



## **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 **Tuesday, September 23, 2025 at 4:30 p.m.** at the Mission Council Chambers, 1201 E. 8th Street, Mission, Texas to consider the following matters.

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

### **REGULAR MEETING**

#### **CALL TO ORDER AND ESTABLISH QUORUM**

#### **INVOCATION AND PLEDGE ALLEGIANCE**

#### **DISCLOSURE OF CONFLICT OF INTEREST**

#### **PRESENTATIONS**

- [1.](#) Proclamation - MCISD Gear Up Program - Carrillo
- [2.](#) Proclamation - National Food Safety Education Month - Kotsatos
- [3.](#) Proclamation - Fill the Boot Days - Silva
- [4.](#) Proclamation - National Day of Remembrance for Murder Victims - Torres
5. Report from the Greater Mission Chamber of Commerce – Brenda Enriquez
- [6.](#) Departmental Reports – Terrazas / A. Garcia
7. Citizen's Participation on Specific Agenda Items – Garza

#### **ANNOUNCEMENTS - CITY COUNCIL / CITY MANAGER**

#### **PUBLIC HEARING**

#### **PLANNING & ZONING RECOMMENDATIONS**

- [8.](#) Conduct a public hearing and consideration of a rezoning request from Agricultural Open Interim District (“AO-1”) to Light Industrial District (“I-1”), being the North 30.458 acres out of Lot 6-9, West Addition to Sharyland Subdivision, located along the East side of Mayberry Road approximately 170 feet North of Military Highway. Applicant: Victor Trevino c/o Bruno M. Castillo, Adoption of Ordinance # \_\_\_\_\_ - Cervantes
- [9.](#) Conduct a public hearing and consideration of a rezoning request from General Business District (“C-3”) to Single-family Residential District (“R-1”), being a 0.148 acre tract of land out of Lot 6, Mission Acres Subdivision, located along the South side of Green Lawn Drive approximately 150 feet East of Washington Avenue. Applicant: Jesus Ivan Perez, Adoption of Ordinance # \_\_\_\_\_ - Cervantes

10. Conduct a public hearing and consideration of a Conditional Use Permit Renewal for a Mobile Food Unit – Café Allegro, in a (C-1) Office Building District, being a 0.56 of an acre tract of land being a portion of Lot 25-10, West Addition to Sharyland Subdivision, located at 1001 E. Griffin Parkway, Applicant: Jonathan Morales, Adoption of Ordinance #\_\_\_\_\_ - Cervantes
11. Conduct a public hearing and consideration of a Conditional Use Permit to allow a Mortgage Lending Company in a (C-2) Neighborhood Commercial District, being Lot 1, Bannworth Business Center Subdivision, located at 1821 N. Shary Road, Suite 6, Applicant: Synergy One Lending, Inc. 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*

12. Approval of Minutes – Carrillo  
Regular Meeting – September 9, 2025
13. Acknowledge Receipt of Minutes – Terrazas / A. Garcia  
Mission Economic Development Corporation – July 16, August 11, 2025  
Mission Economic Development Authority – July 16, 2025  
Mission Tax Increment Reinvestment Zone – July 21, 2025  
Mission Redevelopment Authority – July 21, 2025  
Mission Education Development Council – July 16, 2025  
Zoning Board of Adjustments – May 28, 2025  
Special Zoning Board of Adjustments – May 8, 2025  
Accommodations Review Board – May 8, 2025  
Planning and Zoning Commission – August 6, August 20, 2025  
Parks & Recreation Board Meeting – August 12, 2025
14. Approval of Region One Education Service Center (ESC) Memorandum of Understanding (MOU) - Espinoza
15. Authorization to execute the second and final one-year renewal option for Offsite Document Storage, Destruction and Other Related Services, RFP No. 22-543-09-06, with 3GS, LLC - Carrillo
16. Approval of Interlocal Agreement between Mission Independent School District and City of Mission on behalf of Shary Municipal Golf Course to provide golf course and driving range usage to their respective golf teams in the amount of \$19,000.00 - Fernuik
17. Approval of Interlocal Agreement between Sharyland Independent School District and City of Mission on behalf of Shary Municipal Golf Course to provide golf course and driving range usage to their respective golf teams in the amount of \$19,000.00 - Fernuik

18. Authorization to submit a grant application to the Texas Department of Transportation for the STEP – Impaired Driving Mobilization 2026 Grant in the amount of \$45,000 with a 20% match accepted by TXDOT via in-kind match through fringe benefits and administrative costs - Torres
19. Approval of Resolution #\_\_\_\_\_, Resolution approving the resolution of Mission Economic Development Corporation authorizing the issuance of bonds on behalf of Vinton Steel LLC; and matters related thereto. - Garcia
20. Authorization to re-lease ten (10) 2020 Ram 1500 2WD Crew Cab Tradesman from D&M Leasing Company (Buyboard #744-24) in the amount of \$109,165.60 - Avila
21. Authorization to purchase Automotive Parts, Fluids, Maintenance equipment and supplies from AutoZone Region 4 R211201, NAPA Auto Parts BuyBoard Contract #715-23, O'Reillys Auto Parts Sourcewell Contract 100124-ORA for Fleet and Sanitation Departments Preventative Maintenance - Avila
22. Authorization to purchase tires from Hesselbein and Southern Tire Mart via BuyBoard Contract 729-24 for the Fleet Department for the 2025-2026 Fiscal Year- Avila
23. Approval of pre-negotiated service agreements for hourly labor rates and parts mark ups for fleet repairs on all city units to include special equipment and Sanitation Units for the 2025-2026 Fiscal Year - Avila
24. Approval of Resolution #\_\_\_\_\_ authorization to enter into a Lease-Purchase Agreement with Government Capital Corporation for the purpose of financing a Generator – Garcia
25. Authorization to accept the FY 2025-2026 Other Victim Assistance Grant (OVAG) from the Office of the Attorney Generals' Crime Victim Services Division in the amount of \$49,500.00 with no cash match – Torres
26. Authorization to accept grant funds from the Office of the Governor for the FY 2026 Body Worn Camera Program (BWC), in the total amount of \$28,150.00, with a 25% cash match from the City – Torres
27. Authorization to purchase twenty-eight (28) bulletproof vests for police officers, from Galls, LLC (Buyboard #698-23), totaling \$26,472.00 with \$13,236.00 reimbursable from the U.S. Department of Justice -Torres
28. Authorization to accept grant funds from the Texas Department of Transportation for the FY 2026 General Grant Proposal Grant (Nurse Phlebotomy Program), in the total amount of \$183,522.10, with an in-kind 20% match from the City subject to a budget amendment – Torres
29. Authorization to re-enter into an Interlocal Agreement between the City of Mission and the City of Penitas to provide temporary housing for prisoners in the amount of \$54.00 per prisoner per day for one year - Torres
30. Authorization to re-enter into an Interlocal Agreement between the City of Mission and the City of Palmhurst to provide temporary housing for prisoners in the amount of \$54.00 per prisoner per day for one year - Torres
31. Authorization for First Extension of Medical Director Agreement between City of Mission Fire Department and Medical Director Dr. Ivan Melendez for an estimated cost of \$5,000 per month for FY 2025 – 2026 - Silva

- [32.](#) Authorization to purchase beer, wine and liquor for resale at the Mission Event Center and Shary Municipal Golf Course – A. Lerma, M. Fernuik
- [33.](#) Approval of Memorandum of Understanding between Mission EDC and the City of Mission related to Facility Maintenance Services for the CEED Building – T. Garcia

### **APPROVALS AND AUTHORIZATIONS**

- [34.](#) Plat Approval Subject to Conditions for Bellwood Manor Subdivision Phase I, a tract of land containing 26.79 acres of land, being part or portion of Lot 39, Lot 40, Lot 41, and a 70.00 strip of canal right-of-way between Lot 40 and Lot 41, Bell-woods Company's Subdivision "C"., located on the East side of Trospen Road and approximately 1,970 linear feet North of W. Mile 2 Road, Developer: Dina Salinas, Engineer: S2 Engineering, PLLC., - Cervantes
- [35.](#) Granting a Variance of Ordinance No. 2198 allowing Sharyland ISD fireworks display on October 1, 2025 for Homecoming festivities under the supervision of Mission Fire Department and Mission Fire Prevention - Cavazos
- [36.](#) Approval of Budget Amendment: General, Utility, Golf, Solid Waste, Capital Projects, Police Dept Special, Police Federal Sharing, Designated Purpose - Roman
- [37.](#) Presentation of July 2025 Unaudited Financial Statements – Roman

### **UNFINISHED BUSINESS**

None

### **EXECUTIVE SESSION**

1. Closed session pursuant to Tex. Gov't Code Section 551.074 (Personnel Matters) Evaluation of Co-Interim City Managers relating to goals and objectives
2. Closed session pursuant to Tex. Gov't Code Section 551.071 (Consultation with Attorney) regarding roles and responsibilities

### **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 17th day of September, 2025 and will remain posted continuously for at least three business days preceding the scheduled date of said meeting, in compliance with Chapter 551 of the Government Code.

  
\_\_\_\_\_  
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 September, 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 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 **17th day of September, 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 on said date and will remain posted continuously for at least three business days preceding the scheduled date of said meeting, in compliance with Chapter 551 of the Government Code.

  
 \_\_\_\_\_  
 Anna Carrillo, City Secretary

# Proclamation

## City of Mission



**WHEREAS**, the Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) is a federally funded, competitive grant program designed to increase the number of low-income students who are prepared to enter and succeed in postsecondary education;

**WHEREAS**, GEAR UP serves low-income, minority, and disadvantaged students and their families from underserved communities who might be the first person in their family to go to college; and

**WHEREAS**, the UTRGV College Bound Career Linked GEAR UP project is a partnership of the Mission Consolidated Independent School District at Mission Junior High, Alton Memorial Junior, Rafael Cantu Junior High and Kenneth White Junior High and is dedicated to guiding students through mentoring, academic support, leadership development, and exposure to higher education opportunities; and

**WHEREAS**, GEAR UP includes interventions such as tutoring, mentoring, rigorous academic preparation, financial education, and college scholarships to improve access to higher education for low-income, minority, and disadvantaged first-generation students and their families; and

**WHEREAS**, Mission Consolidated Independent School District is committed to providing a quality education for all students, helping them to achieve their highest potential:

**NOW THEREFORE**, we the City Council of the City of Mission do hereby proclaim the week of September 22-26 as:

### **“Planting Seeds of Growth”**

and encourage our community to support and celebrate the efforts that prepare our students for brighter futures.

**PROCLAIMED** on this the 23rd day of September 2025.

\_\_\_\_\_  
Norie Gonzalez Garza, Mayor

\_\_\_\_\_  
Jessica Ortega, Councilwoman

\_\_\_\_\_  
Ruben Plata, Mayor Pro Tem

\_\_\_\_\_  
Marissa Ortega Gerlach, Councilwoman

\_\_\_\_\_  
Alberto Vela, Councilman

# Proclamation

## City of Mission



**WHEREAS**, September is National Food Safety Education Month, a month dedicated to promoting the safe practices of food handling and preparation; and

**WHEREAS**, The City of Mission is strongly committed to food safety and to highlighting food safety’s critical role in the health and well-being of the residents of Mission, Texas through the prevention of foodborne illnesses; and

**WHEREAS**, The City of Mission, Health Department focuses on protecting public health by working diligently to ensure the safety of the City’s retail food establishments by inspections and education; and

**WHEREAS**, The City of Mission Health Department provides food safety inspections and education to more than 600 hundred retail food establishments in Mission on the safe handling, preparation and storage of food, both in educational inspections and consultations; and

**WHEREAS**, The Federal Government estimates that 48 million persons — or 1 of every 6 people get foodborne infections each year. Of those, 128,000 are hospitalized, and 3,000 die from their foodborne illness.

**NOW THEREFORE**, to further awareness of the value of food safety education, the City Council of the City of Mission do hereby proclaim September 2025 as:

***“National Food Safety Education Month”***

in Mission, Texas. We encourage the people of Mission, Texas to celebrate the importance of food safety with educational activities and observances that promote food safety measures for the benefit of individuals and families across Mission, Texas.

**PROCLAIMED** on this the 23<sup>rd</sup> day of September, 2025

\_\_\_\_\_  
Norie Gonzalez Garza, Mayor

\_\_\_\_\_  
Jessica Ortega, Councilwoman

\_\_\_\_\_  
Ruben Plata, Mayor Pro Tem

\_\_\_\_\_  
Marissa Ortega Gerlach, Councilwoman

\_\_\_\_\_  
Alberto Vela, Councilman

# Proclamation

## City of Mission



**WHEREAS**, the Mission Fire Department and Mission Firefighters Association is the prime example of public service and sacrifice. displaying the nobility to protect the citizens of our community every day: and

**WHEREAS**, the Mission Fire Department and Mission Firefighters Association members are highly dedicated and trained individuals who demonstrate American ideals. the ultimate standard of character and courage in the face of danger: and

**WHEREAS**, the Mission Fire Department and Mission Firefighters Association members selflessly contribute their time and energy fighting for kids and adults with muscular dystrophy. ALS and related muscle-debilitating diseases that severely limit muscle: and

**WHEREAS**, the Mission Fire Department and Mission Firefighters Association endless service to MDA has given so much hope for families fighting life-threatening muscle diseases: and

**WHEREAS**, the City of Mission recognizes that participation by its fire fighters in the nationwide MDA Fill the Boot campaign serves not only to raise money for MDA but also benefits the City by greatly enhancing the image of its fire fighters as dedicated public servants engaged in the community through their employment and in service to charitable causes:

**NOW THEREFORE**, we the City Council of the City of Mission do hereby proclaim September 26-28 as Mission Fire Department and Mission Firefighters Association

### "Fill the Boot Days"

**PROCLAIMED** on this the 23rd day of September. 2025.

\_\_\_\_\_  
Norie Gonzalez Garza, Mayor

\_\_\_\_\_  
Jessica Ortega, Councilwoman

\_\_\_\_\_  
Ruben Plata, Mayor Pro Tem

\_\_\_\_\_  
Marissa Ortega Gerlach, Councilwoman

\_\_\_\_\_  
Alberto Vela, Councilman



# Proclamation

## City of Mission



**WHEREAS**, the National Parents of Murdered Children (POMC) established September 25 as a National Day of Remembrance for Murder Victims, following the unanimous resolutions passed by the U.S. Senate on October 16, 2007, and the U.S. House of Representatives on May 14, 2007; and

**WHEREAS**, POMC is dedicated to honoring the memory of those lost to violence and recognizing the profound and lasting trauma that families and communities endure; and the RGVFFOMC,

**WHEREAS**, in 2024, Texas recorded 1,847 homicides, impacting over 18,470 close relatives, with the Rio Grande Valley alone suffering 53 murders and more than 530 surviving family members directly affected; and

**WHEREAS**, the murder of a loved one steals from a family a mother, father, sister, brother, son, daughter, husband, wife, partner, grandparent, aunt, or uncle, leaving an unfillable void and an overwhelming challenge to cope with their absence; and

**WHEREAS**, survivors of homicide victims channel their pain and grief into powerful stories of courage that reject retaliation and isolation, instead embracing compassion, peace, and justice for others; and

**WHEREAS**, families in our community — including those of Mission’s own fallen hero Cpl. Jose “Speedy” Espericueta and the many other Mission families whose loved ones were taken by homicide — remind us daily that behind every statistic is a face, a name, and a legacy of love that must never be forgotten; and

**WHEREAS**, survivors transform their grief into a force for change, honoring their loved ones through leadership, grief support, and advocacy, working to reduce violence, promote prevention, and influence policy change locally and nationally;

**NOW, THEREFORE**, We, the City Council of the City of Mission, do hereby proclaim September 25, 2025, as the National Day of Remembrance for Murder Victims in Mission, Texas. With the theme “Light Their Name. Lift Their Legacy,” we celebrate the resilience and unity of our community as we gather to honor the memories of our loved ones.

And extend a heartfelt invitation to all media outlets, elected officials, victims, and community service providers of Hidalgo County to join us at the 13th Annual Candlelight Vigil on Thursday, September 25, 2025, from 6:00 p.m. to 8:00 p.m. at the Jose “Pepe” Salinas Memorial Recreation Center, 1011 W. Kelly Ave., Pharr, Texas.

Together, we stand in solidarity, united in our mission to build a world free from violence and to ensure that no family walks this path alone.

**PROCLAIMED** on this the 23rd day of September 2025.

Norie Gonzalez Garza, Mayor

Jessica Ortega, Councilwoman

Ruben Plata, Mayor Pro Tem

Marissa Ortega Gerlach, Councilwoman

Alberto Vela, Councilman



**CITY COUNCIL AGENDA ITEM &  
RECOMMENDATION SUMMARY**

**MEETING DATE:** September 23, 2025  
**PRESENTED BY:** Juan Pablo "JP" Terrazas / Andy Garcia – Assistant City Managers  
**AGENDA ITEM:** Departmental Reports – Terrazas / A. Garcia

**NATURE OF REQUEST:**  
Speer Memorial Library – August 2025  
Mission Historical Museum – August 2025  
Code Enforcement – August 2025  
311 – August 2025  
RGV State Veterans Cemetery – August 2025  
Mission Fire Department – August 2025  
Emergency Ambulance Response – August 2025  
Mission Fire Prevention – August 2025  
Human Resources – August 2025  
Mission Police Department – August 2025  
Planning – August 2025  
Building Permits & Inspections – August 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 *JTP / AG*

**RECORD OF VOTE:**      **APPROVED:** \_\_\_\_\_  
   **DISAPPROVED:** \_\_\_\_\_  
   **TABLED:** \_\_\_\_\_

\_\_\_\_\_ AYES  
\_\_\_\_\_ NAYS  
\_\_\_\_\_ DISSENTING \_\_\_\_\_

# SPEER MEMORIAL LIBRARY

DOOR COUNT



8,495

August 2025



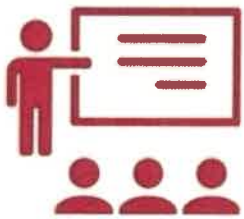
4,753

BOOKS CHECKED OUT



1,134

Computer Sessions



75

ADULT PROGRAM AUDIENCE



VOLUNTEER HOURS WORKED

118



TEENS PROGRAM AUDIENCE

45



885

GENERAL AUDIENCE

133



CHILDREN PROGRAM AUDIENCE

USE OUR

ONLINE RESOURCES

[WWW.MISSION.LIB.TX.US](http://WWW.MISSION.LIB.TX.US)



Thank you very much to Ms. Abbie Tijerina from Texas A&M forest service for coming out with Smokey Bear to teach our children on the importance of forest fires. This w... See more



Speer Memorial Library added 33 new photos  
 Favorites August 16 at 1:56 PM

For our final week of Teens Summer Reading Program we had a week full of fun games and watching movies! We had Morton's Five-Morous Cat Games where teens played differ... See more



Speer Memorial Library added 14 new photos  
 Favorites August 26 at 12:07 PM

Thank you to all teens who came to the Teen Gamer's Night who played Overcooked! Hope to see everyone on our next event Teen Animanga Club



Item 6.

Thank you to everyone who joined us for Little Sprouts Class. The smell of oregano in your hands is so beautiful. Join us next week to experience a little bit of Mo... See more



Thank you to all the boys and girls that came to toddler time. You guys were very well behaved and you guys did amazing job on your craft. Here are some beautiful pic... See more



Lots of thanks to our moms that came to ToddlerTime. We love the fact that you guys enjoy every second of it. You guys are the reason why we keep doing what we do. See more



A huge thank you to everyone who joined us last Wednesday for our Adult painting activity! We hope you all had a fun time and enjoyed taking a succulent home!



Speer Memorial Library added 5 new photos  
 Favorites September 6 at 11:34 AM

For our last event of August we had an awesome Teen Animanga Club's Back-to-School Anime Feud where the teens would work as a team and score points answering "Family Feud... See more



Speer Memorial Library added 11 new photos  
 Favorites September 6 at 11:39 AM

September is here! For our first Teen Animanga Club activity, we "sparkled" throughout our event! We destroyed already withdrawn mangas from our shelves and gave them... See more



# MISSION HISTORICAL MUSEUM

Departmental Report August 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	June	July	August
General Attendance	101	270	67	176	256	145	45	30	123	102	32
Programs	13	750	82	100	190	156	19	43	126	172	0
Tours	23	0	0	0	0	0	0	0	8	0	0
Social Media	10,100	7000	7,100	14,500	14,600	7,000	2,300	4,700	7,300	4,400	2,600
Outreach	0	0	0	0	0	1270	455	750	30	800	0
Meetings Hosted	7	0	0	0	0	0	5	5	0	0	0
<b>Total:</b>	<b>10,244</b>	<b>8,020</b>	<b>7,249</b>	<b>14,776</b>	<b>15,046</b>	<b>8,571</b>	<b>2,824</b>	<b>5,528</b>	<b>7,587</b>	<b>5,474</b>	<b>2,632</b>

(# of people served August 1– August 30)

## 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<sup>th</sup> MHM Lecture Series
- January 15<sup>th</sup> 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<sup>th</sup> MHM Lecture Series
- February 13<sup>th</sup> Time capsule ceremony
- March 8<sup>th</sup> MHM Lecture Series
- March 18 & 19 Staycation
- March 17-24 Spring Break Scavenger Hunt
- April 14<sup>th</sup> MHM Lecture Series
- May 2<sup>nd</sup> Hosting MHS Student Art Show
- June 2<sup>nd</sup> She Came to the Valley Summer Exhibit
- June Boys & Girls Club Summer Tour
- June National Butterfly Center Staff Tour
- June-July Summer Craft days (every Wednesday)
- July 18<sup>th</sup> Back to School Event w/Pct. 3

### Upcoming Programs/Events:

- Summer Ancient Landscapes Exhibit (UTRGV)
- September 13 MHM Lecture Series: Manuel Hinojosa
- September 22 Museum Expo

### Other Items:

- Ongoing TAM Conference planning
- Ongoing Moorefield Exhibit (Seeking Quotes)
- November-March Brick paver Campaign
- Ongoing DOE grant: LED lights
- Ongoing Dia de los Muertos Planning



# CODE ENFORCEMENT

## MONTHLY REPORT

AUG 2025

Item 6.

WEEDY LOT LETTERS	48
PROERTIES SENT TO MOWER'S LIST	39
PROPERTIES MOWED	54
SIGNS PICKED UP/RIGHT OF WAYS, BANDIT, TELEPHONE & GARAGE	203
ACCUMULATION OF ITEMS	2
COMMERCIAL PARKING LOT MAINT.	1
CONSTRUCTION W/O PERMITS /SETBACKS	0
DEMOLITION OF UNSAFE BUILDINGS	0
DOUBLE OCCUPANCY/HOOKED RV	0
HEALTH & SANITATION	14
HOME OCCUPATION	11
ILLEGAL DUMPING	9
IPMC VIOLATIONS	1
JUNKED VEHICLES/ BOATS	3
NO BUSINESS LICENSE/CUP REQ'D/ NO GARAGE SALE PERMITS	1
NON-RESIDENTIAL PARKING/SEMI TRUCKS	1
P & Z ZONING VIOLATONS/SUBDIVISION	0
PARKING ON LAWN	4
SIGHT OBSTRUCTION/SIDEWALKS/RIGHT OF WAY/DRIVEWAYS	9
STORAGE OF VEHICLES/BOATS/TRAILERS	1
UNSAFE / UNSECURED BUILDING	5
WEEDY LOTS	29
GARAGE SALE PERMITS	331
CASES FILED IN COURT	31
CASES SEEN IN COURT	103
CASES CLOSED	62



# MEMO

## Office of the Director of Environmental Health

117 E. Tom Landry Drive Mission, TX 78574 Office (956)580-8692

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**To:** Mayor and City Council  
**Through:** Andy Garcia, Interim City Manager  
**From:** Steven M. Kotsatos, Director of Health  
**Subject:** August 2025 - 311 Monthly Report  
**Date:** September 3, 2025

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Dear Mayor and Council,

Please find attached the August 2025 - 311 Monthly Report for all Departments in the City of Mission, Texas.

- We have a total of 927 unique 311 cases that have been entered and addressed in the 311 GoGov software for the month of August 2025.
- We continue to On - Board City Departments to fully take advantage of this robust platform of customer service.

Thank you for your time and consideration.

Kindest Regards,

Steven Kotsatos



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**RIO GRANDE VALLEY STATE VETERANS CEMETERY**

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**MONTHLY REPORT**

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# RGV State Veterans Cemetery

2520 South Inspiration Road • Mission, Texas 78572

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



## Interments August

August - 2025	Double Depth	Standard	Columbarium	In-Ground	Scatter Garden	Memorial Garden	Total
Veterans	1	7	5	5			18
Spouses	3		2	2			7
Family Members				1			1
<b>Total</b>	<b>4</b>	<b>7</b>	<b>7</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>26</b>
Percentage of Total	15.38%	26.92%	26.92%	30.77%	0.00%	0.00%	100.00%

Rio Grande Valley State Veterans Cemetery - Plot Availability and Utilization Report							
	Total Plots	Plots Utilized	Plots Available	% Utilized	% Available		
Estimate of Total Plots Planned for RGVSVIC	25,090	4,307	20,783	17.17%	82.83%		
RGVSVIC - Total Plots in Developed Areas	9,255	4,307	4,948	46.54%	53.46%		
RGVSVIC - Availability of Castered Burial Option in Developed Areas	4,430	2,468	1,962	55.71%	44.29%		
RGVSVIC - Availability of Cremation Burial Option in Developed Areas	3,825	1,799	2,026	47.03%	52.97%		
RGVSVIC - Availability of Memorial Plot Option in Developed Areas	1,000	40	960	4.00%	96.00%		



## RGV State Veterans Cemetery

2520 South Inspiration Road • Mission, Texas 78572

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



Events and Ceremonies Information:  
No events for September

Upcoming Events:  
Veterans Day Event November 11, 2025, Time TBD  
FYSA- Flag placement on all graves- no ceremony  
Wreath Laying Ceremony December 13, 2025 @ 9am



# RGV State Veterans Cemetery

2520 South Inspiration Road • Mission, Texas 78572

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### Completed Projects:

Irrigation Audit for September 2024 completed  
2020 File Migration Completed- pending VLB direction  
2021 File Migration Completed- pending VLB direction  
Water Conservation Action Plan –On-going 4/2024  
Electronic Reporting on IPADS- for all staff (7)

VLB Approved Road work inside the cemetery 4/28/2025  
Working on Section MSI-Realignment & Resetting  
Budget review and approval for FY 2025-2026

**One Day –Staff Development completed**

### Ongoing Projects Pending- VLB OAR- Funded:

Power washing areas with mold with the cemetery  
Maintenance Tech II In training for 180 days-Training Plan  
Winterization Plan Pending approval City of Mission  
Working on Section 32-Realignment & Resetting  
Removal of 30% non-usable equipment 11/24/2023  
**Prepping for NCA inspection 12/2025**  
**Roof construction to commence – 8/1/2025**  
CSR in training for 180 days-Pending Hire

### Ongoing Projects Pending:

Monthly Irrigation Audit-replace broken lines/equipment  
100% Pre-registration eligibility review-on going project  
Headstone setting vehicle – revamp 4/2024 in use  
Staff cross-training -2025  
Clearing/Mowing of 43.17 acres on the NW side-48% done  
Digital reporting option (for staff)- currently using this method  
2022 File Migration pending completion 1/2025  
Water Conservation Action Plan –On-going 1/2025  
Irrigation Audit for September 2025 on-going  
Maintenance Plan for 2025 on-going  
Electronic Reporting on IPADS- PM Reporting for equipment  
**Current Intermments 5168 as September 2025**

### VLB Funded (In-Progress)

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

### VLB Funded (Pending)

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

### VLB Funded (Approved)

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

### VLB Funded (Received)

VLB Approved Road work inside the cemetery 4/28/2025

### VA Grant Applications Pending:

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

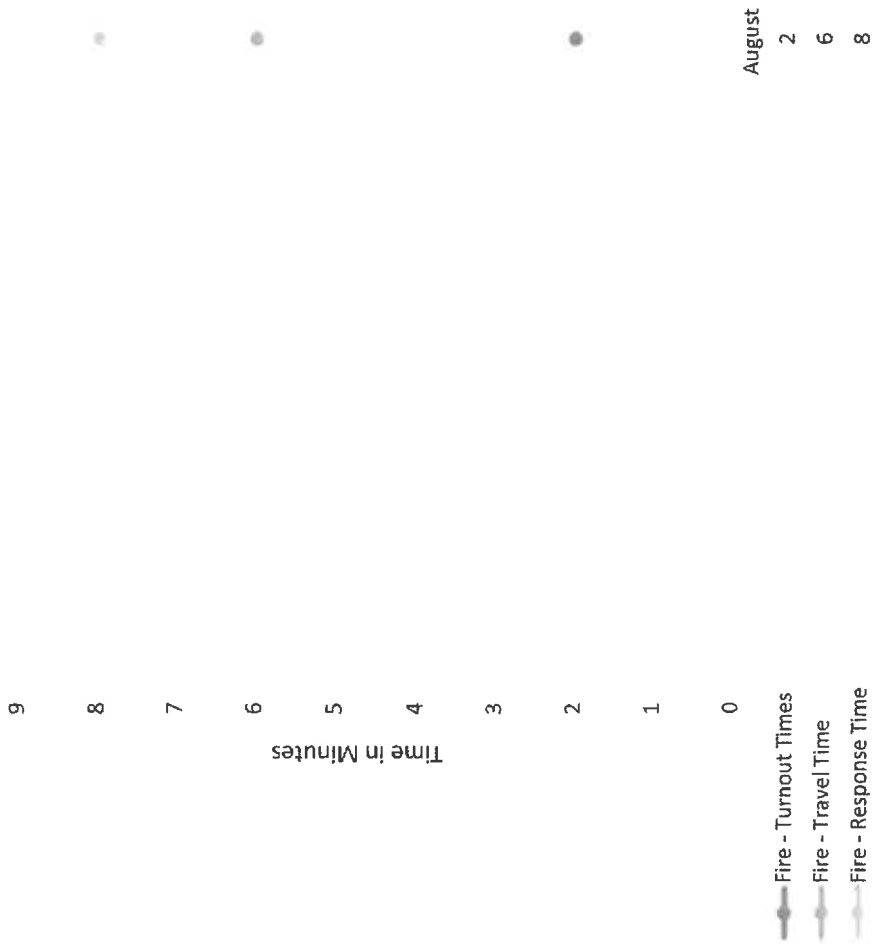
# **MISSION FIRE DEPARTMENT MONTHLY REPORT**

**August 2025**



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

### Fire Response Time



### EMS Response Time



This measure comes from the E.O. Fire Index. See national performance at: <https://www.eo.com/enour/fire/index>

Alarm Date Range  
9/1/25 to 8/31/25

Count of Total Incidents & Exposures

Aid Given/Received

Count of Incidents  
**622**

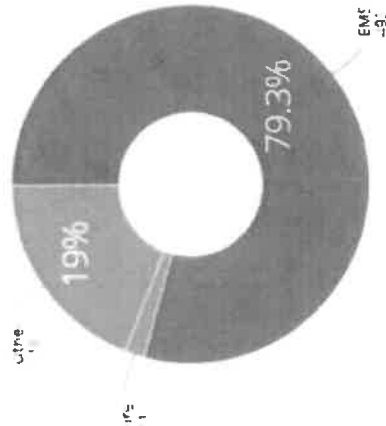
Aid Given  
**2**

Additional Exposures **0**

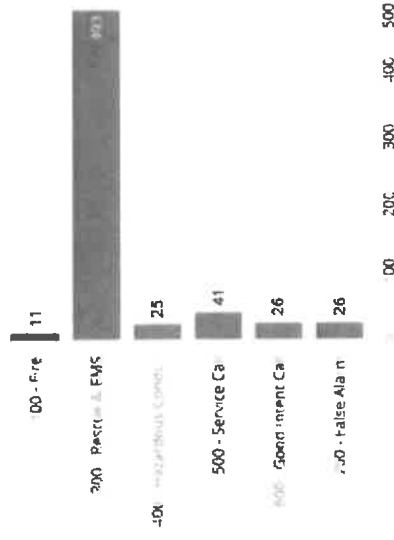
Aid Received **5**

5 Locked  
5 Active

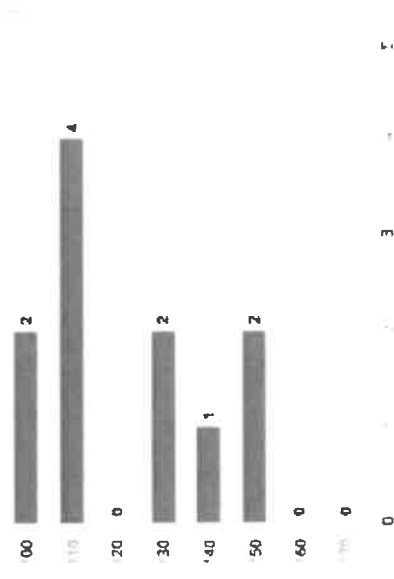
EMS Fire Incident Breakdown



Count of Incidents by Incident Type



Count of Fire Incidents by Type



Incident Count by Station

Apply Cancel

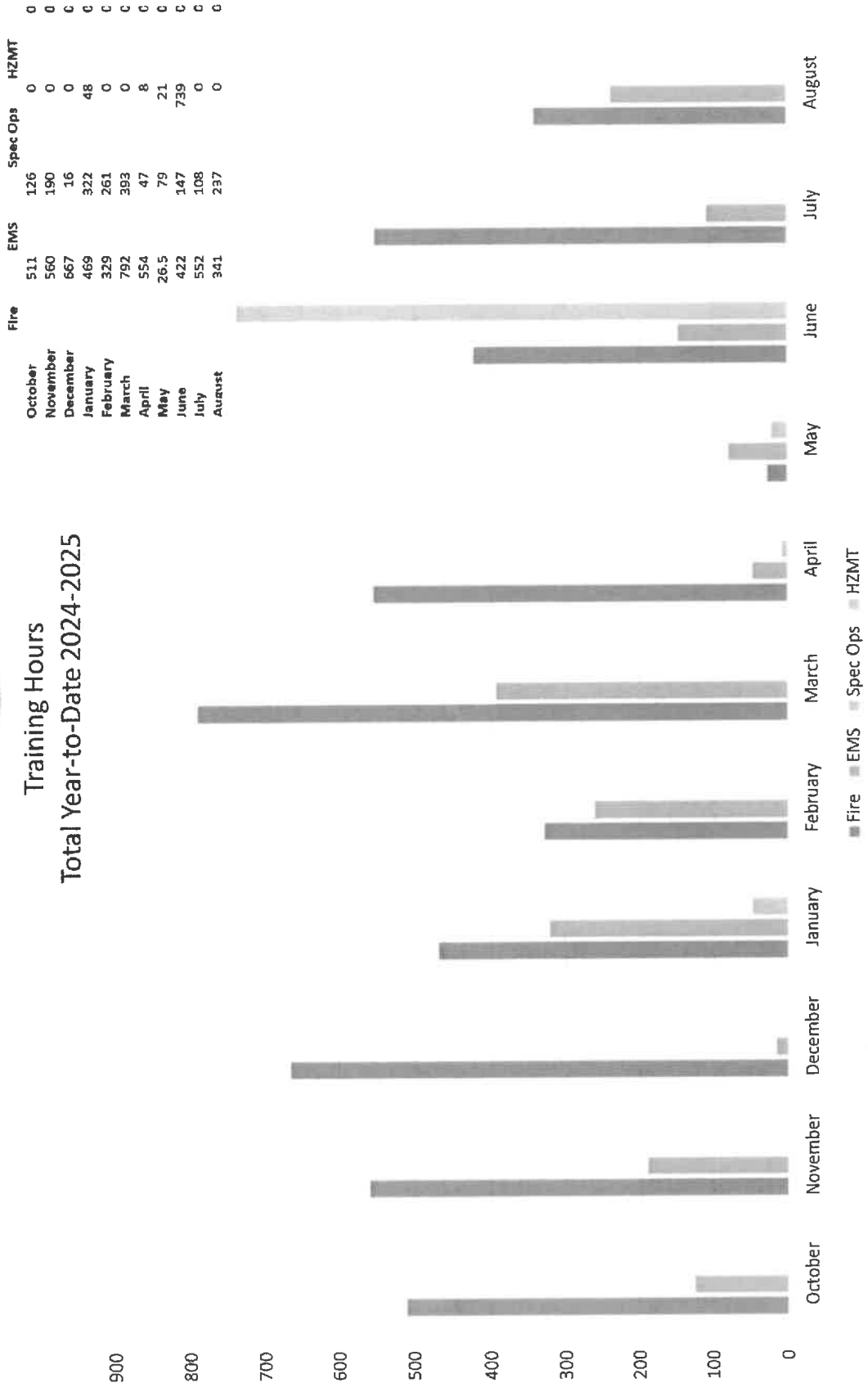
Incident Count by Station



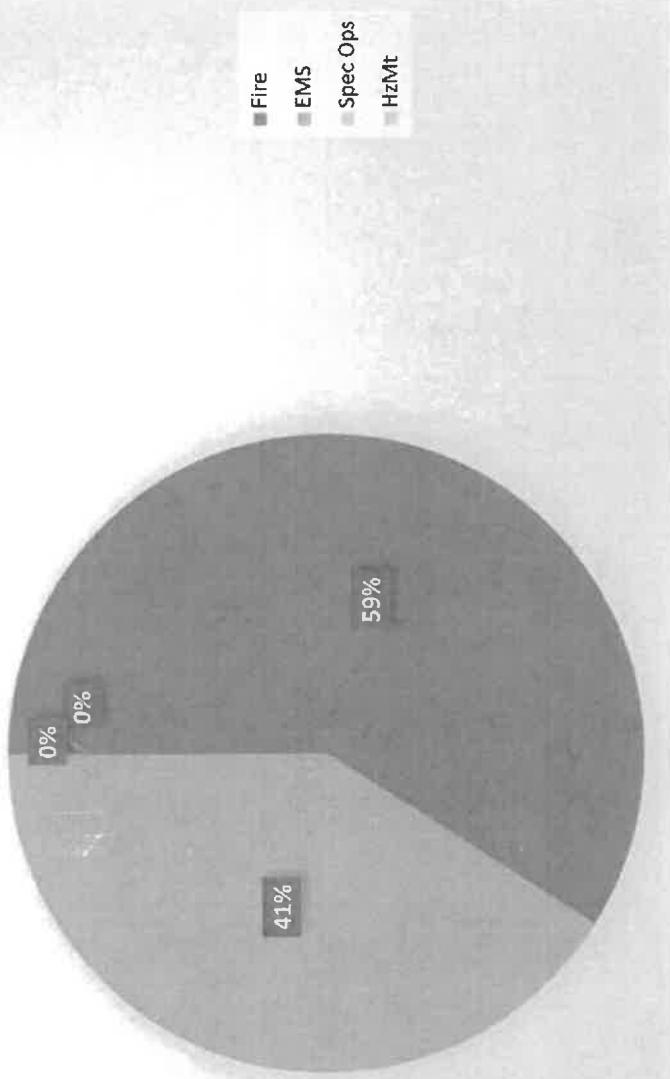




### Training Hours Total Year-to-Date 2024-2025



### August Training Hours



	Fire	EMS	Spec Ops	HzMt
<b>August</b>	<b>341</b>	<b>237</b>	<b>0</b>	<b>0</b>

# **MISSION FIRE DEPARTMENT**

## **Emergency Ambulance Response Report**

### **August 2025**



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

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

**07:15**

MM:SS  
Average Response Time

**59%**

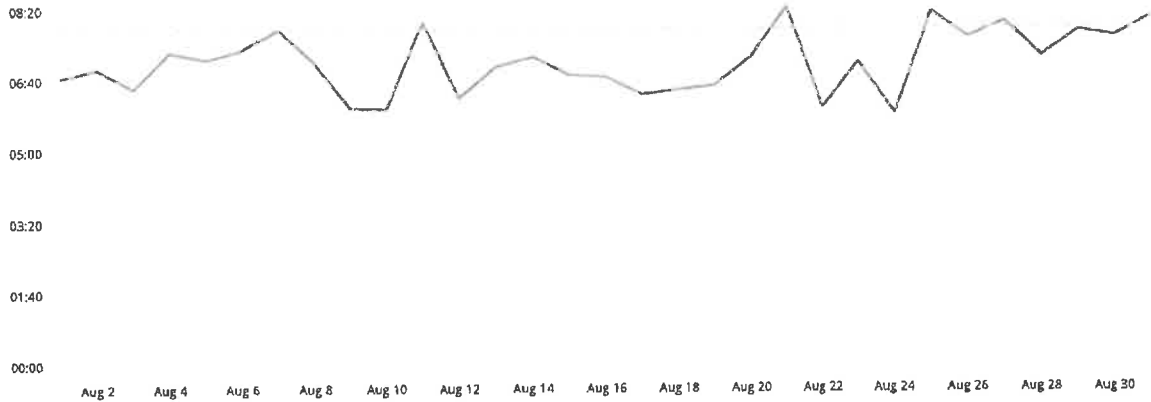
OF RESPONSES  
Response Time ≤ 06:30

**31**

DAYS  
In Selected Time Slice

**443**

UNIT RESPONSES  
In Selected Time Slice



Counts % Rows % Columns All

Week Ending	8/3/25	8/10/25	8/17/25	8/24/25	8/31/25	9/7/25	9/14/25	9/21/25	9/28/25	10/5/25	10/12/25	10/19/25	10/26/25	Total
00:00 - 04:59	1.35%	4.06%	2.93%	3.84%	2.03%									14.22%
05:00 - 07:59	3.84%	11.74%	11.06%	10.38%	7.9%									44.92%
08:00 - 08:59	0.45%	2.48%	3.39%	2.71%	3.84%									12.87%
09:00 - 09:59	1.35%	2.71%	2.71%	1.35%	2.26%									10.38%
10:00 - 11:59	0.45%	2.03%	3.16%	3.39%	2.71%									11.74%
12:00 - 14:59	0.45%	0.9%	0.23%	0.68%	1.81%									4.06%
15:00 - 16:59		0.23%	0.23%		0.45%									0.9%
17:00 - 17:59				0.23%	0.23%									0.45%
18:00 - 19:59		0.23%												0.23%
20:00 - 29:59		0.23%												0.23%
30:00 - 59:59														
Total	7.9%	24.6%	23.7%	22.57%	21.22%									100%
Exceptions														0%



Previous Month ▾

Aug 1, 2025 - Aug 31, 2025 ▾

80%

TRANSPORTS  
Percentage of Patient Encounters

17%

NON TRANSPORTS  
Percentage of Patient Encounters

3%

OTHER DISPOSITIONS  
Percentage of Patient Encounters

553

RECORDS

In Selected Time Slice

August



31

DAYS

In Selected Time Slice

Counts

% Rows

% Columns

% All

Week Ending	8/3/25	8/10/25	8/17/25	8/24/25	8/31/25	9/7/25	9/14/25	9/21/25	9/28/25	10/5/25	10/12/25	10/19/25	10/26/25	Total
August	46	130	122	133	122									553
Total	46	130	122	133	122									553

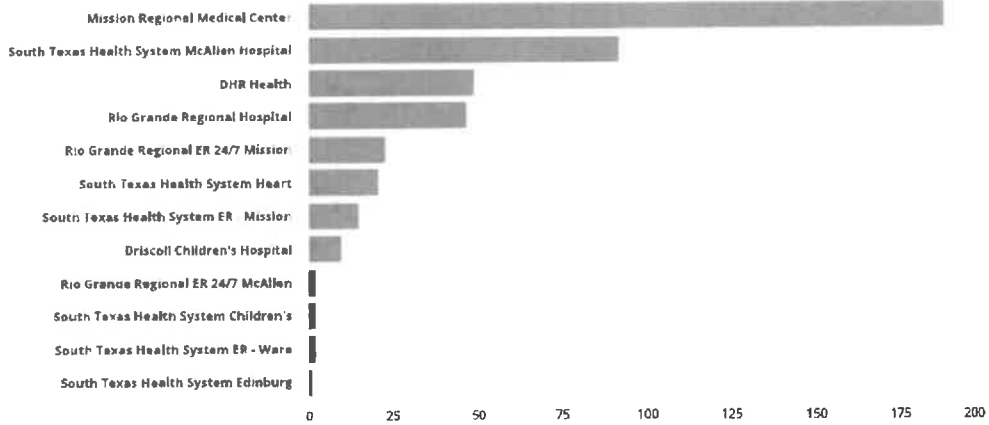
Previous Month ▾ Aug 1, 2025 - Aug 31, 2025 ▾

452

RECORDS  
In Selected Time

31

DAYS  
In Selected Time



Counts % Rows % Columns All

Week Ending	8/3/25	8/10/25	8/17/25	8/24/25	8/31/25	9/7/25	9/14/25	9/21/25	9/28/25	10/5/25	10/12/25	10/19/25	10/26/25	Total
DHR Health	0.66%	2.43%	3.1%	1.99%	2.65%									10.84%
Driscoll Children's Hospital		0.22%	0.44%	0.44%	1.11%									2.21%
Mission Regional Medical Center	4.87%	10.84%	9.51%	7.52%	8.85%									41.59%
Rio Grande Regional ER 24/7 McAllen		0.22%		0.22%										0.44%
Rio Grande Regional ER 24/7 Mission		1.55%	1.11%	1.55%	0.88%									5.09%
Rio Grande Regional Hospital	0.66%	1.99%	1.55%	3.32%	2.88%									10.4%
South Texas Health System Children's			0.22%		0.22%									0.44%
South Texas Health System ER - Mission	0.22%	1.55%	0.44%	0.88%	0.22%									3.32%
South Texas Health System ER - Ware		0.44%												0.44%
South Texas Health System Edinburg		0.22%												0.22%
South Texas Health System Heart		1.11%	1.11%	1.55%	0.88%									4.65%
South Texas Health System McAllen Hospital	1.33%	4.2%	5.75%	5.09%	3.98%									20.35%
Total	7.74%	24.78%	23.23%	22.57%	21.68%									100%



Previous Month v Aug 1, 2025 - Aug 31, 2025 v

Counts	% Rows	% Columns	All											
Week Ending	8/3/25	8/10/25	8/17/25	8/24/25	8/31/25	9/7/25	9/14/25	9/21/25	9/28/25	10/5/25	10/12/25	10/19/25	10/26/25	Total
Abdominal Pain	0.54%	3.62%	1.63%	1.27%	1.27%									8.33%
Abuse/Neglect, suspected					0.18%									0.18%
Acute Pain, not elsewhere classified		0.18%	0.18%											0.36%
Acute Respiratory Distress (Dyspnea)	0.36%	0.72%	0.91%	1.45%	1.63%									5.07%
Alcohol use		0.18%												0.18%
Allergic Reaction		0.18%	0.18%		0.18%									0.54%
Altered Mental Status		0.18%	0.18%	0.36%	0.72%									1.45%
Anxiety reaction/Emot... upset	0.91%	1.81%	1.09%	0.72%	1.09%									5.62%
Back Pain		1.45%	0.91%	1.09%	1.27%									4.71%
Cardiac arrest		0.36%	0.36%	0.18%	0.18%									1.09%
Cardiac arrhythmia/dy..		0.18%		0.36%										0.54%
Chest Pain / Discomfort	0.36%	2.17%	0.54%	1.63%	0.54%									5.25%
Chest Pain, Other (Non-Cardiac)					0.72%									0.72%
Common Cold				0.18%										0.18%
Constipation		0.18%		0.18%										0.36%
Convulsions		0.36%												0.36%
Dehydration		0.36%												0.36%
Diabetic Hyperglycemia			0.18%		0.18%									0.36%
Diabetic Hypoglycemia	0.18%			0.18%										0.36%
Dizziness	0.18%				0.36%									0.54%
Ear problem					0.18%									0.18%
Epistaxis			0.18%											0.18%
Extremity Pain	0.36%	1.63%	1.27%	1.09%	1.45%									5.8%
Eye Injury			0.18%											0.18%
Eye Pain				0.18%										0.18%

Item 6.

Week Ending	8/3/25	8/10/25	8/17/25	8/24/25	8/31/25	9/7/25	9/14/25	9/21/25	9/28/25	10/5/25	10/12/25	10/19/25	10/26/25	Total
Febrile Seizures				0.18%										0.18%
Fever		0.54%	0.91%	0.36%	0.54%									2.36%
Generalized Weakness	1.27%	2.54%	2.17%	2.72%	2.72%									11.41%
Headache		0.54%	0.18%	0.36%	0.18%									1.27%
Heat Exhaustion			0.18%		0.18%									0.36%
Hemorrhage			0.36%	0.18%										0.54%
Hypertension	0.18%	0.36%	0.18%	0.72%	0.18%									1.63%
Hypotension	0.18%		0.91%	0.18%	0.18%									1.45%
Inhalation Injury (Toxic Gas)			0.18%											0.18%
Injury	1.27%	2.36%	2.36%	3.26%	2.72%									11.96%
Laceration/Ab... (minor surface trauma)		0.36%	0.36%	0.36%	0.54%									1.63%
Medical device failure	0.36%		0.36%											0.72%
Multiple injuries			1.27%	0.18%										1.45%
Nausea	0.18%		0.72%	0.36%	0.18%									1.45%
No Complaints or Injury/Illness Noted	0.54%	1.27%	1.27%	1.99%	1.27%									6.34%
Obvious Death		0.18%		0.36%										0.54%
Overdose - Unspecified					0.18%									0.18%
Pain (Non-Traumatic)			0.54%	0.36%	0.18%									1.09%
Palpitations	0.18%													0.18%
Pelvic and Perineal Pain			0.18%		0.18%									0.36%
Poisoning / Drug Ingestion					0.36%									0.36%
Pregnancy related conditions			0.18%											0.18%
Respiratory disorder			0.18%	0.36%										0.54%
Seizure	0.18%	0.54%	0.54%	0.36%	0.91%									2.54%
Seizures with status epilepticus					0.18%									0.18%
Sepsis/Septice..		0.54%	0.18%	0.36%										1.09%
ST elevation myocardial infarction (STEMI)			0.18%											0.18%
Stroke		0.18%	0.18%	0.72%	0.18%									1.27%



Week Ending	8/3/25	8/10/25	8/17/25	8/24/25	8/31/25	9/7/25	9/14/25	9/21/25	9/28/25	10/5/25	10/12/25	10/19/25	10/26/25	Total
Suicidal Ideation	0.18%			0.36%	0.72%									1.27%
Syncope / Fainting	0.36%	0.36%	0.36%	0.54%	0.72%									2.36%
Unconscious				0.36%	0.18%									0.54%
Urinary system disorder					0.18%									0.18%
Vomiting	0.36%	0.36%			0.18%									0.91%
Total	8.15%	23.73%	21.74%	23.55%	22.83%									100%

Balance Report for 216 - Mission - August 2025



Undefined	
Charge Adjustments	\$2,230.38
Charges in Period	\$858,376.00
Credits	(\$963,050.68)
Total AR Change for Undefined	(\$102,444.30)
Mission	
AR Previous Balance for Mission	\$2,982,954.17
Charge Adjustments	\$2,230.38
Charges in Period	\$858,376.00
Credits	(\$963,050.68)
Accounts Receivable Change for Mission - 202508	(\$102,444.30)
Total Balance Forward for Mission	\$2,880,509.87



Executive Summary for 216 - Mission

	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Grand Total
Gross Charges	\$879,013	\$859,064	\$894,700	\$838,928	\$751,248	\$764,604	\$809,836	\$841,545	\$796,896	\$707,682	\$860,606	\$9,004,124
Cash Collections	(\$242,272)	(\$182,251)	(\$315,376)	(\$178,538)	(\$164,774)	(\$219,555)	(\$198,928)	(\$232,792)	(\$191,109)	(\$249,310)	(\$287,844)	(\$2,462,749)
Gross Charge per Trip	\$1,894	\$1,909	\$1,884	\$1,894	\$1,907	\$1,869	\$1,990	\$1,904	\$1,934	\$1,872	\$1,917	\$1,906
Cash/Txp (CPT)	\$522	\$405	\$664	\$403	\$418	\$537	\$489	\$527	\$464	\$660	\$641	\$521
Payer Mix												
Insurance	19.6%	19.3%	18.7%	18.5%	22.1%	22.7%	21.4%	22.9%	18.2%	19.6%	5.1%	18.8%
Medicaid	13.8%	12.7%	12.8%	13.3%	17.5%	13.0%	22.6%	16.5%	16.7%	15.3%	11.1%	14.9%
Medicare	51.1%	47.6%	50.3%	55.8%	47.5%	51.8%	45.0%	48.0%	49.8%	55.6%	25.2%	47.8%
Private Pay	16.8%	20.2%	17.5%	12.4%	13.7%	12.7%	12.5%	12.7%	10.7%	11.6%	4.0%	13.3%
Govt/Misc	0.0%	1.6%	0.4%	1.4%	0.5%	1.5%	1.5%	2.0%	2.2%	2.6%	0.2%	1.2%
Payer Research	0.0%	0.2%	0.6%	0.0%	0.0%	0.0%	0.0%	0.0%	4.6%	0.0%	54.6%	5.2%
Level of Service												
ALS Non-Emergency	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.2%	0.0%
ALS Emergency	77.4%	73.1%	73.7%	76.5%	79.7%	77.0%	77.1%	76.7%	71.8%	80.4%	80.4%	76.6%
ALS-2	1.1%	1.6%	3.2%	2.0%	2.5%	1.2%	0.7%	2.0%	3.6%	2.6%	2.2%	2.1%
BLS Non-Emergency	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
BLS Emergency	21.6%	25.3%	23.2%	21.4%	17.8%	21.8%	22.1%	21.3%	24.5%	16.9%	17.1%	21.3%
SCT A0429	0.0%	0.0%	0.0%	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%	0.0%	0.0%	0.0%
Level of Service Volume												
Total Service Volume	464	450	475	443	394	409	407	442	412	378	449	4,723
ALS Non-Emergency TXP	0	0	0	0	0	0	0	0	0	0	1	1
ALS Emergency TXP	359	329	350	339	314	315	314	339	296	304	361	3,620
ALS-2 Emergency TXP	5	7	15	9	10	5	3	9	15	10	10	98
BLS Non-Emergency TXP	0	0	0	0	0	0	0	0	0	0	0	0
BLS Emergency TXP	100	114	110	95	70	89	90	94	101	64	77	1,004
Sct A0429 TXP	0	0	0	0	0	0	0	0	0	0	0	0
Service Others Cnt	0	0	0	0	0	0	0	0	0	0	0	0
Facility Base TXP	0	0	0	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	2,329	2,313	2,767	27,777

09/05/2025 11:34 AM

# **MISSION FIRE PREVENTION MONTHLY REPORT**

**August 2025**



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

## **FIRE INVESTIGATIONS**

There were zero (0) fire investigations for the month of August.

Full Investigation: 0 Total

Call out to document of Incident: 0 Total

Call out to document of Incident: 0 Total

**Year to Date: 17 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 August.

Our assistance was requested:           0 Total

Assistance Requested by us:           0 Total

**Year to Date: 1 Total**

## COMPLAINTS

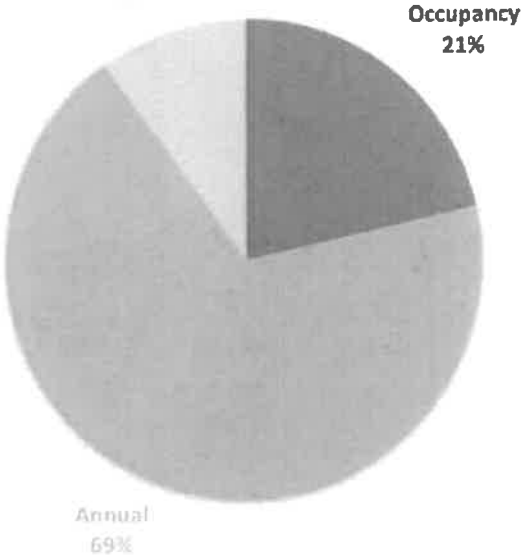
There were two (2) complaints for the month of August.

There were two (2) complaints resolved this month.

- August 18, 2025, at 1008 Ragland
- August 29, 2025, at 1617 N. Taylor

**Year to Date: 24 Total**

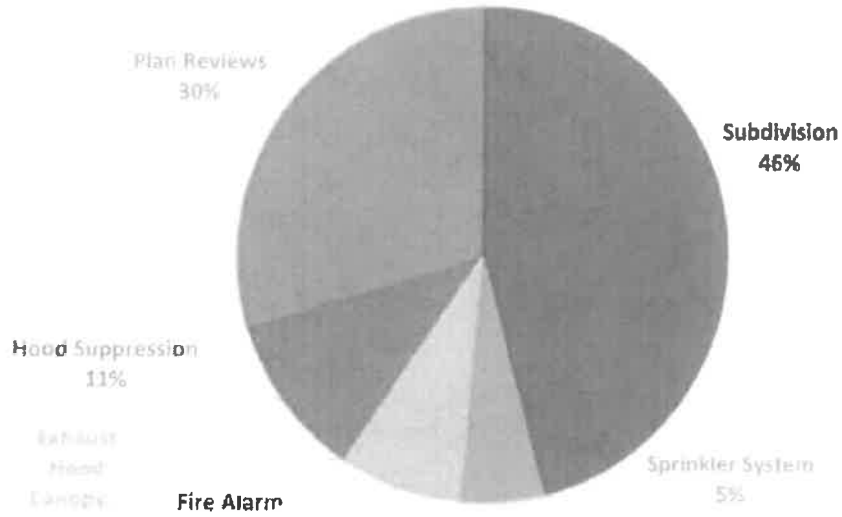
### FIRE INSPECTIONS - AUGUST 2025



- 52 Occupancy
- 166 Annual
- 24 Other
- Year to Date: 1544 Total
- **Inspection rate to date: 64%**

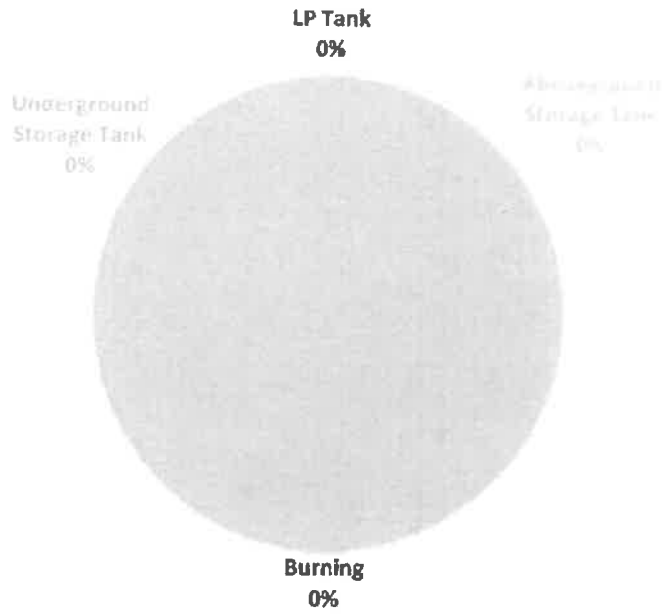


### PLAN REVIEWS - AUGUST 2025



- **Subdivision Reviews: 17 - Year to Date: 224**
- **Sprinkler System Plan Reviews: 2 – Year to Date: 33**
- **Fire Alarm System Plan Reviews: 3 – Year to Date: 27**
- **Exhaust Hood Canopy Plan Reviews: 0 – Year to Date: 2**
- **Hood Suppression Plan Reviews: 4 – Year to Date: 19**
- **Plan Reviews: 11 – Year to Date: 200**

### PERMITS - AUGUST 2025



- **LP Tanks Permits: 0 – Year to Date: 6**
- **Underground Storage Tank Removal Permits: 0 – Year to Date: 0**
- **Aboveground Storage Tank Removal Permits: 0 – Year to Date: 4**
- **Burning Permits: 2 – Year to Date: 24**

**FIRE DRILLS**

There were zero (0) fire drills conducted for the month of August.

**Year to Date: 1 Total**

## TRAINING

There were three (3) training courses in the month of August.

- August 5, 2025-Lt. Sam Carrion, Lt. Omar Salinas, Lt. Guillermo De la Garza attended a Webinar training for Charge into Lithium Batteries.
- August 19, 2025-Fire Marshal Frank Cavazos attended a Webinar training at Central Admin Conference room about PIR portal.
- August 20, 2025- Fire Marshal Frank Cavazos attended Police Course in Hidalgo County.

**Year to Date: 41 Total**

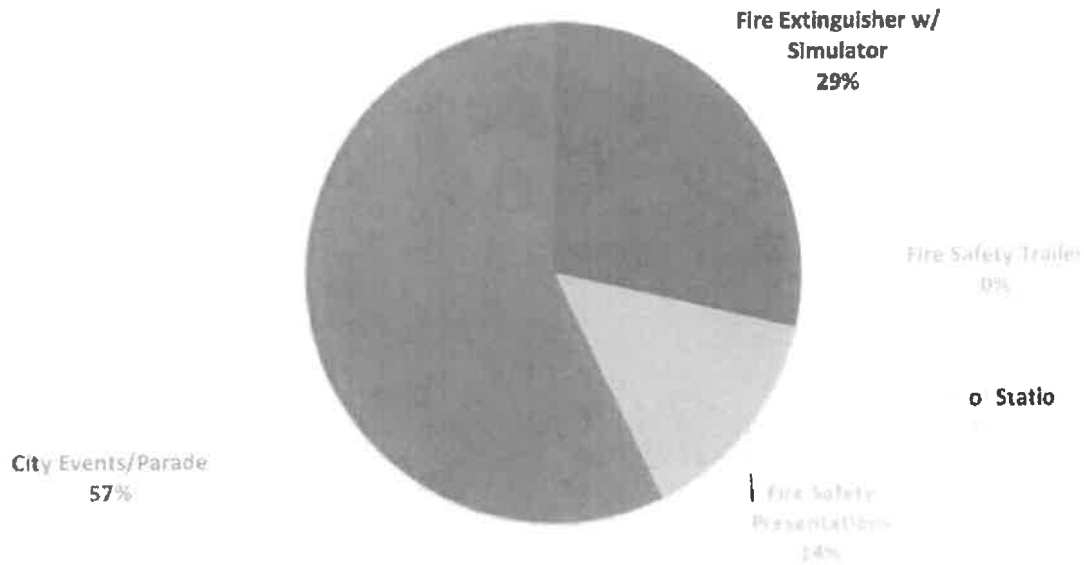
## MEETINGS ATTENDED

For the month of August there were thirteen (13) meetings attended by the Fire Prevention Office.

- August 1, 2025- Fire Marshal Frank Cavazos attended SRC meeting at City Hall.
- August 4, 2025- Fire Marshal Frank Cavazos attended Shift Change meeting in Admin Conference room.
- August 6, 2025- Fire Marshal Frank Cavazos attended Budget meeting at City Hall.
- August 6, 2025- Fire Marshal Frank Cavazos attended PEER meeting at Central Media room.
- August 7, 2025- Fire Marshal Frank Cavazos attended SRC meeting at City Hall.
- August 7, 2025- Fire Marshal Frank Cavazos attended Command Staff meeting in Admin Conference room.
- August 8, 2025- Fire Marshal Frank Cavazos attended walk through at Las Granadas Phase II subdivision.
- August 14, 2025- Fire Marshal Frank Cavazos attended SRC meeting at City Hall.
- August 14, 2025- Fire Marshal Frank Cavazos attended Zoom meeting with Gabriel Gutierrez about Heat Safety.
- August 20, 2025- Captain Joel Saenz attended a meeting at San Juan for South Texas Fire Investigator Association.
- August 21, 2025- Fire Marshal Frank Cavazos attended SRC meeting at City Hall.
- August 26, 2025- Fire Marshal Frank Cavazos attended Command Staff meeting in Admin Conference room.
- August 28, 2025- Fire Marshal Frank Cavazos attended SRC meeting at City Hall.

**Year to Date: 173 Total**

### PUBLIC EDUCATION - AUGUST 2025



During the month of August there were seven (7) presentations conducted

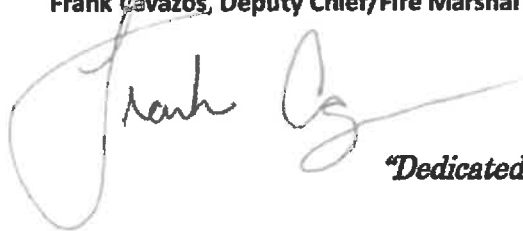
- Year to Date: 70 Presentations 23520 Audience
- Year to Date w/ The Tutor: 0 Presentations 0 Audience
- Year to Date w/ F.S.T.: 8 Presentations 2,532 Audience
- Year to Date w/ City Events: 15 Presentations 13120 Audience
- Year to Date – Other: 4 Presentations 70 Audience
- Year to Date Grand Total: 97 Presentations 39242 Audience

### PUBLIC EDUCATION

During the month of August there were eight (8) presentations conducted.

Date	Location	Fire Extinguisher w/Simulator	Fire Safety Trailer	Tours of Stations	Fire Safety Presentation	City Events/Parade
08/02/2025	HEB Kids Event on Shary Rd.					300
08/02/2025	HEB Kids Event on 495 Conway					100
08/02/2025	HEB Kids Event 3-Mile Conway					100
08/04/2025	Fire Extinguisher Training/SISD	20				
08/16/2025	Cross Church					500
08/20/2025	Fire Extinguisher Training/MCISD	10				
08/30/2025	Mission Housing Authority				25	

Frank Cavazos, Deputy Chief/Fire Marshal



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

HUMAN RESOURCES DEPARTMENT  
MONTHLY REPORT  
AUGUST 2025

Item 6.

PERSONNEL								Monthly Totals	YTD Totals
<b>Number of Employees, Volunteers, and Others:</b>									
	HIRED	TRANSFERRED	RESIGNED	DISMISSED	RETIRED	DECEASED	OTH		
Regular Full-Time (566 budgeted slots for fiscal year)	13		9	2	1			704	819
Regular Part-Time (65 budgeted slots for fiscal year)	1		1					49	61
Temporary Full-Time	1			10				3	14
Temporary Part-Time				55				0	63
Fiscal YTD Totals:	224		99	80	22	1		756	957
Reserve Police Officers								13	13
Volunteer Firefighters								12	15
Texas Workforce Solutions/Work Experience								1	3
AARP Participants								0	27
Volunteers							6	259	321
Volunteers Fiscal YTD Totals:							87	285	379
<b>Staffing</b>									
Request for Positions Processed								19	187
Positions Advertised								32	392
Application for Employment Processed								119	1421
Volunteer Applications Processed								6	97
Interviews Processed								34	368
Job Offers Processed								15	230
New Hire Enrollments Processed								15	228
Turnover Rate					12/704				1.70%
Retention Rate					806/819				98.50%
<b>Pre-Employment Screenings</b>									
Driver License Checks (MVR)								14	170
Mission Police/Mission Municipal Court Record Check								14	170
Hidalgo County Courthouse								14	170
Criminal History Background/Sex Offender Check (DPS)								20	246
Drug Testing, Physical and Pre-placement Screening								15	203
<b>PERSONNEL, con't</b>									
<b>Human Resources Department Visitors:</b>									
Employees, Citizens, Vendors/Representatives Assisted								294	4764
<b>Exit Interviews Conducted:</b>									
Employee Exit Interview								3	20
Supervisor Exit Interview								7	89
<b>Forms Processed</b>									
Employee Change of Status Forms Processed								127	878
Employee Requests for Personnel Information Processed								3	24
Employee Disciplinary Forms Processed								4	59
Employment Verifications Processed								13	119
Unemployment Claims Processed								2	9
Public Information Requests Processed								4	53
<b>Family and Medical Leave Act (FMLA) Forms Processed:</b>									
FMLA Requests								9	72
-- Employee's Serious Health Condition								2	39
-- Family Member's Serious Health Condition								4	19
-- Birth of a Child								3	14
-- Military Family Leave								0	0
-- Injury or Illness of Covered Servicemember								0	0
FMLA Approvals								3	62
FMLA Denials/Withdrawals								3	12
FMLA Return-to-Work								2	49
Employees out on FMLA								11	73
<b>PERSONNEL TRAINING SEMINARS</b>								<b>Training Seminars</b>	<b>Employees Attended</b>
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  
AUGUST 2025**

Item 6.

05/07/2025 - Workers' Compensation - Navigating the Process	1	12
06/06/2025 - TML Safe Driving	1	17
07/24/2025 - Excel Training	2	50
08/27/2025 - HIPAA Training	1	19
<b>Fiscal YTD Totals:</b>	<b>9</b>	<b>229</b>
<b>HEALTH &amp; WELLNESS SEMINARS/EVENTS</b>	<b>Training Seminars</b>	<b>Employees Attended</b>
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
05/01/2025 - Airrosti - Lower Back Pain	1	30
05/01 /2025 - Airrosti - Lower Back Pain	1	6
05/01 /2025 - Airrosti - Lower Back Pain	1	14
05/01 /2025 - Airrosti - Lower Back Pain	1	36
05/13/2025 - Airrosti - Step into a Pain-Free Life	1	4
05/20/2025 - Mental Health Awareness Lunch and Learn	1	34
05/20/2025 - Self Defense Class	1	9
07/08/2025 - TMRS Retirement Seminar	1	200
07/28/2025 - Open Enrollment Informational Session	1	30
07/29/2025 - Open Enrollment Informational Session	5	75
07/30/2025 - Open Enrollment Informational Session	5	105
<b>Fiscal YTD Totals:</b>	<b>37</b>	<b>1040</b>
<b>EMPLOYEE RECOGNITION/EVENTS</b>		<b>Employees Attended</b>
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
<b>Fiscal YTD Totals:</b>	<b>5</b>	<b>1236</b>
<b>RISK MANAGEMENT</b>		
	<b>Monthly Totals:</b>	
Workers' Compensation	6	76
General Liability	1	32
Property	0	1
Auto Property	0	20
Cyber	0	1
Law Enforcement	1	3
<b>Fiscal YTD Totals:</b>	<b>8</b>	<b>133</b>

# Mission Police Department



## Monthly Report August 2025



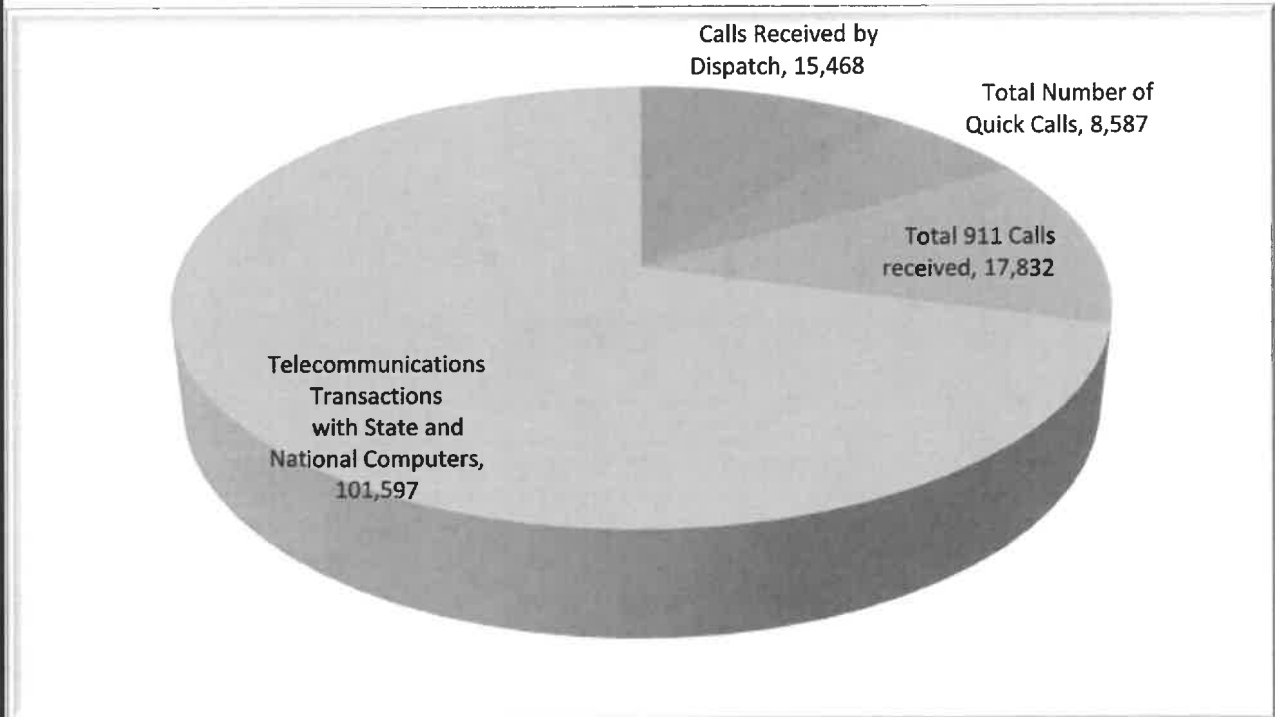
# Mission Police Department

## Monthly Report for August 2025



### *Communications Division*

	<u>Aug 25</u>	<u>FY 24-25 YTD</u>
Calls Received by Dispatch	2,802	15,468
Total Number of Quick Calls	1,963	8,587
Total 911 Calls received	0	17,832
Telecommunications Transactions with State and National Computers	12,603	101,597



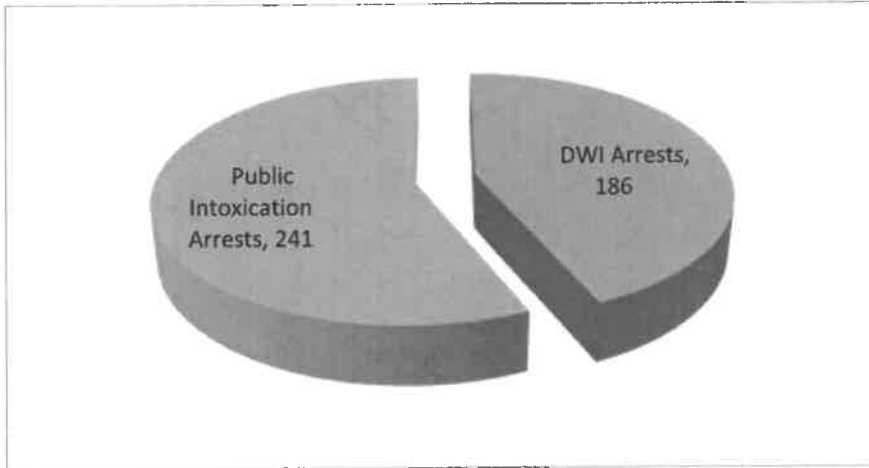


# Mission Police Department Monthly Report for August 2024



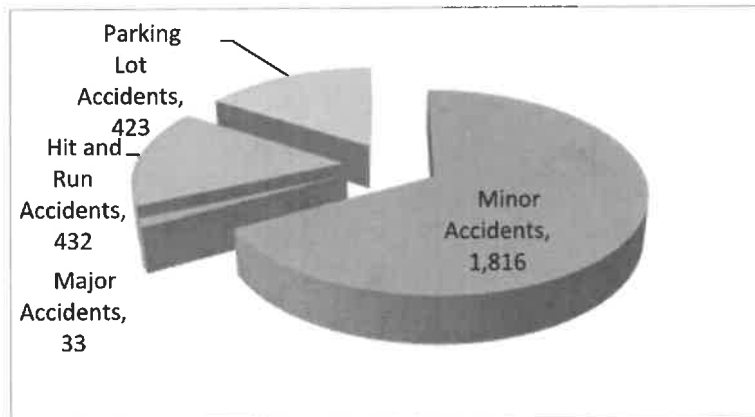
## ***Patrol Division***

	<u><b>Aug 24</b></u>	<u><b>FY 23-24 YTD</b></u>
<b>DWI Arrests</b>	11	186
<b>Public Intoxication Arrests</b>	21	241



## ***Traffic Division***

	<u><b>Aug 24</b></u>	<u><b>FY 23-24 YTD</b></u>
<b>Minor Accidents</b>	177	1,816
<b>Major Accidents</b>	1	33
<b>Hit and Run Accidents</b>	34	432
<b>Parking Lot Accidents</b>	42	423





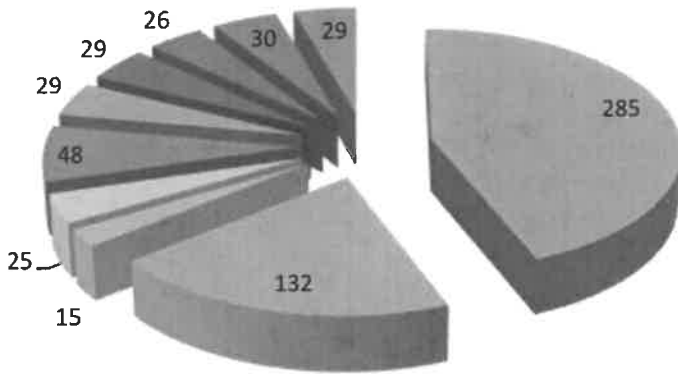
## **Criminal Investigations Criminal Case Submissions**



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

	<b>Aug 25</b>	<b>FY 24-25 YTD</b>
	0	285
	0	132
	0	15
	0	25
	0	48
	0	29
	0	29
	0	26
	0	30
	0	29
	0	0

**Aug 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 August 2025

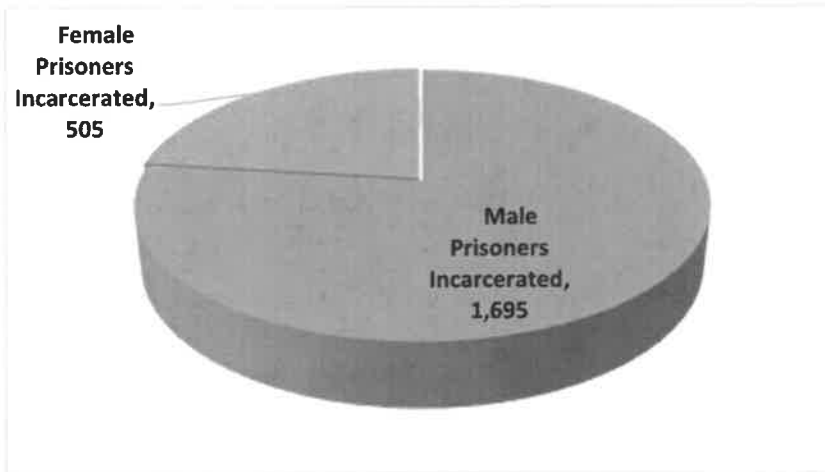


### *Jail Division*

#### **Adults**

Male Prisoners Incarcerated  
Female Prisoners Incarcerated

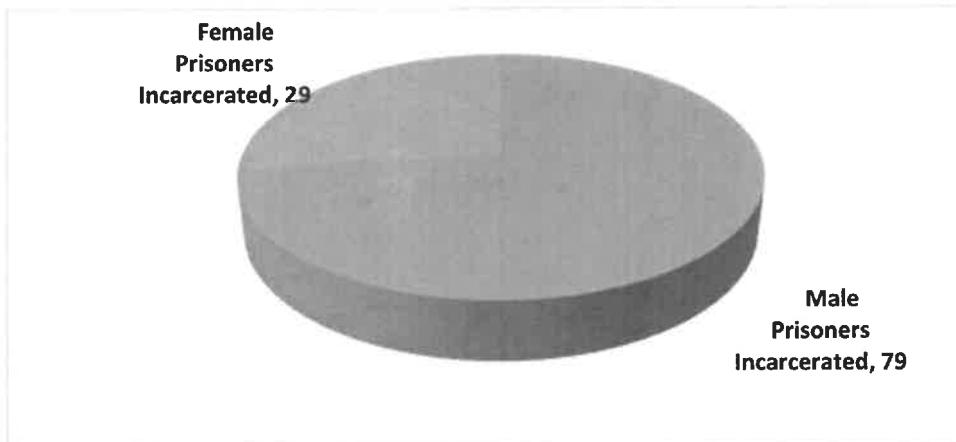
	<b>Aug 25</b>	<b>FY 24-25 YTD</b>
Male Prisoners Incarcerated	148	1,695
Female Prisoners Incarcerated	56	505
<b>Total</b>	<b>204</b>	<b>2,200</b>



#### **Juveniles**

Male Prisoners Incarcerated  
Female Prisoners Incarcerated

	<b>Aug 25</b>	<b>FY 24-25 YTD</b>
Male Prisoners Incarcerated	4	79
Female Prisoners Incarcerated	4	29
<b>Total</b>	<b>8</b>	<b>108</b>





**Narcotics Division -DEA**

	<b>Aug 25</b>	<b>FY 24-25 YTD</b>
Seizures		
Marihuana (lbs)	0.00	0.00
(Street Value -\$506.00 per pound)	\$0.00	\$0.00
Cocaine (kilos)	0	1462.80
(Street Value -\$21,000.00 per Kilo)	\$0.00	\$30,718,800.00
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	\$852,153.00
Vehicle Seizures:	0	10
Arrest:	0	57

**Narcotics Division -Immigration & Customs Enforcement**

	<b>Aug 25</b>	<b>FY 24-25 YTD</b>
Seizures		
Marihuana (lbs)	0	0.00
(Street Value -\$506.00 per pound)	\$0.00	\$197.80
Cocaine (kilos)	74.52	6523.12
(Street Value -\$21,000.00 per Kilo)	\$1,564,920.00	\$136,985,520.00
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:	\$99,530.00	\$2,415,346.00
Vehicle Seizures:	0	0
Arrest:	10	58



### **Mission Police and Criminal Investigations**

#### **Narcotics**

**Aug 25**

**FY 24-25 YTD**

Marihuana (pounds)

0.00

0.54

(Street Value -\$506.00 per pound)

\$0.00

\$271.72

Cocaine (kilos)

