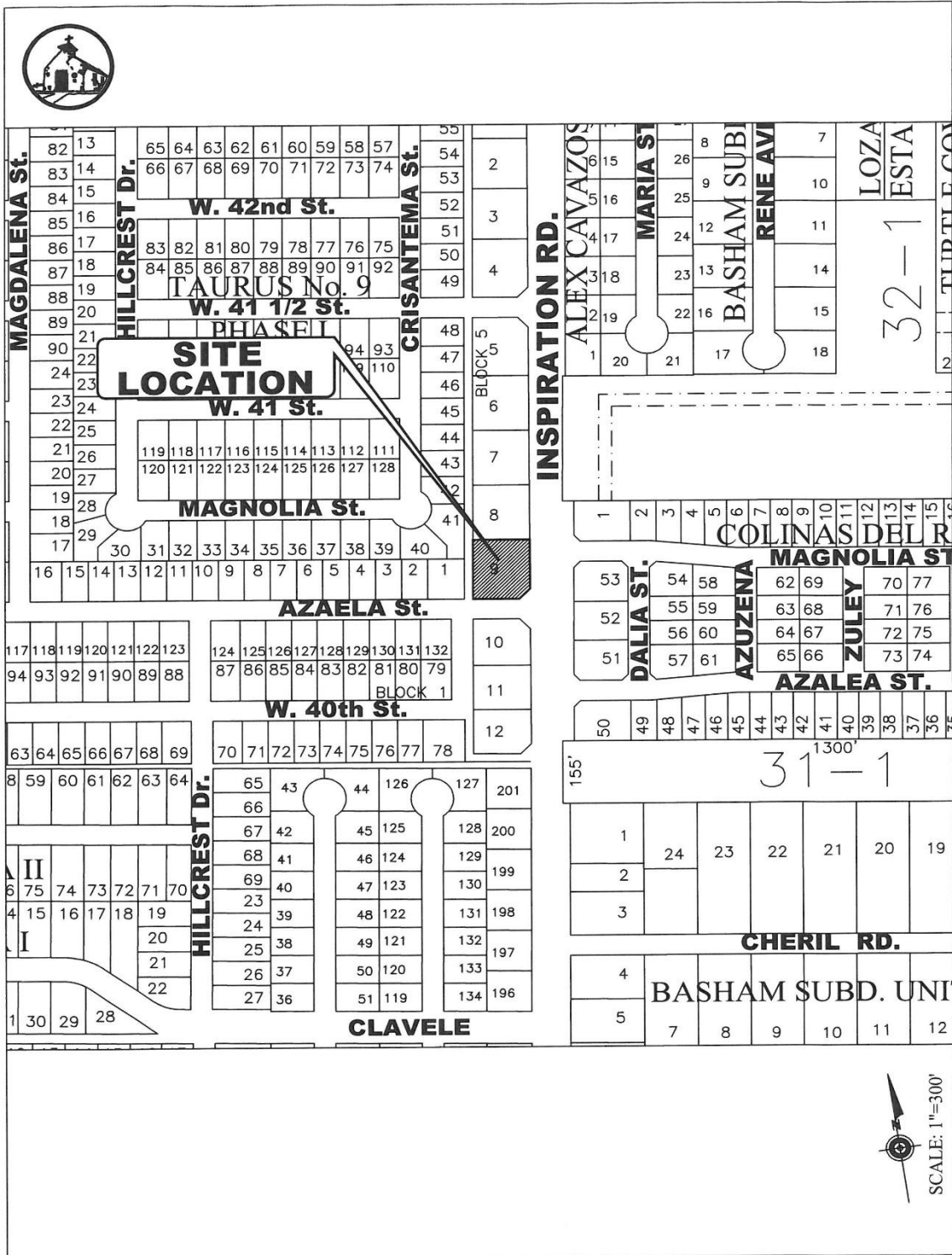
READ, CONSIDERED AND PASSED, this the 23rd day of June, 2025.

Norie Gonzalez Garza, Mayor

ATTEST:

Anna Carrillo, City Secretary

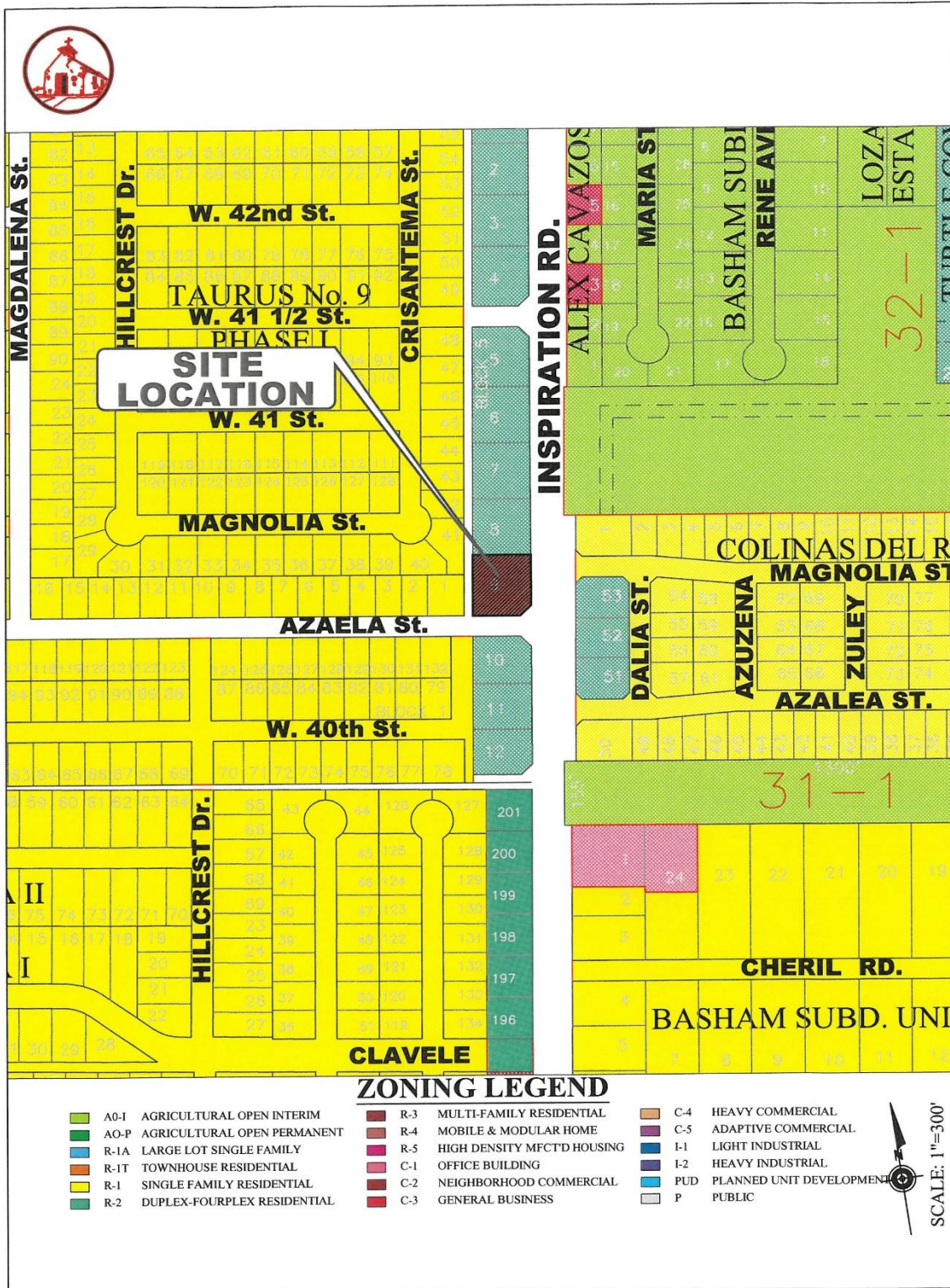
VICINITY MAP



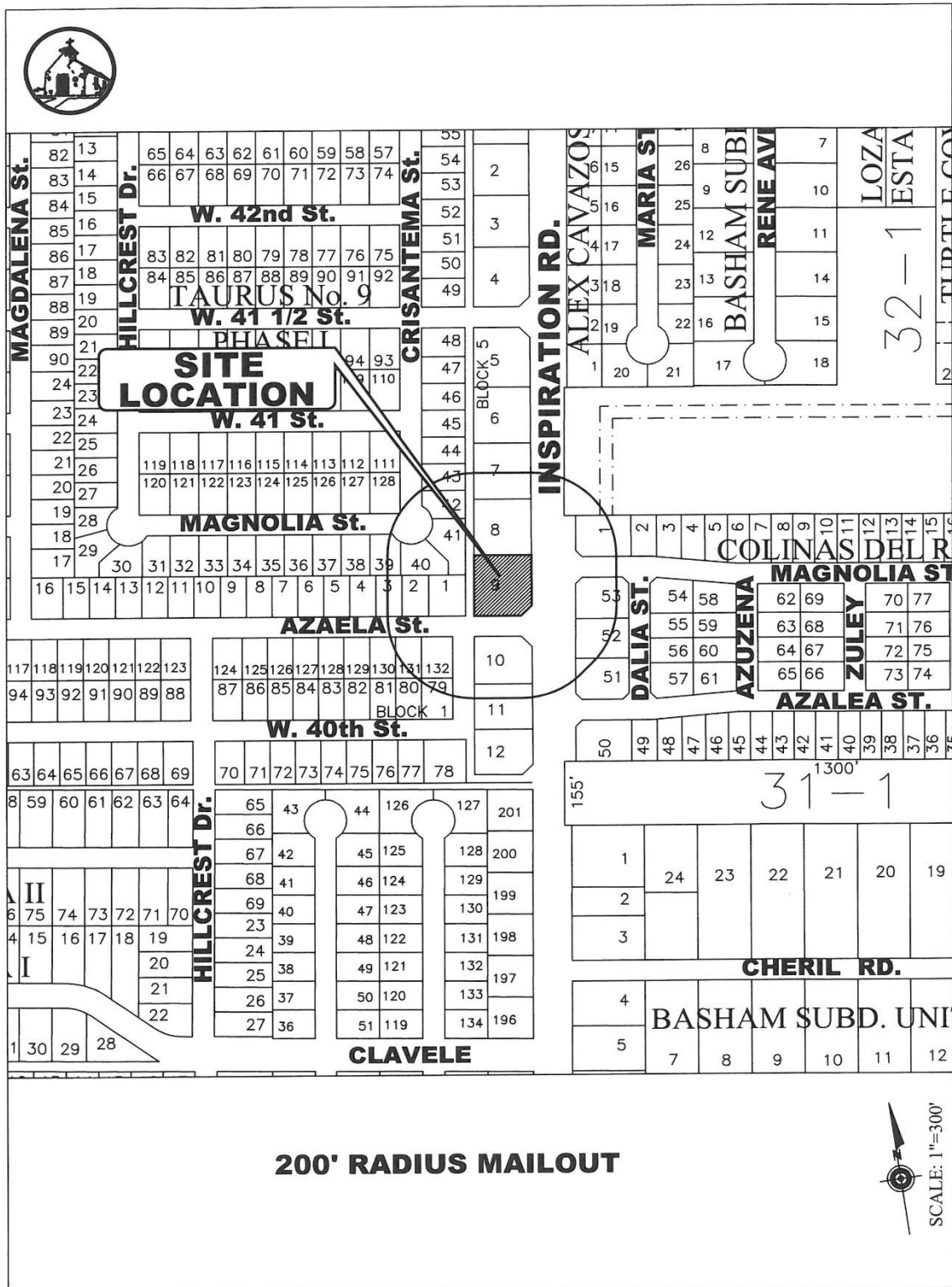
ARIEL MAP



ZONING MAP



ATTACHMENTS



ATTACHMENTS (PICTURES)



MAILOUT LIST

PROP_ID	file_as_na	addrDeliveryLine	addrCity	addrState	addrZip
564362	GONZALEZ EVA IDALIA	1513 GARDEN DR	MISSION	TX	78572-6554
564360	LAS PALMAS TRAILER PARK LLC	1804 MAGNOLIA ST	MISSION	TX	78573-9168
564361	CHAVEZ LUIS & ORALIA	15919 TWO RIVERS COVE	AUSTIN	TX	78717
614074	SANTANA EDGAR JAVIER & MARIA DE LA LUZ	1822 MAGNOLIA ST	MISSION	TX	78573-9168
614075	SANCHEZ-LUA ERICA	1833 SABINAS HIDALGO STREET	ALAMO	TX	78516
649556	GUTIERREZ GUADALUPE & SUSANA	1901 MAGNOLIA ST	MISSION	TX	78573-6750
649557	VASQUEZ FLORENTINO JR & DULCE CRUZ	4010 CRISANTEMA ST	MISSION	TX	78573-5045
649558	ALANIS JOSE R & RITA M RIOS	4012 CRISANTEMA ST	MISSION	TX	78573-5045
671106	OROZCO RAUL	1901 AZALEA ST	MISSION	TX	78573-6739
671104	BARRERA NORBERTO III	3301 HARVEY DR	MCALLEN	TX	78501-5816
649645	LOPEZ LUIS GERARDO	3905 ECLIPSE ST	MISSION	TX	78574-5086
671054	DE LA CRUZ MELISSA	1902 W 40TH ST	MISSION	TX	78573-5009
670975	PEREZ GONZALO HUGO	1900 AZALEA ST	MISSION	TX	78573-6701
670977	RAMOS JOSUE P	3408 SAN ESTEBAN ST	MISSION	TX	78572-7499
670976	NAVARRO JENNY RAE & MARGARITO NOYOLA ET AL	1902 AZALEA ST	MISSION	TX	78573-6701
649664	PADRON ERIKA	2808 SANTA TERESA	MISSION	TX	78572-7363
649665	LEAL SAUL C & NORMA I	4009 N INSPIRATION RD	MISSION	TX	78573-7791
649666	CHAPA JOSE M & ALMA D	802 PARADISE CIR	PALMVIEW	TX	78572-7921
649667	CHAPA JOSE M & ALMA D	802 PARADISE CIR	PALMVIEW	TX	78572-7921
649559	HARO PEDRO ALAN CORREA	4014 CRISANTEMA	MISSION	TX	78573-5045
649560	BARRERA HECTOR ANGEL	4016 CRISANTEMA ST	MISSION	TX	78573
671105	HOYUELA MARIA ESTHER & ERIK	301 N JO BETH ST	ALTON	TX	78573-5843
671053	DELGADO IGNACIO & BELINDA S	1900 W 40TH ST	MISSION	TX	78573-5009
317525	PADRON ARMANDO & ERIKA	2808 SANTA TERESA	MISSION	TX	78572-7363
649663	CHAPA JOSE M & ALMA D	802 PARADISE CIR	PALMVIEW	TX	78572-7921



MEETING DATE: June 23, 2025

PRESENTED BY: Xavier Cervantes, AICP, CPM – Director of Planning

AGENDA ITEM: Conduct a public hearing and consideration of a Conditional Use Permit for a Home Occupation for the sale of firearms – Guns & More in a (R-1A) Large Lot Single Family District, being Lot 19, Monaco Subdivision, located at 2208 Monaco Drive, Applicant: Robert D. Russell, Adoption of Ordinance #_____ - Cervantes

NATURE OF REQUEST:

Project Timeline:

- May 13, 2025 – Application for Conditional Use Permit (“CUP”) submitted to the City.
- June 4, 2025 – In accordance with State and local law, notice of required public hearings was mailed to all property owners within 200 feet of the subject tract, and notice of public hearings was published in the Progress Times.
- June 18, 2025 – Public hearing and consideration of a Conditional Use Permit by the Planning and Zoning Commission.
- June 23, 2025 – Public hearing and consideration of a Conditional Use Permit by the City Council.

Summary:

- The subject site is located 820’ west of Shary Road along the south side of Monaco Drive, in a gated private street.
- Per Code of Ordinance, a home occupation requires the approval of a Conditional Use Permit by the City Council.
- The applicant would like to keep his Federal Firearms License active and one of the requirements is for him to have permission from the City to utilize his home address for the business. The applicant has a Federal Firearms license, which allows him to process paperwork for the issuance of the firearms, if first approved by the Federal Bureau of Alcohol, Tobacco and Firearms.
- The home has a 100-foot-long driveway that leads to a detached 3-car garage, thus having plenty of space for 2 off-street parking spaces for residential areas. The applicant has his office next to the front foyer where he would conduct business. The applicant will be the only person operating the business and there will be no advertising on the premises. The proposed gun sales will be strictly via online sales and by appointment only; walk-ins are not welcome but will happen on occasion. The applicant makes the majority of his sales at Gun Shows.
- Staff notes that a conditional use permit was approved for a home occupation - sale of Firearms for this same location on September of 2011 for a period of 1 year. Shortly after his approval, the applicant moved his business to a commercial location. In 2018, the applicant closed his business due to health reasons. The applicant obtained a letter

from the Monaco Homeowners Association stating that he was approved to move his ATF license to his residence.

- The applicant's home has an alarm system, and the firearms are safely stored in a safe.
- In an effort to comply with the ATF requirements and to keep his license current for at least 2 more years he would like the board's consideration of his request.
- Staff notes that during his CUP tenure there were no complaints filed.
- The P&Z Commission has seen and approved a similar request for 2706 E. 28th Street.
- The Planning staff has not received any objections to the request from the surrounding property owners. Staff mailed out (17) legal notices to surrounding property owners.
- In accordance with the zoning ordinance, the P&Z and City Council may impose requirements and conditions of approval to ensure that a use requested by a Conditional Use Permit is compatible and complementary to adjacent properties.

STAFF RECOMMENDATION:

Staff recommends approval of the request subject to compliance with the following conditions:

1. 1 year approval to assess this new operation
2. Compliance with Section 1.56-1 (Home Occupations) of the Zoning Ordinance
3. Acquire a business license
4. CUP is not transferable to others

Departmental Approval: Approval

Advisory Board Recommendation: Approval

City Manager's Recommendation: Approval *MRP*

RECORD OF VOTE:

APPROVED:	_____
DISAPPROVED:	_____
TABLED:	_____

_____ AYES

_____ NAYS

_____ DISSENTING _____

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS GRANTING A CONDITIONAL USE PERMIT FOR A HOME OCCUPATION FOR THE SALE OF FIREARMS – GUNS & MORE IN A (R-1A) LARGE LOT SINGLE FAMILY DISTRICT, BEING LOT 19, MONACO SUBDIVISION, LOCATED AT 2208 MONACO DRIVE

WHEREAS, the City Council of the City of Mission finds that during consideration of the conditional use permit request of June 18, 2025, the Planning and Zoning Commission of the City of Mission upon duly recognized motion and second, voted to recommend to the City Council that the conditional use permit shown below be granted.

WHEREAS, The City Council of the City of Mission, held a public hearing at 4:30 p.m. Monday, June 23, 2025, in the Council Chambers of the City Hall to consider the following conditional use permit:

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS, THAT THE FOLLOWING CONDITIONAL USE PERMIT BE GRANTED:

Legal Description	Type	Conditions of Approval
2208 Monaco Drive Lot 19, Monaco Subdivision	Home Occupation for the Sale of Firearms – Guns & More in a (R-1A) Single Family Residential District	<ol style="list-style-type: none"> 1 year approval to assess this new operation, Compliance with Section 1.56-1 (Home Occupations) of the Zoning Ordinance Must comply with all City Codes (Building, Fire, Health, Landscaping, etc.) Acquire a business license CUP is not transferable to others

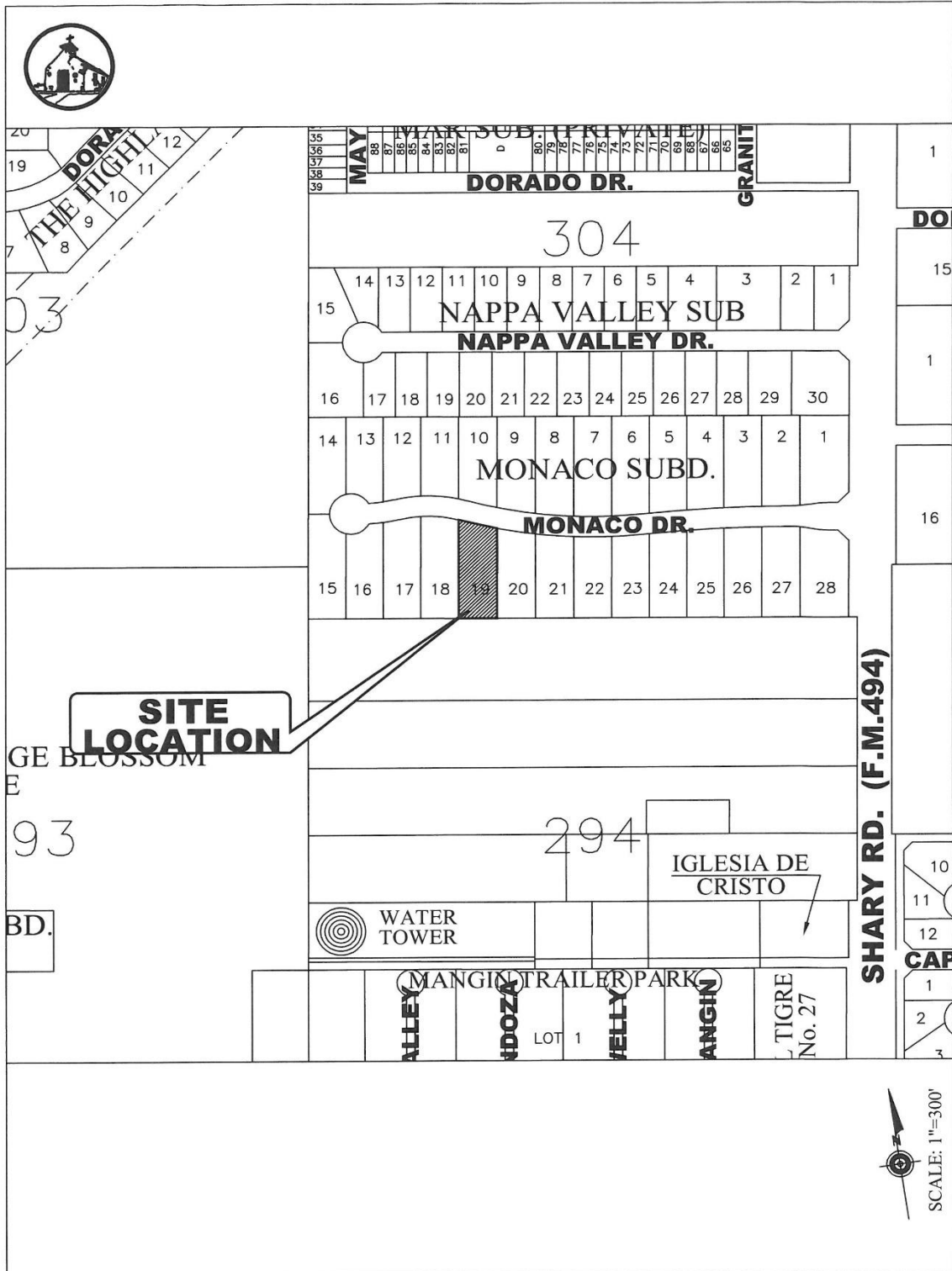
READ, CONSIDERED AND PASSED, this the 23rd day of June, 2025.

Norie Gonzalez Garza, Mayor

ATTEST:

Anna Carrillo, City Secretary

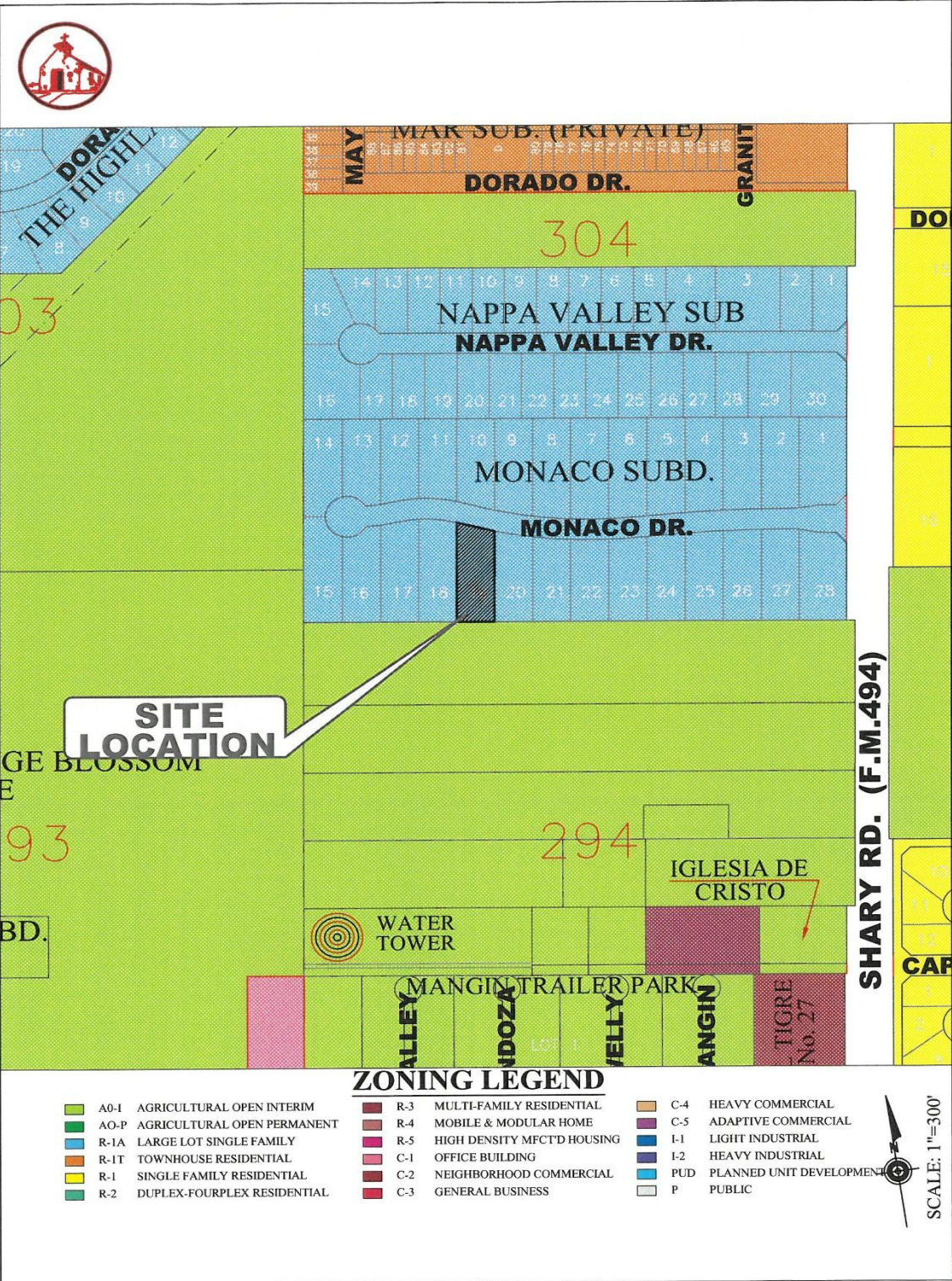
VICINITY MAP



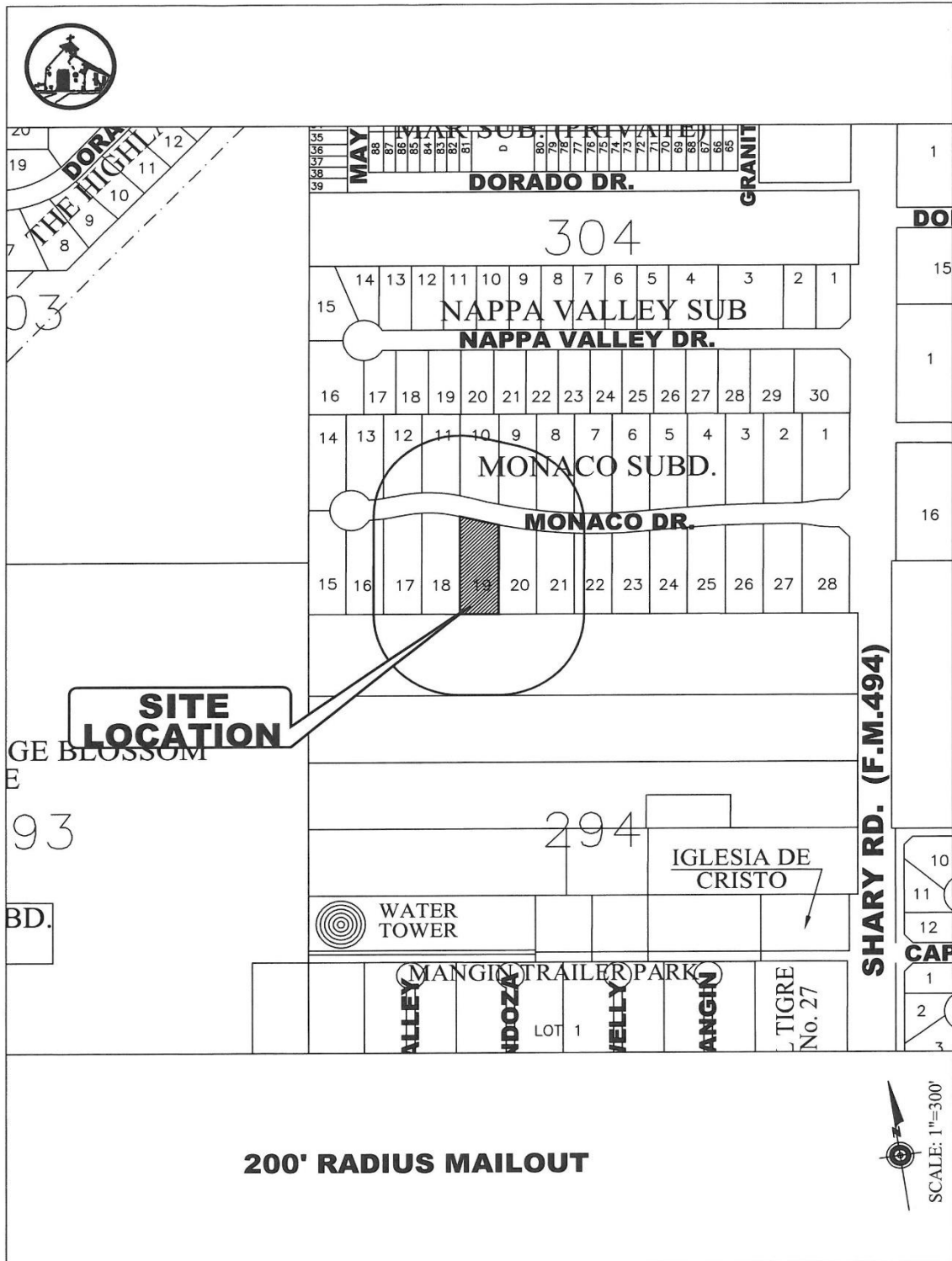
ARIEL MAP



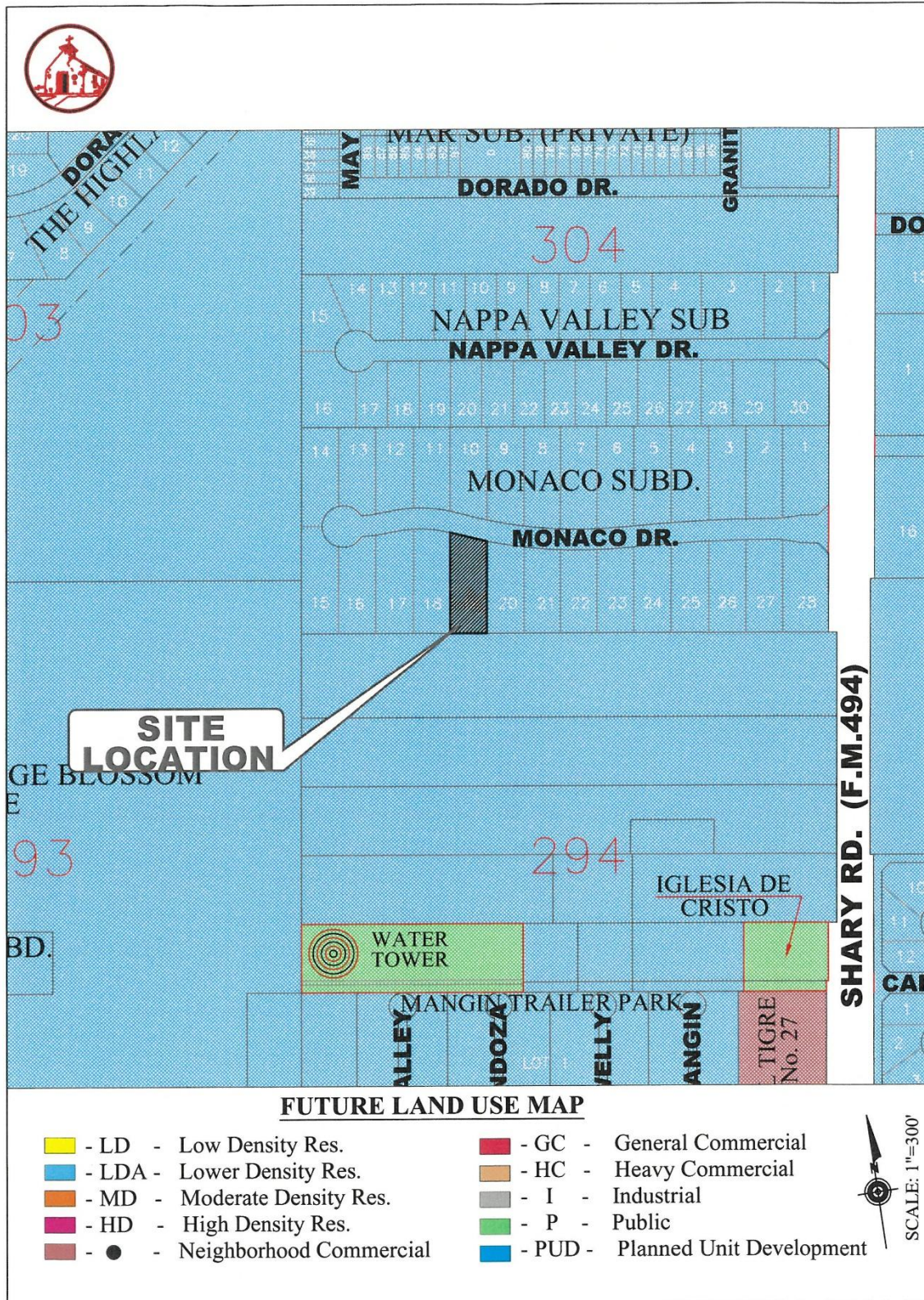
ZONING MAP



ATTACHMENTS



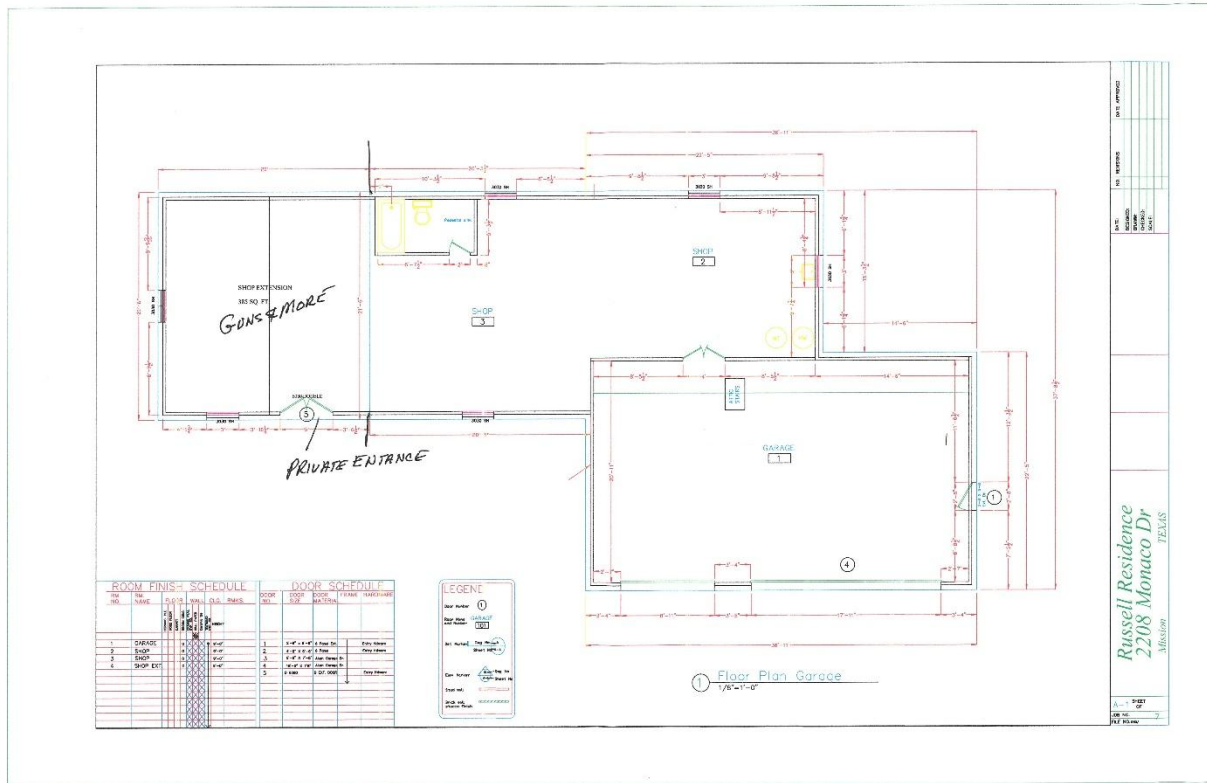
ATTACHMENTS



ATTACHMENTS (PICTURES)

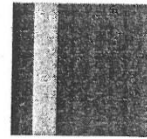


ATTACHMENTS



ATTACHMENTS

MONACO HOMEOWNERS ASSOCIATION
Monaco Subdivision
Mission, Texas 78573



Date 5/1/2018

Russell Development Inc. DBA Guns & More
2208 Monaco Dr.
Mission, Texas 78573

RE: Russell Development Inc. DBA Guns & More,

Monaco Subdivision Meeting April 10, 2018. The Association granted approval for Russell Development Inc. DBA Guns & More to move his ATF license to 2208 Monaco Dr., Mission, Texas.

President

A handwritten signature in cursive script, appearing to read 'Frank Luna'.

Frank Luna



ATTACHMENTS

P&Z Minutes for 9/14/11

Started: 5:34 p.m.

Ended: 5:42 p.m.

ITEM # 1.8

**Conditional Use Permit: Home Occupation – To Operate a Federal
Firearm Licensed Business
2208 Monaco Drive
Lot 19, Monaco Subdivision
R-1A
Life of Use
Robert D. Russell**

Mr. Salinas went over the write-up stating that the subject site is located 820' west of Shary Road along the south side of Monaco Dr., a gated private street. The home has an approximately 100' long driveway that leads to a detached 3 car garage, thus having plenty of space for 2 off-street parking spaces for residential areas.

The applicant has his office next to the front foyer where he proposes to use as a Firearm Licensing Business. The P&Z has seen and approved a similar request in Dec. 2004 at 2706 E. 28th St., however that request included the **sale** of firearms and ammunition as well. Mr. Russell is in the process of obtaining a Federal Firearms License, which allows him to process paperwork for the issuance of the firearm if first approved by the Bureau of Alcohol, Tobacco, and Firearms. There will be no advertising on the premises and it will be operated strictly by appointment only; walk-ins are not welcomed.

- Days/Hours of operation: Monday – Friday: 5:00 p.m. to 9:00 p.m.
Saturday: 10:00 a.m. to 6:00 p.m.
- Staff: Only the applicant will be operating the business.
- Signage: No signage is desired.

In Staff's assessment, the proposed service will not significantly increase traffic, and there will be no signage indicating that the site is anything else other than a residence. Staff did not object to an initial 1-year approved tenure. Staff recommended approval subject to: **1)** 1 year re-evaluation to assess this new operation; **2)** Comply with Sect. 1.56-1 of the Zoning Ordinance; and **3)** acquiring a business license after securing the Firearm License.

Chairman Sheats asked if there was public opposition to the request.

There was no response.

Chairman Sheats asked if the applicant or representative were present.

11

ATTACHMENTS

P&Z Minutes for 9/14/11

Mr. Robert Russell stated that he resides at 2208 Monaco Drive. He added that he would be getting a commercial address once he gets his Federal License.

Chairman Sheats stated that the only issue he had was about safety and having the ammunition at the site.

Mr. Russell replied that he wouldn't have any ammunition for sale noting he only had ammunition for his use.

Mrs. Marin asked Mr. Russell how long did the license from the Feds.

Mr. Russell was informed that it took 3 months, but the Feds want to see a copy of the city license first.

Mrs. Marin asked if the property was gated.

Mr. Russell replied that his private property was gated, and the subdivision had a gated entry.

Mrs. Marin mentioned that she only wanted to make sure that no one other than his family has access to the premises.

There being no further comments, Chairman Sheats entertained a motion. Mrs. Caudle moved to approve the conditional use permit as recommended by staff. Mr. Vela seconded the motion. Upon a vote, the motion passed unanimously.

MAILOUT LIST

PROP_ID	file_as_na	addrDeliveryLine	addrCity	addrState	addrZip
281555	SAKULENZKI DEBORAH L TRUSTEE	2021 INDUSTRIAL DR	MCALLEN	TX	78504-4009
281571	BROWN ENCILE & MARLENE C CHANG	3321 N SHARY RD	MISSION	TX	78573-8431
574193	GARCIA EDUARDO JAVIER & SHARON O'LEARY	2301 MONACO DR	MISSION	TX	78573-8471
574195	TREVINO JESUS A & GLADYS A VELA	2211 MONACO	MISSION	TX	78573-8476
574205	RUSSELL ROBERT D & BRENDA C	2208 MONACO DR	MISSION	TX	78573-8476
574207	GARZA ELEODORO & OFELIA	2212 MONACO DR	MISSION	TX	78573-8476
574194	SAAVEDRA CLAUDIA B & ADRIAN	2213 MONACO DR	MISSION	TX	78573-8476
574196	LOUCK RAY & SABRINA RODRIGUEZ	2209 MONACO DR	MISSION	TX	78573-8476
574206	GONZALEZ ESTEBAN A & CONSUELO C	2210 MONACO DR	MISSION	TX	78573-8476
574208	DE LEON ANNA M & FRANCISCO LUNA JR	2300 MONACO DR	MISSION	TX	78573-8471
574197	FRETTO JOSHUA B	4405 S SHARY RD 536	MISSION	TX	78572-0919
574202	GARCIA ROSA	2202 MONACO DR	MISSION	TX	78573-8476
574203	COLUNGA JOSE G JR & LAIZA A	2204 MONACO DR	MISSION	TX	78573-8476
574204	CANALES LAYRA Z & HERMILO FLORES	2206 MONACO DR	MISSION	TX	78573-8476
574199	CASTILLO LLEWLLYN & MARESYL	2203 MONACO DR	MISSION	TX	78573-8476
574198	TAGLE CHRISTOPHER & ANGIELA M	2205 MONACO DR	MISSION	TX	78573-8476
574215	MONACO HOMEOWNERS ASSOC	PO BOX 720875	MCALLEN	TX	78504-0875



CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: June 23, 2025

PRESENTED BY: Xavier Cervantes, AICP, CPM – Director of Planning

AGENDA ITEM: Conduct a public hearing and consideration of a Conditional Use Permit for the Sale & On-Site Consumption of Alcoholic Beverages – Taboo Bar & Grill in a property zoned (C-3) General Business District, being Lot 1, Alba Plaza Subdivision, located at 608 N. Shary Road, Suites 9 & 10. Applicant: Blesson George, Adoption of Ordinance #_____ - Cervantes

NATURE OF REQUEST:

Project Timeline:

- May 28, 2025 – Application for Conditional Use Permit (“CUP”) submitted to the City.
- June 4, 2025 – In accordance with State and local law, notice of required public hearings was mailed to all property owners within 200 feet of the subject tract, and notice of public hearings was published in the Progress Times.
- June 18, 2025 – Public hearing and consideration of a Conditional Use Permit by the Planning and Zoning Commission.
- June 23, 2025 – Public hearing and consideration of a Conditional Use Permit by the City Council.