0.0000

0.26

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

\$0.00

\$5,472.60

Currency

\$0.00

\$14,766.12



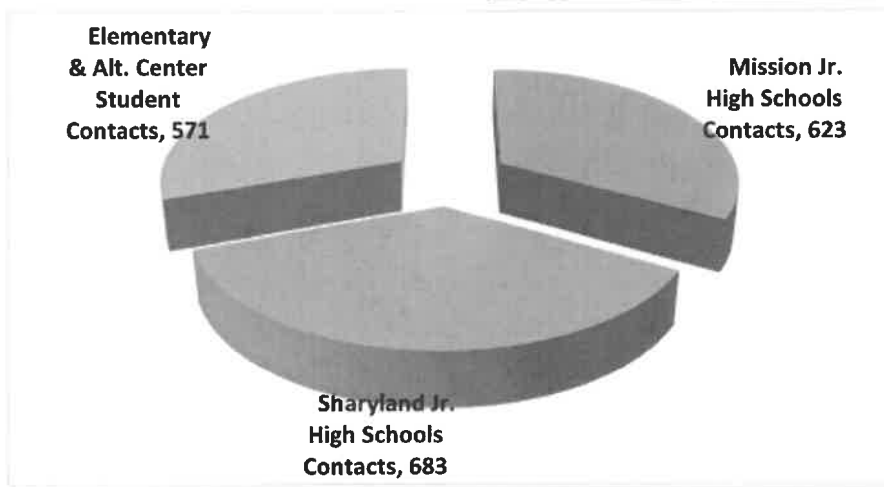



# Mission Police Department Monthly Report for August 2025



## *Educational Resource Officer Program*

	<b>Aug 25</b>	<b>FY 24-25 YTD</b>
Mission Jr. High Schools Contacts	0	623
Sharyland Jr. High Schools Contacts	0	683
Elementary & Alt. Center Student Contacts	0	571



	<b>Aug 24</b>	<b>FY 23-24 YTD</b>
Mission High Schools	0	1,187
Sharyland High Schools	0	774



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



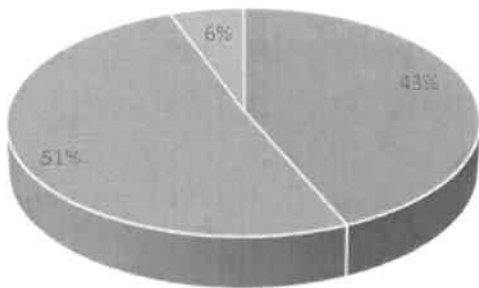
- Adult Cases Submitted to Mission Municipal Court
- Adult Misdemeanor Arrests
- Adult Felony Arrests
- Juvenile Misdemeanor Cases Submitted to Juvenile Probation Department
- Juvenile Felony Cases Submitted to Juvenile Probation Department
- Juvenile Cases Submitted to Mission Municipal Court
- Juvenile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

**Aug 25      FY 24-25 YTD**

0	47
0	55
0	6
0	15
0	18
0	164
0	24
0	112
0	21

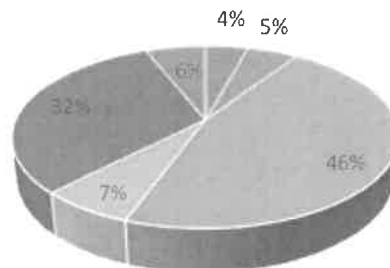
FY 24-25 YTD

■ ■ ■



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

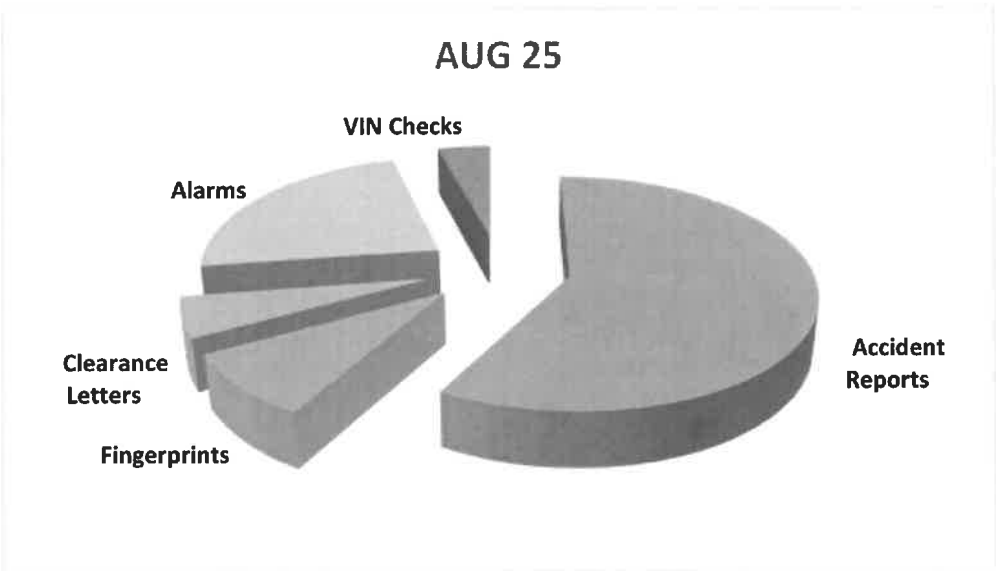
## Monthly Report for August 2025



### 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.

	<b>Aug 25</b>	<b>FY 24-25 YTD</b>
Accident Reports	79	1,009
Fingerprints	6	153
Clearance Letters	20	97
Alarms	10	399
VIN Checks	3	72
<b>TOTAL</b>	<b>118</b>	<b>1,730</b>



# MEMORANDUM

**To:** Mike Perez, City Manager  
**From:** Xavier Cervantes, Director of Planning  
**Date:** September 5, 2025  
**Re:** Monthly Report AUGUST 2025

---

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

## AUGUST 2025

<b>REZONINGS:</b>	<b>3</b>
<b>CONDITIONAL USE PERMIT:</b>	<b>11</b>
<b>HOMESTEAD APPROVALS:</b>	<b>0</b>
<b>SUBDIVISIONS:</b>	<b>3</b>
<b>SINGLE LOT VARIANCES:</b>	<b>1</b>
<b>VARIANCES (ZBA):</b>	<b>10</b>
<b>SITE PLAT APPROVALS:</b>	<b>2</b>
<b>OTHER P&amp;Z REQUESTS</b>	<b>2</b>

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

<b>Total # of Building Permits</b>	<b>Building Permit Value</b>	<b>Building Permit Fee</b>	<b>Types of Building Permits</b>
23	\$4,544,700.00	\$8,801.25	New Dwelling
			Commercial
			Assembly
1	\$250,000.00	\$1,352.60	Apartments- 4 UNITS
			Warehouse
			Move Out Houses/Move Within
			Move In Houses
13	\$45,500.00	\$1,365.00	Move in Mobile Homes
			Schools
2	\$83,700.00	\$610.00	Swimming Pools
5	\$41,201.58	\$195.00	Sheds
5	\$49,180.00	\$347.50	Signs
7	\$42,000.00	\$90.55	Fence
			Tower
			Gas Tanks Pumps
1		\$55.00	Demolition
			Water Well/Recreation Const.
<b>57</b>	<b>\$5,056,281.58</b>	<b>\$12,816.90</b>	<b>Totals</b>

<b>Additions / Remodeling</b>			
17	\$358,437.00	\$2,248.75	Residential Buildings
7	\$154,300.00	\$608.75	Commercial Buildings
			Apartment Buildings
			Assembly Buildings
			School Buildings
1	\$8,000.00	\$35.00	Awnings/Decks
8	\$85,800.00	\$583.35	Carports/Concrete
12	\$23,650.00	\$579.10	Porches/Driveways/Sidewalks
			Garages/Canopies
			Hobby Shops
<b>45</b>	<b>\$630,187.00</b>	<b>\$4,054.95</b>	<b>Totals</b>

<b>Total Building Permits</b>	<b>102</b>
<b>Total Building Valuation</b>	<b>\$5,686,468.58</b>
<b>Total Building Permit Fees</b>	<b>\$16,871.85</b>

Prepared By: Rachel Alvarez  
Date: 9/2/2025

Page 2  
 Monthly Report for August 2025

**I. Permits Issued**

**A. Building**

Number	102
Value	<u>\$5,686,468.58</u>
Permit Fees	<u>\$16,871.85</u>

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

Number	188
Permit Fees	<u>\$19,684.00</u>

**C. Mechanical**

Number	54
Value	<u>\$436,440.00</u>
Permit Fees	<u>\$4,885.50</u>

**D. Plumbing, Gas & Sprinkler System**

Number	103
Permit Fees	<u>\$17,481.00</u>

**TOTALS**

<b>Total Permits Issued</b>	<u>447</u>
<b>Total Valuation</b>	<u>\$6,122,908.58</u>
<b>Total Permit Fees</b>	<u>\$58,922.35</u>

**II. Number of Inspections Conducted**

702

Monthly Report for August 2025

### III. Other Fees

#### A. Business License Application

Number	25
Permit Fees	<u>\$1,250.00</u>

#### B. Garage Sale Permits

Number	<u>          </u>
Permit Fees	<u>          </u>

#### C. Health Cards

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

#### D. Builder Registration

Number	13
Permit Fees	<u>\$1,200.00</u>

#### E. Electrician Registration

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

#### F. Plumbing Registration

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

#### G. Mechanical Registration

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

#### H. House Inspections

Number	2
Permit Fees	<u>\$200.00</u>

#### I. Planning & Zoning Applications

Number	26
Permit Fees	<u>\$6,150.00</u>



# Public Works

## August 2025 Monthly Report

### Water Distribution

#### Water Line Break Repair Project

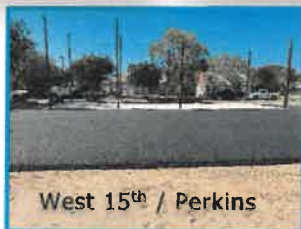


915 Country Club

### Street Paving Projects



#### Sand Distribution Center



## Public Works Projects





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## Utility Billing and Collection

### ANALYTICAL STATISTICAL COMPARISON

#### ‡ UTILITY BILLING ACCRUALS ‡

BILLING TYPE	AUG - 2025	AUG - 2024	FYTD 24-25	FYTD 23-24
Water Consumption (Gals.)	389,924,000	353,770,000	3,893,579,000	3,918,704,000
Number of Customers	31,085	30,428		

#### WATER & WASTEWATER

Water Sales	\$ 1,279,077	\$ 1,185,323	\$ 13,169,478	\$ 13,319,926
Water Sales - <i>Granjeno</i>	2,677	2,082	25,553	26,254
Water Connections	35,132	50,950	499,166	296,171
Reconnect Fees	10,325	19,725	108,075	113,600
Sewage Service	720,232	674,264	7,591,105	7,442,648
Sewage Service - <i>Granjeno</i>	1,405	1,184	13,925	13,674
Industrial Sewer Surcharge	63	158	14,746	9,632
Wastewater Connections	8,210	17,620	132,055	107,430
Service Charge	8,050	9,030	102,663	95,146
<b>Total</b>	<b>\$ 2,065,171</b>	<b>\$ 1,960,336</b>	<b>\$ 21,656,766</b>	<b>\$ 21,424,481</b>

#### SANITATION

Garbage Fees	\$ 705,735	\$ 684,698	\$ 7,701,276	\$ 7,428,856
Brush Fees	108,274	103,787	1,178,623	1,145,706
<b>Total</b>	<b>\$ 814,009</b>	<b>\$ 788,485</b>	<b>\$ 8,879,899</b>	<b>\$ 8,574,562</b>

#### DRAINAGE ASSESSMENT FEE

Drainage Assessment Fee	\$ 108,445	\$ 106,526	\$ 1,186,588	\$ 1,165,296
<b>Total</b>	<b>\$ 108,445</b>	<b>\$ 106,526</b>	<b>\$ 1,186,588</b>	<b>\$ 1,165,296</b>

<b>Total Billing</b>	<b>\$ 2,987,625</b>	<b>\$ 2,855,347</b>	<b>\$ 31,723,253</b>	<b>\$ 31,164,339</b>
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#### ‡ UTILITY COLLECTIONS CASH ‡

COLLECTIONS	AUG - 2025	AUG - 2024	FYTD 24-25	FYTD 23-24
<b>Total Collections</b>	<b>\$ 2,002,668</b>	<b>\$ 1,881,934</b>	<b>\$ 21,250,595</b>	<b>\$ 21,608,602</b>

## Water Distribution

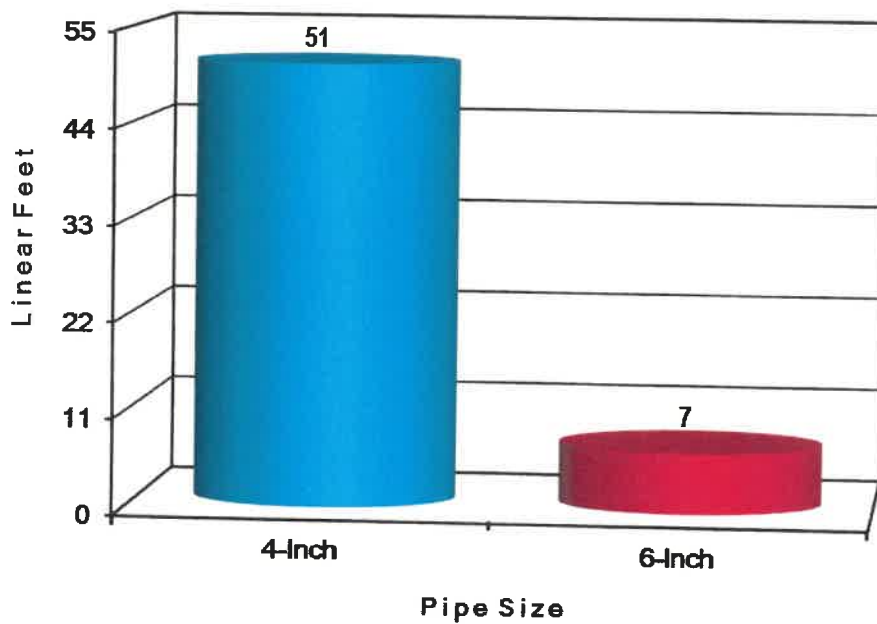
### Utility Line Installation

Water Distribution Crews installed 58 Linear Feet of Utility Line. Below are the locations where the broken line repairs took place. There were 21 (twenty-one) major water line breaks repaired.

#### August 2025 Utility Line Installation

4-Inch		6-Inch	
2603 May St.	6'	Greenlawn / Los Ebanos	7'
2006 E. 20 <sup>th</sup> St.	4'		
2012 E. 21 <sup>st</sup> St.	2'		
2401 E. 27 <sup>th</sup> St.	12'		
2208 E. 28 <sup>th</sup> St.	2'		
2105 E. 20 <sup>th</sup> St.	4'		
1507 Sherri Lee Dr.	5'		
1505 Dons St.	2'		
1603 Terrace Dr.	2'		
1709 Judy Ave.	4'		
2317 E. 23 <sup>rd</sup> Rd.	2'		
917 Country Club	6'		
<b>51 LF</b>		<b>7 LF</b>	

#### August 2025 Utility Pipe Line Installation



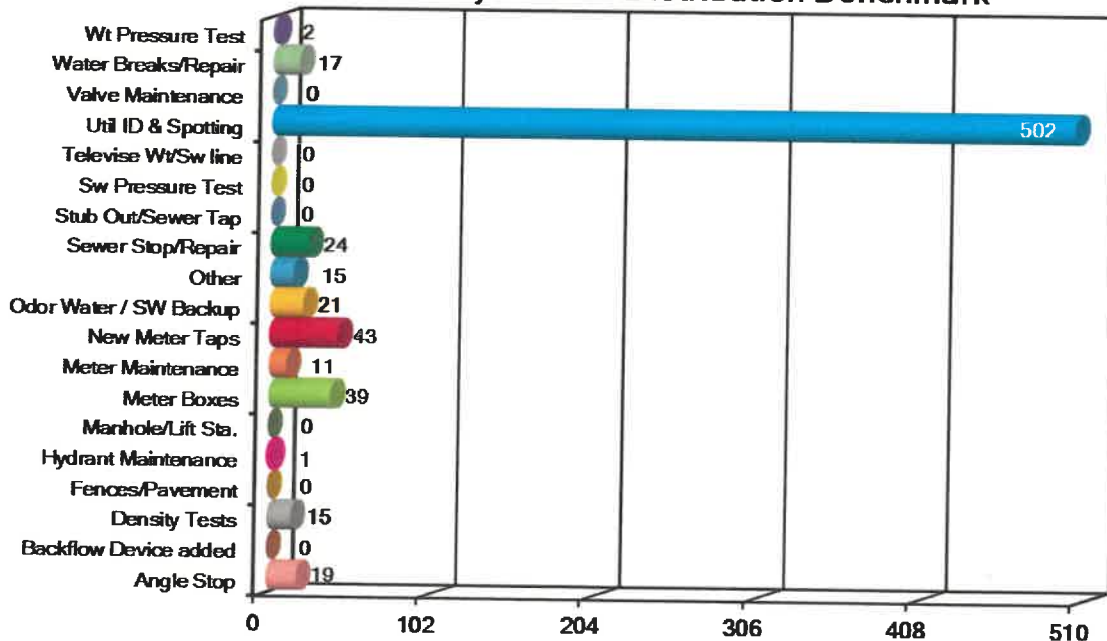
## Water Distribution

### 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	Jun	Jul	Aug	FYTD 24-25	FY 23-24
Angle Stop	4	13	17	13	3	9	8	12	13	19	19	130	155
Backflow Device	0	0	1	0	0	0	0	0	0	0	0	1	1
Density Tests	18	10	25	10	25	30	30	57	29	0	15	249	144
Fences/Pavement	0	0	0	0	0	0	0	0	0	0	0	0	0
Hydrant Maintenance	2	0	0	1	3	2	2	2	1	43	1	57	505
Manhole/Lift Station	1	4	4	11	0	7	1	2	3	3	0	36	76
Meter Boxes	22	61	55	52	113	75	78	51	58	72	39	676	711
Meter Maintenance	1	3	5	0	1	2	2	3	10	5	11	43	127
New Meter Taps	29	72	56	59	113	74	78	53	60	72	43	709	744
Odor Water	7	17	20	22	11	20	22	11	15	27	21	193	190
Other	0	1	6	1	8	2	9	10	4	3	15	59	232
Sewer Stop/Repair/Tap	9	21	6	21	7	20	3	4	30	77	24	222	150
Stub Out Sewer	0	0	0	0	0	0	0	0	0	0	0	0	10
Sewer Pressure Test	5	2	28	27	3	3	15	8	16	18	0	125	89
Televise Sewer line	6	3	9	21	6	14	3	2	6	7	0	77	28
Utility ID & Spotting	720	533	451	512	388	278	270	320	420	593	502	4,987	7,764
Valve Maintenance	1	1	1	1	0	0	0	0	0	0	0	4	27
Water Break/Repair	50	27	28	28	14	9	14	19	21	6	17	233	450
Water Pressure Test	11	5	29	25	3	3	6	9	12	53	2	158	36
<b>Totals</b>	<b>886</b>	<b>773</b>	<b>741</b>	<b>804</b>	<b>698</b>	<b>548</b>	<b>541</b>	<b>563</b>	<b>698</b>	<b>998</b>	<b>709</b>	<b>7,959</b>	<b>11,439</b>

August 2025  
Utility - Water Distribution Benchmark



**Water Distribution - Utility Inspections** Mr. Lupe Vela and Mr. Charlie Fuentes, Utility Inspectors, conducted inspections on forty (40) sites; performed 2 Hydrostatic Tests and 15 Density Tests. Inspectors worked on 502 line locates.

	Site/Subdivision	Start Date	Completion Date	Location	Inspection Description
1	Anacua Village	7/2024		Mayberry / 8 <sup>th</sup> 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	Bellwood Manor	7/2025		2 ½ Trosper	Under Construction
6	Bentsen Grove	9/2022		Inspiration / 1 Mile South	Under Construction
7	Bentsen Palm PH III	1/2023		Inspiration / 1 Mile South	Under Construction
8	Bryan Landing	7/2024		Bryan / N. 2 Mile	Under Construction
9	Bryan Road Reconstruction/Drain Proj	8/2025		Holland / 20 <sup>th</sup> St	Under Construction
10	Camelias Plaza	9/2023		FM 495 / Bryan	Under Construction
11	Cap Storage Victoria Drive, LLC	6/2023		Shary / Victoria	Under Construction
12	Coastal Plaza	11/2021		Expressway / Bryan Road	Under Construction
13	Conway Village	1/2025		4 Mile / Conway	Under Construction
14	Cross Church	7/2023		Expressway / Glasscock	Under Construction
15	Crystal Estates	9/2023		Inspiration Rd / Esperanza	Under Construction
16	Deleon-Zamora	7/2024		4 Mile / Conway	Under Construction
17	El Milagro PH I	12/2022		Los Indios / Bryan	Under Construction
18	Excel Carriers	7/2023		3 Mile / La Homa	Under Construction
19	Granada Subdivision PH II	11/2024	8/2025	Los Indios / Grand Canal Dr	Utilities Complete
20	Holland Terrace	7/2024		Holland / 25 <sup>th</sup> St.	Under Construction
21	Imperio Vista Subd.	8/2025		Holland / 20 <sup>th</sup> St.	Under Construction
22	Khit Chiropractic	7/2024		Bryan / Bus 83	Under Construction
23	Las Cumbres Terrace	1/2025		2 Mile / Trosper	Under Construction
24	Las Esperanzas	1/2023		Glasscock / Frontage 83	Under Construction
25	Las Misiones De San Jorge	9/2023		S Conway / Military	Under Construction
26	Lucksinger Apartments	9/2021		Lucksinger / Bus 83	Under Construction
27	Mayfair at Trinity	5/2024		Bryan / Trinity	Under Construction
28	Monarza Estates	9/2023		3 ½ N Mayberry	Under Construction
29	Move It Storage	8/2025		495 / Conway	Under Construction
30	Retama Village VI	1/2025		Bentsen Palm Dr.	Under Construction
31	Sendero Phase I	1/2023		1 Mile South	Under Construction
32	Sendero Phase II	2/2022		1 Mile South	Under Construction
33	Sendero Ranch	3/2025	8/2025	N 2 ¾ Mile / Trosper	Utilities Complete
34	Sharyland Bus Park PH I	3/2022		Anzalduas / Military	Under Construction
35	Sonoma Ranch	1/2025		Mayberry / 2 ½ Mile	Under Construction
36	Springwood Manor Estates	6/2024		Stewart / School Lane	Under Construction
37	Tee Time	3/2025		Mayberry / N Bolz St	Under Construction
38	Tierra Dorada Lift Station	7/2024		Tierra Dorada	Under Construction
39	Top Site Storage	3/2025		Trinity / Commerce	Under Construction
40	Trosper Creek	3/2025		2 Mile / Trosper	Under Construction

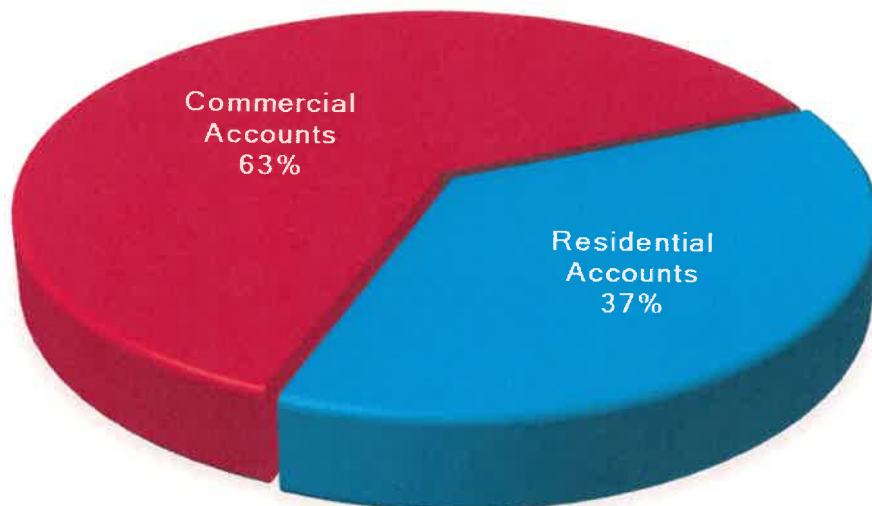
### Water Distribution - Backflow Prevention Inspections

The table and graph below show the forty-three (43) Backflow Prevention Assembly Inspections performed by Mr. Ignacio Salazar through access of the Envirotrax BPAT System in order 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	Jun	Jul	Aug	FYTD 24-25	FY 23-24
Inspection of <i>Commercial Accts</i>	4	6	5	7	6	17	15	22	12	4	27	125	71
Inspection of <i>Residential Accts</i>	16	10	14	16	7	5	9	3	1	28	16	125	137

August 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 21 sewer backups, no sewer line sites televised, cleaned 9 sewer line sites (Jet Rodder 6, Vactor 3) and 400 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	Jun	Jul	Aug	FYTD 24-25	FY 23-24
Lift Stations Inspections	185	666	100	453	370	740	133	384	404	370	400	4205	5889
Televised Serviced Sites	6	3	9	21	6	14	3	2	6	7	0	77	28
Televised Linear Feet	2387	1750	4455	13702	2080	6865	400	800	4300	5530	0	42269	15519
Vactor/Jet Rodder Serviced Sites	15	12	8	15	8	23	26	8	12	3	9	139	23
Vactor/Jet Rodder Serviced Linear Feet	2000	3580	2180	4040	2400	27500	5445	2035	2762	350	1985	54277	4428

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




## Water Treatment Plant

**Water Production and Rainfall** Water Plant Operators at our North and South Water Treatment Plants treated 491.939 million gallons of water and our Plant Operators recorded daily the monthly rainfall for August for a total of 1.5 inches.

**2024-25 Treated Water Million Gallons (MG)**

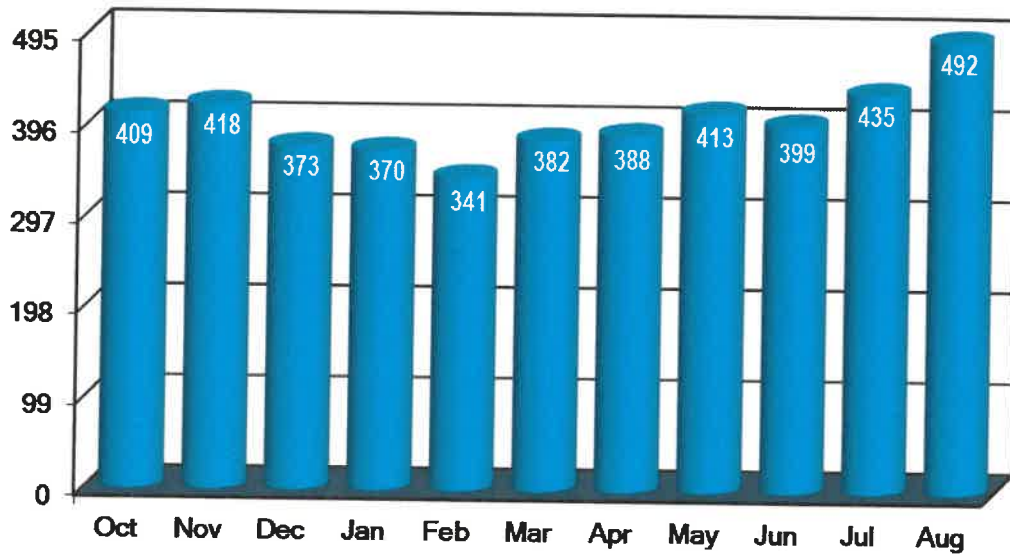
Avg	Max	Min	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	FYTD 24-25	FY 23-24
14	18	10	409	418	373	370	341	382	388	413	399	435	492	4,420	4,915

**Rainfall (Inches)**

Month	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	FYTD 24-25	FY 23-24
 Rainfall (Inches)	1.30	0.00	0.30	0.70	0.40	6.00	0.00	0.10	3.70	2.20	1.50	16.20"	25.75"

Parameters Exceeded: *N/A*

**2024-25 Water Production Million Gallons (MG)**



### Operations and Maintenance - North Water Treatment Plant

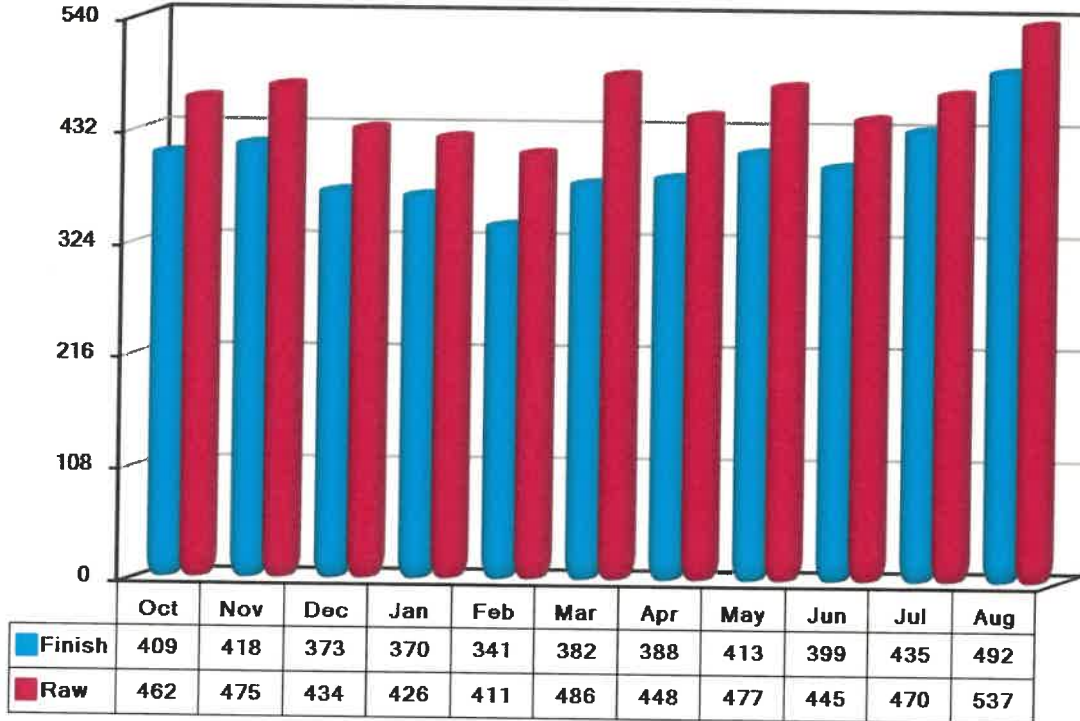
- The International Dioxide Company (IDI) collected the monthly chlorite samples.
- Staff continued with performing maintenance on pumps and motors.
- Operators performed required daily and monthly water lab analysis, backwashed and cleaned required filters.
- COVID-19 safety practices continue based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



### Operations and Maintenance - South Water Treatment Plant

- The International Dioxide Company (IDI) collected the monthly chlorite samples.
- Operators continued with regular maintenance of pump and motors, as well as, kept up with mowing grass in the facilities and towers.
- As of September 8, 2025, the Falcon Reservoir water level is at 15.4% and the Amistad Reservoir water level is at 35.7%, respectively. According to the Brownsville Area Reservoirs Monitor, the average of both reservoir levels is at 26.3%.
- 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)**



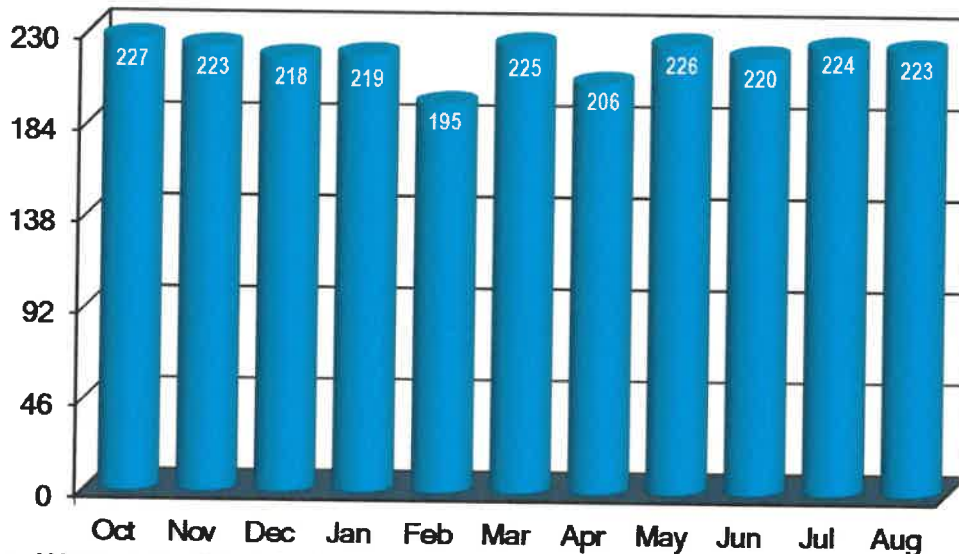
## Wastewater Treatment Plant

**Wastewater - Treatment** Wastewater Plant staff treated 223.410 million gallons of Wastewater.

### 2024-25 Wastewater Million Gallons (MG)

Avg	Max	Min	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	FYTD 24-25	FY 23-24
7.2	9.2	6.5	227	223	218	219	195	225	206	226	220	224	223	2,406	2,719

### 2024-25 Treated Wastewater Million Gallons (MG)



**Wastewater - Wastewater Plant Status** Violations for August are pending and will be reported in September; there were no violations for July 2025 that was pending. Plant operated at 53.44% capacity; Plant is rated at 13.5 mgd; and Plant Yearly Averaged was 7.227 mgd. There was 3.6 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.

**Wastewater - Staff Developments** David Garza was recently promoted from Laborer to Operator Trainee. Andres Garcia will continue to train to obtain his C license level of operating the Plant. Eric Hernandez passed his first required exam and is now being trained for other process control operations; he will take the Wastewater Treatment class to help him obtain knowledge for different types of Plant processes.

**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, weekly. The following repairs were completed in-house.

1. Odor control systems were monitored and adjusted to reduce malodorous emissions.
2. Operators continue 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 and on Raw sewage pump.
9. 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 lights at Carrousel 4.5 mgd and emergency outage.
2. Hill-Tex work done at the Plant was as follows.
  - Worked on Grit System and on Belt Press VFD.
  - Worked on UV hoist for old side disinfection system.
  - Worked on quote for breaker replacement.
  - Worked on Lift Station tank level sensors.

**Wastewater - Other Contract Work**

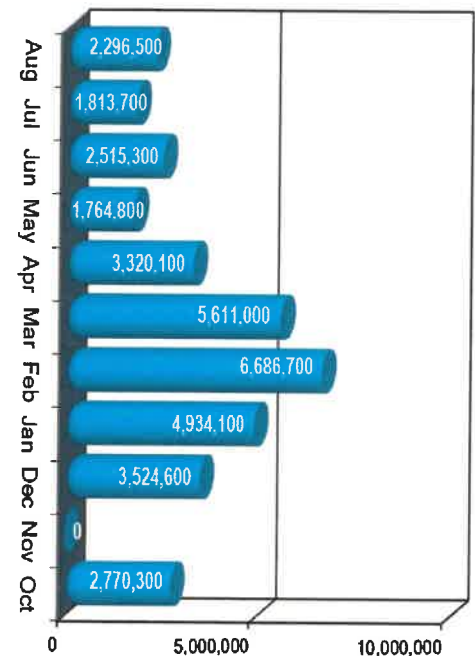
1. CB3 continued to provide the Plant with sludge and grit removal services.
2. Cintas provided uniform services and door mat replacement weekly.
3. Polydine supplied us with polymer totes for aiding in sludge de-watering at Belt Press System.
4. Facilities Department worked on the Administration building 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 continues 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 light 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 it is a project that the Plant is initializing. The removal of algae buildup at the clarifier walls and weirs, the treatment process gains a significant increase in disinfection, equipment downstream of the Clarifier System is cleaner, 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 33 truckloads of 165,000 gallons of citrus wastewater to the Pretreatment System. Pretreatment flow of waste from Rio Grande Juice Company and MPI (Metal Plating Industry) was 2,296,500 million gallons. Total grit (14cu) and sludge (392cu) hauled was 406 cubic yards equivalent to 29 roll off containers.

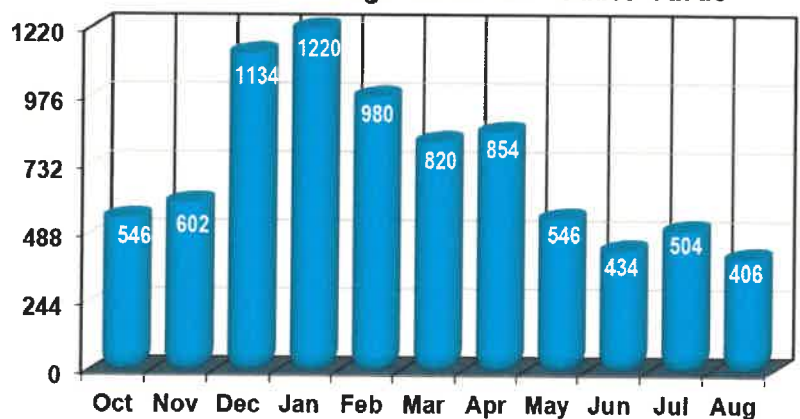
2024-25 Pretreatment Flow (MG)



**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
Jun	31	434
Jul	36	504
Aug	29	406
<b>FYTD 24-25</b>	<b>492</b>	<b>8,046</b>
<b>FY 23-24</b>	<b>530</b>	<b>7,365</b>

2024-25 Sludge Removal - Cubic Yards



### Street Division - Benchmark Summary

Our Street Crews paved 4,081 linear feet at Holland Road from FM495 to Barnes and Sand Distribution Center at West 15<sup>th</sup> Street and Perkins Avenue; patched approximately 720 Potholes; placed a total of 46 Signs and 11 Poles (cemented); inspected and repaired 108 Traffic Lights and Street Lamps; 524 Street Miles was swept; removed 310 Tires. Street Crews cleared right-of-way tree limb obstructions. There were 245 customers and a monetary Collection of Debris totaling \$ 7,007.

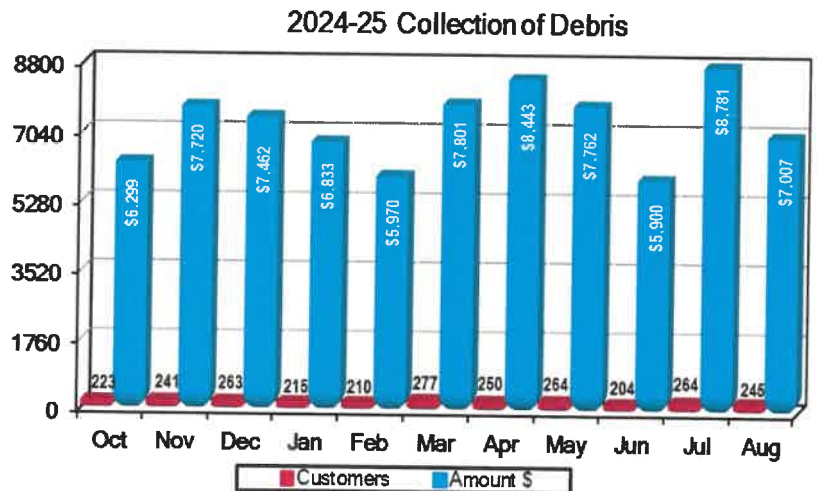
### Street Improvement & Construction Projects

Project Name	Linear Feet	Construction % Completion	Current Status	Project Cost	Contractor
Holland Road FM495 to Barnes 2,271.38 tons HMA	37' x 3,937'	100%	100%	\$158,997	Street Department
Sand Dist. Center West 15 <sup>th</sup> St / Perkins 80 tons HMA	50' X 144'	100%	100%	\$ 5,600	Street Department

### Collection of Debris

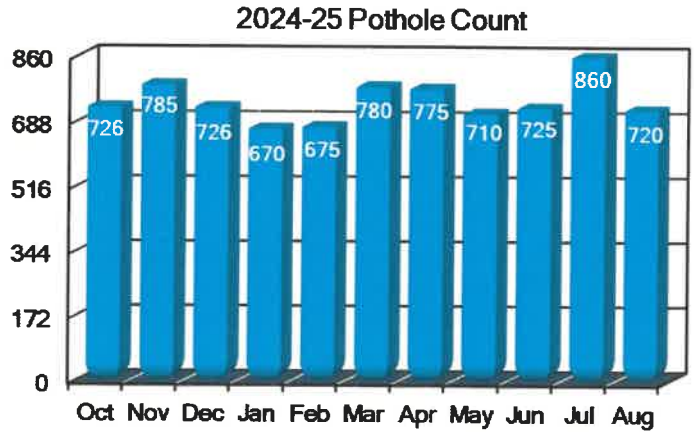
There were 245 City of Mission customers with a monetary collection of debris totaling \$ 7,007.

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
Jun	204	\$ 5,900
Jul	264	\$ 8,781
Aug	245	\$ 7,007
24-25	2,623	\$ 79,978
23-24	2,582	\$ 71,496



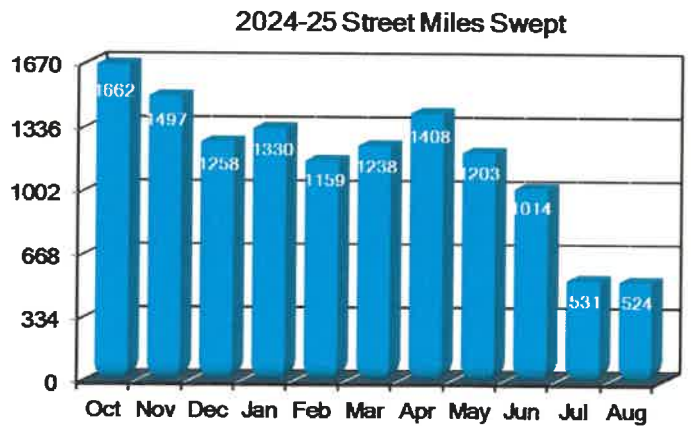
**City Pothole Maintenance** Street Crews filled a total of 720 potholes.

Month	23-24	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
Jun	720	725
Jul	721	860
Aug	796	720
<b>Totals</b>	<b>8,195</b>	<b>8,152</b>



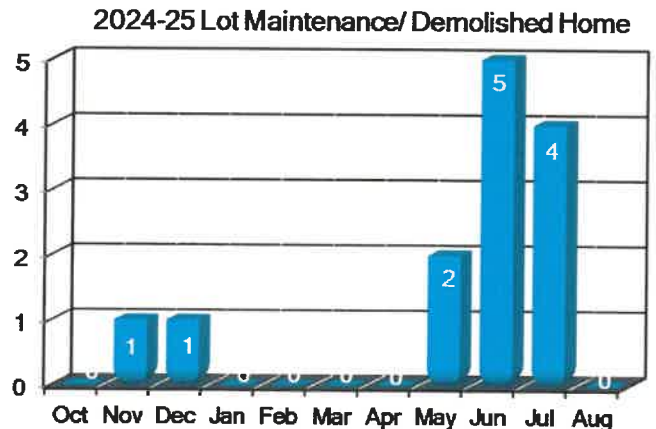
**City Street Miles Swept** Mr. Torres, Mr. Gutierrez, Sweeper Operators, cleaned 524 street miles.

Month	23-24	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
Jun	1,056	1,014
Jul	1,094	531
Aug	1,505	524
<b>Totals</b>	<b>11,682</b>	<b>12,824</b>



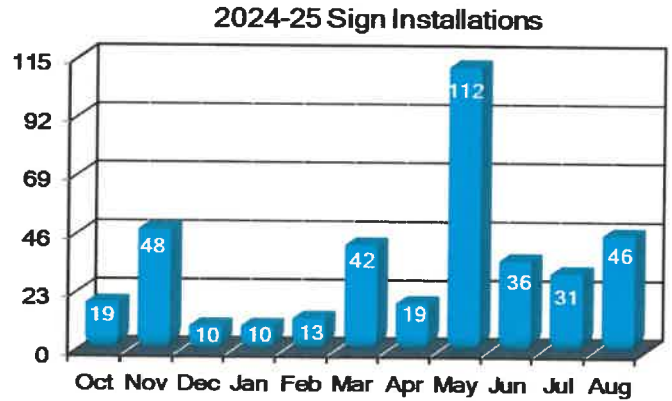
**Lot Maintenance / Demolished Home** There were no Demolished Homes this month.

Month	23-24	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
Jun	0	5
Jul	0	4
Aug	1	0
<b>Totals</b>	<b>2</b>	<b>13</b>



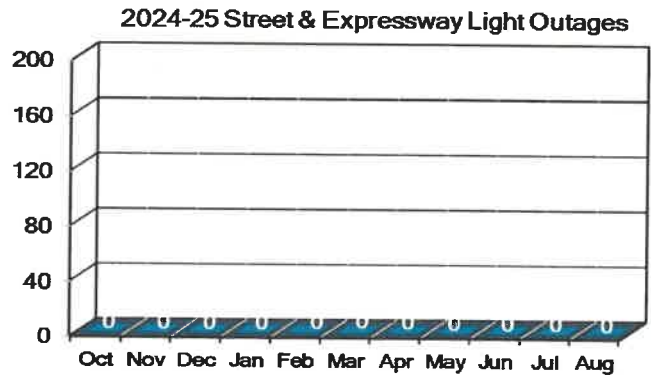
**Sign Shop Output Measures** Crews installed 46 signs (19 stop signs) and 11 poles.

Month	23-24	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
Jun	22	36	21
Jul	15	31	23
Aug	42	46	11
<b>Totals</b>	<b>355</b>	<b>386</b>	<b>222</b>



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

Month	23-24	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
Jun	0	0
Jul	0	0
Aug	0	0
<b>Totals</b>	<b>0</b>	<b>0</b>



**Traffic Signal Maintenance** Changed school times at Shary High School intersections, set traffic barriers for Holland repaving and set traffic barriers for detention pond at 2 Mile / Francisco.

Month	School Zone			Traffic Signals Light Changes							
	Light Bulb Replacement	Re-set Controller	School Maint	Green	Red	Amber	Walk / Don't Walk	Trouble shoot Controller	Reg Maint	Misc	Total
Oct	0	0	8	1	1	0	0	6	37	45	98
Nov	0	0	0	2	0	2	1	5	28	23	61
Dec	2	2	2	1	0	3	0	7	24	28	69
Jan	1	2	8	0	2	1	3	5	18	36	76
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
Jun	4	3	9	2	2	3	3	4	25	31	86
Jul	0	10	10	1	2	2	3	0	44	29	101
Aug	0	4	46	2	0	0	3	3	18	32	108
<b>24-25</b>	<b>9</b>	<b>24</b>	<b>113</b>	<b>15</b>	<b>28</b>	<b>28</b>	<b>36</b>	<b>63</b>	<b>385</b>	<b>367</b>	<b>1,068</b>
<b>23-24</b>	<b>19</b>	<b>43</b>	<b>146</b>	<b>14</b>	<b>14</b>	<b>15</b>	<b>29</b>	<b>60</b>	<b>365</b>	<b>459</b>	<b>1,164</b>

**Storm Drainage** Street Crews cleared debris from storm drains and ditches throughout the City to prepare for hurricane season.

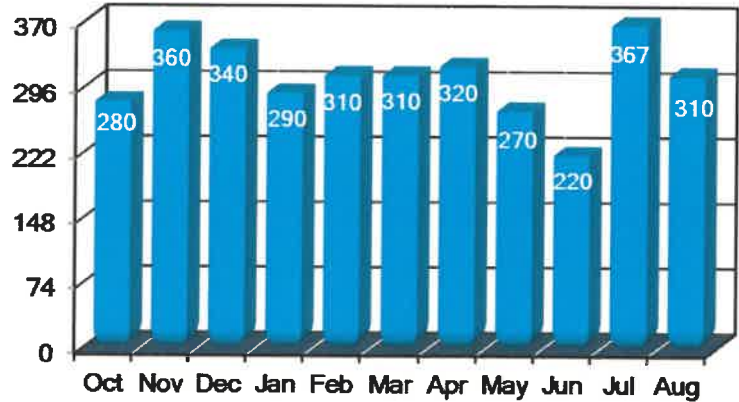
**City Crew Collect Debris** Our Alley Crew cleaned alleyways and averaged 5 trailer loads daily and mowed an average of 2 miles of alleyway.

**Tire Removal** Our Streets Crew removed 310 tires from the City this month.

**2024-25 Tire Collection**

Month	23-24	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
Jun	265	220
Jul	226	367
Aug	186	310
<b>Totals</b>	<b>2,429</b>	<b>3,377</b>

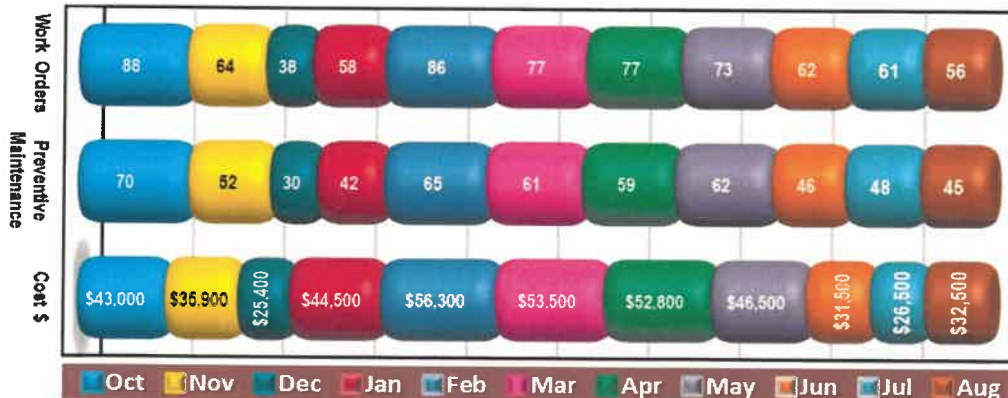
**2024-25 Tire Removal**



**2024-25 Fleet Maintenance & Cost Summary**

Charge Code	Work Orders	Preventive Maintenance	Cost \$
Oil Changes / PM	45	45	\$ 14,500
Repairs	11	0	\$ 18,000
August 2025	56	45	\$ 32,500
FYTD 24-25	740	580	\$ 448,400
FY 23-24	1,012	717	\$ 492,800

**2024-25 Fleet Work Order Benchmark**

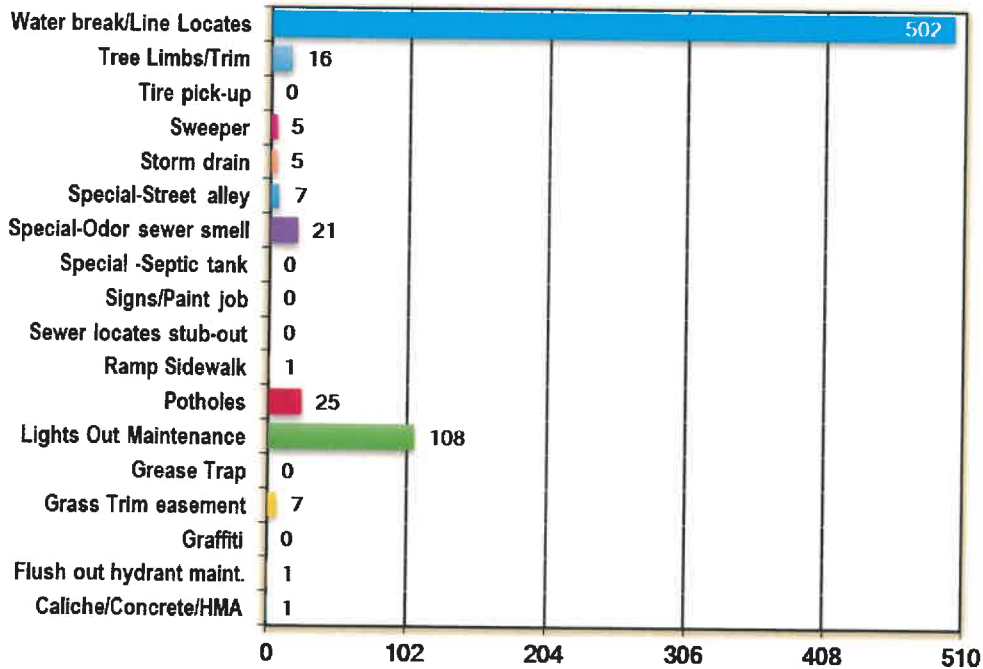


### Administration Request for Service Calls

#### 2024-25 Request for Service Calls

Service Type	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	24-25	23-24
Caliche/Concrete/HMA	0	0	0	0	0	0	0	0	0	0	1	1	8
Flush Hydrant Maint.	2	0	0	1	3	2	2	2	1	43	1	57	505
Graffiti	0	0	0	0	0	0	0	0	0	0	0	0	0
Grass Trim easement	9	1	1	0	3	2	4	3	6	32	7	68	115
Grease Trap	0	0	0	0	0	0	0	0	0	0	0	0	0
Lights Out Maintenance	90	61	69	76	60	76	89	244	86	101	108	1,060	1,164
Potholes	121	53	61	38	72	32	37	28	49	52	25	568	592
Ramp Sidewalk	1	0	0	4	4	0	0	2	0	0	1	12	11
Sewer locates stub-out	0	0	0	0	0	0	0	0	0	0	0	0	9
Signs/Paint job	6	1	8	1	4	4	1	0	1	4	0	30	43
Special -septic tank	0	0	0	0	0	0	0	0	0	0	0	0	0
Special-Odor smell	7	17	20	22	11	20	22	11	15	27	21	193	189
Special-Street alley	9	1	5	4	2	4	7	6	3	29	7	77	75
Storm drain	8	4	2	6	2	8	11	0	6	4	5	56	79
Sweeper	11	3	6	1	2	23	11	8	6	8	5	84	109
Tire pick-up	0	19	0	0	0	6	0	0	0	0	0	25	62
Tree Limbs/Trim	19	4	4	2	3	8	9	4	6	9	16	84	204
Water break/Line locates	770	560	479	540	402	287	284	339	441	593	502	5,197	8,214
<b>Total</b>	<b>1053</b>	<b>724</b>	<b>655</b>	<b>695</b>	<b>568</b>	<b>472</b>	<b>477</b>	<b>647</b>	<b>620</b>	<b>902</b>	<b>699</b>	<b>7,512</b>	<b>11,379</b>

#### August 2025 - Request for Service Calls



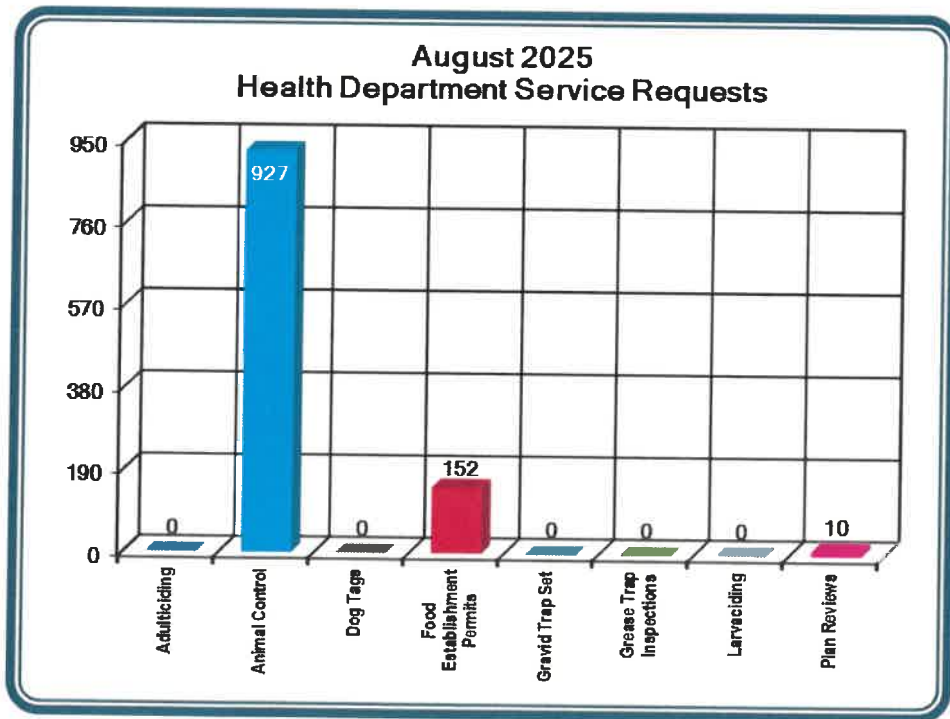


# Health Department

## Health Department Benchmark Summary

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

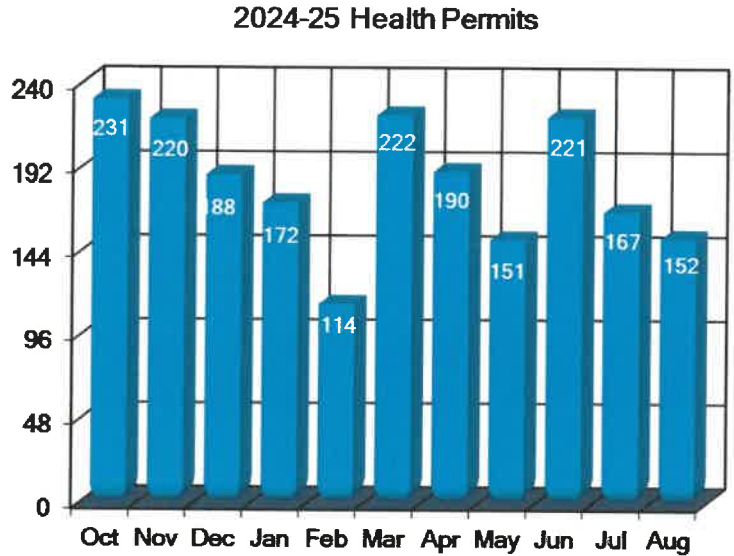
Service Type	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	24-25	23-24
Adulticiding	0	0	0	0	0	0	13	0	0	0	0	13	123
Animal Control	970	770	791	748	761	852	1058	940	895	1051	927	9,763	9,269
Dog Tags	0	0	0	10	3	16	1	1	0	0	0	31	33
Food Est. Permits	231	220	188	172	114	222	190	151	221	167	152	2,028	1,054
Gravid Trap Set	0	0	0	0	0	0	0	0	0	0	0	0	0
Grease Trap Inspections	0	0	0	0	0	0	1	0	0	0	0	1	0
Larvaciding	0	0	0	0	0	0	9	0	0	0	0	9	12
Plan Reviews	7	10	8	6	8	6	10	13	12	8	10	98	87
<b>Total</b>	<b>1208</b>	<b>1000</b>	<b>987</b>	<b>936</b>	<b>886</b>	<b>1096</b>	<b>1282</b>	<b>1105</b>	<b>1128</b>	<b>1226</b>	<b>1089</b>	<b>11,943</b>	<b>10,578</b>



### Health Permits

A total of 152 Food Establishment permits were issued this month.

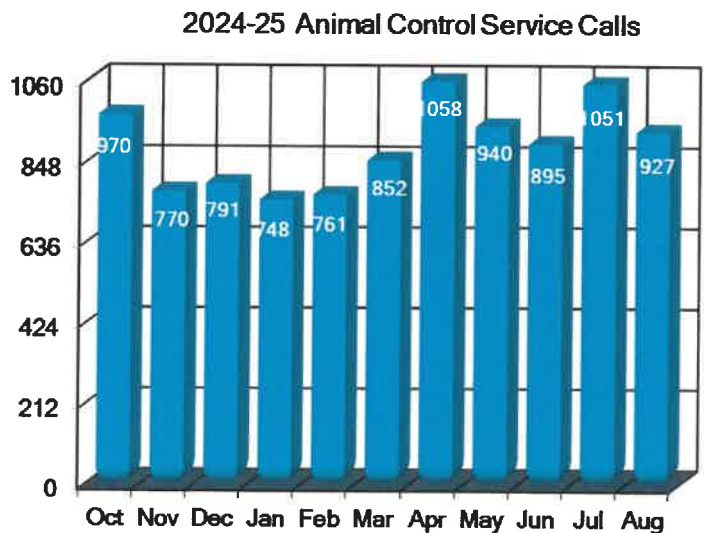
Food Establishment Permits		
Month	FY 23-24	FY 24-25
Oct	114	231
Nov	66	220
Dec	41	188
Jan	96	172
Feb	70	114
Mar	47	222
Apr	105	190
May	54	151
Jun	62	221
Jul	88	167
Aug	105	152
<b>Totals</b>	<b>848</b>	<b>2,028</b>



### Animal Control Service Calls

Citizens called (927 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
Jun	689	895
Jul	955	1,051
Aug	796	927
<b>Totals</b>	<b>8,401</b>	<b>9,763</b>



### Health Department Animal Control

Our City's Animal Wellness Officers, Jesus, Ivan and Manuel reported the following Animal Control for August. The staff from Alton and Palmview did not report. There were 93 requests for intake service orders completed by City staff this month.

#### Dogs

CITY	Stray	Bite Case	Seized	D.O.A.	Owner Surrender	Escape Lost	Adopted	Rescued	Trap-Neuter-Release	August	24-25
Mission	19	3	0	0	4	1	19	8	0	54	553
Alton	0	0	0	0	0	0	0	0	0	0	1
Palmview	0	0	0	0	0	0	0	0	0	0	0
<b>August</b>	<b>19</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>1</b>	<b>19</b>	<b>8</b>	<b>0</b>	<b>54</b>	
24-25	356	57	1	85	18	10	19	8	0		554
23-24	1067	86	7	173	61	0	0	0	0		1394

#### Cats

CITY	Stray	Bite Case	Seized	D.O.A.	Owner Surrender	Escape Lost	Adopted	Rescued	Trap-Neuter-Release	August	24-25
Mission	16	1	0	0	0	4	11	0	7	39	367
Alton	0	0	0	0	0	0	0	0	0	0	0
Palmview	0	0	0	0	0	0	0	0	0	0	0
<b>August</b>	<b>16</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>11</b>	<b>0</b>	<b>7</b>	<b>39</b>	
24-25	186	9	0	142	0	12	11	0	7		367
23-24	799	5	3	253	8	0	0	0	0		1068

#### Wildlife

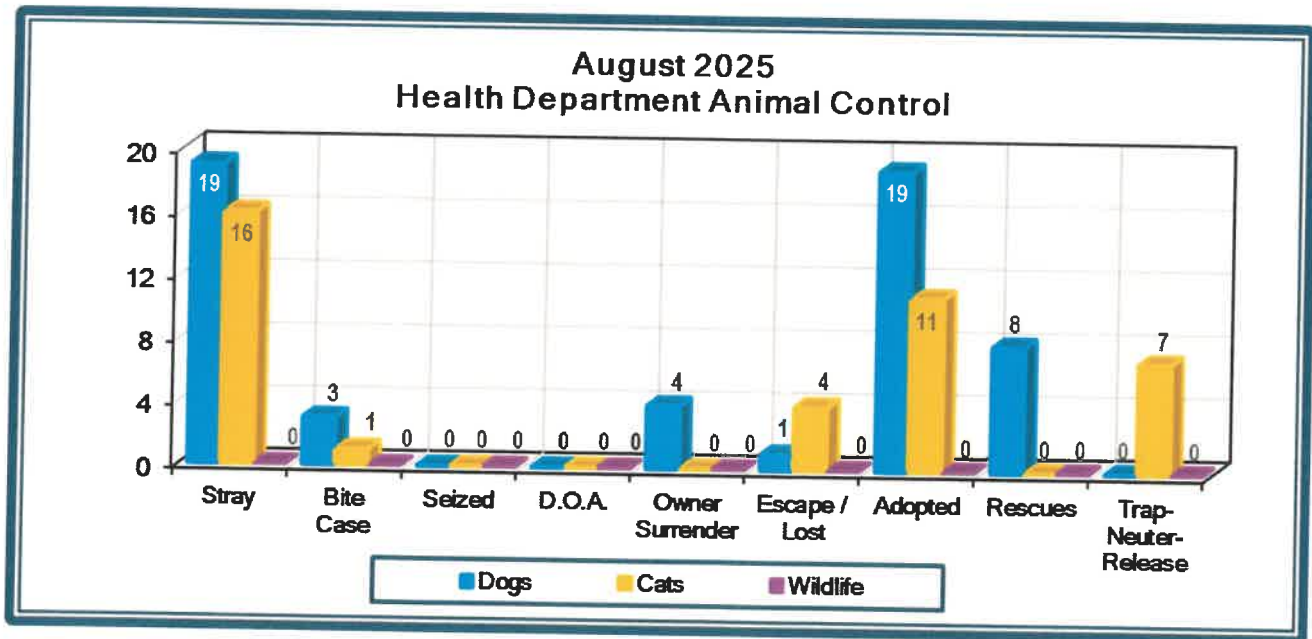
CITY	Stray	Bite Case	Seized	D.O.A.	Owner Surrender	Escape Lost	Adopted	Rescued	Trap-Neuter-Release	August	24-25
Mission	0	0	0	0	0	0	0	0	0	0	76
Alton	0	0	0	0	0	0	0	0	0	0	0
Palmview	0	0	0	0	0	0	0	0	0	0	0
<b>August</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
24-25	0	0	0	76	0	0	0	0	0		76
23-24	23	0	0	143	0	0	0	0	0		166

### Health Department Animal Control Summary

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

#### August 2025 Health Department Control

Animal Type	Stray	Bite Case	Seized	D.O.A.	Owner Surrender	Escape/ Lost	Adopted	Rescues	Trap-Neuter-Release	AUG	24-25
Dogs	19	3	0	0	4	1	19	8	0	54	554
Cats	16	1	0	0	0	4	11	0	7	39	367
Wild Life	0	0	0	0	0	0	0	0	0	0	76
<b>AUG</b>	<b>35</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>5</b>	<b>30</b>	<b>8</b>	<b>7</b>	<b>93</b>	
24-25	542	66	1	303	18	22	30	8	7		997
23-24	1,889	91	10	569	69	0	0	0	0		2,628

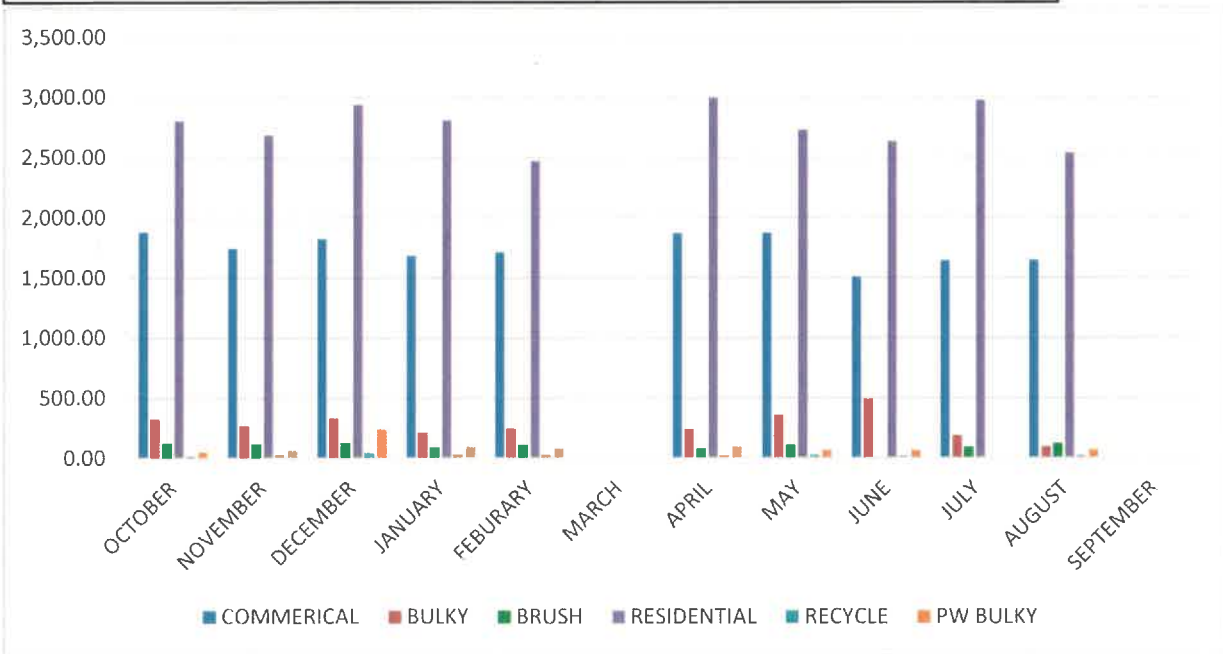


**SANITATION DEPARTMENT**

For the month of August, the City of Mission Sanitation Department disposed of a combined **4346.91** tons of trash/bulky items. In addition, **9044.00** cubic yards of brush was collected at our sanitation landfill.

Month	RESIDENTIAL TONS	BRUSH CUBIC YARDS	BULKY TONS	COMMERCIAL TONS	BRUSH TONS	RECYCLE TONS	PW BULKY TONS
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	2633.31		492.23	1509.32	0	18.84	64.61
JULY	2976.65	6748	188.6	1641.9	91.098		
AUGUST	2536.72	9044	93.96	1648.71	122.094	19.98	67.52
SEPTEMBER					0		
<b>Total</b>	<b>27588.29</b>	<b>72128</b>	<b>2739.36</b>	<b>17394.74</b>	<b>760.54</b>	<b>243.05</b>	<b>809.33</b>

**2024 - 2025 SANITATION PICK UP (TONS)**





# CITY OF MISSION

## CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

**MEETING DATE:** September 23, 2025

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

**AGENDA ITEM:** Conduct a public hearing and consideration of a rezoning request from Agricultural Open Interim District (“AO-I”) to Light Industrial District (“I-1”), being the North 30.458 acres out of Lot 6-9, West Addition to Sharyland Subdivision, located along the East side of Mayberry Road approximately 170 feet North of Military Highway. Applicant: Victor Trevino c/o Bruno M. Castillo, Adoption of Ordinance #\_\_\_\_\_ - Cervantes

### NATURE OF REQUEST:

#### Project Timeline:

- August 22, 2025 – Application for rezoning submitted for processing.
- August 21, 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.
- September 3, 2025 – Public hearing and consideration of the requested rezoning by the Planning and Zoning Commission.
- September 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 Light Industrial District (“I-1”) for a proposed industrial development.
- The tract of land measures 1,005.4 feet along Mayberry Road and has a depth of 1,320 feet.
- The surrounding zones are Agricultural Open Interim (A-OI) to the north and east, Agricultural Open Interim (A-OI) and Light Industrial (I-1) to the south and Light Industrial District (I-1) to the west.
- The surrounding land uses are agricultural land to the west, south and east and a battery storage facility to the north.
- The subject property is used as farmland.
- The Future Land Use Map shows the subject property as General Commercial and Planned Unit Development but, during the workshops held in February and March of 2025, the Planning and Zoning Commission labeled the subject property in the working map as future industrial. The requested zoning is in line with the future land use map designation for the property from the workshops working map.

- The future 365 Toll Road cuts through a portion of the property as shown in the attached RMA map and reflected in the Future Land Use Map exhibit.
- Notices were mailed to 10 surrounding property owners. Planning staff has not received any phone calls from the surrounding property owners.

**STAFF RECOMMENDATION:**

Staff recommends approval to the rezoning request.

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**Departmental Approval:** N/A

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**Advisory Board Recommendation:** Approval

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**City Manager's Recommendation:** Approval *JPT*

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**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 THE NORTH 30.458 ACRES OUT OF LOT 6-9, WEST ADDITION TO SHARYLAND SUBDIVISION, LOCATED ALONG THE EAST SIDE OF MAYBERRY ROAD APPROXIMATELY 170 FEET NORTH OF MILITARY HIGHWAY, FROM AO-I (AGRICULTRUAL OPEN INTERIM) TO I-1 (LIGHT INDUSTRIAL)**

WHEREAS, the City Council of the City of Mission finds that during consideration of the rezoning request of Wednesday, September 3, 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. Tuesday, September 23, 2025, in the Council Chambers of the City Hall to consider the following rezoning:

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS, THAT THE FOLLOWING REZONING BE GRANTED: AS SHOWN IN EXHIBT "A"

<b>Legal Description</b>	<b>From</b>	<b>To</b>
The North 30.458 acres out of Lot 6-9, West Addition to Sharyland Subdivision	AO-I	I-1

READ, CONSIDERED AND PASSED, this the 23<sup>rd</sup> day of September, 2025.

\_\_\_\_\_  
Norie Gonzalez Garza, Mayor

ATTEST:

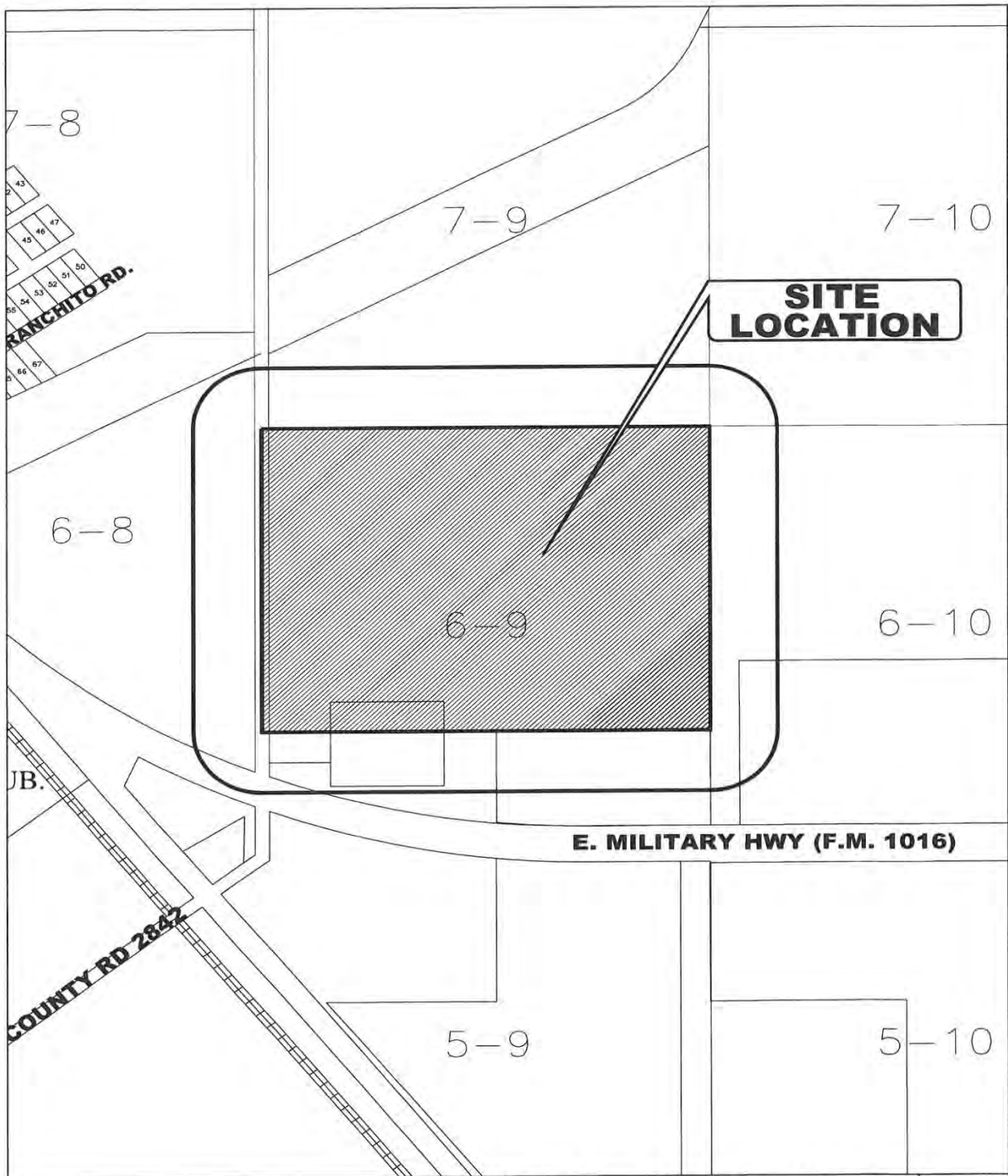
\_\_\_\_\_  
Anna Carrillo, City Secretary



EXHIBT "A"



**LEGAL NOTICE MAP**



**200' RADIUS MAILOUT**



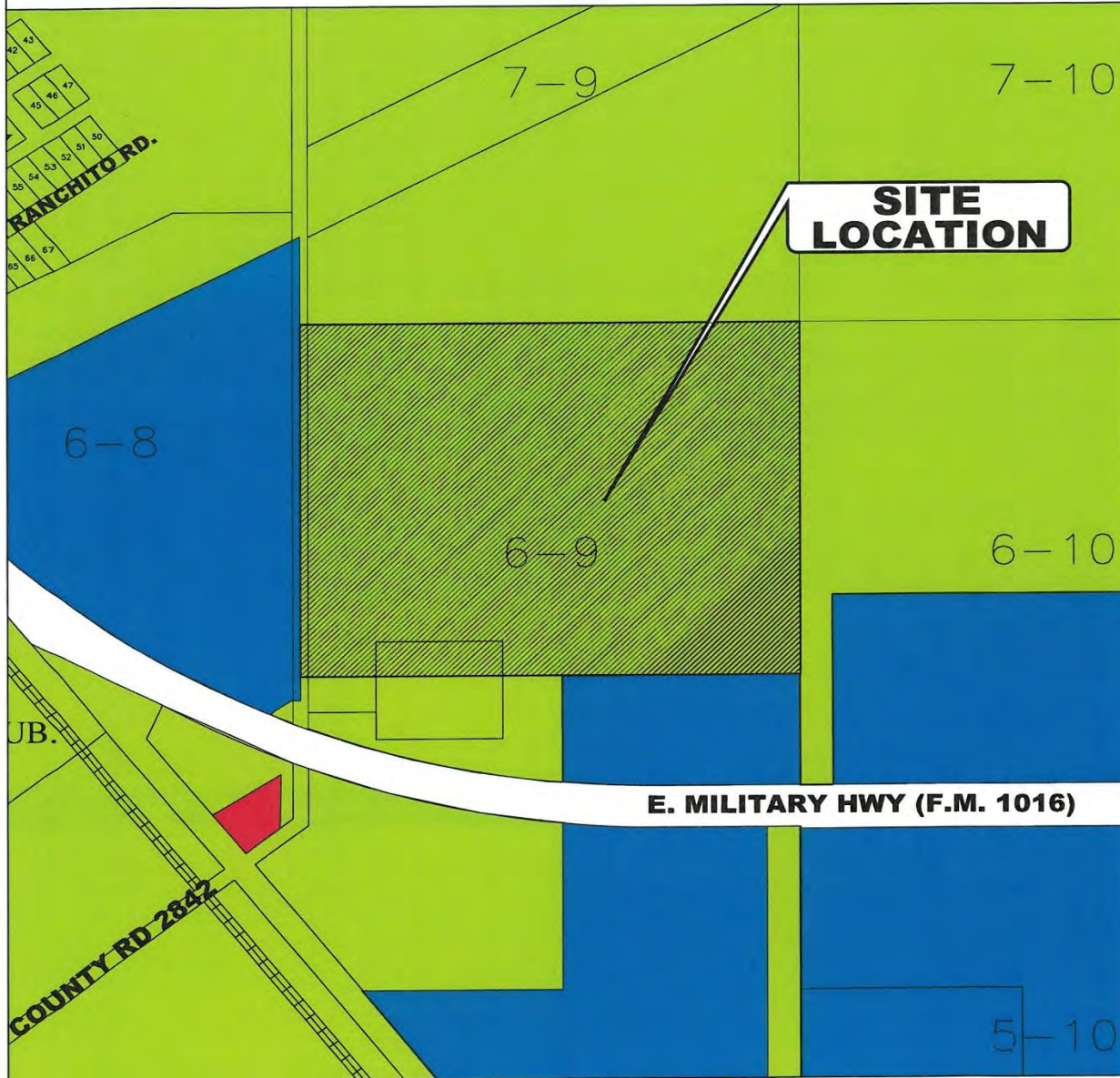
**CITY OF MISSION**  
HIDALGO COUNTY, TEXAS

1201 E. 8th Street  
MISSION, TX 78572

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

No.