Summary:

- The subject site is located ¼ mile south of East Business Highway 83 within a commercial plaza along the east side of Shary Road.
- Per the Code of Ordinance, the Sale & On-Site Consumption of Alcoholic Beverages requires the approval of a Conditional Use Permit by the City Council.
- This business has been in operation since June 2021. Access to the site is via a 34-foot driveway off Shary Road. The applicant is currently operating a nightclub. This nightclub offers food, a VIP area, live music and concerts, etc.
- The hours of operation are as follows: Thursday – Sunday from 6:00 pm to 2 am.
- Staff: 15 employees in different shifts
- Parking: There are a total of 165 seating spaces available, which require 55 parking spaces. It is noted that the parking is held in common and there is a total of 138 parking spaces that are shared with the other businesses within the commercial plaza.
- Section 1.56-3 of the Zoning Code states that bars, cocktail lounges, taverns, cantinas, saloons, dancehalls, discotheques, or nightclubs must be 300 feet from the nearest residence, church, school or publicly owned property. There is a residential subdivision within 300 feet, however P&Z and City Council have waived this separation requirement in previous conditional use permits.
- The last conditional use permit use approved for this location was on September 9, 2024 for a period of 6 months.
- The Planning staff has not received any objections to the request from the surrounding property owners. Staff mailed out (25) legal notices to surrounding property owners.

- Staff requested a report from Mission PD in regards to any incidents which may have occurred in relation to the sale and on-site consumption of alcohol. There was a total of 8 incidents from September 9, 2024 to present that range from: 1-Suspicious Circumstances, 2-fights, 1-assault, 1-accident minor, 1-assist ambulance, 1-alarm, and 1-public assistance.
- In accordance with the zoning ordinance, the P&Z and City Council may impose requirements and conditions of approval to ensure that a use requested by a Conditional Use Permit is compatible and complementary to adjacent properties.

STAFF RECOMMENDATION:

Staff recommends approval with the conditions below:

1. Permit for six (6) months to continue to assess this business.
2. Continued compliance with all City Codes (Building, Fire, Health, etc.)
3. Waiver of the 300' separation requirement from the residential homes.
4. Continued compliance with TABC requirements.
5. CUP is not transferable to others.
6. Must have security cameras inside and outside with a minimum 30-day retention. The cameras must be approved by the Police Chief.
7. Maximum occupancy to be 165 people at all times.
8. Hours of operation: Thursday – Sunday from 6:00 pm to 2 am.

Departmental Approval: Approval

Advisory Board Recommendation: Approval

City Manager's Recommendation: Approval *MRP*

RECORD OF VOTE:

APPROVED:	_____
DISAPPROVED:	_____
TABLED:	_____

_____ AYES

_____ NAYS

_____ DISSENTING _____

ORDINANCE NO. ____

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 – TABOO BAR & GRILL IN A (C-3) GENERAL BUSINESS DISTRICT, BEING LOT 1, ALBA PLAZA SUBDIVISION, LOCATED AT 608 N. SHARY ROAD, SUITES 9 & 10

WHEREAS, the City Council of the City of Mission finds that during consideration of the conditional use permit request of June 18, 2025, the Planning and Zoning Commission of the City of Mission upon duly recognized motion and second, voted to recommend to the City Council that the conditional use permit shown below be granted.

WHEREAS, The City Council of the City of Mission, held a public hearing at 4:30 p.m. Monday, June 23, 2025, in the Council Chambers of the City Hall to consider the following conditional use permit:

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS, THAT THE FOLLOWING CONDITIONAL USE PERMIT BE GRANTED:

Legal Description	Type	Conditions of Approval
608 N. Shary Road, Suites 9 & 10 Lot 1, Alba Plaza Subdivision	Sale & On-Site Consumption of Alcoholic Beverages – Taboo Bar & Grill in a (C-3) General Business District	<ol style="list-style-type: none"> 1. 6 month permit to continue to assess this business, 2. Must comply with all City Codes (Building, Fire, Health, etc.) 3. Waiver of the 300' separation requirement from the residential homes 4. Continued compliance with TABC requirements 5. CUP is not transferable to others 6. Must have security cameras inside and outside with a minimum 30-day retention. The cameras must be approved by the Police Chief. 7. Maximum occupancy to be 165 people at all times. 8. Hours of operation: Thursday – Sunday from 6:00 pm to 2 am 9. Must have 5 securities officers at all times.

READ, CONSIDERED AND PASSED, this the 23rd day of June, 2025.

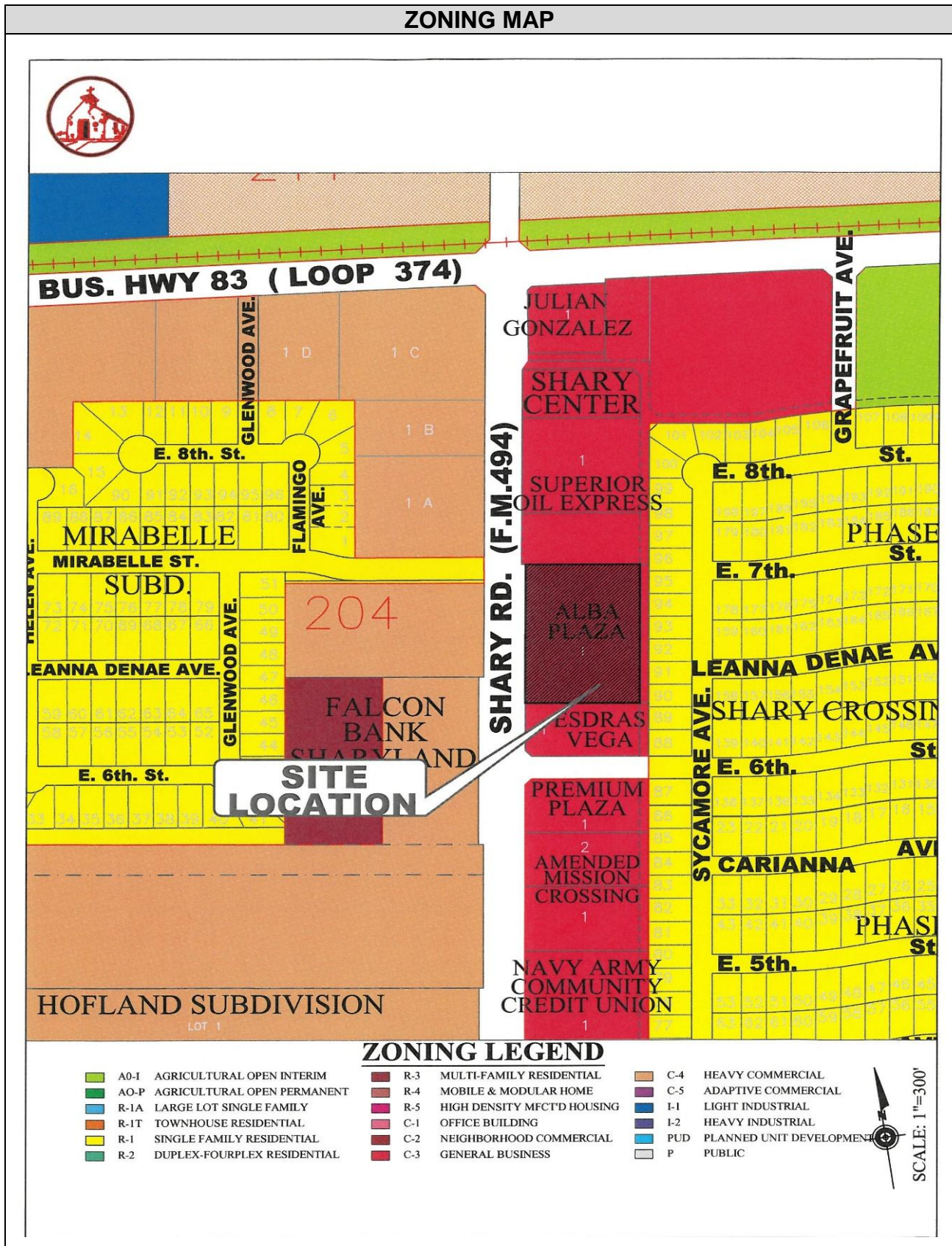
Norie Gonzalez Garza, Mayor

ATTEST:

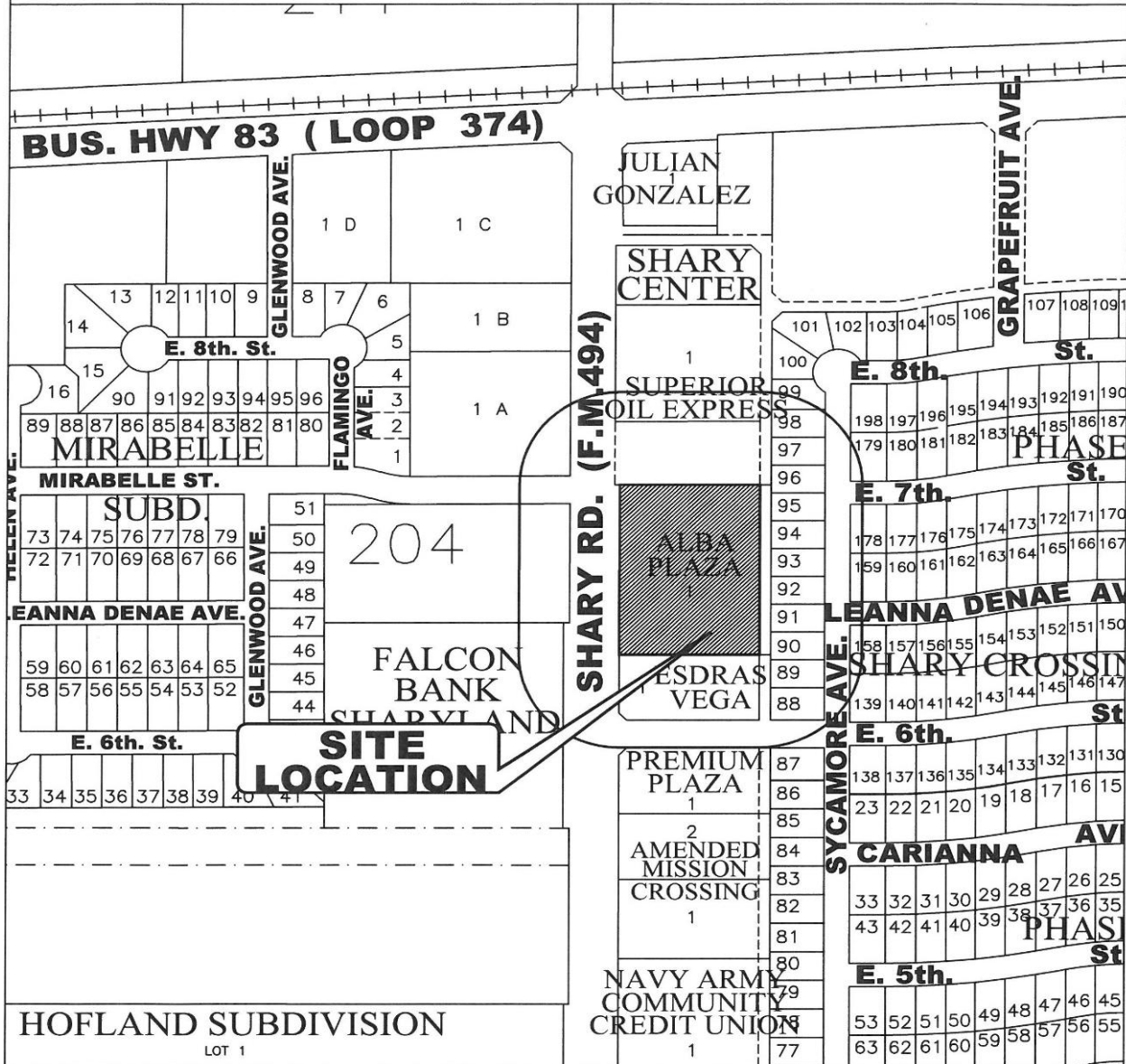
Anna Carrillo, City Secretary

ARIEL MAP

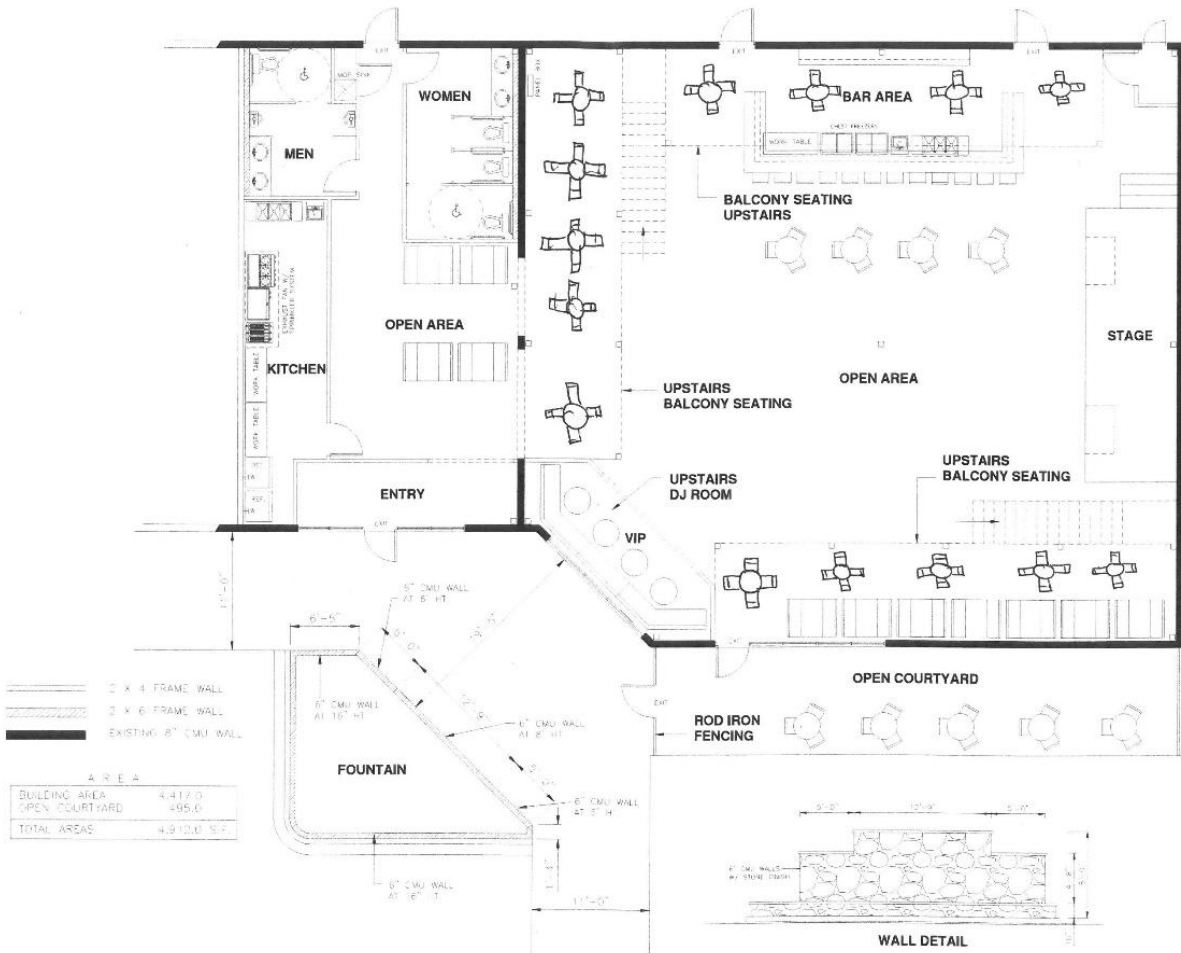




LEGAL NOTICE MAP



FLOOR PLAN



EXTERIOR PHOTO



INTERIOR PHOTOS



MAILOUT LIST

PROP_ID	file_as_na	addrDeliveryLine	addrCity	addrState	addrZip
684505	RODRIGUEZ ILEANA	603 SYCAMORE AVE	MISSION	TX	78572
684506	MARTINEZ ANNETTE	605 SYCAMORE AVE	MISSION	TX	78572-1978
684575	NUNEZ JOSE ANTONIO OVIEDO	2421 LEANNE DENAE AVE	MISSION	TX	78572-1964
684595	ZHENG DA MEI	2421 E 7TH AVE	MISSION	TX	78572-1946
684508	GONZALEZ ARMANDO F JR	1702 JONATHON DR	MISSION	TX	78572-8564
684510	WHLL LLC	808 S SHARY RD SUITE 5216	MISSION	TX	78572
684574	CASTELLANOS SILVIA LUCERO LAM	2420 LEANNA DENAE AVE	MISSION	TX	78572-1975
684594	PENA ALEJANDRO TREVINO	2420 E 7TH AVE	MISSION	TX	78572-1947
684507	GUERRERO NANCY GONZALEZ	607 SYCAMORE AVE	MISSION	TX	78572-1978
684509	ESTRADA OMAR A	611 SYCAMORE AVE	MISSION	TX	78572-1978
684511	PALACIOS CARLOS AVILA	615 SYCAMORE AVE	MISSION	TX	78572-1978
684512	AVILA CARLOS & SANDRA	701 SYCAMORE AVE	MISSION	TX	78572-1984
684513	GUERRERO SELENE	703 SYCAMORE AVE	MISSION	TX	78572-1984
684514	ZORILLA JORGE J REVILLA GUTIERREZ	705 SYCAMORE AVE	MISSION	TX	78572-1984
684515	CASTILLO FRANCISCO JAVIER ALVARADO	707 SYCAMORE AVE	MISSION	TX	78572-1984
818962	J & M VALLEY INVESTMENT LLC	710 N SHARY RD	MISSION	TX	78572-9745
20827570	NEW MILLENNIUM L INVESTMENTS INC	711 W NOLANA 104-A	MCALLEN	TX	78504-3024
685429	LERMA MIGUEL & LOURDES	2426 E 21ST	MISSION	TX	78572-3391
960387	YAMELS LLC	2000 WESTMINSTER CIR	BROWNSVILLE	TX	78521-3666
1471062	PRO HOME INVESTMENTS LLC	200 S 10TH ST STE 1601-A	MCALLEN	TX	78501-4859
1308162	AURIEL INVESTMENTS LLC	1200 AUBURN AVE STE 250	MCALLEN	TX	78504-1403
1308059	MIRABELLE OWNERS ASSOCIATION INC	813 N MAIN ST STE	MCALLEN	TX	78501-0004
625924	STATE OF TEXAS	PO BOX 1717	PHARR	TX	78577-1631
1238655	PRO HOME INVESTMENTS LLC	200 S 10TH ST STE 1601-A	MCALLEN	TX	78501-4859
1561200	BRADEN & TREYTON HOLDINGS LTD	605 W JAVELINA DR	PHARR	TX	78577-9470



CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: June 23, 2025

PRESENTED BY: Xavier Cervantes, Director of Planning

AGENDA ITEM: Conduct a public hearing and consideration of a Renewal of a Conditional Use Permit for the Ohana Construction and Landscaping Nursery in a property zoned (AO-I) Agricultural Open Interim District, being a 1.68 tract of land, out of Lot 28-5, West Addition to Sharyland Subdivision, located at 305 West Mile 2 Road. Applicant: Azucena Bastida, Adoption of Ordinance #_____ - Cervantes

NATURE OF REQUEST:

Project Timeline:

- May 28, 2025 – Application for Conditional Use Permit (“CUP”) submitted to the City.
- June 4, 2025 – In accordance with State and local law, notice of required public hearings was mailed to all property owners within 200 feet of the subject tract.
- June 18, 2025 - Public hearing and consideration of requested Conditional Use Permit by the Planning and Zoning Commission (P&Z).
- June 23, 2025 – Public hearing and consideration of the requested conditional use permit by the City Council.

Summary:

- The site is located at the Southwest corner of West Mile 2 and Compton Roads.
- The applicant would like to renew her conditional use permit to continue to use the property for the purpose of selling plants and trees.
- The proposed hours of operation are as follows: Tuesday – Saturday from 9:00 am to 6:00 pm. and Sundays & Mondays are by appointment only.
- The working staff is 4 employees.
- Parking: The parking must be striped for at least 4 vehicles.
- The Planning Staff has not received any objections to the request from the surrounding property owners. Staff mailed out (40) legal notices to surrounding property owners.
- In accordance with the zoning ordinance, the P&Z and City Council may impose requirements and conditions of approval as are needed to ensure that a use requested by a conditional use permit is compatible and complementary to adjacent properties.

STAFF RECOMMENDATION:

- Staff recommends approval for life of use with the understanding the permit can be revoked.
- Must continue to comply with all City Codes (Building, Fire, Health, etc.);
- No dumping of dead plants or trees outside of the property.
- Parking for at least (4) four vehicles must be provided.

- Hours of operation are: Tuesday – Saturday from 9:00am to 6:00pm. and Sundays & Mondays are by appointment only.
- CUP is not transferable to others.

Departmental Approval: Approval

Advisory Board Recommendation: Approval

City Manager's Recommendation: Approval *MRP*

RECORD OF VOTE: **APPROVED:** _____

DISAPPROVED: _____

TABLED: _____

_____ **AYES**

_____ **NAYS**

_____ **DISSENTING** _____

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS GRANTING A CONDITIONAL USE PERMIT RENEWAL FOR THE OHANA CONSTRUCTION AND LANDSCAPING NURSERY IN A PROPERTY ZONED (AO-I) AGRICULTURAL OPEN INTERIM DISTRICT, BEING A 1.68 TRACT OF LAND, OUT OF LOT 28-5, WEST ADDITION TO SHARYLAND SUBDIVISION, LOCATED AT 305 WEST MILE 2 ROAD

WHEREAS, the City Council of the City of Mission finds that during consideration of the conditional use permit request of June 18, 2025, the Planning and Zoning Commission of the City of Mission upon duly recognized motion and second, voted to recommend to the City Council that the conditional use permit shown below be granted.

WHEREAS, The City Council of the City of Mission, held a public hearing at 4:30 p.m. Monday, June 23, 2025, in the Council Chambers of the City Hall to consider the following conditional use permit:

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS, THAT THE FOLLOWING CONDITIONAL USE PERMIT BE GRANTED:

Legal Description	Type	Conditions of Approval
305 West Mile 2 Road Being a 1.68 tract of land, out of Lot 28-5, West Addition to Sharyland Subdivision	Nursery - the Ohana Construction and Landscaping Nursery in a property zoned (AO-I) Agricultural Open Interim District	<ol style="list-style-type: none"> 1. Life of the use approval with the understanding that the permit can be revoked due to non-compliance, 2. Must comply with all City Codes (Building, Fire, Health, etc.) 3. No dumping of dead plants or tree outside of the property 4. Parking for at least (4) four vehicles must be provided 5. Hours of operation are Tuesday – Saturday from 9:00 am to 6:00 pm and Sundays & Mondays are by appointment only. 6. CUP not transferable to others

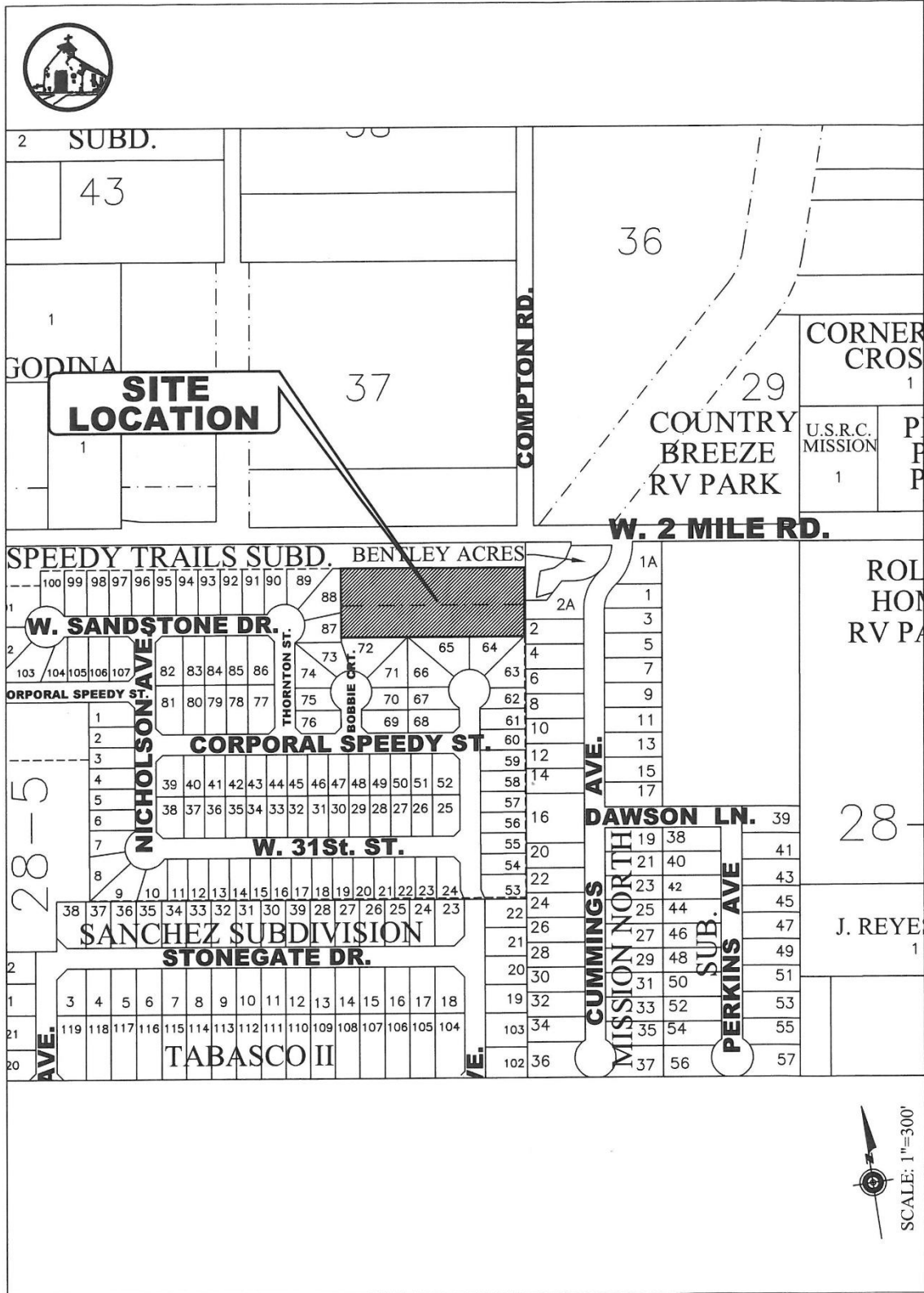
READ, CONSIDERED AND PASSED, this the 23rd day of June, 2025.

Norie Gonzalez Garza, Mayor

ATTEST:

Anna Carrillo, City Secretary

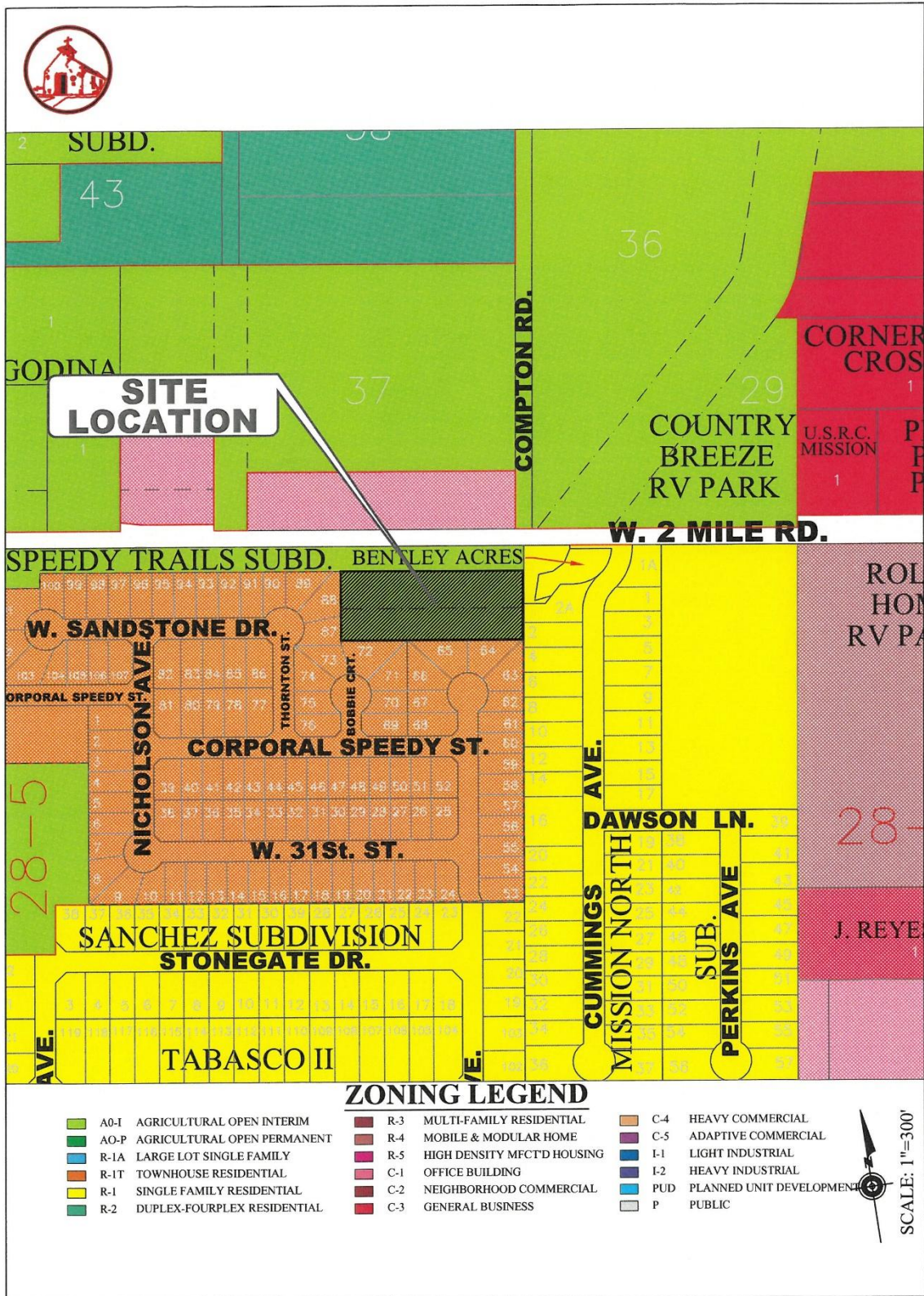
VICINITY MAP



ARIEL MAP



ZONING MAP



PICTURES



MAILOUT LIST

PROP_ID	file_as_na	addrDeliveryLine	addrCity	addrState	addrZip
238703	MUNOZ JOSE G & BELMA	3110 N CUMMINGS AVE	MISSION	TX	78574-2109
238701	MARTINEZ CARLOS	3112 N CUMMINGS AVE	MISSION	TX	78574-2109
238702	ARRIOLA JESSE & ALMA R	3111 N CUMMINGS AVE	MISSION	TX	78574-2110
238704	GARCIA JAVIER JR & BERNICE ARLENE VARELA	3109 N CUMMINGS AVE	MISSION	TX	78574
238706	ARRIOLA JESSE & ALMA ROSA	3111 N CUMMINGS	MISSION	TX	78574-2110
238700	SAENZ JOSE S & KARLA L	3113 N CUMMINGS AVE	MISSION	TX	78574-2110
238697	GONZALEZ DEBRA LYNN	705 SINATRA DR	EDINBURG	TX	78542-1503
238696	OVANDO EVELYN	3118 CUMMINGS AVE	MISSION	TX	78572
453614	SALINAS-VALDEZ DINA	3608 COMPTON DR	MISSION	TX	78573-3562
123518	SALINAS-VALDEZ DINA	3608 COMPTON DR	MISSION	TX	78573-3562
123516	DS 3 DEVELOPMENT LLC	3608 COMPTON DR	MISSION	TX	78573-3562
238699	BARRIENTOS HECTOR & IRMA Y	3115 N CUMMINGS AVE	MISSION	TX	78574
1016256	BASTIDA AZUCENA	305 W MILE 2ND	MISSION	TX	78574
695076	BASTIDA AZUCENA	305 W MILE 2ND	MISSION	TX	78574
458291	BASTIDA AZUCENA	305 W MILE 2ND	MISSION	TX	78574
238698	BRAVO ELIGIO S & BLANCA V	3117 N CUMMINGS AVE	MISSION	TX	78574-2110
1238644	UNITED IRRIGATION DISTRICT	PO BOX 687	MISSION	TX	78573
1560595	AFFORDABLE HOMES OF SOUTH TEXAS INC	1420 ERIE AVE	MCALLEN	TX	78501-5220
1560586	AFFORDABLE HOMES OF SOUTH TEXAS INC	1420 ERIE AVE	MCALLEN	TX	78501-5220
1560570	AFFORDABLE HOMES OF SOUTH TEXAS INC	1420 ERIE AVE	MCALLEN	TX	78501-5220
1560571	AFFORDABLE HOMES OF SOUTH TEXAS INC	1420 ERIE AVE	MCALLEN	TX	78501-5220
1560572	AFFORDABLE HOMES OF SOUTH TEXAS INC	1420 ERIE AVE	MCALLEN	TX	78501-5220
1560573	AFFORDABLE HOMES OF SOUTH TEXAS INC	1420 ERIE AVE	MCALLEN	TX	78501-5220
1560574	AFFORDABLE HOMES OF SOUTH TEXAS INC	1420 ERIE AVE	MCALLEN	TX	78501-5220
1560575	AFFORDABLE HOMES OF SOUTH TEXAS INC	1420 ERIE AVE	MCALLEN	TX	78501-5220
1560576	AFFORDABLE HOMES OF SOUTH TEXAS INC	1420 ERIE AVE	MCALLEN	TX	78501-5220
1560577	AFFORDABLE HOMES OF SOUTH TEXAS INC	1420 ERIE AVE	MCALLEN	TX	78501-5220
1560578	AFFORDABLE HOMES OF SOUTH TEXAS INC	1420 ERIE AVE	MCALLEN	TX	78501-5220
1560579	AFFORDABLE HOMES OF SOUTH TEXAS INC	1420 ERIE AVE	MCALLEN	TX	78501-5220
1560580	AFFORDABLE HOMES OF SOUTH TEXAS INC	1420 ERIE AVE	MCALLEN	TX	78501-5220
1560581	AFFORDABLE HOMES OF SOUTH TEXAS INC	1420 ERIE AVE	MCALLEN	TX	78501-5220
1560582	AFFORDABLE HOMES OF SOUTH TEXAS INC	1420 ERIE AVE	MCALLEN	TX	78501-5220
1560583	AFFORDABLE HOMES OF SOUTH TEXAS INC	1420 ERIE AVE	MCALLEN	TX	78501-5220
1560584	AFFORDABLE HOMES OF SOUTH TEXAS INC	1420 ERIE AVE	MCALLEN	TX	78501-5220
1560585	AFFORDABLE HOMES OF SOUTH TEXAS INC	3117 BOBBIE CT	MISSION	TX	78574-1600
1560596	AFFORDABLE HOMES OF SOUTH TEXAS INC	1420 ERIE AVE	MCALLEN	TX	78501-5220
1560597	AFFORDABLE HOMES OF SOUTH TEXAS INC	1420 ERIE AVE	MCALLEN	TX	78501-5220
1560598	AFFORDABLE HOMES OF SOUTH TEXAS INC	1420 ERIE AVE	MCALLEN	TX	78501-5220
1560599	AFFORDABLE HOMES OF SOUTH TEXAS INC	1420 ERIE AVE	MCALLEN	TX	78501-5220
1560600	AFFORDABLE HOMES OF SOUTH TEXAS INC	702 W SANDSTONE DR	MISSION	TX	78574-2490



CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: June 23, 2025

PRESENTED BY: Xavier Cervantes, Director of Planning

AGENDA ITEM: Conduct a public hearing and consideration of a Conditional Use Permit to Designate an area as a Mobile Food Park for the operation of four (4) Mobile Food Units, being a 77 feet x 210 feet tract of land, block 144, Mission Original Townsite Subdivision, in a C-3 zone General Business District, located at 410 E. 9th Street. Applicant: Mario A. Guerra, Adoption of Ordinance #_____ – Cervantes

NATURE OF REQUEST:

Project Timeline:

- April 24, 2025 – Application for a Conditional Use Permit (“CUP”) submitted to the City.
- May 30, 2025 – Following State and local law, notice of the required public hearings mailed to all property owners within 200 feet of the subject tract.
- May 21, 2025 - Public hearing and consideration of the requested Conditional Use Permit by the Planning and Zoning Commission (P&Z). The item was tabled.
- June 4, 2025 - Consideration of the requested Conditional Use Permit by the Planning and Zoning Commission (P&Z).
- June 23, 2025 – Public hearing and consideration of the requested Conditional Use Permit by the City Council.

Summary:

- The site is located at the southeast corner of E. 9th Street and N. Oblate Avenue.
- Pursuant to Section 1.56 (11)(H) of the City of Mission Code of Ordinances, a Mobile Food Park requires the approval of a conditional use permit by the City Council.
- The applicant proposes to have a mobile food park to allow mobile food unit owners to sell their products.
- The applicant proposes to construct separate restrooms for men and women, and a 20-foot x 34-foot canopy for the common seating area.
- Based on the current ordinance, each mobile food truck operator must still apply for their own C.U.P. to operate within the mobile food park.
- The proposed hours of operation are as follows: Monday through Sunday from 7:00 a.m. to 12:00 a.m.
- Parking: The proposed 40 chairs result in 13 parking spaces required by code. The applicant is proposing 8 new parking spaces, and there are 5 existing parking spaces, for a total of 12 parking spaces. Staff notes that this property is located within the Mission Central Business District, thus exempt from parking requirements.
- Landscaping: The applicant is proposing landscaping areas within the property.
- The application for this conditional use permit was submitted before the ordinance was amended, placing distance limitations.

- The Planning Staff has not received any objections to the request from the surrounding property owners. Staff mailed out (10) legal notices to the surrounding property owners.
- In accordance with the zoning ordinance, the P&Z and City Council may impose requirements and conditions of approval as are needed to ensure that a use requested by a conditional use permit is compatible and complementary to adjacent properties.

STAFF RECOMMENDATION:

- Staff recommends Approval for a 1-year re-evaluation in order to assess this new operation;
- Must comply with all City Codes (Building, Fire, Health, etc.),
- Hours of operation are Monday through Sunday from 7:00 am to 12:00 am;
- Must comply with the noise ordinance
- Acquisition of a business license prior to occupancy for each mobile food unit;
- CUP is not transferable to others; and
- Restrooms must be registered with the Texas Department of Licensing and Regulation for Americans with Disabilities Act compliance

Departmental Approval: Approval

Advisory Board Recommendation: Approval

City Manager's Recommendation: Approval *MRP*

RECORD OF VOTE:

APPROVED: _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS GRANTING A CONDITIONAL USE PERMIT FOR A MOBILE FOOD PARK FOR THE OPERATION OF (4) MOBILE FOOD UNITS IN A (C-3) GENERAL BUSINESS DISTRICT, BEING A 77 FEET X 210 FEET TRACT OF LAND, BLOCK 144, MISSION ORIGINAL TOWNSITE SUBDIVISION, AT 410 E. 9TH STREET

WHEREAS, the City Council of the City of Mission finds that during consideration of the conditional use permit request of June 4, 2025, the Planning and Zoning Commission of the City of Mission upon duly recognized motion and second, voted to recommend to the City Council that the conditional use permit shown below be granted.

WHEREAS, the City Council of the City of Mission, held a public hearing at 4:30 p.m. on Monday, June 23, 2025, in the Council Chambers of the City Hall to consider the following conditional use permit:

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS, THAT THE FOLLOWING CONDITIONAL USE PERMIT BE GRANTED:

Legal Description	Type	Conditions of Approval
410 E. 9 th Street, Being a 77 feet x 210 feet tract of land, Block 144, Mission Original Townsite Subdivision	A Mobile Food Park for the operation of (4) Mobile Food Units in a (C-3) General Business District	<ol style="list-style-type: none"> 1-year re-evaluation in order to assess this new operation. Must comply with all City Codes (Building, Fire, Health, etc.), Hours of operation are Monday thru Sunday from 7:00 a.m. to 12:00 a.m. Must comply with the noise ordinance. Acquisition of a business license prior to occupancy for each mobile food unit. CUP is not transferable to others. Restrooms Must be registered with Texas Department of Licensing and Regulation for Americans with Disabilities Act compliance.

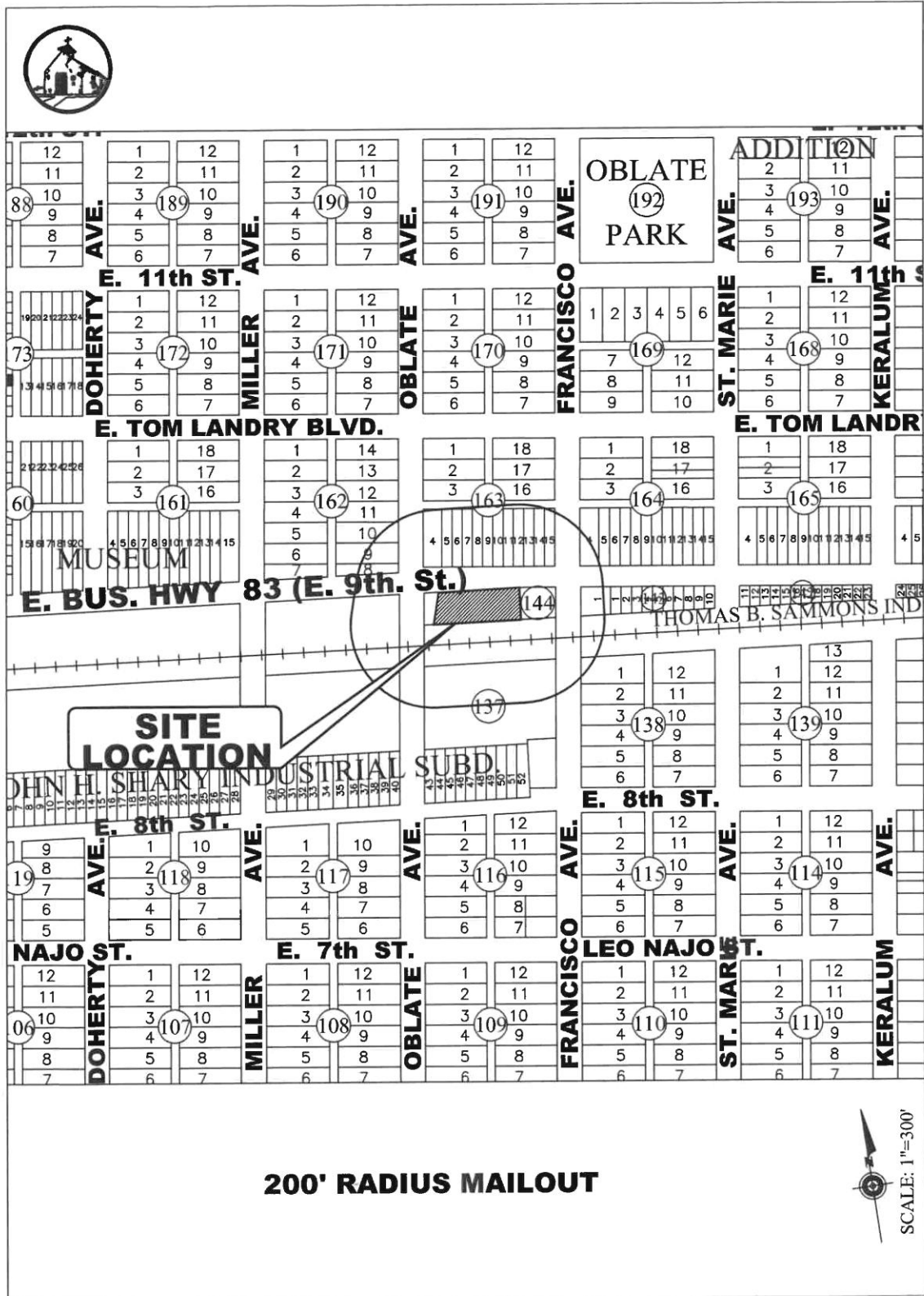
READ, CONSIDERED AND PASSED, this the 23rd day of June, 2025.