### ZONING MAP



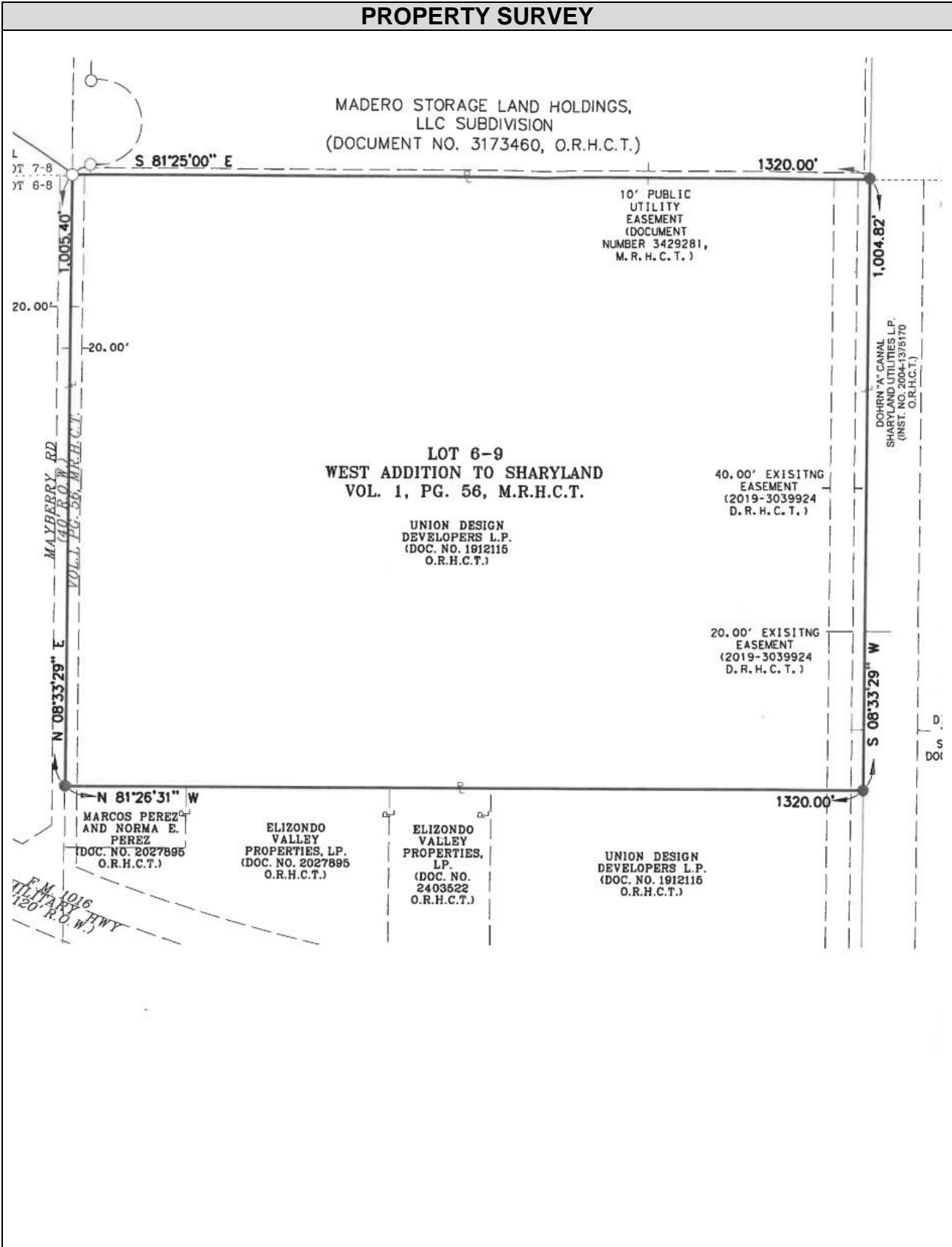
### ZONING LEGEND

	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**



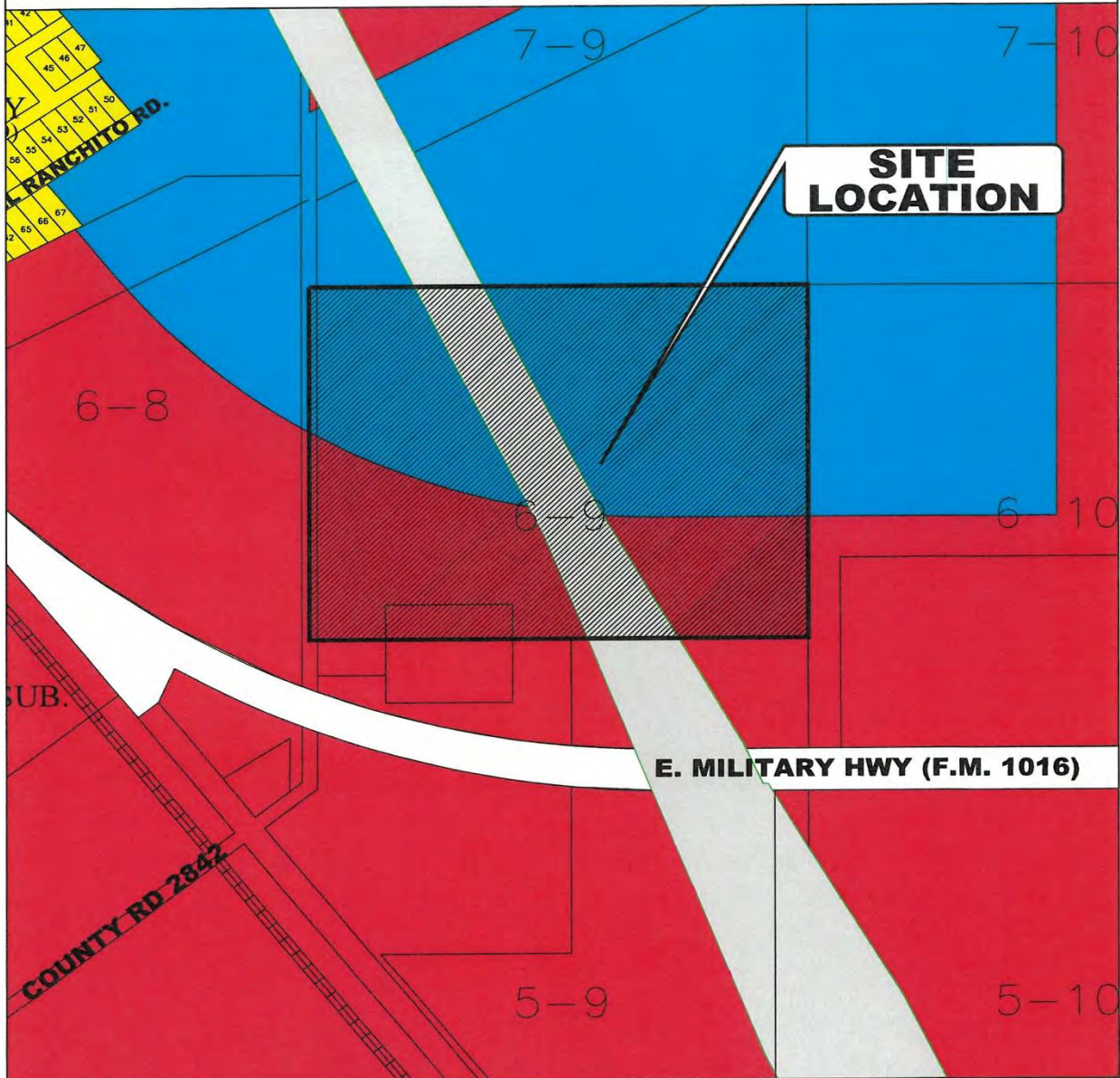
Texas Parks & Wildlife, Esri, HERE, Garmin, INCREMENT P, USGS, EPA, USDA



**PHOTO OF THE PROPERTY**



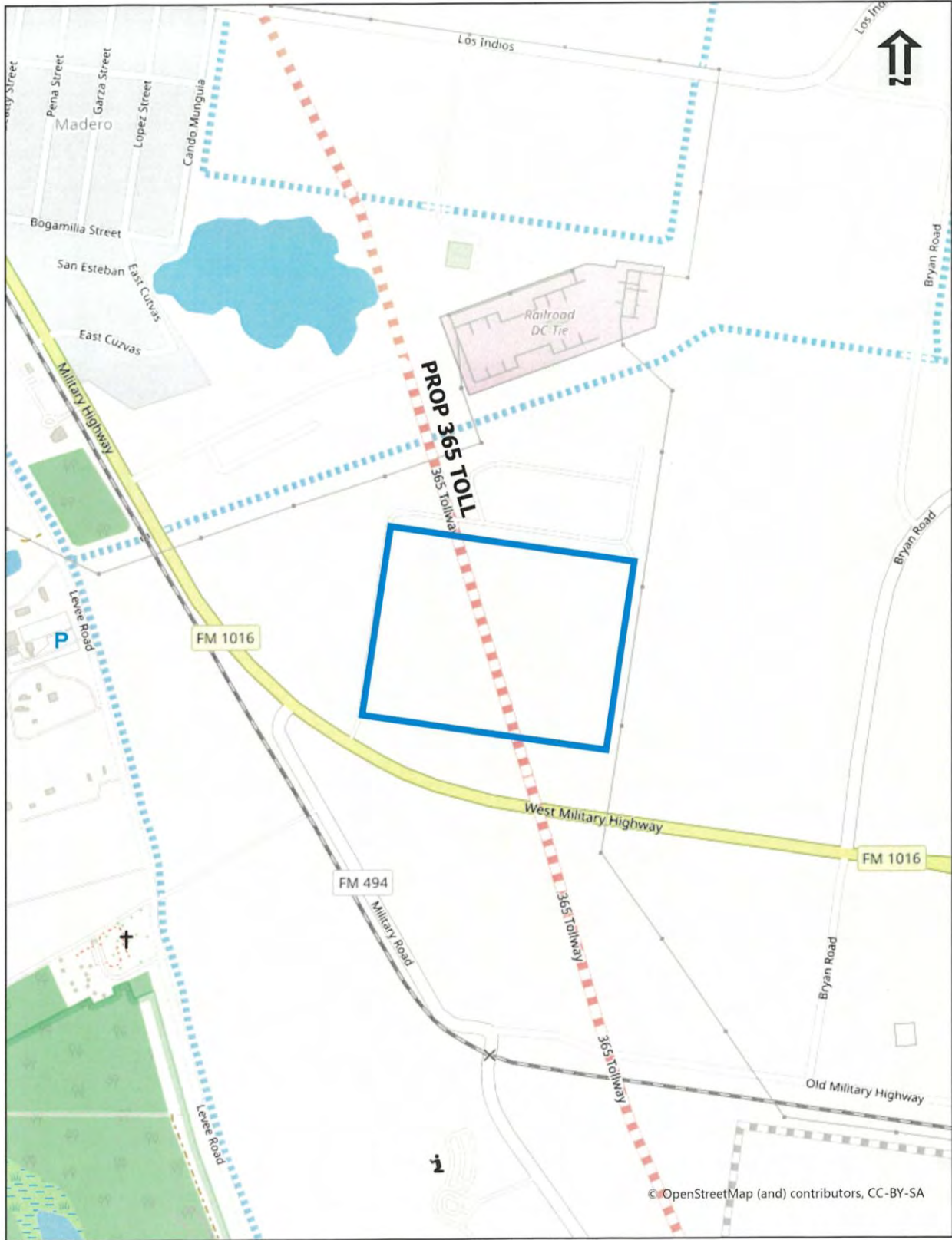
### FUTURE LAND USE MAP



### 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 |

# HIDALGO COUNTY REGIONAL MOBILITY AUTHORITY MAP





## MAILOUT LIST

PROP_ID	name	addrDelive	addrCity	addrState	addrZip
683513	SHARYLAND DISTRIBUTION & TRANSMISSION SERVICES LLC	1900 N AKARD ST	DALLAS	TX	75201-2729
316369	CHARCO LAND SALES LLC	4320 UNIVERSITY BLVD	LAREDO	TX	78041-1934
316381	CHARCO LAND SALES LLC	4320 UNIVERSITY BLVD	LAREDO	TX	78041-1934
316370	UNION DESIGN DEVELOPERS LP	4314 S CONWAY AVE	MISSION	TX	78572-0034
316363	UNION DESIGN DEVELOPERS LP	4314 S CONWAY AVE	MISSION	TX	78572-0034
316367	PEREZ MARCOS & NORMA E	2603 E 20TH ST	MISSION	TX	78572-3303
732508	ELIZONDO VALLEY PROPERTIES LP	403 N 38 1/2 ST	MCALLEN	TX	78501-8168
730709	ELIZONDO VALLEY PROPERTIES LP	403 N 38 1/2 ST	MCALLEN	TX	78501-8168
316360	UNION DESIGN DEVELOPERS L.P.	4314 S CONWAY AVE	MISSION	TX	78572-0034
1473477	MADERO STORAGE LAND HOLDINGS LLC	1495 CANYON BLVD STE 218	BOULDER	CO	80302-5367



## CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

**MEETING DATE:** September 23, 2025

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

**AGENDA ITEM:** Conduct a public hearing and consideration of a rezoning request from General Business District (“C-3”) to Single-family Residential District (“R-1”), being a 0.148 acre tract of land out of Lot 6, Mission Acres Subdivision, located along the South side of Green Lawn Drive approximately 150 feet East of Washington Avenue. Applicant: Jesus Ivan Perez, Adoption of Ordinance #\_\_\_\_\_ - Cervantes

### NATURE OF REQUEST:

#### Project Timeline:

- August 22, 2025 – Application for rezoning submitted for processing.
- August 21, 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.
- September 3, 2025 – Public hearing and consideration of the requested rezoning by the Planning and Zoning Commission. There was public opposition during the P&Z meeting. The concerns voiced were in regards to traffic and dilapidated homes in a commercial area.
- September 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 General Business District (“C-3”) to Single-family Residential District (“R-1”) for the proposed construction of a residential home.
- The tract of land measures 50 feet along Green Lawn Drive and has a depth of 127.76 feet.
- The surrounding zones are Single-family Residential District (R-1) to the north and General Business District (C-3) to the west, east and south.
- The surrounding land uses are residential homes in all directions.
- The subject property is vacant.
- The Future Land Use Map shows the subject property as General Commercial, but the requested rezoning is in line with how the city block is developed with single-family homes.
- Notices were mailed to 24 surrounding property owners.

### STAFF RECOMMENDATION:

Staff recommends approval to the rezoning request.

---

**Departmental Approval:** N/A

---

**Advisory Board Recommendation:** Approval

---

**City Manager's Recommendation:** Approval *JP7*

---

---

**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 0.148 ACRE TRACT OF LAND OUT OF LOT 6, MISSION ACRES SUBDIVISION, LOCATED ALONG THE SOUTH SIDE OF GREEN LAWN DRIVE APPROXIMATELY 150 FEET EAST OF WASHINGTON AVENUE, FROM C-3 (GENERAL BUSINESS) TO R-1 (SINGLE FAMILY RESIDENTIAL)**

WHEREAS, the City Council of the City of Mission finds that during consideration of the rezoning request of Wednesday, September 3, 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. Tuesday, September 23, 2025, in the Council Chambers of the City Hall to consider the following rezoning:

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS, THAT THE FOLLOWING REZONING BE GRANTED: AS SHOWN IN EXHIBT "A"

<b>Legal Description</b>	<b>From</b>	<b>To</b>
A 0.148 acre tract of land out of Lot 6, Mission Acres Subdivision	C-3	R-1

READ, CONSIDERED AND PASSED, this the 23<sup>rd</sup> day of September, 2025.

\_\_\_\_\_  
Norie Gonzalez Garza, Mayor

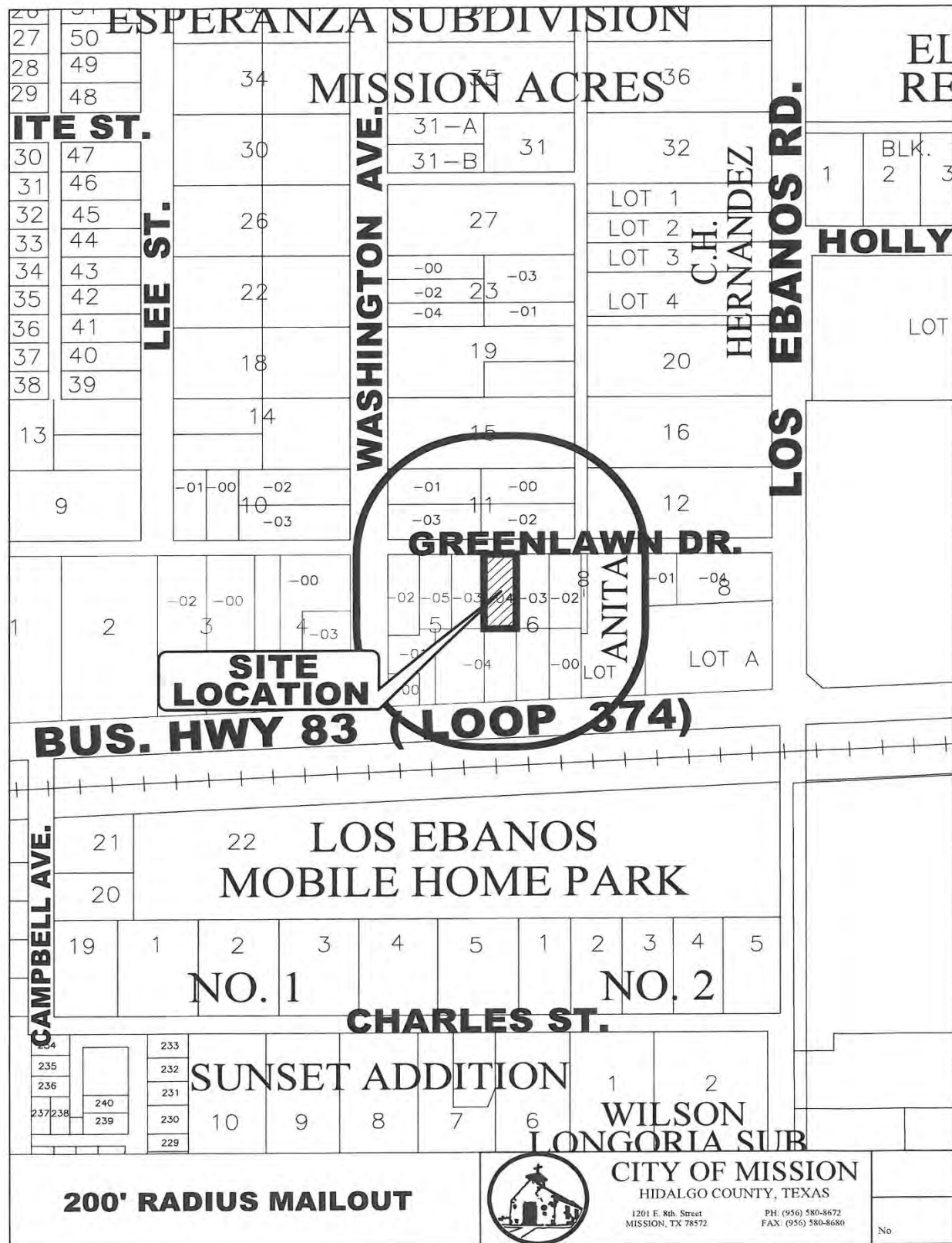
ATTEST:

\_\_\_\_\_  
Anna Carrillo, City Secretary

EXHIBIT "A"

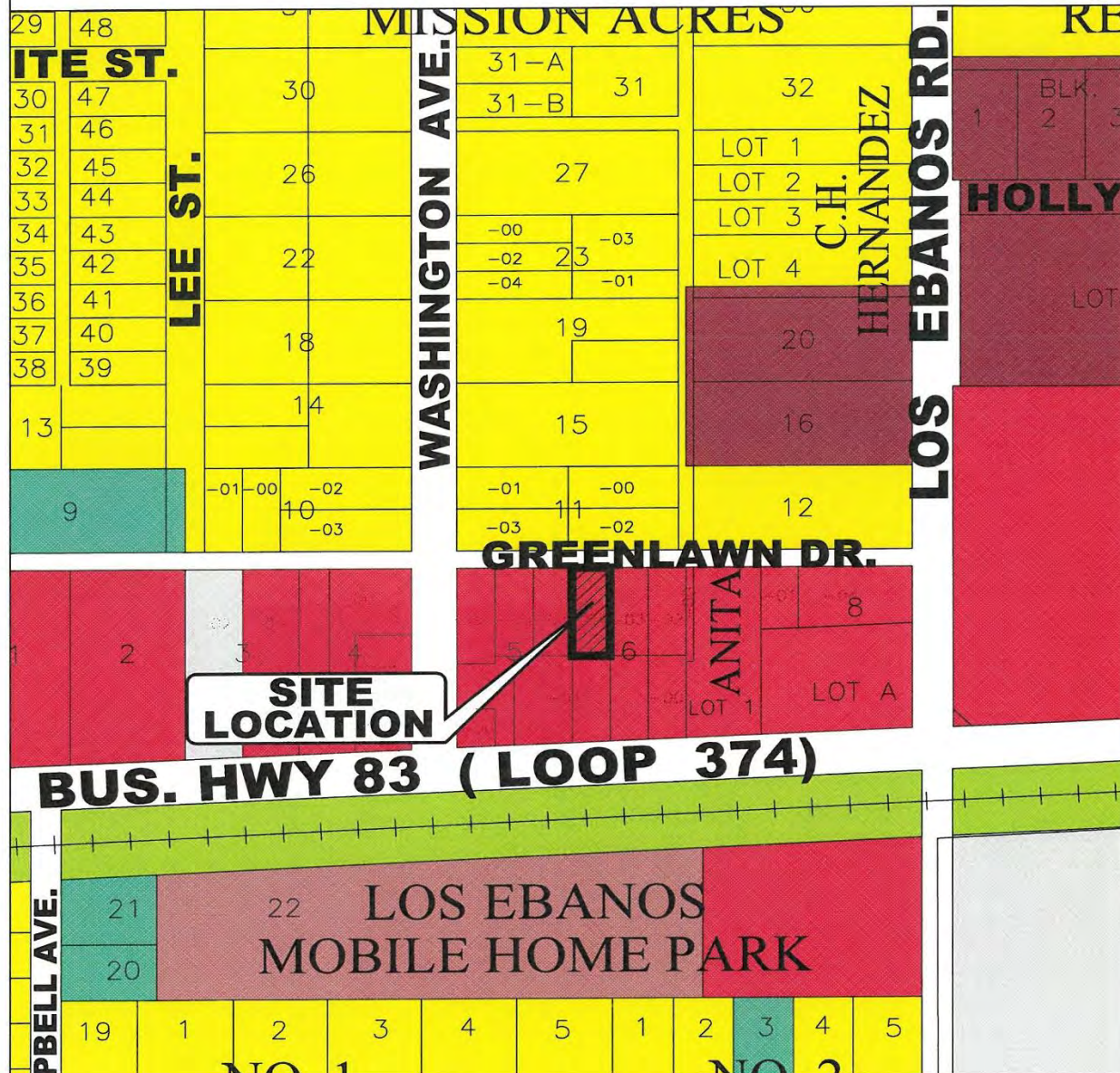


LEGAL NOTICE MAP



**CITY OF MISSION**  
 HIDALGO COUNTY, TEXAS  
 1201 E. 8th Street  
 MISSION, TX 78572  
 PH: (956) 580-8672  
 FAX: (956) 580-8680

ZONING MAP



ZONING LEGEND

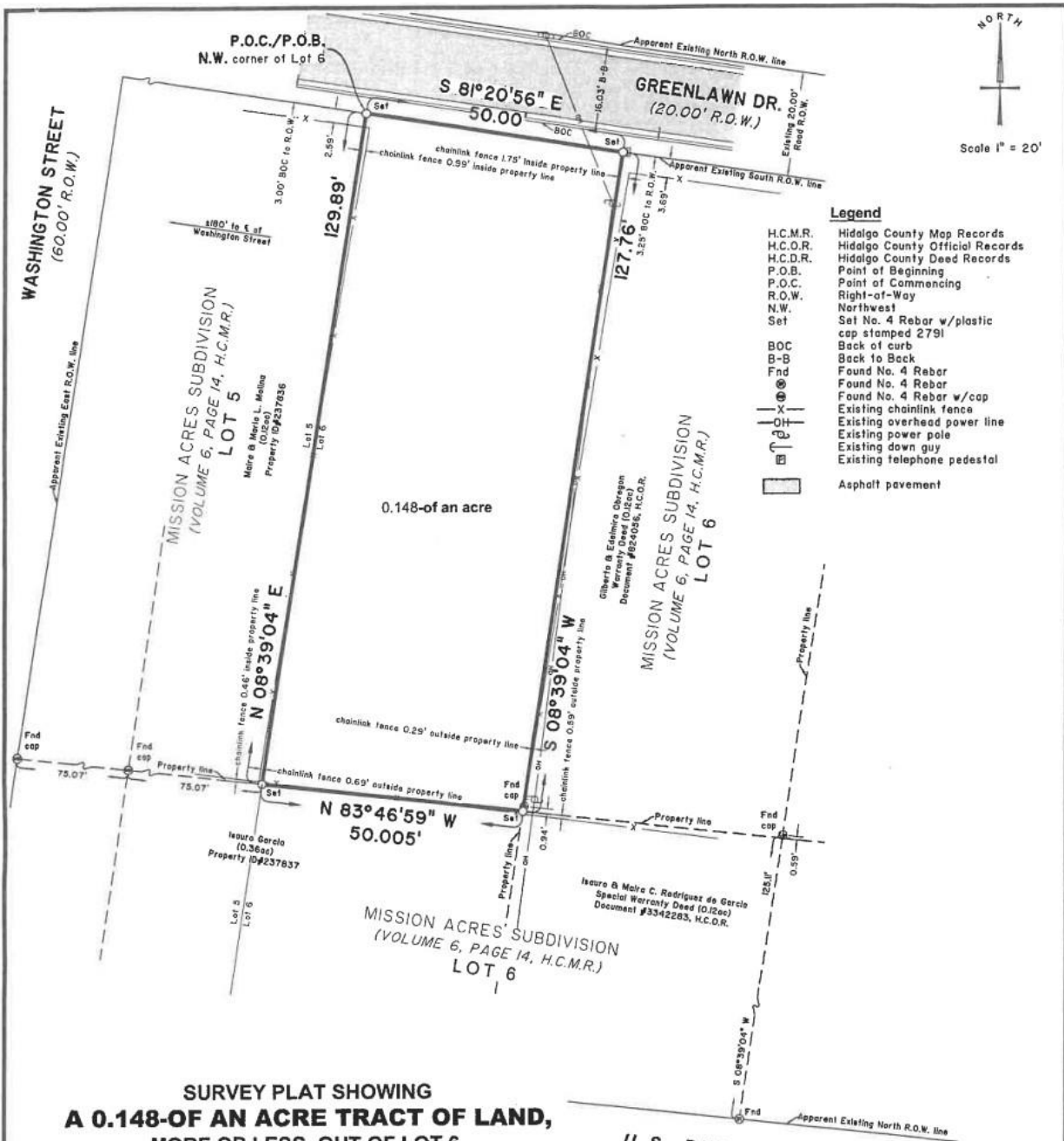
- |                                  |                                 |                              |
|----------------------------------|---------------------------------|------------------------------|
| A0-I AGRICULTURAL OPEN INTERIM   | R-3 MULTI-FAMILY RESIDENTIAL    | C-4 HEAVY COMMERCIAL         |
| A0-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**



**SURVEY PLAT SHOWING  
A 0.148-OF AN ACRE TRACT OF LAND,  
MORE OR LESS, OUT OF LOT 6,  
MISSION ACRES SUBDIVISION,  
HIDALGO COUNTY, TEXAS  
VOLUME 6, PAGE 14, H.C.M.R.**

(See Exhibit "A" for Metes and Bounds description)

**U.S. BUSINESS 83**

I, Homero L. Gutierrez, a registered professional land surveyor in the State of Texas, hereby state that this survey is true and was correctly made on the ground on 07/22/2025 under my direction, that the existing improvements on the ground are as shown, and that there are no visible encroachments, protrusions, apparent conflicts and visible easements, except as shown hereon.

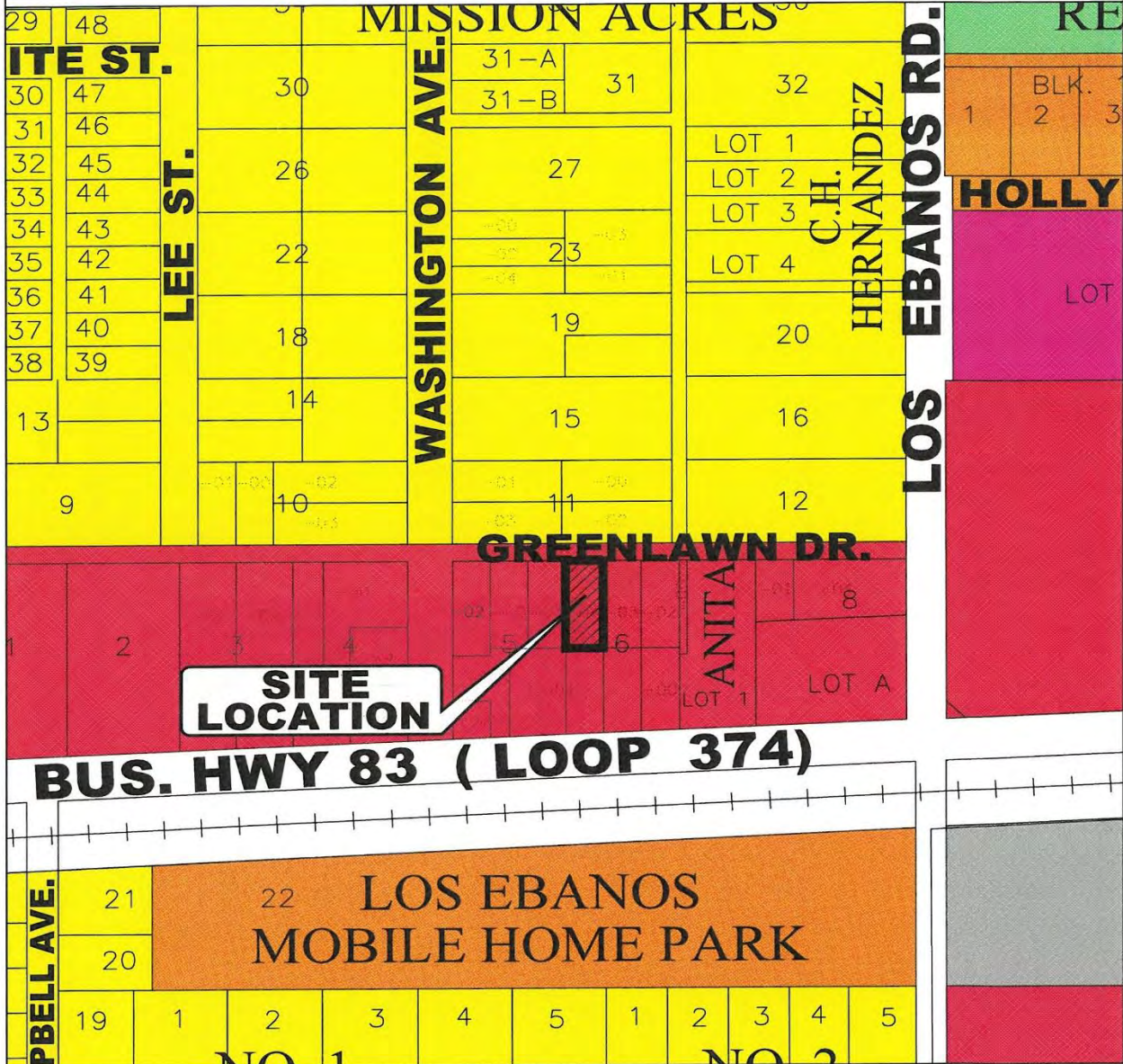


- General Notes:**
1. Survey is valid only if print has electronic seal and original signature or electronic signature if authorized by Survey.
  2. Bearing basis as per NAD 1983 State Plane Texas South FIPS 4205 Feet.

**PHOTO OF THE 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 |

## MAILOUT LIST

PROP_ID	geoID	name	addrDelive	addrCity	addrState	addrZip
237859	M4900-00-000-0011-03	GARZA MELBA D	902 WASHINGTON AVE	MISSION TX		78572-3422
237857	M4900-00-000-0011-01	FUENTES MARIA HIDILBERTA	904 WASHINGTON AVE	MISSION TX		78572-3422
561938	M4900-00-000-016A-00	RUIZ JESUS F & LAURA A	807 VOLZ LN	MISSION TX		78572-2934
237845	M4900-00-000-0007-01	GARCIA FAUSTINO & ORFELINDA	1801 W PALMA VISTA DR	PALMVIEW TX		78572-1887
457804	A5350-00-000-0001-00	GARCIA FAUSTINO & ORFELINDA	1801 W PALMA VISTA DR	PALMVIEW TX		78572-1887
238062	M4905-00-000-000A-00	AZTECA RGV REAL STATE LLC	1500 W BUS HWY 83 SUITE 100	MISSION TX		78572
237860	M4900-00-000-0012-00	GAVARAS MARY LOUISE	9361 SW 27TH ST	MIAMI FL		33165-3101
237844	M4900-00-000-0007-00	RUIZ REYNALDO	PO BOX 174	SULLIVAN TX		78595-0174
237837	M4900-00-000-0005-04	GARCIA ISAURO	1404 INSPIRATION RD	MISSION TX		78572-7205
237838	M4900-00-000-0005-05	MOLINA BENITO	906 LEE ST	MISSION TX		78572-3414
237835	M4900-00-000-0005-02	DE LEON JESUS	900 WASHINGTON ST APT A	MISSION TX		78572-3451
237833	M4900-00-000-0005-00	AVENDANO CESAR	116 S OAXACA	ALTON TX		78573-0668
237834	M4900-00-000-0005-01	AVENDANO CESAR	116 S OAXACA	ALTON TX		78573-0668
237836	M4900-00-000-0005-03	MOLINA MAIRA & MARIA L	906 LEE ST	MISSION TX		78572-3414
237839	M4900-00-000-0006-00	IBARRA BRENDA	1520 W BUSINESS HIGHWAY 83	MISSION TX		78572
237840	M4900-00-000-0006-01	GARCIA ISAURO & MARIA CRIS RODRIGUEZ DE GARCIA	1404 N INSPIRATION RD	MISSION TX		78572-7205
237841	M4900-00-000-0006-02	BELLISSIMO ENTERPRISES LLC	615 W 27TH ST	MISSION TX		78574-7787
237842	M4900-00-000-0006-03	DE LEON JESS ALLON & TERESA	1527 GREENLAWN DR	MISSION TX		78572-3479
237843	M4900-00-000-0006-04	PEREZ JESUS IVAN DAVILA & SAN JUANA VALDEZ VELAZQUEZ	703 LOS EBANOS RD TRLR 28	MISSION TX		78572-4818
237858	M4900-00-000-0011-02	MORALES WILLIE & LIZZETTE RUBY	1009 S ABRAM RD	PALMVIEW TX		78572
237856	M4900-00-000-0011-00	GARCIA MAURILIO	906 TRUMAN ST	MISSION TX		78572-3444
237867	M4900-00-000-0015-02	GARCIA ISRAEL	907 TRUMAN ST	MISSION TX		78572-3446
237866	M4900-00-000-0015-01	TOBIAS ERICA DARLENE	910 WASHINGTON ST	MISSION TX		78572-3422
237869	M4900-00-000-0015-06	TOBIAS ERICA DARLENE	910 WASHINGTON ST	MISSION TX		78572-3422



CITY OF  
**MISSION**

**CITY COUNCIL AGENDA ITEM &  
RECOMMENDATION SUMMARY**

**MEETING DATE:** September 23, 2025

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

**AGENDA ITEM:** Conduct a public hearing and consideration of a Conditional Use Permit Renewal for a Mobile Food Unit – Café Allegro, in a (C-1) Office Building District, being a 0.56 of an acre tract of land being a portion of Lot 25-10, West Addition to Sharyland Subdivision, located at 1001 E. Griffin Parkway, Applicant: Jonathan Morales, Adoption of Ordinance #\_\_\_\_\_ - Cervantes

**NATURE OF REQUEST:**

Project Timeline:

- August 7, 2025 – Application for Conditional Use Permit (“CUP”) submitted to the City for processing.
- August 21, 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.
- September 3, 2025 – Public hearing and consideration of a Conditional Use Permit by the Planning and Zoning Commission.
- September 23, 2025 – Public hearing and consideration of a Conditional Use Permit by the City Council.

Summary:

- The subject site is located approximately 300’ east of E. Palm Circle along the north side of E. Griffin Parkway.
- Per Code of Ordinance, Mobile Food Units require the approval of a Conditional Use Permit by the City Council.
- The applicant is leasing an area within the Picasso Chiropractic Clinic to place Café Allegro Mobile Food Unit. He offers a variety of coffees and pastries. This operation is only for pick-up and go. Access to the site is provided off Griffin Parkway through an existing 22’ concrete driveway.
- The proposed days and hours of operation are Monday–Saturday from 7:00 am to 7:00 pm, closed on Sundays
- Staff: 2 employees
- Parking: There is a total of 8 parking spaces available that will be shared amongst the two businesses. Staff notes that the Chiropractic Clinic operates by appointment only.
- The last conditional use permit approved for the mobile food unit for this location was on October 28, 2024 for a period of 1 year. Staff notes that this would be the 1<sup>st</sup> renewal.
- The Planning staff has not received any objections to the request from the surrounding property owners. Staff mailed out (14) 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. Permit for two (2) years to continue to assess this conditional use permit.
2. Continued compliance with all City Codes (Building, Fire, Health, Sign codes, etc.).
3. CUP is not transferable to others
4. Hours of operation to be as follows: Monday – Saturday from 7:00 am to 7:00 pm

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**Departmental Approval:** N/A

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**Advisory Board Recommendation:** Approval

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**City Manager’s Recommendation:** Approval *SP7*

---

**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 A MOBILE FOOD UNIT – CAFÉ ALLEGRO, IN A (C-1) OFFICE BUILDING DISTRICT, BEING A 0.56 OF AN ACRE TRACT OF LAND BEING A PORTION OF LOT 25-10, WEST ADDITION TO SHARYLAND, LOCATED AT 1001 E. GRIFFIN PARKWAY**

WHEREAS, the City Council of the City of Mission finds that during consideration of the conditional use permit request of September 3, 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 renewal shown below be granted.

WHEREAS, The City Council of the City of Mission, held a public hearing at 4:30 p.m. on Tuesday, September 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: AS SHOWN IN EXHIBIT “A”

<b>Legal Description</b>	<b>Type</b>	<b>Conditions of Approval</b>
1001 E. Griffin Parkway A 0.56 of an acre tract of land being a portion of Lot 25-10, West Addition to Sharyland	Mobile Food Unit – Café Allegro	<ul style="list-style-type: none"> <li>- Permit for 2 years to continue to assess this conditional use permit</li> <li>- Continued compliance with all City Codes (Building, Fire, Health Sign codes, etc.)</li> <li>- CUP is not transferable to others</li> <li>- Hours of operation to be as follows: Monday – Sunday from 7:00 am to 7:00 pm</li> </ul>

READ, CONSIDERED AND PASSED, this the 23<sup>rd</sup> day of September, 2025.

\_\_\_\_\_  
Norie Gonzalez Garza, Mayor

ATTEST:

\_\_\_\_\_  
Anna Carrillo, City Secretary

EXHIBIT "A"



**PICASSO  
CHIROPRACTIC  
CLINIC**

"TURNING YOUR HEALTH INTO A WORK OF ART"

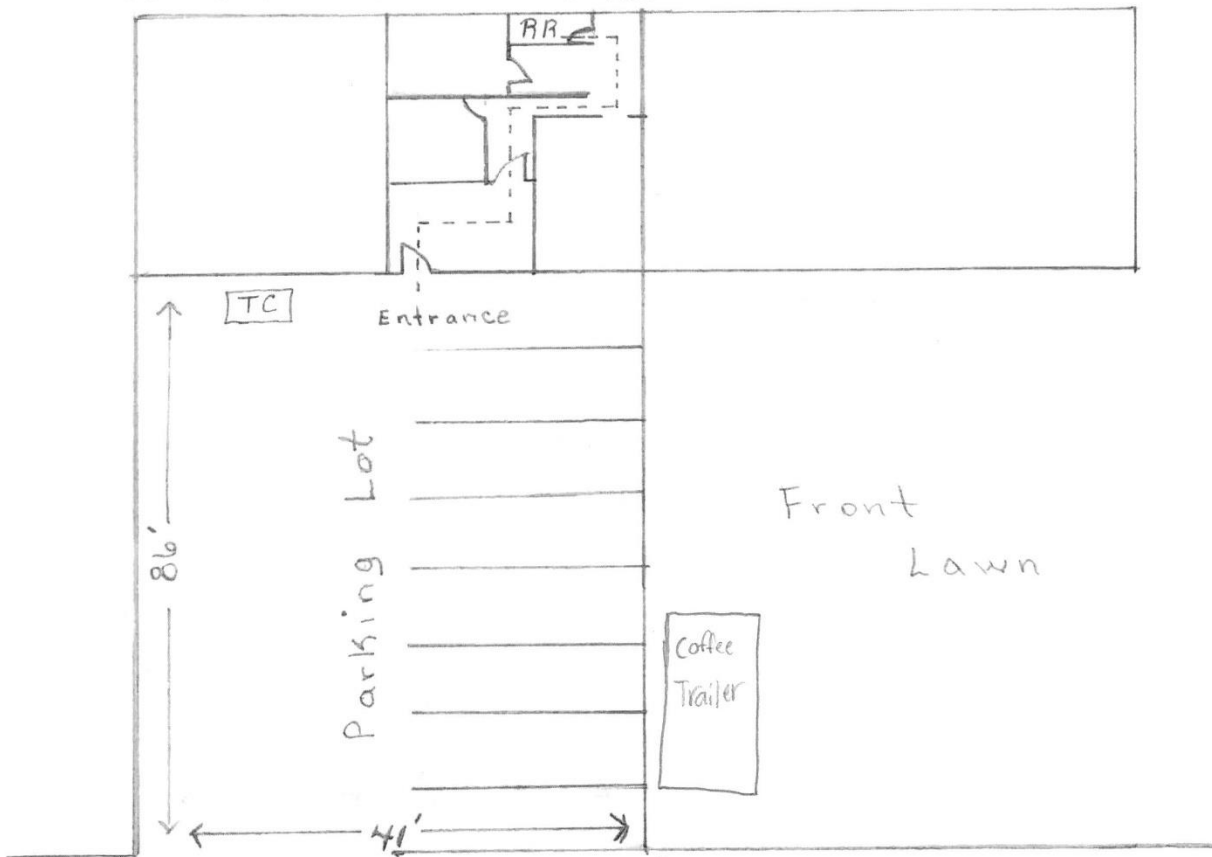
1928 N. CONWAY STE. 1  
MISSION, TEXAS 78572

PH. (956) 585-2225  
FAX (956) 585-6883

DR. JOSE PICASSO D.C.

TC = Trash Can

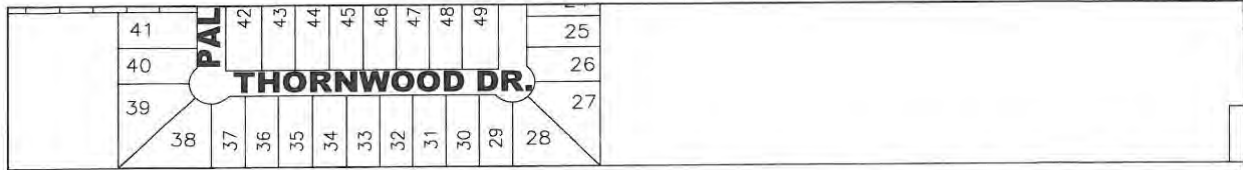
RR = Restroom



1001 E Griffen PKWY



VICINITY MAP



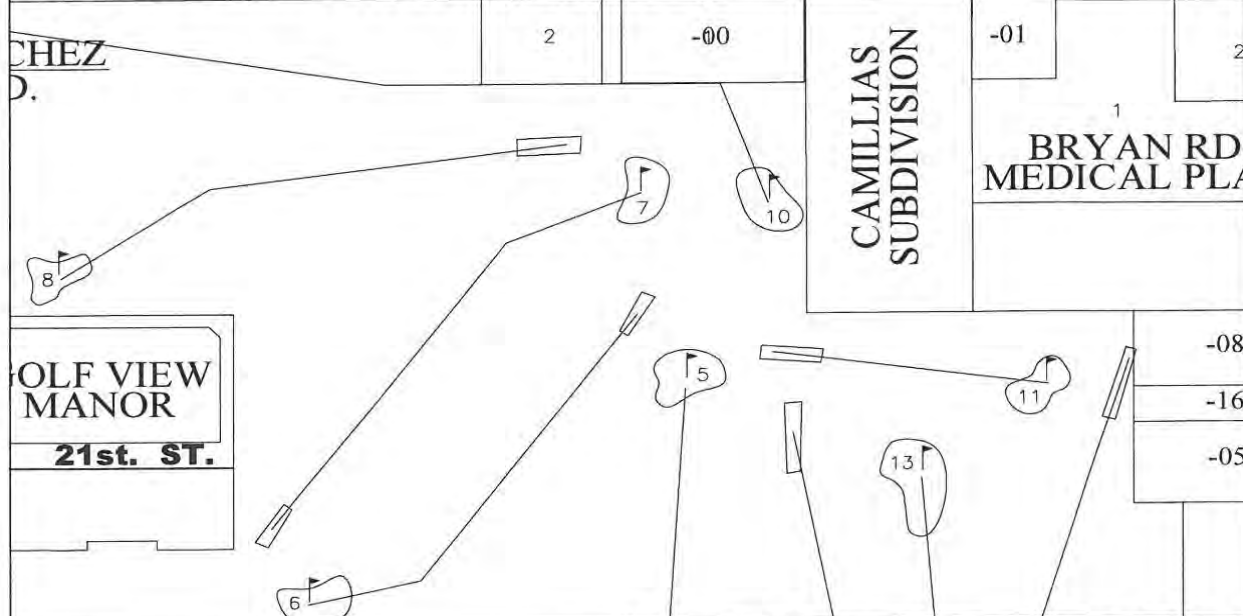
H.C.I.D. No. 1 EDINBURG MAIN CANAL R.O.



**SITE LOCATION**



E. GRIFFIN PARKWAY (F.M. 495)



**CITY OF MISSION**  
 HIDALGO COUNTY, TEXAS  
 1201 E. 8th Street PH. (956) 580-8672  
 MISSION, TX 78572 FAX: (956) 580-8680

No.

**ARIEL MAP**



Texas Parks & Wildlife, Esri, HERE, Garmin, INCREMENT P, USGS, EPA, USDA

ATTACHMENTS



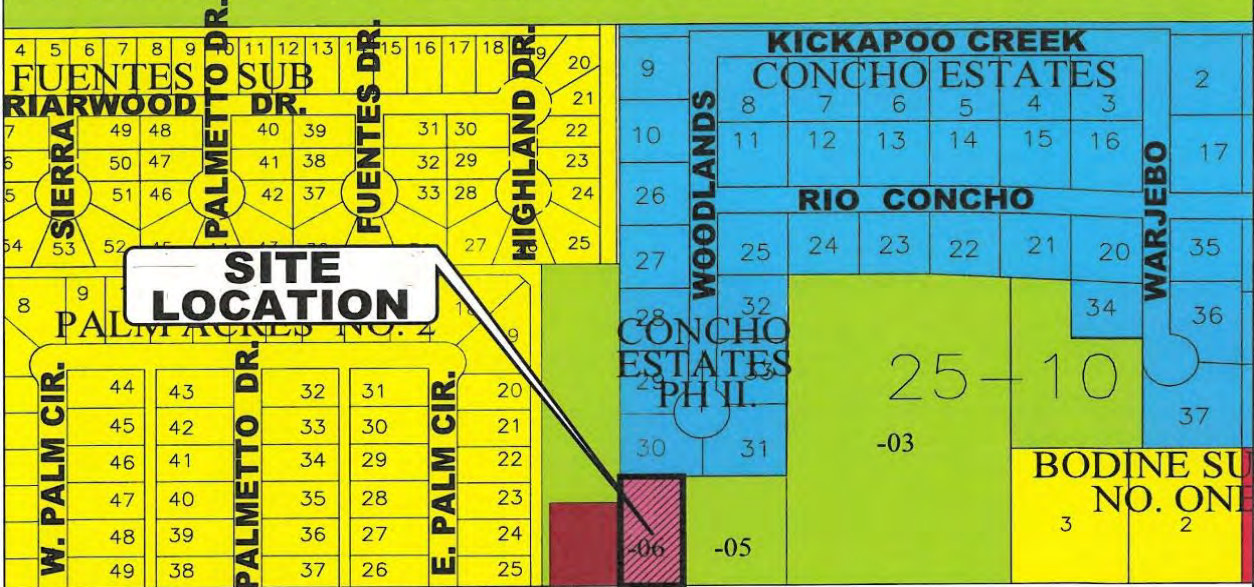
ATTACHMENTS



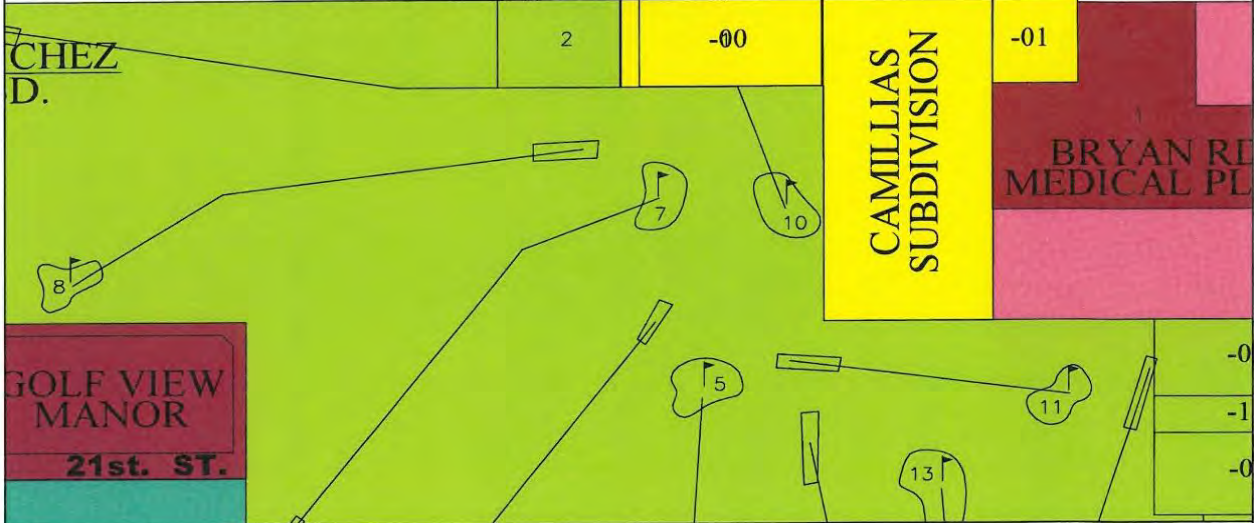
**ZONING MAP**



H.C.I.D. No. 1 EDINBURG MAIN CANAL R.O.



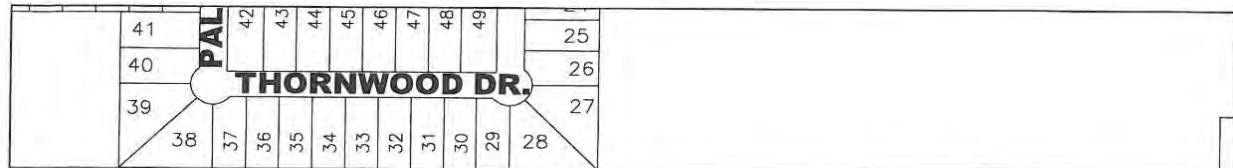
**E. GRIFFIN PARKWAY (F.M. 495)**



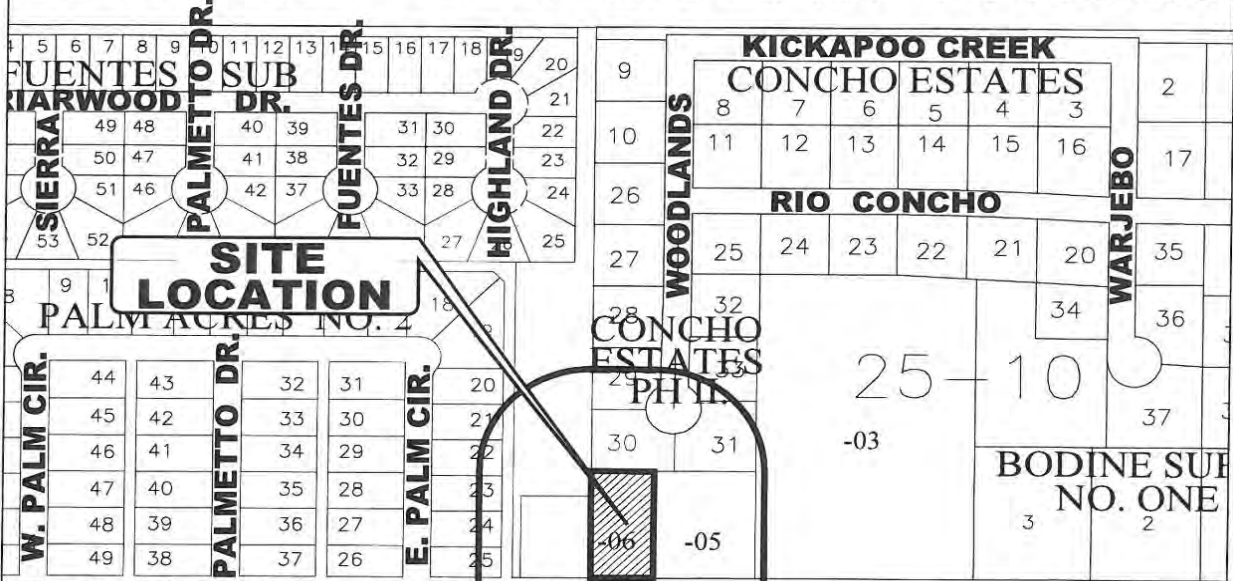
**ZONING LEGEND**

- |                                  |                                 |                              |
|----------------------------------|---------------------------------|------------------------------|
| A0-1 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                     |

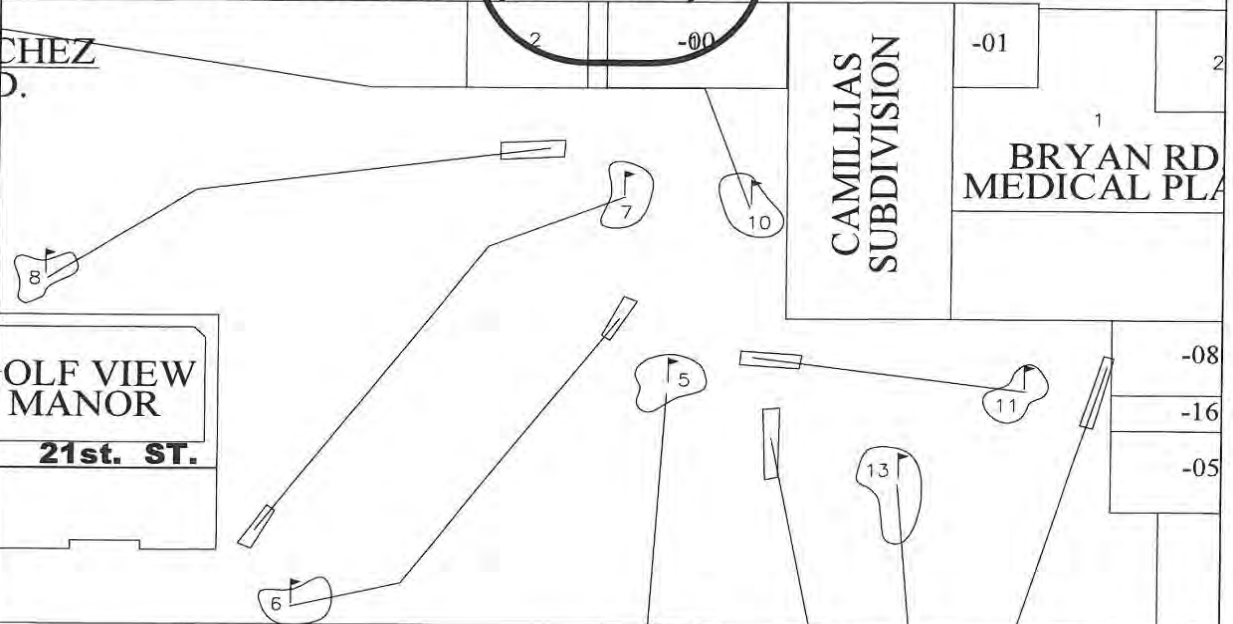
ATTACHMENTS



H.C.I.D. No. 1 EDINBURG MAIN CANAL R.O.



E. GRIFFIN PARKWAY (F.M. 495)



200' RADIUS MAILOUT



CITY OF MISSION  
HIDALGO COUNTY, TEXAS

1201 E 8th Street  
MISSION, TX 78572

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

No.

ATTACHMENTS



**PICASSO  
CHIROPRACTIC  
CLINIC**

"TURNING YOUR HEALTH INTO A WORK OF ART"

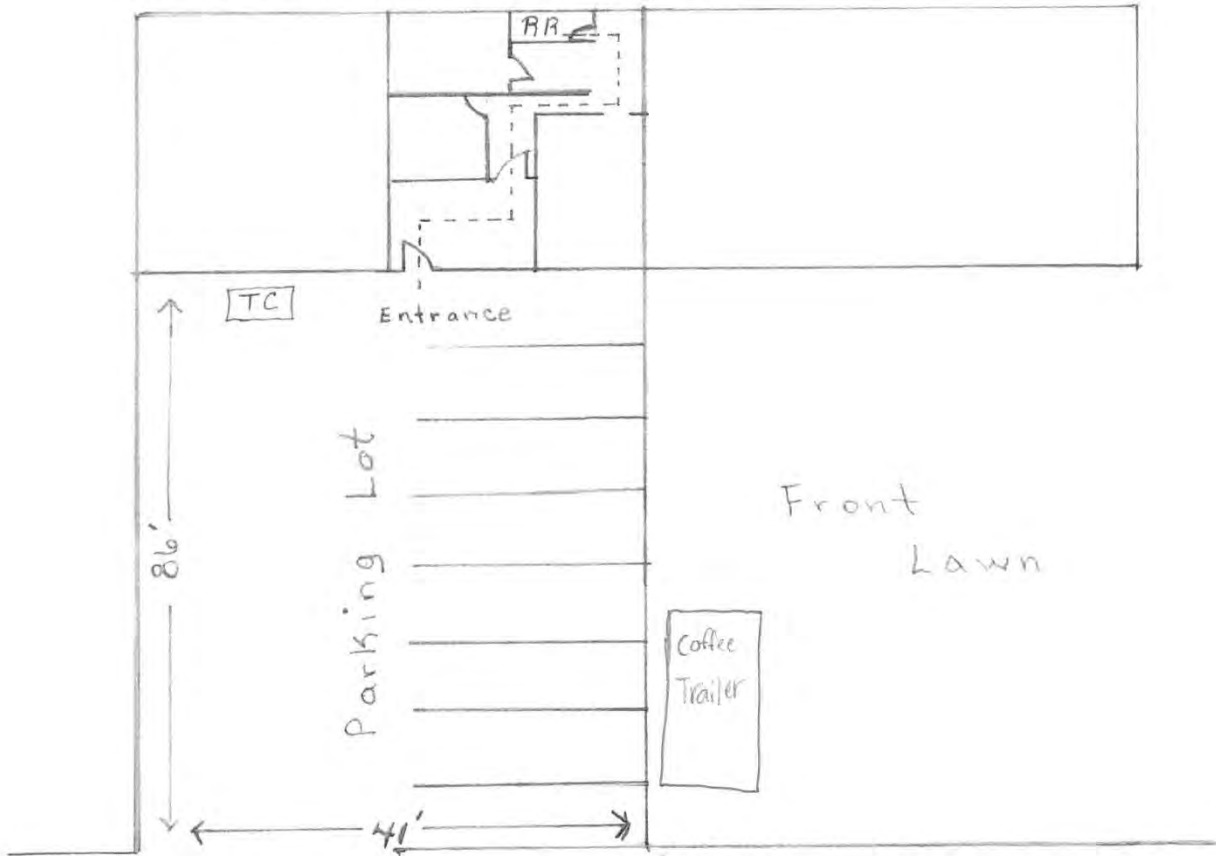
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MISSION, TEXAS 78572

PH. (956) 585-2225  
FAX (956) 585-6883

DR. JOSE PICASSO D.C.

TC = Trash Can

RR = Restroom



1001 E Griffen PKWY

## ATTACHMENTS

## Menu



flat white  
cappuccino  
double espresso  
cortado  
americano

latte  
mocha  
matcha  
hot chocolate

iced matcha  
iced mocha  
iced latte

### **housemade syrups**

vanilla bean   cinnamon   honey   dulce de leche



## MAILOUT LIST

PROP_ID	geoID	name	addrDelive	addrCity	addrState	addrZip
253278	P0200-02-000-0022-00	CHURCH OF THE NAZARENE	PO BOX 1227	MISSION	TX	78573-0020
674242	C7882-02-000-0033-00	SANCHEZ VICTOR G & CLAUDIA D GLEASON GRATAROLA	2312 WOODLAND DR	MISSION	TX	78574
674239	C7882-02-000-0030-00	GARCIA ARACELI & MANUEL	2309 WOODLAND DR	MISSION	TX	78574-2436
674238	C7882-02-000-0029-00	PEREZ ROSENDO & ANGELICA	2311 WOODLAND DR	MISSION	TX	78574-2436
674240	C7882-02-000-0031-00	BERLANGA EDWARD & DEISY IBETH	2310 WOODLAND DR	MISSION	TX	78574-2390
253279	P0200-02-000-0023-00	CHURCH OF THE NAZARENE	2300 E PALM CIR	MISSION	TX	78574-2408
253277	P0200-02-000-0021-00	AGUILERA VIRGINIA	2316 E PALM CIR	MISSION	TX	78574-2408
317017	W0100-00-025-0010-06	PICAZO JOSE CONCEPCION	619 N EAGLE PASS ST	ALTON	TX	78573-0915
317016	W0100-00-025-0010-05	SCHROEDER JAMES J & JANN E	PO BOX 909	MISSION	TX	78573-0015
317014	W0100-00-025-0010-03	SCHROEDER JANN E TRUSTEE	PO BOX 909	MISSION	TX	78573-0015
316940	W0100-00-024-0009-05	CARRERAS JOSE R	1016 E GRIFFIN PKWAY	MISSION	TX	78572-2406
316943	W0100-00-024-0010-00	CARRERAS JOSE R	1016 E GRIFFIN PKWY	MISSION	TX	78572-6654
317007	W0100-00-025-0009-00	EBEN EMMANUEL	1314 E 28TH ST	MISSION	TX	78574-2800
317008	W0100-00-025-0009-01	MARQUEZ EMMANUEL	919 E GRIFFIN PKWY	MISSION	TX	78572-2403



# CITY OF MISSION

## CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

**MEETING DATE:** September 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 Mortgage Lending Company in a (C-2) Neighborhood Commercial District, being Lot 1, Bannworth Business Center Subdivision, located at 1821 N. Shary Road, Suite 6, Applicant: Synergy One Lending, Inc. Adoption of Ordinance # \_\_\_\_\_ - Cervantes

### **NATURE OF REQUEST:**

#### Project Timeline:

- August 22, 2025 – Application for Conditional Use Permit (“CUP”) submitted to the City for processing.
- September 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.
- September 17, 2025 – Public hearing and consideration of a Conditional Use Permit by the Planning and Zoning Commission.
- September 23, 2025 – Public hearing and consideration of a Conditional Use Permit by the City Council.

#### Summary:

- The subject site is located along the west side of Shary Road between Village Drive and Mulberry Street.
- Per Code of Ordinance, loan companies in a Neighborhood Commercial District require the approval of a Conditional Use Permit by the City Council.
- The applicant is leasing a 1,152 square foot suite within a commercial plaza for a mortgage lending company. Access to the site is via a 30’ driveway off of Shary Road.
- The proposed days and hours of operation are Monday–Friday from 8:00 am to 5:00 pm,
- Staff: 4 employees
- Parking: Based on the square footage of the suite, there are a total of 6 parking spaces required for this business. It is noted that the parking area is held in common; 58 existing parking spaces are shared with other businesses, thus meeting code.
- Staff has seen this type of businesses in C-2 zones without creating a negative impact on the surrounding areas since the hours of operation are reasonable.
- Staff notes that there is an ordinance that regulates the distance between loan companies, which is 1,500 feet. This distance requirement was focused on payday loans.
- The Planning staff has 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 is compatible and complementary to adjacent properties.

**STAFF RECOMMENDATION:**

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

1. Life of the Use with the understanding that the permit could be revoked due to noncompliance.
2. Continued compliance with all City Codes (Building, Fire, Health, Sign codes, etc.).
3. CUP is not transferable to others
4. Hours of operation to be as follows: Monday – Friday from 8:00 am to 5:00 pm

**Departmental Approval:** N/A

---

**Advisory Board Recommendation:** Approval

---

**City Manager’s Recommendation:** Approval *JPT*

---

**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 TO ALLOW A MORTGAGE LENDING COMPANY IN A (C-2) NEIGHBORHOOD COMMERCIAL DISTRICT, BEING LOT 1, BANNWORTH BUSINESS CENTER SUBDIVISION, LOCATED AT 1821 N. SHARY ROAD, SUITE 6**

WHEREAS, the City Council of the City of Mission finds that during consideration of the conditional use permit request of September 17, 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 Tuesday, September 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:

<b>Legal Description</b>	<b>Type</b>	<b>Conditions of Approval</b>
1821 N. Shary Road, Suite 6 Lot 1, Bannworth Business Center Subdivision	Mortgage Lending Company	<ul style="list-style-type: none"> <li>- Life of the use with the understanding that the permit can be revoked due to noncompliance.</li> <li>- Continued compliance with all City Codes (Building, Fire, Health, Sign codes, etc.)</li> <li>- CUP is not transferable to others</li> <li>- Hours of operation to be as follows: Monday – Friday from 8:00 am – 5:00 pm</li> </ul>

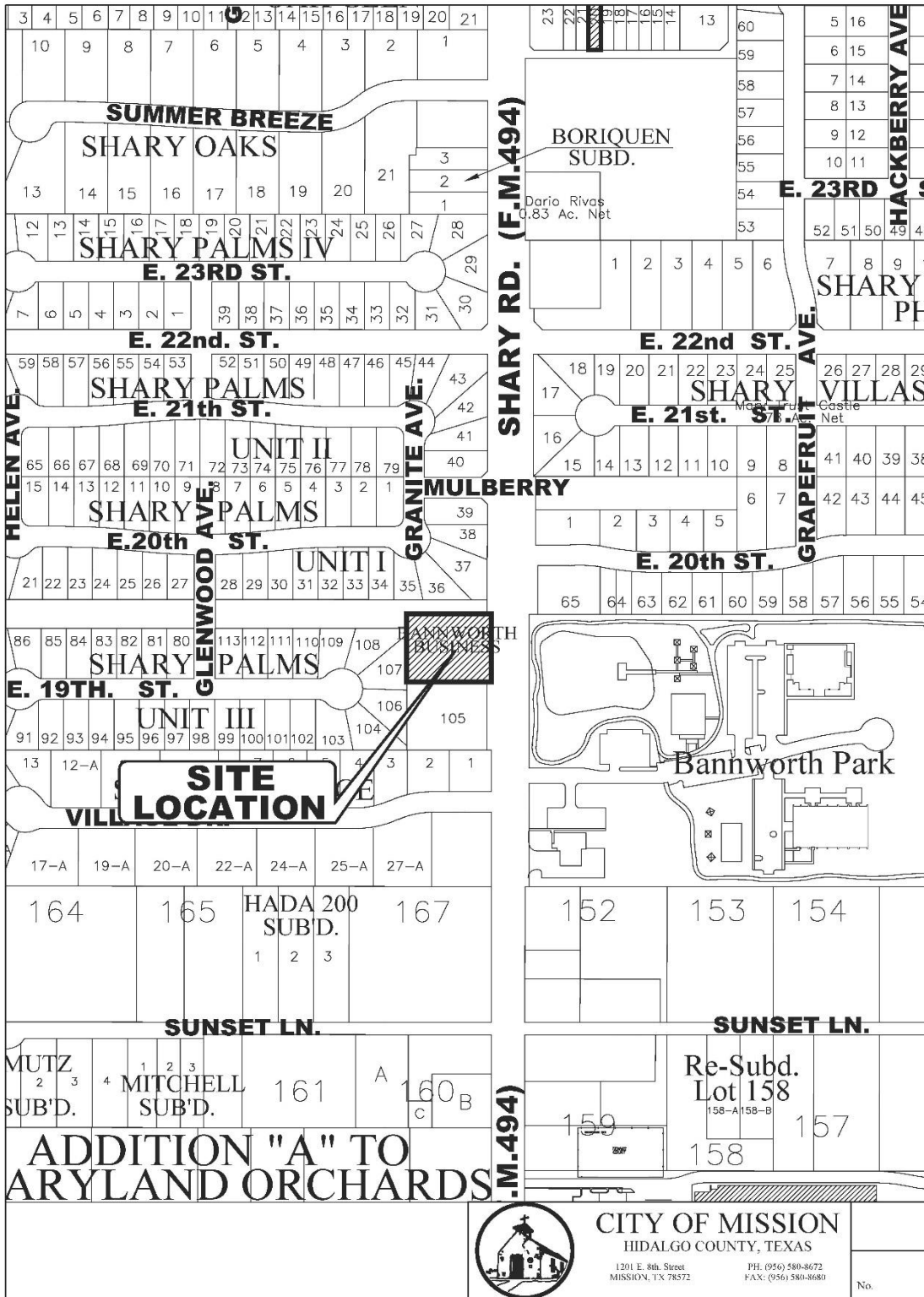
READ, CONSIDERED AND PASSED, this the 23<sup>rd</sup> day of September, 2025.

\_\_\_\_\_  
Norie Gonzalez Garza, Mayor

ATTEST:

\_\_\_\_\_  
Anna Carrillo, City Secretary

VICINITY MAP



**CITY OF MISSION**  
 HIDALGO COUNTY, TEXAS  
 1201 E. 8th Street  
 MISSION, TX 78572  
 PH: (956) 580-8672  
 FAX: (956) 580-8680

No.

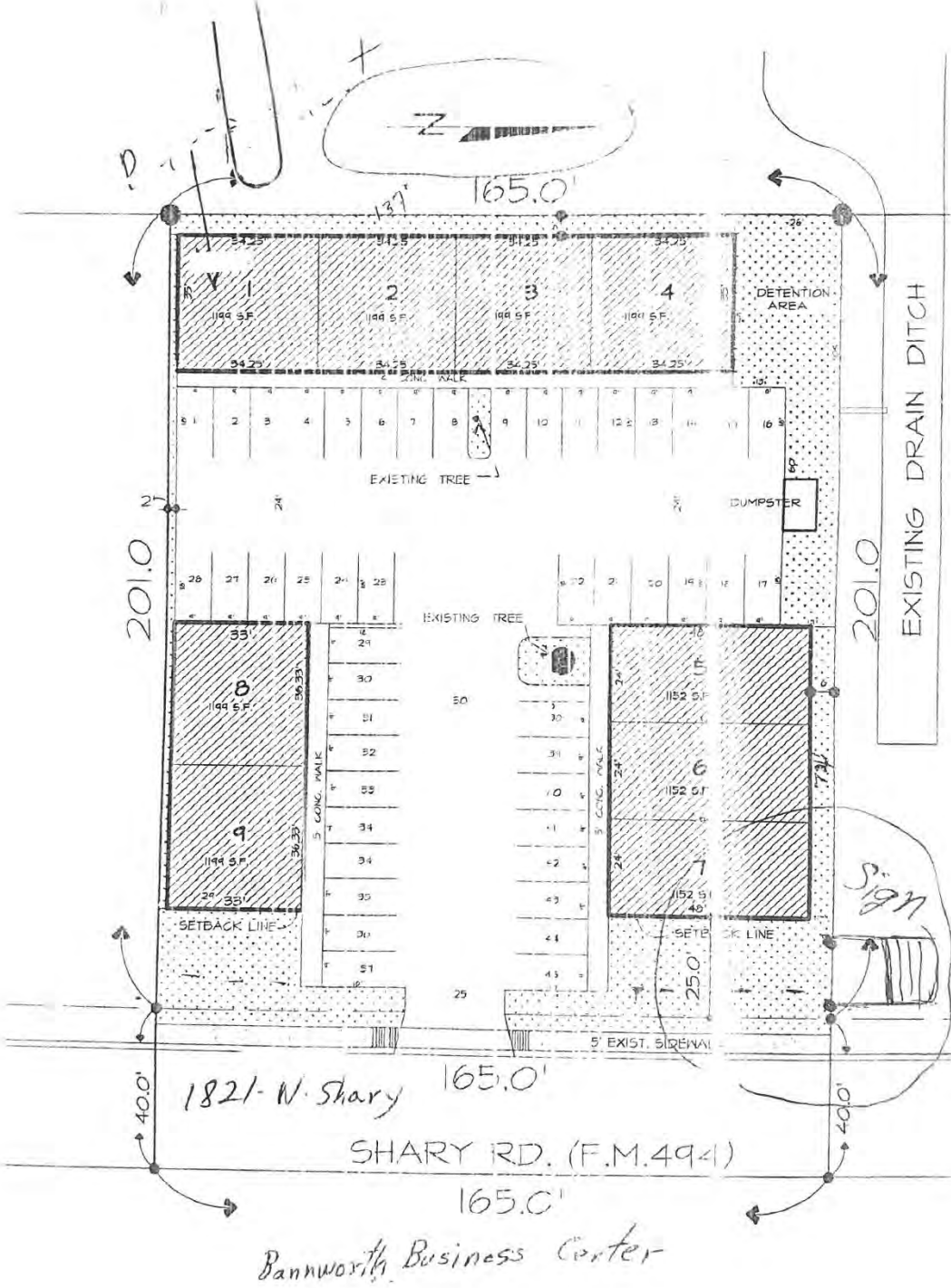
ARIEL MAP



ATTACHMENTS

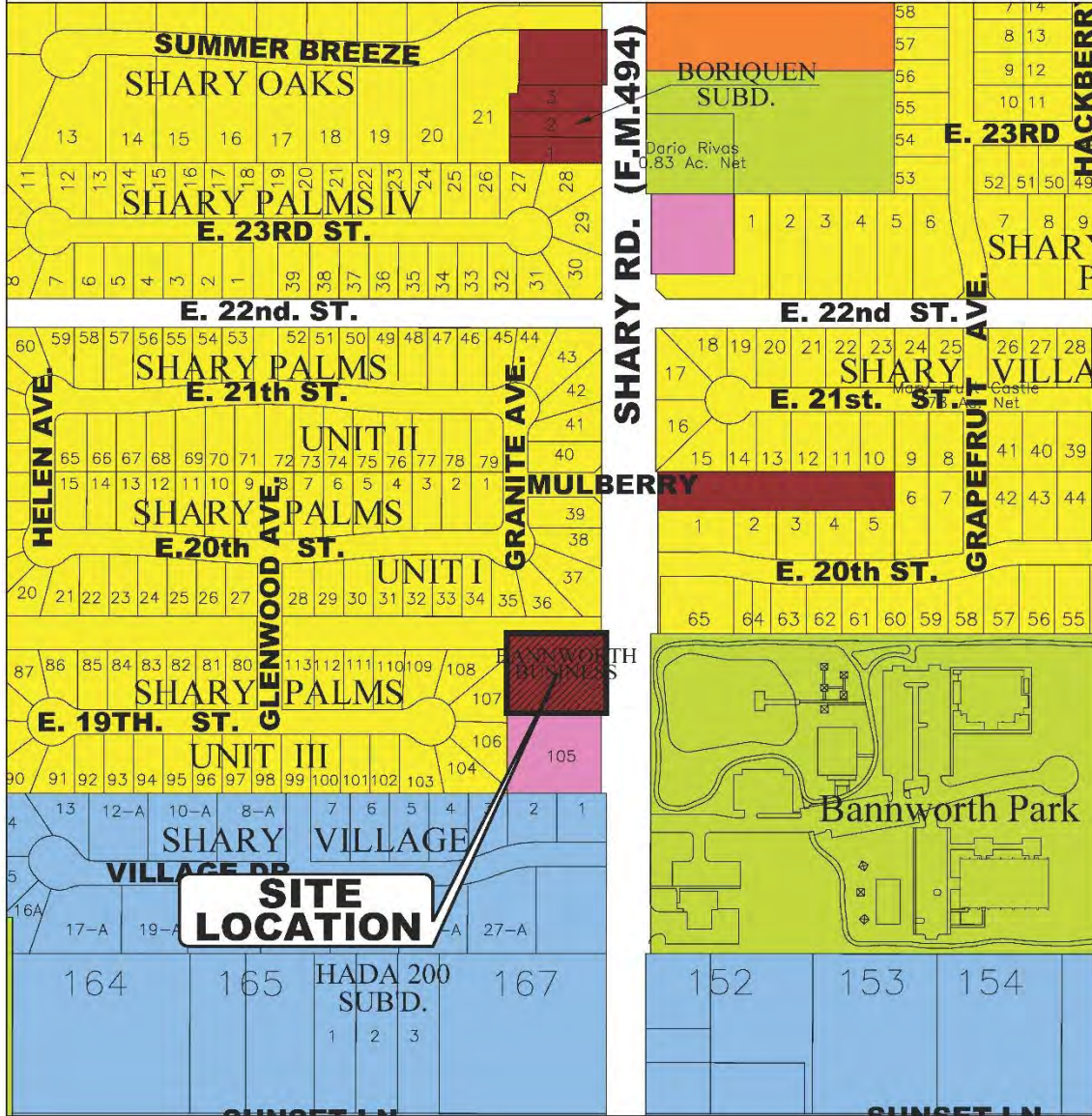


ATTACHMENTS





# ZONING MAP



## ZONING LEGEND

- |                                  |                                |                              |
|----------------------------------|--------------------------------|------------------------------|
| A0-I AGRICULTURAL OPEN INTERIM   | R-3 MULTI-FAMILY RESIDENTIAL   | C-4 HEAVY COMMERCIAL         |
| A0-P AGRICULTURAL OPEN PERMANENT | R-4 MOBILE & MODULAR HOME      | C-5 ADAPTIVE COMMERCIAL      |
| R-1A LARGE LOT SINGLE FAMILY     | R-5 HIGH DENSITY MFC'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                     |

**ATTACHMENTS**

PROP_ID	geolD	name	addrDelive	addrCity	addrState	addrZip
672882	S3011-00-000-0065-00	ONIVERT INVESTMENTS FAMILY LIMITED PARTNERSHIP	2211 MONACO DR	MISSION TX		78573-8476
534291	S2973-01-000-0037-00	RODRIGUEZ ALFREDO& MARIA C RODRIGUEZ ALMA ROSA TRUSTEE FAMILY TRUST	2000 GRANITE AVE	MISSION TX		78572-3255
539977	S2973-03-000-0107-00	ZOROLA JESUS R & LUZ M	2313 E 19TH ST	MISSION TX		78572-3250
283656	S3010-00-000-0003-00	BAZAN CHRISTOPHER D	2309 VILLAGE DR	MISSION TX		78572-3283
534287	S2973-01-000-0033-00	RODRIGUEZ ESTHER APOLONIA PEREZ	2310 E 20TH ST	MISSION TX		78572-3210
539973	S2973-03-000-0103-00	GALVAN AGUSTIN & RAQUEL	2308 E 19TH ST	MISSION TX		78572-3249
534286	S2973-01-000-0032-00	MAGNIFICAT HOLDINGS LLC 2308E 20 PROTECTED SERIES	3225 MCLEOD DR STE 100	LAS VEGAS NV		89121-2257
539979	S2973-03-000-0109-00	HINOJOSA ROLANDO	2309 E 19TH ST	MISSION TX		78572-3250
539978	S2973-03-000-0108-00	GONZALEZ NICHOLAS & CRISTINA A	2311 E 19TH ST	MISSION TX		78572-3250
539974	S2973-03-000-0104-00	VIELMA MAURO A & ELIZABETH E	2310 E 19TH ST	MISSION TX		78572-3249
539976	S2973-03-000-0106-00	AGUIRRE MARTHA T	2312 E 19TH ST	MCALLEN TX		78572-3249
534292	S2973-01-000-0038-00	BECERRA LAURA LUZ	2002 GRANITE AVE	MISSION TX		78572
283654	S3010-00-000-0001-00	GONZALEZ JESUS F & MARIA D ROSARIO	617 BEAUMONT AVE	MCALLEN TX		78501
534288	S2973-01-000-0034-00	PANIAGUA JOHNNY	12011 E BORDER OAK DR	MAGNOLIA TX		77354-6104
534289	S2973-01-000-0035-00	KELLEY DONALD E JR & MARY F	2314 E 20TH ST	MISSION TX		78572-3210
534290	S2973-01-000-0036-00	MAGNIFICAT HOLDINGS LLC	3225 MCLEOD DR STE 777	LAS VEGAS NV		89121-2257
539975	S2973-03-000-0105-00	TREVINO JOSE ANGEL	2404 E 20TH ST	MISSION TX		78572-3389
281198	S2950-00-000-0235-00	CITY OF MISSION	1201 E 8TH ST	MISSION TX		78572-5812
281199	S2950-00-000-0235-05	CITY OF MISSION	1201 E 8TH ST	MISSION TX		78572-5812
1238476	B1556-00-000-0001-00	T-JAM DEVELOPMENT LTD	2404 E 20TH ST	MISSION TX		78502



# CITY OF MISSION

## CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

**MEETING DATE:** September 23, 2025  
**PRESENTED BY:** Anna Carrillo, City Secretary  
**AGENDA ITEM:** Approval of Minutes – Carrillo  
 Regular Meeting – September 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 *JP7 / AG*

**RECORD OF VOTE:**

**APPROVED:** \_\_\_\_\_

**DISAPPROVED:** \_\_\_\_\_

**TABLED:** \_\_\_\_\_

\_\_\_\_\_ AYES

\_\_\_\_\_ NAYS

\_\_\_\_\_ DISSENTING \_\_\_\_\_



**MINUTES**

**PRESENT:**

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

**ABSENT:**

**ALSO PRESENT:**

Mara lee Moats  
Edgardo J. Ruiz  
Desi Romero  
Leeroy Garcia  
EJ Ruiz  
McKenzie Feldman  
Claudia Aguirre  
Betty Perez

**STAFF PRESENT:**

Anais Chapa, Assistant City Secretary  
Juan Pablo Terrazas, Asst. City Manager  
Andy Garcia, Asst. City Manager  
Edgar Gonzalez, Deputy City Engineer  
Cesar Torres, Chief of Police  
Vidal Roman, Finance Director  
Xavier Cervantes, Planning Director  
Pat Martinez, Planning Director  
Yenni Espinoza, Library Director  
Ruben Hernandez, Media Relations  
Brad Bentsen, Parks & Rec Director  
Michael Elizalde, Dir. Of Grants & Strategic Dev.  
Michael Fernuik, Golf Course Director  
Mike Silva, Fire Chief  
Roel Mendiola, Sanitation Director  
Teclo Garcia, MEDC CEO  
Steven Kotsatos, Health Director  
Joel Chapa, Police Officer  
Orlando Garcia, 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 4:33 p.m.

**INVOCATION AND PLEDGE ALLEGIANCE**

Pastor EJ Ruiz led the invocation and Pledge of Allegiance

**DISCLOSURE OF CONFLICT OF INTEREST**

Mayor Pro Tem Ruben Plata has one on file for executive session item #5.

**PRESENTATIONS**

- 1. Proclamation - 70th Anniversary of Constitution Week – Carrillo**

Mayor Pro Tem Ruben Plata moved to approve the Proclamation – 70<sup>th</sup> Anniversary of Constitution Week. Motion was seconded by Councilwoman Jessica Ortega and approved unanimously 5-0.

## **2. Presentation of La Joya ISD Strategic Plan - Dr. Marcey Sorensen**

Dr. Marcey Sorensen, La Joya ISD Superintendent, presented the La Joya Independent School District's five-year Strategic Plan "Achieving Excellence Together". This strategic plan shared the vision of the community, the school district, and the city. Ms. Sorensen stated that she had been with the district for nineteen months and that now was the time to set this plan in motion. The La Joya ISD just celebrated its 100-year anniversary as a community. This plan was built with the voices of 56,000 community members with the students being at the center of the plan. The priorities of this plan included: 1. Excellence in Leadership, 2. Empowered Graduates, 3. Thriving Students, 4. Community Trust, Unity, and Partnership, and 5. Operational Excellence and Financial Stability.

## **3. Report from Mission Economic Development Corporation - Teclo Garcia**

Teclo Garcia, MEDC CEO, gave an update on the operations of the EDC. Mr. Garcia spoke about the MEDA Scholarship Program. There have been 1,029 residents awarded to date and of those 67% are degree holders. This year, 384 residents will be awarded this scholarship. The applications for the Downtown Assistance Program had just closed. There were double the amount of applications than last year, and six businesses would be awarded up to \$25,000. The EDC held a Business Over Breakfast Event in which Junior's Supermarket was showcased. Junior's Supermarket now rents out the biggest space at the CEED building and will soon bring a supermarket to the Mission area. The EDC team attended the Pathways for Trade Conference in Laredo which focused on trading. They also attended the ribbon cutting for Consuelo's Behavioral Health which was recently awarded \$25,000 through the MEDC's grant program. Finally, Mr. Garcia stated that they were looking at an increase of a little over 5% in tax revenues for this year, with an estimated tax revenue of \$29 million.

## **4. Presentation - Native Plant Residential Recognition Program – Cervantes**

Mr. Xavier Cervantes, Director of Planning, spoke about an initiative to create a Native Plant Residential Recognition Program. This program would be similar to the one created by Lewisville, Texas. They had spoken with representatives from Lewisville and South Padre Island to come up with a model for the committee and program. They would like to form the committee to get started with the program.

## **5. Departmental Reports – Terrazas/A. Garcia**

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

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

McKenzie Feldman, Edinburg, stated that she had come before the council 2 years ago in support of her friend, Betty Perez, whose native plants/lawn had been mowed by the Code Enforcement Department. Since then, she has been working closely with the city to establish a program that would encourage the planting of native plants.

Claudia Aguirre, 1300 Rio Grande Drive, stated that she had been wanting to learn more about the subject and had connected with the group of individuals present. She was in support of implementing this program with the main reason being the current lack of water. Native plants

do not require much water and were very eco-friendly. She thought it would be great to have the city back this program so that there could be order established for it.

Betty Perez echoed the comments of Ms. Aguirre. She stated that the city had made great progress in working toward building this program. She was happy to have been able to work with the city to come up with this. Ms. Perez stated this would benefit the city as it would help cool down, provide more trees, and less water usage. She also stated that it felt great to be up there with the cities of Lewisville and South Padre Island.

Desi Romero, Edinburg, thanked the council for their support of this program. He stated that this was a great initiative that would also serve to assist with water shortage needs.

### **ANNOUNCEMENTS - CITY COUNCIL / CITY MANAGER**

City Manager – Juan Pablo “JP” Terrazas, invited the public to the Mission Fire Department’s 9/11 Remembrance Memorial on Sept 11<sup>th</sup> at 9:00 a.m. at the Mission Central Fire Station, and the Childhood Cancer Awareness Walk to be held on Sunday, September 14<sup>th</sup> at 7:00 p.m. at the Mission Event Center. He also stated that beginning tomorrow, September 10<sup>th</sup>, Bryan Road would be closed from Business 83 to 495. This was being done in order to expedite the construction process, and asked the residents for patience and to drive with caution and be mindful of detours. The Fire Department would also be strategically placing more fire hydrants along Bryan Road. Andy Garcia announced that the Mission Animal Shelter would be having an adoption event at Pet Supplies Plus on Saturday, September 20<sup>th</sup> from 10am – 2pm.

City Council – Councilwoman Ortega was proud to say that she had attended her alma mater elementary school, Pearson Elementary for their 70<sup>th</sup> Anniversary. She wanted to thank Pearson Elementary for hosting such an excellent event.

Mayor – No Comments

### **PUBLIC HEARING**

#### **7. Public Hearing on 2025 Proposed Property Tax Rate – Roman**

The notice of 2025 Tax Year Proposed Property Tax Rate for City of Mission was published in the in the Progress Times on August 29, 2025.

The proposed 2025 tax rate is \$0.5580 per \$100.

The public hearing is to give the opportunity for citizens to speak on the proposed tax rate.

There were no comments.

No action taken; public hearing only.

### **PLANNING & ZONING RECOMMENDATIONS**

None

### **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*

## **8. Approval of Minutes – Carrillo**

Regular Meeting – August 25, 2025

Special Meeting – August 21, 2025 and August 29, 2025

## **9. Acknowledge Receipt of Minutes – Terrazas / A. Garcia**

Planning and Zoning Commission – July 16, 2025

Planning and Zoning Commission – June 18, 2025

Citizen’s Advisory Committee – July 29, 2025

Mission Civil Service Commission – August 8, 2025

Keep Mission Beautiful – July 15, 2025

## **10. Authorization to extend Second & Final One-Year renewal for RFB No. 23-561-09-07 Sand Backfill Material for the Public Works Department – Gonzalez**

Authorization to exercise the Second & Final One-Year Renewal; this was the second of two renewal options. The City of Mission entered into an agreement with Frontera Materials for Sand Backfill Material. The contract term was for One-Year with the option to renew for two additional One-Year renewals at a 5% increase in price. Recommendation was based solely on estimated quantities and orders would be placed on an as needed basis. This agreement would extend Bid No. 23-561-09-07 beginning September 26, 2025 through September 25, 2026.

Sand Backfill Pickup \$5.25, with 5% increase \$5.51/Ton

Sand Backfill Delivered \$12.76, with 5% increase \$13.40/Ton

## **11. Approval to purchase Micro-Solve for Sanitary Sewer Lift Stations in the amount of \$56,352 from Environmental Group Southwest, a sole source distributor for the state of Texas for Bio-Tech Industries Inc. Mfg. – Gonzalez**

Approval of purchase of Micro-Solve from EGSW, a sole source distributor for the state of Texas for Bio -Tech Industries. Pursuant to Texas Local Government Code Section 252.022 General Exemptions (7) a procurement of items that are available from only one source, including: (A) items that were available from only one source because of patents, copyrights, secret processes, or natural monopolies and (D) captive replacement parts or components for equipment.

Chemicals would be used for Sanitary Sewer Lift Stations and Wastewater Plant Main Lift Station throughout the City. Attached was a sole source letter from the manufacturer, Bio-Tech Industries Inc., granting the rights for distribution by EGSW to sell and market the products and an official quote for the acquisition for both chemicals. The product acts on grease by liquefying the solids into a condition that prevented the grease from building up on the walls, thus improving the overall efficiency of the waste flow. It was a non-water-soluble-based solution containing a proven combination of the de-mulsifiers, corrosion, inhibitors, and organic compounds.

## **12. Authorization to Award Bid RFB No. 25-664-08-20 Palm Tree Trimming Services to Alvarado’s Maintenance Services- Bentsen**

Authorization to Award Alvarado’s Maintenance Services who was the lowest responsive and responsible bidder meeting all specifications from the five (5) bids received. Services will include all supervision, labor, bucket truck, materials, supplies, tools and equipment necessary for the trimming, skinning and for the disposal of all leaves and shavings. Bid amount received

was \$21,860.00. Award approval consisted of one (1) year primary and two (2), one (1) year renewal options with a 5% increase for both 1<sup>st</sup> and 2<sup>nd</sup> year Renewal Options.

**13. Authorization to enter in a Memorandum of Understanding between Rio Grande Valley Texas Anti-Gang Program and the City of Mission Police Department – Torres**

The purpose of this MOU was to set forth an agreement and the relationship between the Rio Grande Valley Texas Anti-Gang Program and the Mission Police Department. This agreement would dictate the personnel, formalized relationships between participating agencies for guidance, equipment, planning, training and maximize inter-agency cooperation.

**14. Authorization to purchase medical equipment and supplies from Henry Schein estimated to exceed the \$25,000.00 threshold via Buy Board Contract #704-23 – Silva**

The Mission Fire Department had identified the need to purchase medical equipment and supplies for departmental operations from Henry Schein via Buy Board Contract #704-23 for FY 2025-2026. The estimated cost of this purchase exceeded the \$25,000.00 threshold, which required City Council authorization.

To ensure compliance and secure competitive pricing, the purchase would be made through BuyBoard Contract #704-23, which provided approved cooperative purchasing options.

**15. Authorization to purchase medical equipment and supplies from Bound Tree estimated to exceed the \$25,000.00 threshold via Buy Board Contract #704-23 - Silva**

The Mission Fire Department was requesting authorization to purchase medical equipment and medical supplies from Bound Tree for FY 2025–2026. Purchases would be made utilizing BuyBoard Contract #704-23, which ensured compliance with cooperative purchasing requirements and provided competitive pricing.

Annual purchases are estimated to exceeded the \$25,000.00 threshold, requiring City Council approval.

**16. Authorization to solicit bids for the purchase of oils and lubricants – Mendiola**

Staff was seeking authorization to solicit bids for the purchase of oils and lubricants as needed for the City’s Fleet, Special Equipment, and Sanitation Department Units.

**17. Approval of Resolution # 2001 of the City Council for the City of Mission amending Resolution No. 1789 adopting the Public Funds Investment Policy and Strategy – Roman**

As per Chapter 2256 of the Texas Government Code, known as “Public Funds Investment Act,” the City was required to adopt the investment policy and strategy on an annual basis through resolution.

There were no changes to the investment policy this fiscal year.

**RESOLUTION NO. 2001**

A RESOLUTION OF THE MISSION CITY COUNCIL AMENDING RESOLUTION No. 1789  
AMENDING THE PUBLIC FUNDS INVESTMENT POLICY AND STRATEGY

**18. Approval of Ordinance # 5709 Amending Chapter 14- Animals, Article III-Dogs, Cats, Other Domestic, Captive Animals. Division 4- Impoundment, Section 14-144- Kotsatos**

Amendments are needed to Amend Section 14-144 Fees by Adding an Adoption Fee and a Dog Wash fee.



**ORDINANCE NO. 5709**

AN ORDINANCE AMENDING THE CITY OF MISSION CODE OF ORDINANCES, CHAPTER 14- ANIMALS, ARTICLE III - DOGS, CATS, OTHER DOMESTIC, CAPTIVE ANIMALS, DIVISION 4-IMPOUNDMENT, SECTION 14-144 FEES BY ADDING AN ADOPTION FEE AND A DOG WASH FEE, PROVIDING REPEALER CLAUSE; PROVIDING SEVRABILITY CLAUSE; PROVIDING EFFECTIVE DATE; AND PROVIDING FOR PUBLICATION

Mayor Pro Tem Plata moved to approve all consent agenda items 8 thru 18 as presented. Motion was seconded by Councilwoman Ortega and approved unanimously 5-0.

**APPROVALS AND AUTHORIZATIONS**

**19. Approval of Ordinance # 5710 adopting the Fiscal Year 2025-2026 Annual Budget – A. Garcia**

The attached ordinance formally adopted the FY 2025-2026 City Budget.

	Total Appropriations
General Fund Budget	\$ 69,408,887
Utility Fund Budget	\$ 27,076,565
Golf Course Fund Budget	\$ 2,053,909
Capital Golf Course Fund	\$ 49,797
Solid Waste Fund Budget	\$ 10,184,578
Event Center Fund Budget	\$ 1,127,981
Special Revenue Funds Budgets	\$ 20,352,984
Group Health Fund Budget	\$ 8,568,268
Debt Service Fund Budget	\$ 7,406,050
<b>Total</b>	<b>\$ 146,229,019</b>

Staff and Assistant City Managers recommended approval.

Councilwoman Gerlach wanted to thank all of the staff that worked on the budget.

Mayor Pro Tem Plata moved to approve Ordinance #5710 adopting the Fiscal Year 2025-2026 Annual Budget. Motion was seconded by Councilman Vela and approved as followed: Councilwoman Ortega - Aye, Mayor Pro Tem Plata – Aye, Mayor Norie Garza – Aye, Councilwoman Gerlach – Aye, and Councilman Vela - Aye. Motion was approved unanimously 5-0.

**ORDINANCE NO. 5710**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS MAKING APPROPRIATIONS FOR THE SUPPORT OF THE CITY OF MISSION FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2025 AND ENDING SEPTEMBER 30, 2026; APPROPRIATING MONEY TO A DEBT SERVICE FUND TO PAY INTEREST AND PRINCIPAL DUE ON THE CITY’S INDEBTEDNESS; AND ADOPTING THE ANNUAL BUDGET OF THE CITY OF MISSION FOR THE 2025 – 2026 FISCAL YEAR

**20. Approval of Ordinance # 5711 Adopting the 2025 Tax Rate – A. Garcia**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS LEVYING AN AD VALOREM TAXES FOR USE AND SUPPORT OF THE MUNICIPAL GOVERNMENT OF THE CITY OF

MISSION FOR THE FISCAL YEAR 2025-2026 PROVIDING FOR APPORTIONING EACH LEVY FOR SPECIFIC PURPOSES; PROVIDING WHEN TAXES SHALL BECOME DUE AND WHEN SAME SHALL BECOME DELINQUENT IF NOT PAID; AND PROVIDING FOR EXEMPTIONS FOR THE ELDERLY AND FOR THE DISABLED.

The Tax Rate for the fiscal year 2025-2026 is \$0.5580 per \$100 property value. In addition to establishing the tax rate, this ordinance provides a \$10,000 exemption for the elderly and a \$10,000 exemption for the disabled. The City will also continue the tax freeze established in 2005 for the elderly and disabled, ensuring the total amount of ad valorem taxes paid will not increase.

Interest & Sinking Rate (I&S)	\$0.0757
Maintenance & Operation (M&O)	\$0.4823
Total Tax Rate	\$0.5580

Staff and Assistant City Managers recommended approval.

Mayor Pro Tem Plata moved to that the property tax rate be increased by the adoption of a tax rate of 0.5580, which was effectively a 4.3% increase in the tax rate. Motion was seconded by Councilwoman Ortega and approved as follows: Councilwoman Ortega – Aye, Mayor Pro Tem Plata – Aye, Mayor Norie Garza – Aye, Councilwoman Gerlach – Aye, and Councilman Vela, Aye. Motion was approved unanimously, 5-0.

Mayor Pro Tem moved to approve the Interest & Sinking rate of \$0.0757. Motion was seconded by Councilwoman Ortega and approved as follows: Councilwoman Ortega – Aye, Mayor Pro Tem Plata – Aye, Mayor Norie Garza – Aye, Councilwoman Gerlach – Aye, and Councilman Vela, Aye. Motion was approved unanimously, 5-0.

Mayor Pro Tem Plata moved to approve the Maintenance & Operation (M&O) rate of \$0.4823. Motion was seconded by Councilwoman Ortega and approved as follows: Councilwoman Ortega – Aye, Mayor Pro Tem Plata – Aye, Mayor Norie Garza – Aye, Councilwoman Gerlach – Aye, and Councilman Vela, Aye. Motion was approved unanimously, 5-0.

### **ORDINANCE NO. 5711**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS LEVYING AN AD VALOREM TAXES FOR USE AND SUPPORT OF THE MUNICIPAL GOVERNMENT OF THE CITY OF MISSION FOR THE FISCAL YEAR 2025-2026; PROVIDING FOR APPORTIONING EACH LEVY FOR SPECIFIC PURPOSES; PROVIDING WHEN TAXES SHALL BECOME DUE AND WHEN SAME SHALL BECOME DELINQUENT IF NOT PAID; AND PROVIDING FOR EXEMPTIONS FOR THE ELDERLY AND FOR THE DISABLED

#### **21. Approval of a Tax Increment Reinvestment Zone No. 1 Updated Final Project & Finance Plan - T. Garcia**

On July 21, 2025 the Mission Redevelopment Authority/TIRZ #1 Board of Directors approved an Updated Final TIRZ No. 1 Project & Finance Plan. The update aligned with goals ensuring current economic and future community area needs. The purpose of the update was to identify potential financing sources to enhance future projects fostering transparency and support. The Project & Finance Plan would be updated every two years. It included participating taxing entity projections and revenues, current and past project descriptions, and estimated costs.

Staff and Assistant City Managers recommended approval.

Mayor Pro Tem Plata asked that the plans be sent over to him.

Mayor Pro Tem Plata moved to approve the Tax Increment Reinvestment Zone No. 1 Updated Final Project & Finance Plan. Motion was seconded by Councilman Vela and approved unanimously 5-0.

**22. Approval of Ordinance # 5712, adopting the Mission Economic Development Corporation Fiscal Year 2026 Annual Budget – T. Garcia**

Attached was Resolution No. 2025-10 that was approved by MEDC on Thursday, August 21, 2025 recommending approval of the MEDC Budget.

Mission Economic Development Corporation Appropriations - \$8,241,525.

Staff and Assistant City Manager recommended approval.

Mayor Pro Tem Plata moved to approve Ordinance #5712, adopting the Mission Economic Development Corporation Fiscal Year 2026 Annual Budget. Motion was seconded by Councilwoman Gerlach and approved unanimously 5-0.

**ORDINANCE NO. 5712**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS ADOPTING APPROPRIATIONS FOR THE SUPPORT OF THE MISSION ECONOMIC DEVELOPMENT CORPORATION FOR FISCAL YEAR BEGINNING OCTOBER 1, 2025 AND ENDING SEPTEMBER 30, 2026

**23. Approval of Ordinance # 5713, adopting the Mission Economic Development Authority Fiscal Year 2026 Annual Budget – T. Garcia**

Attached was Resolution No. 2025-01 that was approved by MEDA on Thursday, August 21, 2025 recommending approval of the MEDA Budget.

Mission Economic Development Authority Appropriations - \$617,180.

Staff and Assistant City Managers recommended approval.

Mayor Pro Tem Plata moved to approve Ordinance #5713, adopting the Mission Economic Development Authority Fiscal Year 2026 Annual Budget. Motion was seconded by Councilman Vela and approved unanimously 5-0.

**ORDINANCE NO. 5713**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS ADOPTING APPROPRIATIONS FOR THE SUPPORT OF THE MISSION ECONOMIC DEVELOPMENT AUTHORITY FOR FISCAL YEAR BEGINNING OCTOBER 1, 2025 AND ENDING SEPTEMBER 30, 2026

**24. Authorize Mayor to execute a First Amendment to Reimbursement Agreement between the City of Mission and Mission Economic Development Corporation related to the Shary Municipal Golf Course Improvements - T. Garcia**

On August 28, 2024, the MEDC Board approved golf course improvement project funding as a part of their budget process in the amount of \$250,000. The MEDC was requesting a First Amendment to the Reimbursement Agreement for the allocation of additional funds in the amount of \$65,000. The Shary Municipal Golf Course would utilize the additional funds for the construction of restrooms. Attached was the proposed First Amendment to Reimbursement

Agreement. The MEDC Board approved the First Amendment to Reimbursement Agreement at their Board meeting on August 21, 2025.

Staff and Assistant City Managers recommended approval.

Mayor Pro Tem Plata moved to Authorize Mayor to execute a First Amendment to Reimbursement Agreement between the City of Mission and Mission Economic Development Corporation related to the Shary Municipal Golf Course Improvements. Motion was seconded by Councilman Vela and approved unanimously 5-0.

**25. Approval of Ordinance # 5714 Authorizing Classified Positions for the Mission Fire Department for FY 2025-26 – A. Garcia**

As per Chapter 143 of the Texas Local Government Code, classified positions had to be approved for every FY. Ordinance would expire on September 30, 2026.

Staff and Assistant City Managers recommended approval.

Mayor Pro Tem Plata moved to approve Ordinance #5714 Authorizing Classified Positions for the Mission Fire Department for FY 2025-26. Motion was seconded by Councilwoman Ortega and approved unanimously 5-0.

**ORDINANCE NO. 5714**

AN ORDINANCE ESTABLISHING THE CLASSIFICATIONS FOR THE MISSION FIRE DEPARTMENT FOR THE FISCAL YEAR 2025-26

**26. Approval of Ordinance # 5715 authorizing the Base salaries and incentive package for the Mission Fire Department FY 2025-26 – A. Garcia**

As Required by Chapter 143 of the Texas Local Government Code. Base salaries and incentive pay package must be approved by governing body on a yearly basis. Ordinance expired on September 30, 2025.

Staff and Assistant City Managers recommended approval.

Mayor Pro Tem Plata requested that Mr. Garcia e-mail the group the finalized numbers.

Mayor Pro Tem Plata moved to approve Ordinance #5715 authorizing the Base salaries and incentive package for the Mission Fire Department FY 2025-26. Motion was seconded by Councilwoman Gerlach and approved unanimously 5-0.

**ORDINANCE NO. 5715**

AN ORDINANCE PROVIDING FOR THE BASE SALARIES FOR CIVIL SERVICE EMPLOYEES OF THE MISSION FIRE DEPARTMENT; PROVIDING FOR EMPLOYEE INCENTIVE PAY FOR MEMBERS OF THE MISSION FIRE DEPARTMENT SUCH INCENTIVE PAY BEING LONGEVITY PAY, SENIORITY PAY, CERTIFICATION PAY, EDUCATIONAL PAY, AND ASSIGNMENT PAY; ESTABLISHING THE RATE OF PAY FOR SUCH INCENTIVE PAYS, ESTABLISHING THE CRITERIA FOR QUALIFICATIONS FOR SUCH PAY; PROVIDING FOR PUBLICATION; PROVIDING FOR SEVERABILITY, AND ORDAINING OTHER PROVISIONS RELATING TO THE SUBJECT MATTER THEREFORE

**27. Approval of Ordinance # 5716 authorizing Classified Positions for the Mission Police Department for FY 2025-26 – A. Garcia**

As per Chapter 143 of the Texas Local Government Code, classified positions have to be approved for every Fiscal Year. Ordinance would expire on September 30, 2026.

Staff and Assistant City Managers recommended approval.

Mayor Pro Tem Plata moved to approve Ordinance #5716 authorizing Classified Positions for the Mission Police Department for FY 2025-26. Motion was seconded by Councilman Vela and approved unanimously 5-0.

**ORDINANCE NO. 5716**

AN ORDINANCE ADOPTING THE CLASSIFICATIONS FOR THE MISSION POLICE DEPARTMENT FOR FISCAL YEAR 2025-26

**28. Approval of Ordinance # 5717 authorizing the Base salaries and incentive package for the Mission Police Department FY 2025-26 – A. Garcia**

As Required by Chapter 143 of the Texas Local Government Code. Base salaries and incentive pay package must be approved by governing body on a yearly basis. Ordinance expired on September 30, 2026.

Staff and Assistant City Managers recommended approval.

Mayor Pro Tem Plata moved to approve Ordinance #5717 authorizing the Base salaries and incentive package for the Mission Police Department FY 2025-26. Motion was seconded by Councilman Vela and approved unanimously 5-0.

**ORDINANCE NO. 5717**

AN ORDINANCE PROVIDING FOR THE BASE SALARIES FOR CIVIL SERVICE EMPLOYEES OF THE MISSION POLICE DEPARTMENT; PROVIDING FOR EMPLOYEE INCENTIVE PAY FOR MEMBERS OF THE MISSION POLICE DEPARTMENT SUCH INCENTIVE PAY BEING LONGEVITY PAY, SENIORITY PAY, CERTIFICATION PAY, EDUCATIONAL PAY, ASSIGNMENT PAY, AND CLOTHING ALLOWANCE; ESTABLISHING THE RATE OF PAY FOR SUCH INCENTIVE PAYS, ESTABLISHING THE CRITERIA FOR QUALIFICATIONS FOR SUCH PAY; PROVIDING FOR PUBLICATION; PROVIDING FOR SEVERABILITY, AND ORDAINING OTHER PROVISIONS RELATING TO THE SUBJECT MATTER THEREFORE

**UNFINISHED BUSINESS**

None

At 5:53 p.m., Mayor Pro Tem Plata moved to convene into Executive Session. Motion was seconded by Councilman Vela and approved unanimously 5-0.

Mayor Pro Tem Plata stepped out of the meeting at 6:55 p.m.

**EXECUTIVE SESSION**

Upon conclusion of Executive Session at 6:56 p.m., Councilwoman Gerlach moved to reconvene the regular meeting. Motion was seconded by Councilman Vela and approved unanimously 4-0.

1. Closed session pursuant to Tex. Gov't Code Section 551.071 (Consultation with City Attorney) regarding City Manager's Agreement and/or procedures for any proposed Severance Agreement.

Councilman Vela moved to proceed with proposed severance agreement. Motion was seconded by Councilwoman Gerlach and approved 4-0.

2. Closed session pursuant to Tex. Gov't Code Section 551.071 (Consultation with City Attorney) and 551.074 (Personnel Matters) regarding the appointment of an Interim City Manager(s)

Councilwoman Ortega moved to appoint Juan Pablo Terrazas and Andy Garcia as Co-Interim City Managers. Motion was seconded by Councilwoman Gerlach and approved unanimously 4-0.

3. Closed session pursuant to Tex. Gov't Code Section 551.071 (Consultation with Attorney) and 551.074 (Personnel Matters) and Fire Department concerning Meet & Confer Agreement between City of Mission, TX and Mission Firefighters Association International Association of Fire Fighters, Local 3609.

Councilwoman Ortega moved to approve Meet and Confer Agreement between City of Mission, TX and Mission Firefighters Association International Association of Fire Fighters, Local 3609 as discussed in executive session. Motion was seconded by Councilwoman Gerlach and approved unanimously 4-0.

4. Closed session pursuant to Tex. Gov't Code Section 551.071 (Consultation with Attorney) regarding contract for water service between the City of Mission and McAllen Public Utility

Councilwoman Ortega moved to enter into agreement with the City of McAllen Public Utility with a minimum volume of 50,000 gallons per day at a rate of \$2.25 per 1,000 gallons. Motion was seconded by Councilman Vela and approved unanimously 4-0.

5. Closed session pursuant to Tex. Gov't Code Section 551.071 (Consultation with Attorney), Section 551.072 (Real Property) related to Cimarron

No Action

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

No Action

### **ADJOURNMENT**

At 6:59 p.m., Councilman Vela moved for adjournment. Motion was seconded by Councilwoman Ortega and approved unanimously 4-0.

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Norie Gonzalez Garza, Mayor

ATTEST:

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Anna Carrillo, City Secretary



**CITY COUNCIL AGENDA ITEM &  
RECOMMENDATION SUMMARY**

**MEETING DATE:** September 23, 2025

**PRESENTED BY:** Juan Pablo "JP" Terrazas / Andy Garcia – Assistant City Managers

**AGENDA ITEM:** Acknowledge Receipt of Minutes – Terrazas / A. Garcia  
 Mission Economic Development Corporation – July 16, August 11, 2025  
 Mission Economic Development Authority – July 16, 2025  
 Mission Tax Increment Reinvestment Zone – July 21, 2025  
 Mission Redevelopment Authority – July 21, 2025  
 Mission Education Development Council – July 16, 2025  
 Zoning Board of Adjustments – May 28, 2025  
 Special Zoning Board of Adjustments – May 8, 2025  
 Accommodations Review Board – May 8, 2025  
 Planning and Zoning Commission – August 6, August 20, 2025  
 Parks & Recreation Board Meeting – August 12, 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 *JP / AG*

**RECORD OF VOTE:**

**APPROVED:** \_\_\_\_\_

**DISAPPROVED:** \_\_\_\_\_

**TABLED:** \_\_\_\_\_

\_\_\_\_\_ AYES

\_\_\_\_\_ NAYS

\_\_\_\_\_ DISSENTING \_\_\_\_\_

**NOTICE OF REGULAR MEETING  
MISSION ECONOMIC DEVELOPMENT CORPORATION  
JULY 16, 2025 4:00 PM  
CENTER FOR EDUCATION AND ECONOMIC DEVEVELOPMENT**

**PRESENT:**

Richard Hernandez, President  
Deborah L. Cordova, Vice President  
Estella Saenz Secretary  
Jose G. Vargas  
Carl Davis  
Mayor Norie Gonzalez Garza

**ABSENT:**

Julian Alvarez, Treasurer

**ALSO PRESENT:**

Greg Kerr, JGKL LLP  
Mark Hanna, Hanna Solutions  
Bobby Villarreal, Estrada Hinojosa Investment Bankers

**STAFF PRESENT:**

Tecló J. Garcia, CEO  
Belen Guerrero, COO  
Judy Vega, Executive Assistant  
Joe Salazar, Financial Officer  
Stephanie Mendiola, Director of Business Development  
Mike Perez, City Manager  
Andy Garcia, Assistant City Manager  
Brianna Casares, Marketing Manager  
Manuel Rodriguez, Receptionist/Marketing Asst.

**1. Call to Order and Establish Quorum**

After establishing a quorum of the President Richard Hernandez called the meeting to order at 4:03 PM.

**2. Invocation:** Carl Davis**3. Pledge of Allegiance:** Secretary Estella Saenz**4. Citizens' Participation:** None**5. Approval of Minutes: Regular Meeting of June 18, 2025.**

President Richard Hernandez noted a correction on the meeting minutes; the meeting was a regular meeting and not a special meeting. Correction noted.

Subject to the correction noted by President Richard Hernandez, Mayor Norie Gonzalez Garza moved for approval of the meeting minutes of June 18, 2025. Motion was seconded by Carl Davis and approved 6-0.



**6. Report on Mission EDC's Bond Series 2025.**

CEO Tecló J. Garcia introduced and welcomed Bobby Villarreal, Financial Advisor with Estrada Hinojosa, Investment Bankers to present this item. Mr. Garcia mentioned that Mr. Villarreal was handling details related to a bond issuance MEDC staff is working on securing for the purpose of funding certain MEDC projects, including a 5+ acre-tract recently acquired by MEDC on Expressway 83, improvements for the Shary Municipal Golf Course, and the purchase of the Cimarron Country Club.

Mr. Villarreal mentioned that when the debt is acquired, it must coincide with the upcoming meeting for the MEDC on August 20, 2025. To sell this debt the MEDC must create a document called an "Official Statement". This document must contain MEDC's assets and financial condition.

The first draft is set to be completed by July 18, 2025, which will then be provided to a rating agency. After it has been reviewed, a due diligence call is made with the underwriter and MEDC staff to ensure that all information is accurate. Mr. Villarreal estimates that the "Official Statement" document will be completed by August 20<sup>th</sup>. Mr. Villarreal thanked the Board for the opportunity to present.

**7. Deliberation and possible action for acceptance of Unadjusted Financial Statement for June 30, 2025.**

Financial Officer Joe Salazar presented and recommended approval of the Unadjusted Financial Statement for June 2025.

There being no corrections or additions, Vice President Deborah L. Cordova moved for approval. Motion was seconded by Secretary Estella Saenz and approved 6-0.

**8. Deliberation & possible action to accept Quarterly Report of Investments for the General Fund for the Quarter ending June 30, 2025 and Interest Earned for Nine Months Ending June 30, 2025.**

Financial Officer Joe Salazar reported that two Certificates of Deposit (CD's) have matured for a total of \$250,000 at the end of this quarter. Interest gained over the last six months was \$10,527.88. In addition, the Tex Pool account has a Year-to-Date balance of \$3,702,000, with an earned interest of \$117,813.

There being no corrections or additions, Secretary Estella Saenz moved for approval. Motion was seconded by Carl Davis and approved 6-0.

**9. Discussion and possible action regarding MEDC's Fiscal Year 2026 Preliminary Budget.**

CEO Tecló J. Garcia introduced this item by saying that there will be a 7% increase to the previous budget, which results in an overall budget of \$8.1 million for the 2026 fiscal year.

He reported that operating expenses will be \$300,000 to \$400,000 lower than the 2025 fiscal year.

However, with the incoming bond issuance, expenses will increase by \$600,000 in 2026.

In addition, Mr. Garcia noted that in comparison to the 2025 fiscal year, which had an 6% increase in retail sales tax revenue, the 2026 retail sales tax is estimated to increase by 3-4%.

The entrepreneurship programs, business development, and community development will remain unchanged. As for building capital, due to a Memorandum of Understanding (MOU) with the City of Mission, maintenance costs did increase but have reduced capital costs.

At **4:41 PM**, President Richard Hernandez announced that the MEDC Board would be convening in closed session. Carl Davis moved to convene in closed session. Motion was seconded by Vice President Deborah Cordova and approved 6-0.

**10. Closed Session Pursuant to V.T.C.A. Gov. Code Sec. 551.001**

**Deliberation and possible action regarding economic development negotiations or prospects (as permitted under Tex. Gov't Code Sec. 551.087), including, but not limited to the following:**

**Report from CEO as to potential prospect(s):**

- A. **Project Crust**
- B. **Project Javelina**

**Deliberation and possible action regarding real property (as permitted under Tex. Gov't Code Sec. 551.072), including, but not limited to the following:**

- A. **M.E.D.C. Land**
- B. **Perkins Lots Update**

**Consultation with Attorney and possible action (as permitted under Texas Government Code Section 551.071).**

**The Mission Economic Development Corporation Board of Directors will reconvene in open session to take any actions necessary.**

At **5:10 PM**, President Richard Hernandez announced that the MEDC Board would be reconvening in open session. Motions are as follows:

Regarding Projects:

- A. Project Crust: No action.
- B. Project Javelina: Carl Davis moved to authorize CEO to negotiate a Letter of Intent as discussed in executive session. Motion was seconded by Mayor Norie Gonzalez Garza and approved 6-0.

Regarding Real Property:

- A. M.E.D.C. Land: No action.
- B. Perkins Lot Update: Jose G. Vargas moved to authorize CEO to proceed with land purchase as discussed in executive session. Motion was seconded by Secretary Estella Saenz and approved 6-0.

**11. CEO Report on Economic Development.**

CEO Teclo Garcia noted that within the first six months this year, January to June, there were 194 permits issued for single-family homes, in addition to 278 permits issued for multi-family units, with total 472 permits for an estimated total of \$70 million. If the single-family unit permits reach the goal of 400 by the end of the year, then there will be an average of 35 permits and homes being issued per month. This has been the average per year since 2022. Mr. Garcia welcomed Programs Director Brianna Casares to provide detail related to the upcoming Downtown Assistance Program scheduled to launch on August 1<sup>st</sup>. Ms. Casares mentioned that the program is open to any business on Conway between 1<sup>st</sup> and 18<sup>th</sup> street, one block east or west. Awardees will be selected through an application process, and each recipient may be awarded up to \$25,000. Each business applicant is required to submit relevant documentation on how and why this grant will assist their business. Ms. Casares shared how prior recipients benefited from the Downtown Assistance Program. For example, Ana Liz Taqueria was able to increase their dining room occupancy to 50; Little Joe’s Barbershop added a new door, signage, and flooring; and Baldo’s Tires redid the building’s roof and did minor improvements within the building. End of report.

**12. President Comments - None.**

**13. Adjournment**

At 5:29 PM, Vice President Deborah Cordova moved to adjourn the meeting. Motion was seconded by Secretary Estella Saenz and approved 6-0.

\_\_\_\_\_  
Richard Hernandez, President

ATTEST

\_\_\_\_\_  
Estella Saenz, Secretary

**NOTICE OF SPECIAL MEETING  
MISSION ECONOMIC DEVELOPMENT CORPORATION  
AUGUST 11, 2025      12:00 PM  
CENTER FOR EDUCATION AND ECONOMIC DEVELOPMENT**

**PRESENT:**

Richard Hernandez, President  
Deborah L. Cordova, Vice President  
Estella Saenz Secretary  
Julian Alvarez, Treasurer  
Jose G. Vargas  
Carl Davis  
Mayor Norie Gonzalez Garza

**ABSENT:**

**ALSO PRESENT:**

Greg Kerr, JGKL LLP  
Ricardo Perez, Perez Law Firm  
Mark Hanna, Hanna Solutions

**STAFF PRESENT:**

Tecló J. Garcia, CEO  
Belen Guerrero, COO  
Joe Salazar, Financial Officer  
Stephanie Mendiola, Director of Business  
Development  
Mike Perez, City Manager  
Brianna Casares, Marketing Manager  
Candace Rodriguez, Communications & Public  
Relations Manager  
Manuel Rodriguez, Receptionist/Marketing Asst.

**1. Call to Order and Establish Quorum**

After establishing a quorum of the President Richard Hernandez called the meeting to order at 12:04 PM.

**2. Invocation:** Vice President Deborah Cordova.

**3. Pledge of Allegiance:** Treasurer Julian Alvarez.

**4. Citizens' Participation:** None.

**5. Deliberation and possible action regarding Resolution No. 2025-08, concerning the proposed Resolution of Mission Economic Development Corporation authorizing the issuance of one or more series of revenue bonds and the loan of the proceeds thereof to Permian Basin Water Resources LLC, approving documents relating thereto, and approving other matters in connection therewith.**

CEO Tecló J. Garcia welcomed Lee McCormick, President, Community Development Associates, to present this item. Mr. McCormick stated that Midland is in the Permian Basin region of West Texas and Eastern New Mexico. Recognizing the importance of water in the region, the Company is expanding its current operating areas to meet increasing demand for water, wastewater and reclaimed water service. The company's current infrastructure provides 325 gallons per minute of well capacity and 30,000 gallons per day (GPD) of wastewater capacity. An additional 60,000 gallon per day tertiary wastewater treatment system is currently under construction which will have the capacity to serve approximately 642 homes (at the anticipated flow of 140 gallons per home per day of wastewater). This project involves wastewater treatment capacity and is designed to easily add 60,000 GPD incremental treatment modules to the TPDES permitted capacity of 360,000 GPD, or 2,500 homes. At full buildout, it is expected that the Park Water System will include 4,500 water connections and 2,500 sewer connections. In addition, the project also includes the refunding of \$15,500 of existing debt.

Jose G. Vargas joined the meeting at 12:10 PM.

This is a conduit transaction for the MEDC. The borrower is responsible for repayment of the debt. Approval of this resolution does not impose any payment or obligation on MEDC or the City of Mission in connection with the financing. There is potential "reputational risk" if the borrower defaults since the MEDC'S name is included on the bonds.

Carl Davis moved for approval of Resolution No. 2025-08. Motion was seconded by Mayor Norie Gonzalez Garza and approved 7-0.

**6. Deliberation and possible action related to First Amendment to an "Agreement regarding the construction and repayment of costs for the City of Mission Event Center", dated November 27, 2017 between the Mission Economic Development Corporation and the City of Mission, Texas.**

CEO Tecló J. Garcia introduced this agenda item as a request to amend the current agreement between MEDC and the City of Mission regarding the use of excess proceeds from the sale of MEDC-owned land adjacent to the Mission Event Center. The proposed amendment would permit the MEDC to retain and use proceeds for any lawful purpose. Mr. Garcia then invited Legal Counsel Ricardo Perez, the bond counsel, to provide further clarification. Mr. Perez explained that under the amendment, the MEDC will continue to allocate proceeds to the city, but these funds will now be directed towards bonds with the City of Mission. Proceeds from land sales by the MEDC will be used to pay bondholders, with any surplus applied to other city debts related to these bonds. Additionally, the city has agreed to remove the requirement that any land sold by the MEDC must be returned to the city, allowing the MEDC to retain ownership of any sold land.

Jose G. Vargas moved for approval of the First Amendment. Motion was seconded by Vice President Deborah L. Cordova and approved 6-0 with one abstention from Mayor Norie Gonzalez Garza.

**7. Closed Session Pursuant to V.T.C.A. Gov. Code Sec. 551.001**

**Deliberation and possible action regarding real property (as permitted under Tex. Gov't Code Sec. 551.072), including, but not limited to the following:**

**M.E.D.C. Land**

**Consultation with Attorney and possible action (as permitted under Texas Government Code Section 551.071).**

**The Mission Economic Development Corporation Board of Directors will reconvene in open session to take any actions necessary.**

The Mission Economic Development Corporation Board of Directors did not convene in closed session.

**8. President Comments**

President Richard Hernandez thanked the MEDC Board and staff for participating at this special board meeting.

CEO Teclo Garcia introduced new MEDC team member Candace Rodriguez, MEDC Communications and Public Relations Manager. Ms. Rodriguez expressed her excitement to begin working with the MEDC.

**9. Adjournment.**

At **12:24 PM**, Carl Davis moved to adjourn the meeting. Motion was seconded by Vice President Deborah L. Cordova and approved 7-0.

\_\_\_\_\_  
Richard Hernandez, President

ATTEST

\_\_\_\_\_  
Estella Saenz, Secretary

**NOTICE OF MEETING  
MISSION ECONOMIC DEVELOPMENT AUTHORITY, INC.  
JULY 16, 2025**

The Board of Directors of the Mission Economic Development Authority, Inc., held a meeting on Wednesday, July 16, 2025, at 4:00 PM, in person, at the Center for Education and Economic Development, 801 N. Bryan Road, Mission, Texas 78572, to discuss the following agenda:

1. Call to order and establish quorum.
2. Citizens' participation.
3. Approval of minutes: Regular meeting of April 16, 2025.
4. Deliberation & possible action to accept the Unadjusted Financial Report ended June 30, 2025.
5. Deliberation and possible action to accept the Quarterly Report of Investments for the Quarter ending June 30, 2025 and Interest Earned for Nine Months Ending June 30, 2025.
6. Deliberation and possible action regarding the conveyance of a 5.31 AC Tract + 2.54 AC Tract, Mission, Texas to the City of Mission.
7. Closed Session Pursuant to V.T.C.A. Gov't Code Sec. 551.001  
Deliberation and possible action regarding the purchase, exchange, lease, or value of real property (as permitted under Tex. Gov't Code Sec. 551.072), including, but not limited to the following:  
Report from CEO as to potential prospect(s):  
Consultation with Attorney and possible action regarding (as permitted under Texas Government Code Section 551.071).  
The Mission Economic Development Authority Board of Directors will reconvene in open session to take any actions necessary.
8. Adjournment.

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***Minutes are as follows:***

**PRESENT:**

Richard Hernandez, Chair  
Deborah L. Cordova, Vice Chair  
Estella Saenz, Secretary  
Jose G. Vargas, Treasurer  
Mayor Norie Gonzalez Garza

**ABSENT:**

**ALSO PRESENT:**

Greg Kerr, JGKL LLP  
Mark Hanna, Hanna Solutions Commercial Real Estate

**STAFF PRESENT:**

Tecló J. Garcia, CEO  
Belen Guerrero, COO  
Judy Vega, Executive Assistant  
Joe Salazar, Financial Officer  
Stephanie Mendiola, Director of Business Development  
Mike Perez, City Manager  
Andy Garcia, Asst. City Manager  
Brianna Casares, Marketing Manager

**1. Call to order and establish quorum.**

After establishing a quorum of the Board of Directors, Chair Richard Hernandez called the meeting to order at 5:30 PM.

**2. Citizens' Participation: None.**

**3. Approval of minutes: April 16, 2025.**

There being no corrections or additions, Mayor Norie Gonzalez Garza moved for approval of the meeting minutes of April 16, 2025. Motion was seconded by Vice Chair Deborah Cordova and approved 5-0.

**4. Deliberation and possible action to accept Unadjusted Financial Report ended June 30, 2025.**

Financial Officer Joe Salazar presented and recommended approval of the Unadjusted Financial Report ended June 30, 2025.

Mr. Salazar began his report by saying that, as of June 30, 2025, Total Revenue was \$6,897 with no expenditures. Ending Fund Balance was \$1,911,548.00, with Total Assets and Liabilities matching at \$1,911,548.00. Mr. Salazar reported that staff had recently closed on a property owned by United Irrigation District Property (Project Push Water). The land purchase is now listed under Assets.

There being no corrections or additions, Vice Chair Deborah Cordova moved for approval. Motion was seconded by Secretary Estella Saenz and approved 5-0.

**5. Deliberation and possible action for the acceptance of Quarterly Report of Investments for the Quarter ending June 30, 2025 and Interest Earned for Nine Months Ending June 30, 2025.**

Financial Officer Joe Salazar presented the Quarterly Report of Investments ending June 30, 2025 and Interest Earned for Nine Months Ending June 30, 2025.

Mr. Salazar noted that within MEDA's Tex Pool account, there is an Ending Market Value of \$415,687.51 with a Year-to-Date interest earned being \$15,687.51

There being no corrections or additions, Treasurer Jose G. Vargas moved for acceptance. Motion was seconded by Vice Chair Deborah Cordova and approved 5-0.

**6. Deliberation and possible action regarding the conveyance of a 5.31 AC Tract + 2.54 AC Tract, Mission, Texas to the City of Mission.**

CEO Tecló J. Garcia welcomed City Manager Mike Perez to present this item. Mr. Perez requested that the property not be transferred at this time, as the City of Mission intends to



apply for a grant to fund improvements. The grant will match the City's investment in the enhancements. Over the next 12 months, the City will be seeking a grant to help convert the property into a park, in partnership with the Texas Parks & Wildlife Department.

No action was taken.

At **5:39 PM**, Chair Richard Hernandez announced that the MEDA Board would be convening in closed session. Mayor Norie Gonzalez Garza moved to convene in closed session. Motion was seconded by Vice Chair Deborah Cordova and approved 5-0.

**7. Closed Session Pursuant to V.T.C.A. Gov't Code Sec. 551.001**

**Deliberation and possible action regarding the purchase, exchange, lease, or value of real property (as permitted under Tex. Gov't Code Sec. 551.072), including, but not limited to the following:**

**Report from CEO as to potential prospect(s).**

**Consultation with Attorney and possible action regarding (as permitted under Texas Government Code Section 551.071).**

**The Mission Economic Development Authority Board of Directors will reconvene in open session to take any actions necessary**

At **5:40 PM**, Chair Richard Hernandez announced that the Mission Economic Development Authority Board of Directors was reconvening in open session. Mayor Norie Gonzalez Garza moved to reconvene in open session. Motion was seconded by Vice Chair Deborah Cordova and approved 5-0.

No action was taken.

**8. Adjournment**

At **5:40 PM**, Mayor Norie Gonzalez Garza moved for adjournment. Motion was seconded by Vice Chair Deborah Cordova and approved 5-0.

**MINUTES OF THE MISSION ECONOMIC DEVELOPMENT AUTHORITY, INC. BOARD OF DIRECTORS HELD ON JULY 16, 2025 WERE APPROVED ON THIS THE 21<sup>ST</sup> DAY OF AUGUST, 2025.**

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Estella Saenz, Secretary

Mission Tax Increment Reinvestment Zone  
Board of Directors Special Meeting  
July 21, 2025

MINUTES

Call to Order, Establishment of Quorum

The Board of Directors of the Mission TIRZ #1, held a special meeting open to the public, by teleconference and in person, on July 21, 2025 at 801 N. Bryan Road, Mission, Texas and at 5:30 PM, the roll was called of the duly appointed members of the Board, to-wit:

- Martin Garza, Chairman
- Albert X. Chapa, Vice Chairman
- Aissa I. Garza, Secretary
- Efrain Reyna Jr.
- Hector Moreno
- Andrew C. Riddle
- Dennis Burleson

All the above were present, except Directors Moreno and Reyna. Secretary Aissa I. Garza participated in the Zoom teleconference. Others participating in the Zoom teleconference were Sanjay Bapat and Ezeiza Garcia. Participating in person were J.P. Terrazas, Joe Salazar, Damien D. Tijerina, Mike Perez, Romeo Barrera, Judy Vega, and Executive Director Teclo J. Garcia.

1. Call meeting to order and establish quorum.
2. Consent Agenda:
  - A. Approval of minutes: Meeting of May 29, 2025.
  - B. Ratify all actions taken by the Mission Redevelopment Authority Board of Directors at the July 21, 2025 meeting.

Upon a motion duly made by Director Riddle and seconded by Director Burleson, the Board unanimously approved the consent agenda and ratified all actions taken by the Mission Redevelopment Board of Directors at the meeting of July 21, 2025.

3. Adjournment

As there was no further business for the board to consider, upon a motion duly made by Vice Chair Chapa and seconded by Secretary Aissa I. Garza, the Board unanimously voted to adjourn the meeting at 5:31 PM.

By: _____	Attest: _____
Printed Name: <u> Martin Garza </u>	Printed Name: <u> Aissa I. Garza </u>
Title: <u> Chairman </u>	Title: <u> Secretary </u>
Date: _____	Date: _____

**Mission Redevelopment Authority  
Board of Directors Meeting  
July 21, 2025**

**MINUTES**

**Call to Order, Establishment of Quorum**

The Board of Directors of the Mission Redevelopment Authority (MRA) held a regular meeting open to the public, by teleconference and in person, July 21, 2025, at 4:00 PM, at 801 N. Bryan Road, Mission Texas, and the roll was called of the duly appointed members of the Board, to-wit:

Martin Garza, Chairman  
Albert X. Chapa, Vice Chairman  
Aissa I. Garza, Secretary  
Efrain Reyna Jr.  
Hector Moreno  
Andrew C. Riddle  
Dennis Burleson

All the above were present, except Directors Moreno and Reyna. Secretary Aissa I. Garza participated in the Zoom teleconference. Others participating in the Zoom teleconference were Sanjay Bapat, Travis James, Colby Echols. Armando Sandoval, Andy Garcia and Ezeiza Garcia. Participating in person were J.P. Terrazas, Abel Bocanegra, Joe Salazar, Damien D. Tijerina, Ruben James de Jesus, Mike Perez, Romeo Barrera, Judy Vega, and Executive Director Teclo J. Garcia.

**1. Call Meeting to Order at 4:09 PM.**

Chairman Martin Garza opened the meeting with a welcome to all and recognized Mayor Norie Gonzalez Garza for joining the meeting.

**2. Citizens' Participation: None.**

**3. Approval of minutes: May 29, 2025**

There being no changes or corrections, upon a motion duly made by Director Burleson and seconded by Director Riddle, the Board unanimously approved the Board meeting minutes of May 29, 2025.

**4. Acceptance of Project Reports.**

Chairman Martin Garza recognized Abel Bocanegra with Killam Development, to provide a report on **El Milagro Phase I Project**. Mr. Bocanegra Project that this project was substantially complete with a letter from Posillico on July 18, 2025. A final City walkthrough is scheduled for July 30th and August 1<sup>st</sup>, and Posillico is currently addressing minor punch-list items. AEP is expected to have relocated meter and power equipment by this meeting and Posillico will finish the concrete driveway. Chairman Garza inquired about the completion timeline. Mr. Bocanegra mentioned the target was April 2024, but delays in power equipment and construction materials have hindered progress. The subdivision recording is anticipated to be finalized by the end of August 2025.

Upon a motion made by Director Burluson and seconded by Secretary Aissa I. Garza, the Board unanimously accepted **Killam Development's El Milagro Phase I** report as presented.

Chairman Martin Garza recognized Damien Tijerina, P.E., with L&G Engineering, who reported on the **Inspiration Rd./Military Parkway Loop Ph. II and III Projects**. Mr. Tijerina explained that **Phase II** involves the design of Inspiration Rd. and Military Parkway, which has been split into two projects. He mentioned that the design for Inspiration Road is 97% complete. The firm is awaiting acceptance of a railroad package submittal to TxDOT and is currently working on PS&Es, expected to be completed by mid-August 2025. A hydrologic report for the Arch-Plate Culvert, required by TxDOT, is 70% complete and should finalize in August.

On **Phase III**, Mr. Tijerina discussed the re-evaluation of an Environmental Assessment (EA), completed in November 2024. A hydrologic model update was approved in August 2024, and the firm awaits TxDOT's approval of the EA by September 2025. Regarding ROW acquisition, which began in September 2024, of 22 parcels and 7 easements are needed for Inspiration Road; eight have been acquired, two are in negotiations, two are closing, one is being appraised, and nine are in eminent domain. The Military Parkway Loop ROW acquisition (25 parcels) is on hold. The Advance Funding Agreement (AFA) for Inspiration Road has been approved by TxDOT and the City of Mission, while the AFA for Military Parkway Loop, has been submitted by the City of Mission but continues to be in the hands of TxDOT.

Upon a motion duly made by Director Riddle and seconded by Vice Chair Chapa, the Board unanimously accepted the **Inspiration Road/Military Parkway Loop for Phase II and III** as presented.

Chairman Martin Garza recognized Romeo Barrera, P.E. with Halff Associates to report on the **Hoerner Street Project**. Mr. Barrera noted he spoke with United Irrigation District representatives regarding the property, and they have confirmed that although the appraisal process has been delayed, the item is scheduled for discussion at the UID board meeting next week. For consideration is that the UID Board accepts the City of Mission's original appraised value of the property as previously assessed. The property acquisition depends on the UID Board's decision, which is expected to significantly expedite the acquisition process. Regarding the pond outfall negotiations, Mr. Barrera said that discussions continue to take place with Developer Dolly Elizondo regarding the use of her pond as the outfall for the storm drainage system. The proposed agreement would involve compensation through park fees in exchange for a storm outfall. A final decision from Mrs. Elizondo is still pending but negotiations are progressing. This option would allow the project to proceed with the original design and avoid costly re-routing and redesign efforts. Re-routing and redesign efforts would increase the project's cost from \$923,161.08 to \$1,131,042.54, a difference of \$251,881.47. This includes \$45,000 for engineering services (re-design). Assistant City Manager mentioned that Developer Dolly Elizondo is planning on developing Phase II of Las Esperanzas, which will also have a hike and bike trail making the detention pond useful to her.

Upon a motion made by Director Riddle and seconded by Director Burluson, the Board unanimously accepted the Hoerner Street Project report as presented.

Chairman Martin Garza recognized Ruben James de Jesus, P.E. with Melden & Hunt Inc. (M&H) to report on the **Tierra Dorada Sanitary Sewer Improvements Project**. This project involves the design to eliminate existing Lift Stations No. 13 and 14 within Tierra Dorada Subdivision and construct a new proposed lift station to reroute sewer discharge into existing sanitary sewer trunkline along Los Ebanos Road. Mr. de Jesus said RDH contractors have started up dewatering lines and pumps to begin wet-well and gravity portion work. Temporary enclosure built on dewatering pump to help minimize noise level of continuous pumping. Wet-well was delivered on July 18, 2025 and control panels and other material is onsite, so installation should begin this month.

Upon a motion made by Vice Chair Chapa and seconded by Director Riddle, the Board unanimously accepted the **Tierra Dorada Sanitary Improvements Project** as presented.

Mr. de Jesus reported on the **Inspiration Road Trunklines (Sanitary Sewer Master Plan)**. This project ties-in with the Tierra Dorada Sanitary Sewer Improvements Project. It involves the re-routing of Lift Station #10, located on Mile 2 & FM 495 to AGUA SUD lift station located on FM 364 by force main. Mr. De Jesus reported that the Interlocal Agreement between AGUA SUD and the City of Mission was finalized and approved on June 17, 2025 on the proposed rate for pass through sewage, of which Mr. de Jesus mentioned he provided a copy in the meeting packet for the Board's review. Mr. de Jesus mentioned that next was working with Asst. City Manager J.P. Terrazas on the design portion of the project. Mr. Terrazas said that he will be presenting a Change Order (Work Authorization) for approval consideration that will include the design aspect of this project as the master plan authorization for this project was only for construction.

Upon a motion made by Director Burleson and seconded by Vice Chair Chapa, the Board unanimously accepted the **Inspiration Road Trunklines (Sanitary Sewer Master Plan)** report as presented.

Mr. de Jesus provided an update on the **Walsh Road Expansion Project**, which includes the design and surveying needed to extend the road from Perez St. to Frontage Rd., covering approximately  $\frac{3}{4}$  of a mile. Mr. De Jesus reported that plans for this project are 90% complete. The proposed project will consist of a 60-ft ROW with a 36-ft back-to-back curb section and appraisal has been ongoing out on the remaining ROW needed to be acquired. Mr. de Jesus reported that design plans are currently 90% complete. Mr. de Jesus reported that an offer letter and contract was presented to the land owner and that they are pending final closing documents to be executed. Left over after purchasing the land, the owner will be left with a 2.5-acre tract of land which kind of tapers off to the west due to its triangular shape, that won't be useful to the owner. However, a detention pond may be extended to its maximum capacity if the owner decides to build something on it. Negotiations will take place to contemplate this route. Mr. de Jesus also noted that comments were received back from United Irrigation District and those comments are being addressed.

Upon a motion made by Director Riddle and seconded by Director Burleson, the Board unanimously accepted the **Walsh Road Expansion Project** report as presented.

Mr. de Jesus reported on the **Glasscock & Bryan Road Project Sanitary Sewer Improvements Project**. He noted that contractor RDH held an onsite meeting with Murdock's General Manager and a notice to proceed was issued. Crews have been mobilizing in the area with site fencing. Mr. de Jesus mentioned that bore work was to start on Bryan Road, but the contractor has had delays due to a shortage on personnel. Dewatering operations should begin next week. The project is expected to be completed within 18 months.

Upon a motion made by Director Riddle and seconded by Vice Chair Chapa, the Board unanimously accepted the **Glasscock & Bryan Road Project Sanitary Sewer Improvements** as presented.

Chairman Martin Garza recognized Assistant City Manager J.P. Terrazas to provide an update on the **TIRZ Building (1301 E. 8<sup>th</sup> Street) Improvements**. Mr. Terrazas said that in-house remodeling has already started on the media room of the TIRZ Building, which is 15% completed. He provided an update on the building's proposed elevator and said that the city went out for bids for a third time and that the luckily bids came in under \$400,000 this time. The lowest bidder was RDZ Group with a bid of \$380,000 with an anticipated completion within 60 calendar days. Mr. Terrazas said that a meeting is being planned with RDZ to discuss a work schedule and a date for the elevator's arrival. More discussion will take place related to this report further down on Item 6 of this agenda.

Upon a motion duly made by Vice Chairman Albert X. Chapa, and being seconded by Director Riddle, the Board accepted the **TIRZ Building (1301 E. 8<sup>th</sup> Street) Improvements** as presented.

At **4:35 PM**, Chairman Martin Garza announced that the Mission Redevelopment Authority Board of Directors would be convening in closed session. Vice Chair Chapa moved to convene. Motion was seconded by Director Riddle and approved unanimously.

**5. Executive Session Pursuant Executive Session Pursuant to V.T.C.A. Gov't Code Section 551.071, Section 551.072, Section 551.074, and Section 551.087. Consultation with Attorney regarding:**

**A. Deliberation regarding real property.**

**B. Deliberation regarding economic development negotiations or projects including, but not limited to the following: Report from Executive Director as to potential project(s).**

**The Mission Redevelopment Authority Board of Directors will reconvene in open session to take any actions necessary.**

At **4:56 PM**, Chairman Martin Garza announced that the Mission Redevelopment Authority Board of Directors would be reconvening in open session. Vice Chair Chapa moved to convene. Motion was seconded by Director Riddle and approved unanimously.

No action was taken.

**6. Discussion and possible action regarding a First Amendment to Reimbursement Agreement between City of Mission and Mission Redevelopment Authority related to the TIRZ Building (1301 N. 8<sup>th</sup> Street) Improvements.**

Executive Director Tecló J. Garcia invited Assistant City Manager J.P. Terrazas to present this item. Mr. Terrazas reported on the project status, mentioning a \$16,000 Reimbursement Agreement for designing an ADA compliant elevator, with CG5 Architects engaged for the design. After three bid solicitations, RDZ Group was awarded the construction contract for \$380,000. Additionally, in-house remodeling expenses are estimated at \$263,850, bringing the total project cost to \$643,850, which is what staff is requesting to finalize. Mr. Terrazas noted significant savings from in-house improvements and indicated plans to relocate some city personnel to the TIRZ building, with the \$263,850 covering materials only, as labor is provided by the City of Mission. Mr. Garcia clarified that the First Amendment to the existing agreement would increase the total amount from \$16,000 to \$659,850.

Upon a motion duly made by Director Burleson and seconded by Vice Chair Chapa, the Board unanimously approved the First Amendment to Reimbursement Agreement between City of Mission and Mission Redevelopment Authority related to the TIRZ Building (1301 N. 8<sup>th</sup> Street) Improvements.

**7. Discussion and possible action regarding a TIRZ #1 Project & Finance Plan Update.**

Executive Director Tecló J. Garcia mentioned that this item had already been before the Board previously. This final draft is being presented now for approval consideration. Mr. Garcia mentioned that this update makes us current and to where we need to be. It includes potential bond project information moving

forward. However, it is not to assume that the county or the city would approve this plan, as they are just projections. He said that once this update is adopted, staff can then move forward with bond issuance requests. Consultant Travis James from TXP, Inc., who prepared the draft, was available via teleconference to address any questions. The Authority's legal counsel Sanjay Bapat mentioned that the Board had made three prior suggested changes or additions to the draft, and that those changes had been made. One addition was that language related to conflicts of interest, follow public open records, and procurement guidelines be included or clarified. Another was that a description and breakdown on all projects to date be listed, as well as that eligible expenditures or brief descriptions of improvement structures for projects is included. The document will be updated every two years. Chairman Martin Garza thanked everyone involved for their work and completion of this update. Mr. Garcia mentioned that he will be taking the Project & Finance Plan Update before City Council for approval next.

**8. Discussion and possible action related to Resolution No. 7212025, Resolution Regarding Review of Project and Finance Plan.**

Executive Director Teclo J. Garcia invited Administrative Assistant Judy Vega to discuss this item. Ms. Vega pointed out that this resolution pertains to the Project and Finance Plan Update that was just approved by the Board. Legal Counsel Sanjay Bapat drafted the resolution and reminded the Board of their request for a biennial update, which this resolution addresses.

Upon a motion duly made by Vice Chair Chapa and seconded by Director Riddle, the Board unanimously approved Resolution No. 7212025.

**9. Discussion and possible action regarding the acceptance of General Fund, Capital Fund, and Debt Service Fund Investment Reports for quarter ending June 30, 2025.**

Financial Officer presented the report by saying that three outstanding CD's had matured therefore we no longer had long term investments from the General Fund. He said that the Authority does have investments in the TexPool account amounting to \$7,281,642.05 as of June 30<sup>th</sup>. The three CD's that matured had a interest earned of \$14,729.78. Year-to-Date interest earned on the TexPool Funds was \$113,775.74.

On the Capital Fund, two outstanding CD's had an Ending Market Value of \$492,208.66 and Year-to-Date interest earned of \$38,643.31. These interest generating funds are from bond fund investments.

On the Debt Service Fund, for the quarter, the Ending Market Value was \$3,060,513.66 and the Year-to-Date interest earned was \$88,837.67.

Upon a motion duly made by Director Riddle and seconded by Director Burleson, the Board accepted the General Fund, Capital Fund, and Debt Service Fund Investment Reports for quarter ending June 30, 2025 unanimously.

**10. Acceptance of Adjusted Financial Reports for May & June 2025.**

Financial Officer Joe Salazar presented the Adjusted Financial Reports for the May and June 2025.

As there were no corrections and additions to the reports, upon a motion duly made by Director Burleson and seconded by Director Riddle, the Board unanimously accepted the Adjusted Financial Reports for May and June 2025.

**11. Approval of invoices for July 2025.**

Upon a motion duly made by Secretary Aissa I. Garza and seconded by Director Riddle, the Board unanimously approved all invoices for the month of July 2025 as presented.

**12. Adjournment.**

As there was no further business to discuss, upon a motion made by Vice Chair Chapa and seconded by Secretary Aissa I. Garza, the Board unanimously voted to adjourn the meeting at 5:29 PM.

By: \_\_\_\_\_

Attest: \_\_\_\_\_

Printed Name:  Martin Garza

Printed Name:  Aissa I. Garza

Title:  Chairman

Title:  Secretary

Date: \_\_\_\_\_

Date: \_\_\_\_\_



**NOTICE OF MEETING  
MISSION EDUCATION DEVELOPMENT COUNCIL, INC.  
JULY 16, 2025**

The Board of Directors of the Mission Education Development Council, Inc., held a meeting on Wednesday, July 16, 2025, at 4:00 PM, at The Center for Education and Economic Development, 801 N. Bryan Road, Mission, Texas, 78572, to discuss the following agenda:

1. Call to order and establish quorum..
2. Citizens' Participation.
3. Approval of Minutes – April 16, 2025.
4. Discussion and possible action regarding the acceptance of Unadjusted Financial Report ended June 30, 2025.
5. Discussion and possible action related to Resolution No. 2025-01, Resolution of the Board of Directors of Mission Education Development Council, Inc., designating a depository bank, and authorizing the performance of all banking functions relating to the opening and maintaining of bank accounts for the Mission Education Development Council, Inc., and the designation of signatories on such accounts.
6. Adjournment.

Minutes are as follows:

**Members Present:**

Richard Hernandez, Chair  
Deborah L. Cordova, Vice Chair  
Estella Saenz, Secretary  
Jose G. Vargas  
Carl Davis  
Mayor Norie Gonzalez Garza

**Absent:**

Julian Alvarez, Treasurer

**Also Present:**

Greg Kerr, JGKL LLP  
Mark Hanna, Hanna Solutions, Commercial  
Real Estate

**Staff Present:**

Belen Guerrero, Exec. Director  
Tecló J. Garcia, CEO  
Judy Vega, Executive Assistant  
Joe Salazar, Financial Officer  
Stephanie Mendiola, Director of Business  
Development  
Brianna Casares, Marketing Manager  
Manuel Rodriguez, Receptionist/Marketing  
Asst.

**1. Call to order and Establish Quorum.**

Chair Richard Hernandez called the meeting to order at 5:40 PM.

**2. Citizens' Participation: None.**

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**3. Approval of Minutes: April 16, 2025**

Vice Chair Deborah Cordova moved for approval of the meeting minutes of April 16, 2025, as presented. Motion was seconded by Estella Saenz and approved 6-0.

**4. Discussion and possible action regarding the acceptance of Unadjusted Financial Report ended June 30, 2025.**

Financial Officer Joe Salazar presented and recommended acceptance of the financial report ending June 30, 2025.

Mr. Salazar began his report by saying that Total Assets, Liabilities and Equity were \$157,373.91. Total Revenues and Income were reported at \$125.18. Total Expenditures were \$16,000.00, resulting in a Net Income decrease of \$15,874.82.

Carl Davis moved to accept the Unadjusted Financial Report ended June 30, 2025. Motion was seconded by Vice Chair Deborah Cordova and approved 6-0.

**5. Discussion and possible action related to Resolution No. 2025-01, Resolution of the Board of Directors of Mission Education Development Council, Inc., designating a depository bank, and authorizing the performance of all banking functions relating to the opening and maintaining of bank accounts for the Mission Education Development Council, Inc., and the designation of signatories on such accounts.**

Mayor Norie Gonzalez Garza moved for the approval of Resolution No. 2025-01. Motion was seconded by Jose G. Vargas and approved 6-0.

Chairman Richard Hernandez transferred his duties to Vice Chair Deborah L. Cordova for meeting adjournment.

**6. Adjournment**

Vice Chair Deborah L. Cordova moved to adjourn the meeting. Motion as seconded by Secretary Estella Saenz and approved 6-0. The meeting was adjourned at 5:45 PM.

**MINUTES OF THE MISSION EDUCATION DEVELOPMENT COUNCIL, INC. BOARD OF DIRECTORS HELD ON JULY 16, 2025 WERE APPROVED ON THIS THE 21<sup>ST</sup> DAY OF AUGUST, 2025.**

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Estella Saenz, Secretary

**ZONING BOARD OF ADJUSTMENTS  
MAY 28, 2025  
CITY HALL'S COUNCIL CHAMBERS**

**ZBA PRESENT**

Alberto Salazar  
Humberto Garza  
Heraclio Flores  
William Ueckert Jr.

**ZBA ABSENT**

Dolly Elizondo

**STAFF PRESENT**

Susie De Luna  
Jessica Munoz  
Elisa Zurita  
Alex Hernandez

**GUESTS PRESENT**

Yuliana Salinas  
Raymundo Moreno  
Daniel Garza

**CALL TO ORDER**

Chairman Flores called the meeting to order at 4:34p.m.

**CITIZENS PARTICIPATION**

Chairman Flores asked if there was anyone in the audience that had anything to present or express that was not on the agenda.

There was none.

**APPROVAL OF MINUTES FOR MAY 28, 2025**

Chairman Flores asked if there were any corrections to the minutes. Mr. Salazar moved to approve the minutes as presented. Mr. Garza seconded the motion. Upon a vote, the motion passed unanimously.

**ITEM # 2**

**TO ALLOW A 6 FOOT 11 INCHES REAR SETBACK INSTEAD OF THE REQUIRED 15 FEET AT 1713 SEBASTIAN DRIVE, BEING LOT 30, THE LEGEND AT CIMARRON SUBDIVISION AS REQUESTED BY RAYMUNDO MORENO**

Mr. Cervantes stated that the subject site is located at the beginning of the cul-de-sac of Princeton and Sebastian Drive. The applicant constructed a roof patio structure without obtaining the proper building permits.

City officials from the Code Enforcement Division noticed the roof patio structure in the backyard and gave the property owner a notice of violation for the construction of the structure without a building permit.

Staff recommends disapproval of the variance request as: 1) The request does not meet the standards for the issuance of a variance as described in the City of Mission Code of Ordinances; 2) The structure was built without a permit, and 3) This is a self-imposed hardship.

However, if ZBA is inclined to approve this variance request then the applicant would need to comply with the following: 1) Sign a hold harmless agreement stating that the structure will remain perpetually "open and to its footprint" and if the structure is ever removed, the prevailing setbacks shall be complied with thereafter, with an acknowledgment of the utility easement, 2) obtaining a building permit, and 3) paying a double permit fee.

Chairman Flores asked if there was anyone in favor or against the variance request.

There was none.

Chairman Flores asked if the applicant was present.

Mr. Raymundo Moreno was present during the meeting. He stated that he understood the conditions if the board would approve his variance.

Chairman Flores entertained a motion to close the public hearing. Mr. Garza moved to close the public hearing. Mr. Salazar seconded the motion. Upon a vote, the motion passed unanimously.

Mr. Salazar asked if staff knew what utilities ran through the back of the property.

Mr. Cervantes replied it could be power or cable.

Chairman Flores asked if staff knew what was in back of the property.

Mr. Cervantes replied that it was a vacant lot.

Mr. Garza asked if Mr. Moreno submitted an 811 report.

Mr. Cervantes replied no. He mentioned that if a utility company needed to go into the property to do repairs, and would damage the structure they wouldn't be responsible to fix it.

There being no further discussion. Chairman Flores entertained a motion. Mr. Garza moved to approve the variance request as per staff's recommendation. Mr. Ueckert seconded the motion. Upon a vote, the motion passed unanimously.

### **ITEM # 3**

#### **TO KEEP A 9-FOOT-8-INCH FRONT SETBACK INSTEAD OF THE REQUIRED 10-FOOT FRONT SETBACK AND A 13-FOOT-2-INCH GARAGE SETBACK INSTEAD OF THE REQUIRED 18 FEET. SETBACK, AT 2703 HARMONY LANE, BEING LOT 30, GARDEN PATH SUBDIVISION, AS REQUESTED SKUADRA CONSTRUCTION**

Mr. Cervantes stated that the site is located at the Southwest corner of Harmony Lane and E. Solar Drive along the west side of Harmony Lane. The applicant is requesting a variance to keep the 9 feet 8 inches front setback instead of the required 10 feet front setback and the 13 feet 2 inches garage setback instead of the required 18 feet.

Mr. Cervantes mentioned that there was an error when setting the foundation of the townhome. He added that the second error was the garage and the mistake was made when the building permit was processed. He mentioned that the setback for a garage was 18 feet from the property line, and the site plan reflected 18 feet but not the floor plan. He stated that there is a new state law, HB1475, that allows variances to be granted if: the financial cost of compliance is greater than 50 percent of the appraised value of the structure as shown on the most recent appraisal roll certified to the assessors for the municipality under Section 26.01, Tax Code.

Staff recommends denial, but the board can consider HB 1475 in approving the variance request.

Chairman Flores asked if the board had any questions for staff.

There was none.

Chairman Flores asked if the variance would set precedence for the other homes in the subdivision.

Mr. Cervantes replied no.

Chairman Flores asked if the applicant was present.

The applicant was not present.

Mr. Salazar asked if the applicant was the builder.

Mr. Cervantes replied yes. He added that in Harlingen where he comes from, a pre-pour survey for new construction permits was required to avoid mistakes before the pouring of the foundation.

Mr. Salazar asked if the city of mission required a pre-pour survey?

Mr. Cervantes replied that it was required when the lot was an irregular shaped lot but not a regular shaped lot.

There being no further discussion. Chairman Flores entertained a motion to close the public hearing. Mr. Garza moved to close the public hearing. Mr. Salazar seconded the motion. Upon a vote, the motion passed unanimously.

There being no further discussion. Chairman Flores entertained a motion. Mr. Garza moved to approve the variance request under house bill 1475. Mr. Ueckert seconded the motion. Upon a vote, the motion passed unanimously.

Chairman Flores entertained a motion to remove item #4 from the table. Mr. Garza moved to un-table item #4. Mr. Salazar seconded the motion. Upon a vote, the motion passed unanimously.

#### **TABLED**

#### **ITEM # 4**

#### **TO ALLOW A 6 FOOT REAR SETBACK INSTEAD OF THE REQUIRED 25 FEET REAR SETBACK FOR A SWIMMING POOL AT 2416 E. 20TH STREET, BEING LOT 58, SHARY VILLAS SUBDIVISION, AS REQUESTED BY YULIANA SALINAS**

Mr. Cervantes stated that the site is located along the South side of E. 20th Street approximately 600 feet East of N. Shary Road (F.M. 494). The applicant is requesting a variance to construct a swimming pool in the rear of the property. He added that unfortunately there was no room for a swimming pool because the property had a 10-foot irrigation easement and a 15-foot utility easement.

Vice Chairman Flores asked if the applicant was present.

Mr. Hector Pena was present. He mentioned that he wanted to build a swimming pool in the back of my property. He added that it was not a fire hazard and the subdivision did not have an HOA. He stated that other properties within the same subdivision had been granted variances but for structures.

Mr. Salazar asked if he was building the standard 6 feet deep swimming pool.

Mr. Pena replied that it was not going to be that deep that he had small kids.

Chairman Flores asked if a site plan of the proposed pool was submitted to staff?

Mr. Cervantes replied that a site plan was submitted to staff, but was wrong.

Mr. Garza asked Mr. Pena if he contacted the irrigation company, to ask if it was ok for them to build a pool over the easement.

Mr. Pena replied that the contractor was in charge of that, but was not able to be present.

Mr. Garza asked who was the contractor?

Mr. Pena replied Elegante Pools. He added that what needed to be revised on the site plan, so the variance could be approved.

Mr. Cervantes replied that the property had a 10-foot irrigation easement and a 15-foot utility easement. He stated that the back yard was all easement.

Mr. Garza stated that he had no problem approving a utility easement, but to approve an irrigation district easement was tough. He added that if the applicant would provide a letter from the irrigation district then maybe he would consider it.

There being no further discussion Chairman Flores entertained a motion to close the public hearing. Mr. Garza moved to close the public hearing. Mr. Salazar seconded the motion. Upon a vote, the motion passed unanimously.

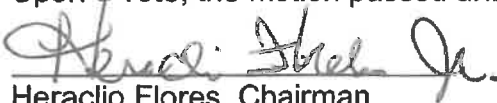
Chairman Flores entertained a motion. Mr. Garza moved to table the variance request. Mr. Salazar seconded the motion. Upon a vote, the motion passed unanimously.

## **OTHER BUSINESS**

There was none.

## **ADJOURNMENT**

There being no further business, Mr. Salazar moved to adjourn. Mr. Ueckert seconded the motion. Upon a vote, the motion passed unanimously at 5:10 p.m.



Heraclio Flores, Chairman  
Zoning Board of Adjustments

**SPECIAL ZONING BOARD OF ADJUSTMENTS  
MAY 8, 2025  
CITY HALL'S COUNCIL CHAMBERS**

**ZBA PRESENT**

Alberto Salazar  
Humberto Garza  
Dolly Elizondo  
William Ueckert Jr.

**ZBA ABSENT**

Heraclio Flores

**STAFF PRESENT**

Susie De Luna  
Jessica Munoz  
Patricio Martinez  
Gabriel Ramirez

**GUESTS PRESENT**

Mark & Deedre Payne  
Melissa Miller  
Blanca Morin  
Victor Trevino  
Carlos Lerma

**CALL TO ORDER**

Vice Chairwoman Dolly Elizondo called the meeting to order at 4:30p.m.

**CITIZENS PARTICIPATION**

Vice Chairwoman Elizondo asked if there was anyone in the audience that had anything to present or express that was not on the agenda.

There was none.

**APPROVAL OF MINUTES FOR MARCH 13, 2025**

Vice Chairwoman Elizondo asked if there were any corrections to the minutes. Mr. Salazar moved to approve the minutes as presented. Mr. Ueckert seconded the motion. Upon a vote, the motion passed unanimously.

**ITEM # 2**

**TO ALLOW TO ALLOW A 6 FOOT REAR SETBACK INSTEAD OF THE REQUIRED 10 FEET UTILITY PLUS A 15 FEET IRRIGATION EASEMENT FOR A TOTAL OF 25 FEET REAR SETBACK FOR A SWIMMING POOL AT 2416 E. 20TH STREET, 58, SHARY VILLAS SUBDIVISION AS REQUESTED BY YULIANA SALINAS**

Ms. De Luna stated that the subject site is located along the South side of E. 20th Street approximately 600 feet East of N. Shary Road (F.M. 494). The applicant is requesting a variance to construct a swimming pool in the rear of the property. Shary Villas Subdivision was recorded on October 30, 2003. The subject property fronts E. 20th Street with a width of 72 feet and a length of 128 feet on one side and 112 feet on the other side.

The Planning Staff has not received any objections to the request from surrounding property owners. Staff mailed out (16) legal notices to surrounding property owners. The applicant would like for the Board to consider the above-mentioned variance for construction of the swimming pool.

On July 19, 2023 at 2408 E. 20th Street the applicant requested a variance to keep a 1.8 feet side setback instead the required 6 feet and a 7.11 feet rear setback instead the required 15 feet for a 18feet by 30 feet open patio. The Zoning Board of Adjustments voted to approve the variance request subject to obtaining a building permit.

Staff recommends denial of the request subject to compliance with the following conditions: Must comply with the required easement and setbacks.

Vice Chairwoman Elizondo asked if the board had any questions for staff.

Mr. Garza asked if the site plan showed the pool on the easement?

Ms. De Luna replied that there was a 10-foot irrigation easement and a 15' feet utility easement. She mentioned that there was a site plan in their packet.

Mr. Garza asked if the irrigation district was ok with the variance request.

Ms. De Luna replied that staff had not receive anything from the irrigation district.

Mr. Garza asked if the applicant was present.

Mr. Victor Trevino with Elegante pools was present, he mentioned that he was trying to build the pool 7 or 8 feet from the utility easement.

Mr. Salazar asked if he had requested an 811-dig test.

Mr. Victor Trevino replied yes, and all the utilities run in the back.

Mr. Garza stated that he was not concerned about the utility easement. He mentioned that it was very hard for an irrigation company to give you consent to allow you to build over an easement.

Mr. Victor Trevino replied that they were not building the cement panel in the back of the easement. He mentioned that the water would be within the setback.

Ms. Elizondo stated that the revised site plan didn't show that. She mentioned that the site plan was wrong, that it showed the utility and irrigation easement in the front of the property.

Mr. Garza mentioned for Mr. Trevino to speak to the irrigation district, and ask if they allow him to build over the easement.

There being no further discussion. Vice Chairwoman Dolly Elizondo entertained a motion. Mr. Garza moved to table the variance request. Mr. Ueckert seconded the motion. Upon a vote, the motion passed unanimously.

### **ITEM # 3**

**TO ALLOW A TOTAL OF 4,982.00 SQUARE FEET, INSTEAD OF THE MAXIMUM 2,125.60 SQUARE FEET WHICH EQUALS TO 40 PERCENT ALLOWED FOR ACCESSORY STRUCTURES, AT 3009 N. GLASSCOCK ROAD, BEING A .87 ACRE TRACT OF LAND OUT OF THE NORTH 600 FEET OF THE SOUTH 1,016.00 FEET AND A .97 ACRE TRACT OF LAND OUT OF THE NORTH 600 FEET OF THE SOUTH 1,016.00 FEET OF THE EAST 330 FEET BOTH OUT OF LOT 282, JOHN H. SHARY SUBDIVISION, AS REQUESTED BY MARK M. & DEEDRE PAYNE**

Ms. De Luna stated that the site is located at the Southwest corner of N. Glasscock Road and Payton Drive. The applicant is requesting a variance to construct a gym, cabana, covered porch, and



greenhouse for a total of 4,982.00 square feet instead of the maximum 40 percent being 2,125.60 square feet. There is currently an existing 5,314 square foot single-family residence on the property. The applicant is proposing to build a gym, cabana, covered porch and a greenhouse.

The Planning Staff has not received any objections to the request from surrounding property owners. Staff mailed out (25) legal notices to surrounding property owners. The applicant would like the Board to consider the above-mentioned variance for construction of the accessory structures.

Staff recommends denial of the request subject to compliance with the following conditions:  
Must comply with required maximum 40 percent being 2,125.60 square feet.

Vice Chairwoman Elizondo asked if the board had any questions for staff.

Mr. Garza asked what was the proposed side setback?

Mr. Mark M. Payne & Deedre Payne were present, he mentioned that they were proposing 6 feet on the side setbacks and 20 feet in the rear setback.

Ms. De Luna stated that the only concern was the maximum square footage allowed.

Mr. Garza asked what was the total acreage of the property.

Mr. Mark M. Payne & Deedre Payne replied 1.84 acres.

Mr. Salazar asked when the city commission first thought about limiting the total square footage of accessory structures. Was there something that caused them to reduce size?

Ms. De Luna replied that the purpose was for accessory structures not to be larger than their home.

Mr. Garza mentioned that he could see the issue on a half-acre lot or less, like your regular 50'x100' lots. But acreage smiler to what was being presented was not a a problem.

Vice Chairwoman Elizondo asked if there was anyone in favor or against this request.

There were none.

Vice Chairwoman Elizondo entertained a motion to close the public hearing. Mr. Garza moved to close the public hearing. Mr. Salazar seconded the motion. Upon a vote, the motion passed unanimously.

There being no further discussion. Vice Chairwoman Elizondo entertained a motion. Mr. Garza moved to approve the variance request. Mr. Salazar seconded the motion. Upon a vote, the motion passed unanimously.