Norie Gonzalez Garza, Mayor

ATTEST:

Anna Carrillo, City Secretary

SITE LOCATION



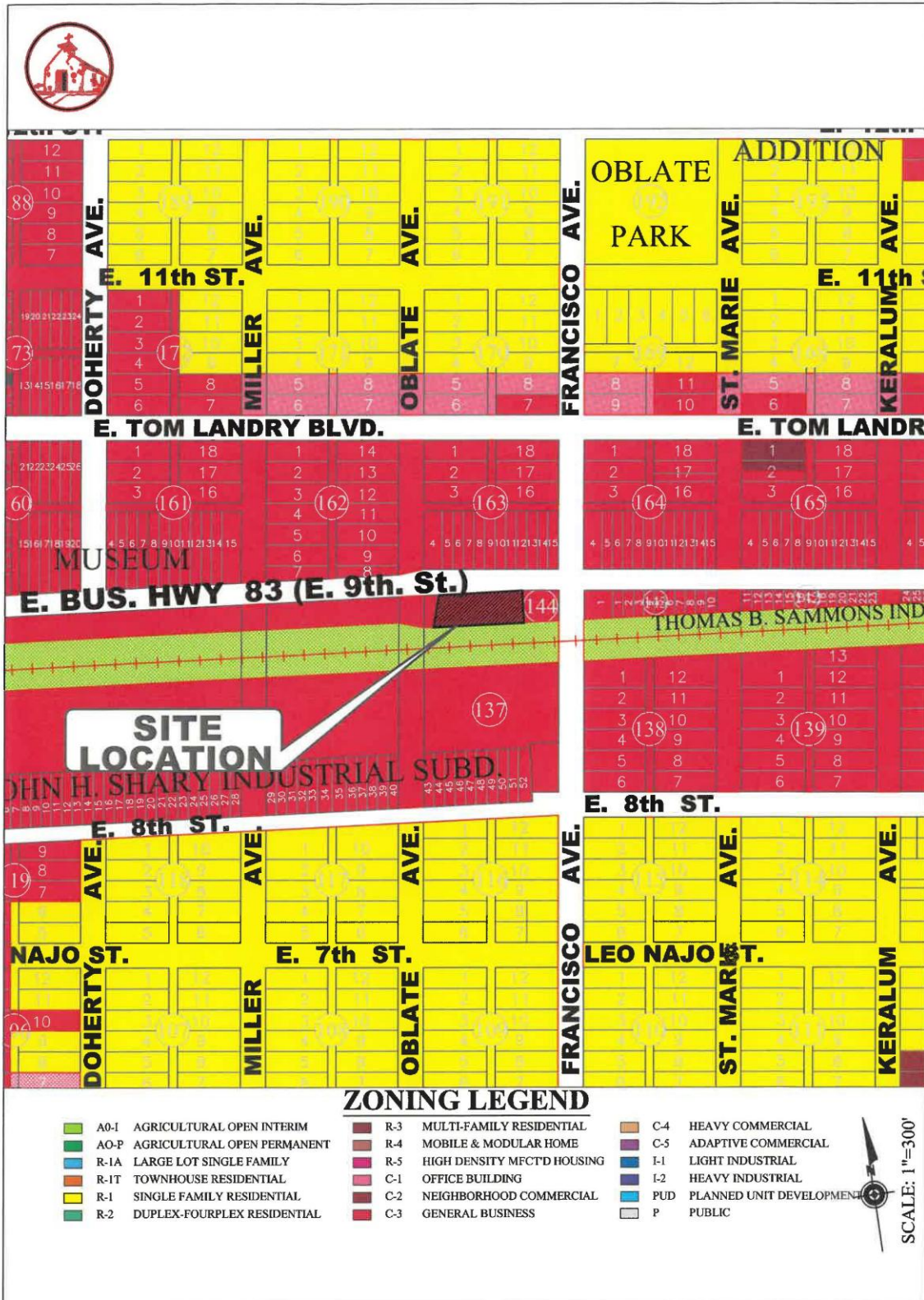
AERIAL MAP



AERIAL MAP



ZONING MAP



SITE PLAN



MAILOUT LIST

PROP_ID	file_as_na	addrDeliveryLine	addrCity	addrState	addrZip
239742	PADRON VENERANDA C & SILVIO E & DINORA Y PINTO	501 E 9TH ST	MISSION	TX	78572-4203
239636	PRADO PEDRO G & YOLANDA	808 W JEFFERSON AVE	MISSION	TX	78573-1029
239632	3 DIAMONDS INC	2915 DRIFTWOOD DR	MISSION	TX	78574-5181
239606	MATA RICARDO & LETICIA	1802 VICTORIA ST	MISSION	TX	78572-6403
239733	UNITED STATES POSTAL SERVICE	475 LENFANT PLZ SW	WASHINGTON	DC	20260-0004
239730	UNITED STATES POSTAL SERVICE	475 LENFANT PLZ SW	WASHINGTON	DC	20260-0004
239637	GUERRA JULIO C & MARINA	3405 WHISKEY DR	PHARR	TX	78577-7546
239638	UNITED STATES POSTAL SERVICE	475 LENFANT PLZ SW	WASHINGTON	DC	20260-0004
238753	MISSOURI PACIFIC RAILROAD	1400 DOUGLAS ST	OMAHA	NE	68179-0002
239604	PENA FERNANDO ET AL	PO BOX 1015	MISSION	TX	78573-0016



CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: June 23, 2025

PRESENTED BY: Xavier Cervantes, AICP, CPM, Director of Planning

AGENDA ITEM: Conduct a public hearing and consideration of a Conditional Use Permit to allow a Mobile Food Unit – Tony’s Hot Dogs & More in a property zoned General Business District (“C-3”), being the South 3.86 acres out of Lot 22, New Caledonia Subdivision, located at 2120 West Mile 3 Road. Applicant: Andres Antonio Cruz Torres, Adoption of Ordinance #_____ - Cervantes

NATURE OF REQUEST:

Project Timeline:

- May 19, 2025 – Application for a conditional use permit submitted for processing.
- June 4, 2025 – In accordance with State and local law notice of the required public hearings was mailed to all the property owners within a 200’ radius of the subject tract and notice of hearings was published in the Progress Times.
- June 18, 2025 – Public hearing and consideration of the requested rezoning by the Planning and Zoning Commission.
- June 23, 2025 – Public hearing and consideration of the requested rezoning ordinance by the City Council.

Summary:

- The applicant is requesting a new conditional use permit to operate a mobile food unit at the subject located at the Northeast corner of Moorefield and West 3 Mile Roads. The applicant is leasing a space from the Pejuente Tire Center for the proposed operation.
- Per the Code of Ordinance, a mobile food unit requires the approval of a conditional use permit by the City Council.
- The applicant had a mobile food unit in operation since December of 2011. The city annexed the property on January 14, 2013. The applicant stopped the operation of the food sales on May 11, 2025 due to a traffic accident that damaged the unit.
- The applicant desires to resume the operations and use the restrooms of the Tire Center for the customers.
- The location follows the city’s new distance regulations ordinance for mobile food units. The nearest mobile food unit is at 1900 W. Griffin Parkway (10,704 feet away) and at 3314 N. Conway (11,101 feet away).
- The proposed hours of operation are Tuesday to Saturday from 7:00 p.m. to 1:00 a.m.
- Staff: 3 employees
- Parking: The applicant is proposing to have four (4) tables with four (4) chairs each for a total of 16 seating spaces. He will be required to have 5 parking spaces (1 parking space for every 3 seats = 5.3).
- The Planning staff has not received any objections to the request from the surrounding property owners.
- Notices were mailed to 18 surrounding property owners.

STAFF RECOMMENDATION:

Staff recommends approval of the conditional use permit request subject to compliance with the following conditions:

- Permit for one year to re-evaluate this new operation
- Must comply with all City codes (Building, Fire, Health, and Sign, etc.)
- Must install landscaping prior to obtaining the business license
- Restrooms must be accessible to the employees and patrons at all times
- Acquisition of a business license is required prior to any food sales
- Must provide a minimum of 5 parking spaces at all times.
- Hours of operation are Tuesday to Saturday from 7:00 p.m. to 1:00 a.m.
- The conditional use permit is not transferable to others

Departmental Approval: Approval

Advisory Board Recommendation: Approval

City Manager's Recommendation: Approval *MRP*

RECORD OF VOTE:

APPROVED: _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS GRANTING A CONDITIONAL USE PERMIT FOR A MOBILE FOOD UNIT - TONY'S HOT DOGS & MORE IN A PROPERTY ZONED (C-3) GENERAL BUSINESS DISTRICT, BEING THE SOUTH 3.86 ACRES OUT OF LOT 22, NEW CALEDONIA SUBDIVISION, AT 2120 WEST MILE 3 ROAD

WHEREAS, the City Council of the City of Mission finds that during consideration of the conditional use permit request of June 18, 2025, the Planning and Zoning Commission of the City of Mission upon duly recognized motion and second, voted to recommend to the City Council that the conditional use permit shown below be granted.

WHEREAS, the City Council of the City of Mission, held a public hearing at 4:30 p.m. on Monday, June 23, 2025, in the Council Chambers of the City Hall to consider the following conditional use permit:

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS, THAT THE FOLLOWING CONDITIONAL USE PERMIT BE GRANTED:

Legal Description	Type	Conditions of Approval
2120 West Mile 3 Road, Being the South 3.86 acres out of Lot 22, New Caledonia Subdivision	A Mobile Food Unit – Tony's Hot Dogs & More in a property zoned (C-3) General Business District	<ol style="list-style-type: none"> 1 year re-evaluation in order to assess this new operation. Must comply with all City Codes (Building, Fire, Health, and Sign etc.), Must install landscaping prior to obtaining the business license. Restrooms must be accessible to the employees and patrons at all times. Acquisition of a business license is required prior to any food sales Must provide a minimum of 5 parking spaces at all times. Hours of operation are Tuesday to Saturday from 7:00 p.m. to 1:00 a.m. CUP is not transferable to others.

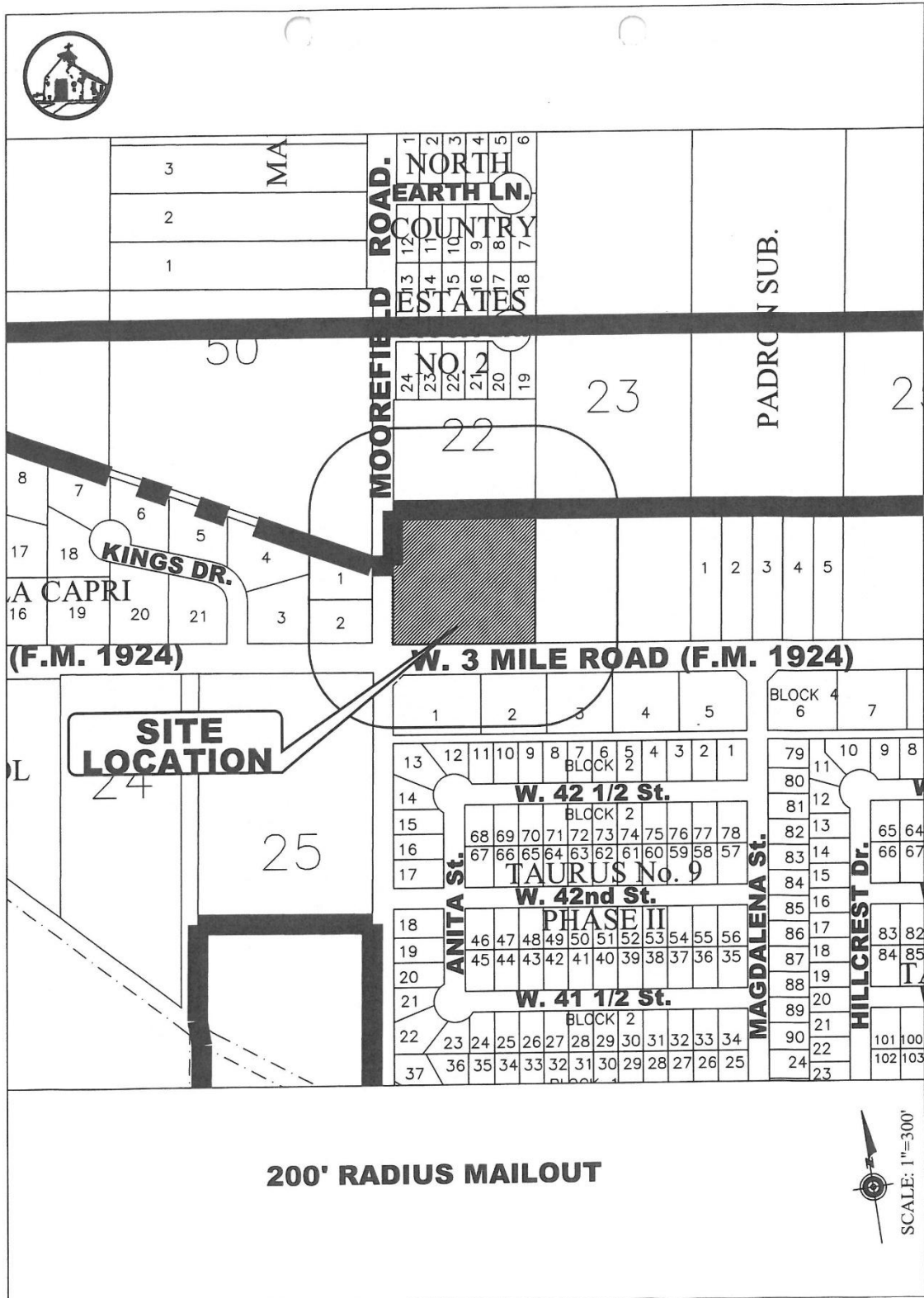
READ, CONSIDERED AND PASSED, this the 23rd day of June, 2025.

ATTEST:

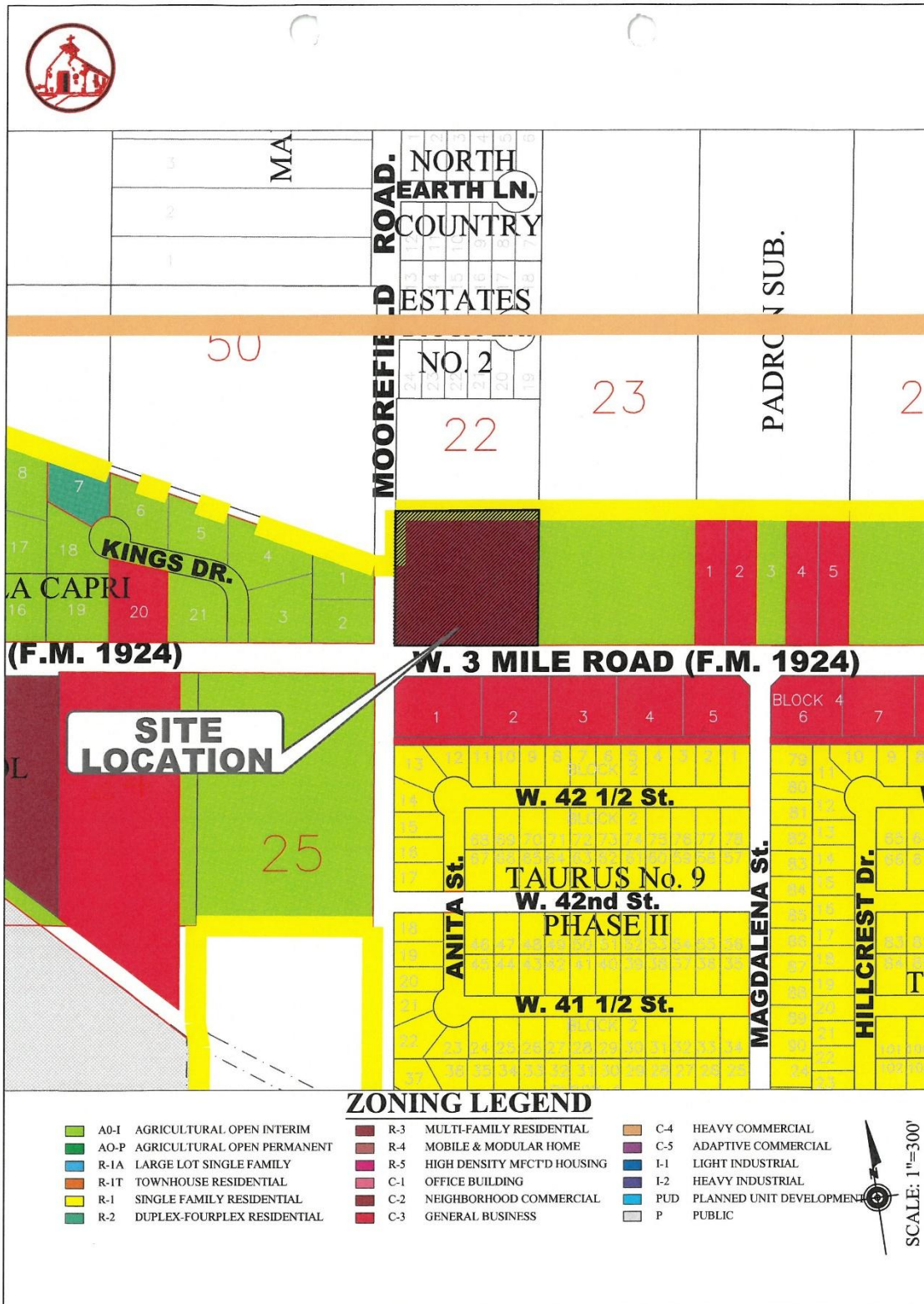
Norie Gonzalez Garza, Mayor

Anna Carrillo, City Secretary

LEGAL NOTICE MAP

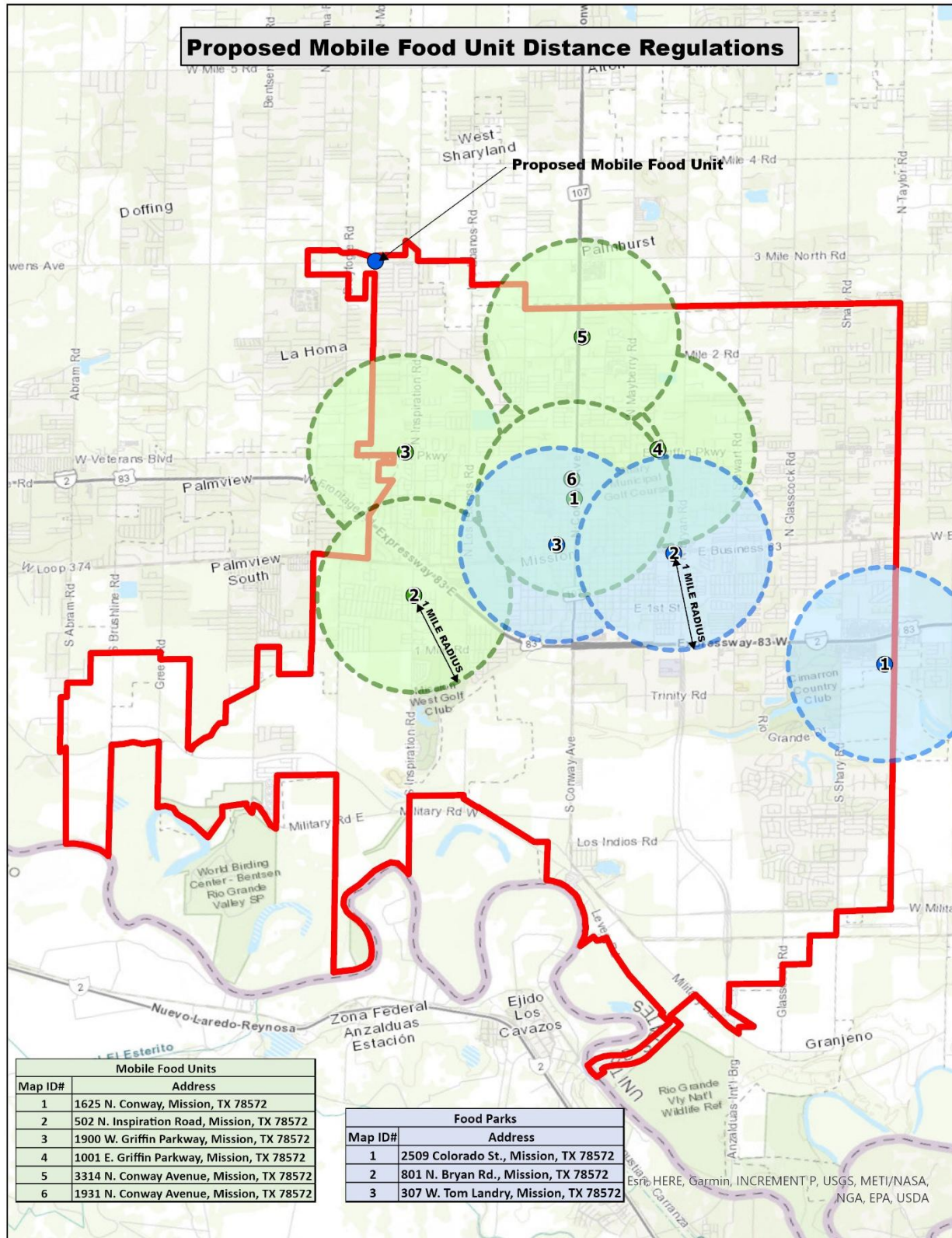


ZONING MAP

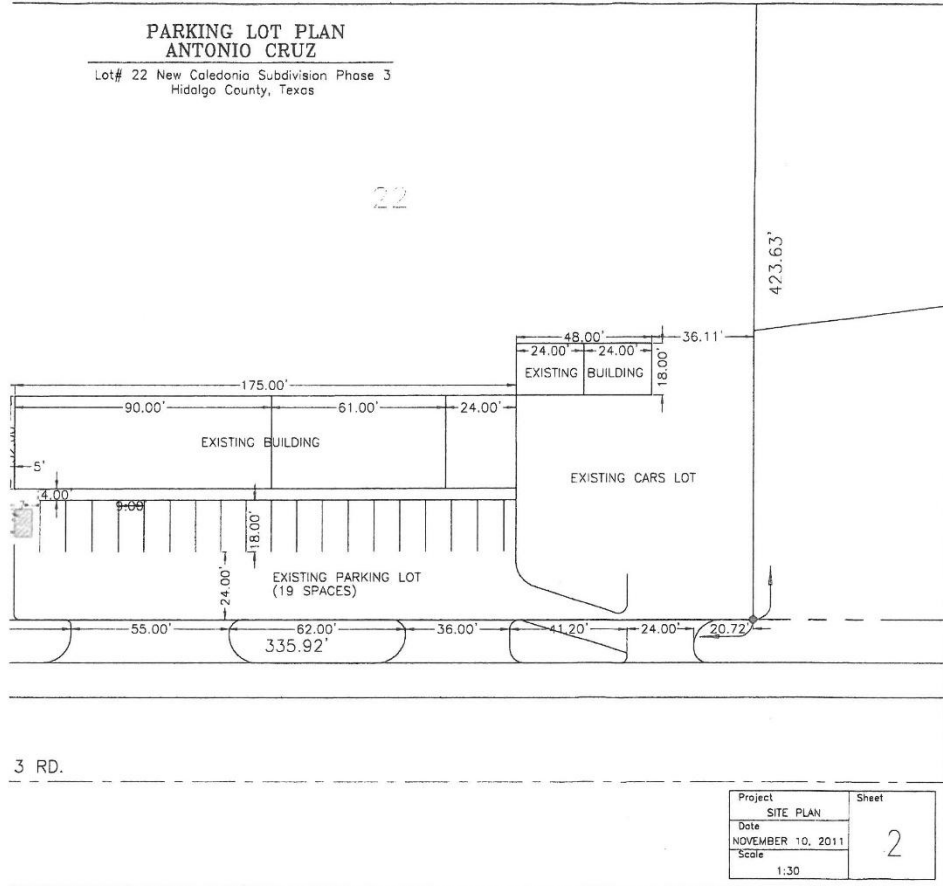


AERIAL



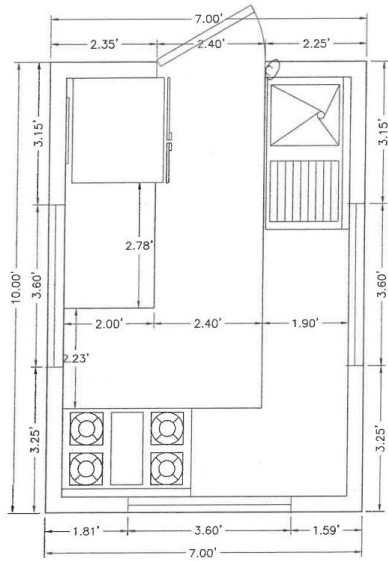


PROPERTY SITE PLAN



FLOOR PLAN AND PHOTO OF THE MOBILE FOOD UNIT

FLOOR PLAN
ANTONIO CRUZ
Lot# 22 New Caledonia Subdivision Phase 3
Hidalgo County, Texas



SUBSEQUENT PHOTO OF THE PROPERTY



MAILOUT LIST

PROP_ID	file_as_na	addrDeliveryLine	addrCity	addrState	addrZip
245038	PUENTE FELIX ROLANDO	2300 W 3 MILE RD	MISSION	TX	78574
245114	MONAS INVESTMENT HOLDINGS LLC	9232 BENTSEN PALM DR	PALMVIEW	TX	78574-4083
245039	MENDOZA CONCEPCION J	4400 N MOOREFIELD RD	MISSION	TX	78574-4891
649646	RTE INVESTMENTS LLC	PO BOX 4230	MCALLEN	TX	78502-4230
649648	SALAZAR MARIA D	PO BOX 3359	MISSION	TX	78573-0057
649647	SALAZAR MARIA D	PO BOX 3359	MISSION	TX	78573-0057
314447	ARTEAGA JUAN & MYRNA L	2204 W MILE 3 RD	MISSION	TX	78574-6766
314446	ARTEAGA JUAN & MYRNA L	2204 W MILE 3 RD	MISSION	TX	78574-6766
314444	LARA GUADALUPE & FRANCISCA	RR 15 BOX 6091-5	MISSION	TX	78574
314445	OVIEDO HOMERO J LARA	417 MARSHALL ST	MILFORD	DE	19963-2059
796074	SANCO DEVELOPMENT	2004 TANGELO ST	MISSION	TX	78572-3012
897553	PUENTE FELIX ROLANDO	2300 W 3 MILE RD	MISSION	TX	78574
554269	GONZALEZ PABLO	1410 W ROGERS RD	EDINBURG	TX	78541-8858
245043	GONZALEZ PABLO	1410 W ROGERS RD	EDINBURG	TX	78541-8858
245041	REYES LADISLAO	2110 W MILE 3 RD	MISSION	TX	78573-6747
245040	REYES LADISLAO	2110 W MILE 3 RD	MISSION	TX	78573-6747
245042	CHAPA JULIO CESAR	2106 W MILE 3 RD	MISSION	TX	78573-6747
244914	CORPORATIVO GARCIA SC	BLVD MIGUEL ALEMAN 20-804	BOCA DEL RIO VER MEXICO CP 94299	NULL	NULL



CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: June 23, 2025
PRESENTED BY: Anna Carrillo, City Secretary
AGENDA ITEM: Approval of Minutes – Carrillo
 Regular Meeting – June 9, 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 _____



CITY OF
MISSION

CITY COUNCIL REGULAR MEETING
MISSION CITY HALL
JUNE 09, 2025 at 3:30 PM

MINUTES

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

ALSO PRESENT:

Karen Prewitt

STAFF PRESENT:

Anais Chapa, Assistant City Secretary
Juan Pablo Terrazas, Asst. City Manager
Andy Garcia, Assistant City Manager
Belen Guerrero, MEDC COO
Vidal Roman, Finance Director
Alex Hernandez, Assistant Planning Director
Xavier Cervantes, Planning Director
Abram Ramirez, IT Director
Yenni Espinoza, Library Director
Edgar Gonzalez, Engineer
Cesar Torres, Chief of Police
Ruben Hernandez, Media Relations
Brad Bentsen, Parks & Rec Director
Michael Fernuik, Golf Director
Judith E. Garcia, Deputy Media Relations Dir.
Sydney Hernandez, Media Relations Director
Humberto Garcia, Media Relations
Michael Elizalde, Dir. Of Grants & Strategic Dev.
Noemi Munguia, Human Resources Director
Antonio Moctezuma, Police Officer
Rey Medrano, Police Officer

REGULAR MEETING

CALL TO ORDER AND ESTABLISH QUORUM

With a quorum being present, Mayor Norie Gonzalez Garza called the meeting to order at 3:35 p.m.

INVOCATION AND PLEDGE ALLEGIANCE

Councilwoman Jessica Ortega led the invocation and Pledge of Allegiance

DISCLOSURE OF CONFLICT OF INTEREST

Mayor Pro Tem Ruben Plata has one on file for items and executive session item #2.

PRESENTATIONS

1. Recognition of EMS Paramedics by DHR Health for Life-Saving Efforts – Hernandez

Sydney Hernandez, Media Relations Director, introduced representatives from DHR Health who were in attendance to recognize two of our Medic team members. Lt. Pilar Garcia & Firefighter Paramedic Oscar Lopez were recognized for their life-saving efforts. Their quick response helped save a life.

2. Proclamation - Honoring Judge Mauro Reyna – Wehrmeister

Councilwoman Ortega moved to approve the Proclamation – Honoring Judge Mauro Reyna. Motion was seconded by Councilwoman Marissa Gerlach and approved unanimously 4-0.

3. Report from Mission Economic Development Corporation - Teclo Garcia

Belen Guerrero, MEDC COO, gave an update on the operations of the Mission Economic Development Corporation. They recently hosted a Commercial & Investment tour where the new developments, especially on the south side of town, were showcased. This coming Friday, they would be announcing and awarding the Ruby Red Ventures grant winners.

4. Quarterly Report by Ambulance Board on EMS - Tim Brown

Tim Brown, Ambulance Board Chairman, gave the quarterly report from the Ambulance Board in regards to EMS. He said it was an honor to be serving and the EMS program had been growing and doing an excellent job. The Mission Fire Department is kept busy with calls. Patients are transported to the nearest care facility with most being transported to Mission Hospital. There were currently four medic units and at the moment they were trying to monitor the areas that had higher traffic. The average response time for an ambulance service was 11 minutes; however, our department was currently averaging six minutes and 47 seconds. There have been times when Mission has been unable to respond due to having overlapping calls. This was the reason why they were requesting additional units. Emergicon, the billing company for Mission EMS, stated that Mission had been doing an excellent job and they had been able to collect \$1.5 million.

Mayor Pro Tem Plata joined the meeting at 3:56 p.m.

5. Departmental Reports – Perez

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

6. Citizen's Participation on Specific Agenda Items – Garza

Karen Prewitt, 2101 Mauve, was present to speak in reference to agenda item 29. Ms. Prewitt gave council a folder with documents regarding the item. She was in opposition of the request and asked that it be denied due to not having a single plot on the plat that met the 5,000 square foot requirement. There were also already issues in the area with parking. Again, she asked that due to non-compliance and the strain on street parking, the council deny this request and ask the developer to revise the plat to accommodate the requirements.

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

7. Approval of Minutes – Carrillo

Regular Meeting – May 27, 2025

8. Acknowledge Receipt of Minutes – Perez

Cimarron Public Improvement District – March 31, April 14, 2025

Mission Economic Development Corporation – April 16, 2025

Mission Redevelopment Authority – April 22, 2025

Mission Tax Increment Reinvestment Zone – April 22, 2025

Mission Civil Service – April 9, 2025

Ambulance Board – February 26, 2025

9. Authorization to Purchase 3 Portable Radios for our New Firefighters from Motorola Solutions through South Texas Communications via HGAC Contract # RA05-21 at a Total Cost of \$29,820.09 – Silva

The Mission Fire Department was seeking authorization to purchase 3 portable radios for our new firefighters from Motorola Solutions through South Texas Communications via HGAC Contract #RA05-21 at a total cost of \$29,820.09. This purchase was necessary to ensure that the new personnel are equipped with reliable communication tools essential for their safety and effective emergency response. Effective radio communication was a critical component of firefighter safety and coordination, especially in high-risk and rapidly evolving environments. As our department expanded to meet growing service demands, it was vital that each firefighter was fully equipped with the proper tools to perform their duties safely and efficiently.

10. Authorization to reject and re-solicit bids for the construction and installation of elevator at 1301 E. 8th Street – Terrazas

The City of Mission received two (2) bids for the construction and installation of an elevator at 1301 E. 8th Street; however, both bids exceeded the allocated project budget. To promote broader vendor participation and secure more competitive pricing, staff recommended rejecting the current bids and authorizing the re-solicitation of the project.

11. Authorization to Solicit for Bids for the purchase of Meter Connect Supplies for Public Works Water Distribution – Terrazas

The City of Mission was in contract with Core & Main LP (Bid No. 24-452-06-05) from July 3, 2024 through July 2, 2025. Staff was seeking authorization to solicit bids for the purchase of Meter Connect Supplies for Public Works Water Distribution. Meter Connect Supplies were needed by the Public Works Department.

12. Authorization to purchase RAS Pump from Lewis Electric Motors & Pumps for Public Works Wastewater Treatment Plant via Buy Board # 672-22 in the amount of \$39,108.80 – Terrazas

Staff was seeking authorization to purchase WEMCO SFF10 Bare Pump Replacement via Buy Board # 672-22 from Lewis Electric Motors & Pumps. Bare Pump Replacement would be used as a Backup RAS Pump System for Wastewater Treatment Plant.

13. Approval for Installation of Lions Park Literacy Project Story Walk Pedestals – Bentsen

Seeking approval for installation of Literacy Project Story Walk Pedestals at Lions All Inclusive Park Walking Trail as approved by Parks Advisory Board, April 8, 2025. Project to be funded thru private donations secured by Dr. Isaias C. Rodriguez and installed by Parks Department. Upon review by committee of 3 members, consisting of 1 member each from Parks Advisory Board, Speer Memorial Library Advisory Board and Mission Lions Club, short children's story books authored by local authors are to be installed and replaced quarterly.

14. Approval of Resolution #1991 Regarding Waterline Access Agreement with the Sharyland Water Supply Corporation within City of Mission's ETJ for the proposed Hibiscus Heights Subdivision, located approximately 1,280 feet South of 4 Mile Road on the West side of Trosper Road. – Cervantes

The proposed Hibiscus Heights Subdivision is a 9.988 acre tract of land out of and forming part or portion of Lot 35-4, West Addition to Sharyland Subdivision, within the service area of the Sharyland Water Supply Corporation and within the City of Mission's ETJ. Sharyland Water Supply Corporation had adequate-sized water lines to support fire hydrants in the area and requires an agreement be entered between the Corporation, the property owner and the City of Mission before such installation was allowed.

RESOLUTION NO. 1991

A RESOLUTION OF THE CITY OF MISSION, TEXAS TO APPROVE A
WATERLINE ACCESS AGREEMENT BETWEEN THE SHARYLAND WATER SUPPLY
CORPORATION, AND HIBISCUS HEIGHTS SUBDIVISION

15. Approval of Resolution #1992 Regarding Waterline Access Agreement with the Sharyland Water Supply Corporation within City of Mission, for the proposed The Grove on Moorefield Subdivision, located approximately 1,960 feet North of West Mile 2 Road on the East side of N. Moorefield Road – Cervantes

The proposed The Grove on Moorefield Subdivision was a 11.34 acre tract of land, more or less, out of Lot 12, New Caledonia Subdivision Unit 1, within the service area of the Sharyland Water Supply Corporation and within the City of Mission. Sharyland Water Supply Corporation had adequate-sized water lines to support fire hydrants in the area and required an agreement be entered between the Corporation, the property owner and the City of Mission before such installation was allowed.

RESOLUTION NO. 1992

A RESOLUTION OF THE CITY OF MISSION, TEXAS TO APPROVE A
WATERLINE ACCESS AGREEMENT BETWEEN THE SHARYLAND WATER SUPPLY
CORPORATION, AND THE GROVE ON MOOREFIELD SUBDIVISION

16. Authorization to re-enter into an Interlocal Agreement for the Educational Resource Officer Program between the City of Mission and the Mission Consolidated Independent School District, in the amount of \$1,048,173.01, for the 2025 –2026 school year - Torres

A total of fifteen (15) police officers would be assigned to the Mission C. I.S.D. during the 2025-2026 school year. The total amount of the Interlocal agreement was \$1,048,173.01 for the purpose of continuing the Educational Resource Officer Program at Mission Consolidated Independent School District.

17. Authorization to re-enter into an Interlocal Agreement for the Educational Resource Officer Program between the City of Mission and the Sharyland Independent School District in the amount of \$428,411.51 for the 2025-2026 school year – Torres

A total of six (6) police officers would be assigned to the Sharyland I.S.D. during the 2025-2026 school year. The total amount of the Interlocal agreement was \$428,411.51 for the purpose of continuing the Educational Resource Officer Program at Sharyland Independent School District.

18. Authorization to purchase eighteen (18) Air Conditioner Units from Trane Supply in the amount of \$137,562.48 from the Energy Efficiency Block Grant award via Buyboard contract #720-23 – Mares

Authorization to purchase eighteen (18) air conditioner units to be replaced in various city facilities (Speer Memorial Library, Texas Citrus Fiesta, Golf Course, and the Parks and Recreation Facility). This purchase was being made through the Energy Efficiency and Conservation Block grant awarded to the City of Mission by the U.S. Department of Energy. The air conditioner units would be purchased from Trane Supply via Buyboard contract #720-23.

19. Authorization to Ratify Emergency Rental of Front-Loader Unit from Reliance Truck and Equipment in the amount of \$43,200 – Mendiola

Pursuant to Section 252.022(a)(3) of the Texas Local Government Code, which exempted purchases necessary due to unforeseen damage to public machinery or equipment, staff was requesting authorization to ratify emergency expenditures for the rental of one (1) Front-loader Unit. This rental was necessary to maintain solid waste service levels following unanticipated equipment failure. The unit would be rented from Reliance Truck and Equipment for a period of nine (9) weeks (June–July 2025) at a weekly rate of \$4,300, plus a one-time refundable deposit of \$4,500, for a total amount of \$43,200. The emergency rental would support continued operations and help prevent service disruptions to commercial accounts throughout the City.

20. Authorization to purchase one (1) Battle Motors LET2 Chassis with a Heil 28-Yard Durapack Python via Holt Truck Centers BuyBoard Contract #723-23 at a cost of \$433,581.00 – Mendiola

Authorization to purchase a Battle Motors LET2 Chassis with a Heil 28-Yard Durapack Python Side Loader from Holt Truck Centers via Buy Board Contract #723-23 at a total cost of \$433,581.00. The cost amounting from the Battle Motors LET2 at \$227,794.00 and the Heil 28 Yard Durapack Python at \$205,387.00, plus an additional \$400 Buy Board fee per purchase order. The acquisition of this Chassis would enable our department to continue improving its daily operations.

21. Authorize Mayor to execute a Municipal Services Costs Agreement between the City of Mission and Mission Redevelopment Authority – Salazar

The agreement aimed to support the City of Mission with meeting their general maintenance requirements associated with maintenance service costs for projects within the TIRZ Zone, including police and fire facilities, parks and recreation, and road maintenance. The agreement was prepared by Mission Redevelopment Authority's legal counsel Sanjay Bapat ensuring compliance. The agreement would begin with \$600,000 in 2025. Each subsequent fiscal year would see an increase of \$50,000 to the \$600,000, escalating the support until 2030. The agreement was approved by the Mission Redevelopment Authority Board of Directors during their Board meeting of May 29, 2025. The proposed agreement is attached.

22. Plat Approval: Turtle Cove Subdivision, being 7.417 acres out of Lot 33-1, West Addition to Sharyland, R-2, Developer: Town and Country McAllen, LLC., Engineer: Trimad Consultants, LLC. – Cervantes

The subdivision was located at the Southwest corner of White Oak Drive and W. Mile 3 Road. This development consisted of twenty-eight duplex/fourplex residential lots. The water CCN belongs to Sharyland Water Supply Corporation. Proposed were five filling stations as per the Fire Marshall's directive. The sanitary sewer line ran to and thru the subdivision collecting from 6" sewer stubouts which would connect to an existing 8" main line on the west side of White Oak Drive. The internal public streets would be 38 feet back-to-back for White Oak Drive, all other internal streets would be 32' back-to-back within 50 feet right-of-way. This subdivision would only be accessible from W. 3 Mile Road. The City's Engineering department had reviewed and approved the drainage report and design. The subdivision was ready for recording.

23. Approval of Proposed Park Use and Rental Fee Increase – Bentsen

Parks Advisory Board met and discussed comparative park use and rental fees to that of Local Valley Parks and Recreation Departments on October, 2024. Comparative Price Index could be found on Exhibit A. Approved proposed increases could be found on Exhibit B.

24. Authorization to solicit bids for Bryan Road street and drainage improvements - Terrazas

Staff was seeking authorization to solicit bids for the Bryan Road street and drainage improvements. Javier Hinojosa Engineering had completed the design for Bryan Road project.

Councilwoman Ortega moved to approve all consent agenda items 9 thru 24 as presented. Motion was seconded by Councilman Vela and approved unanimously 5-0.

PUBLIC HEARING

PLANNING & ZONING RECOMMENDATIONS

25. Conduct a public hearing and consideration of a rezoning request from Agricultural Open Interim District ("AO-I") to Single Family Residential District ("R-1") for a 11.337-acre tract of land, being all of lot 12, New Caledonia Unit No. 1 Subdivision, located along the East side of Moorefield Road approximately 305 feet North of Oleander Drive. Applicant: Carlos Lugo, Jr. -CSL Construction, LLC, Adoption of Ordinance #5657 - Cervantes

The applicant was requesting to rezone the subject property from Agricultural Open Interim District ("AO-I") to Single Family Residential District ("R-1") to allow a 51-lot single-family

subdivision with a public street. The proposed lots would measure 55 feet in lot frontage and 125 feet lot depth. The minimum lot requirements were 50 feet by 100 feet. The property was currently vacant. The subject property measured 330' along Moorefield Road and it measured 1,497.3' of lot depth for a total of 11.337 acres in area. The proposed subdivision would have a street connection to the subdivision to the north by connecting to Hill Crest Drive. The surrounding zones were Single Family Residential District ("R-1") to the North, East and South and outside the city limits to the West. East of the ditch were single family subdivisions.