#### **ITEM # 4**

**TO ALLOW AN ACCESSORY STRUCTURE (CARPORT) TO ENCROACH EIGHT (8) FEET INTO THE REQUIRED EIGHTEEN (18) FOOT FRONT YARD SETBACK FOR CARPORTS IN A R-1 (SINGLE FAMILY RESIDENTIAL DISTRICT) AT 614 RAMIREZ LANE, BEING LOT 7, MAYBERRY GARDENS SUBDIVISION, AS REQUESTED BY JEFFERY MILLER**

Ms. De Luna stated that the site is located along the south side of Ramirez Lane approximately 386' west of Mayberry Road. The applicant is requesting a variance to allow an accessory structure (carport) to encroach eight (8) feet into the required eighteen (18) foot front yard setback for carports to allow for protection of his vehicles during inclement weather. There is currently an existing 2,060 square foot single-family residence on the property. The applicant constructed a 20'x20' carport without obtaining the proper building permit. The applicant shared that he asked the builder several times if a permit was required for the proposed carport and was told all the times that no permit was required. The applicant is a 100% disabled veteran and federal officer and didn't mean to break any rules. He was just not aware that a permit was needed until he was told by a Code Enforcement Officer.

Staff notes that ZBA has considered and approved the following variance within this subdivision: 10' front yard setback for Lot 19 on 3/16/11.

Staff has not received any calls regarding the variance request. Staff mailed out 24 notices to the surrounding property owners.

Staff recommends disapproval of the variance request as: 1.) The request does not meet the standards for the issuance of a variance as described in the City of Mission Code of Ordinances; 2) The carport was built without a permit, and 3.) This is a self-imposed hardship.

Vice Chairwoman Elizondo asked if the board had any questions for staff.

Vice Chairwoman Elizondo asked if the applicant was considered for the Accommodation Review Board.

Ms. De Luna replied that she did ask the applicant, and the applicant didn't think he would qualify.

Mrs. Melissa Miller who resides at 614 Ramirez, mentioned that they were unaware of anything that was happening. She added that her husband could not attend, since he was in a training in Georgia.

Mr. Ueckert asked if there were similar carports in the area/subdivision.

Mrs. Melissa Miller replied yes.

Mr. Salazar asked when was the carport built?

Mrs. Melissa Miller replied in April.

Ms. De Luna mentioned that a 10' front setback was granted for Lot 19, Mayberry Gardens Subdivision which is the same subdivision as the one being presented.

Mr. Salazar asked Mrs. Miller, how much did the carport cost?

Mrs. Melissa Miller replied \$2,300.

Vice Chairwoman Elizondo asked if there was anyone in favor or against the variance request.

Vice Chairwoman Elizondo entertained a motion to close the public hearing. Mr. Garza moved to close the public hearing. Mr. Ueckert seconded the motion. Upon a vote, the motion passed unanimously.

Vice Chairwoman Elizondo entertained a motion. Mr. Garza moved to approve the variance request subject to: signing a hold harmless agreement; and for the carport to remain perpetually open to its foot print. Mr. Salazar seconded the motion. Upon a vote, the motion passed unanimously.

**ITEM # 5**

**TO ALLOW A TOTAL OF 4,428 SQUARE FEET INSTEAD OF THE MAXIMUM 2,802 SQUARE FEET, WHICH EQUALS 40 PERCENT ALLOWED FOR AN ACCESSORY STRUCTURE FOR AN ENCLOSED STORAGE/GARAGE BUILDING AT 1907 ROYAL PALM DRIVE, BEING LOT 33B, SOUTHWIND ESTATES UNIT II SUBDIVISION, AS REQUESTED BY CARLOS LERMA**

Ms. De Luna stated that the site is located at the Northwest corner of Terrace Drive and Royal Palm Drive. The applicant is requesting a variance to construct a Garage/Storage Building for a total of 4,428.00 square feet instead of the maximum allowed of 2,802 square feet. There is currently an existing 7,005-square-foot single-family residence on the property. The applicant is proposing to build a garage and a storage building.

The Planning Staff has not received any objections to the request from the surrounding property owners. Staff mailed out (30) legal notices to surrounding property owners. The applicant would like the Board to consider the above-mentioned variance to allow the construction of the accessory structure.

Staff recommends denial of the request, subject to compliance with the following conditions:  
Must comply with the required maximum of 40 percent, 2,125.60 square feet.

Vice Chairwoman Elizondo asked if the board had any questions for staff.

There were none.

Mr. Carlos Lerma who resides at 1907 Royal Palm Drive was present, he mentioned that the structure he was proposing to built was already there but caught on fire in 2021. He added that the concrete pad was also there and was not adding anything different.

Mr. Ueckert asked that if the structure being proposed was meeting the required setbacks.

Ms. De Luna replied that the variance being requested was for the square footage.

Mr. Ueckert asked if it was for personal use?

Mr. Carlos Lerma replied that it was only for him and his family.

Vice Chairwoman Elizondo asked if there was anyone in favor or against the variance request.

There were none.

Vice Chairwoman Elizondo entertained a motion to close the public hearing. Mr. Salazar moved to close the public hearing. Mr. Garza seconded the motion. Upon a vote, the motion passed unanimously.

There being no further discussion. Vice Chairwoman Dolly Elizondo entertained a motion. Mr. Salazar moved to approve the variance request. Mr. Garza seconded the motion. Upon a vote, the motion passed unanimously.

#### **ITEM # 6**

#### **TO ALLOW A TOTAL A 6' REAR SETBACK INSTEAD OF THE REQUIRED 10' FOR A 26' BY 28' DETACHED REAR PATIO STRUCTURE, AT 3106 HILLCREST DRIVE, BEING LOT 20, HILLCREST VALLEY SUBDIVISION, AS REQUESTED BY BLANCA MORIN**

Ms. De Luna stated that the site is located along the East side of Hillcrest Drive approximately 360 feet South of 2 Mile Road. The applicant is requesting a variance to keep an already-constructed detached roof patio structure. City officials from the Code Enforcement Division noticed the detached roof patio structure in the backyard and gave the property owner a notice of violation for the construction of the structure without a building permit. The eastern edge of the structure metal posts are located six (6) feet from the rear property line. There is no history of variances in this subdivision.

The Planning staff has not received any objections to the request from the surrounding property owners. Staff mailed out 16 legal notices to surrounding property owners.

Staff recommends denial. The structures need to be modified or removed to comply with the required setbacks within 60/90 days. However, if ZBA is inclined to approve this variance request then the applicant would need to comply with the following: 1) Sign a hold harmless agreement stating that the structure will remain perpetually "open and to its footprint" and if the structure is ever removed, the prevailing setbacks shall be complied with thereafter, with an acknowledgment of the utility easement 2) obtaining a building permit fee, and 3) accessing a double permit fee.

Vice Chairwoman Dolly Elizondo asked if the board had any questions for staff.

There were none.

Vice Chairwoman Elizondo asked if the applicant was present.

Mrs. Blanca Morin who resides at 3106 Hillcrest Drive was present, she mentioned that when she purchased the home she didn't need a permit since the home was passed two-mile line. She added that when the porch was built they didn't check how close it was to her fence. She stated that she uses the porch for family gatherings, and would like to keep her porch since she's still paying for it and doesn't have the money to remove it.

Mr. Salazar stated that if the variance would be approved, what could happen in the future was that the porch could be enclosed and the city would not be able to do anything if the variance was granted.

Mr. Garza asked if it was possible to relocate the poles within the easement?

Mrs. Blanca Morin replied that she thought about relocating the poles. However, if the poles were relocated it would take money, and didn't think it was possible because the roof was not flat.

Mr. Salazar asked what was behind her property.

Mrs. Blanca Morin replied that it was a canal.

Mr. Garza mentioned that it was not a canal, that it was a drainage ditch.

Mr. Ueckert asked that what utilities ran through the property?

Ms. De Luna replied that an 811 dig test had not been requested.

Vice Chairwoman Elizondo asked if what was shown in aerial was a concrete pad?

Mrs. Blanca Morin replied that the floor was built to eventually place a shed over it.

Mr. Garza asked if other variances had been approved in the subdivision.

Ms. De Luna replied that there was no history of any variances being approved in that subdivision.

Mr. Ueckert stated that it was an electrical easement.

Ms. De Luna mentioned that the plat showed it was a utility easement, but not exactly what type of utility it was.

Mrs. Blanca Morin stated that she was aware that there was a gas line in the back of her lot. She mentioned that the gas line ran right in the middle of her neighbor's property but not in hers.

Mr. Garza mentioned that his main concern was that the structure was two walls away from being enclosed.

Mrs. Blanca Morin stated that the porch was built detached from the home, because she was informed that the taxes are higher when the porch was attached to the home since it was part of it.

Mr. Garza mentioned that any structure with a roof would increase her taxes. He added that what was the purpose of the porch being framed.

Mrs. Blanca Morn replied that it was to be used like a mount for her tv and stuff. She added that they also installed some plumbing to built a restroom in the future.

Vice Chairwoman Elizondo stated that if the porch had plumbing and electrical it could be converted into a living space.

Mrs. Blanca Morin mentioned that the porch had no electricity.

Vice Chairwoman Elizondo stated if a tv was able to be connected, that meant there was electricity.

Mrs. Blanca Morin replied that an extension cord was being used for electricity.

Mr. Garza asked if Mrs. Elizondo was willing to remove the wall?

Mrs. Blanca Morin replied that she thinks she can. She mentioned that she had no issues with the porch until the wall was built. She added that the wall was built to protect the 2x4 from getting moldy.

Mr. Garza asked when was the porch built?

Mrs. Blanca Morin replied 3 years ago.

Mr. Garza asked that if there was any way to relocate the 3 poles to clear the 4-foot utility easement.

Mrs. Blanca Morin replied move the poles inside and remove the cement.

Mr. Garza stated no, the overhang could stay over the easement the poles are the ones that need to be relocated 4 feet.

Mrs. Blanca Morin agreed to move the poles to meet required setbacks.

Vice Chairwoman Elizondo asked if there was anyone in favor or against the variance request.

There were none.

Vice Chairwoman Elizondo entertained a motion to close the public hearing. Mr. Salazar moved to close the public hearing. Mr. Ueckert seconded the motion. Upon a vote, the motion passed unanimously.

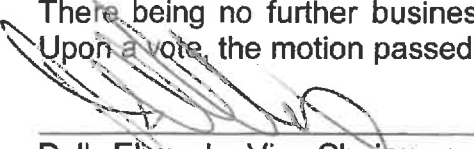
There being no further discussion Vice Chairwoman Elizondo entertained a motion. Mr. Garza moved to deny the variance request as presented. Mr. Salazar seconded the motion. Upon a vote, the motion passed unanimously.

**OTHER BUSINESS**

There was none.

**ADJOURNMENT**

There being no further business, Mr. Ueckert moved to adjourn. Mr. Garza seconded the motion. Upon a vote, the motion passed unanimously at 5:25 p.m.



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Dolly Elizondo, Vice Chairwoman  
Zoning Board of Adjustments

**ACCOMODATIONS REVIEW BOARD  
MAY 8, 2025  
CITY HALL'S COUNCIL CHAMBERS**

**ZBA PRESENT**

Alberto Salazar  
Dolly Elizondo  
Humberto Garza  
William Ueckert Jr.

**ZBA ABSENT**

Heraclio Flores

**STAFF PRESENT**

Susie De Luna  
Patricio Martinez  
Jessica Munoz  
Gabriel Ramirez

**GUESTS PRESENT**

Edgar Roberto Gomez  
Mr. & Mrs. Ruben Sanchez

**CALL TO ORDER**

Vice Chairwoman Dolly Elizondo called the meeting to order at 5:25 p.m.

**ITEM #3**

**TO CONSIDER A SPECIAL ACCOMMODATION REQUEST TO ALLOW ACCESSORY STRUCTURES (CARPORT) TO ENCROACH 20 FEET INTO THE REQUIRED TWENTY (20) FOOT FRONT YARD SETBACK AND A 1-FOOT SIDE YARD SETBACK INTO THE REQUIRED SIX (6) FOOT SIDE YARD SETBACK IN A R-1 (SINGLE-FAMILY RESIDENTIAL DISTRICT) AT 114 RESPLANDOR, LOT 6, BLOCK 8, TIERRA DORADA SECTION 2 SUBDIVISION AS REQUESTED BY ROBERTO GOMEZ**

Ms. De Luna stated that the applicant is requesting a special accommodation request to keep a 22'x20' carport. The applicant's illnesses include open heart surgery, dialysis, anxiety, and depression. The carport is very helpful because when he is done with his dialysis he goes outside to relax this helps with the anxiety and depression.

Staff notes that these structures were built without obtaining the proper permits. Our Code Enforcement Officers have an on-going case in Municipal Court regarding these structures Tierra Dorada Section 2 Subdivision was recorded on July 19, 1983. The subject property fronts Resplandor Street with a width of 60 feet and a length of 100 feet. The subject lot has an area of 6,000 square feet.

Staff recommends approval of the special accommodation request subject to: 1) Signing a hold harmless agreement stating that the structures will remain perpetually "open and to its footprint" and if ever removed, the prevailing setbacks shall be complied thereafter; 2) Obtain a building permit and assess a double permit fee; and 3) Submit structural engineer plans of the existing structures.

**RECOMMENDATION:** Approval.

Vice Chairwoman Dolly Elizondo asked if the board had any questions for staff.

There was none.

Vice Chairwoman Dolly Elizondo asked if staff had all the documentation to confirm the medical need?

Ms. Susana De Luna replied that there was only certain information that can be asked from the applicant. She added that a letter was provided from the doctor.

Vice Chairwoman Dolly Elizondo asked if the applicant was present.

Mr. Roberto Gomez Ruiz who resides at 114 Resplendor, mentioned that he built the carport in 2021 before he got sick. He stated that he was not aware at the time that the carport was built, that a permit was needed. He added that he uses the carport to sit outside when he is depressed or has anxiety.

Vice Chairwoman Dolly Elizondo entertained a motion to close the public hearing. Mr. William Ueckert moved to close the public hearing. Mr. Alberto Salazar seconded the motion. Upon a vote, the motion passed unanimously.

There being no discussion. Vice Chairwoman Dolly Elizondo entertained a motion. Mr. Alberto Salazar moved to approve the special accommodations request as per staff recommendation. Mr. Humberto Garza seconded the motion. Upon a vote, the motion passed unanimously.

#### **ITEM #4**

**TO CONSIDER A SPECIAL ACCOMMODATION REQUEST TO ALLOW ACCESSORY STRUCTURES (CARPORT & STORAGE SHED) TO ENCROACH 2 FEET 8 INCHES INTO THE REQUIRED EIGHTEEN (18) FOOT FRONT YARD SETBACK AND TO ALLOW A 0 FOOT SIDE YARD SETBACK INTO THE REQUIRED SIX (6) FOOT SIDE YARD SETBACK IN A R-1 (SINGLE-FAMILY RESIDENTIAL DISTRICT), AT 2604 TRUMAN AVENUE, BEING 0.38 ACRES OF LAND, MORE OR LESS, OUT OF LOT 26-2, WEST ADDITION TO SHARYLAND SUBDIVISION OF PORCIONES 53 TO 57, AS REQUESTED BY RUBEN SANCHEZ**

Ms. De Luna stated that the applicant is requesting a special accommodation request to allow the following: 1) a 12'x23' carport to encroach 2 feet 8 inches (2'8") into the required eighteen (18) foot front yard setback and to allow a 0-foot side yard setback into the required six (6) foot side yard setback, and 2) an 8'x6' storage shed to encroach four (4) feet into the required 6' foot side yard setback. Due to the applicant's illnesses (open heart surgery & chronic kidney disease), he is required to always be under the shade to recover from suffering further trauma.

Staff notes that these structures were built without obtaining the proper building permits. Our Code Enforcement Officers have an on-going case in Municipal Court regarding these structures. West Addition to Sharyland was recorded on April 21, 1918. The subject property fronts Truman Avenue with a width of 117 feet and a length of 110 feet. The subject lot has an area of 14,810.4 square feet.

Staff recommends approval of the special accommodation request subject to: 1) Signing a hold harmless agreement stating that the structures will remain perpetually "open and to its footprint" and if ever removed, the prevailing setbacks shall be complied thereafter; 2) Obtain a building permit and assess a double permit fee; and 3) Submit structural engineer plans of the existing structures.

**RECOMMENDATION:** Approval.

Vice Chairwoman Dolly Elizondo asked if the board had any questions for staff.

Mr. Alberto Salazar asked if there were two single family dwellings on the property?



Ms. Susana De Luna replied that the appraisal district had two structures that indicated single family dwellings.

Vice Chairwoman Dolly Elizondo asked if the applicant was present.

Mr. & Mrs. Ruben Sanchez were present, she mentioned that they have resided at 2604 Truman Avenue since 1987. She stated that the street in front of her home which is Los Ebanos Road used to be a caliche street. She added that the carport could've been built in front of her property, but Los Ebanos Road had become a racing track. She mentioned that Mr. Sanchez had open heart surgery and uses the carport for shade when Mr. Sanchez gets tired from walking from one point of her yard to another, and to park her car so he can wait in the shade while she opens her house.

Mr. Alberto Salazar asked if property was purchased from them.

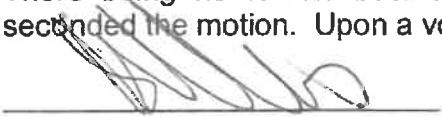
Mr. & Mrs. Ruben Sanchez replied that she had an understanding that 10 feet onto Los Ebanos Road belonged to them. She mentioned that when the subdivision around their home was being developed, the developers would knock on her door, to ask them to sell their property to them. She added that the developers would only give her enough money to go into another home. She stated that she would tell them this is our home we are not going anywhere.

Vice Chairwoman Dolly Elizondo entertained a motion to close the public hearing. Mr. Humberto Garza moved to close the public hearing. Mr. William Ueckert seconded the motion. Upon a vote, the motion passed unanimously.

There being no further discussion. Vice Chairwoman Dolly Elizondo entertained a motion. Mr. William Ueckert moved to approve the special accommodation request as per staff recommendation. Mr. Humberto Garza seconded the motion. Upon a vote, the motion passed unanimously.

## **5 ADJOURNMENT**

There being no further business, Mr. William Ueckert moved to adjourn. Mr. Humberto Garza seconded the motion. Upon a vote, the motion passed unanimously at 5:42 p.m.



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Dolly Elizondo, Vice Chairwoman  
Accommodations Review Board

**PLANNING AND ZONING COMMISSION  
AUGUST 6, 2025  
CITY HALL'S COUNCIL CHAMBERS @ 5:30 P.M.**

**P&Z PRESENT**

Diana Izaguirre  
Kevin Sanchez  
Irene Thompson  
Omar Guevara

**P&Z ABSENT**

Raquenel Austin  
Steven Alaniz  
Connie Garza

**STAFF PRESENT**

Xavier Cervantes  
Alex Hernandez  
Elisa Zurita  
Gabriel Ramirez  
Susie De Luna

**GUEST PRESENT**

Karen Prewitt  
Mitchell Lerma  
Lourdes Lerma  
Roberto Delgado  
Leonel Cantu  
Gerardo Benavides  
Elizabeth Lopez  
Henry Reyes  
Mei Pentecost  
Jason Anderson  
Julio Gutierrez  
Rado K. Nedkov

**CALL TO ORDER**

Chairwoman Izaguirre called the meeting to order at 5:30 p.m.

**DISCLOSURE OF CONFLICT OF INTEREST**

Chairwoman Izaguirre had a conflict of interest for Item 9.

**CITIZENS PARTICIPATION**

There was none.

**APPROVAL OF MINUTES FOR JULY 16, 2025**

Chairwoman Izaguirre asked if there were any corrections to the minutes for July 16, 2025. Ms. Thompson moved to approve the minutes as presented. Mr. Sanchez seconded the motion. Upon a vote, the motion passed unanimously.

**Started: 5:31 p.m.**

**Ended: 5:32 p.m.**

**Item #2**

**Rezoning:**

**Being 1.50 acres out of Lot 64,  
New Caledonia Unit No. 1 Subdivision,  
the site is located at the Southeast Corner  
of W. Mile 3 and La Homa Roads,  
AO-I to C-3  
CEI Engineering Associates, Inc. and  
Murphy Oil USA, Inc.**

Mr. Cervantes stated the applicant is requesting to rezone the subject property from Agricultural Open Interim District ("AO-I") to General Business District ("C-3") for the proposed development of a Murphy Convenience Store with a Gas Station. The tract of land measures 233.68 feet along W.

Mile 3 Road and 226.45 feet along La Homa Road. The surrounding zones are Agricultural Open Interim (A-OI) in all directions. The surrounding land uses are agricultural land to the north, south and east and the La Joya ISD East Academy and a Sharyland Water Supply Corporation Water Tower are both located to the west. The subject property is used as farmland. The Future Land Use Map shows the subject property as General Commercial. The requested zoning is in line with the future land use map designation for the property. Notices were mailed to 4 surrounding property owners. Planning staff has not received any phone calls from the surrounding property owners. Staff recommends approval to the rezoning request.

Chairwoman Izaguirre asked if there was any input in favor or against the request.

There was none.

Chairwoman Izaguirre entertained a motion to close the public hearing. Ms. Thompson moved to close the public hearing. Mr. Guevara seconded the motion. Upon a vote, the motion passed unanimously.

Chairwoman Izaguirre asked if the board had any questions.

There was none.

There being no discussion, Chairwoman Izaguirre entertained a motion. Mr. Guevara moved to approve the rezoning request. Ms. Thompson seconded the motion. Upon a vote, the motion passed unanimously.

**Started: 5:32 p.m.**

**Ended: 5:33 p.m.**

**Item #3**

**Conditional Use Permit:**

**To allow a convenience store and fuel station in a General Business District (C-3) – Murphy USA, Being 1.50 acres out of Lot 64, New Caledonia Unit No. 1 Subdivision, the site is located at the Southeast Corner of W. Mile 3 and La Homa Roads, C-3  
CEI Engineering Associates, Inc. and Murphy Oil USA, Inc.**

Mr. Cervantes stated the site is located at the Southeast corner of W. Mile 3 Road and La Homa Road. The site will include a 2,824 sq. foot building and 6 fuel pumps. Access to the proposed building would be via a 36-foot-wide driveway off La Homa Road and W. Mile 3 Road. Pursuant to Section 1.43 (3)(b) of the City of Mission Code of Ordinances, a gasoline service station or retail outlets where gasoline products are sold require the approval of a conditional use permit by the City Council. The proposed hours of operation are as follows: Monday – Sunday, 24Hours. The working staff will be 3 employees in different shifts. Parking: In reviewing the floor plan, there are 15 parking spaces. The Planning Staff has not received any objections to the request from the surrounding property owners. Staff mailed out (4) 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: 1) Staff recommends Approval

for Life of Use with the understanding that the permit can be revoked; 2) Must apply for a building and sign permit; 3) Must comply with all City Codes (Building, Fire, Health, etc.); 4) Must obtain a business license prior to occupancy; and 8) CUP is not transferable to others.

Chairwoman Izaguirre asked if there was any input in favor or against the request.

There was none.

Chairwoman Izaguirre entertained a motion to close the public hearing. Ms. Thompson moved to close the public hearing. Mr. Sanchez seconded the motion. Upon a vote, the motion passed unanimously.

Chairwoman Izaguirre asked if the board had any questions.

There was none.

There being no discussion, Chairwoman Izaguirre entertained a motion. Mr. Sanchez moved to approve the conditional use permit request. Mr. Guevara seconded the motion. Upon a vote, the motion passed unanimously.

**Started: 5:33 p.m.**

**Ended: 5:40 p.m.**

**Item #4**

**Conditional Use Permit  
Renewal:**

**To keep three (3) portable buildings in a  
(P) Public Zoning District,  
Being Lot 1, Nido De Aguila Subdivision  
915 W. Expressway 83  
P  
Excellence in Leadership Academy**

Mr. Cervantes stated the subject site is located at the southwest corner of S. Olmo Street and the south side of U.S. Expressway 83 Frontage Road. Per Code of Ordinance, portable buildings require the approval of a Conditional Use Permit by the City Council. The applicant is requesting to keep (3) 24' x 70' portable buildings for Excellence in Leadership Academy a public charter school. As a public charter school, the funding is solely determined by student enrollment and attendance. Like many other schools, they experienced a significant decline in enrollment during the COVID-19 pandemic, which affected both revenues and long-term capital planning. The school currently has 167 students and uses the buildings as classrooms. The portable buildings accommodate 2 classrooms each for a total of 6, which will allow for 20 students per classroom. Access to the facility is available from Expressway 83 and South Olmo Street. Student drop-off will be located along the east side of the building. The proposed days and hours of operation are Monday–Friday from 8:00 am to 5:00 pm on regular days and during the summer 8:00 am to 12:00 pm. Staff: 4 teachers. Parking: The educational component of the church will operate during the non-church hours and utilize the existing 239 parking spaces on-site. The last conditional use permit for this location was approved on July 22, 2024 for 1 year, at which time the applicant would need to apply for a permit to construct a permanent structure at this location. The applicant is currently leasing the facility from the Luz para las Naciones Church. They plan to acquire land and build a permanent campus however; the pandemic delayed this timeline due to funding reductions. They are not requesting a permanent exemption, only time and flexibility to rebuild responsibly. Removing the portable

buildings at this time would disrupt instruction and possibly require them to reduce enrollment as well. The Planning staff has not received any objections to the request from the surrounding property owners. Staff mailed out (44) 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 recommends approval of the request subject to compliance with the following conditions: 1) 1-year permit to continue to assess this conditional use permit; 2) Continued compliance with all City Codes (Building, Fire, Sign codes, etc.); 3) CUP is not transferable to others; 4) Hours of operation to be as follows: Monday – Friday from 8:00 am to 5:00 pm for Regular Days & 8:00 am to 12:00 pm during the summer.

Chairwoman Izaguirre asked if there was any input in favor or against the request.

Ms. Elizabeth Lopez resides at 13108 Verde Avenue in Edinburg, TX she is the interim superintendent of Excellence in Leadership Academy they are wanting the renewal of the conditional use permit for the portable buildings since this is the area they house the middle school students. She mentioned with the years with COVID and students decided to be homeschooled they have lost some of the enrollment but this year they are growing with student enrollment and she would like for the permit to be reconsidered and approved.

Mr. Harry Reyes Romero resides at 1820 East Harding Avenue Alton, Texas. He is currently the board president at Excellence in Leadership Academy. He stated as Ms. Lopez stated its essential for them to have the portable units. He mentioned they are in the process of expanding the school district as long as student enrollment allowed it. He stated they would be looking into considering purchasing some land and building a more permanent building. He stated he understood the city doesn't like portable buildings in the city but its essential for the school.

Chairwoman Izaguirre entertained a motion to close the public hearing. Mr. Guevara moved to close the public hearing. Ms. Thompson seconded the motion. Upon a vote, the motion passed unanimously.

Chairwoman Izaguirre asked the board if they had any other questions.

Ms. Thompson asked how many students they had enrolled last year compare to this year.

Ms. Lopez stated they have 172 students currently enrolled and last year they have students from pre-k to 5<sup>th</sup> grade and the middle school from 6<sup>th</sup> to 8<sup>th</sup> grade.

Ms. Thompson asked how many students did she have last year.

Ms. Lopez stated they had 183 students.

Ms. Thompson asked the students that enroll in pre-k do they stay till 8<sup>th</sup> grade.

Ms. Lopez stated yes, they usually do. She stated they had (20) 8<sup>th</sup> grade classes graduate last year. They typically keep the classes 20 student each.

Mr. Sanchez asked what is the long-term plan.

Ms. Lopez stated they are hoping to buy property to move middle school to the new campus. They are looking for property to build. She mentioned they had lost students and they had over 300

students and they did decrease in students but they are slowly increasing also they only get funding through attendance and membership.

Mr. Sanchez asked what is the probability of the school finding a property to buy and build and when would they dispose of the portable buildings.

Ms. Lopez stated she doesn't see them moving the middle schoolers in a year but they would be working very hard to make that accomplishment.

Mr. Sanchez asked if they would ask for an extension again next year since they have asked last year for the same extension.

Ms. Lopez stated Yes, they understand that they were going to be working with the board and with the founder who is a pastor of the church and see if more space can be found in the church building or if they would need to look elsewhere. She mentioned they are looking for a property to purchase.

Ms. Thompson asked how many portable buildings are there.

Ms. Lopez stated they are three portable buildings.

Ms. Thompson asked the conditional use permit is for the portable buildings.

Mr. Cervantes stated yes its for only the portable buildings not for the school.

There being no further discussion, Chairwoman Izaguirre entertained a motion. Ms. Thompson moved to approve the conditional use permit renewal request. Mr. Sanchez seconded the motion. Upon a vote, the motion passed unanimously.

**Started: 5:40 p.m.**

**Ended: 5:47 p.m.**

**Item #5**

**Conditional Use Permit  
Renewal:**

**The Sale & On-site consumption of Alcoholic  
beverages – Moon Restaurant Mixology in a  
Property Zoned General Business District (C-3),  
Being Lot 11, Block 3, Shary Gardens Subdivision  
1603 E. Griffin Parkway  
C-3  
American Restaurants, LLC  
c/o Lourdes Lerma**

Mr. Cervantes stated the subject site is located at 1603 E. Griffin Parkway 83 within the Shary Gardens Commercial Plaza. 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 August 2024 and has a bar component. According to the applicant, 70 percent of the total sales are food related, and 30 percent are alcoholic beverages related. The hours of operation are as follows: Monday thru Tuesday from 4:00 p.m. to 12 a.m., Wednesday thru Saturday from 4:00 p.m. to 2:00 a.m. and Sundays from 10:00 a.m. to 12:00 a.m. Staff: 18 employees in different shifts. Parking: There are a total of 170 seating spaces available, which require 57 parking spaces. It is noted that the parking is held in common and there are 119 parking spaces that are shared with the other businesses within the commercial plaza. The business is in compliance with Chapter 6, Section 6-4 of the code of ordinances which requires that no alcoholic beverages be sold within 300' of a church, public or private school, or public hospital. There

is a residential subdivision within 300 feet, however P&Z and City Council have waved this separation requirement in previous conditional use permits. The last conditional use permit use approved for this location was on August 26, 2024 for a period of one (1) year. The Planning staff has not received any objections to the request from the surrounding property owners. Staff mailed out (22) 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 to ensure that a use requested by a Conditional Use Permit is compatible and complementary to adjacent properties. Staff recommends approval with the conditions below: 1) Permit for two (2) years 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; 7) no noise shall be heard from the house to the south ; 8) Maximum occupancy to be 200 people at all times; and 9) Hours of operation: Monday thru Tuesday from 4:00 p.m. to 12 a.m., Wednesday thru Saturday from 4:00 p.m. to 2:00 a.m. and Sundays from 10:00 a.m. to 12:00 a.m.

Chairwoman Izaguirre asked if there were any phone calls in opposition.

Mr. Cervantes stated yes, they did receive one phone call in opposition.

Chairwoman Izaguirre asked if it was the neighbor in the rear.

Mr. Cervantes stated yes, her main concern was about the trash in the dumpsters. He mentioned they met at the site on Monday and was able to address her concern about the dumpsters. He stated after the meeting she expressed another concern about not having music in the business and the late hours of operation. He stated he told her they couldn't regulate no music inside the business.

Ms. Thompson asked regarding the music has there been noise complaints.

Mr. Cervantes stated they did consult with PD and there were no noise complaints in the past year.

Chairwoman Izaguirre asked if there was any input in favor or against the request.

There was none.

Chairwoman Izaguirre entertained a motion to close the public hearing. Ms. Thompson moved to close the public hearing. Mr. Guevara seconded the motion. Upon a vote, the motion passed unanimously.

Chairwoman Izaguirre asked the board if they had any other questions.

Mr. Sanchez asked what was Mr. Cervantes change to the recommendation.

Mr. Cervantes stated his change was for #7 No noise shall be heard from the property to the north.

The board agreed the Must comply with the noise ordinance was better than the No noise shall be heard from the property to the north.

There being no further discussion, Chairwoman Izaguirre entertained a motion. Mr. Guevara moved to approve the conditional use permit renewal request with Must comply with the noise ordinance. Mr. Sanchez seconded the motion. Upon a vote, the motion passed unanimously.

**Started: 5:47 p.m.**

**Ended: 5:48 p.m.**

**Item #6**

**Site Plan Approval:**

**Construction of a temperature controlled self-storage facility named JAFRI Self-Storage on a 2.51 acre tract of land, more or less, out of and forming a part of Lot 28-6, West Addition to Sharyland Subdivision  
C-3  
Syed Husain**

Mr. Ramirez stated the agenda item is for the construction of a privately-owned and operated temperature-controlled self-storage facility. The subdivision is being designed for C-3 (General Business District) construction allowing for this type of business. The site will be compliant to its zoning requirements including setbacks and allowable uses. Submittal of the Site Plan will ensure compliance with the zoning ordinance and to assist in the orderly development of the community. The property is between Dawson Lane and E. 30th Street on the West side of N. Conway Ave. This is an undeveloped site to be subdivided and include the extension and installation of utility services. This project will be a 2-story building measuring a grand total of 26,563 square feet. The first floor will measure 13,300 square feet housing 89 units and will include a porch and a carport; the second floor will measure 12,646 square feet which will consist of 93 units. This site will have frontage to N. Conway Avenue and a 24 feet access easement along the North side which is paved and equipped with curb and gutters. There will be 8 parking stalls allocated to this development. The storage units will be accessible by drive access lanes. Landscaping is to comply with the City's regulations and code ordinances and a lighting plan has been reviewed so that nearby residential properties will not be affected. There will be one enclosed dumpster located within the site to be screened with a solid buffer and opaque gates No more than two permanent signs shall be allowed on one lot, except those lots with double frontage, in which case a maximum of three permanent signs will be permitted with at least one sign on each frontage. Staff recommends approval of the Site Plan as submitted.

Chairwoman Izaguirre asked if the board had any questions.

There was none.

There being no discussion, Chairwoman Izaguirre entertained a motion. Ms. Thompson moved to approve the site plan approval. Mr. Sanchez seconded the motion. Upon a vote, the motion passed unanimously.

**Started: 5:48 p.m.**

**Ended: 5:49 p.m.**

**Item #7**

**Site Plan Approval:**

**Construction of a 72-unit multifamily living community on a 4-acre tract of land out of Lot 10-7, West Addition to Sharyland Subdivision, R-3  
MHA Conway Village**



**c/o Rioplex Engineering, LLC**

Mr. Ramirez stated Brownstone Affordable Housing has partnered with the Mission Housing Authority to develop MHA Conway Village, a Texas Department of Housing Community Affairs funded, serving low-income families in Mission. The subdivision is being designed for R-3 (Multifamily Residential District) type construction. The site will be compliant to its zoning requirements to include setbacks and restrictions. The property is located on the East side of S. Conway Boulevard, approximately 300 feet North of Military/Los Indios Parkway. The property is currently open with a proposed use of 1 multifamily lot. MHA Conway Village will consist of 72 apartments units organized into 3 wood framed, garden style buildings, each 3 stories in height. Also, included is a single-story, wood framed free standing leasing office/clubhouse, shade covered children's playground, and a dog park. The project is served via surface parking and a detention pond. The proposed units will range from 1-bedroom to 3-bedroom apartments: 24 – one bedroom units; 36 – two bedrooms units; and 12 – three bedrooms units. The subdivision has frontage to a 70-foot right-of-way (Pena St.) being part of the new development El Milagro Subdivision Phase I. This will be a public street complete with curb and gutters, drainage, and utilities. The minimum number of paved, striped off-street parking spaces required are 2 for each apartment for a grand total of 144 spaces. A landscaping plan is required to be submitted for review and compliance per subdivision ordinance Ch. 98 Subdivision – Landscaping regulations. Staff recommends approval of the Site Plan as submitted.

Chairwoman Izaguirre asked if the board had any questions.

There was none.

There being no discussion, Chairwoman Izaguirre entertained a motion. Ms. Thompson moved to approve the site plan approval. Mr. Guevara seconded the motion. Upon a vote, the motion passed unanimously.

**Started: 5:49 p.m.**

**Ended: 5:53 p.m.**

**Item #8**

**Plat Approval**

**Subject to conditions:**

**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,**

**R-1**

**Developer: LAC Enterprises**

**Engineer: Benavides Engineering**

Mr. Ramirez stated Meadow Way at Meadow Creek Subdivision consists of a fourteen single family residential lots and it is located within the Meadow Creek Country Club Subdivision Phase 1-B. This subdivision will 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 has 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. All the lots are more than 5,000 square feet in area. The required Capital Sewer Recovery Fees (\$200xlot), Park Fees (\$650xlot), Conveyance or Payment of Water Rights (\$3000xac.), and all other format findings will be complied with prior to the City Council

approval. All items on the subdivision checklist will be addressed prior to the recording of the plat. Staff recommends 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.

Mr. Cervantes stated Ms. Karen Prewitt is wanting to speak on the item.

Ms. Karen Prewitt resides at 2101 Mauve Drive in Mission. She stated this was approved for Single Family Residential zoning in April of last year and at that time it they did say that when it was presented as the subdivision that a plat note could be added for one story homes only. She mentioned she spoke with Mr. Cervantes before and he said that was not the case. She stated that would be her concern and if it is possible to add that plat note because when it was approved by the city council to go from agriculture to Single Family Residential that they did want to include that requirement.

Mr. Jerry Benavides resides at 520 Hunter Drive, Alamo, Texas. He stated he is the Engineer of record representing Leonel Cantu. He stated they are presenting this project. He mentioned they are meeting the 50 foot minimum width along with the 5,000 square foot lot sizes for Single Family Residential development. He stated he was listening to Ms. Karen's notes. He stated they presented this to the city and they haven't seen any comment or formal documentation stating any restrictions on the development of the property.

Mr. Cervantes stated when the rezoning was done last year that he believes there was some discussions about that, but he consulted with the city attorney and she stated that the city has no legal authority to require a plat note restricting the homes to one story.

Mr. Sanchez asked was it for one story houses.

Mr. Cervantes stated yes. He added that only the developer has that authority to impose a restriction like that and it would be in the deed restrictions. He mentioned it would be the only way, but it's up to the developer.

Chairwoman Izaguirre asked if the board had any questions.

There was none.

There being no further discussion, Chairwoman Izaguirre entertained a motion. Ms. Thompson moved to approve the subdivision. Mr. Sanchez seconded the motion. Upon a vote, the motion passed unanimously.

Chairwoman Izaguirre abstained for item #9.

**Started: 5:53 p.m.**

**Ended: 5:55 p.m.**

**Item #9**

**Plat Approval  
Subject to conditions**

**A lot without frontage to a public street for,  
Izagi Subdivision, a 2.5- acre tract of land,**

**& Consideration of a  
Variance:**

**more or less, being the West 726 feet of North  
10 acres of the South 20 acres of Lot 293,  
John H. Shary Subdivision  
AO-I  
Developer: Diana Izaguirre  
Engineer: Izaguirre Engineering Group, LLC**

Mr. Ramirez stated that the proposed subdivision is a 2 single family residential lot development located on the East side of N. Glasscock Road, approximately 500 feet North of E. Mile 2 Road. The land use for this subdivision is consistent with surrounding single-family residential lots. The site will have frontage to N. Glasscock Road and through a 30 feet private access driveway along the South property line. A Variance Request has been submitted to allow the development to proceed without Lot 2 having access to a public street as defined in the Code of Ordinances / Chapter 98-Subdivisions / Article I. Sec. 98-1 Definitions. Lot means an undivided tract or parcel of land having frontage on a public street and which is, or in the future may be, offered for sale, conveyance, transfer or improvement; which is designated as a distinct and separate tract, and which is identified by a tract or lot number or symbol in a duly-approved subdivision plat which as been property filed of record. Water and sewer services will be provided by the City. There is an existing fire hydrant accessible to this site and acknowledged by the Fire Marshall. The required Capital Sewer Recovery Fees (\$200xlot), Park Fees (\$650xlot), Conveyance or Payment of Water Rights (\$3000xac.), Street widening improvements or escrows, and all other format findings will be complied with prior to plat recording. Staff recommends approval of the Plat subject to conditions: Payment of Capital Sewer Recovery Fees, Payment of Park Fees, Conveyance or Payment of Water Rights, Glasscock street widening improvements or escrows, approval of the infrastructure from the different City departments as per the approved construction plans, and the granting of the Variance as requested.

Vice-Chairman Sanchez asked if the board had any questions.

Ms. Thompson asked where is the 30 foot.

Mr. Ramirez stated on the south side of the property.

Ms. Thompson asked do they have a map showing that.

Mr. Ramirez stated the survey shows it on the south side.

Ms. Thompson asked if the 30 foot easement is not over lot 1.

Mr. Ramirez stated No, It's separate and apart from just the bottom.

Ms. Thompson asked if there was an aerial.

Staff displayed an aerial for the board.

Ms. Thompson asked if the driveway is the road and providing access to the lot to the south to that house in the rear of the property.

Mr. Ramirez stated that is correct there's that large home back there that also uses the same driveway.

Staff displayed the approval letter for the board.

Ms. Thompson asked if the driveway is a private driveway.

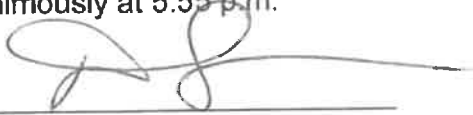
Mr. Ramirez stated yes, it is there has been an approval letter allowing the owner to access and use the driveway.

There being no further discussion, Vice-Chairman Sanchez entertained a motion. Ms. Thompson moved to approve the subdivision. Mr. Guevara seconded the motion. Upon a vote, the motion passed unanimously.

Vice-Chairman Sanchez stated he yielded the chair to Chairwoman Izaguirre.

**ITEM#10  
ADJOURNMENT**

There being no discussion, Chairwoman Izaguirre entertained a motion. Ms. Thompson moved to adjourn the meeting. Mr. Guevara seconded the motion. Upon a vote, the motion to adjourn passed unanimously at 5:55 p.m.



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Diana Izaguirre, Chairwoman  
Planning and Zoning Commission

**PLANNING AND ZONING COMMISSION  
AUGUST 20, 2025  
CITY HALL'S COUNCIL CHAMBERS @ 5:30 P.M.**

**P&Z PRESENT**

Diana Izaguirre  
Omar Guevara  
Steven Alaniz  
Irene Thompson  
Connie Garza  
Raquenel Austin

**P&Z ABSENT**

Kevin Sanchez

**STAFF PRESENT**

Xavier Cervantes  
Alex Hernandez  
Jessica Munoz  
Elisa Zurita  
Gabriel Ramirez  
Susie De Luna

**GUEST PRESENT**

Julio C. Alaniz  
Lino Leal  
Martha Avita  
Antonio Arellano  
Wendy Guzman  
Arminda Perez  
Chris Anderson  
Roberto Gonzalez  
David Deanda  
Nallely Cerda  
Ofie Soza  
Katherine Deanda

**CALL TO ORDER**

Chairwoman Izaguirre called the meeting to order at 5:30 p.m.

**DISCLOSURE OF CONFLICT OF INTEREST**

Ms. Garza abstained from Item 12.

**CITIZENS PARTICIPATION**

There was none.

**APPROVAL OF MINUTES FOR AUGUST 6, 2025**

Chairwoman Izaguirre asked if there were any corrections to the minutes for August 6, 2025. Ms. Thompson moved to approve the minutes as presented. Mr. Guevara seconded the motion. Upon a vote, the motion passed unanimously.

**Started: 5:32 p.m.**

**Ended: 5:40 p.m.**

**Item #2**

**Rezoning:**

**A 14.269 acres out of Lot 27-5,  
West Addition to Sharyland Subdivision,  
the site is located along the East side  
of Holland Avenue approximately 320 feet  
North of Monte Cruz Street  
R-1 to R-1T  
Mario Reyna  
c/o Triton Group Ventures, LLC**

Mr. Cervantes stated the applicant is requesting to rezone the subject property from Single-family Residential District ("R-1") to Townhouse Residential District ("R-1T") to develop a townhouse

residential development. The irregular-shaped tract of land has 14.269 acres in area and measures 274.53 feet along N. Holland Avenue and has a depth of 1,260 feet. The surrounding zones are Agricultural Open Interim (A-OI) to the South and East, Agricultural Open Interim (A-OI) and Mobile & Modular Home (R-4) to the West, and Single-family Residential (R-1) to the North. The surrounding land uses include single-family homes to the North and West, a mobile home subdivision to the West and East, a drain ditch and the IDEA Mission North school to the South. The subject property is vacant. The Future Land Use Map shows the property designated for low density residential uses, but staff believes the property is in transition to medium-density residential land uses. Notices were mailed to 40 surrounding property owners. Planning staff received no phone calls from the surrounding property owners. Staff recommends approval to the rezoning request.

Chairwoman Izaguirre asked if there was any input in favor or against the request.

There was none.

Chairwoman Izaguirre entertained a motion to close the public hearing. Ms. Thompson moved to close the public hearing. Mr. Guevara seconded the motion. Upon a vote, the motion passed unanimously.

Chairwoman Izaguirre asked if the board had any questions.

Ms. Garza stated her main concern is traffic. She has traveled through that area, and she is familiar with that area. She asked if there was another outlet for the subdivision as far as getting in or out other than Trospen.

Mr. Cervantes stated No. He added that when the subdivision starts to be developed, they would be required to connect to Peace Avenue unless the subdivision is proposed as a gated subdivision.

Ms. Garza asked if there is an outlet through Peace that will take you out of the subdivision?

Mr. Cervantes stated Yes, if the subdivision that is coming are proposing public streets, people will be able to exit to the north on Peace and then get to Holland through the subdivision to the north.

Ms. Garza stated that traffic is going to flow into Holland.

Mr. Cervantes stated Yes, that is correct.

Ms. Garza stated whether they go north on Peace or whether they get out on Holland Road. They all end up on Holland road.

Mr. Cervantes stated Yes, the developer will be required to provide additional asphalt or escrows along Holland, just the portion of the frontage there, but with the growth comes additional traffic. He stated the city may widen Holland in the future. He mentioned that when the area completely develops, sometimes the city has projects to improve the street and turn the two lanes into four lanes

Ms. Austin asked how many units do you think would go in the subdivision.

Mr. Cervantes stated It depends on the width of the lots. They could be 25 feet wide, but sometimes they also go 35 to 40 feet. So it just depends on what the developer is going to do. He mentioned the subdivision will come before you later on for your approval.

Chairwoman Izaguirre asked if to the North it's R1.

Mr. Cervantes stated that it is correct, everything is R1. He said there is a mobile home district to the west and then to the east, and single-family to the North.

Chairwoman Izaguirre stated that Peace Avenue, which would connect to this one, would be designated as (R1) single-family residential. There is also a canal between the east and west, and a street runs west. She asked why we would do R1-T and not R-1 to be consistent with the street piece, and that's going to continue going down since it's going to be all residential homes. She asked if that is what our map shows (R1).

Mr. Cervantes stated yes, in the comprehensive plan, it shows the area designated for low density residential but staff feels that the area is in transition. So, staff finds it acceptable to allow the R1T, which is kind of like medium density residential.

Chairwoman Izaguirre stated it would be smaller than even those mobile home subdivisions because R1-T are 25 feet wide.

Mr. Cervantes stated potentially, yes.

Chairwoman Izaguirre stated she thinks she is more inclined to (R-1).

Ms. Garza stated she feels the same way; she is more inclined to an (R-1)

Chairwoman Izaguirre stated that because it's not transitioning into something like these mobile home subdivisions actually have more width than what an R1T would have more width than length.

Ms. Thompson asked the site area is how many acres?

Mr. Guevara stated it is 14.26 acres.

Ms. Garza stated that they have three schools within a one mile radius. She mentioned they have O'Grady on Holland and 495, IDEA in between 495 and Trospen, and Rios. She stated there is always a lot of traffic in that area.

Chairwoman Izaguirre stated that instead of 50 lots, it would be 150 or 200.

Ms. Thompson asked Mr. Cervantes if they knew how long the property owner had owned the property.

Mr. Cervantes asked if Mr. Marlon Garza would like to answer the question.

Mr. Marlon Garza, with Melden and Hunt Engineers, stated as far as the ownership of the property of the timeline he isn't too certain. He knew they've been working on the project with them for quite some time, the surveying and the easements with the United Irrigation have taken a while to sort out. He mentioned the entirety of the timeline, but he wouldn't be too certain. He stated as to some of the other questions being mentioned before are proposing around 37 foot wide lots, and they're currently proposing 60 lots in the subdivision, with two of those potentially being common area lots due to the configuration of it. He mentioned those would be closer to Peace Avenue since they're having to adjust our roadway due to the easement on the far east side. He stated that's part of the

14 acres they're having to dedicate an additional 100 feet to the drainage district, which is already a 100 foot drainage district right away on the south side. He mentioned they're having to dedicate an additional 100 feet from those 14 acres, so they only have about 11 acres net.

Mr. Cervantes asked if Mr. Garza knew if the developer had a contract to purchase the property contingent on the zoning.

Mr. Garza stated he is not certain.

Chairwoman Izaguirre stated No, she mentioned she checked, and it was purchased in 2023. She stated she thinks that, based on the directly adjacent property, R1 would be more suitable for the area.

Ms. Garza asked if the board could make the motion if they want to go for R1.

Chairwoman Izaguirre stated Yes, you would just deny a R1-T since it's already R1.

There being no further discussion, Chairwoman Izaguirre entertained a motion. Ms. Thompson moved to deny the rezoning request. Ms. Garza seconded the motion. Upon a vote, the motion passed unanimously.

**Started: 5:40 p.m.**

**Ended: 5:42 p.m.**

**Item #3**

**Rezoning:**

**Being Lot 19, Block 3, Oakwood Estates Subdivision,  
This site is located at the Northeast corner of  
W. Griffin Parkway and River Oak Avenue.  
R-1 to C-3  
Eduardo Sanchez**

Mr. Cervantes stated the applicant is requesting to rezone the subject property from Single-family Residential District ("R-1") to General Business District ("C-3") for a possible commercial development. The lot of record measures 65 feet by 120 feet. According to the Hidalgo County Appraisal District the lot has an area of 0.1771 acres. The surrounding zones are Single-family Residential (R-1) to the North and East, and General Retail district (C-3) to the West and South. The surrounding land uses are a commercial plaza to the west, Tropical Breeze Snow Cones to the West, The Little Club Dependent Center to the South and a single family home to the North. The subject property is vacant. The Future Land Use Map shows the subject property as General Commercial. The requested zoning is in line with the future land use map designation for the property. Notices were mailed to 22 surrounding property owners. Planning staff has not received any phone calls from the surrounding property owners. Staff recommends approval to the rezoning request.

Chairwoman Izaguirre asked if there was any input in favor or against the request. There was none.

Chairwoman Izaguirre entertained a motion to close the public hearing. Ms. Thompson moved to close the public hearing. Ms. Austin seconded the motion. Upon a vote, the motion passed unanimously.



Chairwoman Izaguirre asked if the board had any questions.

Ms. Thompson asked if there was a neighborhood commercial.

Mr. Cervantes stated yes, there is but since the location is on a main road that already has a (C-3) General Business zone already existing in the area.

There being no discussion, Chairwoman Izaguirre entertained a motion. Ms. Thompson moved to approve the rezoning request. Mr. Guevara seconded the motion. Upon a vote, the motion passed unanimously.

**Started: 5:42 p.m.**

**Ended: 5:44 p.m.**

**Item #4**

**Conditional Use Permit:                   A Home Occupation – Nursery in a property zoned (AO-I) Agricultural Open Interim District Being Lot 2, Lozano Estates Subdivision  
1711 W. Mile 3 Road  
AO-I  
Antonio Arellano**

Mr. Cervantes stated the subject site is located approximately 1,000 east of Inspiration Road along the south side of Mile 3 Road. The applicant has a large agricultural lot fronting 114.63 feet along W. Mile 3 Road, with a depth of 516.36 feet. Per Code of Ordinance, a nursery requires the approval of a Conditional Use Permit by the City Council. The applicant is requesting a conditional use permit to have a nursery on his lot where he has his homestead. Access to the site is off W. Mile 3 Road. The applicant proposes to have the plants displayed on a designated area along the front of the property, behind the fence. The proposed days and hours of operation are Monday–Saturday from 9:00 am to 6:00 pm and Sunday from 9:00 am to 3:00 pm. Staff: 5 employees. Parking: The applicant has a long driveway that could easily stack up 4 to 5 vehicles and a circular driveway in front of the property for at least 5 vehicles. The Planning staff has 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 is compatible and complementary to adjacent properties. Staff recommends approval of the request subject to compliance with the following conditions: 1) 1 year permit to continue to assess this conditional use permit; 2) Continued compliance with all City Codes (Building, Fire, Sign codes, etc.); 3) No vehicles will be allowed to park on the lawn or the Mile 3 right-of-way; 4) CUP is not transferable to others; and 5) Hours of operation to be as follows: Monday – Saturday from 9:00 am to 6:00 pm, and Sunday from 9:00 am to 3:00 pm.

Chairwoman Izaguirre asked if there was any input in favor or against the request.

Mr. Antonio Arellano resides at 1711 W. Mile 3 Road. He is the applicant, and he is in favor of the conditional use permit.

Chairwoman Izaguirre entertained a motion to close the public hearing. Ms. Thompson moved to close the public hearing. Ms. Austin seconded the motion. Upon a vote, the motion passed unanimously.

Chairwoman Izaguirre asked if the board had any questions.

There was none.

There being no discussion, Chairwoman Izaguirre entertained a motion. Ms. Thompson moved to approve the conditional use permit request. Ms. Austin seconded the motion. Upon a vote, the motion passed unanimously.

**Started: 5:44 p.m.**

**Ended: 5:39 p.m.**

**Item #5**

**Conditional Use Permit:**

**A Home Occupation for the Sale of Firearms -  
Custom Suppressor Solutions, LLC, In a  
(R-1A) Large Lot Single Family Residential District  
Being Lot 26, Rockingham Subdivision  
1706 Sandstone Drive  
R-IA  
Christopher Amderson**

Mr. Cervantes stated the subject site is located at the southwest corner of Sandstone Drive and Tulip Avenue. Per Code of Ordinance, a home occupation requires the approval of a Conditional Use Permit by the City Council. The applicant proposes to operate a federally licensed firearm business at his residence. The proposed use will provide limited firearm transfers, online sales processing, and/or gunsmithing services with no retail showroom. The conditional use permit is a requirement for his application with the Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF) for a Federal Firearm License. The business will function entirely from a secure, dedicated room within their home. Their proposed business will operate without signage or exterior advertising; store all firearms in locked, bolted-down safes, utilize a monitored alarm system and video surveillance; comply fully with all federal, state, and local regulations, ensure that all transfers require background checks via the NICS system; and restrict access to the secure business area to the owners only. The proposed days and hours of operation are Fridays from 5:00 pm to 6:00 pm by appointment only. (They expect minimal customer traffic, typically fewer than 3 visits per week). Staff: Husband and wife only. Parking: There is a two-car driveway, a garage, and a circular driveway that could easily stack up two vehicles. The Planning staff has not received any objections to the request from the surrounding property owners. Staff mailed out (22) legal notices to surrounding property owners. The applicant provided letters of support from two of his neighbors. 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 recommends approval of the request subject to compliance with the following conditions: 1) 1 year permit to continue to assess this conditional use permit; 2) Compliance with Section 1.56-1 (Home Occupations) of the Zoning Ordinance; 3) Compliance with all City Codes (Building, Fire, Sign Codes, etc.); 4) Acquire a business license; and 5) CUP is not transferable to others 6. Hours of operation: Fridays from 5:00 pm to 6:00 pm, by appointment only.

Chairwoman Izaguirre asked if there was any input in favor or against the request.

Mr. Chris Anderson resides at 1706 Sandstone Drive. He is the applicant and is for the conditional use permit. He stated he would like to give a little clarification about what he is trying to do. He stated

the name of the company is Custom Suppressor Solutions. He mentioned he is planning to design firearm accessories, and they will be manufactured in Ohio. He stated that the only thing he would be doing is distributing the accessory. He mentioned he doesn't intend to sell actual firearms. He stated it's a custom suppressor; he is a precision rifle shooter. He mentioned he goes to a lot of target matches, and there's a good market for it. He stated he would like to be able to pursue this.

Mr. Lincoln Talbert who resides at 1702 Sandstone Drive, stated he is a couple of houses down from the applicant. In their restrictions for the Rockingham subdivision, they've filed. He mentioned there's a restriction for commercial businesses that invite the general public into the neighborhood. He asked his question is whether that's been vetted by the city, since that is against our covenants in our subdivision.

Chairwoman Izaguirre stated this is a question for staff.

Mr. Cervantes stated that the City does not enforce the restrictions; only the HOA or developer can do that.

Mr. Lincoln Talbert stated without knowing that he would like to show that he is against the approval of the recommendation.

Mr. Lino Leal who resides at 1700 Sandstone, which is three houses down from where they want to open the Gun sales. He stated he disapproved. He thinks the gun sales need to be where they need to be, not in a residential area, because we don't know what kind of security they'll have. If somebody can come in, steal guns, and he doesn't want that in a residential area.

Chairwoman Izaguirre entertained a motion to close the public hearing. Ms. Thompson moved to close the public hearing. Mr. Guevara seconded the motion. Upon a vote, the motion passed unanimously.

Chairwoman Izaguirre asked Do we have anybody else.

Staff stated yes.

Chairwoman Izaguirre stated they'll rescind the motion.

Chairwoman Izaguirre entertained a motion to rescind the motion for the public hearing. Ms. Thompson moved to close the public hearing. Ms. Austin seconded the motion. Upon a vote, the motion passed unanimously.

Catherine Deanda resides at 1617 Sandstone Drive. She stated she was against the request as well. She has a family and she worried about traffic. She mentioned the applicant had mentioned that he wasn't going to, he was only going to be mailing out of his home, but she is concerned that there is a return address on those shipments. She believes that the neighborhood isn't an area for commercial business. She stated they have a bunch of business owners who have homes in our neighborhood as well, and they all have a business establishment. So she thinks that for a place of business, it's not for a neighborhood.

Ms. Ophelia Soza resides at 1701 Stonegate. She stated that due to the nature of the sales, she doesn't agree with the approval.

Chairwoman Izaguirre entertained a motion to close the public hearing. Ms. Thompson moved to close the public hearing. Mr. Guevara seconded the motion. Upon a vote, the motion passed unanimously.

Chairwoman Izaguirre asked if the board had any questions.

There was none.

Ms. Thompson asked if she could see the aerial. She stated her main concern would be the possible sale of firearms, she understands that the weapons themselves are not being sold, but it's accessories. However, the conditional use permit is to sell firearms, so at some point should the applicant should decide they are going to expand and start selling firearms. We wouldn't be able to do anything at that point to rescind that, and it was only accessories. She stated that her biggest concern is the ability of it being expanded beyond the scope of what the applicant intends at this point.

There being no further discussion, Chairwoman Izaguirre entertained a motion. Ms. Thompson moved to approve the conditional use permit request. Ms. Austin seconded the motion. Upon a vote, the motion passed unanimously.

**Started: 5:50 p.m.**

**Ended: 5:54 p.m.**

**Item #6**

**Conditional Use Permit:**

**An Outdoor Padel Court and other recreational activities as shown in the site plan – IMGN Park, Being being the Northwest 9.96 acres out of Lot 203, John H. Shary Subdivision  
719 Ragland Street  
C-3  
Jorge E. Careaga**

Mr. Cervantes stated Mr. Jorge E. Careaga, the applicant, is requesting a Conditional Use Permit for the IMGN Park that has outdoor padel courts and an outdoor soccer field. The business is located 800' South of US Business 83 along the west side of Ragland Street. The business has been in operation since 2022. Section 1.43-C-3 (General Business) (3) (g) states that "Amusement parks, circus or carnival grounds, commercial amusement, or recreational development, or other temporary structures used for temporary purposes" are allowed with a conditional use permit. The site no longer has a restaurant but has a kitchen and contains three (3) outdoor padel courts and an outdoor soccer field with restrooms for men and women. There are 26 parking spaces (4 ADA spaces) available for the patrons. Hours of operation are Monday to Sunday from 9:00 a.m. to 11 p.m. Notices were mailed out to 31 surrounding property owners within 200 feet of the subject property. Staff has not received any phone calls in opposition to the request. Staff recommends approval of the request subject to: 1) The permit to be for a two-year period; 2) Must comply with the building, fire and health codes; 3) Must maintain the 6' buffer requirement; 4) Must obtain a new business license; 5) Must comply with the noise ordinance; and 6) Hours of operation are limited to Monday to Sunday from 9:00 a.m. to 11:00 p.m.

Chairwoman Izaguirre asked if there was any input in favor or against the request.

There was none.

Chairwoman Izaguirre entertained a motion to close the public hearing. Ms. Thompson moved to close the public hearing. Mr. Guevara seconded the motion. Upon a vote, the motion passed unanimously.

Chairwoman Izaguirre asked if the board had any questions.

Ms. Garza asked if the permit is for 2 years.

Mr. Cervantes stated yes, that is correct, and staff, we probably will be recommending life of use approval after 2 years.

Mr. Guevara asked if the soccer field already existed.

Mr. Cervantes stated yes.

Mr. Alaniz asked how many parking spaces they have in total.

Mr. Cervantes stated 26 parking spaces.

Ms. Garza asked if it was enough parking spaces.

Mr. Cervantes stated Yes, it is enough.

There being no discussion, Chairwoman Izaguirre entertained a motion. Mr. Guevara moved to approve the conditional use permit request. Ms. Thompson seconded the motion. Upon a vote, the motion passed unanimously.

**Started: 5:54 p.m.**

**Ended: 5:55 p.m.**

**Item #7**

**Conditional Use Permit:                    To allow a Mobile Food Unit – Danny’s Place  
the West ½ of Lots 7 & 8, Block 176,  
Mission OriginalTownsite Subdivision  
307 W. Tom Landry Street  
C-4  
Daniel Leal**

Mr. Cervantes stated the site is located 75 feet West of N. Perkins Avenue along the North side of W. Tom Landry Street. 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 place a mobile food unit in a mobile food park to sell their products. The proposed hours of operation are as follows: Monday through Saturday from 6:00 am to 12:00 am. Staff: 2 employees Parking: The site has 9 parking stalls and 5 additional parking stalls with written approval behind the West Side Liquor Store to use their parking lot in case of any overflow. Staff notes that this property is located within the Mission Central Business District, thus exempt from parking requirements. The Planning Staff has not received any objections to the request from the surrounding property owners. Staff mailed out (19) 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 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 Saturday from 6:00 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.

Chairwoman Izaguirre asked if there was any input in favor or against the request.

There was none.

Chairwoman Izaguirre entertained a motion to close the public hearing. Ms. Thompson moved to close the public hearing. Mr. Guevara seconded the motion. Upon a vote, the motion passed unanimously.

Chairwoman Izaguirre asked if the board had any questions.

There was none.

There being no discussion, Chairwoman Izaguirre entertained a motion. Ms. Thompson moved to approve the conditional use permit request. Mr. Alaniz seconded the motion. Upon a vote, the motion passed unanimously.

**Started: 5:55 p.m.**

**Ended: 5:55 p.m.**

**Item #8**

**Conditional Use Permit:**

**To allow a Mobile Food Unit – Martha's Burgers & More  
the West ½ of Lots 7 & 8, Block 176,  
Mission Original Townsite Subdivision  
307 W. Tom Landry Street  
C-4  
Martha Avitia**

Mr. Cervantes stated the site is located 75 feet West of N. Perkins Avenue along the North side of W. Tom Landry Street. 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 place a 9-foot by 18-foot mobile food unit in a mobile food park to sell their products. The proposed hours of operation are as follows: Monday through Sunday from 7:00 am to 12:00 am. Staff: 3 employees Parking: The site has 9 parking stalls and 5 additional parking stalls with written approval behind the West Side Liquor Store to use their parking lot in case of any overflow. Staff notes that this property is located within the Mission Central Business District, thus exempt from parking requirements. The Planning Staff has not received any objections to the request from the surrounding property owners. Staff mailed out (19) 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 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.

Chairwoman Izaguirre asked if there was any input in favor or against the request.

There was none.

Chairwoman Izaguirre entertained a motion to close the public hearing. Ms. Thompson moved to close the public hearing. Mr. Guevara seconded the motion. Upon a vote, the motion passed unanimously.

Chairwoman Izaguirre asked if the board had any questions.

There was none.

There being no discussion, Chairwoman Izaguirre entertained a motion. Ms. Garza moved to approve the conditional use permit request. Mr. Austin seconded the motion. Upon a vote, the motion passed unanimously.

**Started: 5:55 p.m.**

**Ended: 5:57 p.m.**

**Item #9**

**Conditional Use Permit  
Renewal:**

**a Mobile Food Unit – Fiesta Hot Dogs  
being Lot 1, Madrigal Subdivision  
208 N. Inspiration Road  
C-2  
Federico Garcia**

Mr. Cervantes stated the subject site is located 130 feet North of W. 2nd. Street along the East side of N. Inspiration Road. Pursuant to Section 1.56 (11)(H) of the City of Mission Code of Ordinances, a Mobile Food Unit requires the approval of a conditional use permit by the City Council. The applicant proposes to renew the conditional use permit of the mobile food unit to sell their products. The hours of operation are as follows: Monday through Thursday from 6:00 p.m. to 12:00 a.m. and Friday through Sunday from 6:00 pm to 1:00 am. Staff: 4 employees Parking: The site has 14 parking stalls available for the grocery store which would be shared with the mobile food unit. The Planning Staff has not received any objections to the request from the surrounding property owners. Staff mailed out (34) 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 recommends approval for 2 year re-evaluation to assess this operation; Must comply with all City Codes (Building, Fire, Health, etc.), 93 Item 9 Hours of operation are Monday through Thursday from 6:00 p.m. to 12:00 a.m. and Friday through Sunday from 6:00 pm to 1:00 am.; Must comply with the noise ordinance CUP is not transferable to others.

Chairwoman Izaguirre yielded the chair to Ms. Thompson at 5:57 PM.

Chairwoman Thompson asked if there was any input in favor or against the request.

Mr. Federico Garcia stated he is the applicant of the mobile food truck and to approve the conditional use permit.

Chairwoman Thompson entertained a motion to close the public hearing. Mr. Guevara moved to close the public hearing. Ms. Austin seconded the motion. Upon a vote, the motion passed unanimously.

Chairwoman Thompson asked the board if they had any other questions.

There was none.

There being no discussion, Chairwoman Thompson entertained a motion. Mr. Alaniz moved to approve the conditional use permit request. Mr. Guevara seconded the motion. Upon a vote, the motion passed unanimously.

**Started: 5:57 p.m.**

**Ended: 5:58 p.m.**

**Item #10**

**Conditional Use Permit  
Renewal:**

**A Drive-Thru Service Window – Dak's Snacks  
being Lot 1, Sylvia Plaza Subdivision  
810 N. Schuerbach Road, Suite D  
C-2  
Cristina Salazar**

Mr. Cervantes stated the subject site is located at the southeast corner of Schuerbach Road and Business 83. Per Code of Ordinance, Drive-Thru Service Windows require the approval of a Conditional Use Permit by the City Council. There is an existing 24' x 35' (840 sq. ft.) snack shop with a drive-thru service window that has been in existence since July 2021. Access to the site is provided off Schuerbach Road with a 45' driveway. The service window is located approximately 15' from the corner of the building, which provides stacking for approximately two vehicles. The proposed days and hours of operation are Monday–Sunday from 11:00 am to 11:00 pm Staff: 2 employees Parking: the 840 sq. ft. site requires 5 parking spaces. It is noted that the parking area is held in common (35 existing parking spaces, inclusive of gas pump stalls) and is shared with other businesses. The last conditional use permit approved for the drive-thru service window for this location was on September 26, 2022 for a period of 2 years. Staff notes that this would be the 3rd renewal. The Planning staff has not received any objections to the request from the surrounding property owners. Staff mailed out (9) 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 recommends approval of the request subject to compliance with the following conditions: 1) Life of use with the understanding that the permit can be revoked due to noncompliance; 2) Continued compliance with all City Codes (Building, Fire, Health, Sign codes, etc.); 3) CUP is not transferable to others; and 4) Hours of operation to be as follows: Monday – Sunday from 11:00 am to 11:00 pm.

Chairwoman Thompson asked if there was any input in favor or against the request.

There was none.

Chairwoman Thompson entertained a motion to close the public hearing. Ms. Garza moved to close the public hearing. Mr. Guevara seconded the motion. Upon a vote, the motion passed unanimously.

Chairwoman Thompson asked the board if they had any other questions.



There was none.

There being no discussion, Chairwoman Thompson entertained a motion. Mr. Guevara moved to approve the conditional use permit request. Ms. Austin seconded the motion. Upon a vote, the motion passed unanimously.

**Started: 5:58 p.m.**

**Ended: 6:00 p.m.**

**Item #11**

**Conditional Use Permit**

**Renewal:**

**An Event Center – The Cordelle Events**

**Being Lot 20, Shary Business Center Subdivision**

**2402 Brock Street, Suite C**

**C-3**

**Julio Alaniz**

Mr. Cervantes stated the subject site is located 130 feet East of Shary Road F.M. 494 along the South side of Brock Street. Pursuant to Section 1.43 (3)(F) of the City of Mission Code of Ordinances, an Events Center requires the approval of a conditional use permit by the City Council. The applicant proposes a renewal of the conditional use permit for the Event Center. The hours of operation are as follows: Sunday through Saturday from 8:00 a.m. to 12:00 am. Staff: 3 employees Parking: Due to the total of 48 seating spaces, which requires 16 parking spaces (48 seats/ 1 space for every 3 seats = 16 parking spaces. It is noted that the parking area is held in common (142 existing parking spaces) and shared with other businesses. The Planning Staff has not received any objections to the request from the surrounding property owners. Staff mailed out (11) 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 recommends approval for 2 years re-evaluation subject to: 1) Hours of operation are Sunday through Saturday from 6:00 a.m. to 12:00 a.m; 2) Maximum occupancy being 71; 3) Must comply with the noise ordinance; 4) CUP is not transferable to others; and 5) Must have security cameras inside and outside with a minimum 30-day retention.

Chairwoman Thompson asked if there was any input in favor or against the request.

Mr. Julio Alaniz is the applicant for the business and is in favor of the conditional use permit.

Chairwoman Thompson entertained a motion to close the public hearing. Mr. Alaniz moved to close the public hearing. Mr. Guevara seconded the motion. Upon a vote, the motion passed unanimously.

Chairwoman Thompson asked the board if they had any other questions.

There was none.

There being no discussion, Chairwoman Thompson entertained a motion. Mr. Guevara moved to approve the conditional use permit request. Ms. Austin seconded the motion. Upon a vote, the motion passed unanimously.

**Started: 6:00 p.m.**

**Ended: 6:02 p.m.**

**Item #12****Single Lot Variance:**

**A 1.0 ac. of land out of the South one-half (S. ½)  
of the North one-half (N ½) of Lot 26-10, West  
Addition to Sharyland Subdivision of Porciones  
53,54,55,56, & 57  
1106 Teofilo Drive  
AO-I  
Angel Antonio Guzman**

Mr. Ramirez stated the subject site is located on Teolifo Dr., a private street that intersects with Bryan Road. The property measures 264' X 153.33' in which the owner is proposing to build a residential home. Currently, the property is vacant. This is an unrecorded subdivision and will require a 10 feet utility easement dedication along the western and southern most boundaries and an additional 10' front public roadway easement to be used for road right-of-way. There is no city sewer available in this area. An OSSF would be required for this property. The applicant shall request a variance for the installation of on-site sewer facility (septic tank). The applicant will be required to install a water service line from the site to an existing 8" main line on Bryan Rd. and the installation of a street light within 150 feet from the site. A Capital Sewer Recovery fee (\$200.00), Payment of the Park fee (\$650) will be imposed as a condition of approval. Staff recommends approval of the Single Lot Variance subject to conditions: 1) Dedication of an additional 10' front public roadway easement to be used for road right-of-way; 2) Provide proof of water district exclusion; 3) Install a water service line from Bryan Rd; 4) Dedication of a 10' utility easement along the western most and southern boundary of the property; 5) Payment of Park fee; 6) Installation of a street light within 150' from the site; and 7) Request variance for the installation of on-site sewer facility (septic tank).

Chairwoman Thompson asked the board if they had any other questions.

There was none.

There being no discussion, Chairwoman Thompson entertained a motion. Mr. Alaniz moved to approve the conditional use permit request. Mr. Guevara seconded the motion. Upon a vote, the motion passed unanimously.

Ms. Garza abstained from item 12.

**Started: 6:02 p.m.**

**Ended: 6:03 p.m.**

**Item #13**

**Plat Approval  
Subject to conditions:**

**The proposed Imperio Vista Subdivision,  
being a 5.92 acre tract of land out of Lot 97,  
Mission Acres Subdivision  
R-1T  
Developer: Obed Matus  
Engineer: Rio Delta Engineering**

Mr. Ramirez stated that the proposed Imperio Vista Subdivision consists of 30 single family residential lots and 1 detention area and is located on the Southeast corner of Adams Street and W. 20th Street. This subdivision will have access from Adams Street and will extend and connect to and from W. 20th Street. These streets are complete and equipped with all the infrastructure to

supply and service the new development. The Engineering Department has reviewed and approved the drainage report. The tract of land was rezoned from AO-I to R-1T on February 19, 2025 by P&Z and approved by City Council on February 24, 2025. All the lots are meeting the R-1T lot restrictions as per zoning requirements. The required Capital Sewer Recovery Fees (\$200xlot), Park Fees (\$650xlot), Conveyance or Payment of Water Rights (\$3000xac.), and all other format findings will be complied with prior to the City Council approval. All items on the subdivision checklist will be addressed prior to the recording of the plat. Staff recommends 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.

Chairwoman Thompson asked if the board had any questions.

There was none.

There being no further discussion, Chairwoman Thompson entertained a motion. Ms. Garza moved to approve the subdivision. Ms. Austin seconded the motion. Upon a vote, the motion passed unanimously.

**Started: 6:02 p.m.**

**Ended: 6:03 p.m.**

**Item #14**

**Variance Request: Consideration and possible action to approve a variance to not require off-street parking for a development in a property legally described as a 0.27-acre tract out of the North ½ of Lot 5, Block K, Wright Addition Subdivision, located at 1009 Highland Park Avenue. Applicant – Izaguirre Engineering Group, LLC**

Mr. Cervantes stated the request is for a variance not to comply with Chapter 110, Traffic and Vehicles, Division 4 Off-street parking, Sec. 110-461 of the Mission Code of Ordinances, which states: In all districts there shall be provided at the time any building or structure is erected paved off-street parking spaces and accompanying maneuvering lanes in accordance with the minimum requirements. As mentioned in the variance letter there are other nearby examples of projects that have onstreet parking for the development's parking. The property owner is proposing to continue the same parking situation compared to the property to the south. Staff recommends approval.

Chairwoman Thompson asked if the board had any questions.

There was none.

There being no further discussion, Chairwoman Thompson entertained a motion. Mr. Guevara moved to approve the variance request. Mr. Alaniz seconded the motion. Upon a vote, the motion passed unanimously.

**Started: 6:05 p.m.**

**Ended: 6:16 p.m.**

**Item #15**

**Consideration of the adoption of an ordinance amending the code of ordinances Chapter 98 - Subdivisions, Article VI – Fees and Charges, Section 98-272- Inspection fees by Establishing a Process and Per Hour Fee for Subdivision Infrastructure Inspections and for Geotechnical Lab Testing. Applicant: City of Mission**

Mr. Cervantes stated House Bill 3492 became state law and became effective on September 1, 2023. Under HB 3492, cities are prohibited from basing fees for applications, reviews, inspections, or related activities for constructing or improving public infrastructure on the cost or value of the project. Instead, fees should be based on the city's actual review, processing, and inspection costs. Currently, the City of Mission subdivision ordinance requires a 2% of the infrastructure value inspection fee to cover the cost of City employees doing field inspections throughout the construction of the subdivision. In addition, the city charges 5% of the infrastructure value fees for geotechnical testing. Instead of the 2% fee covering the cost of city staff conducting field inspections, staff propose charging \$85.00 per hour, per person. A monthly invoice will be sent to the developer during the construction of the subdivision. Instead of the 5% fee for geotechnical testing, staff propose obtaining a cost estimate from the geotechnical firm the city has under contract to cover their fees. The developer will be required to pay the estimate during the preconstruction meeting. The ordinance review committee met on August 8, 2025. They approved the ordinance with the understanding that the \$85.00 per person per hour fee will be re-evaluated every six months as subdivisions get recorded under the new system. Staff recommends the adoption of the ordinance.

Chairwoman Thompson asked if the board had any questions.

Ms. Garza asked how they calculate the hours, for example, if they're only there for 20 minutes.

Mr. Cervantes stated that in the ordinance we put in there that if they're in there 15 minutes, they're charged one hour. He stated that if they're there one hour and 15 minutes, they would be charged two hours, and if it's three, four people, it's going to be times three or four people. He mentioned that sometimes you have people from utilities, or you have people from streets and drainage. Sometimes subdivisions are more complicated than others. The sewer lines are very deep, or there are problems in the field. As a result sometimes city employees have to go more than normal. From now on the employees will just be keeping a log. In the future, the \$85 an hour may have to increase. And staff will be doing an evaluation later on, but that's what we're proposing to charge developers at this time.

Ms. Thompson asked if the \$85 an hour was that. Did they look at several subdivisions they've done in the past and then break it down.

Mr. Cervantes stated that it came from the city of Weslaco. He stated that in Weslaco, they consulted with an engineering firm on how much the engineering firm would charge them to conduct an inspection. The firm gave them a figure of \$85 per hour. He stated Weslaco kind of took a lead on this because most of the cities are still doing the percentage. He mentioned Weslaco was more proactive, and they set it up this way with the \$85. So we are just following what Weslaco is doing, but we may increase it in the future if we think \$85 an hour isn't enough.

Ms. Thompson asked How long has Weslaco been doing it.

Mr. Cervantes stated about one year.

Ms. Austin asked if 2% is insufficient.

Mr. Cervantes stated that it depends because some subdivisions are more complicated than others, if there is a very steep sewer line, or if there are construction issues. He stated that sometimes the

2% is not enough because we were out there a lot. He mentioned that on some occasions we may have profited from the 2% and on some occasions, we lost money.

Mr. Guevara asked if there is a deadline time for today's or if we are leaving it as an open date, or if it going to be reviewed in a year.

Mr. Cervantes stated that the agreement we had with the ordinance review committee was that in six months, we're going to evaluate, and we may determine that in six months we may need to increase the hourly rate. He stated they're going to already have some subdivisions recorded under this new system, so then they would be able to evaluate if the \$85 rate would need to be increased.

Ms. Thompson asked by law, by when does this need to be enacted. When did the new law happen.

Mr. Cervantes stated this law was adopted two years ago by the Texas Legislature and this should have been done two years ago.

Mr. Guevara stated will this become effective immediately here in Mission.

Mr. Cervantes stated this would go before the city council on Monday. So, we already have a few subdivisions that we had pre-construction meetings, and we did not charge anything because the city attorney said no more percentage fees. So, we have two or three subdivisions that we just need this adopted so that we can go back to the developer and get them to pay for the testing based on the estimate. And then we're already keeping a log for these new subdivisions. We're already keeping a log of the employees x times.

Ms. Austin asked Do the employees log in their phones through GPS, or how is that done?

Mr. Cervantes stated they're just asking the inspectors from utilities and engineering to maintain a daily log.

Ms. Austin asked so it's not like you're in one location and you go to another and your phones can kind of track where you are.

Mr. Cervantes stated that it could be done that way or we can just ask them to keep a daily log. When you went to one place, at what time were you there, when you left, at what time, when you went to another subdivision, at what time did you arrive.

Ms. Thompson asked How is Weslaco doing.

Mr. Cervantes stated he believes that's how they're doing it.

Ms. Thompson asked if they had run some numbers as far as how much time we usually spend over here. She asked if \$85 is that going to be enough to cover what we normally get but the intent of the law is from the inspections.

Mr. Cervantes stated We think that we're not going to get the 2% inspection. They are going to be charging the true cost. He stated It's the true cost of doing inspections, but they think that in the future, they may determine \$85 an hour is not enough money because of some of the employees that are in the field, other engineers, they're in higher-level positions. Then you also have the cost of the benefits of the employee, the cost of the trucks, and the cost of the fuel. So they seriously believe that in six months, they may need to increase the \$85 to maybe \$100 or \$125 to cover the true cost of being out there.

There being no further discussion, Chairwoman Thompson entertained a motion. Ms. Austin moved to approve the Ordinance. Mr. Guevara seconded the motion. Upon a vote, the motion passed unanimously.

**ITEM#16****ADJOURNMENT**

There being no discussion, Chairwoman Thompson entertained a motion. Mr. Guevara moved to adjourn the meeting. Ms. Garza seconded the motion. Upon a vote, the motion to adjourn passed unanimously at 6:16 p.m.



Diana Izaguirre, Chairwoman  
Planning and Zoning Commission

**PARKS AND RECREATION BOARD MEETING**  
**August 12, 2025**

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

**Call to Order**

Tony Guerrero called the meeting to order.

**Roll Call**

Roll call was taken and quorum was met.

**Prayer**

Julissa Martin led us in prayer.

**Approval of Minutes**

The Board Members approved the minutes for the July 8, 2025 Board meeting. Motion to approve was made by Tony Guerrero and seconded by Jesus Mendiola. The motion to approve minutes passed unanimously. Tony Guerrero opened up meeting for nominations from the Board for the election of a new Chairman. Chris Voss nominated Maggie Guajardo Pena to be new Chairwoman of the Board, seconded by Mark Minton. The motion was passed unanimously, and Maggie Guajardo Pena was elected Chairman of the Parks Advisory Board. Brad Bentsen suggested to have a Vice Chairman of the Board, Jesus Mendiola nominated Julissa Barrera Martin. The motion was made by Chris Voss and seconded by Melissa Reyna. The motion was passed unanimously, and Julissa Barrera Martin now the Vice-Chairman of the Parks Advisory Board.

**CITIZEN PARTICIPATION**

Zoreida Lopez attended the Parks Advisory Board meeting.

**UPDATE OF PARKS**

Parks staff continues painting all the restroom facilities at the Parks along with other repairs and improvements needed such as replacement of soap dispensers, toilet seats, and faucets. Almost

all restroom facilities paint color has been changed, the only Park still pending is Nelltole City Council is encouraging these improvements to these restrooms to hopefully deter vandalism.

Parks staff assisted with a ribbon cutting ceremony for Serenity Fields Cemetery, Back to School Bash, and National Night out at the Mission Event Center.

Police towers were installed at Bentsen Palm Park, the Hike and Bike Trials, and Lions Park.

### **UPDATE OF RECREATION**

All Recreational summer programs came to an end on July 17<sup>th</sup> with our biggest turn out of participants this year. Track had 220 participants while tennis had 98. Hoping to get back the Archery Program for next summer, along with expanding by possibly adding summer volleyball and boxing programs.

Returned from the TAAF Games of Texas Summer competition in College Station on August 3<sup>rd</sup>. The Track program brought back 2 bronze medals and the tennis program brought back one gold and two silver. Difficulty with the coaches scheduling and hours due to limitation from City Manager on amount of hours summer staff was able to work.

The rentals for the past month were at the Hike and Bike Trails for two 5K's and one Vendor Market at the Recreation Building. Music at the Park is scheduled to begin again in September.

### **Aquatics Update**

Summer Swim Programs have come to an end, along with the summer pool hours.

There is a new height limit on the slide at the Mayberry Pool that has gone into effect. Currently there have been no complaints against this.

The summer TAAF Swim team placed 2<sup>nd</sup> overall at the state meet with 33 gold medals, 8 silver medals, and 37 bronze medals with 69 participants.

### **New Business**

B. Bentsen brought up the concern that many outside events have been affecting the Parks staff time and energy, taking away from Parks Projects. All the back to back events have raised concern and is being addressed with the other Departments.

Jesus Mendiola mentioned the Department such gather information on the economic impacts these events bring the City to show the City the amount of money these Parks and events are bringing to the City. That way in the future, funds are accessible to the Department when improvements are needed to be made.



Chris Voss stressed the importance of letting the City of Mission's media know about the success the Recreational programs have been having, such as the medals that were received at TAAF. More recognition should come to these accomplishments and should be talked about amongst the City such as in the Progress Times or other media outlets to shine light on the Department. Brad Bentsen said he would reach out to the Media Director on what can be done to highlight more of the Departments accomplishments.

The Board brought up the Parks Department having their own social media or an outlet that residents can use to learn about updates from the Parks and the Department, along with being able to leave complaints or concerns for Park improvements.

B. Bentsen presented the plan and layout for Lions Park Phase II to the Board. He was wanting their opinion and feedback on the different layouts possible and was open to suggestions. The first page was the layout of the indoor/outdoor pickleball courts with a lobby area and snack bar. Hoping to be an active enterprise for the Park with its rental and daily operations.

The Board was informed of one of the discussions between the Boys and Girls Club and the Parks Department is keeping the soccer fields that come with Phase II of the Park or putting more baseball/softball fields. The Boys and Girls Club would prefer the soccer fields so they can run their leagues, while the Parks Department would prefer the baseball fields due to an increased in field rentals and to better accommodate for the schools and leagues that use our facilities for practice.

For the Parks Department, adding more soccer fields would encourage the soccer academies to use our facilities more, which is a current problem we are trying to manage at other parks. These additional fields would add to that issue.

However, there is talk of adding more Baseball fields to Bentsen Palm Community Park instead of Lions so the soccer fields can stay at Lions. By adding all these amenities to Lions Park, one of the main concerns is expanding the parking. Rearranging or removing a field can help with the parking issue, but they are also hoping to gather more land from around the park to expand. Even though the cost is heavy, they are hoping to create the new fields with artificial turf, M. Reyna suggested if Lions Park creates 4 baseball/softball fields of artificial turf, we could host the World Series instead of the City of McAllen.

Another suggestion that was made was having an open area in the park which could be used as common open area or adding a playscape instead of using the area for all the baseball fields.

The plan is to add a fence around the basketball area at Lions Park, a lot of people having been using the area after hours, so the fence will be used to better monitor the area.

There have been complaints on the hours of operation for the Splash Pad, however the limitation of hours is needed to be able to have time for the pool tech to clean the filter daily.

B. Bentsen encouraged the Board to email him any suggestions or adjustments to the layouts to review for the Phase II of Lions Park.

The Connectivity Trail is being completed on the East Side of Bryan Rd and moves to Taylor Rd and west of Bryan Rd to Los Ebanos.

At the last workshop with City Council, a concern was made while touring the Parks. At Bentsen Palm Community Park, a 5K taking place showed the minimal amount of parking available. With people parking all the way down the shoulder on Los Ebanos Rd, this safety concern was brought up by Council and suggested to find an alternate route.

### Old Business

Many groups and organizations have come forward with wanting to participate in the Adopt a Park Program, however rules and bylaws are still pending from the Department to start the program. Further discussion is needed.

B. Bentsen is wanting to move forward and present to Council the field rental agreements, price adjustments, and limitations on the soccer academies that were discussed and agreed upon at the last meeting.

### Adjournment

**Mark Minton** made a motion to adjourn the meeting and was seconded by **Tony Guerrero**. The Board voted unanimously and the meeting was adjourned.



# CITY OF MISSION

## CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

**MEETING DATE:** September 23, 2025  
**PRESENTED BY:** Yenni Espinoza, Library Director  
**AGENDA ITEM:** Approval of Region One Education Service Center (ESC) Memorandum of Understanding (MOU) - Espinoza

**NATURE OF REQUEST:**

The MOU allows Region One ESC to use our facilities and Internet services to provide adult education courses free to the public through qualified instructional personnel. Region One personnel will provide instructional materials, supplies, and assessments.

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

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

**BID AMOUNT:** \$ \_\_\_\_\_

**STAFF RECOMMENDATION:**

Approval of Region One ESC MOU

**Departmental Approval:** N/A

**Advisory Board Recommendation:** N/A

**City Manager's Recommendation:** Approval *AG*

**RECORD OF VOTE:**

<b>APPROVED:</b>	_____
<b>DISAPPROVED:</b>	_____
<b>TABLED:</b>	_____

\_\_\_\_\_ AYES

\_\_\_\_\_ NAYS

\_\_\_\_\_ DISSENTING \_\_\_\_\_



## Memorandum of Understanding Region One Education Service Center Adult Education Department

### *I. PURPOSE AND OBJECTIVES*

This Memorandum of Understanding (MOU) establishes a formal partnership between Region One Education Service Center, hereinafter referred to as “Region One ESC”, a nonprofit 501(c)(3) organization, and the Speer Memorial Library, a nonprofit organization hereinafter referred to as “SML”.

The purpose of this partnership is to develop and implement a comprehensive adult education and literacy program for eligible participants under the Adult Education and Family Literacy Act, Title II of the Workforce Innovation and Opportunity Act (WIOA). All eligibility and reporting requirements must be met for students to be counted towards the Region One ESC Adult Education and Literacy (AEL) program performance. The eligibility requirements have been updated to ensure Region One ESC's AEL Program operates in compliance with Title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA), (as defined in 8 U.S.C. § 1641 and as clarified by the U.S. Department of Education’s Notice of Interpretation, 90 Fed. Reg. 45321 (July 11, 2025)) Public Law 104-193 and Executive Order 14218 (Ending Taxpayer Subsidization of Open Borders) by verifying participant eligibility for federally funded adult education services. Our eligibility requirements are subject to change based on new federal rules and regulations, TWC guidance, and/or our Region One ESC program needs.

### *II. SCOPE OF SERVICES*

This partnership may include academic instruction in areas such as, but not limited to, English as a Second Language, high school equivalency/GED preparation, Integrated Education & Training, Workplace Literacy, digital literacy, and other related Adult Education and Literacy (AEL) services designed to support the personal and professional growth of adults.

#### **Region One ESC Adult Education Program Eligibility Criteria:**

- Must be a U.S. Citizen, U.S. Non-Citizen National, or Qualified Alien;
- Must present a Photo ID;
- Must reside in the Hidalgo, Starr, and Willacy counties;
- Must be at least 16 years of Age;  
(16-18 years-olds who have not attained a high school diploma, or its equivalent must provide proof that they are exempt from the requirements of compulsory school attendance (Texas Education Code (TEC) §25.086));
- Must be authorized to work in the United States;
- If employed, must present wage documentation; and
- Must demonstrate proof of basic-skills deficiency or English language deficiency in the form of an assessment administered in accordance with TWC-approved assessment policies, or lack of a high school diploma or its recognized equivalent.

All eligibility determinations shall be made in accordance with Region One ESC's approved verification procedures. Partners must follow these procedures exactly and maintain supporting documentation for each participant, which will be subject to audit. Region One ESC will promptly provide updated procedures if TWC or federal guidance changes during the program year.

### **III. ROLES AND RESPONSIBILITIES**

#### **Region One Education Service Center will:**

- **Educational Programming**

Design and deliver a curriculum that meets the academic and vocational needs of eligible participants, aligned with the Texas Workforce Commission (TWC) Adult Education and Literacy (AEL) content standards. The curriculum will be designed to support participants in achieving measurable skill gains (MSGs) and will incorporate both academic and workforce readiness components as required under the TWC AEL guidelines.

- **Funding for Eligible and Non-Eligible Students**

Ensure fiscal accountability by utilizing WIOA Title II funding exclusively for students eligible for AEL services. Students who are not eligible for AEL services under WIOA Title II funding must be fully funded by the [Partner Name], and no AEFLA funds may be used in any manner to serve such ineligible students, including for staff time, instructional materials, facility costs, or other resources.

- **Qualified Instructional and Administrative Personnel**

Ensure instructor qualifications meet AEL program requirements and provide qualified administrative staff to deliver a well-structured adult education and literacy program.

The Region One ESC AEL program will have complete oversight of the instructional staff, whether they are serving only eligible students or a mix of eligible and ineligible students. AEL administrative personnel will periodically visit classes where AEL services are provided to ensure adherence to AEL requirements and maintain quality assurance standards.

- **Staff Training and Professional Development**

Provide ongoing professional development to ensure that all instructional staff meet the AEL program's professional development requirements.

- **Instructional Materials and Supplies**

Provide the necessary instructional materials and course-related supplies, tailored to meet the curriculum requirements and support effective program delivery. **Exhibit A** will specify the resources each party will contribute.

- **Assessment and Reporting**

Provide and administer TWC AEL Approved Pre- and Post-Tests (NRS-Approved or Alternative Placement) to determine participants' academic functional levels upon entry, track progress, and tailor instructional approaches to individual learning needs. Also, conduct a variety of formal and informal assessments and ongoing practice exams, to monitor student progress, and measure skill gains.

- **Attendance Reporting**

Maintain and submit daily attendance records to TWC to ensure accurate tracking of direct face-to-face

and proxy instructional hours. These records will be used to monitor participation, assess program engagement, and ensure compliance with TWC program requirements.

- **Withdrawals and Review Process**

Agree to withdraw any student, employee, or agent of Region One ESC from their assignment to the SML facility following consultation with all parties involved, in the event of any violations. Determinations regarding whether a student, employee, or agent of Region One ESC has violated rules and regulations, disclosed information that is confidential by law, or engaged in inappropriate conduct with students or staff shall be made by mutual agreement between both parties.

- **Confidentiality, Privacy, and Security Compliance**

Agrees to safeguard and adhere to all confidentiality, privacy, and security requirements under this Agreement and applicable federal, state, and local regulations for all confidential information, including those specified in the Texas Workforce Commission (TWC) Adult Education and Literacy (AEL) program guidelines. The release of information will comply with the Texas Public Information Act (PIA) (Chapter 552 of the Texas Government Code) or as otherwise required by law. Region One ESC shall also comply with the Health Insurance Portability and Accountability Act (HIPAA), the Texas Medical Records Privacy Act (TMRPA), and related statutes, rules, and regulations during the performance of services.

Provide information requested by SML regarding the students or employees participating in the Region One ESC AEL Program, unless prohibited by law. Region One ESC shall ensure that any information obtained during the course of services under this Agreement is maintained securely and confidentially and will retain records according to the Texas State Library Archives Commission retention schedule or other applicable laws, whichever is longer.

Students and Region One ESC employees and agents participating in the Program must comply with SML rules and regulations while on premises. They must also adhere to federal and state confidentiality laws and regulations regarding information maintained by SML, including confidentiality requirements under the Texas Workforce Commission Adult Education and Literacy program, and refrain from disclosing privileged or confidential communications unless authorized by law.

**SPEER MEMORIAL LIBRARY will:**

- **Suitable Facilities**

Provide a designated space for information, registration, and testing sessions that offers a conducive environment for individuals to receive the essential program information and complete the required pre-program assessments, including eligibility testing.

Provide appropriate, secure, and equipped classroom spaces within the center to facilitate effective learning. Classroom spaces should support an environment conducive to education, including the necessary furniture, lighting, and access to necessary technology and computer resources.

Provide access to reliable internet services as deemed necessary for the program.

Ensure fire escape routes and “In case of emergency DIAL 911” signs are posted on the wall and are visible by students in the classroom.

**Exhibit A** will specify the specific facilities that will be used for the delivery of program services.

- **Operational Support and Security**

Ensure that the educational environment remains safe and conducive to learning, coordinating with security and administrative staff to maintain an atmosphere that promotes focus and engagement.

Communicate with the local police department or school district police department to arrange patrol rounds during the day and evening classes, as their schedule can accommodate.

- **Program Accessibility**

Make the ESL and/or HSE program available to adult learners both within and outside the respective service area. If the program is hosted at a school system facility, adult learners are not required to reside or be zoned to that system to attend the adult classes provided by Region One ESC.

If the services are being provided as part of a Workplace Literacy program, they will be exclusively available to the employees of the participating company.

#### **Joint Responsibilities:**

- **Planning and Implementation**

Both parties will work together to plan and implement the desired adult education program service(s).

- **Development and Coordination of Schedules**

Collaborate to establish and implement class schedules that align with SML operations and the preferred schedule for participating students. This coordination maximizes accessibility and ensures that classes are offered at times that best support student participation and success.

- **Advertisement and Recruitment**

Both parties will work together to develop and implement effective advertising and recruitment strategies to attract eligible participants to the program. This will include the creation of promotional materials, outreach efforts, and community engagement activities, ensuring that all marketing strategies reach the target audience effectively.

- **Lines of Communication**

Maintain open lines of communication to address any logistical, security, or scheduling concerns promptly. A designated point of contact from each party will oversee the execution of agreed-upon activities and protocols. **Exhibit A** will specify the point of contact for each party.

- **Enrollment and Program Performance Tracking Systems**

The Region One ESC will implement clear systems to track class attendance and program performance data for eligible students, while SML will be responsible for establishing their own tracking systems for non-eligible students. (Note: AEL classes may include a mixed population of students, with some eligible for AEL services under WIOA Title II funding and others not eligible. However, the inclusion of non-eligible students will impact the tracking and reporting to the Texas Workforce Commission (TWC)).

- **Evaluation and Continuous Improvement**

Both parties will support program evaluations and collecting of feedback from students and staff to identify strengths and areas for enhancement. This commitment to improvement ensures the program continues to meet the educational goals of all participants.

#### **IV. DATA SHARING AND CONFIDENTIALITY**

Both parties agree to comply with the Family Educational Rights and Privacy Act (FERPA) and other relevant federal and state privacy laws when handling student information. Data sharing will be restricted solely to what is necessary for educational and rehabilitative purposes, ensuring confidentiality and the security of all participant records.

- **Family Educational Rights and Privacy Act (FERPA)**

This federal law protects the privacy of student education records and applies to all educational institutions receiving federal funding. Under FERPA, personally identifiable information (PII) from education records cannot be disclosed without the consent of the student or parent, except under specific, legally defined circumstances. AEL programs are required to comply with FERPA to safeguard student information and limit data access only to authorized personnel.

- **Workforce Innovation and Opportunity Act (WIOA) Regulations**

WIOA emphasizes the protection of PII collected during program administration. According to 20 CFR § 677.175, entities administering WIOA programs must implement policies and procedures to protect the confidentiality and integrity of PII and other sensitive information. This includes limiting access to data, using secure systems for data storage and transmission, and ensuring that all handling of data complies with federal and state data protection standards.

Both parties agree to work within the framework of the Adult Education and Literacy (AEL) contracted performance measures as follows:

- **Participant Enrollment Targets**

Region One ESC will work closely with the SML administrators to identify and enroll eligible participants upon intake to meet the mutually established enrollment goals.

- **Measurable Skill Gains (MSGs)**

MSGs will focus on foundational academic skills, vocational training, and essential life skills that support personal and career development in alignment with Texas Workforce Commission (TWC) Adult Education and Literacy (AEL) grant objectives.

Measurable Skill Gains will be assessed at key milestones, most commonly at the completion of set number of instructional hours or for Workplace Literacy programs, upon completion of the established milestones. These assessments will use a combination of standardized tests, performance evaluations, and progress reports from instructors or employers, depending on the service provided. The frequency and methods of assessments will adhere to TWC AEL guidelines to ensure accurate tracking and documentation of participant progress.



For Workplace Literacy program services offered to an identified employer, the MSG gain for each employee will be documented through a satisfactory or better progress report from the employer or training provider. Progress reports may include:

- training reports on milestones completed as the individual masters the required skills, such as:
  - specific occupational competencies, or
  - attainment of specific basic skill learning objectives
- steps to complete an OJT or apprenticeship program,
- increases in pay resulting from newly acquired skills or increased performance as documented by the employer

- **Exit-Based Outcomes**

Region One ESC and the SML will aim to support continued education or workforce engagement for program participants that exit the program. Specific exit-based measures include:

- **Employed/Enrolled Q2 Post-exit:** Tracking continued education or employment in the second quarter after program exit.
- **Employed/Enrolled Q2–4 Post-exit:** Monitoring sustained education or employment from the second to fourth quarters post-exit.
- **Credential Rate:** Emphasizing credential attainment, such as high school equivalency or industry-based certifications.

- **Employment-Based WIOA Federal Performance Measures:**

- **Effectiveness in Serving Employers:** By providing vocational and work-ready skills, the program prepares participants for future employment, helping meet local workforce needs.
- **Employed Q2 and Q4 Post-Exit:** Employment outcomes in the second and fourth quarters post-exit will be tracked through partnerships with workforce agencies, helping participants enter the job market.
- **Median Earnings Q2 Post-exit:** Efforts will be made to collect data on median earnings for employed participants in collaboration with workforce agencies.

By following these regulations and guidelines, the Texas Workforce Commission (TWC) Adult Education and Literacy (AEL) program ensures the protection of personal identifying information, thereby maintaining the privacy and security of individuals participating in adult education and literacy services. These practices reinforce the commitment of both parties to safeguarding all shared data, using it exclusively for program evaluation, improvement, and meeting FERPA, state, and federal confidentiality standards.

## **V. PERFORMANCE METRICS AND EVALUATION**

Performance indicators will be established to monitor student progress, program participation, and outcomes, helping both parties evaluate the effectiveness of the partnership and adjust as needed.

## **VI. DURATION AND TERMINATION**

The term of this agreement will commence on **July 1, 2025**, and end on **June 30, 2026**, with provisions for automatic annual renewals, subject to mutual agreement. The renewal periods will align with the grant period, starting on July 1<sup>st</sup> and ending on June 30<sup>th</sup>.

Either party may terminate the MOU with 30 days' written notice, subject to the terms outlined in the termination clause.

## **VII. LEGAL AND COMPLIANCE CONSIDERATIONS**

Both parties agree to comply with applicable federal, state, and local laws, ordinances, and regulations in the performance of this Program Agreement.

The parties to this agreement shall: Comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352), Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112), The American Disabilities Act of 1990 (P.L. 101-336), and all amendments to each, and all requirements imposed by the regulations issued pursuant to these acts. In addition, the parties agree to comply with Title 40, Chapter 73, of the Texas Administrative Code. These provide in part that no person shall, on the grounds of race, color, national origin, sex, age, disability, political, or religious beliefs be excluded from participation in, or denied, any aid, care, service or other benefits provided by federal and/or state funding, or otherwise be subjected to discrimination and the Texas Revised Civil Statutes Article 4419b-4, Section 5.03 and 5.04 (relating to workplace and confidentiality guidelines regarding AIDS and HIV).

Each party to this Agreement will be responsible for its own actions in providing services under this Agreement and shall not be liable for any civil liability that may arise from the actions of the other party. The parties expressly acknowledge and agree that no provision of this Agreement is in any way intended to constitute a waiver by either party of any immunities from suit or from liability to which either party otherwise may be entitled, nor will it be so construed.

## **VIII. DISPUTE RESOLUTION**

Any disputes arising under this MOU will be addressed through designated resolution mechanisms, ensuring that issues are resolved in a manner that supports the partnership's objectives and maintains the continuity of services for juveniles.

## **IX. TERMINATION OF MEMORANDUM OF UNDERSTANDING**

During the term of this Agreement, if either party becomes unable or fails to satisfactorily provide the services under this Agreement or decides to terminate for no cause, the Agreement may be terminated by either party with a thirty (30) day written notice.

The validity of this agreement and of any of its terms and provisions, as well as the rights and duties of the parties hereunder, shall be governed by the laws of the State of Texas.

Executed this [23] of [September 2025].

*Updated: 08.14.25*

**SPEER MEMORIAL LIBRARY**

801 E. 12 STREET  
MISSION, TX. 78572

**Region One Education Service Center**

1900 W. Schunior St.,  
Edinburg, TX 78541

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YENNI ESPINOZA, Library Director  
Speer Memorial Library

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Dr. Daniel P. King, Executive Director  
Region One Education Service Center

## EXHIBIT A

<b>Program Service(s):</b>	HSE (GED) and/or ESL		
<b>Facility to be Used:</b>	[List facilities to be used]	<b>Dates Available:</b>	[Month/Year – Month/Year]
<b>Facility to be Used:</b>	[List facilities to be used]	<b>Dates Available:</b>	[Month/Year – Month/Year]
<b>Facility to be Used:</b>	[List facilities to be used]	<b>Dates Available:</b>	[Month/Year – Month/Year]

## Program Contacts

<b>Region One ESC Administrator Contact:</b>	Yoelia Y. Nava
<b>Region One ESC Program Supervisor:</b>	TBD
<b>Region One ESC Program Contact #:</b>	(956) 984-6270
<b>Partner Primary Contact and Title:</b>	Angela Chapa, Library Assistant
<b>Partner Program Contact #:</b>	956-580-8750

## Program Funding Responsibilities

<b>Eligibility Testing Materials:</b>	Region One ESC AEL Grant for all <b>interested</b> students
<b>Adult Education and Literacy Instructors:</b>	Region One ESC AEL Grant for all <b>enrolled</b> students
<b>Testing Materials and Vouchers:</b>	Region One ESC AEL Grant for <b>eligible</b> students, and [Partner Funding Source] for <b>non-eligible</b> students
<b>Online Curriculum/Distance Learning Licenses:</b>	Region One ESC AEL Grant for <b>eligible</b> students, and [Partner Funding Source] for <b>non-eligible</b> students
<b>Supplemental Program Curriculum Materials:</b>	Region One ESC AEL Grant for <b>eligible</b> students, and [Partner Funding Source] for <b>non-eligible</b> students
<b>Consumable Instructional Supplies:</b>	Region One ESC AEL Grant for <b>eligible</b> students, and [Partner Funding Source] for <b>non-eligible</b> students
<b>Program Equipment (Laptops, Chromebooks, etc.)</b>	If needed, [Partner Funding Source]

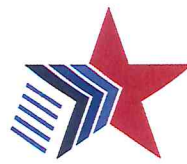
**Workplace Literacy Program Services ONLY (Applies to AEL activities offered for specific employers)**

Progress milestones AEL participants are expected to meet while enrolled in the program:

1. N/A
2. N/A
3. N/A
4. N/A
5. N/A

The time frame for the participant to meet the progress milestones: N/A





1970 W. Expressway 83, Mercedes, TX. 78570  
Phone: 956-565-1200/Fax: 956-565-1215  
Email: krystal@lonestarshredding.com

Date: 08/21/2025

Anna Carrillo  
City Secretary  
City of Mission

Re: Offsite Document Storage, Destruction and other related Services – BID No. 22-543-09-06

Thank you for allowing 3GS, LLC dba Lone Star Shredding and Document Storage to assist you with your records management needs. This is to confirm that 3GS, LLC dba Lone Star Shredding and Document Storage will be renewing Offsite Document Storage, Destruction and other related Services – BID No. 22-543-09-06 for the period of 10/21/2025 thru 10/20/2026 at a 5.00% price increase as per the terms and conditions.

Once again, we thank you for your continued patronage, as we look forward to another year of servicing **City of Mission**.

Kind Regards,

Krystal Mireles

BID NAME/NUMBER: 22-543-09-06 / Offsite Document Storage, Destruction, and other Related Services

OPEN DATE: September 06, 2022 2:00 PM CST



Vendor Name: 3GS, LLC.  
 Street address: 1970 W. Expressway 85  
 City, State: Mercedes, TX 78570  
 Phone: (956) 665-1200  
 Fax: (956) 267-8881  
 Contact: Norma J. Woodward  
 Email: betty@lonestars shredding.com

No.	DESCRIPTION:	Charges	uom
1	Storage Fees		
	15x12x10 Box	\$0.50	Per Box
	18x12x10 Box	\$0.75	Per Box
	24x18x10 Box	\$1.75	Per Box
2	Minimum Monthly Charge	see above	Per Box
3	Services to include Retrieval and Shelving of Boxes	\$3.50	Per Box
4	Indexing of box (one time set up fee)	\$1.50	Per Box
5	Destruction	\$4.00 per letter size/ \$6.00 per banker/legal size	
6	Permanent Removal	\$5.00	pick up and delivery
7	Pick-Up and Delivery Services	\$25.00	Rush Fee Per Box
8	3 onsite shredding bins	\$75.00 1st bin, \$25.00 per additional bin	
	1st. Yr. Renewal	0.00%	
	2nd. Yr. Renewal	5.00%	

Please Note:



## City of Mission Pricing Schedule

**Proposal Name/No.: Offsite Document Storage, Destruction, and other Related Services / RFP: 22-543-09-06**

For any questions directly regarding the **"Offsite Document Storage, Destruction, and other Related Services - Proposal No. 22-543-09-06"**,

please email:

Crissy Cantu, Purchasing Buyer: [ccantu@missiontexas.us](mailto:ccantu@missiontexas.us)

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

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

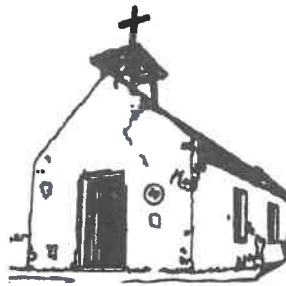
ITEM NO.	DESCRIPTION BASE TERM 2 YEAR	MONTHLY CHARGES
	Storage Fees	
	15 x 12 x 10 Box (Standard Letter Box)	\$ 0.50 / per box
	18 x 12 x 10 Box (Standard Banker Box)	\$ 0.75 / per box
1	24 x 15 x 10 Box (Legal-Size Banker Box)	\$ 1.75 / per box
2	Minimum Monthly Charge	\$ See Above /Per Box
3	Services to include Retrieval and Shelving of Boxes	\$ 3.50 /Per Box
4	Indexing of box (one time set up fee)	\$ 1.50 /Per Box
5	Destruction	\$ 4.00/per letter size, \$6.00/per banker/legal size
6	Permanent Removal	\$ 5.00 /pick-up and delivery
7	Pick-up and Delivery Services	\$ 25.00 /rush fee per box (as needed)
8	3 onsite shredding bins	\$ 75.00 1st bin, \$25.00/per additional bin

**Renewal Terms:** The City of Mission shall reserve the option to renew this order for an additional two (2) consecutive, one (1) year period at the end of the service period. A proposer may offer a fixed maximum percentage of escalation for each of the one year options. The term of this contract shall be two (2) years from contract award date. The amount of escalation will be taken into consideration in evaluation of the proposal. State maximum percentage of escalation as follows:

\*\* 0 % 1<sup>st</sup> year renewal total option term

\*\* 5 % 2nd year renewal total option term

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



## CITY OF MISSION

*"Home of the Grapefruit"*

Norma J. Woodard, Manager  
3GS LLC  
1970 W. Expressway 83  
Mercedes, Texas 78570

**Subject: Notice of Award – RFP 22-543-09-06 Offsite Document Storage, Destruction, and other Related Services**

Dear Ms. Woodard:

You are hereby notified that you have been awarded City of Mission Offsite Document Storage, Destruction, and other Related Services RFP 22-543-09-06. Please use this bid number on any correspondence to the City of Mission.

You are required to furnish the CIQ Questionnaire, Disclosure of Interested Parties and Insurance within seven (7) calendar days from the date of this notice to you.

**Contract Base Term: October 21, 2022 through October 20, 2023.**

It is at the sole option of the City of Mission to exercise two (2) one-year extensions. The total duration of this contract, including the exercise of any renewals, shall not exceed three (3) years.

To facilitate the discharge of this contract, the Technical Representative (TR) for the contract is Anna Carrillo, City Secretary, who can be reached at (956) 580-8721. The Technical Representative will perform the following duties during the term of this contract:

1. Monitor, verify and take such action necessary to ensure that your firm performs the technical requirements of the contract in accordance with the contract terms, conditions, and specifications. Specific emphasis shall be placed on the quality, quantity, acceptability, and manner of work for both adherences to the contract provisions and to your firm's quality control program.
2. Notify your firm of deficiencies observed during delivery of goods and/or services and direct your firm to comply with the contract requirements. Coordinate with the Purchasing Agent about your firm's unacceptable performance. Your firm's corrective actions must be within the scope of the contract.
3. Forward all disagreements with your firm that cannot be resolved within the scope of the delegated authority to higher levels within the City. The TR will provide records and reports to the Purchasing Agent concerning faulty or non-conforming work, delays or problems, and recommend appropriate actions to effect correction within the scope of the contract or dispute.

4. Ensure that any City furnished property is provided and returned in accordance with the contract provisions.
5. Maintain records applicable to the criteria established in the contract for performance issues, as they relate to the assessment of potential liquidated damages. Assert when applicable, in coordination with the Purchasing Agent, any damages provided in the contract due to your firm's failure to meet standards.
6. Maintain a current record of the obligated contract dollar amount, billed and paid.
7. Recommend acceptance or rejection of invoices that have been submitted by your firm. Disposition of payment recommendations rest with the appropriate Purchasing Agent and the TR.
8. Coordinate with the Purchasing Agent prior to releasing any correspondence involving schedule, performance, cost, and invoices/payment.
9. Work with the Purchasing Agent to properly close out the contract and all records.
10. Perform, or cause to be performed, inspections required by the contract. Verify that your firm has corrected all deficiencies. Act as certifying official, and receive, accept or reject supplies/services for the City specified in the contract and invoiced by your firm.

The following actions are specifically reserved for the Purchasing Agent.

1. Issuance of any orders or modifications to your firm regarding contractual matters, such as changes in price, deliveries, statements of work, specifications, or other contractual terms.
2. Directing work to start or stop, except as specifically provided for by the terms and conditions of the contract.
3. Amending the contract requirements in any respect.
4. Submit for Approval any action that will result in additional charges to the City.
5. Interpretation of contract terms and conditions.

In the event of the Technical Representative absence, the Purchasing Agent shall act in this capacity. The presence or absence of the TR shall not relieve the Contractor from any requirements of the contract. In the event of any discrepancies the original proposal submitted will take precedence.

This assignment and delegation of the city is effective as of this date and shall remain in full effect until contract expiration or termination in writing by the Purchasing Agent.

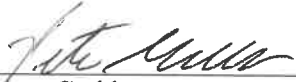
A copy of your proposal response is enclosed for your records. Said proposal response and this notice of award constitute the contract. Please include the proposal number on all correspondence pertaining to this contract, and with each invoice that you submit.

If you have any questions, please contact your assigned **Director of Procurement, Peter Geddes** at the phone number or address listed below.

City of Mission  
1201 E. 8<sup>th</sup> Street  
Mission, TX 78592  
956/580-8667  
956/580-8798 FAX

We appreciate your interest in City of Mission and look forward to working with you.

Sincerely,

  
\_\_\_\_\_  
Peter Geddes  
Director of Procurement

9/30/22  
Date



**INTERLOCAL COOPERATIVE AGREEMENT BY AND BETWEEN  
THE CITY OF MISSION, TEXAS AND THE  
MISSION INDEPENDENT SCHOOL DISTRICT**

This Interlocal Agreement (“Agreement”) is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2025, by and between the City of Mission, a Texas home-rule municipality (hereinafter called “City”), and the Mission Independent School District, an independent school district located in the Hidalgo County, Texas (hereinafter referred to as “District”) and shall be effective upon execution by both parties.

**ARTICLE I.**

**WHEREAS**, Chapter 791 of the Texas Government Code authorizes a local government to contract or agree with another local government to perform governmental functions and services; and

**WHEREAS**, the City and District have a long-standing relationship regarding services provided by the City at its Shary Municipal Golf Course;

**WHEREAS**, the purpose of this Agreement is to continue the ongoing relationship with regards to the District’s use of the Shary Municipal Golf Course; and

**WHEREAS**, the City and District desire to execute this Agreement establishing a general working agreement between the City and District to coordinate accessibility and compensation for the District’s use of the Shary Municipal Golf Course by District golf teams, in an effort to maximize resources and provide increased services to the public during the 2025/2026 District school year; and

**NOW, THEREFORE**, City and District, in consideration of the mutual covenants, terms, and conditions contained in this Agreement, and for the good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, do hereby agree as set forth below:

**ARTICLE II.**

**TERM**

The term of this Agreement shall be effective **August 1, 2025 until May 31, 2026**. This agreement may be terminated without cause upon thirty (30) days’ written notice to the other party.

**ARTICLE III.**

**OBLIGATIONS OF CITY AND DISTRICT**

CITY and DISTRICT agree to the services to be provided by Shary Municipal Golf Course for the Mission High School, Veteran’s Memorial High School, Mission Junior High School, K. White Junior High School, Alton Memorial Junior High School, and Cantu Middle School golf teams as follows:

**City agrees to:**

- Provide driving range privileges and playing privileges to each of the said High school for up to twenty (20) players per high school for the 2025-2026 School year (August 1, 2025 to May 31, 2026) on days that the Shary Municipal Golf Course is regularly open.
- Provide driving range privileges and playing privileges to each of the said Junior High for up to twenty (20) players per junior high for the period of March 1, 2025 to May 31, 2026, on days that Shary Municipal Golf Course is regularly open.
- Provide driving range privileges to include a medium bucket of balls to 20 players for each high school and 20 players for each junior high and middle school during daytime hours and with each school coach present. (Buckets will not be provided after 6:00 p.m.)
- Provide playing privileges on weekdays after 3:00 p.m. until Pro Shop closing time and after 10:00 a.m. until closing time on weekends and holidays on dates that the Golf Course is open.

**District agrees to:**

- Supervise all players during District use.
- Provide the Shary Municipal Golf Course Staff a roster of Student Athletes for each High School, Junior High School for referral during weekend/holiday use.
- For each school to abide by the rules, regulations and ordinances for Shary Municipal Golf Course to include dress code policies, operating hours and golf course etiquette.
- Indemnify, defend and hold CITY, it's agents, servants and employees, in both their official and individual capacities, and all persons, natural or corporate, in privity with them or any of them, from any and all claims or causes of action of any kind whatsoever, at common law, statutory, contractual or otherwise, that might arise out of District's use and activities at the Golf Course pursuant to this Agreement.
- Pay the City of Mission as consideration for the use of the Shary Municipal Golf Course the sum of \$19,000.00 no later than October 30, 2025.

**ARTICLE IV. MISCELLANEOUS**

1. **Amendments:** This Agreement may be amended only by a written instrument signed by both parties.
2. **Governing Law:** This Agreement shall be governed by and construed 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.
3. **Severability:** If any provision of this Agreement is held to be invalid or unenforceable, the remaining provisions shall continue in full force and effect.
4. **Entire Agreement:** This Agreement constitutes the entire agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral.
5. **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.

- 6. **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.
- 7. **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  
    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 DISTRICT:                Mission Independent School District  
    Iris Iglesias, Board President  
    1201 Bryce Drive  
    Mission, Texas 78572

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.

- 8. **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.
- 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. **Assignment:** This Agreement shall not be assignable.
- 11. **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.



12. **Authority to Execute.** The execution and performance of this Agreement by the City and District 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 District in accordance with its terms.

13. **Current Revenues.** City and District agree to pay any payments made pursuant to this Agreement from current revenues. The parties agree that each party is providing fair consideration for the services rendered and facilities used.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement as of the date first above written.

**APPROVED BY CITY OF MISSION CITY COUNCIL ON \_\_\_\_\_,**  
**2025. Agenda Item No. \_\_\_\_\_**

**CITY OF MISSION**

By: \_\_\_\_\_  
NORIE GONZALEZ GARZA, MAYOR

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Patricia A. Rigney, City Attorney

**APPROVED BY MISSION INDEPENDENT SCHOOL DISTRICT ON**  
**\_\_\_\_\_, 2025. Agenda Item No. \_\_\_\_\_**

**MISSION ISD**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Attorney for Mission Independent School District





# CITY OF MISSION

## CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

**MEETING DATE:** September 23, 2025

**PRESENTED BY:** Michael Fernuik, Golf Director

**AGENDA ITEM:** Approval of Interlocal Agreement between Sharyland Independent School District and City of Mission on behalf of Shary Municipal Golf Course to provide golf course and driving range usage to their respective golf teams in the amount of \$19,000.00 -Fernuik

### NATURE OF REQUEST:

Agreement between the City and District to coordinate accessibility and compensation for the District's use of the Shary Municipal Golf by District golf teams, in an effort to maximize resources and provided increased services to the public during the 2025/2026 District school year. Also, to provide an secure area designated under the Shary Municipal Golf Course Clubhouse for the storage of Golf clubs and Bags if the school district so desires. Sharyland ISD agrees to compensate Shary Municipal Golf Course the sum of \$19,000 for the usage once the Interlocal Agreement is signed. The rate increased by \$2,000 from the previous year.

**BUGETED:** N/A                      **FUND:** Golf Course                      **ACCT. #:** \_\_\_\_\_

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

**BID AMOUNT:** \$ \_\_\_\_\_

### STAFF RECOMMENDATION:

Approval

**Departmental Approval:** N/A

**Advisory Board Recommendation:** Approval

**City Manager's Recommendation:** Approval *AG*

**RECORD OF VOTE:**                      **APPROVED:** \_\_\_\_\_

**DISAPPROVED:** \_\_\_\_\_

**TABLED:** \_\_\_\_\_

\_\_\_\_\_ AYES

\_\_\_\_\_ NAYS

\_\_\_\_\_ DISSENTING \_\_\_\_\_

**INTERLOCAL COOPERATIVE AGREEMENT BY AND BETWEEN  
THE CITY OF MISSION, TEXAS AND THE  
SHARYLAND INDEPENDENT SCHOOL DISTRICT**

This Interlocal Agreement (“Agreement”) is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2025, by and between the City of Mission, a Texas home-rule municipality (hereinafter called “City”), and the Sharyland Independent School District, an independent school district located in the Hidalgo County, Texas (hereinafter referred to as “District”) and shall be effective upon execution by both parties.

**ARTICLE I.**

**WHEREAS**, Chapter 791 of the Texas Government Code authorizes a local government to contract or agree with another local government to perform governmental functions and services; and

**WHEREAS**, the City and District have a long-standing relationship regarding services provided by the City at its Shary Municipal Golf Course;

**WHEREAS**, the purpose of this Agreement is to continue the ongoing relationship with regards to the District’s use of the Shary Municipal Golf Course; and

**WHEREAS**, the City and District desire to execute this Agreement establishing a general working agreement between the City and District to coordinate accessibility and compensation for the District’s use of the Shary Municipal Golf Course by District golf teams, in an effort to maximize resources and provide increased services to the public during the 2025/2026 District school year; and

**NOW, THEREFORE**, City and District, in consideration of the mutual covenants, terms, and conditions contained in this Agreement, and for the good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, do hereby agree as set forth below:

**ARTICLE II.**

**TERM**

The term of this Agreement shall be effective **August 1, 2025 until May 31, 2026**. This agreement may be terminated without cause upon thirty (30) days’ written notice to the other party.

**ARTICLE III.**

**OBLIGATIONS OF CITY AND DISTRICT**

CITY and DISTRICT agree to the services to be provided by Shary Municipal Golf Course for the Sharyland High School, Sharyland Pioneer High School, Shary North Junior High School, and B.L. Gray Junior High School golf teams as follows:

**City agrees to:**

- Provide driving range privileges and playing privileges to each of the said High school for up to twenty (20) players per high school for the 2025-2026 School year (August 1, 2025 to May 31, 2026) on days that the Shary Municipal Golf Course is regularly open.
- Provide driving range privileges and playing privileges to each of the said Junior High for up to twenty (20) players per junior high for the period of March 1, 2026 to May 31, 2026, on days that Shary Municipal Golf Course is regularly open.
- Provide driving range privileges to include a medium bucket of balls to 20 players for each high school and 20 players for each junior high and middle school during daytime hours and with each school coach present. (Buckets will not be provided after 6:00 p.m.)
- Provide playing privileges on weekdays after 3:00 p.m. until Pro Shop closing time and after 10:00 a.m. until closing time on weekends and holidays on dates that the Golf Course is open.

**District agrees to:**

- Supervise all players during District use.
- Provide the Shary Municipal Golf Course Staff a roster of Student Athletes for each High School, Junior High School for referral during weekend/holiday use.
- For each school to abide by the rules, regulations and ordinances for Shary Municipal Golf Course to include dress code policies, operating hours and golf course etiquette.
- Indemnify, defend and hold CITY, it's agents, servants and employees, in both their official and individual capacities, and all persons, natural or corporate, in privity with them or any of them, from any and all claims or causes of action of any kind whatsoever, at common law, statutory, contractual or otherwise, that might arise out of District's use and activities at the Golf Course pursuant to this Agreement.
- Pay the City of Mission as consideration for the use of the Shary Municipal Golf Course the sum of \$19,000.00 no later than October 30, 2025.

**ARTICLE IV. MISCELLANEOUS**

1. **Amendments:** This Agreement may be amended only by a written instrument signed by both parties.
2. **Governing Law:** This Agreement shall be governed by and construed 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.
3. **Severability:** If any provision of this Agreement is held to be invalid or unenforceable, the remaining provisions shall continue in full force and effect.
4. **Entire Agreement:** This Agreement constitutes the entire agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral.
5. **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.

- 6. **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.
- 7. **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  
    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 DISTRICT:                      Sharyland Independent School District  
    Jose “Pepe” Garcia, Board President  
    1200 N. Shary Rd.  
    Mission, Texas 78572

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.

- 8. **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.
- 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. **Assignment:** This Agreement shall not be assignable.

- 11. **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.
- 12. **Authority to Execute.** The execution and performance of this Agreement by the City and District 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 District in accordance with its terms.
- 13. **Current Revenues.** City and District agree to pay any payments made pursuant to this Agreement from current revenues. The parties agree that each party is providing fair consideration for the services rendered and facilities used.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement as of the date first above written.

**APPROVED BY CITY OF MISSION CITY COUNCIL ON \_\_\_\_\_, 2025. Agenda Item No. \_\_\_\_\_**

**CITY OF MISSION**

By: \_\_\_\_\_  
NORIE GONZALEZ GARZA, MAYOR

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Patricia A. Rigney, City Attorney

**APPROVED BY SHARYLIAND INDEPENDENT SCHOOL DISTRICT ON \_\_\_\_\_, 2025. Agenda Item No. \_\_\_\_\_**

**SHARYLAND ISD**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Attorney for Sharyland Independent School District

## SHARY MUNICIPAL GOLF COURSE GOLF CLUB STORAGE AGREEMENT

This agreement is between the City of Mission, Texas, a Texas Home-Ruled Municipality (hereinafter "City") and the Sharyland I.S.D. ("District") and shall commence on August 1, 2025 and end on May 31, 2026.

City agrees to allow District to use an area designated at the Shary Municipal Golf Course located at 2201 N. Mayberry St., Mission, Texas 78572 to keep its High School Golf Teams golf clubs/Bags in a secure area. The area under the Clubhouse shall be the designated area. The area described is a chain link fenced area with a gate that can be secured with a padlock. It is located in the Southeast corner of the area under the Clubhouse.

Golf Course employees will not have access to this area. The only personnel that will have access to this area will be the District's Golf Team Coaches. City Golf Course Personnel will only be responsible for opening the entry door to the storage area below the clubhouse. This area will be open at 7:00 am and will be closed at such time that the Pro Shop closes (depending on Sundown). If a student comes in late, they will need to take their clubs home with them. **CLUBS/BAGS WILL NOT BE STORED OUTSIDE THE CAGED AREA.**

District Golf Team Coaches will ensure that no student will be allowed to enter this area unless a coach is present. Coaches will be responsible for informing students that if they need their golf clubs over the weekends and holidays, they will need to get them before closing. It is encouraged to inform parents of this responsibility.

**NOTE: THE AREA FOR CLUB STORAGE IS SOMETIMES PRONE TO FLOODING. THE GOLF COURSE AND THE CITY OF MISSION WILL NOT BE RESPONSIBLE FOR ANY DAMAGE TO THE GOLF CLUBS THAT ARE THE SUBJECT OF THIS AGREEMENT. DISTRICT GOLF COACHES SHALL NOTIFY STUDENTS THAT CLUBS AND BAGS SHOULD BE STORED AT LEAST 1 FOOT ABOVE THE FLOOR. CITY IS NOT RESPONSIBLE FOR ANY DAMAGE OR LOSS TO ITEMS STORED IN THE DESIGNATED AREA.**

DISTRICT WILL INDEMNIFY AND HOLD GOLF COURSE HARMLESS, TO THE EXTENT PERMITTED BY LAW, FROM ANY INJURY AND/OR DAMAGE (AND ANY RESULTING OR RELATED CLAIM, ACTION, LOSS, LIABILITY, OR REASONABLE EXPENSE, INCLUDING ATTORNEY'S FEES AND OTHER FEES AND COURT AND OTHER COSTS) OCCURRING AS A RESULT OF SUCH STORAGE. NOTHING IN THIS AGREEMENT WILL BE CONSTRUED TO WAIVE, MODIFY, OR AMEND ANY LEGAL DEFENSE AVAILABLE TO DISTRICT, INCLUDING BUT NOT LIMITED TO GOVERNMENTAL IMMUNITY.

\_\_\_\_\_  
Jose "Pepe" Garcia, President Date

\_\_\_\_\_  
Norie Gonzalez, Mayor Date





**CITY COUNCIL AGENDA ITEM &  
RECOMMENDATION SUMMARY**

**MEETING DATE:** September 23, 2025

**PRESENTED BY:** Cesar Torres, Chief of Police

**AGENDA ITEM:** Authorization to submit a grant application to the Texas Department of Transportation for the STEP – Impaired Driving Mobilization 2026 Grant in the amount of \$45,000 with a 20% match accepted by TXDOT via in-kind match through fringe benefits and administrative costs - Torres

**NATURE OF REQUEST:**

The Mission Police Department is seeking authorization to apply for the STEP – Impaired Driving Mobilization 2026 grant. This grant is crucial for the city of Mission as it allows the opportunity to have more officers on the road during peak holidays (Spring Break, Christmas, New Years, Labor Day, and Independence Day). This grant allows the Mission Police Department to increase patrols and enforcement (targeting impaired driving), which helps reduce roadway deaths and number of road accidents in the City of Mission. The grant is a year-round grant, split into mobilization periods per peak holiday. The grant period will be from 12/10/2025 to 09/04/2026. The grant application due date is upcoming in October 2025. We kindly request your authorization to proceed with the application process for this grant, as it aligns with our shared goal of promoting a safer environment for the residents and visitors of our city. The grant is a year-round grant, split into mobilization periods per peak holiday (Spring Break, Christmas, New Years, Labor Day, and Independence Day). The total grant request is for \$45,000. The grant requires a 20% in-kind match, which is accepted by TXDOT through fringe benefits and administrative costs.

**BUGETED:** Yes FY 25-26 **FUND:** Designated Purpose **ACCT. #:** 15-300-33622

**BUDGET:** \$45,000.00 **EST. COST:** \$ **CURRENT BUDGET BALANCE:** \$

**BID AMOUNT:** \$

**STAFF RECOMMENDATION:**

Approval

**Departmental Approval:** N/A

**Advisory Board Recommendation:** N/A

**City Manager's Recommendation:** Approval *PT*

**RECORD OF VOTE:** **APPROVED:** \_\_\_\_\_

**DISAPPROVED:** \_\_\_\_\_

**TABLED:** \_\_\_\_\_

\_\_\_\_\_ AYES

\_\_\_\_\_ NAYS

\_\_\_\_\_ DISSENTING \_\_\_\_\_



CERTIFICATE FOR RESOLUTION

I, the undersigned, City Secretary of the City of Mission, Texas (the “Unit”), do hereby certify as follows:

1. The City Council (the “Governing Body”) of the Unit convened in regular session at its designated meeting place in Mission, Texas on September 23, 2025 (the “Meeting”), and the roll was called of the duly constituted members of the Governing Body, to-wit:

- |                        |                                       |
|------------------------|---------------------------------------|
| Norie Gonzalez Garza   | Mayor                                 |
| Ruben Plata            | Mayor Pro Tem, Councilmember, Place 2 |
| Jessica Ortega         | Councilmember, Place 1                |
| Marissa Ortega Gerlach | Councilmember, Place 3                |
| Jose Alberto Vela      | Councilmember, Place 4                |

All of such persons were present, except the following absentees: \_\_\_\_\_, thus constituting a quorum. Whereupon a written:

RESOLUTION APPROVING THE RESOLUTION OF MISSION ECONOMIC DEVELOPMENT CORPORATION AUTHORIZING THE ISSUANCE OF BONDS ON BEHALF OF VINTON STEEL LLC; AND MATTERS RELATED THERETO

(the “Resolution”) was duly moved and seconded and, after due discussion, said motion, carrying with it the adoption of the Resolution, prevailed and carried by the following votes:

AYES: \_\_\_\_ NOES: \_\_\_\_ ABSTENTIONS: \_\_\_\_

2. A true, full and correct copy of the Resolution is attached to and follows this Certificate; the Resolution has been duly recorded in the minutes of the Meeting; the above and foregoing paragraph is a true, full, and correct excerpt from the minutes of the Meeting pertaining to the adoption of the Resolution; the persons named in the above and foregoing paragraph are the duly elected, qualified and acting members of the Governing Body; each of such members was duly and sufficiently notified officially and personally, in advance, of the time, place, and purpose of the Meeting, and that the Resolution would be introduced and considered for adoption at the Meeting, and each of such members consented, in advance, to the holding of the Meeting for such purpose; and the Meeting was open to the public, and public notice of the time, place, and purpose of the Meeting was given, all as required by Chapter 551, Texas Government Code.

SIGNED AND SEALED this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

By: \_\_\_\_\_  
City Secretary, Mission, Texas

(SEAL)

RESOLUTION APPROVING THE RESOLUTION OF MISSION ECONOMIC DEVELOPMENT CORPORATION AUTHORIZING THE ISSUANCE OF BONDS ON BEHALF OF VINTON STEEL LLC; AND MATTERS RELATED THERETO

WHEREAS, the Mission Economic Development Corporation (the “Issuer”) was created by the City Council of the City of Mission, Texas (the “Unit”) pursuant to the provisions of the Development Corporation Act, Texas Local Government Code, Chapter 501 (formerly Article 5190.6, Vernon’s Texas Civil Statutes), as amended (the “Act”); and

WHEREAS, on September 17, 2025, the Issuer adopted a resolution (in the form attached hereto as **Exhibit A**), among other things, (i) authorizing the issuance of one or more series of revenue bonds in an aggregate principal amount not to exceed \$100,000,000 (the “Bonds”), pursuant to the terms and provisions of one or more trust indentures (whether one or more, the “Indentures”); (ii) providing for the payment of the principal of and premium, if any, and interest on the Bonds with revenues derived from the loan of the proceeds of the sale of the Bonds to Vinton Steel LLC, and/or its subsidiaries or affiliates (the “User”); (iii) approving the loan of the proceeds of the Bonds to the User to be used to finance a portion of the costs of the construction, reconstruction, improvement, expansion and/or equipping of a certain solid waste disposal facilities as described and defined in the Issuer Resolution (defined below) (the “Project”), to pay capitalized interest, the costs of issuance of the Bonds and/or to fund any reserve funds with respect to the Bonds and for such other purposes as set forth in the Issuer Resolution; and (iv) authorizing certain other actions in connection with the foregoing; and

WHEREAS, Section 501.204 of the Act requires that the governing body of the Unit approve the resolution of the Issuer providing for the issuance of the Bonds no more than 60 days prior to the delivery of the Bonds; and

WHEREAS, the City Council of the Unit (the “City Council”) is the governing body of the Unit and deems it necessary and advisable that this Resolution be adopted; and

WHEREAS, Section 147(f) of the Internal Revenue Code of 1986, as amended (the “Code”), further requires that the plan of finance, including the Bonds and the Project, be approved (such approval, the “AER Approval”) by an “applicable elected representative” (the “AER”) of a governmental unit in which the Issuer is located after a public hearing following reasonable public notice; and

WHEREAS, with respect to the Bonds, either the City Council or the Mayor of the Unit is an AER for the Unit; and

WHEREAS, a telephonic public hearing with respect to the plan of finance, the Bonds and the Project (as further described in **Exhibit B** attached hereto) has been held (the “Public Hearing”) and notice of such Public Hearing was posted no less than 7 days before the date of such Public Hearing in and all comments from interested persons were taken at such Public Hearing, all as shown in **Exhibit B** attached hereto; and

WHEREAS, the City Council desires to: (i) approve the issuance of the Bonds by the Issuer as authorized pursuant to the resolution attached hereto and (ii) approve the plan of finance, including the Bonds and the Project, as required by Section 147(f) of the Code;

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

Section 1. *The Resolution Of Mission Economic Development Corporation Authorizing The Issuance Of One Or More Series Of Revenue Bonds and the Loan Of the Proceeds Thereof To Vinton Steel LLC; Approving Documents Relating Thereto; And Approving Other Matters In Connection Therewith* adopted by the Issuer on September 17, 2025 (the “Issuer Resolution”), a copy of which is attached hereto as **Exhibit A** and made a part hereof for all purposes, is hereby approved.

Section 2. The approval herein given is in accordance with the provisions of Section 501.204 of the Act, and is not to be construed as an undertaking by the Unit. The Bonds shall never constitute an indebtedness or pledge of the Unit or the State of Texas, within the meaning of any constitutional or statutory provision, and the holders of the Bonds shall never be paid in whole or in part out of any funds raised or to be raised by taxation or any other revenues of the Issuer, the Unit, or the State of Texas except those revenues assigned and pledged by the Issuer in the Indentures that will be executed and delivered in connection with the Bonds.

Section 3. The programs and expenditures authorized and contemplated by the Issuer Resolution are hereby in all respects approved.

Section 4. The Public Hearing with respect to the plan of finance, the Bonds and the Project held by the hearing officer, the posting of notice of such Public Hearing on the Unit’s public website and the certificate of the hearing officer regarding such Public Hearing, all as shown in **Exhibit B** attached hereto, are hereby approved and ratified.

For the purpose of satisfying the requirements of Section 147(f) of the Code, the plan of finance, including the issuance of the Bonds and the Project to be financed by the plan of finance and the Bonds, in one or more series over the next thirty-six months in the aggregate maximum stated principal amount of \$200,000,000, and the facilities to be financed by the plan of finance, located at 8001 Border Steel Rd., Vinton, El Paso County, TX 79821, all as described in the notice of Public Hearing attached hereto as **Exhibit B**, are hereby approved. THE APPROVAL HEREIN GRANTED IS FOR PURPOSES OF SATISFYING THE REQUIREMENTS OF THE CODE, AND SHALL NOT BE CONSTRUED AS A REPRESENTATION, WARRANTY OR OTHER UNDERTAKING OF ANY KIND BY THE UNIT WITH RESPECT TO THE BONDS OR THE PROJECT. THE BONDS SHALL NOT CONSTITUTE OBLIGATIONS OF THE UNIT OR A PLEDGE OF ITS FAITH AND CREDIT, AND THE UNIT SHALL NOT BE OBLIGATED TO PAY THE BONDS OR THE INTEREST THEREON OR OTHERWISE INCUR ANY LIABILITY WITH RESPECT THERETO.

Section 5. This Resolution is expressly for the purpose of approving the issuance of the Bonds for the purposes described herein and in the Issuer Resolution, and approving the matters relating to the Bonds as provided herein and in the Issuer Resolution, and does not constitute an

approval by the City Council or the Unit of any other matters relating to the User or its business operations.

Section 6. The Mayor of the Unit, the City Council, the City Secretary of the Unit and the other officers of the Unit are hereby authorized, jointly and severally, to execute and deliver such endorsements, instruments, certificates, documents, or papers necessary and advisable to carry out the intent and purposes of this Resolution.

PASSED AND APPROVED this 23<sup>rd</sup> day of September, 2025.

**Exhibit A**  
**Issuer Resolution**  
**Attached**



CERTIFICATE OF RESOLUTION

STATE OF TEXAS §  
COUNTY OF HIDALGO §  
CITY OF MISSION §

I, the undersigned officer of the Board of Directors of the Mission Economic Development Corporation (the “Issuer”) do hereby make and execute this Certificate for the benefit of all persons interested in the validity of all actions and proceedings of the Issuer. I do hereby certify as follows:

1. I am the duly chosen, qualified and acting officer of the Issuer for the office shown beneath my signature, and in such capacity I am familiar with the matters contained in this Certificate.

2. The Board of Directors of the Issuer (“Board of Directors”) convened its meeting on the 17<sup>th</sup> day of September, 2025, and the roll was called of the duly constituted officers and members of the Board of Directors, and all were present except the following: \_\_\_\_\_ . Whereupon, among other business, the following was transacted at said meeting: a written resolution (the “Resolution”) was introduced for the consideration of the Board of Directors. It was then duly moved and seconded that said Resolution be adopted; and, after due discussion, said motion, carrying with it the adoption of said Resolution, prevailed and carried by vote of \_\_\_\_ Ayes, \_\_\_\_ Noes, and \_\_\_\_ Abstentions.

3. The attached and following is a true, correct and complete copy of said Resolution; the original of said Resolution is on file in the official records of the Issuer; and said Resolution has not been amended and is in full force and effect.

4. The members of the Board of Directors were the duly qualified and acting members of the Board of Directors; and each member of the Board of Directors received notice of the meeting of the Issuer as prescribed in the Bylaws of the Issuer in accordance with the requirements of the Open Meetings Act, Chapter 551, Texas Government Code, as amended.

WITNESS MY HAND AND THE OFFICIAL SEAL OF THE ISSUER, this 17<sup>th</sup> day of September, 2025.

\_\_\_\_\_  
Secretary

(SEAL)

RESOLUTION OF MISSION ECONOMIC DEVELOPMENT CORPORATION AUTHORIZING THE ISSUANCE OF ONE OR MORE SERIES OF REVENUE BONDS AND THE LOAN OF THE PROCEEDS THEREOF TO VINTON STEEL LLC; APPROVING DOCUMENTS RELATING THERETO; AND APPROVING OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, the Mission Economic Development Corporation (the “Issuer”) was created by the City Council of the City of Mission, Texas (the “Creating Unit”) pursuant to the provisions of the Development Corporation Act, Texas Local Government Code, Chapter 501 (formerly Article 5190.6, Vernon’s Texas Civil Statutes), as amended (the “Act”); and

WHEREAS, the Act authorizes and empowers the Issuer to issue bonds on behalf of the Creating Unit: (i) to finance a project (including land, buildings, equipment, facilities, expenditures, targeted infrastructure and improvements with respect to a project) found by the Board of Directors (the “Board”) of the Mission Economic Development Corporation (the “Issuer”) to be required or suitable for the development, retention or expansion of solid waste disposal facilities, (ii) to finance expenditures found by the Board of the Issuer to be required or suitable for infrastructure necessary to promote or develop new or expanded business enterprises, including solid waste disposal facilities, and (iii) to pay all or part of the costs of a “project” as defined in the Act, and to loan the proceeds of the bonds to others to finance all or part of the costs of a project; and

WHEREAS, the Issuer was created by a municipality wholly or partly located in a county that is bordered by the Rio Grande, has a population of at least 500,000 and has wholly or partly within its boundaries at least four municipalities that each have a population of at least 25,000; and

WHEREAS, the Issuer does not support the Project (as hereinafter defined) with sales and use tax revenue collected under Chapters 504 or 505 (formerly Section 4A or 4B) of the Act; and

WHEREAS, the Issuer is a Type B corporation under Chapter 505, Texas Local Government Code, as amended, including for purposes of Section 505.005; and

WHEREAS, Vinton Steel LLC, a Texas limited liability company (the “Borrower”) has requested that the Issuer issue its revenue bonds in one or more series as hereinafter described, and loan the proceeds of the sale thereof to the Borrower (or any affiliates or subsidiaries of the Borrower), to be used to finance all or a portion of the costs of acquisition, construction, improving, and/or equipping of certain solid waste disposal facilities as further described in the Prior Resolution (defined below) and/or in the hereinafter defined Indentures and/or Loan Agreements relating to the hereinafter defined Bonds (such costs referred to herein as the “Project”), to pay capitalized interest, to pay the costs of issuance of such Bonds and/or to fund any reserve funds with respect to such Bonds; and

WHEREAS, the Issuer previously adopted that certain resolution with respect to the Project, captioned as a *Resolution Regarding Request Of Vinton Steel LLC For The Issuance Of One Or More Series Of Revenue Bonds; Authorizing The Filing Of An Application For Allocation Of Volume Cap for Private Activity Bonds With The Texas Bond Review Board; Authorizing Public Hearings Regarding The Bonds; And Authorizing Other Action Related Thereto*, on January 24, 2024 (the “Prior Resolution”); and

WHEREAS, the governing bodies of each of the counties or cities in which any portion of the Project is located (collectively, the “Requesting Units”) have requested or will request, prior to the issuance of the Bonds, the Issuer to exercise its powers to finance the portion of the Project located in such counties or cities, to the extent required by the Act;

WHEREAS, in order to provide funds for the Issuer to make the loan to the Borrower to be used to finance the Project and related costs described above, the Issuer now proposes to issue one or more series of its revenue bonds (collectively, the “Bonds”), in an aggregate principal amount not to exceed \$100,000,000 pursuant to and in accordance with this Resolution; and

WHEREAS, pursuant to the Act, the Bonds shall never constitute an indebtedness or pledge of the Creating Unit or the State of Texas, within the meaning of any constitutional or statutory provision, and the holders of the Bonds shall never be paid in whole or in part out of any funds raised or to be raised by taxation or any other revenues of the Issuer, the Creating Unit, or the State of Texas except those revenues assigned and pledged by the Issuer in the indenture(s) that will be executed and delivered in connection with the Bonds; and

WHEREAS, the City Council of the Creating Unit proposes to adopt a written resolution for the purpose of approving this Resolution of the Issuer providing for the issuance of the Bonds and approving the Bonds and the Project as required by Section 147(f) of the Internal Revenue Code of 1986, as amended (the “Code”); and

WHEREAS, the Board desires to approve the forms of one or more trust indentures, one or more loan agreements (which may alternatively be designated as bond financing agreements or similar designation), one or more bond purchase agreements (which may alternatively be designated as bond placement agreements and/or underwriting agreements or similar designation) and one or more letters of representation with respect to the Bonds, and to authorize the officers of the Issuer executing such documents to negotiate the final terms of such documents and to execute and deliver such documents on behalf of and in the name of the Issuer; and

WHEREAS, the Board finds that the form and substance of the aforementioned documents are satisfactory and the recitals and findings contained therein are true, correct and complete, and the Board further finds that it is in the best interest of the public and the Issuer and assists in carrying out the public purpose of the Issuer and of the Act to

authorize the execution and delivery of such documents and the issuance of the Bonds;  
and

WHEREAS, the Board finds that the Project (as defined herein) furthers the public purposes of the Act; and

WHEREAS, the Board further desires to approve the form of one or more official statements (which may alternatively be designated as offering memoranda, limited offering memoranda, private placement memoranda, or similar designation) to be distributed in connection with the offering and sale of the Bonds (whether one or more, the “Offering Documents”), and desires hereby to authorize the use of certain information to be set forth in such Offering Documents concerning the Issuer under the captions “The Issuer” and “Absence of Material Litigation—The Issuer” (or similar captions relating to the Issuer or litigation involving the Issuer) and to approve and authorize the distribution of such Offering Documents.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MISSION ECONOMIC DEVELOPMENT CORPORATION THAT:

1. The Issuer hereby authorizes and approves the issuance of the Bonds in one or more series bearing interest at variable rates and/or fixed rates (as selected by the Borrower) and maturing not later than forty years from their date of issuance, in the aggregate principal amount not to exceed \$100,000,000. The Bonds are hereby authorized and approved to be issued for any or all of the purposes described herein, including the financing of the Project. The Bonds may be issued as tax-exempt bonds and/or taxable bonds, as selected by the Borrower, and may be issued at a price of par or priced with a premium or discount, as selected by the Borrower. The Bonds may be captioned or titled as the “Mission Economic Development Corporation Solid Waste Disposal Revenue Bonds (Vinton Steel LLC Project)” or similar designation as approved by the Issuer and provided in the Indentures and with the appropriate series designation as provided in the Indentures. The Bonds will be issued in accordance with one or more indentures, trust indentures, or similarly designated agreements (whether one or more, the “Indentures”) between the Issuer and the trustee named therein (the “Trustee”), the form, terms and provisions of such Indentures and the Bonds being hereby authorized and approved, and the President and/or the Vice President of the Issuer are hereby authorized and directed to execute and deliver such Indentures and the Bonds on behalf of the Issuer, and the Secretary and/or Assistant Secretary of the Issuer is hereby authorized to attest and affix the Issuer’s seal to the Indentures, if required, and to the Bonds, with such changes therein as the officers executing the same may approve, such approval to be conclusively evidenced by such execution thereof.

2. The Issuer hereby approves the loan of the proceeds of the sale of the Bonds by the Issuer to the Borrower to provide for the financing of the costs of the Project, which loan will be made pursuant to the terms and provisions of one or more loan agreements, bond financing agreements, or similarly designated agreements (whether one or more, the “Loan Agreements”) between the Issuer and the Borrower, the form, terms and provisions of such Loan Agreements being hereby authorized and

approved, and the President and/or the Vice President of the Issuer are hereby authorized and directed to execute and deliver and the Secretary and/or Assistant Secretary of the Issuer is hereby authorized to attest and affix the Issuer seal to such Loan Agreements, if required, on behalf of the Issuer, with such changes therein as the officers executing the same may approve, such approval to be conclusively evidenced by such execution thereof. To the extent required or requested, any one or more promissory notes (whether one or more, the “Notes”) issued by the Borrower to the Issuer under any of the Loan Agreements are hereby approved and the aforementioned officers of the Issuer (or any of them) are hereby authorized to execute and assign any such Notes to the Trustee as security for the Bonds and the repayment by the Borrower of its obligations under the Loan Agreements.

3. The issuance, sale and delivery of the Bonds by the Issuer is hereby authorized and approved, and shall be effected in accordance with the terms and provisions of one or more bond purchase agreements, bond placement agreements, underwriting agreements, or similarly designated agreements (whether one or more, the “Bond Purchase Agreements”), substantially in the form of the Bond Purchase Agreement by and among the underwriter(s), placement agent(s), and/or purchaser(s) named therein, the Issuer and the Borrower, the form, terms and provisions of such Bond Purchase Agreements being hereby authorized and approved, and the President and/or the Vice President of the Issuer are hereby authorized and directed to execute and deliver such Bond Purchase Agreements on behalf of the Issuer, with such changes therein as the officer executing the same may approve, such approval to be conclusively evidenced by such execution thereof. To the extent required or requested, the Issuer further authorizes and approves the acceptance by the Issuer of one or more letters of representation (whether one or more, the “Letters of Representation”) from the Borrower in connection with the Bond Purchase Agreements, the form, terms and provisions of such Letters of Representation being hereby authorized and approved, and the President and/or the Vice President of the Issuer are hereby authorized and directed to execute and deliver such Letters of Representation on behalf of the Issuer, with such changes therein as the officers executing the same may approve, such approval to be conclusively evidenced by such execution thereof.

4. The Board hereby authorizes and approves the content and use of the information described in the last recital of this Resolution in the Offering Documents, and authorizes the distribution of such Offering Documents; provided that, in adopting this Resolution, the Issuer hereby disclaims any responsibility for the Offering Documents except for the information described as having been provided by it in the last recital of this Resolution and expressly disclaims any responsibility for any other information included as part of the Offering Documents.

5. The issuance of the Bonds by the Issuer is subject to and conditioned upon the prior receipt by (or on behalf of) the Issuer of (i) the approving opinion of the Attorney General of the State of Texas and evidence of registration of the Bonds by the Comptroller of Public Accounts of the State of Texas; and (ii) the purchase price for the Bonds; and (iii) such opinions, evidences, certificates, instruments or other documents as

shall be requested by Issuer's Counsel and Bond Counsel, in order to enable such counsel to render their legal opinions in connection with the issuance of the Bonds.

6. The Board hereby appoints Bracewell LLP as bond counsel ("Bond Counsel") and Issuer's counsel ("Issuer's Counsel") in connection with the Bonds. The Board hereby authorizes Bond Counsel to submit to the Attorney General of Texas, for approval as required under the Texas Government Code §1202.003, a transcript of legal proceedings relating to the issuance, sale and delivery of the Bonds. To the extent required by the Attorney General of Texas, Bond Counsel is authorized to make such changes to the text of this Resolution as may be required in connection with the issuance of the Bonds.

7. The officers, employees and agents of the Issuer, and each of them, shall be and each is expressly authorized, empowered and directed from time to time and at any time to do and perform all acts and things and to execute, acknowledge and deliver in the name and under the corporate seal and on behalf of the Issuer all directions and notices, agreements, documents, certificates, financing statements, instruments and other papers, whether or not herein mentioned, as they may determine to be necessary or desirable in order to carry out the terms and provisions of this Resolution and of the Bonds to be issued hereunder, as well as the terms and provisions of the Indentures, the Loan Agreements and the Bond Purchase Agreements hereby authorized and approved, such determination to be conclusively evidenced by the performance of such acts and things and the execution of any such certificate, financing statement, instrument or other paper.

8. The Board hereby finds that the expenditures with respect to the Project are required or suitable for infrastructure necessary to promote or develop new or expanded business enterprises, including solid waste disposal facilities. The Board further hereby finds that the Project (including the land, buildings, equipment, facilities, expenditures, targeted infrastructure and improvements with respect to the Project) is: (i) for the creation or retention of primary jobs (as defined in the Act) and (ii) required or suitable for the development, retention or expansion of solid waste disposal facilities.

9. The Board hereby finds that the Project will contribute to the economic growth or stability of the Requesting Units by (i) increasing or stabilizing employment opportunity; (ii) significantly increasing or stabilizing the property tax base; and (iii) promoting commerce within the Requesting Units and the State of Texas.

10. To the extent required by the Code, the Board directs that an officer of the Issuer submit to the Secretary of the Treasury, not later than the 15th day of the second calendar month after the close of the calendar quarter in which the Bonds are issued, a statement containing the information required by Section 149(e) of the Code.

11. The actions of the Issuer and any hearing officer acting on behalf of the Issuer with regard to the required public hearing(s) relating to the Bonds as required under Section 147(f) of the Code, and the publication of notice of such public hearings are hereby authorized, ratified and approved.

12. The Board hereby finds and declares that written notice of the date, hour, place and subject of the meeting at which this Resolution was adopted was posted and that such meeting was open to the public as required by law at all times during which this Resolution and the subject matter hereof were discussed, considered and formally acted upon, all as required by the Open Meetings Act, Chapter 551, Texas Government Code, as amended, and the Act.

13. This Resolution is expressly for the purpose of approving the issuance of the Bonds for the purposes described herein and approving the documents and matters relating to the Bonds as provided herein, and does not constitute an approval by the Board or the Issuer of any other matters relating to the Borrower or its business operations.

14. The recitals contained herein are true, correct and complete and are hereby adopted as findings of the Issuer. This Resolution shall take effect and be in full force and effect upon and after its passage.

PASSED AND APPROVED this 17<sup>th</sup> day of September, 2025.



**Exhibit B**

**Certificate of Public Hearing Officer Regarding Public Hearing**

**Attached**

**CERTIFICATE OF PUBLIC HEARING OFFICER**  
**REGARDING PUBLIC HEARING (INTERNAL REVENUE CODE § 147(f))**

MISSION ECONOMIC DEVELOPMENT CORPORATION  
SOLID WASTE DISPOSAL REVENUE BONDS  
(VINTON STEEL PROJECT)

I, the undersigned, do hereby make and execute this certificate for the benefit of all persons interested in the plan of finance including the issuance of the above-referenced bonds (or similarly captioned bonds) in one or more series (the “Bonds”).

I hereby certify as follows:

1. I am the duly appointed hearing officer for the public hearing which was held in connection with the proposed plan of finance including the issuance of the Bonds at the time and place indicated in the Notice of Public Hearing included in **Attachment A** attached hereto.

2. No less than seven days before the date of the public hearing, notice of the public hearing was electronically posted on the City of Mission’s Web site used to inform its residents about events affecting the residents of the City of Mission as evidenced by the Certificate of Approving Governmental Unit Regarding Posting of Notice of Public Hearing attached hereto as **Attachment A**.

3. All persons appearing telephonically at the public hearing were given an opportunity to comment on the proposed plan of finance, including the issuance of the Bonds, and the project to be financed and refinanced by the plan of finance. No such persons appeared telephonically or made comments except as is set forth on **Attachment B** attached hereto.

4. After giving all interested persons an opportunity to appear telephonically and comment, the public hearing was declared closed.

WITNESS MY HAND this 3rd day of September, 2025.

By:   
Hearing Officer

Attachment A - Certificate of Approving Governmental Unit Regarding Posting of Notice of Public Hearing

Attachment B - Names and Comments of Persons Attending Public Hearing

**ATTACHMENT A**

**CERTIFICATE OF APPROVING GOVERNMENTAL UNIT REGARDING POSTING  
OF NOTICE OF PUBLIC HEARING**

[Attached.]

CERTIFICATE OF APPROVING GOVERNMENTAL UNIT  
REGARDING POSTING OF NOTICE OF PUBLIC HEARING

I, the undersigned officer or representative of the City of Mission, Texas (the “Approving Governmental Unit”), make this certification in connection with the Mission Economic Development Corporation Solid Waste Disposal Revenue Bonds (Vinton Steel Project), Series 2025 (the “Bonds”) (which bonds may be issued in multiple series and contain such other series designations as may be specified in the resolutions approving the same) for the sole purpose of evidencing compliance with the public approval requirements in section 147(f) of the Internal Revenue Code of 1986, as amended (the “Code”). I do hereby certify as follows in good faith:

A notice of public hearing relating to the Bonds, a true and correct screenshot of which is attached hereto as **Schedule 1** (the “Notice”), was electronically posted on the Approving Governmental Unit’s primary public website in an area of that website used to inform its residents about events affecting the residents. The Notice was posted in such manner on or before August 27, 2025, and remained posted through September 3, 2025.

WITNESS MY HAND this 3<sup>rd</sup> day of September, 2025.

By: Anna Carrillo  
(Signature)

Name: Anna Carrillo  
(Print Name)

Title: City Secretary

Schedule 1

Screenshot of Notice of Public Hearing Website Posting

(attached)



NOTICE OF PUBLIC HEARING

MISSION ECONOMIC DEVELOPMENT CORPORATION  
SOLID WASTE DISPOSAL REVENUE BONDS  
(VINTON STEEL PROJECT)

Notice is hereby given of a telephonic public hearing to be held on behalf of Mission Economic Development Corporation (the "Issuer"), on September 3, 2025 at 12:00 p.m. Interested parties may join the public hearing on the date and the time indicated above by dialing +1.855.282.6330 (US Toll Free) and, when prompted, entering the meeting code 2663 642 3696#.

The hearing is regarding the issuance of obligations by the Issuer, which may be issued pursuant to a plan of finance in one or more series, in an aggregate maximum stated principal amount not to exceed \$200,000,000 (the "Bonds"). The Bonds will be issued as exempt facility bonds for solid waste disposal facilities pursuant to section 142(a)(6) of the Internal Revenue Code of 1986 (the "Code"). Proceeds of the Bonds will be loaned to Vinton Steel, LLC and/or one or more subsidiaries or affiliates thereof (collectively, the "Borrower") for the purpose of financing the construction, reconstruction, improvement, expansion, and equipping of a steelmaking facility located at 8001 Border Steel Rd., Vinton, El Paso County, TX 79821 (the "Project"). The Borrower will be the initial owner and principal user of the Project.

All interested persons are invited to express their views with respect to the Project and the Bonds. Questions or requests for additional information may be directed to Lee McCormick (telephone: (214) 256-3121; email: [lmccormick@cdfinance.com](mailto:lmccormick@cdfinance.com)). Any interested persons unable to attend the telephonic public hearing may submit their views in writing to Mr. McCormick at 6988 Lebanon Rd., Ste. 103, Frisco, Texas 75034 or by email to the address set forth above prior to the date scheduled for the hearing. This notice is published and the above-described hearing is to be held in satisfaction of the requirements of section 147(f) of the Code.

**ATTACHMENT B**

**NAMES AND COMMENTS OF PERSONS ATTENDING PUBLIC HEARING**

None.

## STAFF REPORT

**DATE:** September 23, 2025

**TO:** City of Mission

RESOLUTION APPROVING THE RESOLUTION OF MISSION ECONOMIC DEVELOPMENT CORPORATION AUTHORIZING THE ISSUANCE OF BONDS ON BEHALF OF VINTON STEEL LLC; AND MATTERS RELATED THERETO

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The Mission Economic Development Corporation approved a Final Resolution for the Vinton Steel LLC tax-exempt bond financing at its meeting on September 17, 2025. In addition, a telephonic public hearing related to the Vinton Steel LLC project was held on September 3, 2025, at which no public comments were received.

Vinton Steel, LLC is a mini-mill that produces steel using electric arc furnace (EAF) technology, with ferrous scrap as its primary raw material. It is located at 8001 Border Steel Road, Vinton, Texas, within the El Paso County area. Operations include scrap processing facilities, a steel mill, a rolling mill, and a grinding ball mill.

The facility was built in 1962 and had limited upgrades for efficiency over the years until it was purchased by Kyoei Steel in 2016. Kyoei Steel Ltd (TYO: 5440), a global leader in advanced steel manufacturing and “green” steel innovation, has rejuvenated the plant’s operations by bringing in international best practices and technology innovation from its global operations, including 10 plants in Japan, Vietnam, Canada, and the United States. Today, the Vinton plant supports 366 employees. It is the largest recycling company in West Texas and New Mexico, annually capturing over 226,796 metric tons (“MT”) of scrap steel from a wide range of sources, including electric vehicles and first-generation renewable projects and reprocessing it into reinforcing steel bars (rebar) and grinding media for a range of critical mineral extraction and processing facilities, including lithium and others.

Vinton Steel has maintained its market presence in the Southwest region since its commissioning in 1962, consistently producing rebar and grinding media steel products. This has supported the region's economy with yearly revenue of over \$230 million and ensured that its full-time employees’ jobs have been well-paid. It has contributed to the development of the area.

The Vinton Steel plant replacement represents \$425,000,000 capital investment in decarbonization innovation, an investment that delivers an immediate 91% reduction in CO<sub>2</sub>e/MT of output and produces deeply decarbonized steel that will be the “bones” of the next generation of renewable energy platforms and environmentally responsible infrastructure at a market-aligned price point.

The Project:

Vinton Steel is planning to install a new steel-making plant that can produce 500,000 tons of finished product for the Southwest market annually. The new plant will be located adjacent to the current facility within Vinton Steel’s premises. The plant replacement represents a \$425,000,000 capital investment in decarbonization innovation, enabling Vinton Steel to produce deeply decarbonized steel that will be the



“bones” of the next generation of renewable energy platforms and environmentally responsible infrastructure. By expanding and decarbonizing, Vinton Steel will increase its recycling capacity intake on a wide range of steel scrap from the region and will create affordable, domestic, deeply decarbonized steel.

The new facility will be equipped with state-of-the-art manufacturing technology, producing a higher quality, lower cost product with 91% less CO<sub>2</sub>e/MT using high efficiency electric arc furnaces, fume capture and heat recovery, and other high-performance processes and emissions reduction technologies.

The continuous charging of scrap is a new generation of Electric Arc Furnaces, designed and manufactured by leading companies on melting technology. This technology is already deployed in the United States, and it is operating at sites around the globe, providing the Vinton team with a high degree of confidence regarding its operational viability. The continuous scrap feeding on a long charge conveyor and preheating of scrap material using process off-gas significantly improves productivity and reduces emissions. The constant charge of scrap design eliminates the need for the EAF to stop, open, and charge scrap buckets, creating significant reductions in the time and energy required for process execution as well as reducing operational hazards for employees.

Terms of Transaction

Amount:	Up to \$100,000,000
Offering:	Public
Est. Closing:	October 2025
Est Rating:	Est. Moody’s: A1 or S&P: A. Based on the Sumitomo Mitsui Letter of Credit

Finance Team

Bond & Issuer Counsel:	Bracewell LLP
Issuer Advisor:	Community Development Associates, LLC
Underwriter:	Jefferies LLC
Underwriter Counsel:	McGuireWoods LLP
Borrower Counsel:	Torys LLP
Letter of Credit:	Sumitomo Mitsui Banking Corporation

Fiscal Impact & Risks:

The Company anticipates issuing \$100 million of tax-exempt bonds in 2025 to reimburse construction costs. The MEDC is expected to receive approximately \$155,000 for serving as Issuer of the bonds along with an annual fee of \$25,000 until maturity.

Approval of this Resolution does not impose any payment or obligation on the MEDC or the City of Mission in connection with the financing. The Bonds do not constitute a debt or obligation of the MEDC, the City, the County, or the State of Texas. They are solely the obligation and responsibility of the Company. More importantly, the Bonds will not require any general fund support or taxpayer dollars. There is no commitment of the credit ratings, and the Bonds do not, in any manner, restrict, impede, or limit the borrowing or bonding capacity of the MEDC or City of Mission.