The existing land uses were: Tiffany Terrace single family subdivision to the North, the Oleander Estates single-family subdivision and the Einstein's Learning Academy to the South and the Taurus Estates No. 2 single family subdivision to the East. The Future Land Use Map showed the subject property as Low Density Residential. The requested rezoning was in line with the designation of the property in the Future Land Use Map. Notices were mailed to 66 surrounding property owners. Complaints have been received by staff from the surrounding property regarding dust coming from the subject property.

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 request from Agricultural Open Interim District ("AO-I") to Single Family Residential District ("R-1") for a 11.337-acre tract of land, being all of lot 12, New Caledonia Unit No. 1 Subdivision, located along the East side of Moorefield Road approximately 305 feet North of Oleander Drive. Applicant: Carlos Lugo, Jr. - CSL Construction, LLC, Adoption of Ordinance #5657. Motion was seconded by Councilwoman Gerlach and approved unanimously 5-0.

ORDINANCE NO. 5657

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS GRANTING A REZONING FOR A TRACT OF LAND CONTAINING 11.337 ACRES, BEING ALL OF LOT 12, NEW CALEDONIA SUBDIVISION UNIT 1, LOCATED ALONG THE EAST SIDE OF MOOREFIELD ROAD APPROXIMATELY 305 FEET NORTH OF OLEANDER DRIVE, FROM AO-I (AGRICULTURAL OPEN INTERIM) TO R-1 (SINGLE FAMILY RESIDENTIAL DISTRICT)

26. Conduct a public hearing and consideration of a rezoning request from Large Lot Single Family District ("R-1A") to Single Family Residential District ("R-1") for Lot 2, Los Olivos Subdivision, located along the North side of Olivos Court approximately 462 feet North of Trinity Street. Applicant: Francisco & Mariana Garcia, Adoption of Ordinance #5658 - Cervantes

The applicant was requesting to rezone the subject property from Large Lot Single Family District ("R-1A") to Single Family Residential District ("R-1") to allow a replat of the subject property into seven (7) lots for the applicant and their children. The children lots would have lot depths ranging from 100.29 feet to 110.13 feet. Due to not being able to comply with the 120 feet minimum lot depth for Large Lot Single Family District Zoning the applicant requested the rezoning to a higher density single family zoning category. The property was currently vacant. A plat amendment was approved by the City Council during the May 12, 2025 meeting to remove a plat note placing restrictions in the number of lots in the subdivision. The subject property measured 514.29' by

342.55' for a total lot area of 4.04 acres. The lot had access to Olivos Court, a private street. Olivos Court had a connection to Trinity Street. Los Olivos was a private gated subdivision. The surrounding zones were Large Lot Single Family District ("R-1A") to the North and South, Single Family Residential District ("R-1") to the East and Agricultural Open Interim ("AO-I") to the West. East of the ditch were single family subdivisions. The existing land uses were: the Mission Catholic Cemetery (San Jose Cemetery) to the West, A vacant tract to the South, The Oak Alley @ Cimarron single family subdivision to the North and the Wilson Drain ditch to the East. The Future Land Use Map showed the subject property as Lower Density Residential. Staff felt that the subject property was in transition and found Single Family Residential district was an acceptable alternative. Notices were mailed to 33 surrounding property owners. To this date there have been no objections to the rezoning request.

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 rezoning request from Large Lot Single Family District ("R-1A") to Single Family Residential District ("R-1") for Lot 2, Los Olivos Subdivision, located along the North side of Olivos Court approximately 462 feet North of Trinity Street. Applicant: Francisco & Mariana Garcia, Adoption of Ordinance #5658. Motion was seconded by Councilwoman Ortega and approved unanimously 5-0.

ORDINANCE NO. 5658

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS GRANTING A REZONING FOR LOT 2, LOS OLIVOS SUBDIVISION, LOCATED ALONG THE NORTH SIDE OF OLIVOS COURT APPROXIMATELY 462 FEET NORTH OF TRINITY STREET, FROM R-1A (LARGE LOT SINGLE FAMILY DISTRICT) TO R-1 (SINGLE FAMILY RESIDENTIAL DISTRICT)

27. Public hearing and take action to consider a Conditional Use Permit for a Drive-Thru Service Window – Eddie's Taqueria Restaurant, being Lot A, Girasol Estates Subdivision, in a (C-3) zone, located at 1730 W. Griffin Parkway. Applicant: Edgar Gutierrez, Adoption of Ordinance #5659 - Cervantes

The site was located at the Northeast corner of N. Inspiration Road and W. Griffin Parkway. The site would include a drive-through service window on the north side of the building. Access to the drive-thru service window would be off N. Inspiration Road via a 30-foot-wide driveway. The customers would place the order along the east side of the building and pick up the orders along the north side. The customer's drive-thru window location allowed double-stacking for approximately 14 vehicles. Pursuant to Section 1.43 (3)(C) of the City of Mission Code of Ordinances, a Drive-Thru Service Window required the approval of a conditional use permit by the City Council. The proposed hours of operation were as follows: Monday – Saturday from 5:00 am to 3:00 pm. And Sundays from 6:00 am to 2:00 pm. The working staff would be 18 employees in different shifts. Parking: In reviewing the floor plan, there are a total of 16 tables with a total of 72 seating spaces proposed, which would require 24 parking spaces. (1 parking space for every 3 seats = 24 parking spaces). The site plan showed a total of 30 parking spaces provided and 14 vehicles on the drive-thru lane. The Planning Staff had not received any objections to the request from the surrounding property owners. Staff mailed out (15) legal

notices to surrounding property owners. In accordance with the zoning ordinance, the P&Z and City Council may impose requirements and conditions of approval as were needed to ensure that a use requested by a conditional use permit was compatible and complementary to adjacent properties. Notices were mailed to 33 surrounding property owners. To this date there have been no objections to the rezoning request.

Staff and City Manager recommended approval subject to the following conditions: Life of Use with the understanding that the permit can be revoked; Must comply with all City Codes (Building, Fire, Health, etc.); Installation of a speed bump at the end of the ordering window; Acquisition of a business license prior to occupancy; and CUP is not transferable to others.

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

There were no comments.

Mayor Pro Tem Plata moved to approve a Conditional Use Permit for a Drive-Thru Service Window – Eddie's Taqueria Restaurant, being Lot A, Girasol Estates Subdivision, in a (C-3) zone, located at 1730 W. Griffin Parkway. Applicant: Edgar Gutierrez, Adoption of Ordinance #5659. Motion was seconded by Councilman Vela and approved unanimously 5-0.

ORDINANCE NO. 5659

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS
GRANTING A CONDITIONAL USE PERMIT FOR A DRIVE-THRU SERVICE WINDOW –
EDDIE'S TAQUERIA RESTAURANT, BEING LOT A, GIRASOL ESTATES SUBDIVISION

28. Conduct a public hearing and consideration of a Conditional Use Permit for a Drive-Thru Service Window at the Mija Mercado Coffee Shop, being the West 50 feet of Lots 16, 17, and 18, Block 161, Original Townsite of Mission in a (C-3) General Business District, located at 214 E. Tom Landry, Suite B. Applicant: Natalie Garza, Adoption of Ordinance #5660 – Cervantes

The subject site was located 100 feet West of Miller Avenue along the South side of E. Tom Landry Street. The applicant would like to utilize the existing drive-thru service window for the coffee shop. Access to the drive-thru service window would be from the one-way (Tom Landry Street) and exiting onto a paved/dedicated alley. Per Code of Ordinance, a drive-thru service window required the approval of a Conditional Use Permit by the City Council. The proposed hours of operation were as follows: Monday – Sunday from 6:00 am to 10:00 pm.; Staff: 3 employees; Parking: In reviewing the floor plan, there were 12 seating spaces, which required 4 parking spaces (12 seating spaces/3 = 4 parking spaces). There was a total of 6 parking spaces on the side and rear of the building. Tom Landry shoulder would also be available for customer parking. Staff noted that this property was located within Mission's Central Business District and was exempt from the parking requirements for existing structures. The Planning staff had not received any objections to the request from the surrounding property owners. Staff mailed out (20) legal notices to surrounding property owners. In accordance with the zoning ordinance, the P&Z and City Council may impose requirements and conditions of approval to ensure that a use requested by a Conditional Use Permit was compatible and complementary to adjacent properties.

Staff and City Manager recommended approval subject to the following conditions: Life of the use approval with the understanding that the permit can be revoked due to non-compliance;

Continued compliance with all City Codes (Building, Fire, Health, Landscaping, etc.); CUP was not to be transferable to others; Hours of operation: Monday–Sunday from 6:00 am to 10:00 pm

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

There were no comments.

Mayor Pro Tem Plata moved to approve a Conditional Use Permit for a Drive-Thru Service Window at the Mija Mercado Coffee Shop, being the West 50 feet of Lots 16, 17, and 18, Block 161, Original Townsite of Mission in a (C-3) General Business District, located at 214 E. Tom Landry, Suite B. Applicant: Natalie Garza, Adoption of Ordinance #5660. Motion was seconded by Councilman Vela and approved unanimously 5-0.

ORDINANCE NO. 5660

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS GRANTING A CONDITIONAL USE PERMIT FOR A DRIVE-THRU SERVICE WINDOW AT THE MIJA MERCADO COFFEE SHOP, BEING THE WEST 50 FEET OF LOTS 16, 17, AND 18, BLOCK 161, ORIGINAL TOWNSITE OF MISSION IN A (C-3) GENERAL BUSINESS DISTRICT, LOCATED AT 214 E. TOM LANDRY, SUITE B

APPROVALS AND AUTHORIZATIONS

29. Plat Approval Subject to Conditions and consideration of a variance to the lot depth, width and area in a R-1 zone for the proposed Meadow Way at Meadow Creek Subdivision, A 0.551-acre, 0.615-acre, and 0.611-acre tracts of land, forming part of Meadow Creek Country Club Subdivision Phase 1-B, Developer: LAC Enterprises, Engineer: Benavides Engineering – Cervantes

Meadow Way at Meadow Creek Subdivision consisted of a twenty-one single family residential lots and it was located within the Meadow Creek Country Club Subdivision Phase 1-B. This subdivision would have access to existing streets (Crystal Drive for tracts 2 & 3; Meadow Way Drive for tract 1), sewer and water main lines, and access to drainage detention ponds within the neighborhood. The Engineering Department had reviewed and approved the drainage report. These tracts of land were rezoned from AO-I to R-1 on February 14, 2024 by P&Z and approved by City Council on February 26, 2024. The required Capital Sewer Recovery Fees (\$200xlot), Park Fees (\$650xlot), Conveyance or Payment of Water Rights (\$3000xac.), and all other format findings would be complied with prior to the City Council approval. All items on the subdivision checklist would be addressed prior to the recording of the plat. Due to lot size restrictions, the developer was proposing to match to the existing surrounding lots which measure 40 feet by 80 feet. Proposed lots would average 40 feet to 45.46 feet in width and 79.92 feet and 90 feet in depth resulting in total areas of 3,736.67 square feet to 4,084.36 square feet, respectively, therefore requiring a variance from the zoning ordinance whereas the minimum lot width was 50 feet, minimum lot depth was 100 feet, and the minimum area was to be 5,000 square feet.

Staff and City Manager recommended approval of the Plat subject to conditions: Payment of Capital Sewer Recovery Fees, Payment of Park Fees, Conveyance or Payment of Water Rights, and approval of the infrastructure from the different City departments as per the approved construction plans.

Mayor Pro Tem Plata inquired as to how many lots were being proposed to which he was told there were 21. Mr. Plata also stated that he felt the developers should stick to the requirements as these were carefully reviewed and set. He thought they should abide to the 5,000 square foot rule.

Councilwoman Ortega asked if the developer was made aware of the 5,000 square foot requirement and if P&Z was aware as well. Mr. Cervantes advised that both the applicant and the P&Z Board were aware.

Mayor Garza asked if it would be possible to approve one variance and not the other. She would also like to see a revised plat.

Mr. Cervantes stated that they could approve one variance, in this case the depth, and not the other. They could also require the developer to resubmit a plat reflecting the changes for approval.

Councilwoman Gerlach stated that she would also like to see a note on the revised plat that showed that no two story homes could be built.

Mayor Pro Tem Plata moved to approve the variance for the depth of the lot and deny the variance for the width and square footage area with a revised plat, to include a note stating that two story homes were prohibited, to be reviewed and approved. Motion was seconded by Councilwoman Gerlach and approved unanimously 5-0.

30. Plat Approval Subject to Conditions for the proposed Sendero Phase III Subdivision, being a resubdivision of 19.248 acres of land out of the South end or Porcion 52, PUD, Developer: Rhodes Development, Inc., Engineer: Melden & Hunt, Inc. – Cervantes

The property was part of a Master Plan. This site was currently open with a proposed use of 101 residential lots and 1 common area. This subdivision would have access from Sendero Subdivision Phase I-B by an existing street (Moorefield Rd.) being a paved 32' B-B street within a 50' ROW. All other streets would comply with subdivision regulations and City standards. The sanitary sewer and main water lines would be extended and looped accordingly from the adjacent developments to and thru the subdivision to collect and provide service to all lots. Surface runoff from the lots and the proposed streets would be caught by inlets and conveyed into a proposed system of detentions ponds and discharge in the Perezville Drain. The Engineering Department had reviewed and approved the drainage report. The required Capital Sewer Recovery Fees (\$200xlot), Conveyance or Payment of Water Rights (\$3000xac.), and all other format findings will be paid prior to subdivision recording. No Park Fees – Mike Rhodes dedication of land satisfies the park dedication ordinance. All items on the subdivision checklist would be addressed prior to the recording of the plat.

Staff and City Manager recommended approval of the Plat subject to conditions: Payment of Capital Sewer Recovery Fees, Conveyance or Payment of Water Rights, and approval of the infrastructure from the different City departments as per the approved construction plans.

Mayor Pro Tem Plata stated that the land they had donated exceeded the minimum requirements; therefore, the fees were being waived.

Mayor Pro Tem Plata moved to approve the Plat Approval Subject to Conditions for the proposed Sendero Phase III Subdivision, being a resubdivision of 19.248 acres of land out of the South end of Porcion 52, PUD, Developer: Rhodes Development, Inc., Engineer: Melden & Hunt, Inc. Motion was seconded by Councilwoman Ortega and approved unanimously 5-0.

31. Approval of Media Upgrade Purchase and Installation for City Hall through Nelco Media, Inc. via TIPS Contract #230105 at a total cost of \$219,986.94 utilizing PEG funds - Hernandez

City staff recommended proceeding with the purchase and installation of upgraded audio-visual media equipment for the City Council Chambers, Lobby, Conference Room, and Control Room to enhance public meeting accessibility, improve streaming/broadcast capabilities, and ensure reliable performance of city communications infrastructure. This procurement would be conducted utilizing a cooperative purchasing agreement through the TIPS (The Interlocal Purchasing System) contract, ensuring compliance with procurement regulations and access to competitively priced services. The cost for the purchase and installation is \$219,986.94 utilizing PEG Funds.

Staff and City Manager recommended approval.

Mayor Pro Tem Plata moved to approve the Media Upgrade Purchase and Installation for City Hall through Nelco Media, Inc. via TIPS Contract #230105 at a total cost of \$219,986.94 utilizing PEG funds. Motion was seconded by Councilwoman Ortega and approved unanimously 5-0.

32. Consider and approve Ordinance #5656 authorizing the issuance of the City of Mission, Texas Combination Tax and Revenue Certificates of Obligation, Series 2025; awarding the sale thereof; and containing matters incident thereto - Roman

Approval of an Ordinance authorizing the issuance of the City of Mission Combination Tax and Revenue Certificates of Obligation, Series 2025 in an amount not to exceed \$10,200,000.

Staff and City Manager recommended approval.

Mayor Pro Tem Plata moved to approve Ordinance #5660 authorizing the issuance of the City of Mission, Texas Combination Tax and Revenue Certificates of Obligation, Series 2025; awarding the sale thereof; and containing matters incident thereto. Motion was seconded by Councilwoman Ortega and approved unanimously 5-0.

ORDINANCE NO. 5656

ORDINANCE AUTHORIZING THE ISSUANCE OF "CITY OF MISSION, TEXAS COMBINATION TAX AND REVENUE CERTIFICATE OF OBLIGATION, SERIES 2025", AWARDING THE SALE THEREOF; AND CONTAINING MATTERS INCIDENT THERETO

UNFINISHED BUSINESS

None

ROUTINE MATTERS

City Manager Comments – The Speer Memorial Library will be having free breakfast and lunch throughout the summer for all children. They would also be hosting various activities throughout the week.

City Council Comments – Councilwoman Ortega hoped that everyone was having a great summer so far. She also commented about the amazing turnout that they had early Saturday morning for the Speedy 5K run. There were over 2,000 runners. Councilwoman Gerlach stated that the Speedy 5K was a fantastic event with a great turnout.

Mayor's Comments – Congratulated the Speedy Memorial Foundation for putting together such a fantastic event. She was amazed at the outpouring of support that was received.

At 4:43 p.m., Mayor Pro Tem Plata moved to convene into Executive Session. Motion was seconded by Councilwoman Gerlach and approved unanimously 5-0.

EXECUTIVE SESSION

Upon conclusion of Executive Session at ____:____ p.m., _____ moved to reconvene the regular meeting. Motion was seconded by _____ and approved unanimously ____-____.

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

RECONVENE

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

ADJOURNMENT

At ____ p.m., _____ moved for adjournment. Motion was seconded by _____ and approved unanimously ____-____.



CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: June 23, 2025
PRESENTED BY: Mike R. Perez, City Manager
AGENDA ITEM: Acknowledge Receipt of Minutes – Perez
 Speer Memorial Library – March 18, 2025
 Shary Golf Course Advisory Board – May 7, 2025
 Keep Mission Beautiful – April 8, May 6, 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 _____

SPEER MEMORIAL LIBRARY BOARD

The Speer Memorial Library Board met for its regularly scheduled meeting on March 18th, 2025, at Speer Memorial Library.

A. Call to order

The Meeting was called to order by Cynthia Leon at 5:05 p.m.

Attendance was taken.

Present:

Cynthia Leon

Elizabeth Garza

Perri Ann Huntley

Lina Cruz

Rose Mary Gallagher

Jeff Taylor

Absent:

Mayra Rocha

Library Staff Present:

Yenni Espinoza, Library Director

1. Approval/Disapproval of Absences

The Absence of Mayra Rocha for the March 18th Board Meeting was approved by Elizabeth Garza and Rose Mary Gallagher seconded the motion and the motion passed unanimously.

2. Board Minutes

Elizabeth Garza moved to approve the minutes as presented for the December 10th, 2024, Speer Memorial Library Board Meeting. Rose Mary Gallagher seconded the motion, and the motion passed unanimously.

3. Treasurer's Report

Perri Ann Huntley stated that the current balances in both the Breyfogle and MacDonald accounts, with activity as of February 2025, were attached for review. She stated that the MacDonald account has a balance of \$19,723.10 and \$7,627.86 interest and the Breyfogle account has zeroed out with the final reimbursing of the amount of \$1,894.49 to Magaly Garcia for her Master's classes from the Fall semester of 2024 from the Breyfogle account. Elizabeth Garza moved to approve the Treasurer's report and Rose Mary Gallagher seconded the motion and the motion passed unanimously.

B. Routine Business

4. HCLS

Yenni Espinoza, Library Director reported from December to February discussing the adjustment to the new system, Insignia, and still in communication with the company to finalize the collection records. Yenni let the board members know that McAllen will be transitioning back to TLC system as per their director's decision.

5. Librarian's Report

Yenni Espinoza presented the Board members with the monthly reports for the months of December up to today. Yenni Espinoza reported on the numerous library activities held for each Department. Which included The Children's Department Christmas Party was hosted on December 12th. Throughout the rest of the months, they also had Movies on

Mondays, Toddler Time on Wednesdays Arts & Crafts on Thursdays, Storytime on Saturdays and Clay play on Sundays.

The Teen Department had a Christmas Game Night in December and throughout the rest of the months, they had craft events, movie nights and anime/manga which includes crafts, movies, and learning Japanese.

Yenni stated that the Book Club had their monthly book discussions. The Reference Department also hosted monthly themed crafts on Wednesdays at 6 pm, Thursdays at 10 am: Chess, Checkers, and more. Movies once a month on a Saturday at 2 pm. and Computer Basic classes twice a month. Yenni Espinoza finalized the librarian's report.

C. Any Discussion or Action on Board Items -

D. Unfinished Business –

E. New Business –

F. Announcements or Remarks

The next Speer Memorial Library Board meeting is tentatively scheduled for September 16, 2025, at 5:00 p.m.

G. Adjournment

Lina Cruz made a motion to adjourn the meeting, and Perri Ann Huntley seconded the motion which passed unanimously. Cynthia Leon adjourned the meeting at 6:14 p.m.

Library Board Secretary


(Lina Cantu Cruz)

Date

05/24/2025

SHARY GOLF COURSE ADVISORY BOARD
MAY 7TH, 2025 MINUTES

- **Call to Order**
 - Mr. Isaac Martinez called the meeting to order.
- **Roll Call**
 - The following board members were present: Isaac Martinez, Ben Lau, Toby Garza, Javi Barrera, Thomas Lee, Martin Flores, Joe Salinas.
 - The following board members were absent: None
 - The following staff members and others were present: Michael Fernuik Golf Director, Andy Garcia ACM, Carl Davis MEDC Board Member.
- **Approval of Minutes**
 - The minutes from the April 2nd, 2025 were approved as written. Motion made to accept Javi Barrera, seconded Joe Salinas, approved unanimously.
- **Golf Director's Report**
 - Revenue report for March 2025 was presented. Total revenues for March 2025 were \$135,643.29 vs \$148,027.48 for 2024. Main difference was in memberships and driving range with a decrease of \$13,000.00 due to a school district payment in 2024. All other revenue line items and rounds were consistent with 2024. We are still ahead on revenues for this fiscal year compared to last.
 - The update on holes 19 to 27 was presented. A ground-breaking ceremony on Tuesday May 13th at 2:00 pm is scheduled. The Advisory Board was heavily encouraged to attend along with city officials, MEDC board members, select members of the community, the architect and the contractor. The contractor will arrive Monday the 12th and the architect on Tuesday the 13th. More details will be available at the beginning of next week. Location of equipment staging, cart path routing only from greens to tees, right now fairway cart paths are not being considered. Coach Thomas Lee inquired about the craters in the greens being fixable, the lighting project and the timeliness of the 55 steel poles being 10 to 12 weeks and finally the grow in period for the grass being 8 weeks were all discussed. The fairways were not being considered as part of this renovation, they will stay the way they are for the time being and be maintained better now with the water well-functioning. Discussion ensued regarding the construction line items are what was included. Martin Flores mentioned how he has heard positive comments on the improvement of holes 1 to 18. ACM Andy Garcia mentioned the future use of VSP motors. Toby Garza asked about the future name of holes 19 to 27 like the course "FireFly" in Corpus. This will be placed on next month's agenda and for all board members to be thinking about a potential name. A notice will posted at the clubhouse on the closure of holes 19 to 27 and

the short term closure of holes 1 to 9 and holes 10 to 18 for re-sodding of the greens.

- The water well schedule was discussed and the timeliness of each stage. The pump became operational today May 8th and is being jetted until clear water appears. The pump is set at 350 feet producing 480 gallons a minute at 80% throttle speed. It has 75 feet of water above it and will be tested once the water becomes clear. Both the superintendent and director have been shown how to operate it. We have a very good well according to the well contractors.

- **Public Participation**

- None

- **Unfinished Business**

- ACM Andy Garcia asked about how much time each 9 holes will take and if Efrain and the crew run into a bind, to make sure and reach out to the Parks. Isaac Martinez asked about the putting green and the usage of the existing sod. MEDC Board Member Carl Davis went over the funding process and possible future funding from the MEDC. Coach Thomas Lee brought up the man power usage for future endeavors like advertising. ACM Andy Garcia mentioned the city has a non-profit organization "keep Mission beautiful" and the monies can be tied into the golf course. Coach Lee and Chairman Martinez mentioned past tournaments that were once very popular at Shary and how other courses are now doing them.

- **Chairman's Comments**

- Chairman Martinez mentioned the need for Advisory Board member shirts for future media events; putting a plaque up on the wall once this project is finished. Also mentioned, was having a distinct name for the 3 nine holes and how he feels this is a good time. Future plans need to include the clubhouse, kitchen including a future beverage cart, possible leasing kitchen operation out, and potential food service clerk wage increase. This is to ensure we have all the pieces in play when we open the 19 to 27 holes.

- **Adjournment**

- Meeting was adjourned at 6:30 pm.

**SHARY GOLF COURSE ADVISORY BOARD
APRIL 2ND, 2025 MINUTES**

Item 16.

- **Call to Order**

Mr. Isaac Martinez called the meeting to order.

- **Roll Call**

- The following board members were present Isaac Martinez, Ben Lau, Toby Garza, . Javi Barrera, Thomas Lee . Martin Flores.
- The following board members were absent: Joe Salinas
- The following staff members and others were present: Michael Fernuik, Golf Director, Efrain Gutierrez, Course Superintendent, Andy Garcia, ACM, MEDC Board Member Carl Davis, Mayor Norie Garza.

- **Approval of Minutes**

- The minutes from March 5th 2025 were approved as written. Motion made to accept Martin Flores, seconded Ben Lau, approved unanimously.

- **Golf Director's Report**

- Revenue Report for February, 2025 was presented. Total revenues for February 2025 were \$101,148.16 vs \$118,744.55 for 2024. Decrease was due to weather conditions that were not experienced in 2024.
- Update on Water Well & Maintenance Building
A site visit is planned with the contractor on Tuesday, April 8th, at 10:30 am. At which time a more detailed construction schedule will be worked on.
Maintenance building is still having electrical services installed: AEP notified on the electrical hook up which takes up to 6 weeks.
- Update on Holes 19 to 27
ACM Andy Garcia led the discussion on the cost and financial options with both the renovation and the lighting. Further discussion ensued regarding tariff impact, interest rate and term. Further work was going to happen in order to present the package to the MEDC.

- **Discussion on Cart Path Repair Areas**

- Martin Flores led the discussion on areas of the cart paths that needed repair. Areas were clearly marked on a map with the most severe issues noted. Holes 19 to 27 were also done and it was determined that cart paths were non-existent from tees to greens. It was decided to piece meal the repair issues through the street department by one or two areas a month. This way it would not be a strain on the department and they could get it scheduled in advance.

- **Discussion on Time Line for Greens & Sodding Project**

- Course Superintendent Efrain Gutierrez led the discussion. Green aerification was going to happen next week with greens 10 thru 18 aerified on Monday the 7th, greens 1 thru 9 on Tuesday the 8th, greens 19 thru 27 on Wednesday April 9th. Sand to fill the holes was going to arrive by Friday of this week.
- The sodding project will begin June 2nd with the prep work. Holes 1 thru 9 will be closed for the stripping of the sod and base prep with peat moss and a sand mix. It is planned to have the sod delivered in two shipments to allow time for the work to be done. #1 fairway in two locations will also be prepped and treated the same as the greens. After the front nine is finished the same work will be performed on holes 10 – 18 and the two practice putting greens. The second delivery of sod will arrive and again the same process will happen. Verti-cutting of the greens 1 thru 27 and practice putting greens as time is available after finishing the greens project. Aerification of fairways as we prep for the greens will try to be scheduled. Superintendent Gutierrez lastly mentioned the dates may change due to weather conditions and delivery dates. Discussion evolved into ways to protect the worn areas, the use of rope and stakes, volunteer marshals, and the basic lack of knowledge of some golfers on how to protect the golf course. It was suggested that future golf cart fleets come with GPS to keep carts out of worn areas and pass the expense on to the golfers.

- **Public Participation**
None
- **Unfinished Business**
None
- **Chairman's Comments**
Mr. Martinez stated that we appreciate the attendance of ACM Andy Garcia and Mayor Norie. The new pieces of equipment will be a definite plus. Sundowner's have started and participation is good. The need for a better golf course is not only a plus but a necessity for the area as a whole. Thinks the improvement projects will bring the golfers back to Shary. Other board members echoed Chairman Martinez's comments and sentiments.
- **Adjournment**
Meeting was adjourned at 6:30 pm.



**KEEP MISSION
BEAUTIFUL BEAUTIFICATION
COMMITTEE REGULAR MEETING
APRIL 8, 2025
at 4:30 PM**

MINUTES

MEMBERS PRESENT:

Mario Cantu
Toni Chapa
Louie Ortega
Lisa Salinas
Logan Dovalina

ABSENT:

Cesar Aguilar
Lucille Cavazos

STAFF PRESENT:

Anais Chapa, Assistant City Secretary
Roel Mendiola, Sanitation Director
Pete Lopez, Parks & Recreation Director

REGULAR MEETING

CALL TO ORDER AND ESTABLISH QUORUM

With a quorum being present, Anais Chapa, Assistant City Secretary, called the meeting to order at 4:43 p.m.

APPROVAL OF MINUTES – 2/27/2025

Minutes were not presented for review. They would be presented for the next meeting.

A. Discussion with Mr. Cervantes regarding current ordinances on greenery/trees.

Mr. Cervantes was not available to meet with the committee regarding this item. However, he did provide us with the city's current ordinance in regards to greenery and tree planting. The ordinance was very vague and did not give too much information related to what we were looking for. We would try to set up a meeting with Mr. Cervantes to further discuss the ordinance and the possibility of making changes to it.

B. Discussion on upcoming events:

1. Annual Trash Bash – April 12, 2025 – Trash Bash was scheduled for Saturday, April 12th at 7:30 a.m. at the CWW Park/Mayberry Pool. Everything was good to go. We just had to figure out what food we would be providing to the volunteers.
2. Keep Mission Beautiful Proclamation – The City Council would be presenting the committee with a proclamation for “Keep Mission Beautiful Month”. This would be on April 14th at the Council Meeting at 4:30 pm.
3. Earth Day 5K - There were still a few things pending. We were still trying to get more participants to sign up. Anais would get with the HR department to see if they could offer an incentive for employees to sign up. Also, needed to send the memo for assistance to our Parks & Rec department.
4. Road to Recycling – This event would be taking place simultaneously with the Earth Day 5K event. This was in conjunction with the LRGVDC. Mr. Mendiola would man this event while everyone was at the Earth Day 5K.

C. Discussion of details for upcoming KTB Conference in Austin May 5-7.

Details were provided for the annual KTB Conference. This year, it would be held in Austin from May 5-7th. The committee did not have funding to send any members this year, but if anyone would like to attend on their own, they were more than welcome to. Hopefully, in the future, we would have funding available to send at least one representative to events such as this one.

DATE AND TIME OF NEXT MEETING

The next meeting will be held on Tuesday, May 6, 2025 at 4:30 p.m.

CHAIRMAN'S COMMENTS

None.

MEMBER'S COMMENTS

Logan Dovalina stated that he had been able to secure a sponsor for plants for the city hall project.

ADJOURNMENT

At 5:23 p.m., Louie Ortega motioned for adjournment. Motion was seconded by Logan Dovalina and approved unanimously 5-0

Mario Cantu, Chairman



**KEEP MISSION
BEAUTIFUL BEAUTIFICATION
COMMITTEE REGULAR MEETING
MAY 6, 2025
at 4:30 PM**

MINUTES

MEMBERS PRESENT:

Mario Cantu
Toni Chapa
Louie Ortega
Lucille Cavazos
Cesar Aguilar

ABSENT:

Logan Dovalina
Lisa Salinas

STAFF PRESENT:

Anais Chapa, Assistant City Secretary
Roel Mendiola, Sanitation Director
Pete Lopez, Parks & Recreation Director

REGULAR MEETING

CALL TO ORDER AND ESTABLISH QUORUM

With a quorum being present, Anais Chapa, Assistant City Secretary, called the meeting to order at 5:03 p.m.

APPROVAL OF MINUTES – 04/08/2025

Minutes were not presented for review. They would be presented for the next meeting.

A. Discussion and after-action plan for Trash Bash & Earth Day 5K.

For Trash Bash – everything ran smoothly. However, there was a little bit of confusion when it came to the busses and what teams were assigned to each. It was suggested that, for next year, we label the busses with a sign and provide the bus drivers with maps as well. It was also suggested that we have four ice chests instead of two. Louie Ortega asked if it would be possible to possibly have the event at Lion's Park next year.

Earth Day 5K – For it being the first ever event of its type, it went very well and was successful. Some things to take into consideration for next year were: provide more trash cans, have water cups ready to go at the water station and have more bananas and fruit at the end of the race.

Louie Ortega stepped out of the meeting at 5:30 p.m.

B. Discussion and possible action on the following projects:

1. Mayberry/Kika De La Garza- Lucille was taking the lead on this project. She wanted to confirm that the water was already available in the area. That was the only thing that was pending in order to move forward with this project. We would also need volunteers to help out, but she suggested that we hire a company to go out and help lay the stones and plant the greenery. Upon more discussion, it was decided that we should get regular volunteers to assist with the planting and maybe our city crews to do more of the heavy lifting.

Pending items for this project were: planting volunteers, drip system, assistance with the decorative stone placement.

2. City Hall Grounds – Mario Cantu stated that he had met with some of the members of Leadership Mission, and they were on board with providing some funding for this project. It was also mentioned that we would come up with some type of sponsorship opportunity for the community to be able to complete the project. Ms. Cavazos stated that she did not agree with this project and she was not happy about the committee asking for money to complete this. She was very upset, and she said that she would be resigning from the committee.

At 5:37 p.m., Ms. Lucille Cavazos stepped out of the meeting.

C. Discussion and possible action for Keep Mission Beautiful

Mario stated that would be project that Ms. Lisa Salinas would be spearheading as far as organizing and fundraising. We had a goal of about \$30K-\$40K for this first annual event. There were several themes that had been suggested: "Brush of Beauty" mixing greenery with art and possibly having a silent auction.

No action was taken on this item as there was no longer a quorum.

D. Discussion and possible action on creating a sponosrhip package for all annual events:

Mario suggested that we come up with a sponsorship package that would allow vendors and community partners to pay one sponsorship that would cover all events for the year. We would just need to have a list of signature events in order to be able to accomplish this. This might make it easier instead of having to seek sponsorships for every individual event.

No action was taken on this item as there was no longer a quorum

DATE AND TIME OF NEXT MEETING

The next meeting will be held on Tuesday, June 10, 2025 at 4:30 p.m.

CHAIRMAN'S COMMENTS

Mr. Cantu thanked everyone for their commitment and continued support especially in April when we had a lot of events going on. We would now have tow replace two members, Lucille Cavazos and Logan Dovalina.

MEMBER'S COMMENTS

None

ADJOURNMENT

At 6:14 meeting ended.

Mario Cantu, Chairman



CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: June 23, 2025

PRESENTED BY: Xavier Cervantes, AICP, CPM, Director of Planning

AGENDA ITEM: Authorization to enter into an Interlocal Agreement between the City of Mission and Agua Special Utility District (Agua SUD) regarding sewer service to the developer of the proposed Palmview Plaza, being Lots 1 and 2, Bella Vista Subdivision – Cervantes

NATURE OF REQUEST:

The request is to allow Palmview Plaza, being Lots 1 and 2, Bella Vista Subdivision that is within the Agua SUD Sewer CCN to connect to the City of Mission's Sewer Main line which is located approximately 575 linear feet east along the southside of FM 495 (aka E. Veterans Blvd).

Palmview Plaza, being Lots 1 and 2, Bella Vista Subdivision is located approximately 300 feet west of Moorefield Road along the south side of FM 495 (aka E. Veterans Blvd). Agua SUD sewer line is not in service. An alternative is to connect to the City of Mission's sewer system.

Agua SUD agrees that the City of Mission may provide retail sewer service to Palmview Plaza, being Lots 1 and 2, Bella Vista Subdivision (the "Customer") until such time Agua SUD transitions the customer to Agua SUD sewer service. The City of Mission shall not expand its sewer service beyond the service to the Customer or add any additional sewer customers in the Agua SUD's Sewer CCN without prior written permission from Agua SUD.

Agua SUD shall provide thirty (30) days written notice to the City of Mission that it intends to provide sewer service to the Customer. City of Mission shall orderly transfer and relinquish sewer services to the customers and cease to provide sewer service to the customer's location immediately upon written confirmation from Agua SUD that sewer service is available for the customer.

In an effect to assist for a successful competition, we are seeking your consideration to allow this subdivision to connect to the City of Mission's sewer system.

STAFF RECOMMENDATION:

Approval.

Departmental Approval: Approval

Advisory Board Recommendation: N/A

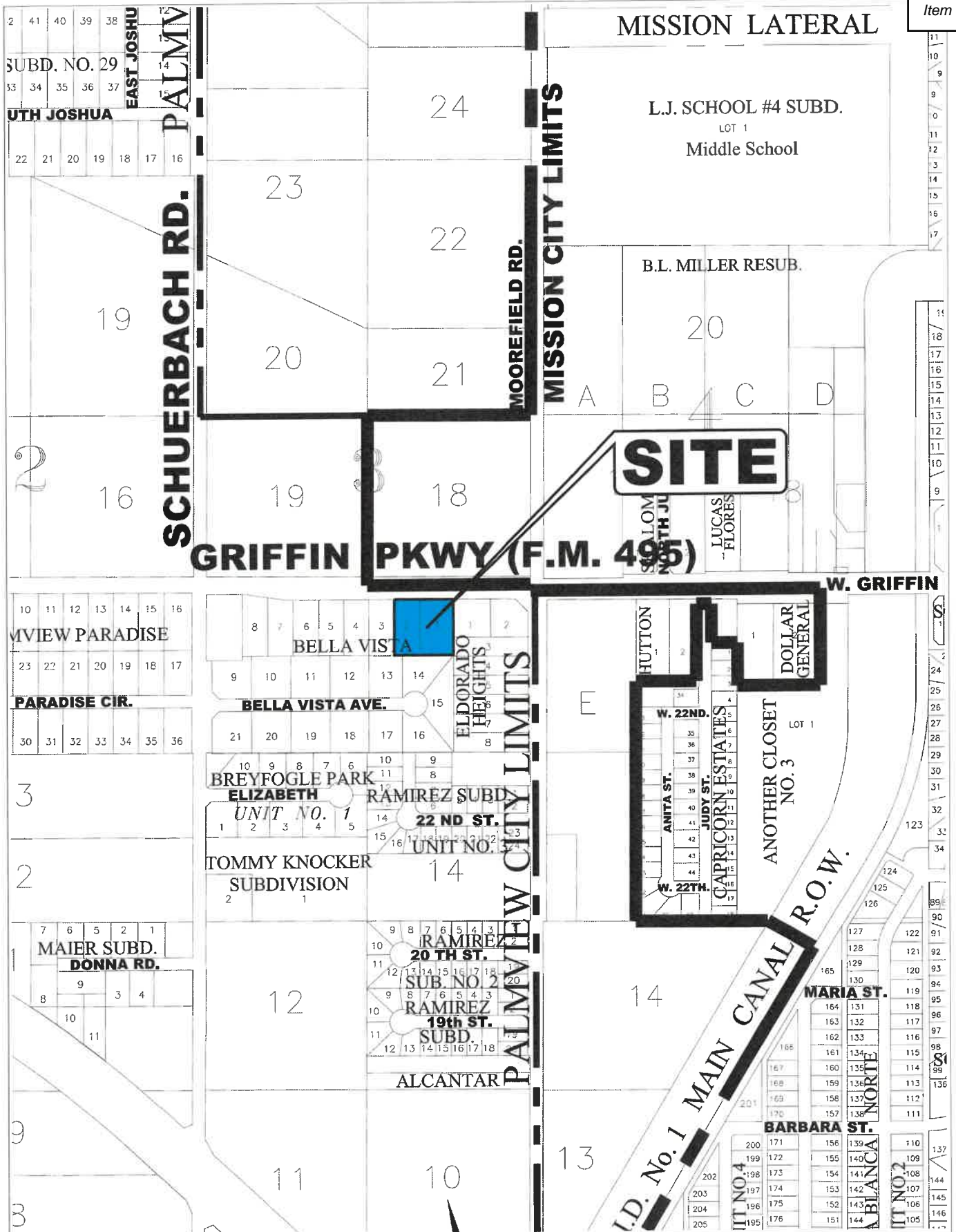
City Manager's Recommendation: Approval *MRP*

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

_____ AYES

_____ NAYS

_____ DISSENTING _____



**CITY OF MISSION
PLANNING DEPARTMENT**

1201 E. 8th STREET
MISSION, TX 78572

PH: (956) 580-8672
FAX: (956) 580-8680

DATE:06-06-25

No.

GRIFFIN PKWY (F.M. 495)

8"SS MOOREFIELD RD.

SHALOM

15"SS

15"SS

15"SS

8"SS

8"SS

8"SS

BELLA VISTA

BELLA VISTA AVE.

ELDORADO HEIGHTS

SITE

HUTTON

BREYFOGLE PARK

ELIZABETH

UNIT NO. 1

RAMIREZ SUBD.

22 ND STREET

UNIT NO. 3

TOMMY KNOCKER
SUBDIVISION

RAMIREZ

20 TH ST.

SUB. NO. 2

MOOREFIELD RD.

SEWER LINES



CITY OF MISSION
HIDALGO COUNTY, TEXAS

1201 E. 8th. Street
MISSION, TX 78572

PH: (956) 580-8672
FAX: (956) 580-8680

DATE:06-06-25

No.

**INTERLOCAL AGREEMENT REGARDING
SEWER SERVICE TO DESIGNATED AREAS**

STATE OF TEXAS §

§

COUNTY OF HIDALGO §

This Agreement Designating Retail Sewer Service Territory and Coordinating Operations ("Agreement") is made and executed by and between the Agua Special Utility District ("Agua SUD"), and the City of Mission, Texas ("Mission"). Agua SUD and Mission may be collectively referred to herein as the "Parties".