# CITY OF MISSION

## CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

**MEETING DATE:** September 23, 2025  
**PRESENTED BY:** JC Avila, Fleet Director  
**AGENDA ITEM:** Authorization to re-lease ten (10) 2020 Ram 1500 2WD Crew Cab Tradesman from D&M Leasing Company (Buyboard #744-24) in the amount of \$109,165.60 - Avila

### NATURE OF REQUEST:

The City of Mission Planning, Public Works, and Sanitation departments are seeking authorization to re-lease a total of ten (10) 2020 Ram 1500 2WD Crew Cab Tradesman units from D&M Leasing Company (Buyboard contract #744-24). Six (6) units pertain to the Planning department, three (3) units pertain to the Public Works department, and one (1) unit pertains to the Sanitation Department. The Rams would be re-leased for an extended 12-month term. Monthly debt service (including principal and interest) would be \$622.52 per unit. The total purchase capitalized cost for the leases amounts to \$109,165.60.

<b>BUGETED:</b> Yes	<b>FUND:</b> General	<b>ACCT. #:</b> 29-410-84800/29-410-84820
<b>BUDGET:</b> \$974,788/\$120,000	<b>EST. COST:</b> \$	<b>CURRENT BUDGET BALANCE:</b> \$-9,972/\$-114,136
<b>BUGETED:</b> Yes	<b>FUND:</b> Public Works	<b>ACCT. #:</b> 02-417-84800/02-417-84820
<b>BUDGET:</b> \$964,616/\$130,173	<b>EST. COST:</b> \$	<b>CURRENT BUDGET BALANCE:</b> \$175,439/\$35,484
<b>BUGETED:</b> Yes	<b>FUND:</b> Solid Waste	<b>ACCT. #:</b> 05-417-84800/05-417-84820
<b>BUDGET:</b> \$29,154/\$8,030	<b>EST. COST:</b>	<b>CURRENT BUDGET BALANCE:</b> \$0/\$0

### STAFF RECOMMENDATION:

Approval

**Departmental Approval:** Finance, Purchasing

**Advisory Board Recommendation:** N/A

**City Manager's Recommendation:** Approval *JP7*

**RECORD OF VOTE:**

**APPROVED:** \_\_\_\_\_

**DISAPPROVED:** \_\_\_\_\_

**TABLED:** \_\_\_\_\_

\_\_\_\_\_ AYES

\_\_\_\_\_ NAYS

\_\_\_\_\_ DISSENTING \_\_\_\_\_



# Open-End (Equity) Lease Quote

Quote: 30789

Prepared For: City of Mission, TX

Date: 08/14/2025

Unit#: 30789

Quantity: 10

Unit: 2020 Ram RAM 1500 2WD Crew Cab Tradesman

Order Type: Re-lease Term: 12 State: TX

Customer#: 6606

Schedule#: 0.00

9756.06	Capitalized Cost of Vehicle <sup>1</sup>
0.00	Up Front Sales Tax Rate <u>0.0625</u> State <u>TX</u>
185.50	Initial License and Registration Fees
0.00	Added Equipment (See Page 2)
250.00	Acquisition Fee
725.00	Other Capitalized Fees Tax
0.00	on Gain on Prior Vehicle
0.00	Inventory Tax Extended
0.00	Service Contract
10916.56	<b>Capitalized Cost LESS:</b>
0.00	Cash Down
0.00	Trade Equity
0.00	Rebate
10916.56	<b>Total Capitalized Cost (Delivered Price)</b>

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
GVR 0



Contract # 744-24

553.21	Depreciation Reserve @ <u>0.05068</u>
69.31	Monthly Lease Charge (Based on Rate - Subject to a Floor) <sup>2</sup>
622.52	<b>Total Monthly Rental Excluding Additional Services</b>

**Additional Fleet Management and Services**

0.00	Full Maintenance Program <sup>3</sup>
0.00	Miscellaneous
0.00	<b>Additional Services Sub Total</b>

Contract Miles 0 Over Mileage Charge 0.00 / Mile  
Incl: #Brake Sets (1 set = 1 axle) 0 #Tires 0 Loaner Vehicle Not Incl

0.00	Monthly Sales Tax
0.00	Total Monthly Insurance

**622.52 Total Monthly Rental Including Additional Services**

4278.03	Reduced Book Value at <u>12</u> Months
250.00	Service Charge Due at Lease Termination

<b>Monthly Insurance Premiums and Disclosures</b>
<u>0.00</u> Commercial Liability Enrollment (Estimate Only)
<u>0.00</u> Physical Damage (Estimate Only)
Liability Limit <u>0.00</u>
Comprehensive/Collision Deductible: <u>0.00 / 0.00</u>

Quote 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 08/14/2025

\* 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: 30789 Item 20.

Prepared For: City of Mission, TX

Date: 08/14/2025

Unit#: 30789

Unit: 2020 Ram RAM 1500 2WD Crew Cab Tradesman

## ADDED EQUIPMENT / OTHER TOTALS

Description	(B)illed or (C)apped	Price
<b>Total Charges (B)illed</b>		0
<b>Total Charges (C)apitalized</b>		0
<b>Total of All Added Equipment and Other Charges</b>		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	<a href="https://www.dmfleets.org/">https://www.dmfleets.org/</a>
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





**TRAC Lease Amortization Schedule**

Unit Number: 30789

Origination Date: 8/14/2025  
Termination Date: 9/1/2026

Finance Amount: \$10,916.56  
Total Payments: \$7,170.24

Term: 12 Lease Number:  
Total Interest: \$531.71

Customer: City of Mission, TX

Schedule Number: 0.00

Unit: 2020 Ram RAM 1500 2WD Crew Cab Tradesman x 10 units

VIN:

LEASE AMORTIZATION					
Event	Date	Payment	Interest	Principal	New Balance
Lease Amount					\$10,916.56
Payment 1	Sep 1 2025	597.52	62.50	535.02	10381.54
Payment 2	Oct 1 2025	597.52	59.26	538.26	9843.28
Payment 3	Nov 1 2025	597.52	56.00	541.52	9301.76
Payment 4	Dec 1 2025	597.52	52.72	544.80	8756.96
Payment 5	Jan 1 2026	597.52	49.42	548.10	8208.86
Payment 6	Feb 1 2026	597.52	46.10	551.42	7657.44
Payment 7	Mar 1 2026	597.52	42.76	554.76	7102.68
Payment 8	Apr 1 2026	597.52	39.40	558.12	6544.56
Payment 9	May 1 2026	597.52	36.02	561.50	5983.06
Payment 10	Jun 1 2026	597.52	32.62	564.90	5418.16
Payment 11	Jul 1 2026	597.52	29.20	568.32	4849.84
Payment 12	Aug 1 2026	597.52	25.75	571.77	4278.07
Payment 13	Sep 1 2026	4278.03	0	4278.03	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:30789 Origination Date:8/14/2025 Finance Amount:\$10,916.56 Term: 12 Lease Number:
Termination Date: 9/1/2026 Total Payments: \$7,170.24 Total Interest: \$531.71
Customer:City of Mission, TX Schedule Number: 0.00
Unit: 2020 Ram RAM 1500 2WD Crew Cab Tradesman VIN:

Table with 6 columns: Event, Date, Payment, Interest, Principal, New Balance. Rows 37-73 show zero values for all columns.







<b>SHOPPING LIST</b>	09/03/2025
<b>Quote Total:</b>	\$2106.44
<b>Customer Purchase Order:</b>	REGION4R211201
<b>Tender Type:</b>	AR Credit

**Customer Note to Store :**

**Store to Store Notes :**

**CITY OF MISSION 140934 (956) 580-8689**

**VEHICLE: NO VEHICLE GIVEN FOR THE BELOW ITEMS**

<u>QTY</u>	<u>ITEM</u>	<u>DESCRIPTION</u>	<u>PART NO</u>	<u>COST</u>	<u>CORE</u>	<u>EXT COST</u>	<u>CHECK QOH</u>
12	000831642	S10060 SPIN-ON	S10060	\$1.92	\$0.00	\$23.04	<input type="checkbox"/>
4	000746241	US8918 WATER PUMP	US8918	\$92.69	\$0.00	\$370.76	<input type="checkbox"/>
3	000687195	DL5658-6-10 DURALAST A	DL5658-6-10	\$286.39	Deferred	\$859.17	<input type="checkbox"/>
3	000516423	H6-DL DURALAST BATTERY	H6-DL	\$139.04	Deferred	\$417.12	<input type="checkbox"/>
3	000160591	65-DL PROPOWER PLUS AUT	65-DL	\$138.01	Deferred	\$414.03	<input type="checkbox"/>
12	000006190	S10590 SPIN-ON	S10590	\$1.86	\$0.00	\$22.32	<input type="checkbox"/>

THIS IS NOT A VALID RECEIPT  
DO NOT USE FOR RETURNS



**AUTOMOTIVE PARTS AND SUPPLIES**  
Executive Summary

**Lead Agency:** REGION 4 ESC

**Solicitation:** RFP 21-12

**RFP Issued:** June 30, 2021

**Pre-Proposal Date:** July 13, 2021

**Response Due Date:** August 31, 2021

**Proposals Received:** #5

**Awarded to:** AutoZone Parts, Inc. – Contract #R211201

The Board of Directors of Region 4 Education Service Center (ESC) issued RFP 21-12 on June 30, 2021, to establish a national cooperative contract for Automotive Parts and Supplies.

The solicitation included cooperative purchasing language in Sections I. Scope of Work:

**NATIONAL CONTRACT:**

*Region 4 ESC, as the Principal Procurement Agency, defined in APPENDIX D, has partnered with OMNIA Partners, Public Sector (“OMNIA Partners”) to make the resultant contract (also known as the “Master Agreement” in materials distributed by OMNIA Partners) from this solicitation available to other public agencies nationally, including state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit (“Public Agencies”), through OMNIA Partners’ cooperative purchasing program. Region 4 ESC is acting as the contracting agency for any other Public Agency that elects to utilize the resulting Master Agreement. Use of the Master Agreement by any Public Agency is preceded by their registration with OMNIA Partners (a “Participating Public Agency”) and by using the Master Agreement, any such Participating Public Agency agrees that it is registered with OMNIA Partners, whether pursuant to the terms of a Master Intergovernmental Cooperative Purchasing Agreement, a form of which is attached hereto on APPENDIX D, or as otherwise agreed to. APPENDIX D contains additional information about OMNIA Partners and the cooperative purchasing program.*

Notice of the solicitation was sent to potential offerors, as well as advertised in the following:

- Region 4 ESC website
- OMNIA Partners website
- USA Today, nationwide
- Arizona Business Gazette, AZ
- San Bernardino Sun, CA
- Honolulu Star-Advertiser, HI
- The Advocate – New Orleans, LA
- New Jersey Herald, NJ
- Times Union, NY
- Daily Journal of Commerce, OR
- The State, SC
- Houston Community Newspapers, Cy Creek Mirror, TX
- Deseret News, UT
- Richmond Times, VA
- Seattle Daily Journal of Commerce, WA

- Helena Independent Record, MT
- Kennebec ME Journal
- The Herald-News, IL
- Las Vegas Sun, NV

On August 31, 2021 proposals were received from the following offerors:

- AutoZone Parts, Inc.
- Factory Motor Parts
- Lawson Products, Inc.
- Liftnow Automotive Equipment Corp.
- O'Reilly Auto Enterprises, LLC.

The proposals were evaluated by an evaluation committee. Using the evaluation criteria established in the RFP, the committee elected to enter into negotiations with AutoZone Parts, Inc., and Lawson Products, Inc. and proceeding with contract award upon successful completion of negotiations.

Region 4 ESC, OMNIA Partners and AutoZone Parts, Inc. successfully negotiated a contract, and Region 4 ESC executed the agreement with a contract effective date of January 1, 2022.

Contract includes:

- Automotive parts, related equipment, and services
- Price published on [www.autozonepro.com](http://www.autozonepro.com)
- Oil and Battery Recycling

Term:

Initial three (3) year agreement effective January 1, 2022 through December 31, 2024 with the option to renew for two (2) additional one-year periods through December 31, 2026.

Pricing/Discount: All categories set at 50% off published on [www.autozonepro.com](http://www.autozonepro.com).

OMNIA Partners Web Landing Page: [AutoZone Cooperative Contract | Contract Documentation \(omniapartners.com\)](#)



800006163  
 NAPA Auto Parts  
 NAPA Auto Parts #163  
 1921 North Conway Avenue  
 MISSION, TX 78572  
 (956) 692-1791

Item 21.

# QUOTE

Date : 09/02/2025

Time : 15:49

Page : 1 / 1

Order # 219640

Quote For

22050  
 CITY OF MISSION / FLEET MAINT  
 1201 E 8TH ST.  
 MISSION, TX 78572-0000

Quote By

Quote By : 1695 , Veronica  
 Sales Rep : 46 , Aisa  
 Quote Date : 09/02/2025  
 Quote : 2898

Part Number	Line	Description	Quantity	Price	Net	Total	Taxable
7565	BAT	2YR WTY BAT ( )	2.00	248.22	157.99	315.98	R
7565	BAT	Core Deposit ( )	2.00	18.00	18.00	36.00	D
8822	NFD	NAPA OIL DRY ( )	4.00	10.21	5.11	20.44	
7216	MAC	PREM START FL 11OZ ( )	12.00	12.42	3.39	40.68	
		Above Item on Sale					
FT7644F	FLT	FLEET PADS ( )	1.00	223.58	98.38	98.38	
FT-7654	FLT	DISC BRAKE PAD ( )	1.00	269.28	118.48	118.48	
213-8349	RAY	Alternator - Remfd - Standard 1 ( )	1.00	366.00	183.00	183.00	R
213-8349	RAY	Core Deposit ( )	1.00	55.00	55.00	55.00	D
244-8305	RAY	REMAN/STARTER ( )	1.00	539.54	269.99	269.99	R
244-8305	RAY	Core Deposit ( )	1.00	50.00	50.00	50.00	D
4800	MAC	NON-CHLOR BRAKE CLNR ( )	12.00	9.42	2.79	33.48	
		Above Item on Sale					
1GAL	NAF	NAPA ANTIFREEZE GAL ( )	12.00	26.34	12.64	151.68	
ZX-3030	NFR	30LB134A ( )	1.00	661.02	322.58	322.58	
		Technician Name: JOSE M. RANGEL					
NPF002	NAF	2.5 DEF ( )	5.00	31.54	15.14	75.70	
9801	MAC	PS FLUID ( )	3.00	11.31	5.43	16.29	
7237	BAT	18MO WTY BAT ( )	2.00	260.71	167.39	334.78	R
7237	BAT	Core Deposit ( )	2.00	27.00	27.00	54.00	D
7236	BAT	18MO WTY BAT ( )	2.00	260.71	167.39	334.78	R
7236	BAT	Core Deposit ( )	2.00	27.00	27.00	54.00	D
		*****TEXAS BUY BOARD #715-23*****					

**\*\* Prices and Taxes Subject to Change Without Notice \*\***

Attention : joe morales

PO# :



Subtotal	2,565.24
Tax Estimated Using TAXTABLE 1 8.2500%	0.00
<b>Quote Total</b>	<b>2,565.24</b>



# Vendor Contract Information Summary

Vendor NAPA Auto Parts  
Contact Don Lachance  
Phone 4043864157  
Email don\_lachance@genpt.com  
Vendor Website www.genpt.com  
TIN 58-0254510  
Address Line 1 15935 Sellers Rd  
Vendor City Houston  
Vendor Zip 77060  
Vendor State TX  
Vendor Country USA  
Delivery Days 10  
Freight Terms FOB Destination  
Payment Terms net 30 days  
Shipping Terms Freight prepaid by vendor and added to invoice  
Ship Via Company Truck  
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 Automotive Parts, Fluids, Equipment, Maintenance Services  
Contract No. 715-23  
Effective 12/01/2023  
Expiration 11/30/2026  
Accepts RFQs Yes  
Quote Reference Number 4043864157  
Return Policy All items can be returned in the original package to the Servicing NAPA store within 90 days of delivery.



**DEDICATED TO THE PROFESSIONAL**

Store 498, 110 W INTERSTATE 2,  
MISSION, TX 78572 (956) 519-0550

Bill To:

**CITY OF MISSION**  
1201 E 8TH ST

MISSION, TX 78572  
(956) 580-8650

**\* QUOTE \***

Invoice	** Q
Sale Type	Item 21. QUOTE
Date	09/02/2025 1:42 PM
Ship Via	
PO Number	

Counter #	Customer #	Ordered By	Special Instructions
14121	2486511		Quote

Qty	Line	Item Number	Description	Warr	Unit	Tax	List	Net	Extended
1	SSB	31-5T	BATTERY	1G	EA	N	288.12	139.18	139.18
		31-5T	Core Charge		EA	N		22.00	22.00
		BATTERY FEE	BATTERY FEE		EA	N	5.08	3.00	3.00
1	MTC	CP5104	WATER PUMP	LT	EA	N	266.08	117.24	117.24
2	BOS	B2202	WIPER BLADE	1Y	EA	N	47.44	22.39	44.78
1	SSB	48EXT	BATTERY	3Y	EA	N	389.81	169.88	169.88
		48EXT	Core Charge		EA	N		22.00	22.00
		BATTERY FEE	BATTERY FEE		EA	N	5.08	3.00	3.00
1	SSB	65EXT	BATTERY	3Y	EA	N	389.81	166.28	166.28
		65EXT	Core Charge		EA	N		22.00	22.00
		BATTERY FEE	BATTERY FEE		EA	N	5.08	3.00	3.00
1	MTC	CP6741	WATER PUMP	LT	EA	N	223.71	83.59	83.59
1	GAT	K060640	MICRO-V BELT	3Y	EA	N	57.61	22.04	22.04
1	ULT	R112083A	ALTERNATOR	LT	EA	N	398.29	170.73	170.73
		R112083A	Core Charge		EA	N		40.00	40.00
1	ULT	R110452A	ALTERNATOR	LT	EA	N	872.86	240.73	240.73
		R110452A	Core Charge		EA	N		40.00	40.00
1	OSP	100124-ORA			EA	N		0.00	0.00

**\*\* Quote Only - Prices Subject to Change \*\***

11 Items

Select Super Start Batteries come with Roadside Assistance. Ask for details.

Sub-Total	1,309.45
Sales Tax	0.00
<b>Quote Total</b>	<b>1,309.45</b>





# O'Reilly Auto Parts

## Aftermarket automotive parts

#100124-ORA

Maturity Date: 1/10/2029

Products & Services



## Products & Services

Sourcewell contract 100124-ORA gives access to the following types of goods and services:

- Aftermarket automotive parts
- Brakes
- Automotive batteries
- Filters
- Cooling
- Motor oil
- Driveline
- Rotating electrical
- Climate control
- Performance chemicals
- Chassis
- Fuel system

Locate your dealer or representative [🔗](#)

(nongovernment site)



## Contact us

Have questions about a contract or cooperative purchasing?

Contact our dedicated team online or call 877-585-9706.

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Username

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Password

Log In

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General Contracts

eziQC Contracts

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**MASTER AGREEMENT #100124**  
**CATEGORY: Aftermarket Vehicle Parts and Supplies**  
**SUPPLIER: O'Reilly Auto Enterprises, LLC**

This Master Agreement (Agreement) is between Sourcewell, a Minnesota service cooperative located at 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and O'Reilly Auto Enterprises, LLC, 233 South Patterson Ave., Springfield, MO 65802 (Supplier).

Sourcewell is a local government and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) offering a Cooperative Purchasing Program to eligible participating government entities.

Under this Master Agreement entered with Sourcewell, Supplier will provide Included Solutions to Participating Entities through Sourcewell's Cooperative Purchasing Program.

**Article 1:**  
**General Terms**

The General Terms in this Article 1 control the operation of this Master Agreement between Sourcewell and Supplier and apply to all transactions entered by Supplier and Participating Entities. Subsequent Articles to this Master Agreement control the rights and obligations directly between Sourcewell and Supplier (Article 2), and between Supplier and Participating Entity (Article 3), respectively. These Article 1 General Terms control over any conflicting terms. Where this Master Agreement is silent on any subject, Participating Entity and Supplier retain the ability to negotiate mutually acceptable terms.

- 1) **Purpose.** Pursuant to Minnesota law, the Sourcewell Board of Directors has authorized a Cooperative Purchasing Program designed to provide Participating Entities with access to competitively awarded cooperative purchasing agreements. To facilitate the Program, Sourcewell has awarded Supplier this cooperative purchasing Master Agreement following a competitive procurement process intended to meet compliance standards in accordance with Minnesota law and the requirements contained herein.
- 2) **Intent.** The intent of this Master Agreement is to define the roles of Sourcewell, Supplier, and Participating Entity as it relates to Sourcewell's Cooperative Purchasing Program.
- 3) **Participating Entity Access.** Sourcewell's Cooperative Purchasing Program Master Agreements are available to eligible public agencies (Participating Entities). A Participating Entity's authority to access Sourcewell's Cooperative Purchasing Program is determined through the laws of its respective jurisdiction.
- 4) **Supplier Access.** The Included Solutions offered under this Agreement may be made available to any Participating Entity. Supplier understands that a Participating Entity's use of this Agreement is at the Participating Entity's sole convenience. Supplier will educate its sales and service forces about Sourcewell eligibility requirements and required documentation. Supplier will be responsible for ensuring sales are with Participating Entities.

- 5) **Term.** This Agreement is effective upon the date of the final signature below. The term of this Agreement is four (4) years from the effective date. The Agreement expires at 11:59 P.M. Central Time on January 10, 2029, unless it is cancelled or extended as defined in this Agreement.
- a) **Extensions.** Sourcewell and Supplier may agree to up to three (3) additional one-year extensions beyond the original four-year term. The total possible length of this Agreement will be seven (7) years from the effective date.
- b) **Exceptional Circumstances.** Sourcewell retains the right to consider additional extensions as required under exceptional circumstances.
- 6) **Survival of Terms.** Notwithstanding the termination of this Agreement, the obligations of this Agreement will continue through the performance period of any transaction entered between Supplier and any Participating Entity before the termination date.
- 7) **Scope.** Supplier is awarded a Master Agreement to provide the solutions identified in (Solicitation #100124) to Participating Entities. In Scope solutions include:
- a) Aftermarket repair, replacement, and maintenance parts, supplies, and services for gasoline, diesel, compressed natural gas (CNG), propane, hybrid, and electric automobiles, sport utility vehicles (SUV), light duty trucks, medium duty trucks, heavy duty and vocational trucks, buses, and motorcycles.
- 8) **Included Solutions.** Supplier's Proposal to the above referenced RFP is incorporated into this Master Agreement. Only those Solutions included within Supplier's Proposal and within Scope (Included Solutions) are included within the Agreement and may be offered to Participating Entities.
- 9) **Indefinite Quantity.** This Master Agreement defines an indefinite quantity of sales to eligible Participating Entities.
- 10) **Pricing.** Pricing information (including Pricing and Delivery and Pricing Offered tables) for all Included Solutions within Supplier's Proposal is incorporated into this Master Agreement.
- 11) **Not to Exceed Pricing.** Suppliers may not exceed the prices listed in the current Pricing List on file with Sourcewell when offering Included Solutions to Participating Entities. Participating Entities may request adjustments to pricing directly from Supplier during the negotiation and execution of any transaction.
- 12) **Open Market.** Supplier's open market pricing process is included within its Proposal.
- 13) Supplier Representations:**
- i) **Compliance.** Supplier represents and warrants it will provide all Included Solutions under this Agreement in full compliance with applicable federal, state, and local laws and regulations.



# CITY OF MISSION

## CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

**MEETING DATE:** September 23, 2025  
**PRESENTED BY:** Juan Avila, Fleet Director  
**AGENDA ITEM:** Authorization to purchase tires from Hesselbein and Southern Tire Mart via BuyBoard Contract 729-24 for the Fleet Department for the 2025-2026 Fiscal Year- Avila

### NATURE OF REQUEST:

Authorization to purchase tires from Hesselbein and Southern Tire Mart via BuyBoard Contract #729-24 (valid from 03.01.2024-02.28.2027) for the 2025-2026 fiscal year. Tires would be purchased on an as-needed basis for the city's units, Sanitation department and special equipment.

**BUGETED:** Yes                      **FUND:** General Fund                      **ACCT. #:** 01-416-94810

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

**BUGETED:** Yes                      **FUND:** General Fund                      **ACCT. #:** 05-410-64200

**BUDGET:** \$325,000      **EST. COST:** \$ \_\_\_\_\_      **CURRENT BUDGET BALANCE:** \$325,000

### STAFF RECOMMENDATION:

Approval

**Departmental Approval:** Finance, Purchasing

**Advisory Board Recommendation:** N/A

**City Manager's Recommendation:** Approval *JPT*

**RECORD OF VOTE:**                      **APPROVED:** \_\_\_\_\_

**DISAPPROVED:** \_\_\_\_\_

**TABLED:** \_\_\_\_\_

\_\_\_\_\_ AYES

\_\_\_\_\_ NAYS

\_\_\_\_\_ DISSENTING \_\_\_\_\_

City of Mission Pricing



BUYBOARD #729-24

ITEM	SIZE	PLY	DESCRIPTION	PRICE
005374	265/70R17	115T	FIRESTONE DESTINATION LE3	\$127.11
013870	LT265/70R17	10	FIRESTONE TRANSFORCE HT2	\$173.88
005344	225/75R15	102T	FS DESTINATION LE3	\$105.53
002777	LT245/75R17	10	FIRESTONE TRANSFORCE HT2	\$148.68
002761	LT245/75R16	10	FIRESTONE TRANSFORCE HT2	\$112.78
002759	LT235/85R16	10	FIRESTONE TRANSFORCE HT2	\$121.19
006258	205/60R16	92H	FIRESTONE ALL SEASON	\$74.10
011687	P235/55R17	98W	FIRESTONE FIREHAWK PURSUIT	\$111.34
011685	P265/60R17	108V	FIRESTONE FIREHAWK PURSUIT	\$120.54
008921	275/55R20	113V	FIRESTONE FIREHAWK PURSUIT	\$161.31
002762	LT265/75R16	10	FIRESTONE TRANSFORCE HT2	\$143.01
011688	225/60R18	99W	FIRESTONE FIREHAWK PURSUIT	\$120.37
3002162	11R22.5	14	HANKOOK AH37 AP HIGHWAY	\$345.30
3002789	315/80R22.5	20	HANKOOK AM09+ C&C A/P	\$463.72
3002449	12R22.5	16	HANKOOK AH37 AP HIGHWAY	\$422.93

Please note that due to market fluctuation OTR, Trailer and Agriculture Tires are bid as requested.



## Vendor Contract Information Summary

Vendor Hesselbein Tire Southwest  
 Contact DAVID DOMINGUEZ  
 Phone 2106468448  
 Email 9001GOV@DKTIRE.COM  
 TIN 74-2474579  
 Address Line 1 4823 Corner Parkway  
 Vendor City San Antonio  
 Vendor Zip 78219  
 Vendor State TX  
 Vendor Country USA  
 Delivery Days 10  
 Freight Terms FOB Destination  
 Payment Terms Net 30 or COD depending o  
 Shipping Terms Freight prepaid by vendor and added to invoice  
 Ship Via Company Truck  
 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 1, 2, 3, 4, 13, 20  
 States Texas  
 Contract Name Tires, Tubes, Supplies and Equipment  
 Contract No. 729-24  
 Effective 03/01/2024  
 Expiration 02/28/2027  
 Accepts RFQs Yes



# Southern Tire Mart

Item 22.