I. RECITALS

WHEREAS, Agua Special Utility District, a special utility district in Hidalgo and Starr Counties created under and essential to accomplish the purposes of Section 59, Article XVI, Texas Constitution, and operating in accordance with Chapter 7201, Special District Local Laws Code, and Chapters 49 and 65, Water Code; and has sewer certificate of convenience and necessity ("CCN") No. 20785 (hereinafter referred to collectively as "Agua SUD's sewer CCN"); and

WHEREAS, Mission is a Texas municipal corporation which holds sewer CCN No. 20768; and

WHEREAS, The Agua Special Utility District Board of Directors collectively are responsible for the security and disposition of all of the Agua SUD assets and service area, and

WHEREAS, Agua SUD is certificated for sewer service to an area adjacent to Mission as shown on Exhibit A attached hereto and incorporated herein, and

WHEREAS, as of the date of this Agreement, Agua SUD has not provided sewer service to the area identified on Exhibit A; and

WHEREAS, the developer the properties further described in Exhibit A desire to obtain sewer service from Mission until such time as service may be provided by Agua SUD; and

WHEREAS, Mission desires to provide sewer service to said developers until such time as sewer service may be provided by Agua SUD; and

WHEREAS, Agua SUD and Mission agree it is mutually beneficial to both entities and will ensure the public health and safety are protected if Agua SUD and Mission coordinate with each other regarding the temporary provision of sewer service to the area identified in Exhibit A; and

WHEREAS, Agua SUD and Mission concur to enter into this agreement for services under Texas Water Code § 13.248, and the Interlocal Cooperation Act, Texas Government Code §§ 791.011 and 791.026; and

NOW, THEREFORE, for and in consideration of the foregoing mutual benefits, covenants, and agreements herein expressed and other good and valuable consideration, the receipt of which is hereby acknowledged, Agua SUD and Mission agree as follows:

II. TERMS OF AGREEMENT

- (1) Provision of Sewer Service to Area. Agua SUD hereby agrees that Mission may temporarily provide sewer service to customers within the area identified on Exhibit A. The area within Exhibit A shall remain singly certificated to Agua SUD, and Agua SUD may provide service to any customers within the area that is not served by Mission. Mission shall cease providing service to the area and transfer its customers in the area to Agua SUD after receipt of a written notice from Agua SUD that it has sewer service immediately available to thus provide service to customers served by Mission in the area. The notice of AGUA's sewer availability shall be prepared and provided to Mission in accordance with this Agreement. The notice shall be provided to Mission in accordance with Paragraph III. (9) of this Agreement. The notice shall identify the properties within the area identified on Exhibit A that Agua SUD will provide service. The notice shall provide a date and time for the transfer of the customers to Agua SUD, but in no event shall the transfer occur in less than thirty (30) days after Agua SUD sends the notice. Mission shall orderly transfer and relinquish the affected customers and cease to provide sewer service to those customer locations on said date and time. The parties shall cooperate and work together for the orderly transfer of those customer locations from Mission to Agua SUD.
- (2) It shall be AGUA SUD's responsibility to notify their CCN customers that the transition of sewer service will occur on the date and time specified in said notice. In connection therewith, when Mission dis-engages service via this Agreement, Agua SUD shall indemnify and hold Mission harmless from any liability for any damages resulting to said customers for failure to comply with the requirements for transition of their sewer service.
- (3) Customers and Facilities in the Areas to be Served. As of the Effective Date of this Agreement, there are no Agua SUD sewer customers or facilities, distribution lines, or related equipment in the area identified by Exhibit A. No facilities or customers will be transferred from Agua SUD to Mission under this Agreement.
- (4) Incorporation into CCNs. Agua SUD or the City of Mission may file this Agreement with the Public Utility Commission of Texas ("PUC") to request that this Agreement be incorporated into the respective CCNs of Mission and Agua SUD pursuant to Texas Water Code § 13.248. If Agua SUD or Mission elects to file this Agreement with the PUC, Agua SUD and Mission shall endeavor to obtain PUC approval of the incorporation

of the terms of this Agreement into the respective CCNs of each Party in an expeditious manner and will support and cooperate with each other and the PUC to accomplish this goal. Agua SUD and or Mission shall prepare all of the required documents and maps required by the PUC to incorporate this Agreement into their respective CCNs.

- (5) Effective Dates. This Agreement is effective and enforceable on the date this Agreement is fully executed.
- (6) Section 13.248. This Agreement shall be construed and interpreted in accordance with Section 13.248 of the Texas Water Code.

III. MISCELLANEOUS

- (1) Applicable Texas Law. This Agreement shall be governed by and construed and enforced under the laws of the State of Texas.
- (2) Performance. The obligations and undertakings of each of the parties to this Agreement shall be performed in Hidalgo County, Texas. Except for matters within the jurisdiction of the PUC (or its successor), the parties expressly agree that all judicial proceedings to enforce any of the provisions of this Agreement shall take place in Hidalgo County, Texas.
- (3) Entire Agreement. This Agreement contains the entire agreement of Agua SUD and Mission with respect to the subject matter of the Agreement. No Agreement, statement, or promise made by any party or to any employee, agent, or officer of any party, that is not contained in this Agreement shall be valid, binding, or of any force or effect. Any amendments to this Agreement must be in writing and signed by the parties hereto.
- (4) Successors and Assigns. This Agreement shall be binding upon the parties hereto and their respective successors, heirs, representatives, and assigns. Neither party may assign its rights or obligations under this Agreement without the prior written consent of the other party. Any purported assignment in violation of this provision shall be void and of no effect.

- (5) Agreement Drafted Equally. This Agreement shall be deemed drafted equally by the Parties hereto. The language of all parts of this Agreement shall be construed as a whole according to its fair meaning, and any presumption of principle that the language herein is to be construed against either Party shall not apply.
- (6) Severability. Should any provision of this Agreement be declared void by a court of competent jurisdiction, the remaining provisions of this Agreement shall remain in full force and effect.
- (7) Attorney's Fees. In the event of any suit or other adjudication between the Parties to enforce any claim arising out of this Agreement, or to interpret the terms of this Agreement, the prevailing Party shall be entitled to recover its fees, damages, costs, attorney's fees, and such other and further relief from the non-prevailing Party, general or special, at law or in equity.
- (8) Covenant of Authority. The respective signatories to this Agreement covenant that they are fully authorized to sign this Agreement on behalf of their respective party.
- (9) Notices. Unless expressly required otherwise, any notice required or permitted hereunder shall be in writing and shall be deemed to be delivered on the date received if delivered by hand, or, if deposited in the mail, such notice shall be deemed to be delivered, whether actually received or not, on the second business day after having been deposited in the United States mail, postage prepaid, registered or certified mail, return receipt requested, addressed to Agua SUD or Mission for all purposes under this Agreement as follows:

If to Agua SUD:

Agua SUD District Manager
P.O. Box 4379
Mission, Texas 78575-0075

If to Mission:

City of Mission City Manager
1201 E. 8th St.
Mission, Texas 78572

The parties hereto shall have the right from time to time to change their respective addresses, and each shall have the right to specify as its address any other address within the United States of America by written notice as prescribed in this subsection (9).

(10) **Business Days.** In the event that any date or any period provided for in this Agreement shall end on a Saturday, Sunday or legal holiday, the applicable period shall be extended to the first business day following such Saturday, Sunday or legal holiday. As used herein, the term "legal holiday" means any state or federal holiday for which financial institutions or post offices are generally closed in the State of Texas.

(11) **Exhibits.** All references to exhibits contained herein are references to exhibits attached hereto, all of which are made a part hereof.

(12) **Recitals.** The recitals in this agreement are true, correct, and incorporated by reference.

(13) **Agreement Term.** This Agreement shall be for a term commencing on the Effective Date and ending upon the transfer of all customers of Mission located within the area identified on Exhibit A to Agua SUD, or the termination by Mission of sewer service to all properties located within the area identified on Exhibit A.

IN WITNESS WHEREOF, EXECUTED by the Board President of Agua SUD and the Mayor of the City of Mission under the authority of their respective governing bodies in Duplicate Originals on the dates indicated below.

AGUA SPECIAL UTILITY DISTRICT

BY:
Jose Luis Ochoa, Jr., President

Date: June 2, 2025

ATTEST:


District Manager of Agua SUD

CITY OF MISSION

BY: _____

_____, Mayor

Date: _____

ATTEST:

City Secretary of the City of Mission

PALMVIEW PLAZA

LOTS 1 AND 2 BELLA VISTA SUBDIVISION

PALMVIEW, TEXAS

PROPOSED SITE PLAN, WATER, SEWER, PAVING & DRAINAGE IMPROVEMENTS



LOCATION MAP
Scale: 1" = 500'

2025

BENCH MARK INFORMATION:
T.B.M.#1: SQUARE CUT ON TOP
OF TYPE "F" INLET LOCATED
16.0 FEET NORTH OF NORTH
PROPERTY LINE; ELEV. = 144.26
N. 16610389.0890
E. 1031743.9850

VERIFY LOCATION AND
ELEVATION OF BENCH MARK
BEFORE CONSTRUCTION.

INDEX

SHEET C1	COVER SHEET
SHEET C2	TOPOGRAPHICAL SURVEY & DEMOLITION PLAN
SHEET C3	PROPOSED SITE PLAN
SHEET C4	PROPOSED SITE PLAN CONTINUE
SHEET C5	PROPOSED UTILITY PLAN
SHEET C6	PROPOSED UTILITY PLAN CONTINUE
SHEET C7	PROPOSED GRADING PLAN
SHEET C8	PROPOSED CONSTRUCTION JOINTS
SHEET C9	LANDSCAPE LAYOUT
SHEET C10	EROSION CONTROL LAYOUT
SHEET C11	WALL & DETAILS
SHEET C12	STREET & STORM DETAILS
SHEET C13	SANITARY DETAILS



MELDEN & HUNT INC.
CONSULTANTS • ENGINEERS • SURVEYORS
115 W. WINTERVIEW AVE. (505) 381-0981
FONDURCO, TX 76341 FAX: (505) 381-1830
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PLANS CORRECT

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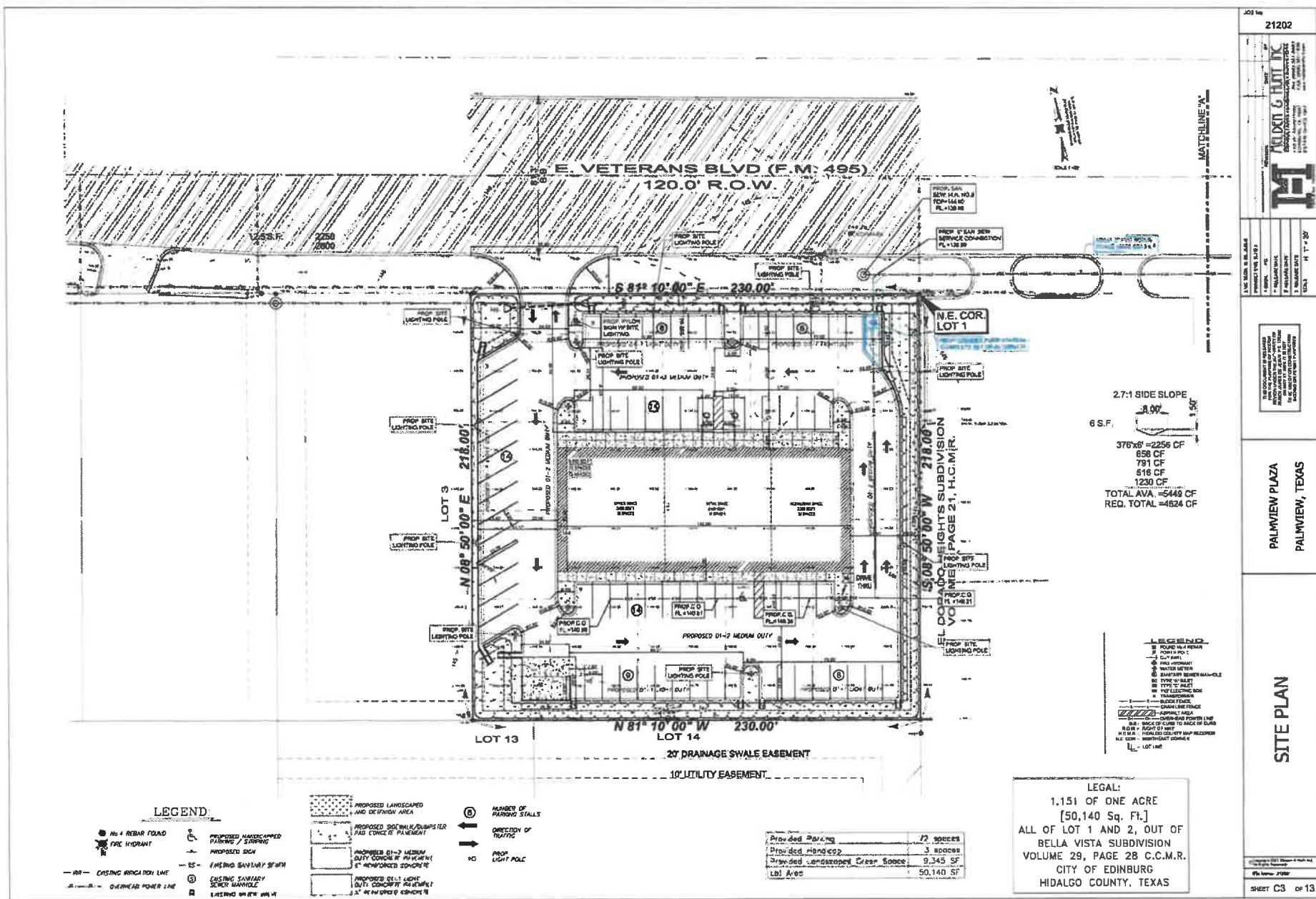
FRED L. HUNT, P.E.

DATE

JOB No. 21202.00

SHEET C1 OF 13

SET No.



Hidalgo County
Arturo Guajardo Jr.
County Clerk
Edinburg, Texas 78540

Document No: 3223585

Billable Pages: 2

Recorded On: May 14, 2021 08:49 AM

Number of Pages: 3

*****Examined and Charged as Follows*****

Total Recording: \$ 40.00

*****THIS PAGE IS PART OF THE DOCUMENT*****

Any provision herein which restricts the Sale, Rental, or use of the described REAL PROPERTY
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File Information:

Document No: 3223585
Receipt No: 20210514000036
Recorded On: May 14, 2021 08:49 AM
Deputy Clerk: Belya Trevino
Station: MCALLEN-CC-K24

Record and Return To:

Corporation Service Company
919 North 1000 West

Logan UT 84321



STATE OF TEXAS
COUNTY OF HIDALGO

I hereby certify that this Instrument was FILED in the File Number sequence on the date/time
printed hereon, and was duly RECORDED in the Official Records of Hidalgo County, Texas.

Arturo Guajardo Jr.
County Clerk
Hidalgo County, Texas

EDWARDS ABSTRACT
AND TITLE CO. GP# 9353 Y J

NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OR ALL OF THE FOLLOWING INFORMATION FROM ANY INSTRUMENT THAT TRANSFERS AN INTEREST IN REAL PROPERTY BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.

SPECIAL WARRANTY DEED

Date: May 12, 2021

Grantor: ARTURO GUAJARDO and ANGELICA GUAJARDO, a married couple
Grantor's Mailing Address (including county): 1213 E. Veterans
Mission, Texas 78572
Hidalgo County, Texas

Grantee: JOSE MANUEL SALAZAR, JR., and ERIKA MARLEN QUINTANILLA
Grantee's Mailing Address (including county): 1400 Melinda Drive
Mission, Texas 78572
Hidalgo County, Texas

Consideration: Ten and No/100ths Dollars (\$10.00) and other good and valuable consideration to the undersigned paid by the grantee herein named, the receipt of which is hereby acknowledged.

Property (including any improvements):

Lots 1 and 2, Bella Vista Subdivision, an addition to the City of Palmview, Hidalgo County, Texas, as per map or plat thereof recorded in Volume 36, Page 51, Map Records, Hidalgo County, Texas.

Reservations from Conveyance and Exceptions to Conveyance and Warranty:

Restrictive covenants recorded in VOLUME 36, PAGE 51, MAP RECORDS AND DOCUMENT NO. 891383, OFFICIAL RECORDS, HIDALGO COUNTY, TEXAS.

Mineral and/or royalty grant and/or reservation in instrument dated September 30, 1960, recorded in Volume 994, Page 662 and dated May 22, 1961, recorded in Volume 1007, Page 411, Deed Records, Hidalgo County, Texas, and subsequent transfers thereof.

All leases, grants, exceptions or reservations of coal, lignite, oil, gas and other minerals, together with all rights, privileges and immunities relating thereto, appearing in the Public Records whether listed herein or not.

Contract, Easement and Use Restriction dated October 3, 2000, recorded under Clerk's File No. 935167, Official Records, Hidalgo County, Texas.

Easements, Rules, Regulations and Rights in favor of Hidalgo County Irrigation District No. 6.

Easements and reservations as may appear upon the recorded map and dedication of said subdivision.

Taxes for the year 2021 and subsequent years.

Grantor, for the Consideration and subject to the Reservations from Conveyance and the Exceptions to Conveyance and Warranty, grants, sells, and conveys to Grantee the Property, together with all and singular the rights and appurtenances thereto in any way belonging, to have and to hold it to Grantee and Grantee's heirs, successors, and assigns forever. Grantor binds Grantor and Grantor's heirs and successors to warrant and forever defend all and singular the Property to Grantee and Grantee's heirs, successors, and assigns against every person whomsoever lawfully claiming or to claim the same or any part thereof when the claim is by, through, or under Grantor but not otherwise, except as to the Reservations from Conveyance and the Exceptions to Conveyance and Warranty.

When the context requires, singular nouns and pronouns include the plural.

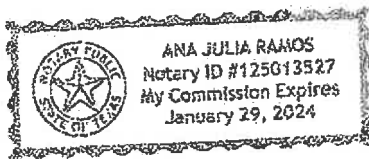

ARTURO GUAJARDO


ANGELICA GUAJARDO

(Acknowledgment)

STATE OF TEXAS
COUNTY OF Hidalgo

This instrument was acknowledged before me on the 18th of May, 2021, by ARTURO GUAJARDO and ANGELICA GUAJARDO, a married couple.



C. A. T. C.
Notary Public, State of Texas

AFTER RECORDING RETURN TO:
JOSE MANUEL SALAZAR, JR., and
ERIKA MARLEN QUINTANILLA
1400 Melinda Drive
Mission, Texas 78572

PREPARED BY:
LEWIS PEÑA FALCON & COOK
Attorneys At Law
3111 W. Freddy Gonzalez Drive
Edinburg, Texas 78539
GF#: 935345; DF:lc



CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: June 23, 2025
PRESENTED BY: Juan Pablo “JP” Terrazas, P.E., Asst. City Manager
AGENDA ITEM: Authorization to Solicit for Bids for the purchase of Flexible Base Caliche for the Public Works Department – Terrazas

NATURE OF REQUEST:

Staff is seeking authorization to solicit bids for the purchase of Flexible Base Caliche for Public Works on an as needed basis.

BUDGETED: Yes **FUND:** Streets **ACCT. #:** 01-440-64370

BUDGET: \$600,000 **EST. COST:** \$100,000 **CURRENT BUDGET BALANCE:** \$257,798

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 _____

**City of Mission
Specifications
Bid Name/No.: “Flexible Base Commercial Caliche”/ XX-XXX-XX**

- I. **Scope of Work:** The City of Mission is accepting bids for the Flexible Base Commercial Caliche for the Public Works Department.
- II. **Laboratory Testing:** All tests shall meet requirements shown below. Testing will be conducted at borrow pit with Sample Identification for North Face, South Face, East Face, and West Face. City of Mission is responsible for Laboratory Test Expenses for original borrow pit. If soils laboratory test fails, producer is responsible for re-testing expense until meets all required specifications. Producer shall coordinate with the City for any supply of caliche from a different pit or source other than one tested and meet TxDOT specifications for laboratory results equal or better than those shown below. Producer must submit TxDOT Laboratory result to City and must coordinate a site visit at a new source site for approval.
- III. **Specifications:** It is the intention of these specifications to describe a flexible base commercial grade caliche (argillaceous limestone, calcareous, or calcareous clay particles) for shaping and grading roadbeds, preparing shoulders, and for filling and repairing holes in roadways. Please read specifications thoroughly and be sure that the Flexible Base Grade Caliche offered complies with all requirements.

Flexible Base Commercial Grade Caliche as follows:

- a. FLEXBASE TY E Grade 4 shall conform to the following:
- i. Type: E
 - ii. Grade: 4
 - iii. Soil Constants
 - 1) TEX-104-E Liquid Limit: 40 max
 - 2) TEX-106-E Raw P.I.: 15 max
 - 3) TEX-106-E W.B.P.I: 15 max
 - 4) TEX-116-E W.B. Mill %: 50 max
- b. TEX-110-E (Sieve Analysis)% Retained:

Retained on Sq. Sieve	Percent Retained
2"	0
1/2"	20-60
#4	40-75
#40	70-90

- c. TEX-117-E (Part II) raw Triaxials
- i. Avg. of 3 @ 15 PSI
 - ii. 150 minimum
- d. TEX-121-E Triaxials with 1% lime:\
- i. Avg. of 3 @ 15 PSI
 - ii. 180 minimum
- e. TEX-113-E Curve Data:
- i. Opt. Density (PCF)- Results
 - ii. Opt. Moisture %-Results
- IV. **Delivery:** Delivery shall be in approved vehicles of a uniform capacity, and it shall be the responsibility of the contractor that the required amount of specifies material be delivered to the City of Mission’s Public Works Department located at 2801 North Holland, Mission, Texas within 24 hours of order being placed. The unit price bid for this material shall be quoted per ton. Price submitted will include cost for all materials and for all freight and royalties involved.
- V. Please read your specifications thoroughly and be sure that the Flexible Base Commercial Grade Caliche offered comply(ies) with all requirements. Any variations from the specifications must be clearly indicated on item specification sheet and covered by letter attached to and made a part of your bid. If no exceptions are noted and you are the successful bidder, it will be required that the Flexible Base Commercial Grade Caliche be furnished as specified.



CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: June 23, 2025

PRESENTED BY: JP Terrazas, P.E., CPM, Assistant City Manager

AGENDA ITEM: Authorization to award bid for Hot Mix Asphalt Type D (Limestone) to Synolo Materials LLC - Terrazas

NATURE OF REQUEST:

The City of Mission has accepted and opened four (4) bid responses for Hot Mix Asphalt Type D (Limestone) for the Public Works Department. Staff recommends to award Bid 25-484-05-28 to Synolo Materials, LLC who is the lowest responsible bidder meeting all specifications

BUGETED: Yes **FUND:** Road Material (Streets) **ACCT. #:** 01-440-64370

BUDGET: \$600,000 **EST. COST:** \$ **CURRENT BUDGET BALANCE:** \$263,098

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 _____

BID NAME/NUMBER: 25-484-05-28 / Hot Mix Asphalt Type D (Limestone)

OPEN DATE: March 28, 2025 2:00 PM CST



Vendor Name:	Frontera Materials, Inc.	Upper Valley Materials	Synolo Materials, LLC.	Terra Firma Materials, LLC.
Street address:	P.O. Box 1449	3609 W. Palma Dr.	3149A Center Pointe Dr.	9312 E. Curve Rd.
City, State:	Elsa, TX 78543	Palmview, TX 78572	Edinburg, TX 78539	Edinburg, TX 78542
Phone:	(956) 316-8951	9565802502	(956) 800-1067	(956) 348-8215
Fax:				(956) 380-4085
Contact:	Brandon Henry	Luis R. Saenz	Yara M. Corbitt, PE, Pres.	Nancy Davenport
Email:	Brandon.Henry@FMITex.co	sales@capatexas.com	yara@texascordia.com	accounting@terrafirmamate

DESCRIPTION:	UOM	QTY	Unit Price	Total Ext.	Unit Price	Total Ext.	Unit Price	Total Ext.	Unit Price	Total Ext.
BASE TERM (ONE YEAR)										
1 Hot Mix Asphalt Type "D"	Ton	1,000	\$91.28	\$91,280.00	No Bid	No Bid	\$85.00	\$85,000.00	\$87.56	\$87,560.00
Plant Location:			Progreso				6301 S. Valley View Rd.Donna, Tx		43530 W. Expwy 83 La Joya, Tx	
HOT MIX ALTERNATE BID - Hot Mix without Delivery										
2 Hot Mix Asphalt Type "D"	Ton	1,000	\$76.00	\$76,000.00	\$75.06	\$75,060.00	\$76.50	\$76,500.00	\$78.56	\$78,560.00
Plant Location:			Progreso		3 Mile Line N. Tom Gill Rd..Penitas, Tx		6301 S. Valley View Rd.Donna, Tx		43530 W. Expwy 83 La Joya, Tx	
TOTAL BID				\$167,280.00				\$161,500.00		\$166,120.00
ADDENDUMS			None		None		None		None	
Hours/Days to pick up product after receipt of purchase order			24 Hours		24 Hours		48 Hours		48 Hours	
Hours/Days to deliver product after receipt of purchase order			24 Hours		N/A		48 Hours		48 Hours	
1st 1-year Renewal			5%		0%		6.0%		8.0%	
1st 1-year Renewal for alternate			5%		0%		6.0%		8.0%	
2nd 1-year Renewal			5%		0%		6.0%		8.0%	
2nd 1-year Renewal for alternate			5%		0%		6.0%		8.0%	

Please Note: Frontera Materials pricing is for Belly Dump, Tandem Price is \$102.19 per Ton

Apparent Lowest Responsible and Responsive Bidder: Synolo Materials

BID NAME/NUMBER: 25-484-05-28 / Hot Mix Asphalt Type D (Limestone)

OPEN DATE: March 28, 2025 2:00 PM CST



Vendor Name:	Frontera Materials, Inc.	Upper Valley Materials	Synolo Materials, LLC.	Terra Firma Materials, LLC.
Street address:	P.O. Box 1449	3609 W. Palma Dr.	3149A Center Pointe Dr.	9312 E. Curve Rd.
City, State:	Elsa, TX 78543	Palmview, TX 78572	Edinburg, TX 78539	Edinburg, TX 78542
Phone:	(956) 316-8951	9565802502	(956) 800-1067	(956) 348-8215
Fax:				(956) 380-4085
Contact:	Brandon Henry	Luis R. Saenz	Yara M. Corbitt, PE, Pres.	Nancy Davenport
Email:	Brandon.Henry@FMITex	sales@capatexas.com	yara@texascordia.com	accounting@terrafirmamaterials.com

DESCRIPTION of FORMS:						
	Solicitation Signed		Yes	Yes	Yes	Yes
	Terms & Conditions Included		Yes	Yes	Yes	Yes
	Non-Collusive Bidding Certification		Yes	Yes	Yes	Yes
	Pricing Schedule		Yes	Yes	Yes	Yes
	Addenda(s)		None	None	None	None
	Gen. Business Questionare		Yes	Yes	Yes	Yes
	References		Yes	Yes	Yes	Yes
	CIQ					



CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: June 23, 2025
PRESENTED BY: Juan Pablo "JP" Terrazas, P.E., Asst. City Manager
AGENDA ITEM: Authorization to Approve Service Agreement between the City of Mission and Lone Star Citrus Growers Agreement – Terrazas

NATURE OF REQUEST:

Staff is recommending approval of Sanitary Sewer Service Agreement between the City of Mission and Lone Star Citrus Growers. The Agreement authorizes Lone Star Citrus Grower to dispose of industrial wastewater at the City of Mission Industrial Pre-treatment plant for a period of two years. Fees associated with disposal are based on meter readings (gallons), Industrial Waste BOD (biochemical Oxygen Demand) and SS (Suspended Solids) Surcharge as described in the agreement.

Staff and City Manager recommended approval.

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

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 _____

STATE OF TEXAS §
COUNTY OF HIDALGO §

**SANITARY SEWER SERVICE AGREEMENT
(OUTSIDE CITY LIMITS)**

This Agreement is made on this the **23rd day of June 2025**, effective the **1st day of June 2025**, and between the City of Mission ("Mission"), and Lone Star Citrus Growers ("Company"), as follows:

WHEREAS, Mission is a home rule municipality located in Hidalgo County, Texas, and owns and operates a municipal sanitary sewer system;

WHEREAS, Company is a business outside city limits, however located within the CCN boundaries of the City of Mission;

WHEREAS, Company desires to utilize the sewer system for the disposal of industrial wastewater;

WHEREAS, Mission has agreed to allow company said use of the sewer system at those rates and terms previously determined to be in the city's best interest, and further described herein;

WHEREAS, this agreement is in accordance with Local Government Code Chapter 552, City of Mission Charter, and Code of Ordinances Article II – Rates and Charges and Article III – Industrial Waste Discharges, and any amendments thereto, whereby the city may contract for sewer service with any person outside of the city limits;

IN CONSIDERATION OF THE TERMS AND CONDITIONS OF THIS AGREEMENT, THE PARTIES HAVE AGREED AS FOLLOWS:

1. Responsibilities:

Mission

The City of Mission agrees to furnish sanitary sewer services to Company for the purpose of industrial wastewater disposal, as set forth herein. The service shall be provided by permitting Company to dispose industrial wastewater directly to the city's industrial wastewater pretreatment plant located at 906 S Conway Ave., Mission Texas 78572. The amount of disposal shall be measured according to meter readings conducted by Mission at the time of disposal.

Company

Company agrees to pay Mission such sanitary sewer charges, rates and fees as are established by Mission pursuant to the Mission Code of Ordinances and in accordance with Texas law. Upon receipt of monthly statement of usage and charges, Company shall immediately make payment for such amount due and owing, and in no event later than 5 business days after receipt. Company further agrees to pay all connection fees and other fees deemed necessary by Mission for the maintenance and supervision of the disposal of wastewater at the point of connection.

Company, or hired transporter, shall provide manifests that are complete, legible and accurately reflect the amount and type of wastewater to be disposed. Company will certify that each load is compliant with all local, state and federal laws.

Company agrees to deliver all truck shipments Monday through Friday between the operating hours of 7:30AM to 3:00PM only.

In the event of spillage of any waste at the time of disposal, Company will immediately notify Mission. Company, at its own expense, shall immediately take all corrective actions required by State, Federal and local laws so that the spill will not present a public health or environmental hazard. If Company fails to take immediate corrective action as required herein, Mission shall have the right to abate all spillage caused by Company and Company shall be liable to the city for all costs incurred by Mission.

Company agrees to comply with all other requirements as set out by Texas law and City of Mission Code of Ordinances Article II – Rates and Charges and Article III – Industrial Waste Discharges, and any subsequent amendments thereto. Such compliance includes, but is not limited to, allowing Mission to randomly sample and test the wastewater, either at the location source or at time of disposal. Such tests and sampling shall be according to customarily accepted methods, as requested by Mission.

Company shall also be required to supply monthly lab results indicating the levels of BOD and TSS found within the wastewater to be disposed pursuant to this agreement. A random grab water sample will be collected from the wastewater stream at the disposal site. The contract laboratory selected by the Company for BOD and TSS testing must be approved by City of Mission. Company agrees to pay all associated sampling fees directly to the contract laboratory. The City reserves the right to collect water quality samples of any and all deliveries and complete testing at the Mission Wastewater Plant Laboratory.

2. Rates and Fees:

Company agrees that the wastewater to be disposed pursuant to this agreement shall be classified as industrial. Company shall pay those rates as calculated pursuant to Article

II – Rates and Charges and in conjunction with Article III - Industrial Waste Discharges Section 114-108 – Schedule of Charges, and any subsequent amendments thereto. Company agrees that while its operations are located outside city limits, it will pay **one and a half (1½) times the amount of the water and sewer rates of industrial customers**, with the current rates being:

Fixed fee: \$17.25 per month (\$11.50 * 1.5);

Variable fee: \$4.77 per 1,000 gallons (\$3.18 * 1.5);

Other Associated Fees: \$ 180 per truckload/trip to wastewater plant; *(Other associated fees include employee time, equipment and other charges necessary for the performance of this agreement)*

Surcharge:

Industrial waste charges shall be calculated by the following formula:

When a user of the city's sanitary sewer system is allowed to discharge an effluent, which exceeds 250 mg/l for either or both of BOD or TSS the user shall pay a surcharge calculated as follows, in addition to the normal sewer rate:

$$\text{Surcharge} = C \times 8.34 \times (\text{BOD}_{5\text{avg}} - 250) \times 0.000060 + C \times 8.34 \times (\text{SS}_{\text{avg}} - 250) \times 0.000022$$

Surcharge = additional monthly charge to customer exceeding standard plant influent quality

C	=	billing period metered water consumption in thousands of gallons
BOD _{avg}	=	Average daily BOD for billing period in mg/l.
SS _{avg}	=	Average daily total suspended solids for billing period in mg/l.

The city engineer or other designated representative shall decide with each industrial user for testing of BOD₅ and TSS.

Company further agrees to pay those operation and maintenance costs including salaries

and wages, power costs, costs of chemicals and supplies, proper allowances for maintenance, depreciation, overload, equipment and office expenses deemed necessary for completion of this agreement.

3. Term:

The initial term of this agreement shall be for a period of twelve (12) months commencing upon the Effective Date hereof; provided however, that Mission shall have the right and option to extend the term hereof up to one (1) additional twelve (12) month period by giving written notice to the Company of Mission's election to extend the term hereof, such notice to be given not more than ninety (90) days prior to the expiration of the initial term.

4. Termination:

Company's failure to comply with this agreement or Texas law or other City Code of Ordinances, will result in immediate termination of this agreement. Further, Mission and Company agree that Mission may at its option, with or without cause, and without penalty or prejudice to any other remedy it may be entitled to at law, or in equity or otherwise under this agreement, terminate the work and or services under this agreement, in whole or in part by giving at least thirty (30) days prior written notice thereof to the Company with the understanding that all work and services being terminated shall cease upon the date such notice is received unless otherwise indicated in writing by Mission.

Mission further reserves its right to disconnect or refuse connection to service, pursuant to section 114-113 of the Mission Code of Ordinances.

5. No Waiver. No waiver by any party hereto of any breach of any provision of the Agreement shall be deemed to be a waiver of any preceding or succeeding breach of the same or any other provision hereof.

6. Entire Agreement. This Agreement contains the entire contract between the parties hereto, and each party acknowledges that neither has made (either directly or through any agent or representative) any representation or agreement in connection with this Agreement not specifically set forth herein.

7. Texas Law to Apply. This Agreement shall be construed under and in accordance with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in Hidalgo County, Texas. The parties hereby consent to personal jurisdiction in Hidalgo County, Texas.

8. Notice. Except as may be otherwise specifically provided in this Agreement, all notices, demands, requests or communication required or permitted hereunder shall be in writing and shall either be (i) personally delivered against a written receipt, or (ii) sent by registered or certified mail, return receipt requested, postage prepaid and addressed to the parties at the addresses set forth below, or at such other addresses as may have

been theretofore specified by written notice delivered in accordance herewith:

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

If to Lonestar: Lone Star Citrus Growers
 Attn: President
 9625 N Moorefield Rd
 Mission, Texas 78574

Each notice, demand, request or communication which shall be delivered or mailed in the manner described above shall be deemed sufficiently given for all purposes at such time as it is personally delivered to the addressee or, if mailed, at such time as it is deposited in the United States mail.

9. Additional Documents. The parties hereto covenant and agree that they will execute such other and further instruments and documents as are or may become necessary or convenient to effectuate and carry out the terms of this Agreement.

10. Successors. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives, successors, and assigns where permitted by this Agreement.

11. Assignment. This Agreement shall not be assignable.

12. Headings. The headings and captions contained in this Agreement are solely for convenience reference and shall not be deemed to affect the meaning or interpretation of any provision of paragraph hereof.

13. Gender and Number. All pronouns used in this Agreement shall include the other gender, whether used in the masculine, feminine or neuter gender, and singular shall include the plural whenever and so often as may be appropriate.

14. Governmental Purpose. Each party hereto is entering into this agreement for the purpose of providing for governmental services or functions and will pay for such services out of current revenues available to the paying party as herein provided.

WITNESS THE HANDS OF THE PARTIES effective as of the day and year first written above.


CITY OF MISSION

Date: _____

Mike Perez, City Manager

LONE STAR CITRUS GROWERS

Date: 6/16/25


_____, President



CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: June 23, 2025

PRESENTED BY: Juan Pablo Terrazas, City Assistant Manager

AGENDA ITEM: Authorize Repairs to the Francisco Avenue Railroad Crossing and Approve Sole Source Agreement with Rio Valley Switching Company at an estimated amount of \$60,482.61 - Terrazas

NATURE OF REQUEST:

The railroad crossing at Francisco Avenue needs critical repairs to ensure public safety, vehicular mobility, and compliance with applicable rail infrastructure standards. Due to the nature of the infrastructure and proprietary access to the railway, Rio Valley Switching Company (RVSC) is the only qualified provider authorized to perform work on this section of the rail line. RVSC has provided a sole source estimate in the amount of \$60,482.61 for the full scope of repair work (replace wooden planks with concrete planks). This estimate includes all materials, labor, and coordination necessary to restore the crossing to safety standards.

BUGETED: Yes **FUND:** General **ACCT. #:** 01-440-44630

BUDGET: \$100,000 **EST. COST:** \$60,482.61 **CURRENT BUDGET BALANCE:** \$100,000

STAFF RECOMMENDATION:

Approve agreement with Rio Valley Switching Company for the railroad crossing repairs at Francisco Avenue in the estimated amount of **\$60,482.61**

Departmental Approval: Finance, Purchasing

Advisory Board Recommendation: N/A

City Manager's Recommendation: Approval *MRP*

RECORD OF VOTE: **APPROVED:** _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____



RIO VALLEY SWITCHING COMPANY



Tel. (956) 971-9111 Fax (956) 971-9114
101 N. 21st St., McAllen, TX 78501

Item 21.

JUNE 3, 2025

Joaquin Gonzalez
City of Mission
2801 North Holland Avenue
Mission, TX 78574

RE: Francisco Avenue Crossing

Dear Joaquin Gonzalez,

In response to your request, I am providing a cost estimate for the railroad crossing project at Francisco Avenue. This location is a 63' wide crossing. RVSC performs this type of work on a routine basis for Texas Dept. of Transportation and numerous cities along the railroad right of way at "cost", with no profit included. You can choose one of the following methods of payments for this crossing.

63' Concrete Crossing

- a. **Estimate of \$60,482.61, minus sale tax (RVSC will bill actual cost at the completion of the project.)**

The bid is based on the subgrade work, if any is required, being done prior to construction and no obstructions in the way of our crews doing their work. This bid is based on straight time, non-union labor and is good for 30 days. No bonds are being issued. Liability insurance of \$5,000,000 will be in place during construction. Any and all utilities encountered must be repaired, replaced or relocated by others and at no expense to RVSC.

All invoices are payable within 10 days. We reserve the right to periodically invoice throughout the project. Note that the price estimate is based on the same procedure as used with TX DOT.

Please feel free to contact Luis Montoya if you have any questions or comments. We appreciate working with the City of Mission.

Sincerely,

Luis Montoya
Assistant Track Manager
Rio Valley Switching Company

cc: Melanie Nohl Jeff Baskett
Patrick Johnson Dal Randle
Greg Wheeler Georgia Gould

Accepted by City of Mission

Name: _____

Title: _____

Signature: _____

Date: _____



CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: June 23, 2025
PRESENTED BY: Juan Pablo "JP" Terrazas, P.E., Asst. City Manager
AGENDA ITEM: Authorization to Solicit for Bids for Meter Connect Supplies for the Public Works Department – Terrazas

NATURE OF REQUEST:

Staff is seeking authorization to solicit bids for Meter Connect Supplies for the Public Works Department. Purchases will be made in the amounts needed and on an as needed basis.

BUDGETED: yes **FUND:** Utility **ACCT. #:** 02-412-64325

BUDGET: \$150,000 **EST. COST:** **CURRENT BUDGET BALANCE:** \$18,704.00

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 _____

**City of Mission
Specifications
Bid Name/No.: Meter Connect Supplies / 24-xxx-xx-xx**

- I. **Scope of Work:** The City of Mission is accepting bids for the Meter Connect Supplies for the Public Works Department.
- II. **Specifications:** It is the intention of these specifications to describe Meter Connect Supplies. Please read your specifications thoroughly and be sure that the Meter Connect Supplies offered comply (ies) with all requirements. Any variations from the specifications must be clearly indicated on item specification sheet and covered by letter attached to and made a part of your bid. If no exceptions are noted and you are the successful bidder, it will be required that the Meter Connect Supplies be furnished as specified.

IT IS THE CITY OF MISSION'S INTENT TO ISSUE A PURCHASE ORDER TO AWARDED VENDOR. CITY OF MISSION STAFF WILL THEN CALL IN PARTIAL ORDERS UNTIL THE QUANTITY AND/OR DOLLAR AMOUNT IS EXHAUSTED.

DELIVERY WILL NOT BE A ONE TIME ORDER.

City of Mission
Pricing Schedule
Bid Name/No.: Meter Connect Supplies / 24-xxx-xx-xx

I/WE submit the following bid for purchase and delivery of meter connect supplies according to City of Mission specifications. It is understood that the number of meter connect supplies mentioned are based on historical usage and is provided as an aid to assist bidders in providing the City of Mission with the best price possible. Actual usage may vary up or down during the course of this contract period. Unit prices quoted shall be F.O.B. City of Mission.

For any questions directly regarding the **“Meter Connect Supplies - Bid No. 24-xxx-xx-xx”**, please email:

Edgar Chapa, Contracts Administrator: echapa@missiontexas.us

Telephone: (956) 580-8667

NOTE: For invitations for Bids the terms “Offer” and “Offeror” shall mean “Bid” and “Bidder”, respectively; and for Requests for Proposal terms “Bid” and “Bidder” shall mean “Offer” and “Offeror”, respectively, in this solicitation and any associated exhibits. Bids 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.

ITEM NO.	BASE TERM (ONE YEAR) DESCRIPTION	UOM	ESTIMATED QTY.	UNIT PRICE \$	TOTAL EXTENDED PRICE \$
1.	1" LINEAR FEET OF POLYETHYLENE TUBING	Feet	1,000	\$ _____	\$ _____
2.	2" LINEAR FEET OF POLYETHYLENE TUBING	Feet	1,000	\$ _____	\$ _____
3.	1" 3-PART UNION	Each	10	\$ _____	\$ _____
4.	3/4" METER COUPLING	Each	400	\$ _____	\$ _____
5.	1" METER COUPLING	Each	75	\$ _____	\$ _____
6.	3/4" COMPRESSION ANGLE STOP	Each	50	\$ _____	\$ _____
7.	1" COMPRESSION ANGLE STOP	Each	100	\$ _____	\$ _____
8.	2" COMPRESSION ANGLE STOP FOR PVC PIPE	Each	5	\$ _____	\$ _____
9.	1" x 3/4" COMPRESSION ANGLE STOP	Each	75	\$ _____	\$ _____
10.	3/4" ANGLE STOP U-BRANCH	Each	50	\$ _____	\$ _____
11.	2" COMPRESSION ANGLE STOP FOR TUBING	Each	20	\$ _____	\$ _____
12.	1" COMPRESSION x 3/4" U-BRANCH	Each	20	\$ _____	\$ _____
13.	3/4" COMPRESSION TEE	Each	10	\$ _____	\$ _____
14.	1" COMPRESSION TEE	Each	30	\$ _____	\$ _____
15.	2" BRASS 90	Each	10	\$ _____	\$ _____
16.	2" BRASS CAP	Each	5	\$ _____	\$ _____
17.	2" BRASS COUPLING	Each	5	\$ _____	\$ _____
18.	2" x 3" BRASS NIPPLE	Each	30	\$ _____	\$ _____
19.	2" x 6" BRASS NIPPLE	Each	30	\$ _____	\$ _____
20.	2" x 12" BRASS NIPPLE	Each	20	\$ _____	\$ _____
21.	1-1/2" BRASS FLANGE KIT	Each	10	\$ _____	\$ _____
22.	2" BRASS FLANGE KIT	Each	20	\$ _____	\$ _____
23.	1" BRASS GATE VALVE	Each	5	\$ _____	\$ _____
24.	3/4" COMPRESSION MALE ADAPTER	Each	40	\$ _____	\$ _____
25.	1" COMPRESSION MALE ADAPTER	Each	40	\$ _____	\$ _____
26.	2" COMPRESSION MALE ADAPTER	Each	20	\$ _____	\$ _____
27.	3/4" COMPRESSION FEMALE ADAPTER	Each	5	\$ _____	\$ _____



CITY OF
MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: June 23, 2025

PRESENTED BY: Cesar Torres, Chief of Police

AGENDA ITEM: Authorization to enter into a Memorandum of Understanding between the Mission High School and the City of Mission Police Department – Torres

NATURE OF REQUEST:

The Mission Police Department is requesting authorization to enter into a memorandum of understanding with the Mission High School and the City of Mission Police Department, for the purpose of collaborating with Mission High School in allowing students to shadow police officers as part of their practicum course. Students will shadow the job of a police officer at the Mission Police Department & and also at the Mission CISD elementary schools for perimeter & security checks. This agreement will be in effect from September 30, 2025 to May 28, 2027.

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 _____

Memorandum of Understanding

This Memorandum of Understanding (the “Memorandum”) is made on May 28, 2025, by and between Mission High School, of 1802 Cleo Dawson, Mission, Texas 78572 (hereinafter referred to as “Mission High School Law Enforcement”) and Mission Police Department, of 1800 E. 8th, Mission, Texas 78572 (hereinafter referred to as “Mission Police Department”) for the purpose of achieving the various aims and objectives relating to the Practicum Course (“the Project”).

WHEREAS Mission High School Law Enforcement Practicum Course and Mission Police Department desire to enter into an agreement in which Mission High School Law Enforcement Practicum Course and Mission Police Department will work together to complete the Project;

AND WHEREAS Mission High School Law Enforcement Practicum Course and Mission Police Department are desirous to enter into a Memorandum of Understanding between them, setting out the working arrangements that each of the partners agree are necessary to complete the Project;

Purpose

The purpose of this Memorandum is to provide the framework for any future binding contract regarding the Practicum Course between Mission High School and Mission Police Department.

Obligations of the Partners

The partners acknowledge that no contractual relationship is created between them by this Memorandum but agree to work together in the true spirit of partnership to ensure that there is a united visible and responsive leadership of the Project and to demonstrate financial, administrative, and managerial commitment to the Project by means of the following individual services.

Cooperation

The activities and services for the Project shall include, but not limited to:

- a. Services to be rendered by Mission High School Practicum Course include:

Job shadow of the Officer at the Mission Police Department and also at the Mission CISD Elementary schools for perimeter and security checks. The elementary schools should provide an office space or classroom if available.

Students will be required to complete an application and background check provided by Mission Police Department in order for the student to be placed on Mission Police Department facility.

Students will be wearing a uniform and a school ID provided by Mission High School, in order to identify the students.

- b. Services to be rendered by Mission Police Department include:

Mission Police Department will provide training for Mission CISD students who are in the Law Enforcement Practicum Course from Mission High School, 3 days out of the week.

In the event of an emergency at the elementary campuses, the elementary school administration will be responsible of the student(s) well-being for their safety.

Resources

The partners will endeavor to have final approval and secure any financing necessary to fulfill their individual contributions at the start of the planning for the development of the project.

- a. Mission High School Law Enforcement Practicum Course agrees to provide the following financial, material and labor resources in respect of the Project:

All uniforms will be provided by Mission High School and Mission CISD will not incur nor reimburse any expenses pertaining to this agreement or the parties involved.

- b. Mission Police Department hereby agrees to provide the following financial, material and labor resources in respect of the Project:

Mission Police Department will provide the training and resources for Mission High Students and will not incur nor reimburse any expense pertaining to this agreement or parties involved.

Communication Strategy

Marketing of the vision and any media or other public relations contact should always be consistent with the aims of the Project and only undertaken with the express agreement of both parties. Where it does not breach any confidentiality protocols, a spirit of open and transparent communication should be adhered to. Coordinated communications should be made with external organizations to elicit their support and further the aims of the Project.

Liability

No liability will arise or be assumed between the Partners as a result of this Memorandum.

Dispute Resolution

In the event of a dispute between the Partners in the negotiation of the final binding contract relating to this Project, a dispute resolution group will convene consisting of the Chief Executives of each of the Partners together with one other person independent of the Partners appointed by the Chief Executives. The dispute resolution group may receive for consideration any information it thinks fit concerning the dispute. The Partners agree that a decision of the dispute resolution group will be final. In the event the dispute resolution group is unable to make a compromise and reach a final decision, it is understood that neither party is obligated to enter into any binding contract to complete the Project.

Term

The arrangements made by the Partners by this Memorandum shall remain in place from September 30, 2025, until May 28, 2027. The term can be extended only by agreement of all the Partners.

Notice

Any notice or communication required or permitted under this Memorandum shall be sufficiently given if delivered in person or by certified mail, return receipt requested, to the address set forth in the opening paragraph or to such other address as one party may have furnished to the other in writing.

Governing Law

This Memorandum shall be constructed in accordance with the laws of the State of Texas.

Assignment

Neither party may assign or transfer the responsibilities or agreement made herein without the prior written consent of the non-assigning party, which approval shall not be unreasonably withheld.

Amendment

This Memorandum may be amended or supplemented in writing, if the writing is signed by the party obligated under this Memorandum.

Severability

If any provision of this Memorandum is found to be invalid or unenforceable for any reason, the remaining provisions will continue to be valid and enforceable. If a court finds that any provision of this Memorandum is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision will be deemed to be written, construed, and enforced as so limited.

Prior Memorandum Superseded

This Memorandum constitutes the entire Memorandum between the parties relating to this subject matter and superseded all prior or simultaneous representations, discussions, negotiations, and Memorandums, whether written or oral.

Understanding

It is mutually agreed upon and understood by and among the Partners of this Memorandum that:

- a. Each Partner will work together in a coordinated fashion for the fulfillment of the Project.
- b. In no way does this agreement restrict involved Partners from participating in similar agreements with other public or private agencies, organizations, and individuals.
- c. To the extent possible, each Partner will participate in the development of the Project.
- d. Nothing in this memorandum shall obligate any Partner to the transfer of funds. Any endeavor involving reimbursement or contribution of funds between the Partners of this Memorandum will be handled in accordance with applicable laws, regulations, and procedures. Such endeavors will be outlined in separate agreements that shall be made in writing by representatives of the Partners involved and shall be independently authorized by appropriate statutory authority. This Memorandum does not provide such authority.
- e. This Memorandum is not intended to and does not create any right, benefit, or trust responsibility.
- f. This Memorandum will be effective upon the signature of both Partners.
- g. Any Partner may terminate its participation in this Memorandum by providing written notice to other Partner.

The following Partners support the goals and objectives of the Mission High School Practicum Course:

Signatures

This Agreement shall be signed on behalf of Mission High School by Principal Jose Mejia, and Frank Rios, Law Enforcement Teacher Mission High School, and on behalf of Mission Police Department by Chief Cesar Torres, its Mission Police Chief. This agreement shall be effective as of the date first written above.

By: Jose E. Mejia II
Jose E. Mejia II (May 28, 2025 13:45 CDT)

Date: 05/28/2025

Mission High School

Jose Mejia, its Principal of Mission High School

By: Frank Rios
Frank Rios (May 28, 2025 13:33 CDT)

Date: 05/28/2025

Mission High School

Frank Rios, its Law Enforcement Teacher

By: _____

Date: _____

Mission Police Department

Cesar Torres, its Mission Police Chief

Reviewed and Approved

Sylvia Cruz

Sylvia Cruz (May 28, 2025 13:52 CDT)

Sylvia Cruz

Executive Director for Business and Finance

Dr. Cris Valdez

Dr. Cris Valdez (May 28, 2025 17:09 CDT)

Dr. Cris Valdez, Ed. D.

Superintendent of Schools



CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: June 23, 2025
PRESENTED BY: Cesar Torres, Chief of Police
AGENDA ITEM: Authorization to lease/purchase a 2025 Ford Transit Passenger Van for the Mission Police Department fleet from D&M Leasing Company (buyboard contract #744-24), totaling \$96,089.88, using the Stonegarden FY2024 Grant funds – Torres

NATURE OF REQUEST:

The Mission Police Department is seeking authorization to lease/purchase a 2025 Ford Transit Passenger Van for the Mission Police Department fleet from D&M Leasing Company (buyboard contract #744-24). The 2025 Ford Transit Passenger Van will be leased for a 12-month period and paid off after the leasing period ends. The principal purchase cost amount of the vehicle is \$92,759.35. The interest to be paid for the vehicle is \$3,331.53. The purchase cost amount is \$96,089.88, including the interest paid during the leasing period. The lease expenditure will be made with funds deriving from Stonegarden FY2024 grant funds.

BUGETED: Yes **FUND:** Designated Purpose **ACCT. #:** 15-491-84800
BUDGET: \$92,758.35 **EST. COST:** \$96,089.88 **CURRENT BUDGET BALANCE:** \$92,758.35
BUGETED: Yes **FUND:** Designated Purpose **ACCT. #:** 15-491-84820
BUDGET: \$3,331.53 **EST. COST:** \$96,089.88 **CURRENT BUDGET BALANCE:** \$3,331.53

**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 _____



Open-End (Equity) Lease Quote

Quote: 29556

Prepared For: City of Mission, TX

Date: 06/02/2025

Unit#: 29556

Quantity: 1

Unit: 2025 Ford Trucks TRANSIT WAGON 3dr Van T350 Low Roof XL

Order Type: Ordered

Term: 12

State: TX

Customer#: 6606

Schedule#: 0.00

54914.26	Capitalized Cost of Vehicle ¹
0.00	Up Front Sales Tax Rate <u>0.0625</u> State <u>TX</u>
0.00	Initial License and Registration Fees
37845.09	Added Equipment (See Page 2)
0.00	Acquisition Fee
0.00	Other Capitalized Fees Tax
0.00	on Gain on Prior Vehicle
0.00	Inventory Tax Extended
0.00	Service Contract
92759.35	Capitalized Cost LESS:
0.00	Cash Down
0.00	Trade Equity
0.00	Rebate
92759.35	Total Capitalized Cost (Delivered Price)

All language and acknowledgements contained in the signed quote apply to all vehicles ordered under this signed quote

Order Information

Driver
Ext Color **Black**
Int Color
License
GVWR 0



Contract # 744-24

7729.86 Depreciation Reserve @ 0.08333
319.76 Monthly Lease Charge (Based on Rate - Subject to a Floor)²

8049.62 Total Monthly Rental Excluding Additional Services**Additional Fleet Management and Services**

0.00 Full Maintenance Program³
0.00 Miscellaneous

Contract Miles 0
Incl: #Brake Sets (1 set = 1 axle) 0

Over Mileage Charge 0.00 / Mile
#Tires 0 Loaner Vehicle Not Incl

0.00 Additional Services Sub Total0.00 Monthly Sales Tax 00.00 Total Monthly Insurance**8049.62 Total Monthly Rental Including Additional Services**1.00 Reduced Book Value at 12 Months250.00 Service Charge Due at Lease Termination**Monthly Insurance Premiums and Disclosures**0.00 Commercial Liability Enrollment (Estimate Only)0.00 Physical Damage (Estimate Only)Liability Limit 0.00Comprehensive/Collision Deductible: 0.00 / 0.00Quote based on estimated annual mileage of 15000 and a Security Deposit of 0.00

(Current market and vehicle conditions may also affect value of vehicle)

(Quote is Subject to Customer's Credit Approval)

Terms:

Commercial Vehicle Leasing, L.L.C., d/b/a D&M Leasing Commercial (Lessor) will be the owner of the vehicle(s) covered by this Quote, and shall have all rights and remedies arising under the Master Lease. By signing below, Lessee authorizes Lessor to order the vehicle(s), and Lessee agrees to accept delivery and lease the vehicle(s) pursuant to the Master Lease. In the event Lessee fails or refuses to accept delivery of the vehicle(s), Lessor shall have the right to recover from Lessee any damages (whether actual, general consequential, special, incidental or otherwise) and seek any other available relief, at law or in equity, arising from such failure or refusal. The terms of the Master Lease are referenced and incorporated herein. Lessee acknowledges and agrees that Lessor makes no promises, representations or warranties concerning the manufacture or delivery date for the vehicle(s). Lessee certifies that it intends for more than 50% of the use of the vehicle is to be in a trade or business of Lessee. **ALL TAX AND LICENSE FEES TO BE BILLED TO Lessee AS THEY OCCUR.**

LESSEE City of Mission, TX

BY

TITLE

DATE

06/02/2025

* INDICATES ITEMS TO BE BILLED ON DELIVERY.

1 Capitalized Cost of Vehicle may be adjusted to reflect final manufacturer's invoice. Lessee hereby assigns to LESSOR any Manufacturer Rebates and/or Manufacturer incentives intended for the Lessee, which Rebates and/or incentives have been used by LESSOR to reduce the Capitalized Cost of the Vehicle.

2 Monthly Lease Charge will be adjusted to reflect the Interest Rate on the Delivery Date (Subject to a Floor).

3 The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of the Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule /Quote] all such maintenance services are to be performed by LESSOR and all such maintenance fees are payable by Lessee solely for the account of LESSOR pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and LESSOR; provided that such maintenance fees are being billed by LESSOR and are payable at the direction of LESSOR solely as an authorized agent for collection on behalf of LESSOR.

Open-End (Equity) Lease Quote

Quote: 29556

Item 24.

Prepared For: City of Mission, TX

Date: 06/02/2025

Unit#: 29556

Unit: 2025 Ford Trucks TRANSIT WAGON 3dr Van T350 Low Roof XL

ADDED EQUIPMENT / OTHER TOTALS

Description	(B)illed or (C)apped	Price
Interim Interest	C	1000.0000
Police Package Upfits	C	36845.0900
Total Charges (B)illed		0
Total Charges (C)apitalized		37845.0900
Total of All Added Equipment and Other Charges		37845.0900

**TRAC Lease Amortization Schedule**

Unit Number: 29556 Origination Date: 6/2/2025 Finance Amount: \$92,759.35 Term: 12 Lease Number: Prisoner tra
Termination Date: 7/1/2026 Total Payments: \$96,089.88 Total Interest: \$3,331.53
Customer: City of Mission, TX Schedule Number: 0.00
Unit: 2025 Ford Trucks TRANSIT WAGON 3dr Van T350 Low Roof XL VIN:

LEASE AMORTIZATION					
Event	Date	Payment	Interest	Principal	New Balance
Lease Amount					\$92,759.35
Payment 1	Jul 1 2025	8007.49	549.33	7458.16	85301.19
Payment 2	Aug 1 2025	8007.49	500.99	7506.50	77794.69
Payment 3	Sep 1 2025	8007.49	452.34	7555.15	70239.54
Payment 4	Oct 1 2025	8007.49	403.37	7604.12	62635.42
Payment 5	Nov 1 2025	8007.49	354.08	7653.41	54982.01
Payment 6	Dec 1 2025	8007.49	304.47	7703.02	47278.99
Payment 7	Jan 1 2026	8007.49	254.55	7752.94	39526.05
Payment 8	Feb 1 2026	8007.49	204.29	7803.20	31722.85
Payment 9	Mar 1 2026	8007.49	153.72	7853.77	23869.08
Payment 10	Apr 1 2026	8007.49	102.81	7904.68	15964.40
Payment 11	May 1 2026	8007.49	51.57	7955.92	8008.48
Payment 12	Jun 1 2026	8007.49	0.01	8007.48	1.00
Payment 13	Jul 1 2026	1.00	0	1.00	0.00
Payment 14		0	0	0	0
Payment 15		0	0	0	0
Payment 16		0	0	0	0
Payment 17		0	0	0	0
Payment 18		0	0	0	0
Payment 19		0	0	0	0
Payment 20		0	0	0	0
Payment 21		0	0	0	0
Payment 22		0	0	0	0
Payment 23		0	0	0	0
Payment 24		0	0	0	0
Payment 25		0	0	0	0
Payment 26		0	0	0	0
Payment 27		0	0	0	0
Payment 28		0	0	0	0
Payment 29		0	0	0	0
Payment 30		0	0	0	0
Payment 31		0	0	0	0
Payment 32		0	0	0	0
Payment 33		0	0	0	0
Payment 34		0	0	0	0
Payment 35		0	0	0	0
Payment 36		0	0	0	0



TRAC Lease Amortization Schedule (continued)

Unit Number: 29556 Origination Date: 6/2/2025 Finance Amount: \$92,759.35 Term: 12 Lease Number: Prisoner tra
 Termination Date: 7/1/2026 Total Payments: \$96,089.88 Total Interest: \$3,331.53

Customer: City of Mission, TX Schedule Number: 0.00
 Unit: 2025 Ford Trucks TRANSIT WAGON 3dr Van T350 Low Roof XL VIN:

PROJECTED AMORTIZATION					
Event	Date	Payment	Interest	Principal	New Balance
Payment 37		0	0	0	0
Payment 38		0	0	0	0
Payment 39		0	0	0	0
Payment 40		0	0	0	0
Payment 41		0	0	0	0
Payment 42		0	0	0	0
Payment 43		0	0	0	0
Payment 44		0	0	0	0
Payment 45		0	0	0	0
Payment 46		0	0	0	0
Payment 47		0	0	0	0
Payment 48		0	0	0	0
Payment 49		0	0	0	0
Payment 50		0	0	0	0
Payment 51		0	0	0	0
Payment 52		0	0	0	0
Payment 53		0	0	0	0
Payment 54		0	0	0	0
Payment 55		0	0	0	0
Payment 56		0	0	0	0
Payment 57		0	0	0	0
Payment 58		0	0	0	0
Payment 59		0	0	0	0
Payment 60		0	0	0	0
Payment 61		0	0	0	0
Payment 62		0	0	0	0
Payment 63		0	0	0	0
Payment 64		0	0	0	0
Payment 65		0	0	0	0
Payment 66		0	0	0	0
Payment 67		0	0	0	0
Payment 68		0	0	0	0
Payment 69		0	0	0	0
Payment 70		0	0	0	0
Payment 71		0	0	0	0
Payment 72		0	0	0	0
Payment 73		0	0	0	0



Vendor Contract Information Summary

Vendor	Commercial Vehicle Leasing LLC dba D&M Leasing Commercial
Contact	Ed Cain
Phone	214-412-1656
Email	ecain@dmautoleasing.com
Vendor Website	https://www.dmfleets.org/
TIN	90-0996325
Address Line 1	1400 W. 7th Street, #200
Vendor City	Fort Worth
Vendor Zip	76102
Vendor State	TX
Vendor Country	USA
Delivery Days	10
Freight Terms	FOB Destination
Payment Terms	Payment terms are 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	Yes
Women Owned	No
Certificate Number	1900996325700
Certifying Agency	The Texas Comptroller of Public Accounts
National	Yes
No Foreign Terrorist Orgs	Yes
No Israel Boycott	Yes
MWBE	No
ESCs	All Texas Regions
States	All States
Contract Name	Vehicle & Bus Fleet Leasing & Management Services
Contract No.	744-24
Effective	10/01/2024
Expiration	09/30/2027
Accepts RFQs	Yes
Service Fee Note	Vehicle purchase orders are subject to a \$400 service fee



Vendor Contract Information Summary

Item 24.



CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: June 23, 2025

PRESENTED BY: Cesar Torres, Chief of Police

AGENDA ITEM: Authorization to purchase (25) Rifle Resistant Body Armor with plates from GT Distributors, via Buyboard #698-23, in the total amount of \$46,256.25 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 (25) Rifle Resistant Body Armor with plates. This expenditure is a total of \$46,256.25. The purchase will be made from GT Distributors via Buyboard #698-23. The total amount will derive from FY25 Rifle Resistant Body Armor grant funds.

BUDGETED: Yes **FUND:** Designated Purpose **ACCT. #:** 15-460-74950

BUDGET: \$47,305.90 **EST. COST:** \$46,256.25 **CURRENT BUDGET BALANCE:** \$47,305.90

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	QTE0202422
Date	6/17/2022 Item 25.
Page:	1

Bill To:

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

Ship To:

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.
250108 TAC PR X 171		000048	KE	FACTORY DIRECT	NET 15	0/0/0000	3,009,788
Quantity	Item Number	Description			UOM	Unit Price	Ext. Price
25	PTA-1315022*	TAC PR Traditional Molle Webbing, First Spear			EA	\$385.00	\$9,625.00
		BLACK					
50	PTA-1350923*	Hardwire 9000 Type III 10X12 Multi Curve Shoc			EA	\$726.00	\$36,300.00
25	PTA-1223589-PL*	Protech 8.5X3 Police ID Patch			EA	\$8.25	\$206.25
		BLACK WITH WHITE LETTERING					
1	NOTES:	Notes:			EA	\$0.00	\$0.00
		Quotation reflects BuyBoard Contract 698-23. Contract period 4/1/23-3/31/26. 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 Amari Blythe. Thank You.
'Reynaldo Perez' <asstchiefrperez@missiontexas.us>
Virginia Passamentt
<vpassamentt0741@missiontexas.us>

Subtotal	\$46,131.25
Misc	\$0.00
Tax	\$0.00
Freight	\$125.00
Total	\$46,256.25



Vendor Contract Information Summary

Item 25.

Vendor	GT Distributors, Inc.
Contact	GREG NEBEKER
Phone	512-451-8298
Email	sales@gtdist.com
Vendor Website	www.gtdist.com
TIN	74-2339528
Address Line 1	1124 NEW MEISTER LN., STE. 100
Address Line 2	Suite 100
Vendor City	PFLUGERVILLE
Vendor Zip	78660
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: June 23, 2025

PRESENTED BY: Cesar Torres, Chief of Police

AGENDA ITEM: Authorization to extend the lease for five (5) 2022 Chevrolet Tahoe PPV 2WD 1 WT units from D&M Leasing Company (Buyboard Contract #744-24) in the amount of \$82,625.00- Torres

NATURE OF REQUEST:

The Mission Police Department is seeking authorization the extend the lease for five (5) 2022 Chevrolet Tahoe PPV 2WD 1WT units from D&M Leasing Company (Buyboard contract #744-24) to be used by their staff. The Tahoe units would be leased for an extended 12-month term. Monthly debt service (including principal and interest) for the unit would be \$1,453.11. With the respective budget amendment, the total purchase capitalized cost for the lease extension amounts to \$82,625.00.

BUGETED: Yes **FUND:** Capital Asset Replacement **ACCT. #:** 29-410-84800

BUDGET: \$974,788 **EST. COST:** \$ **CURRENT BUDGET BALANCE:** \$471,531

BUGETED: Yes **FUND:** Capital Asset Replacement **ACCT. #:** 29-410-84820

BUDGET: \$120,000 **EST. COST:** \$ **CURRENT BUDGET BALANCE:** \$4,418

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 _____



Open-End (Equity) Lease Quote

Quote: 29193

Prepared For: City of Mission, TX

Date: 06/03/2025

Unit#: 29193

Quantity: 1

Unit: 2022 Chevrolet Tahoe PPV 2WD 1 WT X 5 UNITS

Order Type: RE-LEASE Term: 12 State: TX

Customer#: 6606

Schedule#: 201.00

15500.00	Capitalized Cost of Vehicle ¹
0.00	Up Front Sales Tax Rate <u>0.0625</u> State <u>TX</u>
125.50	Initial License and Registration Fees
0.00	Added Equipment (See Page 2)
250.00	Acquisition Fee
650.00	Other Capitalized Fees Tax
0.00	on Gain on Prior Vehicle
0.00	Inventory Tax Extended
0.00	Service Contract
16525.50	Capitalized Cost LESS:
0.00	Cash Down
0.00	Trade Equity
0.00	Rebate
16525.50	Total Capitalized Cost (Delivered Price)

All language and acknowledgements contained in the signed quote apply to all vehicles ordered under this signed quote

Order Information

Driver
Ext Color
Int Color
License
GVWR 0



Contract # 744-24

1377.04 Depreciation Reserve @ 0.08333
76.07 Monthly Lease Charge (Based on Rate - Subject to a Floor)²

1453.11 Total Monthly Rental Excluding Additional Services

Additional Fleet Management and Services

0.00 Full Maintenance Program³
0.00 Miscellaneous

Contract Miles 0
Incl: #Brake Sets (1 set = 1 axle) 0

Over Mileage Charge 0.00 / Mile
#Tires 0 Loaner Vehicle Not Incl

0.00 Additional Services Sub Total

0.00 Monthly Sales Tax 0

0.00 Total Monthly Insurance

1453.11 Total Monthly Rental Including Additional Services

1.00 Reduced Book Value at 12 Months

250.00 Service Charge Due at Lease Termination

Monthly Insurance Premiums and Disclosures

0.00 Commercial Liability Enrollment (Estimate Only)0.00 Physical Damage (Estimate Only)Liability Limit 0.00Comprehensive/Collision Deductible: 0.00 / 0.00Quote based on estimated annual mileage of 30000 and a Security Deposit of 0.00

(Current market and vehicle conditions may also affect value of vehicle)

(Quote is Subject to Customer's Credit Approval)

Terms:

Commercial Vehicle Leasing, L.L.C., d/b/a D&M Leasing Commercial (Lessor) will be the owner of the vehicle(s) covered by this Quote, and shall have all rights and remedies arising under the Master Lease. By signing below, Lessee authorizes Lessor to order the vehicle(s), and Lessee agrees to accept delivery and lease the vehicle(s) pursuant to the Master Lease. In the event Lessee fails or refuses to accept delivery of the vehicle(s), Lessor shall have the right to recover from Lessee any damages (whether actual, general consequential, special, incidental or otherwise) and seek any other available relief, at law or in equity, arising from such failure or refusal. The terms of the Master Lease are referenced and incorporated herein. Lessee acknowledges and agrees that Lessor makes no promises, representations or warranties concerning the manufacture or delivery date for the vehicle(s). Lessee certifies that it intends for more than 50% of the use of the vehicle is to be in a trade or business of Lessee. **ALL TAX AND LICENSE FEES TO BE BILLED TO Lessee AS THEY OCCUR.**

LESSEE City of Mission, TX

BY

TITLE

DATE

06/03/2025

* INDICATES ITEMS TO BE BILLED ON DELIVERY.

1 Capitalized Cost of Vehicle may be adjusted to reflect final manufacturer's invoice. Lessee hereby assigns to LESSOR any Manufacturer Rebates and/or Manufacturer incentives intended for the Lessee, which Rebates and/or incentives have been used by LESSOR to reduce the Capitalized Cost of the Vehicle.

2 Monthly Lease Charge will be adjusted to reflect the Interest Rate on the Delivery Date (Subject to a Floor).

3 The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of the Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule /Quote] all such maintenance services are to be performed by LESSOR and all such maintenance fees are payable by Lessee solely for the account of LESSOR pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and LESSOR; provided that such maintenance fees are being billed by LESSOR and are payable at the direction of LESSOR solely as an authorized agent for collection on behalf of LESSOR.

Open-End (Equity) Lease Quote

Quote: 29193

Item 26.

Prepared For: City of Mission, TX

Date: 06/03/2025

Unit#: 29193

Unit: 2022 Chevrolet Tahoe PPV 2WD 1 WT X 5 UNITS

ADDED EQUIPMENT / OTHER TOTALS

Description	(B)illed or (C)apped	Price
Total Charges (B)illed		0
Total Charges (C)apitalized		0
Total of All Added Equipment and Other Charges		0



Vendor Contract Information Summary

Item 26.

Vendor	Commercial Vehicle Leasing LLC dba D&M Leasing Commercial
Contact	Ed Cain
Phone	214-412-1656
Email	ecain@dmautoleasing.com
Vendor Website	https://www.dmfleets.org/
TIN	90-0996325
Address Line 1	1400 W. 7th Street, #200
Vendor City	Fort Worth
Vendor Zip	76102
Vendor State	TX
Vendor Country	USA
Delivery Days	10
Freight Terms	FOB Destination
Payment Terms	Payment terms are 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	Yes
Women Owned	No
Certificate Number	1900996325700
Certifying Agency	The Texas Comptroller of Public Accounts
National	Yes
No Foreign Terrorist Orgs	Yes
No Israel Boycott	Yes
MWBE	No
ESCs	All Texas Regions
States	All States
Contract Name	Vehicle & Bus Fleet Leasing & Management Services
Contract No.	744-24
Effective	10/01/2024
Expiration	09/30/2027
Accepts RFQs	Yes
Service Fee Note	Vehicle purchase orders are subject to a \$400 service fee



Vendor Contract Information Summary

Item 26.



CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: June 23, 2025
PRESENTED BY: Yenni Espinosa, Library Director
AGENDA ITEM: Approval of United Way of South Texas for VITA In-kind letter - Espinoza

NATURE OF REQUEST:

Speer Memorial Library is excited to assist United Way of South Texas in continuing the Volunteer Income Tax Assistance (VITA) program in Hidalgo and Starr Counties. The following support for the 2026 tax season (January 2026 – April 2026) will be provided.

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 _____



June 23, 2025

Lilia Lopez
United Way of South Texas
113 W. Pecan Blvd.
McAllen, TX 78501

Dear Mrs. Lopez:

Speer Memorial Library is excited to assist United Way of South Texas in continuing the Volunteer Income Tax Assistance (VITA) program in Hidalgo and Starr Counties. The following support for the 2026 tax season (January 2026 – April 2026) will be provided.

- 1. Volunteer services – Approximately 255.79 volunteer hours a total of \$7,418. The number of volunteer hours is based on last year's volunteer contribution. The total dollar value is calculated using a \$29 hourly rate per the Bureau of Labor Statistics for the mean hour wage of a Tax Preparer in Texas as of May 2024.*
- 2. Space and equipment – The sponsored space of 660 square feet will be provided to offer tax preparation services. The space will include internet access, computers, and printers. Based on the average price per square footage (\$1.74) and 38 site operation days, the total in-kind contribution for space will be \$5,455.*

Our total in-kind commitment for the 2026 tax season is \$12,873. We look forward to supporting United Way of South Texas in another successful VITA season. If you have any questions or require additional information, please contact me at (956)-580-8750.

Sincerely,

Mike R. Perez
City Manager



CITY OF
MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: June 23, 2025

PRESENTED BY: Aida Lerma, Mission Event Center Director

AGENDA ITEM: Authorization to enter into an Interlocal Cooperation Agreement between Hidalgo County and the City of Mission for The Veterans Benefits Fair – Lerma

NATURE OF REQUEST:

Staff is requesting approval to enter into an Interlocal Cooperation Agreement between Hidalgo County and the City of Mission for the Veterans Benefits Fair which is scheduled for October 30, 2025.

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

BUDGET: _____ **EST. COST:** \$0 **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 _____

STATE OF TEXAS

§

COUNTY OF HIDALGO

§

§

**INTERLOCAL COOPERATION AGREEMENT
BETWEEN CITY OF MISSION, TEXAS
AND HIDALGO COUNTY, TEXAS**

THIS Agreement is made on this the 10th day of June, 2025 by and between the **CITY OF MISSION, TEXAS** and the **COUNTY OF HIDALGO, TEXAS**, by and through its Department of Veterans Services, hereinafter referred to as the “County”, pursuant to the provisions of the Texas Interlocal Cooperation Act, as follows:

WITNESSETH:

WHEREAS, County is a county in the State of Texas;

WHEREAS, Mission is a city in the County of Hidalgo, State of Texas;

WHEREAS, the County desires to provide a Veterans Benefits Fair for the benefit of local Veterans.

WHEREAS, the County and City of Mission, Texas desire to enter into the Agreement in an effort to provide the Veterans Benefits Fair;

WHEREAS, the County will collaborate with the City of Mission, Texas to provide an adequate facility and services in which to provide the event described herein:

WHEREAS, the City of Mission, Texas and County are authorized to enter into this Agreement pursuant to the Interlocal Cooperation Act, Texas Government Code 791.001 et seq., (the “Act”) which authorizes local governments to contract with each other to perform governmental functions and services under the terms of the Act;

NOW THEREFORE, the City of Mission, Texas and County, in consideration of the mutual covenants expressed hereinafter, agree as follows:

1. City of Mission, Texas and the County agree to provide participants’ admission of the Veterans Benefits Fair (“Event”) at no cost to participants.
2. City of Mission, Texas agrees to make available the Mission Event Center as a suitable conference facility in which the Event will be conducted.
3. The Event will be conducted on October 30, 2025.
4. City of Mission, Texas agrees to waive the deposit fee to the facility in order to support the event costs.

5. County shall provide a firm fixed fee in the amount of \$502.50 (five hundred –two dollars and fifty cents) to the City of Mission, Texas for the Event cost.
6. The costs described in paragraph 5 above include all costs to the County for the venue, support, and management services.
7. **Insurance:** Each Party shall carry sufficient liability insurance at statutorily required limits, pursuant to the Texas Tort Claims Act.
8. **Term & Termination.** Either party may terminate this agreement upon thirty (30) days written notice to the non-terminating party for any reason or no reason at all. This Agreement shall commence as of the day and year first written above and remain in effect upon completion of the Event on October 30, 2025.
9. **Conflict with Applicable Law.** Nothing in this Agreement shall be construed to require the commission of any act contrary to law, and whenever there is any conflict between any provision of the Agreement and any present or future law, ordinance or administrative, executive or judicial regulation, order or decree, or amendment thereof contrary to which the parties have no legal right to contract, the latter shall prevail, but in such even the affected provision or provision of this Agreement shall be modified only to the extent necessary to bring them within the legal requirement and only during the time such conflicts exists.
10. **No Waiver:** No waiver by any party hereto of any breach of any provision of this Agreement shall be deemed to be a waiver of any preceding or succeeding breach of the same or any other provision hereof.
11. **Entire Agreement:** The Agreement contains the entire contact among the parties hereto, and each party acknowledges that no other party has made (either directly or through any agent or representative) any representation or agreements in connection with this Agreement not specifically set forth herein. This Agreement may be modified or amended only by agreement in writing executed by City of Mission, Texas and the County, and not otherwise.
12. **Liabilities:** This Agreement is not intended to extend the liability of the Parties beyond that provided by law. Neither City of Mission nor Hidalgo County waive, nor shall be deemed to have hereby waived, any immunity or defense that would otherwise be available to it against claims arising from third parties.
13. **Indemnification:** Without waiving its sovereign immunity, and if and to the extent allowed by law, each party shall indemnify and hold harmless each other, its officers, officials, and employees from and against all claims and liabilities of any nature or kind, including costs and expenses for or on account of any claims, damages, losses, or expenses of any character whatsoever resulting in whole or in part from the negligent performance or omission of either party's employees or representatives connected with the activities described herein.

14. **Notice:** Except as may be otherwise specifically provided in this Agreement, all notices, demands, requests or communications required or permitted hereunder shall be in writing and shall either be (i) personally delivered against a written receipt, or (ii) sent by commercial courier with delivery signature required, and addresses to the parties at the addresses set forth below or at such other addresses as may be theretofore specified by written notice delivered in accordance herewith:

If to City of Mission, Texas:

City of Mission
Norie Gonzalez Garza, Mayor
1201 E 8th Street,
Mission, TX 78572
(956) 580-8662

If to the County:

County of Hidalgo
Richard Cortez, County Judge
100 East Cano
Edinburg, TX 78539
(956)-318-2600

Each notice, demand, request, or communication which shall be delivered or mailed in the manner described above shall be deemed sufficiently given or all purposes at such time as it is personally delivered to the addressee or, if sent by way of commercial courier, at such time as it is delivered to the commercial courier.

15. **Additional Documents:** The parties hereto warrant and agree that they will execute such other and further instruments and documents as are or may become necessary or convenient to effectuate and carry out the terms of the Agreement.
16. **Assignment:** This Agreement shall not be assignable.
17. **Headings:** The headings and captions contained in this Agreement are solely for convenient reference and shall not be deemed to affect the meaning or interpretation of any provision or paragraph hereof.
18. **Authority to Execute:** The execution and performance of this Agreement by each of the parties have been duly authorized by all necessary laws, resolution, ordinances or government body action, and this Agreement constitutes the valid and enforceable obligations of the parties hereto in accordance with its terms.
19. **Governmental Purpose:** Each party hereto is entering into this Agreement for the purpose of providing governmental services or functions and will pay for such services out of current revenues available to the paying party as herein provided.
20. **Severability:** Should any phrase, clause, sentence or section of this Agreement be judicially declared to be invalid, unenforceable or void, such decision will not have the effect of invalidating or voiding the remainder of the Agreement, and such part of the Agreement will be deemed to

have been stricken hereto from and the remainder of the Agreement will have the same force and effect as if such part or parts had never been included herein.

21. **Controlling Law.** This agreement shall be construed under and in accordance with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in Hidalgo County, Texas.
22. **Successors.** This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective legal representatives, successors, and assigns where permitted by this Agreement.
23. **Gender and Number.** All pronouns used in this Agreement shall include the other gender, whether used in the masculine, feminine or neutral gender, and singular shall include the plural whenever and so often as may be appropriate.
24. **Non-Discrimination.** The Agreement and all related activities shall be conducted in a manner that does not discriminate against any person on a basis prohibited by applicable law or County and City policy, including without limitation race, color, national origin, religion, sex, age, veteran status, or disability.
25. **Commitment of Current Revenues.** In the event that during the term hereof, the governing body of any party does not appropriate sufficient funds to meet the obligations of such party under this Agreement, then any party may terminate this Agreement upon thirty (30) days written notice to the other party. Each of the parties hereto agrees to use its best efforts to secure funds necessary for the continued performance of this Agreement. The parties intend this provision to be a continuing right to terminate this Agreement at the expiration of each budget period of each party hereto.

(Signature Page to Follow)

WITNESS THE HANDS OF THE PARTIES effective as of the day and year first written above.

HIDALGO COUNTY, TEXAS

Signature

Hidalgo County Judge, Richard Cortez

Date

CITY OF MISSION, TEXAS

Signature

Name

Title

Date

ATTEST:

By: _____
Arturo Guajardo, Jr., County Clerk

APPROVED AS TO FORM:

Hidalgo County Criminal District Attorney's Office
Toribio "Terry" Palacios

By: _____
Michelle Lopez, Assistant. District Attorney



CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: June 23, 2025

PRESENTED BY: Michael Silva, Fire Chief

AGENDA ITEM: Approval of Ordinance # _____ Amending Chapter 30-Emergency Services- Article III. Emergency Medical Vehicles - Division 1.- Generally by Renaming Article III; Repealing Section 30-161.- Definitions in its entirety; Amending Section 30.162 - Ambulance Board; Purpose; Membership; Responsibilities Sections (A) And (B); Repealing Section 30-163 and Division 2. – Licenses - Sections 30-181 through 30-187 in their entirety - Silva

NATURE OF REQUEST:

Ambulance board will review the policies, procedures and financial reports related of the City emergency medical services. The board shall be to support the continued evaluation and transparency of the City's EMS operations in accordance with established City policies. The board shall report its findings to the City Council.

The board shall consist of seven members, one of which shall be the medical director. The mayor or his/her designee shall be the seventh person. Appointments shall be made by the city council, the following city officials shall serve as ex officio members: city manager, fire chief, chief of police. Board members shall be appointed for a three-year term consistent with the city board appointment policy. Board shall meet quarterly or as needed to perform its duties. All meetings shall be held in compliance with the Texas Open Meetings Act.

The board and its representatives shall have the following responsibilities: Shall review the policies and procedures that provide for the highest level of care (Mobile Intensive Care Units). Shall review the executive summary report from the 3rd party billing company

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 _____

AN ORDINANCE OF THE CITY OF MISSION, TEXAS, AMENDING CHAPTER 30-EMERGENCY SERVICES-ARTICLE III. EMERGENCY MEDICAL VEHICLES-DIVISION 1.-GENERALLY BY RENAMING ARTICLE III; REPEALING SECTION 30-161.-DEFINITIONS IN ITS ENTIRETY; AMENDING SECTION 30.162-AMBULANCE BOARD; PURPOSE; MEMBERSHIP; RESPONSIBILITIES SECTIONS (A) AND (B); REPEALING SECTION 30-163 AND DIVISION 2.-LICENSES-SECTIONS 30-181 THROUGH 30-187 IN THEIR ENTIRETY; PROVIDING REPEALER CLAUSE; PROVIDING SEVERABILITY CLAUSE; PROVIDING EFFECTIVE DATE; AND PROVIDING FOR PUBLICATION

WHEREAS, The City of Mission is a home-rule municipality possessing the full power of local self-governance pursuant to Article XI, Section 5 of the Texas Constitution; and

WHEREAS, Pursuant to the laws of the State of Texas, including Section 51.001 of the Texas Local Government Code, the City Council has the authority to adopt an ordinance that, among other things, is for good government peace or order of Mission; and

WHEREAS, the City reserves the right to revise ordinances from time to time to account for necessary changes;

WHEREAS, this ordinance amendment is necessary to redefine the role of the Ambulance Board; and

WHEREAS, the City Council of the City of Mission finds that it is in the best interest of the citizens of Mission to amend the Code of Ordinances as set forth below;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS, THAT:

SECTION 1. That Chapter 30-Emergency Services- Division I. Generally-Article III. Emergency Medical Vehicles is hereby amended to be renamed as follows: **Article III. Emergency Medical Services.**

SECTION 2. Section 30-161.- Definitions is hereby repealed in its entirety.

SECTION 3. Section 30-162.- Ambulance board; purpose; membership; responsibilities is hereby amended in its entirety to read as follows:

(a) There is hereby created an ambulance board for the city to review the policies, procedures and financial reports related of the City emergency medical services provided to the citizens of Mission. The purpose of the board shall be to support the continued evaluation and transparency of the City's EMS operations in accordance with established City policies. The board shall report its findings to the City Council.

(b) The board shall consist of seven members, one of which shall be the medical director. The mayor or his/her designee shall be the seventh person. Appointments shall be made by the city council of medically knowledgeable citizens within the community. The following city officials shall serve as ex officio members: city manager, fire chief, chief of police. All citizen board

members shall be appointed for a three-year term consistent with the city board appointment policy. The membership shall elect a chairperson and vice-chairperson, and the city shall furnish a recording secretary. Accurate minutes of the meeting shall be maintained. A quorum shall consist of a simple majority of the board. Board shall meet quarterly or as needed to perform its duties. All meetings shall be held in compliance with the Texas Open Meetings Act.

(c) The board and its representatives shall have the following responsibilities:

- (1) Shall review the policies and procedures that provide for the highest level of care (Mobile Intensive Care Units).
- (2) Shall review the executive summary report from the 3rd party billing company.

SECTION 4. Section 30-163.-Penalty for violation of this article is hereby repealed in its entirety.

SECTION 5. Article III. Division 2. LICENSES-Sections 30-181 through 30-187 are hereby repealed in their entirety.

SECTION 6. REPEALER All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 7. SEVERABILITY If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and any remaining provision shall continue in effect notwithstanding the invalidity of such section, subsection, clause, phrase or portion.

SECTION 8. EFFECTIVE DATE This ordinance shall take effect immediately upon its passage and publication as required by law.

PASSED, APPROVED, AND ADOPTED THIS ____ day of _____, 2025, at a regular meeting of the City Council Elective Commission of the City of Mission, Texas at which a quorum was present and which was held in accordance with TEXAS GOVERNMENT CODE, CHAPTER 551.

CITY OF MISSION

Norie Gonzalez Garza, Mayor

ATTEST:

Anna Carrillo, City Secretary

APPROVED AS TO FORM:

Patricia A. Rigney, City Attorney



CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: June 23, 2025
PRESENTED BY: Michael Elizalde, Director of Grants & Strategic Development
AGENDA ITEM: Proposed Amendment to Procurement Manual- Insertion of Grant Compliance Requirements Section - Elizalde

NATURE OF REQUEST:

The City of Mission regularly receives federal and state grant funding which is subject to strict compliance and audit requirements under Uniform Guidance (2 CFR Part 200) and various granting agency rules. During a recent audit review, it was noted that the current Procurement Manual does not include explicit language or a dedicated section outlining grant-specific procurement compliance standards. To mitigate risk and ensure consistent adherence to grant conditions, an insert detailing grant compliance requirement has been prepared for inclusion in the Purchasing Manual.

BUGETED: _____ **FUND:** _____ **ACCT. #:** _____
BUDGET: _____ **EST. COST:** _____ **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 _____

Exhibit U

Code of Federal Regulations

The City of Mission follows the procurement standards in 2 CFR 200.317 – 2CFR 200.327 and Appendix II to Part 200 for procurement actions to be funded with Federal funds. All attempts are made to adhere to these policies and procedures and updates are made as needed. The entirety of the language found in 2 CFR 200.317 – 2 CFR 200.327 may not be applicable in all instances, programs, and/or situations. This document contains the most current 2 CFR 200.317 – 2 CFR 200.327 language available at the adoption of these policies and procedures.

§200.317 Procurements by states.

When procuring property and services under a Federal award, a State must follow the same policies and procedures it uses for procurements from its non-Federal funds. The State will comply with §§200.321, 200.322, and 200.323 and ensure that every purchase order or other contract includes any clauses required by §200.327. All other non-Federal entities, including subrecipients of a State, must follow the procurement standards in §§200.318 through 200.327.

§200.318 General procurement standards.

(a) The non-Federal entity must have and use documented procurement procedures, consistent with State, local, and tribal laws and regulations and the standards of this section, for the acquisition of property or services required under a Federal award or subaward. The non-Federal entity's documented procurement procedures must conform to the procurement standards identified in §§200.317 through 200.327.

(b) Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

(c)(1) The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

(2) If the non-Federal entity has a parent, affiliate, or subsidiary organization that is not a State, local government, or Indian tribe, the non-Federal entity must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

(d) The non-Federal entity's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where

appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

(e) To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal Government, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services. Competition requirements will be met with documented procurement actions using strategic sourcing, shared services, and other similar procurement arrangements.

(f) The non-Federal entity is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

(g) The non-Federal entity is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

(h) The non-Federal entity must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. See also §200.214.

(i) The non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: Rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

(j)(1) The non-Federal entity may use a time-and-materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time-and-materials type contract means a contract whose cost to a non-Federal entity is the sum of:

(i) The actual cost of materials; and

(ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

(2) Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the non-Federal entity awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

(k) The non-Federal entity alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the non-Federal entity of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the non-Federal entity unless the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.

[85 FR 49543, Aug. 13, 2020, as amended at 86 FR 10440, Feb. 22, 2021]

§200.319 Competition.

(a) All procurement transactions for the acquisition of property or services required under a Federal award must be conducted in a manner providing full and open competition consistent with the standards of this section and §200.320.

(b) In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

- (1) Placing unreasonable requirements on firms in order for them to qualify to do business;
- (2) Requiring unnecessary experience and excessive bonding;
- (3) Noncompetitive pricing practices between firms or between affiliated companies;
- (4) Noncompetitive contracts to consultants that are on retainer contracts;
- (5) Organizational conflicts of interest;

(6) Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the procurement; and

- (7) Any arbitrary action in the procurement process.

(c) The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

(d) The non-Federal entity must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

(1) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and

- (2) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or

proposals.

(e) The non-Federal entity must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the non-Federal entity must not preclude potential bidders from qualifying during the solicitation period.

(f) Noncompetitive procurements can only be awarded in accordance with §200.320(c).

§200.320 Methods of procurement to be followed.

The non-Federal entity must have and use documented procurement procedures, consistent with the standards of this section and §§200.317, 200.318, and 200.319 for any of the following methods of procurement used for the acquisition of property or services required under a Federal award or sub-award.

(a) *Informal procurement methods.* When the value of the procurement for property or services under a Federal award does not exceed the *simplified acquisition threshold (SAT)*, as defined in §200.1, or a lower threshold established by a non-Federal entity, formal procurement methods are not required. The non-Federal entity may use informal procurement methods to expedite the completion of its transactions and minimize the associated administrative burden and cost. The informal methods used for procurement of property or services at or below the SAT include:

(1) *Micro-purchases—(i) Distribution.* The acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (See the definition of *micro-purchase* in §200.1). To the maximum extent practicable, the non-Federal entity should distribute micro-purchases equitably among qualified suppliers.

(ii) *Micro-purchase awards.* Micro-purchases may be awarded without soliciting competitive price or rate quotations if the non-Federal entity considers the price to be reasonable based on research, experience, purchase history or other information and documents it files accordingly. Purchase cards can be used for micro-purchases if procedures are documented and approved by the non-Federal entity.

(iii) *Micro-purchase thresholds.* The non-Federal entity is responsible for determining and documenting an appropriate micro-purchase threshold based on internal controls, an evaluation of risk, and its documented procurement procedures. The micro-purchase threshold used by the non-Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations. Non-Federal entities may establish a threshold higher than the Federal threshold established in the Federal Acquisition Regulations (FAR) in accordance with paragraphs (a)(1)(iv) and (v) of this section.

(iv) *Non-Federal entity increase to the micro-purchase threshold up to \$50,000.* Non-Federal entities may establish a threshold higher than the micro-purchase threshold identified in the FAR in accordance with the requirements of this section. The non-Federal entity may self-certify a threshold up to \$50,000 on an annual basis and must maintain documentation to be made available to the Federal awarding agency and auditors in accordance with §200.334. The self-certification must include a justification, clear identification of the threshold, and supporting documentation of any of the following:

(A) A qualification as a low-risk auditee, in accordance with the criteria in §200.520 for the most recent audit;

(B) An annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or,

(C) For public institutions, a higher threshold consistent with State law.

(v) *Non-Federal entity increase to the micro-purchase threshold over \$50,000.* Micro-purchase thresholds higher than \$50,000 must be approved by the cognizant agency for indirect costs. The non-federal entity must submit a request with the requirements included in paragraph (a)(1)(iv) of this section. The increased threshold is valid until there is a change in status in which the justification was approved.

(2) *Small purchases*—(i) *Small purchase procedures.* The acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the simplified acquisition threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources as determined appropriate by the non-Federal entity.

(ii) *Simplified acquisition thresholds.* The non-Federal entity is responsible for determining an appropriate simplified acquisition threshold based on internal controls, an evaluation of risk and its documented procurement procedures which must not exceed the threshold established in the FAR. When applicable, a lower simplified acquisition threshold used by the non-Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations.

(b) *Formal procurement methods.* When the value of the procurement for property or services under a Federal financial assistance award exceeds the SAT, or a lower threshold established by a non-Federal entity, formal procurement methods are required. Formal procurement methods require following documented procedures. Formal procurement methods also require public advertising unless a non-competitive procurement can be used in accordance with §200.319 or paragraph (c) of this section. The following formal methods of procurement are used for procurement of property or services above the simplified acquisition threshold or a value below the simplified acquisition threshold the non-Federal entity determines to be appropriate:

(1) *Sealed bids.* A procurement method in which bids are publicly solicited and a firm fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bids method is the preferred method for procuring construction, if the conditions.

(i) In order for sealed bidding to be feasible, the following conditions should be present:

(A) A complete, adequate, and realistic specification or purchase description is available;

(B) Two or more responsible bidders are willing and able to compete effectively for the business; and

(C) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

(ii) If sealed bids are used, the following requirements apply:

(A) Bids must be solicited from an adequate number of qualified sources, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised;

(B) The invitation for bids, which will include any specifications and pertinent attachments, must define the items

or services in order for the bidder to properly respond;

(C) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;

(D) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and

(E) Any or all bids may be rejected if there is a sound documented reason.

(2) *Proposals.* A procurement method in which either a fixed price or cost-reimbursement type contract is awarded. Proposals are generally used when conditions are not appropriate for the use of sealed bids. They are awarded in accordance with the following requirements:

(i) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Proposals must be solicited from an adequate number of qualified offerors. Any response to publicized requests for proposals must be considered to the maximum extent practical;

(ii) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and making selections;

(iii) Contracts must be awarded to the responsible offeror whose proposal is most advantageous to the non-Federal entity, with price and other factors considered; and

(iv) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby offeror's qualifications are evaluated and the most qualified offeror is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services through A/E firms that are a potential source to perform the proposed effort.

(c) *Noncompetitive procurement.* There are specific circumstances in which noncompetitive procurement can be used. Noncompetitive procurement can only be awarded if one or more of the following circumstances apply:

(1) The acquisition of property or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (see paragraph (a)(1) of this section);

(2) The item is available only from a single source;

(3) The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation;

(4) The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; or

(5) After solicitation of a number of sources, competition is determined inadequate.

§200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

(a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

(b) Affirmative steps must include:

(1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

(2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

(3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;

(4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;

(5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and

(6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (b)(1) through (5) of this section.

§200.322 Domestic preferences for procurements.

(a) As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

(b) For purposes of this section:

(1) "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

(2) "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

§200.323 Procurement of recovered materials.

A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental

Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

§200.324 Contract cost and price.

(a) The non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals.

(b) The non-Federal entity must negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

(c) Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the non-Federal entity under subpart E of this part. The non-Federal entity may reference its own cost principles that comply with the Federal cost principles.

(d) The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.

§200.325 Federal awarding agency or pass-through entity review.

(a) The non-Federal entity must make available, upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the non-Federal entity desires to have the review accomplished after a solicitation has been developed, the Federal awarding agency or pass-through entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.

(b) The non-Federal entity must make available upon request, for the Federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:

(1) The non-Federal entity's procurement procedures or operation fails to comply with the procurement standards in this part;

(2) The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;

(3) The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a "brand name" product;

(4) The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or

(5) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.

(c) The non-Federal entity is exempt from the pre-procurement review in paragraph (b) of this section if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this part.

(1) The non-Federal entity may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third-party contracts are awarded on a regular basis;

(2) The non-Federal entity may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from the non-Federal entity that it is complying with these standards. The non-Federal entity must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.

§200.326 Bonding requirements.

For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the Federal awarding agency or pass-through entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:

(a) A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.

(b) A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's requirements under such contract.

(c) A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

§200.327 Contract provisions.

The non-Federal entity's contracts must contain the applicable provisions described in Appendix II to this part.

Appendix II to Part 200 - Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

- (A)** Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by [41 U.S.C. 1908](#), must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
- (B)** All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.
- (C)** Equal Employment Opportunity. Except as otherwise provided under [41 CFR Part 60](#), all contracts that meet the definition of "federally assisted construction contract" in [41 CFR Part 60-1.3](#) must include the equal opportunity clause provided under [41 CFR 60-1.4\(b\)](#), in accordance with [Executive Order 11246](#), "Equal Employment Opportunity" ([30 FR 12319](#), 12935, [3 CFR Part, 1964-1965 Comp.](#), p. 339), as amended by [Executive Order 11375](#), "Amending [Executive Order 11246](#) Relating to Equal Employment Opportunity," and implementing regulations at [41 CFR part 60](#), "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
- (D)** [Davis-Bacon Act](#), as amended ([40 U.S.C. 3141-3148](#)). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the [Davis-Bacon Act](#) ([40 U.S.C. 3141-3144](#), and [3146-3148](#)) as supplemented by Department of Labor regulations ([29 CFR Part 5](#), "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act ([40 U.S.C. 3145](#)), as supplemented by Department of Labor regulations ([29 CFR Part 3](#), "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.
- (E)** [Contract Work Hours and Safety Standards Act](#) ([40 U.S.C. 3701-3708](#)). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with [40 U.S.C. 3702](#) and [3704](#), as supplemented by Department of Labor regulations ([29 CFR Part 5](#)). Under [40 U.S.C. 3702](#) of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours.

in the work week. The requirements of [40 U.S.C. 3704](#) are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under [37 CFR § 401.2](#) (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of [37 CFR Part 401](#), "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

(G) Clean Air Act ([42 U.S.C. 7401-7671q.](#)) and the **Federal Water Pollution Control Act** ([33 U.S.C. 1251-1387](#)), as amended - Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the **Clean Air Act** ([42 U.S.C. 7401-7671q](#)) and the **Federal Water Pollution Control Act** as amended ([33 U.S.C. 1251-1387](#)). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Debarment and Suspension (Executive Orders 12549 and 12689) - A contract award (see [2 CFR 180.220](#)) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at [2 CFR 180](#) that implement Executive Orders 12549 ([3 CFR part 1986](#) Comp., p. 189) and 12689 ([3 CFR part 1989](#) Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than [Executive Order 12549](#).

(I) Byrd Anti-Lobbying Amendment ([31 U.S.C. 1352](#)) - Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by [31 U.S.C. 1352](#). Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

(J) See § 200.323*

(K) See § 200.216**

(L) See § 200.322***

***§ 200.323 Procurement of recovered materials.**

A **non-Federal entity** that is a **state** agency or agency of a political subdivision of a **state** and its **contractors** must comply with section 6002 of the **Solid Waste Disposal Act**, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at [40 CFR part 247](#) that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative

procurement program for procurement of recovered materials identified in the EPA guidelines.

****§ 200.216 Prohibition on certain telecommunications and video surveillance services or equipment.**

(a) [Recipients](#) and sub [recipients](#) are prohibited from obligating or expending [loan](#) or grant funds to:

(1) Procure or obtain;

(2) Extend or renew a [contract](#) to procure or obtain; or

(3) Enter into a [contract](#) (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in [Public Law 115-232](#), section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any [subsidiary](#) or affiliate of such entities).

(i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any [subsidiary](#) or affiliate of such entities).

(ii) Telecommunications or video surveillance services provided by such entities or using such equipment.

(iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

(b) In implementing the prohibition under [Public Law 115-232](#), section 889, subsection (f), paragraph (1), heads of executive agencies administering [loan](#), grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained.

(c) See [Public Law 115-232](#), section 889 for additional information.

(d) See also [§ 200.471](#).

*****§ 200.322 Domestic preferences for procurements.**

(a) As appropriate and to the extent consistent with law, the [non-Federal entity](#) should, to the greatest extent practicable under a [Federal award](#), provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United [States](#) (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all [subawards](#) including all [contracts](#) and purchase orders for work or products under this award.

(b) For purposes of this section:

(1) "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

(2) "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

These Policies and Procedures are passed and approved through of the City of Mission through the City Council on June 23, 2025



CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: June 23, 2025

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

AGENDA ITEM: Authorization to submit a grant application for the FY24 SAFER program with U.S. Department of Homeland Security (DHS), FEMA in the amount of \$707,122.00 with a cost share of 25% year 1 & 2 and 65% for year 3 - Elizalde

NATURE OF REQUEST:

The Mission Fire Department is seeking authorization to submit a grant application for the FY24 Staffing for Adequate Fire and Emergency Response (SAFER) grant program with U.S. Department of Homeland Security (DHS), FEMA in the total amount of \$707,122.00. The awarding of the grant will support the hiring of three (3) firefighters over a three-year grant period. The city will be responsible for a 25% cost share of the for year 1&2 and 65% cost share for year 3.

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

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

BID AMOUNT: \$ _____

STAFF RECOMMENDATION:

Approval

Departmental Approval: Finance

Advisory Board Recommendation: Approval

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: June 23, 2025

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

AGENDA ITEM: Authorization to submit a grant application for the FY24 Fire Prevention and Safety (FP&S) Grant to the US Department of Homeland Security (DHS), FEMA in the amount of \$152,018 with a 5% cost share - Elizalde

NATURE OF REQUEST:

The Mission Fire Prevention Bureau is requesting authorization for the submission of a grant application to DHS/FEMA, for the FY24 FP&S grant. The department is seeking to acquire a fire investigation trailer needed to aggressively investigate all fire incidents within the community and in mutual aid. The total grant request is in the amount \$152,018 which the city is responsible for 5% cost share in the amount of \$7,238.95.

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

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

BID AMOUNT: \$ _____

STAFF RECOMMENDATION:

Approval

Departmental Approval: Finance

Advisory Board Recommendation: Approval

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: June 23, 2025
PRESENTED BY: Anna Carrillo, City Secretary
AGENDA ITEM: Board Appointments – Citizens Advisory Committee and Shary Golf Course Advisory Board - Carrillo

NATURE OF REQUEST:

Citizens Advisory Committee – Appoint Clarisa Y. Rios to term to expire December 31, 2026.

Shary Golf Course Advisory Board – Appoint Ignacio “Nacho” Pecina, Jr. term to expire December 31, 2027.

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: June 23, 2025

PRESENTED BY: Noemi Munguia, Human Resources Director

AGENDA ITEM: Authorization to Approve Proposed Revisions to Group Health Plan - Munguia

NATURE OF REQUEST:

In response to growing medical claims and prescription costs, City staff, in conjunction with our Agent of Record (Lone Star Insurance), has finalized the proposed group health revisions. Staff is seeking approval for the proposed revisions.

Revisions:

- Increase ER Copays by \$175 for both plans (Base and Buy-Up Plan)
- Increase Base Plan Employee Monthly Contribution by \$20 for all tiers
- Increase Buy-Up Plan Employee Monthly Contribution by \$50 for all tiers
- Implement Spousal Surcharge of \$100 per month.
- Implement CallADoc for Telemedicine/Behavioral Health
- Reduce 30-hour part-time employees to 28 hours.
- Increase Department's Health Contribution

BUGETED: Yes **FUND:** 19 Group Health **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 _____



CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: June 23, 2025
PRESENTED BY: Noemi Munguia, Human Resource Director
AGENDA ITEM: Authorization to Award New Employee Benefit Contracts Effective 10/01/2025 - Munguia

NATURE OF REQUEST:

In 2024, City Council authorized our Agent of Record, Lone Star Insurance to solicit proposals on our behalf. Staff recommends awarding the following contracts for the 2025–2026 Plan Year, effective October 1, 2025: FLEX (LLC) for Flexible Spending Account (FSA) Administration, ID Watch Dog for Legal Services and Identity Protection, Allstate for Term Life Insurance with Long-Term Care benefits. These selections represent the most advantageous offerings for the City of Mission in terms of cost, service quality, and employee benefit value.

BUGETED: Yes **FUND:** 19 – Group Health **ACCT. #:** _____

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:** _____

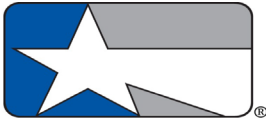
DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____



Lone Star Insurance Services

City of Mission

FSA - Medical and Dependent Care Spending/POP Plan

			Recommendation
	TASC	ABY	Flex
	Current		
Type of Plan	FSA/DCAP/POP	FSA/DCAP/POP	FSA/DCAP/POP
FSA/DCAP Document/SPD	\$0	\$0	\$0
POP Document/SPD	\$0	\$0	\$0
Initial Setup	\$0	\$0	\$0
Monthly Admin Fee			
1 to 15 participants	\$3.15	\$65/Month	\$3.50
16 to 200 participants	\$3.15	\$3.50 PEPM	\$3.50
Minimum Fee		\$65/Month	No Min.
Linked Debit Card	\$0	\$0	\$0
Non-Discrimination Testing	\$0	\$0	\$0
Annual Renewal Fee	\$0	\$0	\$0
File Feed Processing	\$0	\$200/Year	\$0
COBRA Admin	n/a	n/a	Health/Dental/Vision
Rate Guarantee	3 Year	3 Year	3 Year

EXCLUSIVE

Plans & pricing

We are offering the following options below for your consideration:

Voluntary Pricing (per enrollee per month)

PLAN	SINGLE	FAMILY
Ultimate	\$ 5.90	\$ 10.50
Platinum Plus	\$ 8.50	\$ 14.90
Ultimate	\$12.30	\$ 19.50

Coverage Period: 3 year contract/ rate guarantee. 4 or 5 years available upon request.

Group Term Life Proposal

About Group Term to 100 Life Offered by Allstate Benefits

A death not only leaves behind loved ones, but also financial obligations. And, like many people, your employees may not have enough life insurance to keep their family afloat if an unexpected death occurs. Give your employees and their loved ones a gift of love with Good Hands® protection from Allstate Benefits.

Your employees choose the coverage that's right for them and their family. With planning, the death benefit can pass to beneficiaries free from state or federal estate taxes*. Then, if life comes to an end while coverage is in force, the beneficiary can receive a tax-free death benefit that can be used to help pay for funeral expenses, mortgage payments and more.

Are you in Good Hands?® You can be.

Group Term to 100 Life Plan Design

Your employees choose the death benefit amount to leave behind

- Coverage for spouse through a separate certificate, and for child(ren) through a separate certificate or rider*
- Premiums are affordable and remain level to age 100 unless coverage changes are made
- Premiums are conveniently payroll deducted
- Guaranteed minimum death benefit is level for 5 years; current non-guaranteed death benefit is projected to remain level to age 100

Optional Riders

Employer Elected – packaged with the base coverage*

- Accidental Death Benefit Rider†
- Accelerated Death Benefit for Terminal Illness Rider
- Future Purchase Option Rider†
- Total Disability Payor Waiver of Premium Rider†
- Accelerated Death Benefit for Long Term Care with Restoration of Benefits and Extension of Benefits Rider

Employee Elected – optional at the employee level

- Children's Term Rider‡

* Included if the insured is eligible for the rider based on issue age and relationship to the employee.

† Not available on certificate coverage purchased for a child.

‡ Term rider benefit amounts count against the underwriting maximum for the person being covered by the rider.

This proposal is a brief description of coverage and is not a contract.



CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: June 23, 2025
PRESENTED BY: Noemi Munguia, Human Resources Director
AGENDA ITEM: Approval of Ordinance #_____ Amending Personnel Policy Manual Policy 500.03 Insurance and Policy 500.06 Vacation - Munguia

NATURE OF REQUEST:

In reviewing the City's Personnel Policy Manual, staff is proposing a revision to the Insurance and Vacation policy. The proposed changes are as follows:

- Insurance – part time employees no longer eligible to elect medical and voluntary benefits
- Vacation accrual begins at date of hire instead of after thirty (30) days of employment.
- Vacation leave must be accrued to be used – removing the advance use of leave
- Vacation leave can be used after successful completion of the Initial Employment Period (minimum 180 days) instead of after thirty (30) days of employment.

The proposed ordinance would amend and restate the PPM effective October 1, 2025. Staff reviewed said revision, and concurs with the recommendation to approve said policy revision. Staff recommends approval of the proposed revisions for Policy 500.03 Insurance and Policy 500.06 Vacation.

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

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

BID AMOUNT: \$ _____

STAFF RECOMMENDATION:

Approval

Departmental Approval: Finance, Executive

Advisory Board Recommendation: N/A

City Manager's Recommendation: Approval *MRP*

RECORD OF VOTE:

APPROVED:	_____
DISAPPROVED:	_____
TABLED:	_____

_____ AYES

_____ NAYS

_____ DISSENTING _____

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS,
AMENDING ORDINANCE NO. 5578 TO AMEND AND RESTATE THE PERSONNEL
POLICY MANUAL FOR EMPLOYEES OF THE CITY OF MISSION, TEXAS;
PROVIDING FOR A PUBLICATION CLAUSE AND AN EFFECTIVE DATE**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS
THAT:**

1. Ordinance No. 5578 of the City of Mission, Texas, is hereby amended to provide that the Personnel Policy Manual for the City of Mission, Texas, shall read as provided in the Exhibit attached hereto and made a part hereof for all purposes.
2. The caption of this ordinance shall be published in the City's official newspaper according to law.
3. This ordinance shall be effective on October 1, 2025.
4. It is hereby found and determined that the meeting at which this ordinance was passed was open to the public and that the advance public notice of the time, place and purpose of said meeting was given as required by law.

READ, CONSIDERED AND APPROVED ON JUNE 23, 2025.

Norie Gonzalez-Garza, Mayor

ATTEST:

Anna Carrillo, City Secretary

Policy: Insurance**Policy No.** 500.03 **Effective****Chapter:** 500.00 Benefits and Services**Date:** 10/01/2025**STATEMENT OF PURPOSE:**

Our mission is to promote health awareness and to encourage healthy lifestyles. Our goal is to improve employee health and increase employee moral by offering preventative health care programs and motivate employees to be proactive about personal health and wellness.

PROCEDURES:

Employee insurance benefits cover part of the cost incurred for medical care. Coverage is provided for an eligible employee and if applicable, eligible dependents. The City of Mission is committed to providing a flexible and cost-effective medical and life insurance program for each regular full-time employee and eligible part-time employees. Employees are eligible to participate in a Cafeteria Benefit Plan which offers savings through the use of pre-tax dollars. The employee portion of all insurance premiums shall be paid through payroll deductions.

A. HEALTH INSURANCE

1. *Regular full-time employees*—are eligible for medical insurance benefits and must enroll within thirty (30) days from date of hire. If an employee fails to enroll eligible dependents or enroll in voluntary supplemental coverage within that period, he/she must wait for the annual open enrollment period. Insurance coverage begins on the first day of the month following thirty (30) days from date of hire. This insurance is effective so long as the employee remains on regular full-time payroll.
2. *Part-time employees*—~~who average a minimum of thirty (30) hours per week in a 12-month period are eligible to purchase the medical plan and voluntary products.~~ Part-time employees ~~who average less than thirty (30) hours per week in a 12-month period~~ are not eligible for medical insurance benefits or voluntary supplemental insurance products.
3. *Temporary/seasonal employees*—are not eligible for medical insurance benefits or voluntary supplemental insurance products.
4. It is the employee's responsibility to notify the Human Resources Department of any family status or eligible dependent changes so that proper coverage can be obtained and the correct premium amount be charged. New dependents acquired by marriage or birth must be added on a timely basis in accordance with the provisions of each respective plan. Coverage for any dependent ceases when the dependent is no longer eligible.
5. The City of Mission reserves the right, in its discretion, to change the nature of the benefits offered to employees, or to change insurance carriers, deductibles, premiums, or other features of any benefit. In addition, the City of Mission may decide to discontinue one or more benefits. Covered employees will be notified of such changes or discontinuations as soon as practicable.

B. RETIREE HEALTH COVERAGE

The City shall offer employees retiring with the City the option to purchase continued health benefits coverage as outlined in the Texas Local Government Code §175.001, as amended.

1. An employee can elect retiree coverage only if the employee was covered under the plan at the time of retirement. Similarly, a retiree may elect to cover only those eligible dependents that were covered under the plan at the time the employee retired, at the employee's expense for a period not to exceed eighteen (18) months of COBRA coverage. A dependent who was not covered under the plan at the time of the employee's retirement is not eligible for coverage.
2. The level of retiree coverage will be as per the Retiree Plan. The City may provide for a different monthly premium rate(s) for retirees and their dependents who elect to continue health benefits coverage.
3. Regular full-time employees with less than twenty-five (25) years of employment with the City, upon retirement, shall be eligible for health benefit coverage with the City at their expense, until the age of 65 or Medicare eligible. Regular full-time employees with twenty-five (25) years or more of employment with the City upon retirement, the City shall pay the full cost for the COBRA coverage for a maximum of twelve (12) months, until the age of 65 or Medicare eligible.
4. After the twelve (12) months of City paid COBRA coverage, the City will cease to continue paying the cost of coverage for the employee. Once the City's contribution ceases the entire cost of COBRA and retiree continuation coverage (if applicable) shall be paid by the retiree.
5. An employee is eligible to retire from the City of Mission at age sixty (60) with five (5) years of service or at any age with twenty (20) years of service. In any event, coverage under the City health plan, shall end upon the retiree reaching the age of 65 or Medicare eligible.

C. CONTINUATION OF INSURANCE (COBRA)

The federal Consolidation Omnibus Budget Reconciliation Act (COBRA) provides that all employees are eligible to continue their group insurance for a maximum of eighteen (18) months when employment is terminated due to resignation, retirement, reduction in employees, reduction of work hours, or dismissal for reasons other than gross misconduct. The law also entitles dependents of a covered employee to continue their group insurance coverage for a maximum of eighteen (18) months upon the separation of a covered employee or a reduction in such employee's hours of employment; and up to thirty-six (36) months upon the death of a covered employee, divorce or legal separation, when dependent children are no longer "eligible dependent" under the definition in the policy, or when the employee becomes Medicare eligible. The employee or dependent must request continuation of coverage and must pay the full cost of coverage.

Policy: Vacation**Policy No.** 500.06**Chapter:** 500.00 Benefits and Services**Effective Date:** 10/01/2025**STATEMENT OF PURPOSE:**

Vacation leave is an earned benefit intended to provide regular full-time employees with paid time away from the work environment to pursue activities that will promote the well-being of the individual.

PROCEDURES:**A. ACCRUALS**

1. Regular full-time employees begin to accrue vacation hours upon **date of hire and are eligible to use accrued leave upon successful completion of Initial Employment Period (minimum of 180 days).**
2. Employees with 0-5 years of service will accrue vacation biweekly at the rate of 3.08 hours, not to exceed eighty (80) hours per fiscal year. Employees with 6+ years of service will accrue vacation biweekly at the rate of 4.62 hours, not to exceed one-hundred twenty (120) hours per fiscal year. Refer to Leave Accrual table (Appendix E).
3. Vacation accrual of Civil Service employees shall be in accordance with the provisions of the Texas Local Government Code Chapter 143, Local Civil Service Rules and departmental policies.
4. **Vacation leave accrued prior to 10/01/2012, will be available to the employee and may be used as per this policy.**

B. USE AND SCHEDULING OF VACATION

1. Effective October 1 of each fiscal year, or after the completion of the **Initial Employment Period (minimum of 180 days)**, employees will be eligible to take **accrued leave. Advance use of leave is no longer available.**
2. Non-civil service employees, with less than six (6) years of service, are required to take up to five (5) work days or forty (40) hours of vacation, per fiscal year. Employees shall forfeit up to five (5) work days of accrued vacation leave if not utilized by September 30 of each fiscal year. Non-civil service employees, with six (6) years of service or more, are required to take up to ten (10) work days or eighty (80) hours of vacation, per fiscal year. Employees shall forfeit up to ten (10) work days of accrued vacation leave if not utilized by September 30 of each fiscal year.
3. Civil Service employees are required to take up to ten (10) work days of vacation per fiscal year. For police personnel, this equals to eighty (80) hours of vacation. For fire personnel, this equals to eighty (80) hours or one-hundred twenty (120) hours of vacation, depending on assignment. Civil Service employees shall forfeit up to eighty (80) or one-hundred twenty (120) hours respectively, of accrued vacation leave if not utilized by September 30 of each fiscal year.
4. All employees will be eligible to carry over a total of five (5) work days or forty (40) hours of vacation leave per fiscal year, for a maximum carry over amount of twenty-five (25) days. These banked hours are not eligible for pay-out at separation of employment and will be forfeited. All accrued hours must be exhausted prior to using new banked hours.

5. Vacation leave may be used to attend to personal business, extension of sick leave when sick leave is exhausted, inability to attend work because of inclement weather, or for other purposes. During the month of September, vacation hours eligible during the current fiscal year may be used in place of sick leave if the employee is on family and medical leave.
6. Employees may request vacation in hourly increments.
7. Unless otherwise approved by the Department Director, an employee must **submit** a request at least five (5) working days in advance.
8. Vacation **is** to be scheduled at times that are convenient to the department and with consideration of the employee's preference.
9. The Department Director or designee shall be responsible for scheduling vacation to allow for adequate staffing to meet the departmental work load. This scheduling may specify periods during which some or all employees may not take vacation leave. All vacation requests are subject to prior approval of the Department Director. The maximum continuous vacation that can be authorized is three (3) calendar weeks, unless otherwise approved by the City Manager.
10. ~~Employees who utilize vacation hours in excess of their accrued balance and who terminate prior to September 30, will be required to reimburse the City for hours taken but not accrued, as allowed per FLSA.~~

C. COMPENSATION FOR VACATION LEAVE

1. Vacation is paid at the employee's base rate at the time of vacation. It does not include overtime or any special forms of compensation. Vacation time is paid only for hours the employee would ordinarily have worked.
2. Official City observed holidays occurring while an employee is on approved paid leave are considered paid holidays and do not affect vacation leave balances. Refer to *Holidays* policy.
3. Paid vacation leave is not considered hours worked for purposes of performing overtime calculations. Refer to *Overtime/Compensatory Time* policy.
4. To ensure proper payment of vacation pay, employees must ensure ~~they have an approved Leave Request form on file~~ **their vacation leave request is approved** before leaving for vacation.
5. If an employee is called to work while on an approved day of vacation leave, the actual hours worked will not be charged to the employee's vacation leave balance.

CI. VACATION LEAVE DISBURSEMENT AT SEPARATION FROM EMPLOYMENT

1. Upon separation from employment (resignation, dismissal, retirement, or death) an employee **hired on or after 10/01/2012**, shall be paid for accrued vacation as per the following provisions:
 - i. An employee must have completed a minimum of one (1) year service with the City to be entitled to this payout provision upon separation.
 - ii. An employee shall be paid in a lump sum for accrued vacation, not to exceed one-hundred twenty (120) hours. Banked hours are not eligible for payout.
2. Upon separation from employment (resignation, dismissal, retirement, or death) an employee **hired prior to 10/01/2012**, shall be paid for accrued vacation as per the following provisions:

- i. An employee must have completed a minimum of one (1) year service with the City to be entitled to this payout provision upon separation.
- ii. An employee with one (1) through twenty-nine (29) years of service with the City shall be paid in a lump sum for accrued vacation, not to exceed two hundred and fifty (250) hours. New banked hours are not eligible for payout.
- iii. Upon retirement, an employee with a minimum of thirty (30) years of employment with the City shall be paid in a lump sum for the entirety of accrued vacation.
- iv. Please refer to Leave Disbursement table (Appendix F).



"Appendix E"

Sick & Vacation Leave Accruals

Employee Group	Hours per Work Week	Sick Leave Hours		Vacation Leave Hours	
		Bi-Weekly Accrual	Annual Accrual	Bi-Weekly Accrual	Annual Accrual
Non-Civil Service					
<i>Regular Full-time (0-5 yrs of service)</i>	40	3.69	96	3.08	80
<i>Regular Full-time (6+ yrs of service)</i>	120	3.69	96	4.62	120
Civil Service					
<i>Police Full-time</i>	40	4.62	120	4.62	120
<i>Fire Full-time</i>	106*	6.93	180	6.93	180

Regular full-time employees begin to accrue vacation hours upon completion of thirty (30) days of employment ~~date of hire~~.

Vacation Leave and Sick Leave are accrued 26 pay periods in the calendar year.

Maximum vacation balance allowed to accrue per fiscal year:

- 80 hours for non-civil service employees with 0 - 5 years of service
- 120 hours for police civil service employees and employees with 6+ years of service
- 180 hours for fire civil service employees, depending on assignment

A maximum of five (5) days of Vacation Leave will be allowed to roll over per fiscal year with a maximum of twenty-five (25) days. New banked hours are not eligible for payout.

*As per Section 207(k) of the FLSA



"Appendix F"

Sick & Vacation Leave Disbursement

Employee Group	Years of Service	Sick Leave Hours Maximum Payout	Vacation Leave Hours Maximum Payout
Non-Civil Service			
Regular Full-time (hired prior to 10/01/2012)	1 - 14 years	0	250*
	15 - 24 years	½ of balance not to exceed 720	
	25 - 29 years	720	
	30+ years	100%	100%*
Regular Full-time (hired on or after 10/01/2012)	1 - 14 years	0 hours	120*
	15 - 24 years	½ of balance not to exceed 720	
	25 - 29 years	720	
	30+ years	100%	
Civil Service			
Police and Fire Full-time (hired prior to 10/01/2012)	1 - 29 years	90 days	250*
	30+ years	100%	100%*
Police and Fire Full-time (hired on or after 10/01/2012)	1 - 29 years	90 days	120*
	30+ years	100%	

Note: Leave Disbursement dependent on actual hours accrued at time of separation.

*New banked hours are not eligible for payout and are not included in the payout amounts listed above.



CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: June 23, 2025
PRESENTED BY: Vidal Roman, Finance Director
AGENDA ITEM: Approval of Ordinance # _____ for the establishment of a Fund for the Series 2025 Certificate of Obligation – Roman

NATURE OF REQUEST:

City staff recommends the establishment of a separate fund on the Certificate of Obligation proceeds as approved on the meeting of April 2025 and issued on June 09, 2025.

These funds should be shall not be comingled with other funds and proceeds shall be used solely for the purpose outlined in the Official Statement under the caption "Use of Proceeds".

BUDGETED: no **FUND:** To be established **ACCT. #:** N/A

BUDGET: N/A **EST. COST:** N/A **CURRENT BUDGET BALANCE:** N/A

BID AMOUNT: N/A

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 _____

ORDINANCE

NO. 2025-__

AN ORDINANCE ESTABLISHING A FUND FOR THE SERIES 2025 CERTIFICATE OF OBLIGATION ISSUE; PROMULGATING RULES AND REGULATIONS CONCERNING THE BUILDING AND MAINTAINING OF SUCH FUND, AND THE PERMITTED WITHDRAWALS AND PROHIBITIONS; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT; PROVIDING A SAVINGS CLAUSE; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Mission provides services to the citizens of Mission to meet today's needs, as well as those of the future, and in turn the citizens pay taxes and fees for such services; and

WHEREAS, the City Council determined the used for (i) street and road improvements, (ii) drainage improvements, (iii) utility system improvements, (iv) park and recreation facility, and (v) cost of professional services incurred in connection therewith throughout the city held a meeting to issue certificates; and

WHEREAS, an meeting was held in April 2025 for fore-mentioned projects; and

WHEREAS, the city received the proceeds and as per requirements a separate fund needs to be set up to achieve a proper matching of revenues and debt service within each year;

NOW, THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS, THAT:

(A) A fund is hereby established, to be maintained by the Finance Department and separately maintained from the other funds of the City, to be designated the Series 2025 Debt Service Fund.

(B) Contributions may vary from year to year when the Fund has produced a surplus after payment of all debt service, the fund shall be depleted at least once each year except for an amount not in excess of (a) one-twelfth of the debt service on the Certificate.

(C) At the option of the City Council, the surplus finds will be available for other uses in the General Fund account,

§XXX EXPENDITURES FROM THE SERIES 2025 DEBT SERVICE FUND; PROHIBITED EXPENDITURES.

(A) Withdrawals from the Fund require the authorization of the City Council. At the time of withdrawal, a plan to replenish the Fund over a reasonable time frame shall be adopted by the City Council. The plan may or may not include a tax or rate increase,

depending on the circumstances.

- (B) Withdrawals from the Fund should be restricted to:
 - (1) pay for projects previously mentioned as per the official statement.
- (C) Withdrawal from the Fund should not be allowed for the following reasons:
 - (1) to make any expenditure not clearly and directly for an approved Debt,

SECTION ONE. This Ordinance shall be and is hereby declared to be cumulative of all other ordinances of the City of Mission, Texas, and this Ordinance shall not operate to repeal or affect any other ordinance except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this Ordinance, in which event such conflicting provisions, if any, in such other ordinance or ordinances are hereby repealed.

SECTION TWO. If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held unconstitutional, such holding shall not affect the validity of the remaining portions of this Ordinance.

SECTION THREE. This Ordinance shall become effective from and after its passage as provided by law.

PASSED AND APPROVED on at a regular meeting of the City Council this 23rd day of June 2025.

CITY OF MISSION

Norie Gonzalez Garza, **MAYOR**

ATTEST:

Anna Carrillo, **CITY SECRETARY**

APPROVED AS TO FORM:

Patricia Rigney, **CITY ATTORNEY**



CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: June 23, 2025
PRESENTED BY: Vidal Roman, Finance Director
AGENDA ITEM: Approval of Ordinance # _____ for the establishment of a Interest and Sinking Fund for the Series 2025 Certificate of Obligation – Roman

NATURE OF REQUEST:

City staff recommends the establishment of an Interest and Sinking fund on the Certificate of Obligation Series 2025 proceeds.

This fund is created to deposit the City's tax collections designated for debt payments of principal and interest as stipulated on Schedule II of the Purchase Agreement and to further secure that funds are available for such payments.

BUDGETED: No _____ **FUND:** To be established _____ **ACCT. #:** N/A

BUDGET: N/A _____ **EST. COST:** N/A _____ **CURRENT BUDGET BALANCE:** N/A

BID AMOUNT: _____ N/A

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 _____

O R D I N A N C E

NO. 2025-__

AN ORDINANCE ESTABLISHING A INTEREST & SINKING FUND FOR THE SERIES 2025 CERTIFICATE OF OBLIGATION ISSUE; PROMULGATING RULES AND REGULATIONS CONCERNING THE BUILDING AND MAINTAINING OF SUCH FUND, AND THE PERMITTED WITHDRAWALS AND PROHIBITIONS; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT; PROVIDING A SAVINGS CLAUSE; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Mission provides services to the citizens of Mission to meet today's needs, as well as those of the future, and in turn the citizens pay taxes and fees for such services; and

WHEREAS, the City Council determined the used for (i) street and road improvements, (ii) drainage improvements, (iii) utility system improvements, (iv) park and recreation facility, and (v) cost of professional services incurred in connection therewith throughout the city held a meeting to issue certificates; and

WHEREAS, an meeting was held in April 2025 and the council approved the certificate of obligation issuance to construct projects mentioned above; and

WHEREAS, the city received the proceeds and as per certificate requirements a Interest and Sinking fund needs to be set up to achieve a proper matching of revenues and debt service within each bond year;

NOW, THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS, THAT:

(A) A fund is hereby established, to be maintained by the Finance Department and separately maintained from the other funds of the City, to be designated the Series 2025 Interest and Sinking Fund.

(B) Contributions may vary from year to year when the Fund has produced a surplus after payment of all debt service, the fund shall be depleted at least once each year except for an amount not in excess of (a) one-twelfth of the debt service on the Bonds for the previous year or (b) the previous year's earnings on the Interest and Sinking Fund.

(C) At the option of the City Council, the surplus finds will be available for other uses in the General Fund account,

§XXX EXPENDITURES FROM THE SERIES 2025 DEBT SERVICE FUND; PROHIBITED EXPENDITURES.

(A) Withdrawals from the Fund require the authorization of the City Council. At the time of withdrawal, a plan to replenish the Fund over a reasonable time frame shall be adopted by the City Council. The plan may or may not include a tax or rate increase, depending on the circumstances.

(B) Withdrawals from the Fund should be restricted to:
 (1) pay for Principal and Interest payments only as per the schedule.

(C) Withdrawal from the Fund should not be allowed for the following reasons:
 (1) to make any expenditure not clearly and directly for an approved Debt,

SECTION ONE. This Ordinance shall be and is hereby declared to be cumulative of all other ordinances of the City of Mission, Texas, and this Ordinance shall not operate to repeal or affect any other ordinance except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this Ordinance, in which event such conflicting provisions, if any, in such other ordinance or ordinances are hereby repealed.

SECTION TWO. If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held unconstitutional, such holding shall not affect the validity of the remaining portions of this Ordinance.

SECTION THREE. This Ordinance shall become effective from and after its passage as provided by law.

PASSED AND APPROVED on at a regular meeting of the City Commission this 23rd day of June 2025.

CITY OF WESLACO

 Norie Gonzalez Garza, **MAYOR**

ATTEST:

 Anna Carrillo, **CITY SECRETARY**

APPROVED AS TO FORM:

 Patricia Rigney, **CITY ATTORNEY**



CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: June 23, 2025
PRESENTED BY: Vidal Roman, Finance Director
AGENDA ITEM: Adoption of Debt Policy for the City of Mission – Roman

NATURE OF REQUEST:

City staff recommends the adopting and setting in place a Debt policy that establishes, governing policies, ratios and measurements as well as constraints for current and future bonds and/or certificate of obligations.

BUDGETED: N/A **FUND:** N/A **ACCT. #:** N/A

BUDGET: N/A **EST. COST:** N/A **CURRENT BUDGET BALANCE:** N/A

BID AMOUNT: N/A

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 _____

CITY OF MISSION, TEXAS

DEBT MANAGEMENT POLICY

I. PURPOSE

The purpose of this policy is to establish parameters and provide guidance governing the issuance, management, continuing evaluation of and reporting on all debt obligations issued by the City of Mission, and to provide for the preparation and implementation necessary to assure compliance and conformity with this policy.

II. POLICY STATEMENT

Under the governance and guidance of Federal and State laws and the City's Charter, ordinances and resolutions, the City may periodically enter into debt obligations to finance the construction or acquisition of infrastructure and other assets or to refinance existing debt for the purpose of meeting its governmental obligation to its residents. It is the City's desire and direction to assure that such debt obligations are issued and administered in such a fashion as to obtain the best long-term financial advantage to the City and its residents, while making every effort to maintain and improve the City's bond ratings and reputation in the investment community.

The City may also desire to issue debt obligations on behalf of external agencies or authorities for the purpose of constructing facilities or assets which further the goals and objectives of City government. In such cases, the City shall take reasonable steps to confirm the financial feasibility of the project and the financial solvency of the borrower; and, take all reasonable precautions to ensure the public purpose and financial viability of such transactions.

The City shall not issue debt obligations or utilize debt proceeds to finance current operations of the City assets that do not have a useful life beyond the term of the debt.

III. REVIEW PROCESS

It is the responsibility of City staff to review and make recommendations regarding the issuance of debt obligations and the management of outstanding debt. The planning process will involve the City Manager, Finance Director, and Department Heads along with advice and counsel from the City Attorney, Financial Advisor and Bond Counsel.

Workshops and meetings will be held to discuss and take action concerning the issuance of debt and will be open to all interested parties. Official minutes will be taken when action is taken by the City Council at a regular or special meeting and copies will be made available upon request to the City Secretary.

The City Council will consider all issues related to outstanding and proposed debt obligations, and will vote on issues affecting or relating to the credit worthiness; security and repayment of such obligations, including but not limited to procurement of services, structure, repayment terms and covenants of the proposed debt obligations, and issues which may affect the security of the bonds and ongoing disclosure to bondholders and interested parties.

IV. GENERAL DEBT GOVERNING POLICIES

The City hereby establishes the following policies concerning the issuance and management of debt:

- A. The City will not issue debt obligations or use debt proceeds to finance current operations.
- B. The City will utilize debt obligations only for acquisition, construction or remodeling of capital assets that cannot be funded from current revenue sources or in such cases wherein it is more equitable to the users of the project to finance the project over its useful life.
- C. The City will measure the impact of debt service requirements of outstanding and proposed debt obligations. This analysis will consider debt service maturities and payment patterns as well as the City's ability to pay for any of the proposed projects or acquisitions with funds already on hand.
- D. The City will not issue debt with the useful life of the asset is less than the term of the debt.

V. SPECIFIC DEBT POLICIES, RATIOS AND MEASUREMENT

This section of the debt Management Policy establishes the target debt policies, ratios and measurements for the City in the following categories:

- A. Measurements of Future Flexibility
- B. Constraints, Ratios and Measurements

A. Measures of Future Flexibility

As the City periodically addresses its ongoing needs, the City Manager and the City Council must ensure that the future elected officials will have the flexibility to meet the capital needs of the City.

Tax Supported Debt Limit = 10% or less of Assessed Property Valuation

Goal / Target Unreserved General Fund Balance = 25% of operating expenditures

B. Constraints, Ratios and Measures

The following constraints, ratios and measures shall govern the issuance and administration of debt obligations:

Purposes of Issuance - The City will issue debt obligations for acquiring, constructing or renovating Capital Improvements or for refinancing existing debt obligations. Projects must be designed as public purpose projects by the City Council prior to funding.

Maximum Maturity - All debt obligations shall have a maximum maturity of the earlier of:

i) the estimated useful life of the Capital Improvements being financed; or, (ii) maximum of thirty years; or, (iii) in the event they are being issued to refinance outstanding debt obligations the final maturity of the debt obligations being refinanced, unless a longer term is recommended by the City's Financial Advisor.

Net Debt Per Capita - The City shall strive to maintain the Net Debt Per Capita at or below the standard median for cities of comparable size. Any deviation from this will be weighed against the public purpose to be accomplished through the issuance of additional debt.

Net Debt to Taxable Assessed Value - The City shall strive to maintain a ratio of Net Debt to Taxable Assessed Value of properties within the City at or below the standard industry median for cities of comparable size. The ratio of Net Debt to Taxable Assessed Value shall be calculated by dividing the Net Debt by the taxable assessed value of all taxable properties within the City.

Capitalized Interest (Funded Interest) - Subject to Federal and State law, interest may be capitalized from date of issuance of debt obligations through the completion of construction for revenue producing projects. Interest may also be capitalized for projects in which the revenue designated to pay the debt service on the bonds will be collected at a future date, not to exceed six months from the estimated completion of construction and offset by earnings in the construction fund.

Bond Covenants and Laws - The City shall comply with all covenants and requirements of the bond resolutions, and State and Federal laws authorizing and governing the issuance and administration of debt obligations.



CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: June 23, 2025

PRESENTED BY: JP Terrazas, P.E., CPM, Assistant City Manager

AGENDA ITEM: Amendment to bid# 24-169-12-27 to include awarding of FY22 BRIC Program Development, Grant Administration, Civil Engineering, and Project Management Services to Westwood Professional Services in the amount of \$404,710.00 with a 28.31% match for project Sunset & Astroland Drainage Engineering Design - Terrazas

NATURE OF REQUEST:

The City of Mission has accepted and opened one (1) Bid response for the Building Resilient Infrastructure and Communities (BRIC) Program Development, Grant Administration, Civil Engineering, and Project Management Services. Staff recommends amendment to bid# 24-169-12-27 to include awarding of FY22 BRIC Program Development, Grant Administration, Civil Engineering, and Project Management Services to Westwood Professional Services who is the lowest responsible bidder meeting all specifications in the amount of \$404,710.00 from BRIC grant award with a 28.31% match in the amount of \$114,566.11 for project Sunset & Astroland Drainage Engineering Design.

BID# 24-169-12-27

BUGETED: Yes **FUND:** CDBG **ACCT. #:** 04-462-74930

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 _____

Date: June 18, 2025
Project No.: 0050952.01

Mr. Michael Elizalde, MPA, CPM
Director of Grants and Strategic Development
City of Mission
1201 E. 8th Street
Mission, TX 78572

City of Mission Sunset & Astroland Drainage Engineering Design Project FY22 BRIC
City of Mission, Texas

Westwood Professional Services, Inc. is pleased to submit this proposal to provide professional civil engineering, land surveying and grant management services relating to the referenced project. It is our understanding the project consists of BRIC/FMA program development, grant administration, civil engineering, and project management services related to the Sunset and Astroland drainage project as identified in the City of Mission 2020 Comprehensive Storm Drainage Assessment.

Based on our preliminary discussions and the information received to date, our perception of the project is described in the attached documents:

Exhibit A – Scope of Services;

Exhibit B – Compensation and Method of Payment;

Exhibit C – Insurance;

Westwood Professional Services, Inc. is pleased to have this opportunity to submit this proposal and look forward to working with you on this project. If the proposed agreement is acceptable to you as presented, please execute one copy of the agreement form and return one original copy to our office. If you have any questions or would like any additional information, please do not hesitate to call us at your convenience.

Sincerely,



J.W. Balch, PE, CFM

Project Manager, Water Resources

EXHIBIT 'A' – SCOPE OF SERVICES
Sunset and Astroland Drainage Engineering Design Project FY22 BRIC
City of Mission, Texas

GRANT APPLICATION 2023

1. Hydrology and Hydraulic Analysis:
 - a. Westwood will develop a preliminary 1D/2D unsteady hydraulics model utilizing XPSTORM software for the design. The model will be an integrated hydrology & hydraulics model incorporating inlet, channel, and storm drain infrastructure and be used to determine capacity of existing and proposed drainage infrastructure. This model will provide greater detail of upstream storage and routing time through the project area. 1D/2D areas will be developed at a minimum for the drainage system upstream of Interstate 2. The hydraulic analysis will verify the capacity for the ultimate conditions flows and optimize capacity of the proposed storm drain system.
 - b. Westwood will identify planning level drainage concepts and develop a preliminary Ultimate Buildout drainage model and utilizing the 1D/2D XPSWMM model developed in the existing model validation phase. During this phase modifications to the proposed project may be made to limit impacts upstream and downstream. Westwood will develop planning level cost estimates for the proposed ultimate buildout projects and identify cost impacts to the Sunset and Astroland project.
 - c. Westwood will prepare an estimate of construction quantities based upon preliminary hydraulic modeling and develop an opinion of probable construction costs.
 - d. A FEMA compliant benefit-cost analysis (BCA) will be provided to determine the eligibility of project for FEMA FMA funding. Benefits will be calculated using the FEMA BCA Toolbox, and project costs will be determined from cost analysis above. Benefit Cost Analysis deliverables will be a completed FEMA BCA Report.
 - e. As part of the FEMA Go Application, the following exhibits will be prepared as supporting information to application:
 - i. Location Map
 - ii. FEMA Floodplain Map
 - iii. FEMA NFIP Policy Holder Map
 - iv. Existing and Proposed Improvements Map
 - v. 10-year Pre-project & Post-Project Topographic Workmap
 - vi. 25-year Pre-project & Post-Project Topographic Workmap
 - vii. 50-year Pre-project & Post-Project Topographic Workmap
 - viii. 100-year Pre-project & Post-Project Topographic Workmap
 - ix. Justice 40 Maps
 - x. SVI Maps
 - xi. Environmental Cultural Resources Map
 - xii. Environmental Wetlands Map
 - f. Grant Compliance and Administration - Westwood will coordinate with the City of Mission floodplain administrator and grants administrator to develop implementation measures required by the application. Westwood will coordinate with the Texas Water Development Board (TWDB) and Federal Emergency Management Agency (FEMA) to provide evidence that the City of Mission is in good standing with the National Flood Insurance Program (NFIP). Westwood

EXHIBIT A to Agreement between the City of Mission, Texas ("Client") and Westwood Professional Services, Inc., ("Westwood") for Consulting Services

will coordinate submittals, deliverables, cost estimates and narrative writeups with the City of Mission grant administrator and floodplain administrator.

TOPOGRAPHIC SURVEY & RESEARCH

1. Survey (Topographic and Boundary)
 - a. Establish survey control along each street or intersecting streets as necessary. These control points will be established based on and tied to established City horizontal and vertical control points. The horizontal control for each street in the Sunset and Astroland project will be established on the State Plane Coordinate System (NAD'83 Surface Coordinates) from Client monumentation. Control points will be established using 5/8" iron rods, 18" long. These control points will be established using GPS and conventional surveying methods.
 - b. A benchmark circuit will be established, based on the vertical control points provided. These benchmarks will be located outside of the construction limits and put in such a place so that they may be easily found for future use. Benchmarks will be located at about 1,000' intervals and will be referenced. Benchmarks shall be looped in accordance with good surveying practice prior to field surveys. All control leveling work will be performed using appropriate modified second order procedures with closed loops into the Sunset and Astroland project vertical control.
 - c. Existing streets, driveways and right-of-way will be profiled and cross-sectioned at 50' intervals and to a point at least 20' outside of the Right-of-Way line. Low points, high points and other unique features will be noted. Pavement surfacing will be determined by visual inspection only. Intersecting streets will be profiled and cross-sectioned to a point at least 50' beyond the roadway being replaced.
 - d. Existing drainage channels and swales will be profiled and cross sectioned within the immediate vicinity of the Sunset and Astroland project, 100' upstream and downstream. Low points, high points and any other unique features will be noted. Additional surveying may be necessary to verify the limits of drainage areas.
 - e. Existing Underground and/or Overhead Utilities - Utility owner's will be contacted, on an as-needed basis, and requested to assist in locating existing utilities identified for the Sunset and Astroland project. Above ground features of existing utilities within the proposed Right-of-Way for the limits of the Sunset and Astroland project will be field located, including elevations of sanitary and storm sewer manhole flowlines and water/gas valve stems. The location of utilities between above ground features will be determined from visual inspection, utility records, and/or from locations determined by the respective utility companies. The utilities will be tied to the Sunset and Astroland project control points and depths determined in sufficient detail to identify potential conflicts with proposed construction. The excavation and other costs required to expose or probe the underground utilities will be the responsibility of others

H&H MODELING – EXISTING AND PROPOSED CONDITIONS MODELS

1. Hydrology Analysis:
 - a. Westwood will refine the hydrologic analysis provided in the Pre-award Phase by updating topography, drainage areas, land use values, and times of concentration to provide detailed peak flow rates.
2. Existing Conditions Hydraulic Analysis
 - a. Westwood will refine the pre-award phase existing conditions 1D/2D unsteady hydraulics model utilizing XPSTORM software for the design. The topographic survey and existing storm inventory will be re-modeled to match field survey information.
3. Proposed Conditions Hydraulic Analysis
 - a. Westwood will identify detailed drainage improvements matching civil construction plans utilizing the 1D/2D XPSWMM model developed in the pre-award validation phase. During this phase modifications to the proposed project may be made to limit impacts upstream and downstream. Westwood will develop detailed cost estimates for the proposed ultimate buildout projects and identify cost impacts to the Sunset and Astroland project. Westwood will perform a constructability review which include an evaluation of utility relocation, land acquisition, and R.O.W. access.
4. The Conceptual Design shall be submitted to Client per the approved Project Schedule. The purpose of the conceptual design is for Westwood to:
 - a. Study the project.
 - b. Identify and develop alternatives and phasing plan
 - c. Present (through the defined deliverables) these alternatives to the Client.
 - d. Recommend the alternatives that successfully address the design problem.
 - e. Obtain the Client’s endorsement of the selected concept.

SCHEMATIC LEVEL DESIGN

Westwood will develop a schematic level design of the identified next phase of construction for the Sunset and Astroland Project. The schematic will include:

1. Plan and profile of storm drain infrastructure
2. Preliminary grading plan for any proposed detention facilities
3. Preliminary Utility Conflict Matrix
4. Estimate of Quantities

BENEFIT-COST ANALYSIS

1. A FEMA compliant benefit-cost analysis (BCA) will be provided to determine the eligibility of project for FEMA FMA funding. Benefits will be calculated using the FEMA BCA Toolbox, and project costs will be determined from cost analysis above. Benefit Cost Analysis deliverables will be a completed FEMA BCA Report.

EXHIBIT A to Agreement between the City of Mission, Texas ("Client") and Westwood Professional Services, Inc., ("Westwood") for Consulting Services

GRANT APPLICATION FMA 2025/2026

1. As part of the FEMA Go Application, the following exhibits will be prepared as supporting information to application:
 - a. Location Map
 - b. FEMA Floodplain Map
 - c. FEMA NFIP Policy Holder Map
 - d. Existing and Proposed Improvements Map
 - e. 10-year Pre-project & Post-Project Topographic Workmap
 - f. 25-year Pre-project & Post-Project Topographic Workmap
 - g. 50-year Pre-project & Post-Project Topographic Workmap
 - h. 100-year Pre-project & Post-Project Topographic Workmap
 - i. Justice 40 Maps
 - j. SVI Maps
 - k. Environmental Cultural Resources Map
 - l. Environmental Wetlands Map
2. Grant Compliance and Administration:
 - a. Westwood will coordinate with the City of Mission floodplain administrator and grants administrator to develop implementation measures required by the application. Westwood will coordinate with the Texas Water Development Board (TWDB) and Federal Emergency Management Agency (FEMA) to provide evidence that the City of Mission is in good standing with the National Flood Insurance Program (NFIP). Westwood will coordinate submittals, deliverables, cost estimates and narrative writeups with the City of Mission grant administrator and floodplain administrator.

Services not included in this contract:

- *Construction inspection services*
- *Environmental assessments; this project has been categorically excluded*
- *As-built surveys of constructed improvements*
- *Public hearings or City Council/Commission meetings*
- *Utility coordination meeting(s) to start relocation process with affected franchise utilities*
- *Reset property corner monumentation disturbed or removed during or after construction*
- *Required application and permitting fees (LOMR) or special insurance premiums are not included*
- *Phase II Environmental Site Assessments*
- *Storm Water Pollution Prevention Plans (SWPPP)*
- *Floodplain studies and permitting*
- *Boundary and topographic surveying*
- *Preliminary and final platting*
- *Zoning change assistance*
- *Site Plan layout*

EXHIBIT A to Agreement between the City of Mission, Texas (“Client”) and Westwood Professional Services, Inc., (“Westwood”) for Consulting Services

- *Traffic and parking studies*
- *Demolition Plan*
- *Retaining wall design*
- *Design of screening walls, light pole bases, transformer or generator pads, hardscape features, pavers and/or site signage*
- *Detailed layout of walks and hardscape areas, including scoring patterns*
- *Design of any underfloor drainage systems or grading*
- *Design of french drain systems around the building perimeters*
- *Landscape Plan and Irrigation Plan*
- *Site Lighting Plan*
- *Signage Plan*
- *Off-site roadway, drainage, and utility extensions/improvements*
- *LEED pursuit*
- *Construction staking*

END OF EXHIBIT ‘A’

EXHIBIT B to Agreement between the City of Mission, Texas (“Client”) and Westwood Professional Services, Inc., (“Westwood”) for Consulting Services

EXHIBIT ‘B’ – COMPENSATION AND METHOD OF PAYMENT

Sunset and Astroland Climate Resilient Flood Risk Reduction Project FY22/23 FMA City of Mission, Texas

COMPENSATION:

For all professional services included in EXHIBIT ‘A’, Scope of Services, Westwood shall be compensated a lump sum fee of \$404,710.00 as summarized below. Westwood reserves the right to re-negotiate fee given changes throughout the project, if necessary. The total lump sum fee shall be considered full compensation for the services described in EXHIBIT ‘A’, including all labor materials, supplies, and equipment necessary to deliver the services.

Mission 2022 FMA C&CB Grant		Task / Phase Fee
Task 1	Grant Application FMA 2023	\$33,120.00
Task 2	Topographic Survey and Research	\$74,800.00
Task 3	Existing Condition Model	\$62,290.00
Task 4	Proposed Conditions Model	\$93,200.00
Task 5	Schematic Level Design	\$85,100.00
Task 6	Benefit-Cost Analysis	\$26,200.00
Task 7	Grant Application FMA 2025/2026	\$30,000.00
Total		\$404,710.00

METHOD OF PAYMENT:

Westwood shall be paid monthly payments as described in Article 3 of the AGREEMENT. The cumulative sum of such monthly partial fee payments shall not exceed the total current project budget including all approved Amendments. Each invoice shall be verified as to its accuracy and compliance with the terms of this Agreement by an officer of Westwood.

END OF EXHIBIT ‘B’

EXHIBIT C – INSURANCE

A. *Insurance.* Westwood shall, during the life of this Agreement, maintain the following insurances:

1. Commercial General Liability (occurrence form not less than):
 - \$2,000,000 General Liability
 - \$2,000,000 Products and Completed Operations Aggregate
 - \$1,000,000 Personal and Advertising Injury
 - \$1,000,000 Each Occurrence
 - \$10,000 Medical Expense
2. Commercial Automobile Liability (all scheduled auto, hired and non-owned autos):
 - \$1,000,000 Combined Single Limit
3. Umbrella
 - \$5,000,000 Aggregate
 - \$5,000,000 Each Occurrence
4. Workers Compensation
 - \$1,000,000 Each Accident
 - \$1,000,000 Policy Limit
 - \$1,000,000 Each Employee

Professional Liability Errors and Omissions Insurance. Westwood shall carry Professional Liability Errors and Omissions insurance with limited contractual liability in the amount of \$2,000,000 per claim and in the aggregate for the duration of this Agreement.

END OF EXHIBIT ‘C’

The Parties hereto have executed this Agreement, effective on the latest date indicated below.

CLIENT:
City of Mission

(Signature)

(Name – Printed)

(Title)

(Date)

Client Address/Contact for giving notices:

City of Mission


C/O Michael Elizalde

1201 E 8th Street

Mission, TX

Melizalde@missiontx.us

WESTWOOD:
Westwood Professional Services, Inc.



(Signature)

Mark Miller, PE

(Name – Printed)

Public Infrastructure Leader, San Antonio

(Title)

6/18/2025

(Date)

Westwood Address/Contact for giving notices:

Westwood Professional Services, Inc.

C/O General Counsel

2805 North Dallas Parkway, Suite 150

Plano, TX 7509355343

Email: legal@westwoodps.com



CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: June 23, 2025
PRESENTED BY: Juan Pablo "JP" Terrazas, P.E., Asst. City Manager
AGENDA ITEM: Approval of Interlocal Agreement between the City of Mission and Agua SUD relating to the Inspiration Road Sanitary Sewer - Lift Station 10 Flow Reroute - Terrazas

NATURE OF REQUEST:

The City of Mission sanitary sewer trunkline along Inspiration Road has reached maximum capacity during storm events due to infiltration. Lift Station Number 10 currently discharges over 2 MGD of wastewater into the Inspiration Road sanitary sewer trunkline and this flow is contributing to the trunkline reaching maximum capacity, by rerouting a portion, up to 500 thousand gallons (kgal) per day of the effluent flow coming from City of Mission Lift Station Number 10 to the Agua SUD P2 Lift Station located on La Homa Road will offset the flow from the trunkline and allow it to be more manageable to maintain.

Agua SUD has agreed to reroute the effluent flow from Lift Station Number 10 through their system and ultimately discharge at the City of Mission Wastewater Plant. Agua SUD approved the Interlocal Agreement at their June 17, 2025 meeting.

Agua SUD will charge the City for Wastewater reroute services at a set rate of \$1.089 per thousand gallons (\$1.089 per 1,000 gallons) on a monthly basis.

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

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

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 _____

STATE OF TEXAS §
 §
 COUNTY OF HIDALGO §

**INTERLOCAL AGREEMENT
 BETWEEN CITY OF MISSION, TEXAS AND
 AGUA SUD SPECIAL UTILITY DISTRICT**

THIS agreement is made on this the ____ day of _____, 2025 (the “Effective Date”) by and between by and between the CITY OF MISSION, TEXAS, (hereinafter referred to as the "City") and AGUA SPECIAL UTILITY DISTRICT (hereinafter referred to as “Agua SUD”) and collectively referred to as the “Parties”, pursuant to the provisions of the Texas Interlocal Cooperation Act (the “Act”), Chapter 791 et seq., Texas Government Code, as follows:

WITNESSETH:

WHEREAS, Chapter 791 of the Texas Government Code authorizes local governments to contract with each other to provide governmental functions and services, and

WHEREAS, the City of Mission, Texas is a Texas Municipality and Home Rule City as set forth in VTCA Government Code§ 791.003 (4), and

WHEREAS, Agua SUD, is a special utility district in Hidalgo and Starr Counties created under and essential to accomplish the purposes of Section 59, Article XVI, Texas Constitution and operating in accordance with Chapter 7201, Special District Local Laws Code, and Chapters 49 and 65, Water Code; and

WHEREAS, the City of Mission sanitary sewer trunkline along Inspiration Road has reached maximum capacity during storm events due to infiltration; and

WHEREAS, Lift Station Number 10 currently discharges over 2 MGD of wastewater into the Inspiration Road sanitary sewer trunkline and this flow is contributing to the trunkline reaching maximum capacity; and

WHEREAS, the City has determined that rerouting a portion, up to 500 thousand gallons (kgal) per day of the effluent flow coming from City of Mission Lift Station Number 10 to the Agua SUD P2 Lift Station located on La Homa Road will offset the flow from the trunkline and allow it to be more manageable to maintain; and

WHEREAS, Agua SUD has agreed to reroute the effluent flow from Lift Station Number 10 through their system and ultimately discharge at the City of Mission Wastewater Plant; and

WHEREAS, Agua SUD and the City agree that it is mutually beneficial to both entities and that this will ensure the public health and safety of the community.

WHEREAS, the Parties, in performing governmental functions or in paying for the performance of governmental functions hereunder shall make that performance, or those payments from current revenues legally available to each party.

NOW THEREFORE, for an in consideration of the foregoing mutual benefits, covenants, and agreements herein expressed and other good and valuable consideration, the receipt of which is hereby acknowledged, Agua SUD and City agree as follows:

AGREEMENT:

- 1. Recitals:** The recitals set forth above are true and correct and are incorporated herein by reference for all purposes.
- 2. Purpose:** The purpose of this Agreement is to reroute the City of Mission's Lift Station Number 10 as identified under Exhibit A, attached hereto.
- 3. Effectiveness and Duration:** This Agreement shall begin and be effective on _____, 2025. For this Agreement to be effective, it must be approved at a public meeting and properly executed by the City and Agua SUD, and their respective Board and/or Council.

This Agreement shall be effective for an initial term of five (5) years. Following this initial period, this Agreement shall be extended by up to two (2) additional five (5) year periods, unless on or before 60 days before the expiration of the initial term or one of the extension periods, the City or Agua SUD provide to the other party written notice of its desire to not automatically renew this Agreement.

4. Installation and Maintenance:

- 4.1. Agua SUD agrees to reroute up to 500 kgal per day of effluent from Lift Station Number 10 to the Agua SUD P2 Lift Station with the effluent flow ultimately discharging at the City of Mission Wastewater Treatment Plant.
- 4.2. Agua SUD agrees to perform all rerouting work and to accept all obligations for the maintenance of the Lift Station on La Homa Road and acknowledges that from the Effective Date until the termination of this Agreement, the City shall have no obligation to maintain, operate, or provide any services relating to the P2 Lift Station. Notwithstanding the foregoing, in the event of an emergency that has or is likely to result in effluent capacity without performing emergency repair or maintenance, City agrees to coordinate with Agua SUD on the repair and assist by providing necessary and available equipment and labor, as mutually agreed to by the Parties.
- 4.3. City agrees to accept all responsibilities for the maintenance of its Wastewater Treatment Plant.
- 4.4. **Service Rates:** Throughout the term of this Agreement, Agua SUD shall charge the City for Wastewater reroute services at a set rate of \$1.089 per thousand gallons (\$1.089 per 1,000 gallons) on a monthly basis.

4.4 **Maintenance Recovery Cost:** Throughout the term of this Agreement, Agua SUD shall charge the City for Recovery Cost of Agua SUD wastewater collection system of a depreciation fee of \$10,000.00 per year.

4.5 **Reduction in Wastewater Treatment Cost.** City agrees to subtract the measured amount of wastewater effluent rerouted from Lift Station Number 10 to the Agua SUD P2 Lift Station from the total amount of wastewater treatment invoiced by the City to Agua SUD for wastewater treatment.

5. Nature of Relationship. Nothing contained in this Agreement shall be deemed or constructed to create the relationship of principal and agent or that of partnership or joint venture or any association between the Parties, and any intention to create a joint venture or partnership relationship between the Parties hereto is hereby expressly disclaimed. No provision contained in this agreement, nor any acts of the Parties hereto shall be deemed to create any relationship between City and Agua SUD other than what is specifically described within the agreement.

6. Immunities. The parties to this Agreement agree that each party, each through its officials, employees, and agents, shall be responsible for its own negligent acts or omissions or other tortious conduct in the course of the event permitted under this Agreement, without waiving any sovereign or governmental immunity available to any party under Texas law and without waiving any available defenses under Texas law. Nothing in this paragraph shall be construed to create or grant any rights, contractual or otherwise, in or to any third persons or entities.

7. Conflict of Applicable Law: Nothing in this Agreement shall be construed so as to require the commission of any act contrary to law, and whenever there is any conflict between any provision of their Agreement and any present or future law, ordinance, or administrative, executive or judicial regulation, order or decree, or amendment thereof, contrary to which the parties have no legal right to contract, the latter shall prevail, but in such event the affected provision or provisions of the Agreement shall be modified only to the extent necessary to bring them within the legal requirements and only during the time such conflict exists.

8. Entire Agreement: This Agreement contains the entire contract between the parties hereto and each party acknowledges that neither has made (either directly or through any agreement or representative) and representation or agreement in connection with this Agreement not specifically set forth herein. This Agreement may be modified or amended only by agreement in writing executed by the City and Agua SUD, and not otherwise.

9. TEXAS LAW TO APPLY: THIS AGREEMENT SHALL BE CONSTRUED UNDER AND IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS, AND ALL OBLIGATION OF THE PARTIES CREATED HEREUNDER ARE PERFORMABLE IN HIDALGO COUNTY, TEXAS. THE PARTIES HEREBY CONSENT TO PERSONAL JURISDICTION IN HIDALGO COUNTY, TEXAS.

10. Notice: Except as maybe otherwise specifically provided in this Agreement, all notices,

demands, requests or communication required or permitted hereunder shall be in writing and shall either be (i) personally delivered against a written receipt, or (ii) sent by registered or certified mail, return receipt requested, postage prepaid and addressed to the parties at the addresses set forth below, or at such other addresses as may have been theretofore specified by written notice delivered in accordance herewith:

If to City: City of Mission
Mike R. Perez, City Manager
1201 E. 8th St
Mission, Texas 78572

With Copy to:
City Attorney's Office
Patricia A. Rigney, City Attorney
1201 E. 8th St
Mission, Texas 78572

If to AGUA SUD: Agua SUD
Roberto Salinas, General Manager
P.O. Box 4379
Mission, Texas 78575-0075

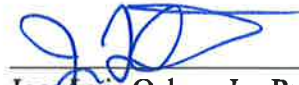
Each notice, demand, request or communication which shall be delivered or mailed in the manner described above shall be deemed sufficiently given for all purposes at such time as it is personally delivered to the addressee, or, if mailed, at such time as it is deposited in the United States mail.

- 11. Additional Documents:** The parties hereto covenant and agree that they will execute such other and further instruments and documents as are or may become necessary or convenient to effectuate and carry out the terms of this Agreement.
- 12. Successors.** This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives, successors, and assigns where permitted by this Agreement.
- 13. Assignment:** This Agreement shall not be assignable.
- 14. Headings.** The headings and captions contained in this Agreement are solely for the convenience reference and shall not be deemed to affect the meaning or interpretation of any provision of paragraph hereof.
- 15. Authority to Execute.** The execution and performance of this Agreement by the City and Agua SUD have been duly authorized by all necessary laws, resolutions or corporate action, and this Agreement constitutes the valid and enforceable obligations of the City and Agua SUD in accordance with its terms.

WITNESS THE HANDS OF THE PARTIES effective as of the day and year first written above.

APPROVED BY AGUA SUD SPECIAL UTILITY DISTRICT ON June 17, 2025.

AGUA SUD SPECIAL UTILITY DISTRICT



Jose Luis Ochoa, Jr., President

ATTEST:



Roberto Salinas, General Manager

APPROVED BY THE MISSION CITY COUNCIL ON _____, 2025.

Agenda Item No. _____

CITY OF MISSION:

NORIE GONZALEZ-GARZA, MAYOR

ATTEST:

Anna Carillo, City Secretary

APPROVED AS TO FORM:

Patricia A. Rigney, City Attorney





CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: June 23, 2025

PRESENTED BY: Juan Pablo "JP" Terrazas, P.E., Asst. City Manager

AGENDA ITEM: Approval of Ordinance # _____ of the City of Mission changing the speed limit from 55 to 45 mph along SH 364 as requested by TxDOT - Terrazas

NATURE OF REQUEST:

The following maximum speed limits on SH 364 (La Homa), shall be as follows:

Beginning at 655' N. 3 Mile Line Rd. (Mission North City Limit). to 660' S. of 3 Mile Line Rd., the maximum speed limit will change from 55 miles per hour to 45 miles per hour. 2 Mile Line Rd. to 660' S. of 3 Mile Line Rd. (Mission South City Limits) speed limit will remain as is which is currently 45 miles per hour.

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 _____

ORDINANCE NO. _____

APPROVAL OF ORDINANCE OF THE CITY OF MISSION, CHANGING THE SPEED LIMITS; PROVIDING FOR A PENALTY NOT TO EXCEED \$500.00 FOR ANY VIOLATION THEREOF; PROVIDING FOR AN EFFECTIVE DATE; PROVIDING FOR PUBLICATION; PROVIDING FOR SEVERABILITY AND ORDAINING OTHER PROVISIONS RELATED TO THE SUBJECT MATTER THEREOF.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS:

SECTION 1.

The following speed limits have been found to be reasonable and prudent for the portions of the streets set forth as in the intersection and as described as follows, to wit:

Speed Limits shall be in accordance with the attached strip map and consistent with the speed zone survey that was conducted on SH 364 (La Homa) from FM 2221 to IH-2.

The attached map, depicting the speed limit areas and limits as prepared by the Texas Department of Transportation, is fully incorporated herein the same as if fully set forth at length. (See attached Strip Map)

The following maximum speed limits on SH 364 (La Homa), shall be as follows:

A. Beginning at 655' N. 3 Mile Line Rd. (Mission North City Limit). to 660' S. of 3 Mile Line Rd., the maximum speed limit shall be 45 miles per hour.

SECTION 2.

This ordinance shall become effective upon its passage and upon the placement of the appropriate signs by the Texas Department of Transportation.

SECTION 3.

A violation of this ordinance or any part here of shall, upon conviction thereof, be punishable by a fine up to \$500.00 per violation.

SECTION 4.

The City Secretary of the City of Mission is hereby authorized and directed to cause the caption of this ordinance to be published in a newspaper of general circulation.

SECTION 5.

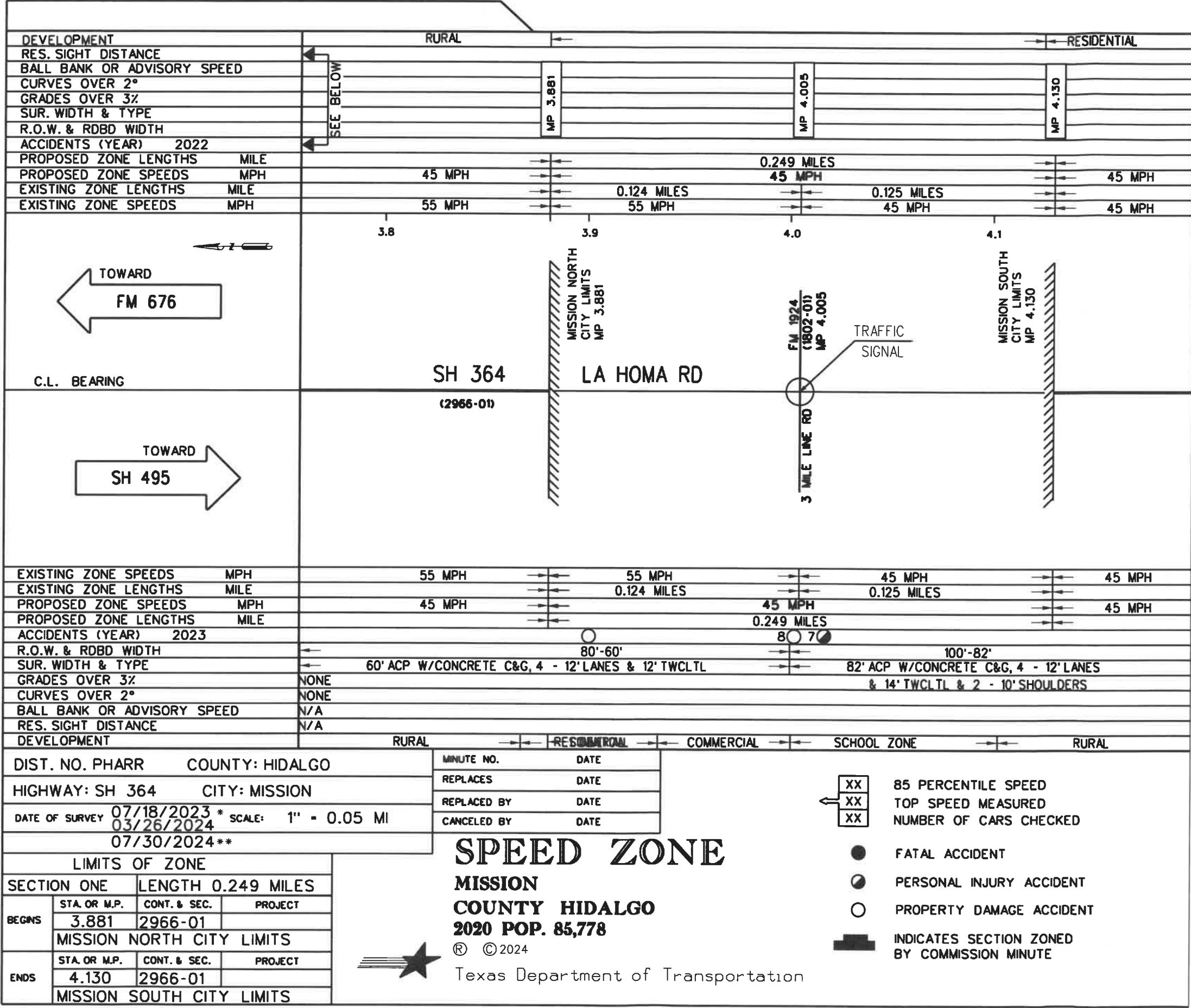
If any part of this ordinance shall be declared to be invalid or unconstitutional by a court of competent jurisdiction, then such invalidity shall not affect the remaining parts of this ordinance and the balance of this ordinance shall remain in full force and effect to the extent this ordinance is considered severable.

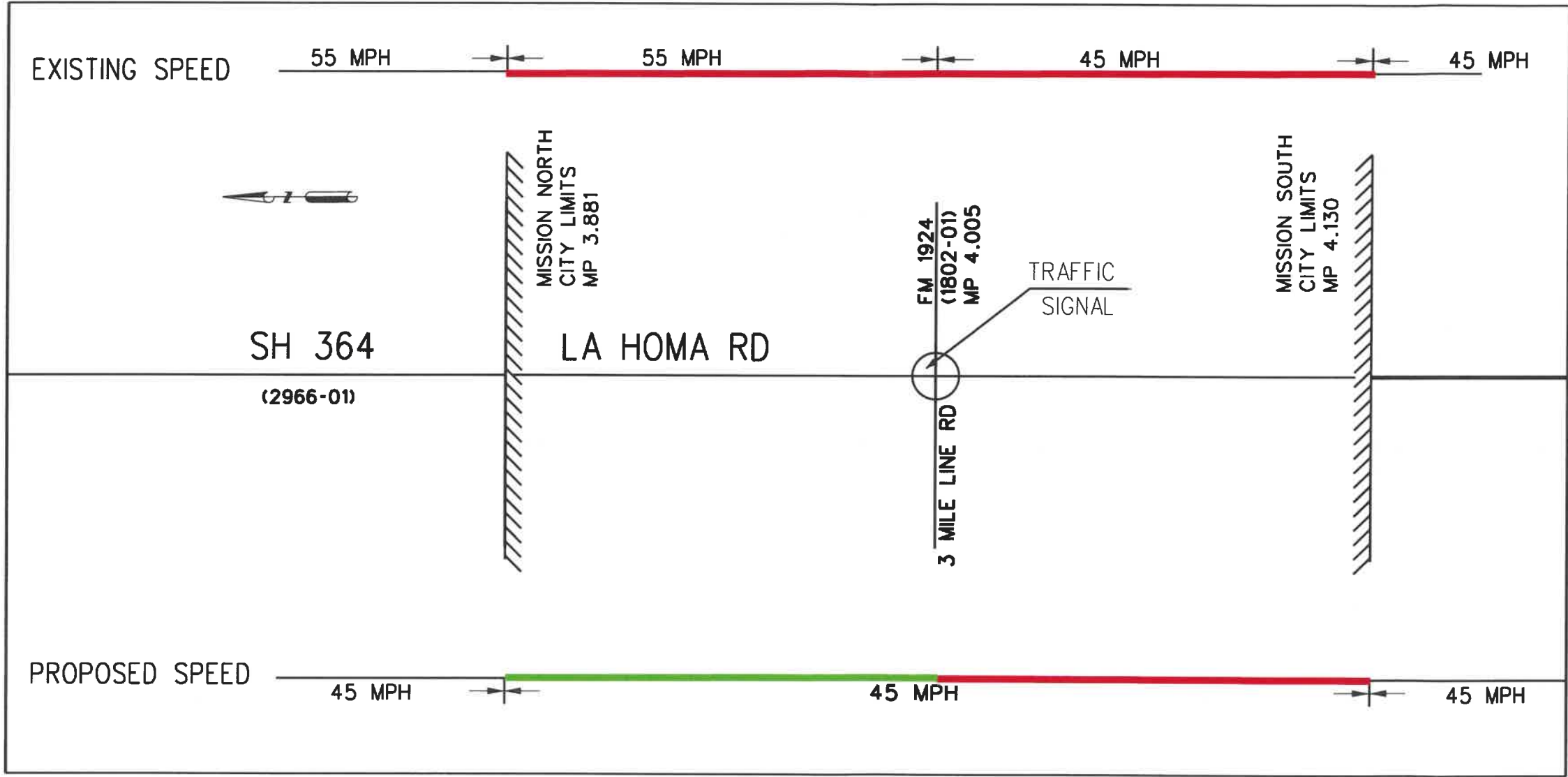
APPROVED, PASSED AND ADOPTED this 23rd day of June 2025, at a regular meeting of the City Council of the City of Mission, Texas at which quorum was present and which was held in accordance with Chapter 551, Texas Government Code.

Norie Gonzalez Garza, Mayor

ATTEST:

Anna Carrillo, City Secretary







CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: June 23, 2025
PRESENTED BY: Juan Pablo "JP" Terrazas, P.E., Assistant City Manager
AGENDA ITEM: Ratification of emergency purchase in the amount of \$153,745.99 to J&E Lift Station Services for purchase of Power Break Breaker for the North Water Treatment Plant - Terrazas

NATURE OF REQUEST:

In accordance with Local Government Code, General Exceptions, Paragraph 252.022 (a)(1)(2) "a procurement made because of a public calamity that requires the immediate appropriation of money to relieve the necessity of the municipality's residents or to preserve the property of the municipality" and "a procurement necessary to preserve or protect the public health or safety of the municipality's residents", hence staff is seeking authorization as an "Emergency Purchase".

On June 6, 2025, a power breaker at the North Water Treatment Plant experienced a failure and explosion, resulting in low water pressure for residents. Staff is requesting approval of the emergency procurement of a replacement power breaker in accordance with the City's procurement policies for emergency situations to restore full functionality and ensure continued service reliability.

Request to ratify purchase in the amount of \$153,745.99 to J&E Lift Station Services.

BUGETED: Yes **FUND:** Utility **ACCT. #:** 02-430-44621

BUDGET: \$155,000 **EST. COST:** \$153,745.99 **CURRENT BUDGET BALANCE:** \$155,000

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 _____

QUOTE

J & E

Lift Station Services

P.O. Box 239 La Blanca, Texas 78558
Phone (956) 262-7796 / Fax (956) 262-7864

Date	Quote #
6/9/2025	Q06160

Approved By: _____

Signature Required

Bill To		Quote Expires	
City of Mission 2801 N. Holland Mission, Texas 78572 (956)580-8780		6/24/2025	
Description		Total	
SCOPE OF WORK WILL RETROFIT GE POWER BREAK BREAKER WITH SCHNEIDER DRAW OUT BREAKER BREAKER REMOTE OPEN/CLOSE ELECTRICAL CONTROL BOX ONLY THE SHEET METAL WILL BE USED THRU LOAD SIDE OF BREAKER TO THE THRU BUSS AND LINE SIDE. NEW DOOR, BREAKER PAN, BRACKETS, SWITCHBOARD HARDWARE, BARRIERS AND PLASTIC SUPPORTS FULL START-UP TESTING TESTING REPORT 1-YEAR WARRANTY ON LABOR AND EQUIPMENT WILL REQUIRE ATLEAST 2 HRS OF UTILITY OUTAGE IN ORDER TO MEASURE EXISTING BUSS CONFIGURATION Notes: Switchboard, Breaker and Cables will be tested. Testing Reports will be issue After 1 weeks of JOB Completion. ***APPROXIMATE 3-4 WEEKS FOR DELIVERY ON BREAKER*** SCHEDULE Work on this project will commence upon receipt of a purchase order and all pertinent equipment information. Once received, the site visit for data collection, pre engineering and onsite work will be scheduled. Delivery time for this project is estimated at two (2) weeks from receipt of the order to the onsite work. This delivery assumes that customer review and approval of design drawings will be completed within two (2) weeks of receipt of the drawings.		153,745.99	
Thank you for the opportunity to quote.		Sales Tax (6.25%)	\$0.00
		Job Total	\$153,745.99
Phone #	956-262-7796		
Fax #	956-262-7864		
E-mail	e.magali@hotmail.com		

Signature: _____