<b>ESTIMATE #</b>	<b>3762803</b>
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EEEEEEE SSSSSSS TTTTTTT IIIIIII M      M      A      TTTTTTT EEEEEEE
E        S        T        I        M M M M      A A      T        E
EEEEEEE SSSSSSS T        I        M M M M      AAAAA T      EEEEEEE
E        S        T        I        M        M A      A      T        E
EEEEEEE SSSSSSS T        IIIIIII M        M A      A      T      EEEEEEE
  
```

\*\*\*DO NOT PAY FROM THIS TICKET\*\*\*

PHARR #486  
 SOUTHERN TIRE MART  
 345 W EXPRESSWAY 83  
 PHARR, TX 78577

PAGE: 1

956/702-9888

CUSTOMER: CITY OF MISSION SANITATIO  
 0533070 105 ABLINO FARIAS  
 MISSION TX 78572

BUSINESS: 956/583-2564 0  
 SALESMAN: 07356  
 ESTIMATE DATE: 09/05/25

DUE: 10/06/25

PRODUCT	MECHANIC	QUANTITY	PRICE	F.E.T.	EXTENSION
11R22.5/16 M863 AP ON/OFF B003130		1	535.05	29.39	564.44
FETBGV BRIDGESTONE FETBGV		-1	29.39		-29.39
315/80R22.5/20 M870 AP B249038		1	587.53	61.43	648.96
FETBGV BRIDGESTONE FETBGV		-1	61.43		-61.43

BUY BOARD 2024 CONTRACT 729-24  
 REQUESTED BY: YARITZA PENA

MERCHANDISE: 1122.58  
 OTHER: 90.82-  
 F.E.T.: 90.82  
 ESTIMATE TOTAL: 1122.58

\*\*\*\*\*THIS IS NOT AN INVOICE\*\*\*\*\*  
 \*\*\*\*\*DO NOT PAY FROM THIS FORM\*\*\*\*\*

THANK YOU FOR CHOOSING SOUTHERN TIRE MART  
 \*\*\*\*\*WE APPRECIATE YOUR BUSINESS\*\*\*\*\*

PLEASE REMIT To:  
 Dept. 143  
 P.O. Box 1000  
 Memphis, TN 38148-0143

PRINTED NAME/CUSTOMER SIGNATURE

IMPORTANT: CUSTOMER SHOULD RE-CHECK TORQUE ON LUG NUTS ON WHEELS SERVICED  
 AFTER 25 TO 100 MILES OF OPERATION





# Southern Tire Mart

Item 22.

ESTIMATE #	3762803
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PHARR #486

PAGE: 2

CUSTOMER: CITY OF MISSION SANITATIO

PRODUCT	MECHANIC	QUANTITY	PRICE	F.E.T.	EXTENSION
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\*\*\*DO NOT PULL INVENTORY\*\*\*

**PLEASE REMIT To:**  
Dept. 143  
P.O. Box 1000  
Memphis, TN 38148-0143

PRINTED NAME/CUSTOMER SIGNATURE

**IMPORTANT:** CUSTOMER SHOULD RE-CHECK TORQUE ON LUG NUTS ON WHEELS SERVICED  
AFTER 25 TO 100 MILES OF OPERATION

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## Vendor Contract Information Summary

Vendor	Southern Tire Mart LLC
Contact	Richard Conwill
Phone	877-786-4681
Email	gov-sales@stmtires.com
TIN	06-1689011
Address Line 1	800 Highway 98
Vendor City	Columbia
Vendor Zip	39429
Vendor State	MS
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	Company Truck
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	Alabama, Arizona, Arkansas, California, Colorado, Florida, Georgia, Louisiana, Mississippi, Nevada, New Mexico, Oklahoma, South Carolina, Tennessee, Texas, Utah
Contract Name	Tires, Tubes, Supplies and Equipment
Contract No.	729-24
Effective	03/01/2024
Expiration	02/28/2027
Accepts RFQs	Yes
Quote Reference Number	729-24



CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: September 23, 2025
PRESENTED BY: JC Avila, Fleet Director
AGENDA ITEM: Approval of pre-negotiated service agreements for hourly labor rates and parts mark ups for fleet repairs on all city units to include special equipment and Sanitation Units for the 2025-2026 Fiscal Year - Avila

NATURE OF REQUEST:

Staff is requesting approval of pre-negotiated service agreements with Amigo Power Equipment, Bobcat of the RGV, Vermeer Equipment, D&R Glass Etc, Inc., Desperado Harley Davidson, Fire and Rescue Maintenance LLC, Holt Cat, Lino's Automatic Transmission, Mission Paint and Body Shop, Regio Machining, Sames Ford McAllen, South Texas Buick GMC, Spikes Ford, Superior Oil Express, Tellus Equipment Solutions, Action Hydraulic Hoses, Admiral Auto Glass, AG Fleet Services, Border Engine Rebuilders, Diesel Fleet Care, Holt Truck Centers, J's Hydraulics, Rush Truck Center, Anderson, Bert Ogden, Nueces Power and South Texas Truck Center. Service agreements include repair hourly labor rates and parts mark-ups for all the City's Fleet and Special Equipment to include the Sanitation Units and are valid for the 2025-2026 Fiscal Year (10/01/2025-09/30/2026). Pursuant to Texas Local Government Code Section 252.022 (a)(3) a procurement necessary because of unforeseen damage to public machinery, equipment, or other property. Services and parts will be acquired on an as needed basis and will be determined solely by the City of Mission. Attached are the hourly labor rates and percentage mark ups on parts.

BUGETED: Yes / No / N/A FUND: General/Sanitation Fund ACCT. #: Various Accounts

BUDGET: \$820,000/ \$500,000 EST. COST: \$ CURRENT BUDGET BALANCE: \$820,000/ \$500,000

BID AMOUNT: \$

STAFF RECOMMENDATION:

Approval

Departmental Approval: Finance, Purchasing

Advisory Board Recommendation: N/A

City Manager's Recommendation: Approval JPT

RECORD OF VOTE: APPROVED: DISAPPROVED: TABLED:

AYES

NAYS

DISSENTING

Effective through: 12-30-26

## Action Hydraulic Hoses City of Mission – Price Sheet 2026

PRICE	PART NUMBER	CATEGORY
\$33.26	R16-04-04FJ-04FJ-22"	HOSE ASSEMBLY
\$36.96	R16-04-04FJ-04FJ-30"	HOSE ASSEMBLY
\$39.75	R16-04-04FJ-04FJ-37"	HOSE ASSEMBLY
\$42.97	R16-04-04FJ-04FJ-45"	HOSE ASSEMBLY
\$46.16	R16-04-04FJ-04FJ-53"	HOSE ASSEMBLY
\$48.95	R16-04-04FJ-04FJ-60"	HOSE ASSEMBLY
\$53.74	R16-04-04FJ-04FJ-72"	HOSE ASSEMBLY
\$42.77	R16-06-06FJ-06FJ-34"	HOSE ASSEMBLY
\$44.50	R16-06-06FJ-06FJ-38"	HOSE ASSEMBLY
\$45.36	R16-06-06FJ-06FJ-40"	HOSE ASSEMBLY
\$46.23	R16-06-06FJ-06FJ-42"	HOSE ASSEMBLY
\$60.92	R16-06-06FJ-06FJ-76"	HOSE ASSEMBLY
\$65.67	R16-06-06FJ-06FJ-87"	HOSE ASSEMBLY
\$69.12	R16-06-06FJ-06FJ-95"	HOSE ASSEMBLY
\$78.20	R16-06-06FJ-06FJ-116"	HOSE ASSEMBLY
\$47.85	R16-06-06FJ-06MPX-39"	HOSE ASSEMBLY
\$48.50	R16-06-06MPX-06FP-38"	HOSE ASSEMBLY
\$46.16	R16-08-08FJ-08FJ-26"	HOSE ASSEMBLY
\$51.46	R16-08-08FJ-08FJ-36"	HOSE ASSEMBLY
\$58.33	R16-08-08FJ-08FJ-49"	HOSE ASSEMBLY
\$65.21	R16-08-08FJ-08FJ-62"	HOSE ASSEMBLY
\$65.02	R16-12-12FJ-12FJ-27"	HOSE ASSEMBLY
\$68.26	R16-12-12FJ-12FJ-32"	HOSE ASSEMBLY
\$100.08	R16-12-12FJ-12FJ-76"	HOSE ASSEMBLY
\$83.11	R16-16-16FJ-16FJ-27"	HOSE ASSEMBLY
\$165.85	R16-16-16FJ-16MJ-145"	HOSE ASSEMBLY
\$41.45	J1406-06-06FSX-06FSX-50"	HOSE ASSEMBLY
\$37.74	J1406-06-06FSX-06FSX-36"	HOSE ASSEMBLY
\$35.62	J1406-06-06FSX-06FSX-28"	HOSE ASSEMBLY

**Action Hydraulic Hoses  
City of Mission – Price Sheet 2026**

Effective through: 12-30-26

PRICE	PART NUMBER	CATEGORY
\$192.00	4SH-12-12FJ-12FJ45-79"	HOSE ASSEMBLY
\$122.65	4SH-12-12FJ-12FJ-50"	HOSE ASSEMBLY
\$184.90	4SH-12-12FJ-12FJ-96"	HOSE ASSEMBLY
\$101.20	4SH-12-12MJ-12MJ-37"	HOSE ASSEMBLY
\$114.05	4SH-12-12MJ-12MJ-47"	HOSE ASSEMBLY
\$183.65	4SH-16-16FJ-16FJ45-61"	HOSE ASSEMBLY
\$165.00	T110-10FJ-10FJ-150"	HOSE ASSEMBLY
\$0.62	C604	NYLON AIR HOSE
\$1.01	C606	NYLON AIR HOSE
\$1.38	C608	NYLON AIR HOSE
\$2.53	C610	NYLON AIR HOSE
\$2.96	C612	NYLON AIR HOSE
\$7.43	DOT-AB-SL-2403-04-04	UNION AIR FITTINGS
\$9.40	DOT-AB-SL-2403-06-06	UNION AIR FITTINGS
\$12.70	DOT-AB-SL-2403-08-08	UNION AIR FITTINGS
\$15.95	DOT-AB-SL-2403-10-10	UNION AIR FITTINGS
\$4.96	DOT-AB-SL-2404-04-02	AIR FITTINGS
\$5.88	DOT-AB-SL-2404-04-04	AIR FITTINGS
\$6.22	DOT-AB-SL-2404-06-04	AIR FITTINGS
\$6.97	DOT-AB-SL-2404-06-06	AIR FITTINGS
\$7.08	DOT-AB-SL-2404-06-08	AIR FITTINGS
\$8.77	DOT-AB-SL-2404-08-06	AIR FITTINGS
\$7.82	DOT-AB-SL-2404-08-08	AIR FITTINGS
\$14.13	DOT-AB-SL-2404-10-06	AIR FITTINGS
\$15.25	DOT-AB-SL-2404-10-08	AIR FITTINGS
\$11.72	DOT-AB-SL-2404-12-08	AIR FITTINGS
\$13.10	DOT-AB-SL-2404-12-12	AIR FITTINGS
\$8.80	DOT-AB-SL-2501-04-02	90 AIR FITTINGS
\$8.95	DOT-AB-SL-2501-04-04	90 AIR FITTINGS
\$10.45	DOT-AB-SL-2501-06-04	90 AIR FITTINGS

**Action Hydraulic Hoses**

Effective through: 12-30-26

**City of Mission – Price Sheet 2026**

PRICE	PART NUMBER	CATEGORY
\$10.90	DOT-AB-SL-2501-06-06	90 AIR FITTINGS
\$14.40	DOT-AB-SL-2501-06-08	90 AIR FITTINGS
\$14.50	DOT-AB-SL-2501-08-06	90 AIR FITTINGS
\$15.30	DOT-AB-SL-2501-08-08	90 AIR FITTINGS
\$17.42	DOT-AB-SL-2501-10-06	90 AIR FITTINGS
\$17.61	DOT-AB-SL-2501-10-08	90 AIR FITTINGS
\$18.10	DOT-AB-SL-2501-10-12	90 AIR FITTINGS
\$19.80	DOT-AB-SL-2501-12-08	90 AIR FITTINGS
\$24.10	DOT-AB-SL-2501-12-12	90 AIR FITTINGS
\$12.70	DOT-AB-SL-2603-04-04-04	TEE AIR FITTINGS
\$13.17	DOT-AB-SL-2603-06-06-06	TEE AIR FITTINGS
\$20.56	DOT-AB-SL-2603-08-08-08	TEE AIR FITTINGS

**Disclaimer:**

Due to ongoing tariff changes and supply chain uncertainties, the prices listed in this sheet are subject to change without notice. If your department requires prior notice of any pricing adjustments, please send instructions via email to [ActionHyd@gmail.com](mailto:ActionHyd@gmail.com), and we will do our best to accommodate and cooperate accordingly.

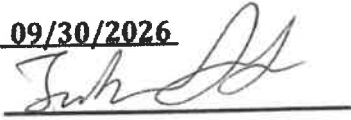
### City of Mission Sanitation/Fleet Glass Replacement Pricing

Vendor Information					
Vendor Name	Address	Phone Number	Shop Hours	Contact Person	E-mail
Admiral Glass	4005 W. U-S Hwy 83, McAllen, TX	956-683- 0900	Mon-Fri. 9-5 Sat - 9-12	Jacob Acosta	admiralglass25 @gmail.com

FRONT GLASS PRICING BY UNIT - SANITATION DEPARTMENT			
Peterbilt 337 Front Glass	\$ 240		John Deere 544K Front Glass
Peterbilt 320 Front Glass	\$ 180		John Deere 324K Front Glass
Peterbilt 520 Front Glass	\$ 180		Peterbilt 348 Front Glass
Freightliner M2 Business Class Front Glass	\$ 380		Labor On-Site Installation
			\$ 100

**Prices Valid from 10/01/2025 to 09/30/2026**

Printed Name Jacob Acosta  
Date ~~09/10/25~~ 09/10/25

Signature: 

# City of Mission Sanitation/Fleet Service Agreement

Vendor Information				
Vendor Name	Address	Phone Number	Shop Hours	Contact Person
Bert Ogden Charnokoff	1400 E. Expressway 83 Mission, Tx. 78572	956-238- 9172	7:30am - 6 pm	Roel Esquivel
				E-mail roel.esquivel@ bertogden.com

Repair Services/Parts	
Estimates/Diagnostic Testing	Labor Rate for On-Site Repairs \$ 188 <sup>00</sup>
Labor Rate In-Shop Repairs	Negotiated City's Rate \$ 169 <sup>00</sup>
Labor Rate Emergency/After Hours	Parts Mark Up 40 %
Shipping/Freight	Terms One Year Agreement to begin on 10/01/2025 and end on 09/30/2026.

Printed Name: Roel Esquivel  
 Date: 9-3-25

Signature: [Signature]



# City of Mission Sanitation/Fleet Service Agreement

Vendor Information				
Vendor Name	Address	Phone Number	Shop Hours	Contact Person
Amigo Power Equipment	304 W Monte Cristo Rd Edinburg, TX 78541	956-383-6289	M-F 7:30 a.m.-5:00 p.m. Sat 7:30 a.m. -Noon	Jeffrey Johnson
				Jeffrey@amigopowerequip.com

Repair Services/Parts	
Estimates/Diagnostic Testing	Labor Rate for On-Site Repairs \$ N/A
Labor Rate In-Shop Repairs	Negotiated City's Rate \$ \$135 / HR
Labor Rate Emergency/After Hours	Parts Mark Up No Discounts %
Shipping/Freight	Terms One Year Agreement to begin on 10/01/2025 and end on 09/30/2026.

Printed Name Jeffrey Johnson  
 Date 9-3-2025

Signature: 

# City of Mission Sanitation/Fleet Service Agreement

Vendor Information				
Vendor Name	Address	Phone Number	Shop Hours	Contact Person
Bobcat of Rio Grande Valley	222 E Frontage Road Alamo TX 78516	956-782-5560	7:00 AM 5:00 PM	Kingi Molina
				E-mail Rmolina@vermeesters.com

Repair Services/Parts	
Estimates/Diagnostic Testing	Labor Rate for On-Site Repairs \$ 175
Labor Rate In-Shop Repairs	Negotiated City's Rate \$ N/A
Labor Rate Emergency/After Hours	Parts Mark Up N/A %
Shipping/Freight	Terms
<input type="checkbox"/> Included in pricing. <input checked="" type="checkbox"/> Additional Charge	One Year Agreement to begin on 10/01/2025 and end on 09/30/2026.

Printed Name: Ringo Molina Signature: [Signature]

Date: 08/28/2025

# City of Mission Sanitation/Fleet Service Agreement

Vendor Information					
Vendor Name	Address	Phone Number	Shop Hours	Contact Person	E-mail
Regio Machining	3918 N La Honda Rd Mission TX	956 458-5341	7:AM Mon 6 PM FRd	Domingo Torres	Regiomachining @hotmail.com

Repair Services/Parts			
Estimates/Diagnostic Testing	\$ <u>N/A</u>	Labor Rate for On-Site Repairs	\$ <u>90<sup>==</sup> Same</u>
Labor Rate In-Shop Repairs	\$ <u>90<sup>==</sup> hour</u>	Negotiated City's Rate	\$ <u>N/A</u>
Labor Rate Emergency/After Hours	\$ <u>140<sup>==</sup> hour</u>	Parts Mark Up	<u>30</u> %
Shipping/Freight	<input type="checkbox"/> Included in pricing. <input type="checkbox"/> Additional Charge	Terms	One Year Agreement to begin on 10/01/2025 and end on 09/30/2026.

Printed Name: Domingo Torres  
 Date: 8-28-25

Signature: 

# City of Mission Sanitation/Fleet Service Agreement

Vendor Information				
Vendor Name	Address	Phone Number	Shop Hours	Contact Person
BORDER ENGINE REBUILDERS & DIESEL SERVICES	100 INTERNATIONAL BLVD. MISSION, TEXAS 78572	956-585-4866	8 AM - 5 PM M - F	OSCAR RIOS BENITO SILVA ANTHONY RIOS
				E-mail oscarjrios2003@yahoo.com

Repair Services/Parts	
<b>Estimates/Diagnostic Testing</b>	\$ 275.00
<b>Labor Rate In-Shop Repairs</b>	\$ 150.00
<b>Labor Rate Emergency/After Hours</b>	\$ 175.00
<b>Shipping/Freight</b>	<input type="checkbox"/> Included in pricing. <input checked="" type="checkbox"/> Additional Charge
<b>Labor Rate for On-Site Repairs</b>	\$ 150.00
<b>Negotiated City's Rate</b>	\$ 150.00
<b>Parts Mark Up</b>	35 %
<b>Terms</b>	One Year Agreement to begin on 10/01/2025 and end on 09/30/2026.

Signature: 

Printed Name: Oscar J. Rios III

Date: August 27, 2025

# City of Mission Sanitation/Fleet Service Agreement

Vendor Information				
Vendor Name	Address	Phone Number	Shop Hours	Contact Person
Regio Machining	3918 N La Honda Rd Mission TX	956 458-5341	7:AM Mon 6 PM FRI	Domingo Torres
				E-mail Regio.machining@hotmail.com

Repair Services/Parts	
Estimates/Diagnostic Testing	Labor Rate for On-Site Repairs
\$ N/A	\$ 90 <sup>==</sup> Same
Labor Rate In-Shop Repairs	Negotiated City's Rate
\$ 90 <sup>==</sup> hour	\$ N/A
Labor Rate Emergency/After Hours	Parts Mark Up
\$ 140 <sup>==</sup> Hour	30 %
<input type="checkbox"/> Included in pricing. <input type="checkbox"/> Additional Charge	Terms
	One Year Agreement to begin on 10/01/2025 and end on 09/30/2026.

Signature: 

Printed Name: Domingo Torres  
Date: 8.28-25

# City of Mission Sanitation/Fleet Service Agreement

Vendor Information				
Vendor Name	Address	Phone Number	Shop Hours	Contact Person
Glass ETC	2017 S. 23rd St NPA Allen TX 78503	956-778-8632 956-630-5161	8am/and 5pm Call	Robert Gomez
				E-mail glassee@mea.com @Yahoo.COM

Repair Services/Parts			
Estimates/Diagnostic Testing	\$ <u>NA</u>	Labor Rate for On-Site Repairs	\$ <u>44</u>
Labor Rate In-Shop Repairs	\$ <u>40-125</u>	Negotiated City's Rate	\$ <u>42</u>
Labor Rate Emergency/After Hours	\$ <u>44</u>	Parts Mark Up	<u>35</u> %
Shipping/Freight	<input checked="" type="checkbox"/> Included in pricing. <input type="checkbox"/> Additional Charge	Terms	One Year Agreement to begin on 10/01/2025 and end on 09/30/2026.

Printed Name: [Signature]      Signature: [Signature]

Date: 9/30/25

# City of Mission Sanitation/Fleet Service Agreement

Vendor Information				
Vendor Name	Address	Phone Number	Shop Hours	Contact Person
Anderson Equipment Company	700 W Interstate 2 920 Box 662 Pharr TX 78577	(986) 781-5995	8:00 AM - 5:00 PM	Pedro Trejo (986) 330-7667
				E-mail PTrejo@AMCoTX.COM

## Repair Services/Parts

Estimates/Diagnostic Testing	\$ 150 <sup>00</sup> hourly	Labor Rate for On-Site Repairs	\$ 160 <sup>00</sup> Hourly
Labor Rate In-Shop Repairs	\$ 150 <sup>00</sup> hourly	Negotiated City's Rate	\$ _____
Labor Rate Emergency/After Hours	\$ 210 <sup>00</sup> hourly	Parts Mark Up	25 %
Shipping/Freight	<input type="checkbox"/> Included in pricing. <input checked="" type="checkbox"/> Additional Charge	Terms	One Year Agreement to begin on 10/01/2025 and end on 09/30/2026.

Printed Name: Pedro Trejo Signature: 

Date: August 28, 2025

## City of Mission Sanitation/Fleet Service Agreement

Vendor Information							
Vendor Name	Address	Phone Number	Shop Hours				
AG Fleet Services	3408 E. Alberta Rd Edinburg, TX 75544	956-884-7008	Mon - Fri 8am to 6pm				
			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">Contact Person</th> <th style="width: 50%;">E-mail</th> </tr> <tr> <td>Joe Arandt Emilio Guejardo</td> <td>sales@agpartnership.net</td> </tr> </table>	Contact Person	E-mail	Joe Arandt Emilio Guejardo	sales@agpartnership.net
Contact Person	E-mail						
Joe Arandt Emilio Guejardo	sales@agpartnership.net						

Repair Services/Parts									
<b>Estimates/Diagnostic Testing</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%; text-align: right;">\$ 100.00</td> </tr> </table>		\$ 100.00						
	\$ 100.00								
<b>Labor Rate In-Shop Repairs</b>	\$ 165.00								
<b>Labor Rate Emergency/After Hours</b>	\$ 248.00								
<b>Shipping/Freight</b>	<input checked="" type="checkbox"/> Included in pricing. <input type="checkbox"/> Additional Charge								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>Labor Rate for On-Site Repairs</b></td> <td style="width: 50%; text-align: right;">\$ 165.00+Service Cal</td> </tr> <tr> <td><b>Negotiated City's Rate</b></td> <td style="text-align: right;">\$ 165.00</td> </tr> <tr> <td><b>Parts Mark Up</b></td> <td style="text-align: right;">25 %</td> </tr> <tr> <td><b>Terms</b></td> <td style="text-align: right;">One Year Agreement to begin on 10/01/2025 and end on 09/30/2026.</td> </tr> </table>	<b>Labor Rate for On-Site Repairs</b>	\$ 165.00+Service Cal	<b>Negotiated City's Rate</b>	\$ 165.00	<b>Parts Mark Up</b>	25 %	<b>Terms</b>	One Year Agreement to begin on 10/01/2025 and end on 09/30/2026.
<b>Labor Rate for On-Site Repairs</b>	\$ 165.00+Service Cal								
<b>Negotiated City's Rate</b>	\$ 165.00								
<b>Parts Mark Up</b>	25 %								
<b>Terms</b>	One Year Agreement to begin on 10/01/2025 and end on 09/30/2026.								

Printed Name

*Jose Alvarado*

Date

9/4/25

Signature:

*[Handwritten Signature]*



# City of Mission Sanitation/Fleet Service Agreement

Vendor Information				
Vendor Name	Address	Phone Number	Shop Hours	Contact Person
JAMES Ford McAllan	1400E Highway 83 McAllen, TX 78501	956-780-6875	7-6 M-F 7-2 Saturday	Daniel Kaufman
				E-mail LKaufman@SPMS.net

Repair Services/Parts	
Estimates/Diagnostic Testing	\$ 150.00
Labor Rate In-Shop Repairs	\$ 190.00
Labor Rate Emergency/After Hours	\$ 225.00
Shipping/Freight	<input checked="" type="checkbox"/> Included in pricing. <input type="checkbox"/> Additional Charge
Labor Rate for On-Site Repairs	\$ 190.00
Negotiated City's Rate	Let's talk 056-760 6875
Parts Mark Up	Let's talk %
Terms	One Year Agreement to begin on 10/01/2025 and end on 09/30/2026.

Printed Name: Daniel Kaufman  
 Date: 8/3/25

Signature: 

# City of Mission Sanitation/Fleet Service Agreement

Vendor Information					
Vendor Name	Address	Phone Number	Shop Hours	Contact Person	E-mail
Rush Truck Center Pharr, Tx.	4700 Nth Cage Blvd Pharr, Tx 78577	956-784- 7900	7am - 7pm Monday - Friday	Chuck Miller	MillerC3@ Roshentripasses.com

Repair Services/Parts			
Estimates/Diagnostic Testing	1 hr minimum \$ 230	Labor Rate for On-Site Repairs	\$ 230
Labor Rate In-Shop Repairs	\$ 230	Negotiated City's Rate	\$ 172.50
Labor Rate Emergency/After Hours	\$ 230	Parts Mark Up	25 %
Shipping/Freight	<input type="checkbox"/> Included in pricing. <input type="checkbox"/> Additional Charge	Terms	One Year Agreement to begin on 10/01/2025 and end on 09/30/2026.

Printed Name Charles "Chuck" Miller  
 Date 8/27/25

Signature: 

# City of Mission Sanitation/Fleet Service Agreement

Vendor Information:				
Vendor Name	Address	Phone Number	Shop Hours	Contact Person
DESPERADO HARLEY-DAVIDSON	201 S. BENTSEN RD McALLEN, TX. 78501	(956) 687-4644	TUE-SAT 9:00 AM - 6:00 PM	ERIC GALVAN
				E-mail: <u>egalvan@desperadohd.com</u>

Repair Services/Parts	
Estimates/Diagnostic Testing	\$ <u>129 / HR</u>
Labor Rate In-Shop Repairs	\$ <u>129 / HR</u>
Labor Rate Emergency/After Hours	\$ <u>N/A</u>
Shipping/Freight	<input type="checkbox"/> Included in pricing. <input checked="" type="checkbox"/> IF APPLICABLE Additional Charge
Labor Rate for On-Site Repairs	\$ <u>129 / HR</u>
Negotiated City's Rate	\$ <u>N/A</u>
Parts Mark Up	<u>AT RETAIL w/o TAX</u> 0 %
Terms	One Year Agreement to begin on <u>10/01/2025</u> and end on <u>09/30/2026</u> .

Signature:

Printed Name: ERIC GALVAN  
Date: 09/03/25



# City of Mission Sanitation/Fleet Service Agreement

Vendor Information				
Vendor Name	Address	Phone Number	Shop Hours	Contact Person E-mail
HOLT CAT	10701 N. HWY 281 EDINBURG, TX 78541	956-392-7920	7am - 5pm M-F	GUADALUPE GUAJARDO gvalupe.guajardo@holt-cat.com

Repair Services/Parts	
Estimates/Diagnostic Testing	Labor Rate for On-Site Repairs \$ 209. <sup>00</sup>
Labor Rate In-Shop Repairs	Negotiated City's Rate \$ N/A
Labor Rate Emergency/After Hours	Parts Mark Up 0 %
Shipping/Freight	Terms One Year Agreement to begin on 10/01/2025 and end on 09/30/2026.

Printed Name: FELIX SAUZAR      Signature: 

Date: 9/3/25

# City of Mission Sanitation/Fleet Service Agreement

Vendor Information				
Vendor Name	Address	Phone Number	Shop Hours	Contact Person
Holt Truck Centers	711 N. Cage Blvd Pharr TX 78577	956 578-9084	Mon-Friday 8:00 5:00 PM	Danny Garces
				Danny Garces HoltTruckCenters.com

## Repair Services/Parts

Estimates/Diagnostic Testing	\$ <u>309.00</u>	Labor Rate for On-Site Repairs	\$ <u>210.00</u>
Labor Rate In-Shop Repairs	\$ <u>210.00</u>	Negotiated City's Rate	\$ <u>195.00</u>
Labor Rate Emergency/After Hours	\$ <u>210.00</u>	Parts Mark Up	<u>30</u> %
Shipping/Freight	<input type="checkbox"/> Included in pricing. <input checked="" type="checkbox"/> Additional Charge	Terms	One Year Agreement to begin on 10/01/2025 and end on 09/30/2026.

Printed Name: Daniel Garces Jr

Date: 9-8-2025

Signature: 

# City of Mission Sanitation/Fleet Service Agreement

Vendor Information				
Vendor Name	Address	Phone Number	Shop Hours	Contact Person
MISSION PRINT & BODY SHOP	212 E 11 ST MISSION TX 78572	956-581-2302 CELL 956-624-2621	Mon-Fri 8:00 - 6:00	MIKE BAILESTENOS
				E-mail MIKE.78501@YAHOO.COM

Repair Services/Parts	
Estimates/Diagnostic Testing	Labor Rate for On-Site Repairs \$ N/A
Labor Rate In-Shop Repairs	Negotiated City's Rate \$
Labor Rate Emergency/After Hours	Parts Mark Up L & Q PARTS ONLY 25%
Shipping/Freight <input checked="" type="checkbox"/> Included in pricing. <input type="checkbox"/> Additional Charge	Terms One Year Agreement to begin on 10/01/2025 and end on 09/30/2026.

Printed Name: MIKE BAILESTENOS

Signature: Mike Bailestenos

Date: 8-28-25

# City of Mission Sanitation/Fleet Service Agreement

Vendor Information				
Vendor Name	Address	Phone Number	Shop Hours	Contact Person
South Texas Truck Centers	4301 N. Cage Blvd. Pharr, TX 78577	956-787-0031	7:30 a.m. - 7:00 p.m.	Eddie Luna
				E-mail: eddie.luna@southtexastruckcenters.com

Repair Services/Parts	
Estimates/Diagnostic Testing	Labor Rate for On-Site Repairs \$ 175. <sup>00</sup> hr
Labor Rate In-Shop Repairs	Negotiated City's Rate \$ 175. <sup>00</sup> hr
Labor Rate Emergency/After Hours	Parts Mark Up 25 %
Shipping/Freight	Terms One Year Agreement to begin on 10/01/2025 and end on 09/30/2026.

Printed Name: Andy Rodriguez      Signature: 

Date: 8/5/25



# City of Mission Sanitation/Fleet Service Agreement

Vendor Information				
Vendor Name	Address	Phone Number	Shop Hours	Contact Person
Vermeer	222 E Frontage Alamo TX 78516	787-5580 <del>956-7580</del>	7a-5p	Ringo Molina
				Rmolina@vermeertexas.com

## Repair Services/Parts

Estimates/Diagnostic Testing	\$ 175	Labor Rate for On-Site Repairs	\$ 185
Labor Rate In-Shop Repairs	\$ 175	Negotiated City's Rate	\$ NA
Labor Rate Emergency/After Hours	\$ 185	Parts Mark Up	NA %
Shipping/Freight	<input type="checkbox"/> Included in pricing. <input checked="" type="checkbox"/> Additional Charge	Terms	One Year Agreement to begin on 10/01/2025 and end on 09/30/2026.

Printed Name: Ringo Molina Signature: 

Date: 6/3/2025

# City of Mission Sanitation/Fleet Service Agreement

Vendor Information				
Vendor Name	Address	Phone Number	Shop Hours	Contact Person
J's Hydraulics	7222 E. mile 18 Rd Edinburg, TX 78542	956.457.3803 956.457.4142	8am-6pm Mon - Friday	Jesus A. Solis Wm Solis
				E-mail Js. Hydraulics120@gmail.com

Repair Services/Parts	
Estimates/Diagnostic Testing	\$ 105.00
Labor Rate In-Shop Repairs	\$ 105.00
Labor Rate Emergency/After Hours	\$ 140.00
Shipping/Freight	<input type="checkbox"/> Included in pricing. <input type="checkbox"/> Additional Charge
Labor Rate for On-Site Repairs	\$ 105
Negotiated City's Rate	\$
Parts Mark Up	20 %
Terms	One Year Agreement to begin on 10/01/2025 and end on 09/30/2026.

Printed Name: Jesus A Solis  
 Signature: *Jesus A Solis*  
 Date: 8/27/25

# City of Mission Sanitation/Fleet Service Agreement

Vendor Information			
Vendor Name	Address	Phone Number	Shop Hours
Lino's Transmission	214 N 29th St McAllen Tx	(956)971-9601	8am-5pm
		Contact Person	E-mail
		Lino Luna Jr Alberto Luna	cluna59@sbcglobal.net

Repair Services/Parts	
Estimates/Diagnostic Testing	\$ 0
Labor Rate In-Shop Repairs	\$ 85
Labor Rate Emergency/After Hours	\$ 100
Shipping/Freight	<input type="checkbox"/> Included in pricing. <input type="checkbox"/> Additional Charge
Labor Rate for On-Site Repairs	\$ 85
Negotiated City's Rate	\$ 85
Parts Mark Up	15 %
Terms	One Year Agreement to begin on 10/01/2025 and end on 09/30/2026.

Signature: 

Printed Name: Lino Luna Jr  
Date: 8/28/2025

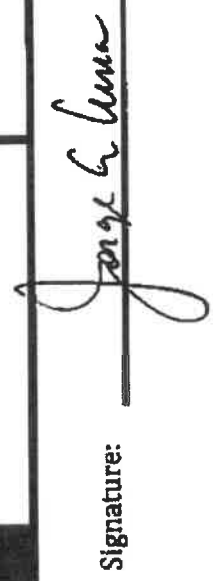
# City of Mission Sanitation/Fleet Service Agreement

Vendor Information				
Vendor Name	Address	Phone Number	Shop Hours	Contact Person
Tellus Equip. Solutions	409 E. I-2, Mission TR	956-585-1610	8 AM - 5 PM	Jorge Luna
				Jluna@tellusequip.com

Repair Services/Parts	
Estimates/Diagnostic Testing	\$ 155 <sup>00</sup>
Labor Rate In-Shop Repairs	\$ 155 <sup>00</sup>
Labor Rate Emergency/After Hours	\$ 155 <sup>00</sup>
Shipping/Freight	<input type="checkbox"/> Included in pricing. <input checked="" type="checkbox"/> Additional Charge
Labor Rate for On-Site Repairs	\$ 165 <sup>00</sup>
Negotiated City's Rate	\$ 165 <sup>00</sup>
Parts Mark Up	Varies %
Terms	One Year Agreement to begin on 10/01/2025 and end on 09/30/2026.

Printed Name: Jorge A. Luna

Date: 8-26-25

Signature: 

Signature:

# City of Mission Sanitation/Fleet Service Agreement

Vendor Information				
Vendor Name	Address	Phone Number	Shop Hours	Contact Person
Spikes Ford	805 E Expressway 83 Mission TX 78572	956-519-5598	7:00 AM 7:00 PM	Pete Munguia
				E-mail Pedro.munguia@ SpikesFord.net

Repair Services/Parts	
Estimates/Diagnostic Testing	Diesel * 217.99 Gasoline * 201.99
Labor Rate In-Shop Repairs	Diesel 217.99 Gasoline 201.99
Labor Rate Emergency/After Hours	Diesel 217.99 Gasoline 201.99
Shipping/Freight	<input type="checkbox"/> Included in pricing. <input type="checkbox"/> Additional Charge
Labor Rate for On-Site Repairs	Diesel \$ 189.99 Gasoline \$ 174.99
Negotiated City's Rate	Diesel \$ 189.99 Gasoline \$ 174.99
Parts Mark Up	List - 25 %
Terms	One Year Agreement to begin on 10/01/2025 and end on 09/30/2026.


Signature: Michelle Brown

Printed Name: Michelle Brown  
 Date: 9/4/2025

# City of Mission Fleet Service Agreement

Vendor Information				
Vendor Name	Address	Phone Number	Shop Hours	Contact Person
DIESEL FLEET CARE, LLC	816 E. PALMA VISTA DR. PALMVIEW, TX 78572	(956) 271-4762	8:00 AM - 5:00 PM MONDAY- FRIDAY	ROMAN GARCIA
				E-mail accounting@dieselfleetcare.com

Repair Services/Parts			
<b>Estimates/Diagnostic Testing</b>	\$ 150/hr	<b>Labor Rate for On-Site Repairs</b>	\$ 150/hr
<b>Labor Rate In-Shop Repairs</b>	\$ 150/hr	<b>Negotiated City's Rate</b>	\$ 150/hr
<b>Labor Rate Emergency/After Hours</b>	\$ 175/hr	<b>Parts Mark Up</b>	15 %
<b>Shipping/Freight</b>	<input checked="" type="checkbox"/> Included in pricing. <input type="checkbox"/> Additional Charge	<b>Terms</b>	One Year Agreement to begin on 10/01/2025 and end on 09/30/2026.

Printed Name \_\_\_\_\_ ROMAN GARCIA  
 Date \_\_\_\_\_ 8/27/2025  
 Signature: 

# City of Mission Sanitation/Fleet Service Agreement

Vendor Information				
Vendor Name	Address	Phone Number	Shop Hours	Contact Person
DIESEL FLEET CARE LLC	816 E. Palma Vista Dr. Palmview, TX 78572	(956) 271-4762	8:00 AM - 5:00 PM MONDAY-FRIDAY	ROMAN GARCIA
				E-mail accounting@dieselfleetcare.com

Repair Services/Parts			
Estimates/Diagnostic Testing	\$ 150/hr	Labor Rate for On-Site Repairs	\$ 150/hr
Labor Rate In-Shop Repairs	\$ 150/hr	Negotiated City's Rate	\$ 150/hr
Labor Rate Emergency/After Hours	\$ 175/hr	Parts Mark Up	15 %
Shipping/Freight	<input type="checkbox"/> Included in pricing. <input checked="" type="checkbox"/> Additional Charge	Terms	One Year Agreement to begin on 10/01/2025 and end on 09/30/2026.

Printed Name

ROMAN GARCIA

Date

8/27/2025

Signature:





**August 28, 2025**

**TO: CITY OF MISSION**  
1200 E. 8<sup>th</sup> St.  
Mission, TX 78572

**DIESEL FLEET CARE, LLC**  
816 E. Palma Vista Drive  
Palmview, TX 78572

**SUBJECT: PROPOSAL**

Diesel Fleet Care LLC appreciates the opportunity to submit our repairs and maintenance proposal for your entity. The proposal we are submitting is designed to ensure that your entity's Vehicle Fleet is maintained and/or repaired at optimum operating conditions to ensure your units stay on the road.

Our diesel shop is capable of a variety of services listed on the next page that include not only major and minor repairs, but also important maintenance as well. Keeping up with your fleet maintenance is essential to keeping your fleet repairs costs down. Wear and tear will happen on any unit, even with the best maintenance program, but we are here to help ensure any repairs needed are done to the highest possible workmanship standards.

We have a policy of transparency pricing to ensure that you will never have hidden costs as well as negotiated prices if needed in certain circumstances.

Our technicians are highly qualified and certified in all the services that we provide. Most of our technicians are South Texas College Diesel Program graduates. Owner, Roman Garcia also graduated from there as a diesel technician in 2000 and is now the Chairman of the Board for the Diesel Technology Program helping the next generation rise as well as giving back to the community that took part in shaping him.

We look forward to the opportunity to work with your district on any of your fleet repairs and maintenance needs.



## LOCATION

We are located at 816 E. Palma Vista Dr. Palmview, TX 78572.

## HOURS OF OPERATIONS

HOURS OF OPERATION	
MONDAY – FRIDAY	8:00 AM – 5:00 PM <i>Closed for Lunch 12pm-1pm</i>
SATURDAY	8:00 AM – 12:00 PM <i>Upon request</i>
SUNDAY	CLOSED

## SERVICES LIST

SERVICES
Preventive Maintenance
21-Point Inspection / Trailer Inspections
State/Federal DOT Inspections
Computer Diagnostics
Electrical Repairs
Alignments
Overhead Adjustments
Major/Minor Engine Repairs
Overhauls
Welding
DEF/DPF Cleaning
Brake Repairs
A/C & Heater Repairs
Transmission Repairs
Differential Repairs
Tire Rotation / Balancing
Trailer Repairs
Road-Side Assistance
On-Site Assistance
Etc.
Towing and Transport to our facility for repairs is available through our company Ironshark Tow & Transport, LLC at a 25% discounted price for our fleet accounts. On-Call services are also available.

## PRICING STRUCTURE

LABOR HOURLY RATES	AMOUNT
SHOP (8 AM- 5PM)	\$150/HR
ON-SITE	\$175/HR
ROAD-SIDE	\$175/HR
SERVICE CALL FEE (CALL OUT) <i>If applicable</i>	\$150/HR
EMERGENCY/AFTER-HOURS (5:01PM -7:59AM)	\$175/HR

MARKUP RATES	AMOUNT
PARTS	15%
SERVICES CHARGES	\$0 - \$52
FREIGHT	15%

SERVICES	PRICE STARTS AT
PM OIL CHANGE <i>(FREE 21-POINT INSPECTION)</i>	\$150 <i>*plus parts &amp; supplies</i>
STATE DOT / FEDERAL DOT	\$40 /\$65
COMPUTER DIAGNOSTICS	\$150
ELECTRICAL REPAIRS	\$150 per hour <i>*plus parts &amp; supplies</i>
2 AXLE ALIGNMENT	\$199 <i>*plus parts &amp; supplies</i>
3 AXLE ALIGNMENTS	\$300 <i>*plus parts &amp; supplies</i>
OVERHEAD ADJUSTMENTS	3 – 4 HOURS
WELDING	Need to Quote
DEF/DPF CLEANING	Need to Quote
BRAKES REPAIRS	Need to Quote
A/C & HEATER REPAIRS	Need to Quote
TIRE ROTATION	\$50
TIRE BALANCING	\$60
TRASMISSION REPAIRS	Need to Quote
DIFFERENTIAL RPAIRS	Need to Quote
ALL OTHER REPAIRS	Need to Quote

## WARRANTY POLICY

WARRANTY	
LABOR	90-DAYS
PARTS <i>Depending on parts manufacturer</i>	30 DAYS - 1 YEAR

# City of Mission Sanitation/Fleet Service Agreement

Vendor Information				
Vendor Name	Address	Phone Number	Shop Hours	Contact Person
Super. of O.L. Express	710 N. Shary Rd. Mission, TX	(956) 391-3990	8-6 PM MON-SAT	Matthew J4550 (956)369-6988
				Email super.of.lev@csse sbcglobal.net

Repair Services/Parts	
Estimates/Diagnostic Testing	Labor Rate for On-Site Repairs \$ 125.00
Labor Rate In-Shop Repairs	Negotiated City's Rate \$ 125.00
Labor Rate Emergency/After Hours	Parts Mark Up 30%
Shipping/Freight <input type="checkbox"/> Included in pricing. <input checked="" type="checkbox"/> Additional Charge	Terms One Year Agreement to begin on 10/01/2025 and end on 09/30/2026.

Printed Name: Homer Jasso Jr  
 Date: 9/9/25

Signature: 

# City of Mission Sanitation/Fleet Service Agreement

Vendor Information				
Vendor Name	Address	Phone Number	Shop Hours	Contact Person
Nueces Power Equipment	One Industrial Way San Benito Tx 78586	956-361-0066 956-207-1824	8:00 - 5:00	Ray Castillo
				E-mail rayc@npetex.com

Repair Services/Parts	
Estimates/Diagnostic Testing	Labor Rate for On-Site Repairs \$ 175.00
Labor Rate In-Shop Repairs	Negotiated City's Rate \$ 175.00
Labor Rate Emergency/After Hours	Parts Mark Up 20 %
Shipping/Freight	Terms One Year Agreement to begin on 10/01/2025 and end on 09/30/2026.

Signature: Ramon Castillo

Printed Name: RAMON CASTILLO  
Date: 9-2-2025

## City of Mission Sanitation/Fleet Service Agreement

### Vendor Information

Vendor Name	Address	Phone Number	Shop Hours	Contact Person	E-mail
South TX Buick GMC	4220 W Expressway 83 Mission TX 78504	956-661- 5000	7:30 - 6:30 PM	Josue Cruz	Josue.C@southTexasGMC.com

### Repair Services/Parts

Estimates/Diagnostic Testing	\$ 170. <sup>00</sup>	Labor Rate for On-Site Repairs	\$ 170. <sup>00</sup>
Labor Rate In-Shop Repairs	\$ 170. <sup>00</sup>	Negotiated City's Rate	\$ 170. <sup>00</sup>
Labor Rate Emergency/After Hours	\$ 170. <sup>00</sup>	Parts Mark Up	40 %
Shipping/Freight	<input checked="" type="checkbox"/> Included in pricing. <input type="checkbox"/> Additional Charge	Terms	One Year Agreement to begin on 10/01/2025 and end on 09/30/2026.

Printed Name Josue Cruz  
Date 9/11/25

Signature: 



# CITY OF MISSION

## CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

**MEETING DATE:** September 23, 2025  
**PRESENTED BY:** Andy Garcia, Co-Interim City Manager  
**AGENDA ITEM:** Approval of Resolution #\_\_\_\_\_ authorization to enter into a Lease-Purchase Agreement with Government Capital Corporation for the purpose of financing a Generator – Garcia

### NATURE OF REQUEST:

Staff is requesting to enter into a Lease Purchase Agreement with Government Capital Corporation for the purpose of financing a generator. The first payment will be made in fiscal year 2025-2026. The loan is for five (5) years at 5.148% annual interest, with yearly payments of \$198,054.03.

This expenditure would be under General Exemption 252.022 (a) (2) of the Texas Local Government Code: a procurement necessary to preserve or protect the public health or safety of the municipality's residents

**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 *AG*

**RECORD OF VOTE:**

<b>APPROVED:</b>	_____
<b>DISAPPROVED:</b>	_____
<b>TABLED:</b>	_____

\_\_\_\_\_ AYES

\_\_\_\_\_ NAYS

\_\_\_\_\_ DISSENTING \_\_\_\_\_

**RESOLUTION # \_\_\_\_\_**

A RESOLUTION REGARDING A LEASE PURCHASE AGREEMENT FOR THE PURPOSE OF FINANCING A **"GENERATOR(s)"**.

WHEREAS the City of Mission (the "Issuer") desires to enter into that certain Lease Purchase agreement , by and between Issuer and Government Capital Corporation, for the purpose of financing a **"Generator(s)"**.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF MISSION:

Section 1. That the Issuer enters into a Lease Purchase agreement with Government Capital Corporation for the purpose of financing a **"Generator(s)"**.

Section 2. That the City of Mission will designate the City Manager or the City Manager's designee, as an authorized signer of the Lease purchase agreement by and between the City of Mission and Government Capital Corporation as well as any other ancillary exhibit, certificate, or documentation needed for the Lease purchase agreement .

Section 3. The Issuer will use loan proceeds for reimbursement of expenditures related to the Property, within the meaning of Treasury Regulation § 1.150-2, as promulgated under the Internal Revenue Code of 1986, as amended.

This Resolution has been PASSED upon Motion made by Board Member \_\_\_\_\_, seconded by Board Member \_\_\_\_\_ by a vote of \_\_\_\_\_ Ayes to \_\_\_\_\_ Nays and is effective this 23<sup>rd</sup> day of September, 2025.

**Issuer:** City of Mission

Witness Signature

\_\_\_\_\_  
Norie Gonzalez Garza, Mayor

\_\_\_\_\_  
Anna Carrillo, City Secretary



September 3, 2025

**City of Mission, TX.**

We are pleased to offer the following preliminary overview of the financing terms:

Lender:	Government Capital Corporation
Issuer:	City of Mission, TX.
Financing structure:	Tax Exempt Financing Agreement
Project Description:	Generator
Truck Cost:	\$853,950.00
<hr/>	
Term:	5 Years
Annual Payments:	\$198,054.03
Interest Rate Indication:	5.149%
Annual Payments Due:	One year from funding date and annually thereafter

The above proposal is subject to audit analysis, assumes bank qualification and mutually acceptable documentation. The terms outlined herein are based on current markets. Upon credit approval, rates may be locked for up to thirty (30) days. If funding does not occur within this time period, rates will be indexed to markets at such time.

Our team is prepared to move forward or provide other terms for consideration as needed.

Thank you for the opportunity.

Sincerely,

**Landon Newton**  
 Government Capital Corporation  
 345 Miron Dr  
 Southlake, Texas 76092  
 (817) 722-0213 Direct  
[Landon.Newton@govcap.com](mailto:Landon.Newton@govcap.com)

*The transaction described herein is an arm's length, commercial transaction between you and Government Capital Corporation ("GCC"), in which GCC: (i) is acting solely for its own financial and other interests that may differ from yours; (ii) is not acting as your municipal advisor or financial advisor, and has no fiduciary duty to you with respect to this transaction; and (iii) is not recommending that you take an action with respect to this transaction.*





# CITY OF MISSION

## CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

**MEETING DATE:** September 23, 2025  
**PRESENTED BY:** Cesar Torres, Chief of Police  
**AGENDA ITEM:** Authorization to accept the FY 2025-2026 Other Victim Assistance Grant (OVAG) from the Office of the Attorney Generals' Crime Victim Services Division in the amount of \$49,500.00 with no cash match – Torres

**NATURE OF REQUEST:**

The grant is a one-year grant for FY 2025-2026. The total amount of the grant award is \$49,500.00. This grant will allow the Mission Police Department to continue the services provided by our Crime Victims Liaison program. There is no cash match required by the City of Mission. This grant will be in effect from September 2025 through August 2026.

**BUGETED:** Yes FY25-26 **FUND:** Designated Purpose **ACCT. #:** 15-300-33450

**BUDGET:** \$49,500 **EST. COST:** \$49,500 **CURRENT BUDGET BALANCE:** \$49,500

**BID AMOUNT:** \$ \_\_\_\_\_

**STAFF RECOMMENDATION:**

Approval

**Departmental Approval:** Finance

**Advisory Board Recommendation:** N/A

**City Manager's Recommendation:** Approval *JP7*

**RECORD OF VOTE:**                    **APPROVED:** \_\_\_\_\_

**DISAPPROVED:** \_\_\_\_\_

**TABLED:** \_\_\_\_\_

\_\_\_\_\_ **AYES**

\_\_\_\_\_ **NAYS**

\_\_\_\_\_ **DISSENTING** \_\_\_\_\_



**RE: FY 2026 Other Victim Assistance Grant (OVAG) Contract**

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**Contract Number:** C-02415

**Grantee:** City of Mission

**Amount:** \$49,500.00

**Executed:**

**Term:** September 1, 2025 – August 31, 2026

**Budget Coding:**

<b>ORG</b>	<b>PCA</b>	<b>Agy Obj</b>
B310000	11302	7611

# GRANT CONTRACT

OAG Grant Contract No. C-02415

This contract (“Grant Contract”) is executed between the Office of the Attorney General (“OAG”) and City of Mission (“GRANTEE”). The OAG and GRANTEE may be referred to in this Grant Contract individually as “Party” or collectively as “Parties.”

## SECTION 1. PURPOSES OF THIS GRANT CONTRACT

The purpose of the Other Victim Assistance Grant (OVAG) program (“Grant Program”) is to accomplish the general public purpose of addressing the unmet needs of crime victims by maintaining or increasing their access to quality services. It is intended that the grants will be awarded through a competitive selection and allocation process. The purpose of this Grant Contract is to provide reasonable contractual controls to ensure that funding under the Grant Program (“Grant Funds”) is used to achieve the public purposes of the Grant Program. In general, and subject to the terms, conditions, and limitations of each specific contract with each grantee, OVAG contracts awarded may be used for victim-related services or assistance for the following purposes:

- a. To provide direct services to crime victims including, but not limited to, counseling, crisis intervention, assistance with Crime Victims’ Compensation, assistance with the utilization of the Texas Statewide Automated Victim Notification Service (“SAVNS”), legal assistance, victim advocacy, and information and referral;
- b. To provide outreach or community education to help identify crime victims who might not otherwise be reached and provide or refer them to needed services;
- c. To connect crime victims to services for the purpose of supporting or assisting in their recovery;
- d. To train professionals and volunteers to improve their ability to inform crime victims of their rights, to assist crime victims in their recovery, or to establish a continuum of care for crime victims; or
- e. To provide other support for crime victims, related to services or assistance in aid of the recovery of the victim as determined by the OAG.

## SECTION 2. TERM OF THIS GRANT CONTRACT

This Grant Contract shall begin on September 1, 2025, and shall terminate August 31, 2026, unless it is terminated earlier in accordance with another provision of this Grant Contract (“Contract Term”).

### SECTION 3. GRANTEE'S CONTRACTUAL SERVICES

**3.1 GRANTEE's Compliance with Grant Application Kit.** GRANTEE shall comply with the terms and conditions set forth and required in the OVAG/VCLG FY 2026–2027 Grant Application Kit ("Application Kit"), which is incorporated to this Grant Contract by reference. GRANTEE acknowledges and agrees that the Application Kit may be supplemented, amended, or adjusted by the OAG and that GRANTEE is charged with knowledge of the current terms of the Application Kit for the duration of the Contract Term. All statements, information, and documentation submitted to the OAG for approval of GRANTEE's participation in the Grant Program, including narrative and budget, shall be considered, and referred to collectively, as the GRANTEE's "Grant Application."

**3.2 Establishment of Final Project Budget, Targets, Outputs, Special Conditions, and Outcomes.** The following are at the sole discretion of the OAG:

- (1) the OAG will establish the initial budget as submitted in GRANTEE'S Grant Application;
- (2) the OAG will establish the final project targets, outputs, Special Conditions (defined below), and outcomes based on GRANTEE's Grant Application; and
- (3) the OAG may adjust GRANTEE's budget, targets, outputs, outcomes, and/or any other items deemed appropriate by the OAG, at any time, during the Contract Term.

**3.3 Grant Narrative.** GRANTEE's Grant Application submitted in response to the Application Kit, including the narrative contained therein as submitted by GRANTEE and as further modified by the OAG, which is in the possession of, acknowledged, and known by both Parties, is hereby incorporated by reference into this Grant Contract. GRANTEE hereby certifies that the information provided in GRANTEE's Grant Application, including the statements made in the narrative, is true and correct and agrees to be bound by the representations and commitments contained therein.

**3.4 Special Conditions.** The OAG may, in its sole discretion, impose Special Conditions, as that term is defined in the Application Kit, on GRANTEE, without notice and without amending this Grant Contract. The OAG, in its sole discretion, may also supplement, amend, or adjust any Special Conditions imposed on GRANTEE. GRANTEE acknowledges and agrees in advance to satisfy the requirements of any Special Conditions imposed by the OAG. The imposition of any Special Conditions places GRANTEE on immediate financial hold, consistent with section 9.2 of this Grant Contract, without further notice, until all Special Conditions are satisfied.

### SECTION 4. GRANTEE'S OBLIGATIONS AND REQUIRED REPORTS

#### 4.1 General Matters

**4.1.1 Required Reports; Form of Reports; and Filings with the OAG.** GRANTEE shall provide to the OAG all applicable reports and forms as specified by the OAG. GRANTEE shall

ensure that it provides each document or form required by the OAG in an accurate and timely manner. Unless filing dates are given herein, all other reports and documents that GRANTEE is required to provide to the OAG shall be promptly sent.

**4.1.2 Cooperation; Additional Information.** GRANTEE shall cooperate fully with the OAG. In addition to the information contained in the required reports, other information may be required as requested by the OAG.

**4.1.3 Notification of Changes in Organization, Changes in Authorized Official or GRANTEE Contact.** GRANTEE must submit written notice to the OAG of any change in the following: GRANTEE's name; contact information; key personnel, officer, director or partner; organizational structure; legal standing; or authority to do business or otherwise operate in Texas. Such notice must be provided in advance, when possible, but in no event later than ten (10) business days after the effective date of such change; provided, however, that such notice concerning a new address or main telephone number must be provided at least thirty (30) calendar days in advance of any such change. A change in GRANTEE's name requires an amendment to this Grant Contract pursuant to section 12.3 of this Grant Contract.

To change an Authorized Official, GRANTEE must submit a written request on GRANTEE's letterhead, with an original signature of someone with authority to act on behalf of GRANTEE. To change a GRANTEE contact, GRANTEE must submit a written request on GRANTEE's letterhead signed by an Authorized Official.

**4.1.4 Standards for Financial and Programmatic Management.** GRANTEE and its governing body shall bear full and sole responsibility for the integrity of the fiscal and programmatic management of the organization including financial and programmatic policies and procedures to ensure the integrity of the fiscal and programmatic management of the organization.

Such fiscal and programmatic management shall include, without limitation: accountability for all funds and materials received from the OAG; compliance with OAG rules, policies and procedures; compliance with applicable federal and state laws and regulations; and correction of fiscal and program deficiencies identified through self-evaluation and/or the OAG's monitoring processes.

GRANTEE shall develop, implement, and maintain appropriate financial management and control systems, which include: budgets that adequately reflect all functions and resources necessary to carry out authorized activities and the adequate determination of costs; accurate and complete payroll, accounting, and financial reporting records; cost source documentation; effective internal and budgetary controls; allocation of costs; and timely and appropriate audits and resolution of any findings and applicable annual financial statements, including statements of financial position, activities, and cash flows, prepared on an accrual basis in accordance with Generally Accepted Accounting Principles (GAAP) or other recognized accounting principle.

**4.1.5 Security and Confidentiality of Records.** GRANTEE shall establish a method to secure the confidentiality of records required to be kept confidential by applicable federal or state law, rules or regulations, or other applicable requirements. This provision shall not be construed as

limiting the OAG's access to such records and other information.

**4.1.6 Texas Public Information Act.** Information, documentation, and other material in connection with this Grant Contract or the underlying Grant Program or Funds may be subject to public disclosure pursuant to Chapter 552 of the Texas Government Code (the "Texas Public Information Act"). In accordance with Section 2252.907 of the Texas Government Code, GRANTEE is required to make any information created or exchanged with the OAG, the State of Texas, or any other State agency pursuant to this Grant Contract, and not otherwise excepted from disclosure under the Texas Public Information Act, available in a format that is accessible by the public at no additional charge to the OAG, the State of Texas, or any other State agency.

## 4.2 Programmatic Reports

**4.2.1 Quarterly Statistical (Performance) Reports.** GRANTEE shall deliver to the OAG quarterly statistical reports no later than the thirtieth (30<sup>th</sup>) day of each month following the end of each fiscal quarter of the State fiscal year covered by the Contract Term. The four (4) quarters, within each State fiscal year covered by the Contract Term, end respectively on the last day of the months of November, February, May and August. Accordingly, quarterly statistical reports, for each respective quarter, are due on or before December thirtieth (30<sup>th</sup>), March thirtieth (30<sup>th</sup>), June thirtieth (30<sup>th</sup>), and September thirtieth (30<sup>th</sup>).

**4.2.2 Contents of Quarterly Statistical Reports.** The quarterly statistical reports shall contain, at a minimum, information on the following statistical measures:

- a. Targets as submitted in the Grant Application and accepted by OAG or otherwise established by the OAG pursuant to section 3.2 above;
- b. Outputs and Outcomes as submitted in the Grant Application, accepted by OAG or otherwise established by the OAG pursuant to section 3.2 above; and
- c. Program Narratives.

**4.2.3 Written Explanation of Variance.** GRANTEE must provide a written explanation to the OAG on the quarterly statistical report for any year-to-date performance that varies from the projected performance included within the implementation plan submitted by GRANTEE as part of the Grant Application or as otherwise agreed between the Parties. In addition to the written explanation, GRANTEE shall promptly answer any questions from the OAG, whether in writing or otherwise, in connection with any quarterly and annual reports presented to the OAG.

**4.2.4 Other Program Reports.** GRANTEE shall cooperate fully in any social studies, fiscal or programmatic monitoring, auditing, evaluating, and other reviews pertaining to services rendered by GRANTEE, which may be conducted by the OAG or its Designees.

GRANTEE shall submit service delivery reports required by this Grant Contract or self-evaluations of performance and other reports requested by the OAG in an appropriate format and on a timely basis. GRANTEE shall make available at reasonable times and for reasonable periods

client records and other programmatic or financial records, books, reports, and supporting documents for reviewing and copying by the OAG or its Designees.

### 4.3 Financial Matters

**4.3.1 Grant Budget.** With regard to the use of Grant Funds pursuant to this Grant Contract, GRANTEE will immediately review the budget as established in this Grant Contract.

**4.3.2 Monthly Request for Reimbursement and Financial Status Report.** Grant Funds will be paid on a cost-reimbursement basis. GRANTEE will submit, each month, a request for reimbursement for the actual and allowable allocable costs incurred by GRANTEE for providing services under this Grant Contract. The payments made to GRANTEE shall not exceed its actual and allowable allocable costs to provide the services under this Grant Contract.

The request for reimbursement will be submitted to the OAG in the form and manner approved by the OAG and will specify the detailed and total expenses for the month, in the following cost categories: (a) personnel and fringe benefits, reported separately, (b) professional and consulting services, (c) travel, (d) equipment, (e) supplies, and (f) other direct operating expenses. The request for reimbursement must be accompanied by supporting documentation as required by the OAG. The OAG may require different or additional supporting documentation at any time.

A request for reimbursement and financial status report are required each month, whether GRANTEE has paid expenses, or is seeking reimbursement.

**4.3.3 Fiscal Year-End Required Reports.** GRANTEE must submit fiscal year-end required reports to the OAG no later than the earlier of (a) twenty (20) calendar days after the end of the Contract Term; or (b) twenty (20) calendar days after the end of each state fiscal year. The year-end reports shall include the following:

- a. **Record of Reimbursement.** GRANTEE will submit a reconciled record of its expenses for the prior State fiscal year in the following cost categories: (i) personnel and fringe benefits, reported separately, (ii) professional and consulting services, (iii) travel, (iv) equipment, (v) supplies, and (vi) other direct operating expenses.
- b. **Equipment Inventory Report.** To the extent the purchase of equipment is authorized under this Grant Contract and GRANTEE purchases equipment with Grant Funds, GRANTEE will submit a report that provides a record of the current inventory of items purchased, disposed of, replaced, or transferred for any equipment that was purchased with Grant Funds (“Equipment Inventory Report”).

**4.3.4 Single Audit and Annual Independent Financial Audit Reports.** GRANTEE shall comply with the following audit reporting requirements as applicable:

- a. GRANTEES that are required to undergo a Single Audit must complete and submit the Single Audit of the complete program and/or organization, and management letter of the audit findings, to the OAG within nine (9) months of the end of the fiscal year of the GRANTEE. The Single Audit must meet both the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards of 2 CFR 200, and the Texas Grant Management Standards (TxGMS) requirements. For GRANTEES whose expenditures require the completion of a Single Audit, the submission of an Annual Independent Financial Audit will not satisfy the auditing requirement of this section.
- b. GRANTEES that are required to undergo an Annual Independent Financial Audit (by statute, regulation, or organizational policy) must submit the Annual Independent Financial Audit of the complete program and/or organization, and management letter of the audit findings, if requested by the OAG.
- c. GRANTEES who do not meet the expenditure threshold requiring a Single Audit, and are not required (by statute, regulation, or organizational policy) to complete an Annual Independent Financial Audit, are not required to submit an annual audit to the OAG.

#### **4.3.5 Timing of Submission of Request for Reimbursement to the OAG; Final Invoice.**

GRANTEE is responsible for submitting bills in an accurate and timely manner. GRANTEE shall make every reasonable effort to submit monthly billings to the OAG, which cover the previous month's expenses, so that they are received by the OAG on or before the twentieth (20<sup>th</sup>) day of each month, or if the twentieth 20<sup>th</sup> day falls on a weekend or holiday, the next business day. The OAG will make reasonable efforts to promptly process and make payments on properly completed billings. GRANTEE shall submit a final invoice that must be received by the OAG not later than the earlier of (a) twenty (20) calendar days after the end of the Contract Term; or (b) twenty (20) calendar days after the end of each State fiscal year.

**4.3.6 Reimbursement of Actual and Allowable Allocable Costs.** The OAG shall only reimburse actual and allowable allocable costs incurred and paid by GRANTEE during the Contract Term and is not obligated to reimburse any costs or expenses incurred by GRANTEE outside of the Contract Term. The OAG shall only reimburse GRANTEE for employee costs that are directly related to performing the responsibilities of this Grant Contract.

**4.3.7 Refunds and Deductions.** If the OAG determines that GRANTEE has been overpaid under this Grant Contract, such as payments made inadvertently or payments made but later determined not to be actual and allowable allocable costs, GRANTEE shall promptly refund that amount identified by the OAG as an overpayment. The OAG, in its sole discretion, may offset and deduct any amount of the overpayment from any amount owed to GRANTEE or may require repayment directly from GRANTEE. GRANTEE shall refund any overpayment to the OAG within thirty (30) calendar days of the receipt of the notice of the overpayment from the OAG unless an alternate payment plan is specified by the OAG.



#### **4.3.8 Purchase of Equipment; Maintenance and Repair; and Title upon Termination.**

GRANTEE shall not give any security interest, lien or otherwise encumber any item of equipment purchased with Grant Funds under this Grant Contract. GRANTEE shall permanently identify all equipment purchased under this Grant Contract by appropriate tags or labels affixed to the equipment. GRANTEE shall maintain a current inventory of all equipment, which shall be available to the OAG at all times upon request (in addition to the Equipment Inventory Report called for in section 4.3.3(b) above); however, as between the OAG and GRANTEE, title for equipment will remain with GRANTEE.

GRANTEE will maintain, repair, and protect all equipment purchased in whole or in part with Grant Funds under this Grant Contract to ensure the full availability and usefulness of such equipment. In the event GRANTEE is indemnified, reimbursed, or otherwise compensated for any loss of, destruction of, or damage to the equipment purchased under this Grant Contract, it shall use the proceeds to repair or replace said equipment.

**4.3.9 Direct Deposit.** GRANTEE may make a written request to the OAG to be placed on Direct Deposit status by completing and submitting to the OAG the State Comptroller's Direct Deposit Authorization Form. After the direct deposit request is approved by the OAG, and the setup is completed on the Texas Identification Number System by the State Comptroller's Office, payment will be remitted by direct deposit and the OAG will discontinue providing GRANTEE with copies of reimbursement vouchers.

**4.3.10 Debts and Delinquencies.** GRANTEE agrees that any payments due under this Grant Contract shall be applied towards any debt or delinquency that is owed to the State of Texas.

#### **4.4 Compromising Matters**

**4.4.1 GRANTEE Policy on Fraud, Waste, or Abuse and OAG Notification.** GRANTEE must have a policy in place to prevent, detect, and remedy incidences of fraud, waste, or abuse and provide a copy of the policy to the OAG upon request. In the event of any actual, attempted, or suspected fraud, waste, or abuse of Grant Funds the GRANTEE discovers, the GRANTEE shall notify the OAG within five (5) business days of discovery.

For purposes of this Grant Contract: (i) fraud includes, without limitation, the deliberate misuse or misapplication of Grant Funds; (ii) waste includes, without limitation, the extravagant, careless, or needless expenditure of Grant Funds; and (iii) abuse includes, without limitation, the misuse of one's title, position, or authority to obtain a personal benefit or to attempt to damage another individual. GRANTEE understands that the failure to notify the OAG within the required timeframe of actual, attempted, or suspected fraud, waste, or abuse may result in the termination of this Grant Contract. GRANTEE also agrees to report any actual, attempted, or suspected fraud, waste, or abuse of Grant Funds to the State Auditor's Office pursuant to section 7.5 of this Grant Contract.

**4.4.2 Reporting of Data Security Incidents.** GRANTEE agrees to notify the OAG of any data security incident that has or may impact GRANTEE's ability to complete the services and deliverables, or otherwise fully perform its responsibilities under this Grant Contract within five (5) business days of discovery. Failure to report in the required timeframe may result in termination of this Grant Contract.

For purposes of this Grant Contract, a data security incident is an event or action that could or does jeopardize the confidentiality, integrity, or availability of information relevant to GRANTEE's participation in the Grant Program.

**4.4.3 Conduct Unbecoming.** GRANTEE warrants that during the term of this Grant Contract, and in relation to GRANTEE's participation in the Grant Program, neither GRANTEE nor GRANTEE's agents will take any act or make any representation that would constitute an actual or potential conflict of interest with the OAG, reasonably create the appearance of impropriety, bring discredit to the OAG, or be against the interest of the State of Texas. GRANTEE acknowledges that violation of this section may result in termination of this Grant Contract. GRANTEE agrees that exhibiting a lack of good character (for example, without limitation, dishonesty, falsifying records, theft, fraud, abuse of authority, malfeasance, or failure to report unethical or illegal behavior) is prejudicial to the proper use of public funds. GRANTEE certifies that GRANTEE and GRANTEE's agents will perform the duties called for by this Grant Contract in a professional manner, and with the highest degree of integrity, consistent with the purposes of the Grant Program.

**4.4.4 Criminal or Civil Indictment, Charges, or Convictions.** GRANTEE warrants that neither its principals, agents, nor any other individual involved with the daily operations or oversight of GRANTEE and/or the Grant Funds or services provided under the Grant Program are (a) presently under indictment or otherwise criminally or civilly charged by any governmental entity (federal, state, local, or international) for crimes or offenses related to fraud, embezzlement, theft, forgery, bribery, falsification or destruction of records, perjury or making other criminally or civilly liable false statements, receiving stolen property, deceptive trade practices, antitrust violations, data security or privacy violations, or any crime or violation of any kind whatsoever in connection with obtaining, attempting to obtain, or performing a publicly funded transaction or contract (whether by grant, appropriation, or any other funding source at any level of federal, state, or local government), or (b) have been convicted, indicted, or charged with any such offenses, crimes, or violations with the three (3) calendar years preceding the effective date of this Grant Contract. GRANTEE represents and warrants that it will notify the OAG in writing within five (5) business days of any changes to the representations or warranties in this section and understands that failure to so timely update the OAG would be a material breach of this Grant Contract and grounds for termination. Pursuant to sections 4.3.7 and 9.2 of this Grant Contract, any Grant Funds that GRANTEE obtained improperly must be refunded to the OAG (or may be offset by the OAG in its sole discretion), and the OAG may place GRANTEE on a financial hold pending review of any change in circumstances under this section.

## SECTION 5. OBLIGATIONS OF THE OAG

**5.1 Monitoring.** The OAG will monitor GRANTEE to ensure the effective and efficient use of Grant Funds to accomplish the purposes of this Grant Contract.

**5.2 Maximum Liability of the OAG.** The total amount of this Grant Contract shall not exceed the sum of \$49,500.00. GRANTEE agrees that nothing in this Grant Contract will be interpreted to create an obligation or liability of the OAG in excess of the maximum liability set forth in this section of the Grant Contract. Any change to the maximum liability may only be achieved by an amendment to this Grant Contract pursuant to section 12.3 below, and any act, action, or representation by either Party, their agents, or their employees that purports to increase the maximum liability of the OAG is void, unless a written amendment in accordance with section 12.3 is executed by both Parties.

**5.3 Limited Reimbursement of GRANTEE Expenses and Approval of Changes.** The OAG shall be obligated to reimburse GRANTEE for all actual and allowable allocable costs incurred by GRANTEE pursuant to this Grant Contract up to the maximum liability set forth above. The OAG is not obligated to pay unauthorized costs. Prior written approval from the OAG is required if GRANTEE anticipates: altering the scope of GRANTEE's participation in the Grant Program; adding funds to previously un-awarded budget categories; changing funds in any awarded budget category by more than ten percent (10%) of the annual budget; and/or adding new line items to any awarded budget category.

However, the OAG reserves the discretionary right to require a formal amendment to this Grant Contract, in accordance with section 12.3 below, for any of the changes referenced in this section 5.3.

**5.4 Reimbursement Not Entitlement or Right.** Reimbursement under this Grant Contract is not an entitlement or right. Reimbursement depends, among other things, upon strict compliance with all terms, conditions and provisions of this Grant Contract and all documents incorporated herein by reference.

**5.5 Funding Limitation.** GRANTEE agrees that funding for this Grant Contract is subject to the actual receipt by the OAG of Grant Funds (state and/or federal) awarded and/or appropriated to the OAG. GRANTEE agrees that, for the purpose of this Grant Contract, the Grant Funds, if any, received from the OAG are limited by the term of each State fiscal biennium and by specific appropriation authority to, and the spending authority of, the OAG. **GRANTEE agrees that notwithstanding any other provision of this Grant Contract, if the OAG is not awarded or appropriated the Grant Funds, or if the OAG does not receive the awarded or appropriated funds for the Grant Program, or if the funds awarded or appropriated to the OAG for the Grant Program are required to be reallocated to fund other State programs or purposes, the OAG is not liable to pay GRANTEE any remaining balance on this Grant Contract.**

## SECTION 6. TERMINATION

**6.1 Termination for Convenience.** Either Party may, in its sole discretion, terminate this Grant Contract, without recourse, liability or penalty, upon written notice to the other Party at least thirty (30) calendar days before the effective date of such termination.

**6.2 Termination for Cause.** In the event that GRANTEE fails to perform or comply with an obligation of the terms, conditions, and provisions of this Grant Contract, or if the OAG receives financial reporting which indicates high financial risk, the OAG may, upon written notice to GRANTEE, immediately terminate all or any part of this Grant Contract.

**6.2.1 Termination for Failure to Maintain Financial Viability.** The OAG may terminate this Grant Contract if, in its sole discretion, the OAG has a good faith belief that GRANTEE no longer maintains the financial viability required to complete the services and deliverables, or otherwise fully perform its responsibilities, under this Grant Contract.

Upon request, GRANTEE will provide the OAG a copy of any document the OAG deems relevant to determining financial viability.

**6.3 Termination Not Exclusive Remedy; Survival of Terms and Conditions.** Termination is not an exclusive remedy but will be in addition to any other rights and remedies provided in equity, by law, or under this Grant Contract.

Termination, for any reason, or expiration of this Grant Contract shall not release the Parties from any liability or obligation set forth in this Grant Contract that is expressly stated to survive any such termination or by its nature would be intended to be applicable following any such termination. The following terms and conditions, (in addition to any others that could reasonably be interpreted to survive but are not specifically identified), survive the termination or expiration of this Grant Contract: sections 4 (Obligations of GRANTEE), 5 (Obligations of the OAG), 7 (Audit rights; Records Retention), 11 (Additional Terms and Conditions), and 12 (Construction of Grant Contract and Amendments).

## SECTION 7. AUDIT RIGHTS; RECORDS RETENTION

**7.1 Duty to Maintain Records.** GRANTEE shall maintain adequate records that enable the OAG to verify all reporting measures and requests for reimbursements related to this Grant Contract. GRANTEE shall also maintain any records deemed necessary by the OAG, the OAG's auditor, the State Auditor's Office or other auditors of the State of Texas, the federal government, or such other persons or entities designated by the OAG, to ensure proper accounting for all costs and performances related to this Grant Contract.

**7.2 Records Retention.** GRANTEE shall maintain and retain records for a period of seven (7) years after this Grant Contract is terminated or expires, or all issues that arise from any litigation,

claim, negotiation, audit, open records request, administrative review, or other action involving this Grant Contract or related documents are resolved. The records include, but may not be limited to, this Grant Contract, any contract solicitation documents, any documents that are necessary to fully disclose the extent of services provided under this Grant Contract, any daily activity reports and time distribution and attendance records, and other records that may show the basis of the charges made or performances delivered. The OAG may, in its discretion, direct GRANTEE to retain documents for a longer period of time or transfer certain records to the OAG's custody when it is determined the records possess longer term retention value. GRANTEE must include the substance of this clause in all subcontracts related to this Grant Contract.

**7.3 Audit Trails.** GRANTEE shall maintain appropriate audit trails to provide accountability for all reporting measures and requests for reimbursement. Audit trails maintained by GRANTEE will, at a minimum, identify the supporting documentation prepared by GRANTEE to permit an audit of its systems. GRANTEE's automated systems, if any, must provide the means whereby authorized personnel have the ability to audit, verify contractually required performances, and establish individual accountability for any action that could potentially cause the generation or modification of, or access to, confidential information.

**7.4 Access and Audit.** At the request of the OAG, GRANTEE shall grant access to, and make available copies of, all paper and electronic records, books, documents, accounting procedures, practices, and any other items relevant to the performance of this Grant Contract, compliance with applicable state or federal laws and regulations, and the operation and management of GRANTEE to the OAG or its Designees for the purposes of inspecting, examining, or auditing such items. GRANTEE will direct any other entity, person, or contractor receiving funds directly under this Grant Contract or indirectly through a subcontract under this Grant Contract to likewise permit access to, inspection of, and reproduction of all books, records, and other relevant information of the entity, person, or contractor(s) that pertain to this Grant Contract. All records, books, documents, accounting procedures, practices, and any other items, in whatever form, relevant to the performance of this Grant Contract, shall be subject to examination or audit. Whenever practical as determined at the sole discretion of the OAG, the OAG shall provide GRANTEE with up to five (5) business days' advance notice of any such examination or audit.

**7.5 State Auditor.** In addition to, and without limitation on, the other audit provisions of this Grant Contract, pursuant to Section 2262.154 of the Texas Government Code, the State Auditor's Office ("SAO") may conduct an audit or investigation of GRANTEE or any other entity or person receiving funds from the State directly under this Grant Contract or indirectly through a subcontract under this Grant Contract. The acceptance of funds by GRANTEE or any other entity or person directly under this Grant Contract or indirectly through a subcontract under this Grant Contract acts as acceptance of the authority of the SAO, under the direction of the Legislative Audit Committee, to conduct an audit or investigation in connection with those funds. Under the direction of the Legislative Audit Committee, GRANTEE or another entity that is the subject of an audit or investigation by the SAO must provide the SAO with access to any information the SAO considers relevant to the investigation or audit. GRANTEE further agrees to cooperate fully with the SAO in the conduct of the audit or investigation, including providing all records requested.

GRANTEE shall ensure that this paragraph concerning the authority to audit funds received indirectly by subcontractors through GRANTEE and the requirement to cooperate is included in any subcontract it awards. The SAO shall at any time have access to and the right to examine, audit, excerpt, and transcribe any pertinent books, documents, working papers, and records of GRANTEE related to this Grant Contract. GRANTEE also represents and warrants that it will comply with Section 321.022 of the Texas Government Code, which requires that suspected fraud and unlawful conduct be reported to the SAO.

**7.6 Location.** Any audit of records shall be conducted at GRANTEE's principal place of business and/or the location(s) of GRANTEE's operations during GRANTEE's normal business hours. GRANTEE shall provide to the OAG or its Designees, on GRANTEE's premises (or if the audit is being performed of a subcontractor, the subcontractor's premises if necessary) private space, office furnishings (including lockable cabinets), telephone and facsimile services, utilities and office-related equipment and duplicating services as the OAG or its Designees may reasonably require to perform the audits described in this Grant Contract.

## **SECTION 8. SUBMISSION OF INFORMATION TO THE OAG**

The OAG will designate the proper methods for the delivery of information to the OAG by GRANTEE. The OAG generally requires submission of information via email. Some reporting requirements must occur via the internet and/or a web-based data collection method. Accordingly, all reports required under this Grant Contract including, without limitation, semi-annual statistical reports, annual performance reports, financial status reports, requests for reimbursement, Annual Compiled Financial Statement Report, and any other reports, notices or information must be submitted in the manner directed by the OAG. The manner of delivery is subject to change during the Contract Term at the sole discretion of the OAG.

## **SECTION 9. CORRECTIVE ACTION PLANS AND SANCTIONS**

The Parties agree to make a good faith effort to identify, communicate and resolve problems found by either the OAG or GRANTEE.

**9.1 Corrective Action Plans.** If the OAG finds deficiencies in GRANTEE's performance under this Grant Contract, the OAG, in its sole discretion, may impose one or more of the following remedies as part of a corrective action plan: increase in monitoring visits; require that additional or more detailed financial and/or programmatic reports be submitted; require prior approval for expenditures; require additional technical or management assistance and/or make modifications in business practices; reduce the amount of this Grant Contract; and/or terminate this Grant Contract. The foregoing are not exclusive remedies and the OAG may impose other requirements that the OAG determines are in the best interest of the State of Texas.

**9.2 Financial Hold.** The OAG may, in its sole discretion, place GRANTEE on a financial hold, immediately and without first requiring a corrective action plan, in the event of any of the following circumstances: failure to comply with submission deadlines for required reports, invoices, or other requested information; indicators of financial risk; conflict(s) or suspected conflict(s) of interest; a change in the circumstances detailed in sections 4.4.3 or 4.4.4 of this Grant Contract; or potential or actual fraud, waste, or abuse. No reimbursements will be processed until all information requested by the OAG is submitted and approved by the OAG. If GRANTEE is placed on financial hold, the OAG, in its sole discretion, may deny reimbursement requests associated with expenses incurred during the time GRANTEE was placed on financial hold.

**9.3 Sanctions.** In addition to financial hold, the OAG, at its sole discretion and with no obligation to require a corrective action plan first, may impose sanctions, including, without limitation, one or more of the following: withholding or suspending funding; offsetting previous reimbursements; requiring repayment; disallowing claims for reimbursement; reducing funding; terminating this Grant Contract; and/or any other appropriate sanction.

**9.4 No Waiver.** Notwithstanding the imposition of corrective actions, financial hold and/or sanctions, GRANTEE remains responsible for complying with the terms and conditions of this Grant Contract. Corrective action plans, financial hold, and/or sanctions do not excuse or operate as a waiver of any failure to comply with this Grant Contract. GRANTEE is charged with full knowledge of all terms, conditions, and other requirements of this Grant Contract and all documents incorporated herein, and ignorance of any terms, conditions, or other requirements referenced in this Grant Contract and all documents incorporated herein shall not constitute a defense or basis for waiving or failing to comply with such provisions or requirements.

## **SECTION 10. GENERAL TERMS AND CONDITIONS**

**10.1 Federal and State Laws, Rules and Regulations, Directives, Guidelines, Code of Federal Regulations (CFR) and Other Relevant Authorities.** GRANTEE agrees to comply with all applicable federal and state laws, rules and regulations, directives, and guidelines, including 2 CFR Part 200, and any other authorities relevant to the performance of GRANTEE under this Grant Contract. In instances where multiple requirements apply to GRANTEE, the more restrictive requirement controls.

**10.2 Uniform Grant Management Act, TxGMS and Applicable Standard Federal and State Certifications and Assurances.** GRANTEE agrees to comply with applicable laws, executive orders, regulations and policies, including Texas Government Code, Chapter 783, and the Texas Grant Management Standards (TxGMS), and any other applicable federal or state grant management standards or requirements. Further, GRANTEE agrees to comply with the applicable OAG Certifications and Assurances, as contained in the Application Kit, which are incorporated herein by reference, including, without limitation, the equal employment opportunity program certification, disclosure and certification regarding lobbying, non-procurement debarment certification, drug-free workplace certification, annual Single Audit certification, compliance with

annual independent financial audit filing requirement, return of Grant Funds in the event of loss or misuse, and conflict of interest.

**10.3 Generally Accepted Accounting Principles or Other Recognized Accounting Principles.** GRANTEE shall adhere to Generally Accepted Accounting Principles (GAAP) promulgated by the American Institute of Certified Public Accountants, unless other recognized accounting principles are required by GRANTEE. GRANTEE shall also follow OAG fiscal management policies and procedures in processing and submitting requests for reimbursement and maintaining financial records related to this Grant Contract.

**10.4 Dealings with Public Servants; Disclosure of Conflicts.** GRANTEE has not given, or offered to give, nor does GRANTEE intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or employee of the OAG, at any time during the negotiation of this Grant Contract or in connection with this Grant Contract, except as allowed under relevant state or federal law. Further, GRANTEE represents and warrants that in the administration of Grant Funds, it will comply with all conflict of interest prohibitions and disclosure requirements required by any applicable laws, rules, and policies, including Chapter 176 of the Texas Local Government Code. GRANTEE will establish safeguards to prohibit its principals, employees, and other agents from using their positions for a purpose that constitutes, or presents the appearance of, a personal or organizational conflict of interest or personal gain. GRANTEE will operate with complete independence and objectivity without an actual, potential, or apparent conflict of interest with respect to its performance under this Grant Contract. GRANTEE must disclose to the OAG, in writing, within fifteen (15) calendar days of discovery, any existing or potential conflicts of interest relative to its performance under this Grant Contract or other change in circumstances relevant to this section 10.4.

**10.5 Compliance with Regulatory and Licensing Bodies.** GRANTEE agrees that it has obtained all licenses, certifications, permits, and authorizations necessary to perform the responsibilities of this Grant Contract and currently is, and will remain, in good standing with all regulatory agencies that regulate any or all aspects of GRANTEE's business or operations. GRANTEE agrees to remain in good standing with the Texas Secretary of State, the Texas Comptroller of Public Accounts, and federal governmental bodies related to GRANTEE's right to operate and/or conduct business in Texas. GRANTEE agrees to comply with all applicable licenses, legal certifications, inspections, and any other applicable local ordinances or state or federal laws.

**10.6 Does Not Boycott Israel.** To the extent required by Texas Government Code Section 2271.002, GRANTEE represents and warrants that neither GRANTEE, nor any subcontractor, assignee, or subrecipient of GRANTEE, currently boycotts Israel, or will boycott Israel during the Contract Term. GRANTEE agrees to take all necessary steps to ensure this certification remains true for any future subcontractor, assignee, or subrecipient. For purposes of this provision, "Boycott Israel" shall have the meaning assigned by Texas Government Code, Section 808.001(1).



**10.7 Law Enforcement Agency Grant Restriction.** To the extent applicable, GRANTEE acknowledges that, under article IX, section 4.01, of the General Appropriations Act during the Contract Term, funds may only be expended under this Grant Contract if GRANTEE is in compliance with all rules developed by the Commission on Law Enforcement or if the Commission on Law Enforcement has certified that GRANTEE is in the process of achieving compliance. This requirement applies to all applicable subawards and must be present in applicable subaward contracts.

**10.8 Restriction on Abortion Funding.** GRANTEE acknowledges that, under article IX, section 6.24, of the General Appropriations Act during the Contract Term, and except as provided by that Act, funds may not be distributed under this Grant Contract to any individual or entity that: (1) performs an abortion procedure that is not reimbursable under the State's Medicaid program; (2) is commonly owned, managed, or controlled by an entity that performs an abortion procedure that is not reimbursable under the State's Medicaid program; or (3) is a franchise or affiliate of an entity that performs an abortion procedure that is not reimbursable under the State's Medicaid program.

**10.9 Restriction on Use of Public Money to Facilitate or Provide Gender Transition Therapies to Children.** GRANTEE acknowledges that, under Texas Health and Safety Code Section 161.704 public money may not be used to directly or indirectly provide or facilitate the provision of a procedure or treatment to a child that is prohibited under Texas Health and Safety Code Section 161.702 and is not exempted under Texas Health and Safety Code Section 161.703.

**10.10 Restriction on Immigration Services.** GRANTEE shall not use any Grant Funds for the provision of assistance with immigration related services (including, without limitation, any time spent by employees that is invoiced to the OAG for reimbursement under this Grant Contract). GRANTEE represents and warrants that the OAG's payments to GRANTEE and GRANTEE's receipt of Grant Funds under this Grant Contract, or other awarded or appropriated funds related to the Grant Program, shall not be used for immigration related services. Failure to comply with this section 10.10 would be a material breach of this Grant Contract and grounds for termination. Pursuant to section 4.3.7 of this Grant Contract, any Grant Funds that GRANTEE obtained improperly must be refunded to the OAG (or may be offset by the OAG in its sole discretion).

## **SECTION 11. ADDITIONAL TERMS AND CONDITIONS**

**11.1 Indemnification.** GRANTEE and/or contractors or subcontractors, as applicable, are responsible for all types of claims whatsoever due to actions or performance under this Grant Contract, including, without limitation, the use of automobiles or other transportation, by its owners, incorporators, officers, directors, employees, volunteers or any third parties. **TO THE EXTENT PERMISSIBLE UNDER THE TEXAS CONSTITUTION AND LAWS PROMULGATED THEREUNDER, GRANTEE SHALL DEFEND, INDEMNIFY, AND HOLD HARMLESS THE OAG AND THE STATE OF TEXAS, AND/OR THEIR**

**OFFICERS, AGENTS, EMPLOYEES, REPRESENTATIVES, CONTRACTORS, ASSIGNEES, AND/OR DESIGNEES FROM ANY AND ALL LIABILITY, ACTIONS, CLAIMS, DEMANDS, OR SUITS, AND ALL RELATED COSTS, ATTORNEYS' FEES, AND EXPENSES ARISING OUT OF, OR RESULTING FROM ANY ACTS OR OMISSIONS OF GRANTEE OR ITS AGENTS, EMPLOYEES, SUBCONTRACTORS, ORDER FULFILLERS, OR SUPPLIERS OF SUBCONTRACTORS IN THE EXECUTION OR PERFORMANCE OF THIS GRANT CONTRACT. THE DEFENSE SHALL BE COORDINATED BY GRANTEE WITH THE OAG. GRANTEE MAY NOT AGREE TO ANY SETTLEMENT WITHOUT FIRST OBTAINING CONCURRENCE FROM THE OAG. THE OAG AND GRANTEE AGREE TO FURNISH TIMELY WRITTEN NOTICE TO EACH OTHER OF ANY SUCH CLAIM.**

**11.2 Publicity.** GRANTEE shall not use the OAG's name or refer to the OAG or the Attorney General of the State of Texas, directly or indirectly, nor may GRANTEE authorize anyone else to do so, in any media release, public service announcement, or public service disclosure relating to this Grant Contract or GRANTEE's participation in the Grant Program, including in any promotional or marketing materials, without first obtaining written consent from the OAG. This section is not intended to and does not limit GRANTEE's ability to comply with its obligations and duties under the Texas Open Meetings Act and/or the Texas Public Information Act (Texas Government Code Chapters 551 and 552, respectively).

**11.3 Intellectual Property.** GRANTEE understands and agrees that GRANTEE may copyright any original books, manuals, films, or other original material and intellectual property, developed or produced, wholly or partially, using funds obtained under this Grant Contract, subject to an unrestricted, royalty-free, non-exclusive, and irrevocable license which is hereby reserved by the OAG and granted to the OAG by GRANTEE, or, where applicable, the State of Texas or the United States Government if federal funds are expended. GRANTEE hereby grants the OAG an unrestricted, royalty-free, non-exclusive, and irrevocable license to use, copy, modify, reproduce, publish, or otherwise use, and authorize others to use such material and intellectual property (in whole or in part, including in connection with derivative works), at no additional cost to the OAG, in any manner the OAG deems appropriate in its sole discretion.

GRANTEE shall obtain from subrecipients, contractors, and subcontractors (if any are authorized by the OAG) all rights and data necessary to fulfill the GRANTEE's obligations to the OAG under this Grant Contract. If a proposed subrecipient, contractor, or subcontractor refuses to accept terms affording the OAG such rights, GRANTEE shall promptly bring such refusal to the attention of the OAG Grant Manager for this Grant Contract and not proceed with the agreement in question without further authorization from the OAG Grants Administration Division.

**11.4 Program Income.** Gross income directly generated from Grant Funds through a project or activity performed under this Grant Contract is considered "Program Income." Unless otherwise required under the terms of this Grant Contract, any Program Income shall be used by GRANTEE to further the program objectives of the project or activity under this Grant Contract, and the Program Income shall be spent on the same project or activity in which it was generated.

GRANTEE shall identify and report this Program Income in accordance with the OAG's reporting instructions. GRANTEE must expend Program Income during the Contract Term, and any Program Income not expended during the Contract Term must be refunded to the OAG.

**11.5 No Supplanting.** GRANTEE shall not supplant or otherwise use funds from this Grant Contract to replace or substitute existing funding from other sources that also support the activities that are the subject of this Grant Contract.

**11.6 No Solicitation or Receipt of Funds on Behalf of the OAG.** It is expressly agreed that any solicitation for, or receipt of, funds of any type by GRANTEE is for the sole benefit of GRANTEE and is not a solicitation for, or receipt of, funds on behalf of the OAG or the Attorney General of the State of Texas.

**11.7 No Subcontracting, Assignment, or Delegation Without Prior Written Approval of the OAG; and GRANTEE's Oversight Responsibilities.** GRANTEE may not subcontract, assign any of its rights, or delegate any of its duties under this Grant Contract without the prior written approval of the OAG. The OAG shall maintain complete and sole discretion to approve or deny any request to subcontract, assign any right, or delegate any duty under this Grant Contract, and the OAG may withhold its approval for any reason or no reason. Any attempted subcontracting, assignment, or delegation in violation of this provision will be void and without effect.

In the event the OAG approves subcontracting, assignment, or delegation by GRANTEE, GRANTEE will ensure that its contracts with others shall require compliance with the provisions of this Grant Contract. GRANTEE, in subcontracting for any performances specified herein, expressly understands and agrees that it is not relieved of its responsibilities for ensuring that all performance is in compliance with this Grant Contract and that the OAG shall not be liable in any manner to GRANTEE's contractor(s)/subcontractor(s). GRANTEE represents and warrants that it will maintain oversight to ensure that its contractor(s)/subcontractor(s) perform in accordance with the terms, conditions, and specifications of their contracts, subcontracts, or purchase orders.

**11.8 No Grants to Certain Organizations.** GRANTEE confirms by executing this Grant Contract that it does not make contributions to campaigns for elective office or endorse candidates.

**11.9 Merging Entities.** If GRANTEE merges with an organization that is currently receiving grant funds for the same purpose directly from the OAG (an "eligible organization"), and the merger is completed during the Contract Term, then the standing organization may seek reimbursement for the remaining OAG funding of the dissolving organization in addition to the standing organization's current funding.

If GRANTEE merges with, or is absorbed by, an organization that is not an eligible organization, GRANTEE's Grant Contract will terminate upon the effective date of the merger transaction, and the standing organization may not seek the funding of the dissolving organization for the current grant period.

**11.10 No Waiver of Sovereign Immunity.** The Parties expressly agree that no provision of this Grant Contract is in any way intended to constitute a waiver by the OAG or the State of Texas of any immunities from suit or from liability that the OAG or the State of Texas may have by operation of law.

**11.11 Governing Law; Venue.** This Grant Contract shall be governed by and construed in accordance with the laws of the State of Texas, without regard to conflicts of law provisions, including any disputes that cannot be resolved in the ordinary course of business.

Except where state law establishes mandatory venue, GRANTEE agrees that any action, suit, litigation or other proceeding (collectively “litigation”) arising out of or in any way relating to this Grant Contract shall be commenced exclusively in the Travis County District Court or the United States District Court in the Western District, Austin Division, and to the extent allowed by law, hereby irrevocably and unconditionally consents to the exclusive jurisdiction of those courts for the purpose of prosecuting and/or defending such litigation. GRANTEE hereby waives and agrees not to assert by way of motion, as a defense, or otherwise, in any suit, action, or proceeding, any claim that GRANTEE is not personally subject to the jurisdiction of the above-named courts; the suit, action or proceeding is brought in an inconvenient forum; and/or the venue is improper.

**11.12 U.S. Department of Homeland Security’s E-Verify System.** GRANTEE will ensure that it utilizes the U.S. Department of Homeland Security’s E-Verify system to determine the eligibility of any new employee hired during the Contract Term who will be working on any matter covered by this Grant Contract.

**11.13 Limitation on Civil Legal Services Providers.** If GRANTEE is a provider of civil legal services to victims of crime, and if the purpose of the Grant Funds is to provide legal services to victims of crime, GRANTEE shall comply with the following:

**11.13.1 Services to Indigent Clients.** GRANTEE shall provide victim-related civil legal services directly to indigent victims, indigent immediate family members of indigent victims, or other authorized indigent claimants. “Indigent” means an individual who earns not more than 187 ½% of the federal poverty guidelines published by the United States Department of Health and Human Services. Victims, immediate family members of victims, and other authorized claimants are defined in Article 56A.001 of the Texas Code of Criminal Procedure.

**11.13.2 Eligibility Screening.** GRANTEE shall conduct eligibility screening for each individual seeking victim-related civil legal services. GRANTEE agrees to use the intake screening form supplied by the OAG. A copy of all intake screening forms shall be maintained by GRANTEE in a central location and shall be made available to the OAG or any party the OAG determines should have access to these documents at any reasonable time.

**11.13.3 No Cases Resulting in Fees.** Grant Funds to organizations to provide legal services to the victims of crime, immediate family members, or other authorized claimants in civil matters

shall not be used for any case or matter that, if undertaken on behalf of an indigent person by an attorney in private practice, might reasonably be expected to result in payment of a fee for legal services from an award to a client from public funds, or from the opposing party.

The above provisions may not be applicable in any case where GRANTEE determines, in good faith, that (a) the indigent person seeking legal assistance has made reasonable efforts to obtain the services of an attorney in private practice for the particular matter (including contacting attorneys in private practice in the county of residence of the indigent person who normally accept cases of a similar nature), and (b) has been unable to obtain such services because the potential fee is inadequate, is likely to be uncollectible, would substantially consume any recovery by the client, or because of any other reason the GRANTEE believes prevents the client from obtaining the services of a private attorney.

**11.13.4 Other Restrictions.** Grant Funds shall not be used to directly fund lobbying for or against any candidate or issue; class action suits against any party; or other lawsuits causes of action, defenses, or claims against governmental entities except as specifically provided below.

Grant Funds may be used to support a lawsuit brought by an individual, solely on behalf of the individual or the individual's dependent or ward, to compel a governmental entity to provide benefits that the individual or the individual's dependent or ward is expressly eligible to receive, by statute or regulation, including social security benefits, temporary assistance to needy families, financial assistance under Chapter 31, Texas Human Resources Code, Supplemental Nutrition Assistance Program or food stamps, special education for persons with disabilities, Medicare, Medicaid, subsidized or public housing, and other economic, shelter or medical benefits provided by a government entity directly to an indigent individual, but not to support a claim for actual or punitive damages.

Grant Funds shall not be used to support any legal action seeking to establish, obtain or appeal Compensation for Crime Victims payments as administered by the OAG.

**11.13.5 Cooperation and Collaboration.** GRANTEE will cooperate and collaborate in its service areas with (a) all other organizations providing civil legal services to the indigent, (b) the local organized bar association, (c) relevant social and human service organizations, (d) relevant governmental agencies, and (e) other organizations that specifically provide victim-related services.

**11.13.6 Professional Conduct.** In accepting and pursuing matters for clients, GRANTEE shall adhere to the Texas Disciplinary Rules of Professional Conduct, the Texas Rules of Disciplinary Procedure, and any other code or rules of professional responsibility adopted by the State of Texas for attorneys, paralegals, or other legal services providers. GRANTEE should exercise reasonably prudent judgment and consider all relevant factors, including the legal merits and the economic and practical value, of the matter in providing legal services.

**11.13.7 Retainer Agreements and Private Referrals.** Except for matters involving limited advice and brief services (e.g., clinics, hotlines, and similar services), GRANTEE shall execute a written retainer agreement/contract, or letter of engagement, containing appropriate provisions for withdrawal of representation, with each client who receives legal services from GRANTEE. For cases that are referred by GRANTEE to a private attorney, GRANTEE shall make available to the accepting attorney a standard form retainer agreement/contract which may be modified based on the agreement reached between the attorney and client.

The OAG, in its sole discretion, may further limit, authorize or define the scope of permitted legal services offered by the GRANTEE during the Contract Term.

**11.14 Business with Iran, Sudan, or Terrorist Organizations.** GRANTEE hereby represents and warrants that it does not, and shall not during the Contract Term, engage in any business operations, including but not limited to acquiring, developing, maintaining, owning, selling, possessing, leasing, or operating equipment, facilities, personnel, products, services, personal property, real property, or any other apparatus of business or commerce with Iran, Sudan or a foreign terrorist organization, as prohibited by Section 2252.152 of the Texas Government Code.

**11.15 No Use of Grant Funds for Lobbying.** GRANTEE shall not use any Grant Funds provided by the OAG to GRANTEE to influence the passage or defeat of any legislative measure or election of any candidate for public office. GRANTEE represents and warrants that the OAG's payments to GRANTEE and GRANTEE's receipt of appropriated or other funds under this Grant Contract or Grant Program are not prohibited by Sections 403.1067 or 556.0055 of the Texas Government Code which restrict lobbying expenditures.

**11.16 Child Support Obligation Affirmation.** Under Section 231.006 of the Texas Family Code, GRANTEE certifies that it is not ineligible to receive the specified Grant Funds and hereby acknowledges that this Grant Contract may be terminated and payment withheld if this certification is inaccurate. GRANTEE also represents and warrants that it will include the following clause in the award documents for any subrecipients, contractors, or subcontractors who may receive Grant Funds indirectly through this Grant Contract and require their certification accordingly: "Under Section 231.006 of the Family Code, the vendor or applicant certifies that the individual or business entity named in this contract, bid, or application is not ineligible to receive the specified grant, loan, or payment and acknowledges that this contract or award may be terminated and payment may be withheld if this certification is inaccurate. A bid or an application for a contract, grant, or loan paid from state funds must include the name and social security number of the individual or sole proprietor and each partner, shareholder, or owner with an ownership interest of at least twenty-five percent (25%) of the business entity submitting the bid or application."

**11.17 Dispute Resolution Process.** To the extent applicable, the dispute resolution process provided for in Chapter 2009 of the Texas Government Code (for disputes between governmental bodies) and Chapter 2260 of the Texas Government Code (for disputes involving a non-governmental body) shall be used to resolve any dispute arising under this Grant Contract, including specifically any alleged breach of this Grant Contract by the OAG.

**11.18 Excluded Parties.** GRANTEE certifies that it is not listed in the prohibited vendors list authorized by Executive Order No. 13224, “Blocking Property and Prohibiting Transactions with Persons Who Commit, Threaten to Commit, or Support Terrorism,” published by the United States Department of the Treasury, Office of Foreign Assets Control.

**11.19 Executive Head of a State Agency Affirmation.** In accordance with Section 669.003 of the Texas Government Code, relating to contracting with an executive head of a state agency, GRANTEE certifies that it is not (1) the executive head of the OAG, (2) a person who at any time during the four (4) years before the date of this Grant Contract or grant was the executive head of the OAG, or (3) a person who employs a current or former executive head of the OAG.

**11.20 Political Polling Prohibition.** GRANTEE represents and warrants that it does not perform political polling and acknowledges that appropriated funds may not be granted to, or expended by, any entity which performs political polling.

**11.21 Financial Participation Prohibited Affirmation.** Under Section 2155.004(b) of the Texas Government Code, GRANTEE certifies that it is not ineligible to receive this specified Grant Contract or Grant Funds and acknowledges that this Grant Contract may be terminated and all payments withheld if this certification is inaccurate.

**11.22 Human Trafficking Prohibition.** Under Section 2155.0061 of the Texas Government Code, the GRANTEE certifies it is not ineligible to receive this Grant Contract or Grant Funds and acknowledges that this Grant Contract may be terminated and all payments withheld if this certification is inaccurate.

**11.23 Prior Disaster Relief Contract Violation.** Under Sections 2155.006 and 2261.053 of the Texas Government Code, the GRANTEE certifies that it is not ineligible to receive this Grant Contract or Grant Funds and acknowledges that this Grant Contract may be terminated and all payments withheld if this certification is inaccurate.

**11.24 Cybersecurity Training Program.** All GRANTEES must complete a cybersecurity training. If the GRANTEE has access to any State or local government computer system or database, GRANTEE shall complete cybersecurity training and verify completion of the training program to the OAG pursuant to and in accordance with Section 2054.5192 or 2054.5191, as applicable, of the Government Code.

**11.25 Debarment and Suspension.** GRANTEE certifies that it and its principals are not suspended or debarred from doing business with the State or federal government as listed on the *State of Texas Debarred Vendor List* maintained by the Texas Comptroller of Public Accounts and the *System for Award Management (SAM)* maintained by the General Services Administration.

**11.26 Disclosure Protections for Certain Charitable Organizations, Charitable Trusts, and Private Foundations.** GRANTEE represents and warrants that it will comply with

Section 2252.906 of the Texas Government Code relating to disclosure protections for certain charitable organizations, charitable trusts, and private foundations.

**11.27 Legal Authority.** GRANTEE represents that it possesses legal authority to apply for Grant Funds and to participate in the Grant Program. A resolution, motion, or similar action has been duly adopted or passed as an official act of the GRANTEE's governing body, authorizing the filing of the Grant Application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative, or the designee of GRANTEE to act in connection with this Grant Contract and to provide such additional information as may be required.

**11.28 Limitations on Grants to Units of Local Government.** GRANTEE acknowledges and agrees that appropriated funds may not be expended in the form of a grant to, or contract with, a unit of local government unless the terms of the grant or contract require that the funds received under the grant or contract will be expended subject to the limitations and reporting requirements similar to those provided by the following:

- a. Parts 2 and 3 of the Texas General Appropriations Act, article IX, except there is no requirement for increased salaries for local government employees;
- b. Sections 556.004, 556.005, and 556.006 of the Texas Government Code; and
- c. Sections 2113.012 and 2113.101 of the Texas Government Code

**11.29 Open Meetings.** If the GRANTEE is a governmental entity, GRANTEE represents and warrants its compliance with Chapter 551 of the Texas Government Code which requires all regular, special, or called meetings of a governmental body to be open to the public, except as otherwise provided by law.

**11.30 Public Camping Ban.** GRANTEE certifies that it has not received a final judicial determination finding it intentionally adopted or enforced a policy that prohibited or discouraged the enforcement of a public camping ban in an action brought by the Attorney General under Local Government Code Section 364.003. If GRANTEE is currently being sued under the provisions of Local Government Code Section 364.003, or is sued under that Section at any point during the duration of the Contract Term, GRANTEE must immediately disclose the lawsuit and its current posture to the OAG.

**11.31 Disaster Recovery Plan.** Upon request of the OAG, GRANTEE shall provide the descriptions of its business continuity and disaster recovery plans.

**11.32 Discrimination Prohibited.** To the extent applicable, in accordance with Section 2105.004 of the Texas Government Code, GRANTEE represents and warrants that it will not use block grant funds in a manner that discriminates on the basis of race, color, national origin, sex, or religion.



**11.33 Force Majeure.** Neither GRANTEE nor the OAG shall be liable to the other Party for any delay in, or failure of performance of, any requirement included in this Grant Contract caused by force majeure. Force majeure is defined as acts of God, war, fires, explosions, hurricanes, floods, failure of transportation systems, epidemics or pandemics, or other causes that are beyond the reasonable control of either Party and that by exercise of due foresight such Party could not reasonably have been expected to avoid, and/or which, by the exercise of all reasonable due diligence, such Party is unable to overcome. The existence of such causes of delay or failure shall extend the period of performance until after the causes of delay or failure have been removed provided the non-performing Party exercises all reasonable due diligence to perform as quickly as possible.

**11.34 COVID-19 Documentation.** Pursuant to Texas Health and Safety Code, Section 161.0085, a business in Texas may not require a customer to provide any documentation certifying the customer's COVID-19 vaccination or post-transmission recovery on entry to, to gain access to, or to receive service from the business. To the extent applicable, GRANTEE represents and warrants that it is in compliance with Texas Health and Safety Code, Section 161.0085 and is eligible, pursuant to that Section, to receive a grant or otherwise enter into a contract payable with State funds.

**11.35 Independent Contractors.** GRANTEE expressly agrees that it is an independent contractor. Under no circumstances shall any owner, incorporator, officer, director, employee, or volunteer of GRANTEE be considered a State of Texas employee, agent, servant, partner of, or part of any joint venture or joint enterprise with, the OAG or the State of Texas by virtue of this Grant Contract or their performance hereunder. GRANTEE agrees to take such steps as may be necessary to ensure that each contractor of GRANTEE (if any) will also be deemed an independent contractor and will not be considered or permitted to be an agent, servant, partner of, or part of any joint venture or joint enterprise with, the OAG or the State of Texas by virtue of this Grant Contract.

All persons furnished, used, retained, or hired by or on behalf of GRANTEE or, if applicable, any of GRANTEE's contractors/subcontractors shall be considered to be solely the employees or agents of GRANTEE or GRANTEE's contractors/subcontractors. GRANTEE or GRANTEE's contractors/subcontractors shall be responsible for ensuring that any and all appropriate payments are made, such as unemployment, workers compensation, social security, and other payroll taxes for such persons, including any related assessments or contributions required by law.

**11.36 Restrictions and Certifications Regarding Non-Disclosure Agreements and Related Matters.** In participating in the Grant Program, the GRANTEE:

- a. represents and warrants that GRANTEE neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described herein; and

b. certifies that, if GRANTEE learns or GRANTEE is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described herein, it will immediately stop any further obligations of Grant Funds, will provide prompt written notification to the OAG, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by the OAG.

**11.37 Disclosure of Prior State Employment.** In accordance with Section 2254.033 of the Texas Government Code, relating to consulting services, GRANTEE certifies that it does not employ an individual who has been employed by the OAG or another agency at any time during the two (2) years preceding the submission of the Grant Application or, in the alternative, GRANTEE has disclosed in its Grant Application the following: (i) the nature of the previous employment with the OAG or the other agency; (ii) the date the employment was terminated; and (iii) the annual rate of compensation for the employment at the time of its termination.

**11.38 Former Agency Employees.** GRANTEE represents and warrants that none of its employees including, but not limited to, those authorized to provide services under this Grant Contract, were former employees of the OAG during the twelve (12) month period immediately prior to the date of execution of this Grant Contract.

**11.39 Executive Order GA-55 Prohibiting All Forms of Race Discrimination.** GRANTEE certifies that it will comply with the color-blind guarantee of both the Texas and United States Constitutions by ensuring, without limitation, that all GRANTEE rules, policies, employment practices, communications, curricula, services provided, use of Grant Funds, participation in the Grant Program, and any other organizational actions, treat people equally, regardless of race.

## **SECTION 12. CONSTRUCTION OF THIS GRANT CONTRACT AND AMENDMENTS**

**12.1 Construction of this Grant Contract.** The provisions of section 1 above are intended to be a general introduction to this Grant Contract. To the extent the terms and conditions of this Grant Contract do not address a particular circumstance or are otherwise unclear or ambiguous, such terms and conditions are to be construed consistent with the general objectives, expectations, and purposes of this Grant Contract.

**12.2 Entire Agreement, Including All Exhibits, and Order of Precedence.** This Grant Contract, including all exhibits (if any) and documents incorporated by reference, reflects the entire agreement between the Parties with respect to the Grant Program and Grant Funds, and there are no other representations (verbal or written), directives, guidance, assistance, understandings, or agreements between the Parties related to the Grant Program or Grant Funds. By executing this Grant Contract, GRANTEE agrees to strictly comply with the requirements and obligations of this Grant Contract, including all exhibits (if any) and documents incorporated by reference. In the event of a conflict between the provisions of this Grant Contract document, the OAG's Application

Kit, and the GRANTEE's Grant Application, the following order of precedence applies: (1) this Grant Contract document, (2) the OAG's Application Kit, and (3) GRANTEE's Grant Application.

**12.3 Amendment.** This Grant Contract shall not be modified or amended except in writing, signed by authorized representatives of both Parties. Any properly executed amendment of this Grant Contract shall be binding upon the Parties and presumed to be supported by adequate consideration.

**12.4 Severability and Partial Invalidity.** If any term or provision of this Grant Contract is found to be illegal or unenforceable, such construction shall not affect the legality or validity of any of its other provisions. It is the intent and agreement of the Parties to this Grant Contract that this Grant Contract shall be deemed amended by modifying such provision to the extent necessary to render it valid, legal, and enforceable while preserving its intent or, if such modification is not possible, by substituting another provision that is valid, legal, and enforceable and that achieves the same objective. All other provisions of this Grant Contract will continue in full force and effect.

**12.5 No Implied Waiver.** The failure of any Party to insist upon strict performance of any of the terms or conditions herein, irrespective of the length of time of such failure, shall not be a waiver of that Party's right to demand strict compliance in the future. No consent or waiver, express or implied, to or of any breach or default in the performance of any obligation under this Grant Contract shall constitute a consent to, or waiver of, any breach or default in the performance of any obligation of this Grant Contract.

**12.6 Official Capacity.** The Parties stipulate and agree that the signatories hereto are executing and performing this Grant Contract only in their official capacities.

**12.7 Signature Authority.** The undersigned represent and warrant that the individuals submitting this document are authorized to sign such documents on behalf of the respective Parties.

**12.8 False Statements.** GRANTEE agrees and acknowledges that if GRANTEE signs this Grant Contract with a false statement or it is subsequently determined that GRANTEE has violated any of the representations, warranties, guarantees, certifications, or affirmations included in this Grant Contract, or any documents submitted in connection with this Grant Contract, then GRANTEE will have breached this Grant Contract and the OAG may exercise any of its rights associated with such circumstances including, without limitation, termination of this Grant Contract for cause.

SIGNATURE PAGE FOLLOWS

**IN WITNESS HEREOF, THE PARTIES HAVE SIGNED AND EXECUTED THIS GRANT CONTRACT.**

**Office of the Attorney General**

City of Mission

\_\_\_\_\_

DocuSigned by:  
*Norie Gonzalez Garza*  
E3B8C126CD8144A...

Printed Name: \_\_\_\_\_  
Office of the Attorney General

Printed Name: Norie Gonzalez Garza  
Authorized Official

### Certificate Of Completion

Envelope Id: A49A9C24-E3F3-4871-91FA-6F736A0603AE  
Subject: Please DocuSign: FY 2026 OVAG Grant Contract  
Template ID:  
Template ID Usage Tracking:  
Division Designed Templates:  
Template ID Usage Tracking - List 2:  
Division Designed Templates - List 2:  
Source Envelope:  
Document Pages: 27  
Certificate Pages: 7  
AutoNav: Enabled  
Envelopeld Stamping: Disabled  
Time Zone: (UTC-06:00) Central Time (US & Canada)

Status: Sent  
  
Envelope Originator:  
Sarah Cook  
PO Box 12548  
Austin, TX 78711-2548  
Sarah.Cook@oag.texas.gov  
IP Address: 75.27.137.97

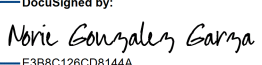
### Record Tracking

Status: Original  
8/20/2025 11:33:04 AM  
Holder: Sarah Cook  
Sarah.Cook@oag.texas.gov  
Location: DocuSign

### Signer Events

Norie Gonzalez Garza  
acarrillo@missiontexas.us  
Security Level: Email, Account Authentication  
(None)

### Signature

DocuSigned by:  
  
E3B8C126CD8144A...  
  
Signature Adoption: Pre-selected Style  
Using IP Address: 64.88.195.125

### Timestamp

Sent: 8/20/2025 11:33:07 AM  
Viewed: 8/20/2025 2:22:15 PM  
Signed: 8/20/2025 2:22:31 PM

**Electronic Record and Signature Disclosure:**  
Accepted: 8/20/2025 2:22:15 PM  
ID: 42da4555-f664-46fe-bac4-9573edc19908

Grants Administration Division Chief  
Sent: 8/20/2025 2:22:34 PM

Deputy Chief  
Signing Group: Grants Administration Division Chief  
Security Level: Email, Account Authentication  
(None)

**Electronic Record and Signature Disclosure:**  
Not Offered via Docusign

Crime Victim Services - Director  
  
Signing Group: Crime Victim Services - Director  
Security Level: Email, Account Authentication  
(None)

**Electronic Record and Signature Disclosure:**  
Not Offered via Docusign

GCD Attorneys  
  
Signing Group: GCD Attorneys  
Security Level: Email, Account Authentication  
(None)

**Electronic Record and Signature Disclosure:**  
Not Offered via Docusign

**Signer Events****Signature****Timestamp**

Budget Analysts (Non-CS)

Signing Group: Budget Analysts (Non-CS)

Security Level: Email, Account Authentication  
(None)**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

Deputy Attorney General for Criminal Justice

Signing Group: Deputy Attorney General for Criminal  
JusticeSecurity Level: Email, Account Authentication  
(None)**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

**In Person Signer Events****Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp**

Accounting - DocuSign Contracts

ACC\_DocuSign\_Contracts@oag.texas.gov

Victoria Ojeda

Victoria.Ojeda@oag.texas.gov

Signing Group: Accounting - DocuSign Contracts

Inbox

Security Level: Email, Account Authentication  
(None)**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

General Counsel Division - Contracts

GCDContracts@oag.texas.gov

Security Level: Email, Account Authentication  
(None)**Electronic Record and Signature Disclosure:**

Accepted: 2/14/2024 9:28:00 AM

ID: eecf43d8-1763-44c6-85c7-b376774aebfc

GAD Contracts Box

GADcontracts@oag.texas.gov

Security Level: Email, Account Authentication  
(None)**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

**Witness Events****Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

**Envelope Summary Events**

**Status**

**Timestamps**

Envelope Sent

Hashed/Encrypted

8/20/2025 11:33:08 AM

**Payment Events**

**Status**

**Timestamps**

**Electronic Record and Signature Disclosure**

## **CONSUMER DISCLOSURE**

From time to time, Office of the Attorney General (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign, Inc. (DocuSign) electronic signing system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

### **Electronic signature**

An electronic signature is an electronic identifier, created by a computer, attached to or logically associated with an electronic record, executed or adopted by a person with the intent and with the actual authority to sign the record. Your electronic signature has the same legal force and effect as a manual signature. Your electronic signature constitutes your signature, acceptance, and agreement as if you signed in writing.

### **Security standards**

DocuSign provides security assurance with enterprise-wide ISO 27001:2013 certification, xDTM compliance, as well as SSAE 16, SOC 1 Type 2, SOC 2 Type 2 reports. DocuSign delivers data confidentiality with application level AES 256 bit encryption.

### **Sending information to and receiving information from us**

The Public Information Act, chapter 552 of the Texas Government Code, applies to all information we send and receive. The Public Information Act protects information from public disclosure if it is confidential by any law or rule. If we receive a written request for information, the Public Information Act requires us to publicly disclose requested information that is not confidential by law or rule or otherwise excepted from public disclosure. If you receive any information from us in error, you are not authorized to read, print, retain, copy, or disseminate the information. Any information you receive in error may be confidential information that cannot be disclosed without violating the criminal provisions of the Public Information Act or Texas Penal Code section 39.06. If you receive information in error, please immediately send an e-mail to [servicedesk@oag.texas.gov](mailto:servicedesk@oag.texas.gov) to notify us of the error and delete all copies of the information you received.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record we provided or made available electronically to you through the DocuSign system. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after signing session and, if you elect to create a DocuSign signer account, you may access them for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**



If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign ‘Withdraw Consent’ form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

**All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

**How to contact Office of the Attorney General**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [servicedesk@oag.texas.gov](mailto:servicedesk@oag.texas.gov)

**To advise Office of the Attorney General of your new e-mail address**

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at [servicedesk@oag.texas.gov](mailto:servicedesk@oag.texas.gov) and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address.

In addition, you must notify DocuSign, Inc. to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in the DocuSign system.

**To request paper copies from Office of the Attorney General**

To request delivery from us of paper copies of the notices and disclosures we previously provided to you electronically, you must send us an e-mail to [servicedesk@oag.texas.gov](mailto:servicedesk@oag.texas.gov) and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

**To withdraw your consent with Office of the Attorney General**

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to servicedesk@oag.texas.gov and in the body of such request you must state your e-mail, full name, US Postal Address, and telephone number. We do not need any other information from you to withdraw consent. The consequences of your withdrawing consent for online documents will be that transactions may take longer time to process.

**Required hardware and software**

Supported Browsers:	DocuSign supports the latest stable release (except where noted) of the following browsers: Chrome, Firefox, Safari, Internet Explorer 11+, Windows Edge
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	1024 x 768 minimum (for desktops and laptops)
Enabled Security Settings:	Allow per session cookies. Users accessing the Internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection. Firewall settings must allow access to the following server: https://docucdn-a.akamaihd.net. DocuSign leverages Akamai as a content delivery service to enhance our application's performance.

\*\* These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.

**Acknowledging your access and consent to receive materials electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the ‘I agree’ button below.

By checking the ‘I agree’ box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC CONSUMER DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify Office of the Attorney General as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made

available to me by Office of the Attorney General during the course of my relationship with you.



**Statement of Grant Award (SOGA)**

The Statement of Grant Award is the official notice of award from the Office of the Governor (OOG). This Grant Agreement and all terms, conditions, provisions and obligations set forth herein shall be binding upon and shall inure to the benefit of the Parties and their respective successors and assigns and all other State of Texas agencies and any other agencies, departments, divisions, governmental entities, public corporations, and other entities which shall be successors to each of the Parties or which shall succeed to or become obligated to perform or become bound by any of the covenants, agreements or obligations hereunder of each of the Parties hereto.

The approved project narrative and budget for this award are reflected in eGrants on the 'Narrative' and 'Budget/Details' tabs. By accepting the Grant Award in eGrants, the Grantee agrees to strictly comply with the requirements and obligations of this Grant Agreement including any and all applicable federal and state statutes, regulations, policies, guidelines and requirements. In instances where conflicting requirements apply to a Grantee, the more restrictive requirement applies.

The Grant Agreement includes the Statement of Grant Award; the OOG Grantee Conditions and Responsibilities; the Grant Application in eGrants; and the other identified documents in the Grant Application and Grant Award, including but not limited to: 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Chapter 783 of the Texas Government Code, Title 34, Part 1, Chapter 20, Subchapter E, Division 4 of the Texas Administrative Code, and the Texas Grant Management Standards (TxGMS) developed by the Comptroller of Public Accounts; the state Funding Announcement or Solicitation under which the grant application was made, and for federal funding, the Funding Announcement or Solicitation under which the OOG was awarded funds; and any applicable documents referenced in the documents listed above. For grants awarded from the U.S. Department of Justice, the current applicable version of the Department of Justice Grants Financial Guide and any applicable provisions in Title 28 of the CFR apply. For grants awarded from the Federal Emergency Management Agency (FEMA), all Information Bulletins and Policies published by the FEMA Grants Program Directorate apply. The OOG reserves the right to add additional responsibilities and requirements, with or without advance notice to the Grantee.

By clicking on the 'Accept' button within the 'Accept Award' tab, the Grantee accepts the responsibility for the grant project, agrees and certifies compliance with the requirements outlined in the Grant Agreement, including all provisions incorporated herein, and agrees with the following conditions of grant funding. The grantee's funds will not be released until the grantee has satisfied the requirements of the following Condition(s) of Funding and Other Fund-Specific Requirement(s), if any, cited below:

<b>Grant Number:</b>	5343601	<b>Award Amount:</b>	\$28,125.00
<b>Date Awarded:</b>	9/3/2025	<b>Grantee Cash Match:</b>	\$9,375.00
<b>Grant Period:</b>	10/01/2025 - 09/30/2026	<b>Grantee In Kind Match:</b>	\$0.00
<b>Liquidation Date:</b>	12/29/2026	<b>Grantee GPI:</b>	\$0.00
<b>Program Fund:</b>	BC-Body-Worn Camera (BWC) Program	<b>Total Project Cost:</b>	\$37,500.00
<b>Grantee Name:</b>	Mission, City of		
<b>Project Title:</b>	Mission Police Department BWC Project		
<b>Grant Manager:</b>	Alyssa Hernandez		
<b>Unique Entity Identifier (UEI):</b>	N5ELUNS44TE1		

<b>CFDA:</b>	N/A
<b>Federal Awarding Agency:</b>	N/A - State Funds
<b>Federal Award Date:</b>	N/A - State Funds
<b>Federal/State Award ID Number:</b>	2026-BC-ST-0020
<b>Total Federal Award/State Funds Appropriated:</b>	\$10,000,000.00
<b>Pass Thru Entity Name:</b>	Texas Office of the Governor – Criminal Justice Division (CJD)
<b>Is the Award R&amp;D:</b>	No
<b>Federal/State Award Description:</b>	Funds are used for the purchase of body cameras and digital storage systems to serve as a tool in a law enforcement comprehensive problem-solving approach to enhance officer interactions with





# Quote

Customer: (1000945580) MISSION POLICE DEPT  
Date: 09/08/2025  
Sales Rep: MEGAN WILLIAMS

Page 1 of 1  
Quote Number: 29853695  
Quote Expiration: 10/08/2025

Sold To:  
MISSION POLICE DEPT  
ACCOUNTS PAYABLE  
1201 EAST 8TH ST  
MISSION, TX 78572  
REYNALDO PEREZ

Ship To:  
MISSION POLICE DEPT  
1200 EAST 8TH ST  
MISSION, TX 78572  
REYNALDO PEREZ

Line	Item	Description	Qty	Retail	Your Price	Ext Total
1	BP1142 BLK CSTM 00	GALLS G-FORCE LVL IIIA VEST WITH 1 CARRIERS	28		939.00	26,292.00
1.1	BP0002	CONTRACT NUMBER:BUYBOARD 773-25 MALE CUSTOM VEST CONTRACT NUMBER: INCIDENTAL Buy Board # 698-23	28			

This quotation is valid for thirty (30) days from the date of issuance. Pricing is subject to adjustment at any time prior to acceptance in the event of material cost increases, including but not limited to new or revised tariffs or other external economic factors beyond the control of Galls, LLC.

SUBTOTAL: 26,292.00  
SHIPPING: 180.00  
TAX.....  
TOTAL...: 26,472.00

Galls is required to collect sales tax on shipments to certain states. Sales tax will be added where applicable. For tax exempt customers, state laws require us to have signed tax exemption or resale certificates on file at our office. If you are tax exempt, please email or fax this information, (including your Galls account number) to Tax@galls.com or fax 859-268-5946.

Export Restrictions - This may contain commodities restricted in the United States International Trade Regulations.

1340 Russell Cave Rd  
Lexington, KY 40505  
Tel: 800-876-4242 Fax:877-914-2557

Payment - Invoices for items delivered pursuant to any sales order are payable only in United States currency. You, your business, and/or your agency (the "Buyer") understand that Galls, LLC (the "Seller") may impose and charge a finance charge that is the greater of 1.5% per month or the highest rate allowed by law on any amount which becomes past due and delinquent. Returned checks may be assessed a \$25.00 service fee. Additionally, Buyer shall be responsible for all collection costs, court costs, and reasonable attorney's fees in connection with the recovery of delinquent amounts.

All sales are made pursuant to these Credit Terms and Conditions of Sale, and Seller objects to any different or additional terms or conditions contained in Buyer's purchase order or any other document submitted by Seller. Payments may be applied against open balances at the sole discretion of Seller and may be applied across accounts if Buyer has more than one account with Seller. Credit memos are non-refundable and may be applied to open invoices at Seller's sole discretion.

Credit Terms - Any extension of credit is based upon all amounts payable on or before the due date on any written, quoted, or agreed terms, and shall be paid in accordance with such terms. If not paid on or before such date, accounts shall be considered delinquent and subject to the additional finance charges as set forth herein.

Buyer agrees to provide Seller, upon request, with an updated credit application as a condition to the continued extension of credit. Buyer acknowledges and agrees that Seller may utilize outside credit reporting services and financial institutions to obtain information on the Buyer as a condition precedent to or for continued extension of credit. Seller may terminate any credit availability within its sole discretion and without prior notice. Buyer's continued solvency is a precondition to any sale made by Seller.

Delays - Where a specific shipping date is not designated on the face hereof or in a subsequent writing signed by the Seller, the Seller shall not be responsible for any delays, nor shall Seller be liable for any loss or damages resulting from such delays. Seller shall not be liable for any delays in filling this order caused by accidents to machinery, differences with employees, strikes, labor shortage, fire, floods, priorities requested or required by an instrumentality of the United States Government or the government of any state, delays in transportation, restrictions imposed by any federal, state or municipal law or regulation, whether valid or invalid, or causes beyond the control of the Seller.

Warranty - Seller shall pass through to Buyer all manufacturer warranties and return policies applicable to Buyer's order. Seller shall take all reasonable actions to ensure that Buyer receives the benefit of such pass through warranties and return policies. Buyer's sole remedies for any goods sold hereunder shall be as provided in such warranties and return policies and shall be solely against the applicable manufacturer. SELLER, ON BEHALF OF ITSELF, DISCLAIMS ALL WARRANTIES, WHETHER EXPRESS, IMPLIED, OR STATUTORY, RELATING TO SUCH GOODS.

Restocking - If a cancellation of an order or a return by Buyer is accepted or initiated by Seller and/or the manufacturer, it may be subject to a restocking charge at the discretion of Seller.

Delivery and Transportation - Products sold herein are sold FOB at the place indicated on the face of this sales order unless otherwise agreed to in writing by Seller and Buyer. The method and agency of transportation and the routing will be designated by the Seller. In the event the Buyer requests alternative shipment or routing, all extra packing, shipping and transportation charges thereby resulting will be for the Buyer's account.

Waiver - No provision herein shall be deemed a waiver by reason of any previous waiver, and no breach of any provision shall be deemed a waiver by reason of any previous breach.

Governing Law - The sole jurisdiction and venue shall be the courts of the Commonwealth of Kentucky.

Export Restrictions - This transaction may contain commodities restricted in the United States International Trade Regulations. If at a later date the Buyer decides these commodities will be exported from the United States please reference the United States Department of Commerce Bureau of Industry and Security Export Administration Regulations (15 CFR 730-774), the United States Department of State International Traffic in Arms Regulations (22 CFR 120-130) as well as any other applicable laws. These laws apply to private, commercial, and government agency export transactions. As an exporter, the Buyer will be responsible for compliance with all U.S. laws relating to the export of these items.

\*Designates this item is on the Galls GSA Contract (47QSWA21D008H) all other items are OPEN MARKET.





## Vendor Contract Information Summary

Item 27.

Vendor Galls, LLC  
Contact Justin Penman  
Phone 859-963-7943  
Email cooperative@galls.com  
Vendor Website www.galls.com  
TIN 20-3545989  
Address Line 1 1340 Russell Cave Road  
Vendor City Lexington  
Vendor Zip 40505  
Vendor State KY  
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:** September 23, 2025

**PRESENTED BY:** Cesar Torres, Chief of Police

**AGENDA ITEM:** Authorization to accept grant funds from the Texas Department of Transportation for the FY 2026 General Grant Proposal Grant (Nurse Phlebotomy Program), in the total amount of \$183,522.10, with an in-kind 20% match from the City subject to a budget amendment – Torres

### NATURE OF REQUEST:

The Mission Police Department requests authorization to accept grant funds from the Texas Department of Transportation for the FY 2026 General Grant Proposal Grant (Nurse Phlebotomy Program). The total grant amount is \$183,522.10, which includes a match of \$37,558.10 required by the City of Mission.

TXDOT will award a total of \$141,000.00 in funds to contract/house a registered nurse at the Mission Police Department at the jail section. Housing the registered nurse will facilitate the blood search warrant process during peak hours (7 pm to 3 am), and keep patrol officers from waiting at hospitals for long periods for blood draws. The registered nurse will be employed/contracted by the Mission Hospital, who will hold all liability (medical & legal).

TXDOT is accepting the match as an in-kind match, which will be fulfilled as follows: \$4,942.10 for (120) Administrative hours (including salary & fringe benefits), \$1,580.00 for the budgeted purchase of (200) blood tubes, \$11,036.00 paid towards the budgeted contractual services for alcohol breath testing (relieve recent contract increase), \$12,600.00 costs for the building use and utilities, and \$7,400.00 in social media awareness/public safety announcements (see attached social media valuations). By matching with in-kind (totaling \$37,558.10), the City of Mission’s cash match is zero. The grant period is from October 1st, 2025 to September 30th, 2026.

**BUDGETED:** FY25-26 **FUND:** Designated Purpose **ACCT. #:** 15-300-33490

**BUDGET:** \_\_\_\_\_ **EST. COST:** \_\_\_\_\_ **CURRENT BUDGET BALANCE:** \_\_\_\_\_

**BID AMOUNT:** \$ \_\_\_\_\_

### STAFF RECOMMENDATION:

Approval.

**Departmental Approval:** Finance

**Advisory Board Recommendation:** N/A

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**City Manager's Recommendation:** Approval *JP7*

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**RECORD OF VOTE:**            **APPROVED:** \_\_\_\_\_

**DISAPPROVED:** \_\_\_\_\_

**TABLED:** \_\_\_\_\_

\_\_\_\_\_ AYES

\_\_\_\_\_ NAYS

\_\_\_\_\_ DISSENTING \_\_\_\_\_

# Texas Traffic Safety eGrants

## Fiscal Year 2026

**Organization Name:** City of Mission Police Department

**Legal Name:** City of Mission

**Payee Identification Number:** 17460017381012

**Project Title:** Mission Police Phlebotomy Program

**ID:** 2026-Mission-G-1YG-0163

**Period:** 10/01/2025 to 09/30/2026

**FOR REVIEW ONLY - NOT A LEGAL DOCUMENT**

**BUDGET SUMMARY**

Budget Category	TxDOT	Match	Program Income	Total
<b>Category I - Labor Costs</b>				
(100) Salaries:	\$0	\$4,080.00	\$0	\$4,080.00
(200) Fringe Benefits:	\$0	\$862.10	\$0	\$862.10
Sub-Total:	\$0	\$4,942.10	\$0	\$4,942.10
<b>Category II - Other Direct Costs</b>				
(300) Travel:	\$0	\$0	\$0	\$0
(400) Equipment:	\$0	\$0	\$0	\$0
(500) Supplies:	\$0	\$1,580.00	\$0	\$1,580.00
(600) Contractual Services:	\$141,000.00	\$0	\$0	\$141,000.00
(700) Other Miscellaneous:	\$4,964.00	\$31,036.00	\$0	\$36,000.00
Sub-Total:	\$145,964.00	\$32,616.00	\$0	\$178,580.00
<b>Total Direct Costs:</b>	<b>\$145,964.00</b>	<b>\$37,558.10</b>	<b>\$0</b>	<b>\$183,522.10</b>
<b>Category III - Indirect Costs</b>				
(800) Indirect Cost Rate:	\$0	\$0	\$0	\$0
<b>Summary</b>				
Total Labor Costs:	\$0	\$4,942.10	\$0	\$4,942.10
Total Direct Costs:	\$145,964.00	\$32,616.00	\$0	\$178,580.00
Total Indirect Costs:	\$0	\$0	\$0	\$0
<b>Grand Total:</b>	<b>\$145,964.00</b>	<b>\$37,558.10</b>	<b>\$0</b>	<b>\$183,522.10</b>
Fund Sources: (Percent Share)	79.53%	20.47%	0.00%	

Salary and cost rates will be based on the rates submitted by the Subgrantee in its grant application in eGrants.

**Texas Department Of Transportation - Traffic Safety  
 Electronic Signature Authorization Form**

This form identifies the person(s) who have the authority to sign grant agreements and amendments for the Grant ID listed at the bottom of the page.

**Name Of Organization:** City of Mission

**Project Title:** Mission Police Phlebotomy Program

**Authorizing Authority**

The signatory of the Subgrantee hereby represents and warrants that she/he is an officer of the organization for which she/he has executed this agreement and that she/he has full and complete authority to enter into the agreement on behalf of the organization. I authorize the person(s) listed under the section "Authorized to Electronically Sign Grant Agreements and Amendments" to enter into an agreement on behalf of the organization.

<b>Name:</b>	
<b>Title:</b>	
<b>Signature:</b>	
<b>Date:</b>	

Under the authority of Ordinance or Resolution Number (if applicable)	
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**Authorized to Electronically Sign Grant Agreements and Amendments**

List Subgrantee Administrators who have complete authority to enter into an agreement on behalf of the organization.

	Print Name of Subgrantee Administrator in TxDOT Traffic Safety eGrants	Title
1.		
2.		
3.		

How to Calculate at Earned Media Value match rate:

- 1. 6 (column length in inches) X 2 columns = 12 inches
- 2. 12 inches X \$100 (per inch value) = \$1,200 (advertising value)
- 3. \$1,200 (advertising value) X 5 (factor for standard publicity value) = \$6,000 (Standard Publicity Value Match)

Total Match = \$6,000

**SOCIAL MEDIA VALUATIONS**

EARNED SOCIAL MEDIA VALUATIONS	VALUE
Independent Blog (not owned by TxDOT, TxDOT contractor, or subgrantee)	\$853.00
Facebook “like, love” or any other emojis	\$1.60
Facebook 3 <sup>rd</sup> -party posts and mentions	\$10.17
Facebook comments	\$10.17
Facebook shares and re-posts	\$10.17
Facebook unique video views to 95% or more	\$3.25

previous section) Therefore, when calculating match for this earned media, it is given a higher value than the base amount charged for the same size paid advertising.

When calculating the value of this earned media, TxDOT allows you to apply a 5x factor to the paid media cost (Ad Value) to include the additional free publicity value. As with all match, Calculated Earned Media Value must be documented and auditable by securing backup such as the pricing guide from the media outlet, an email quote, etc.

**NOTE:** Each newspaper and each market/city is priced differently, so for each story and for each claim the match price verification (documentation) must be from the newspaper that placed the ad.

**C. SOCIAL MEDIA:**

- 1. **SOCIAL MEDIA FOR GENERAL AND STEP GRANTS: NOT ELIGIBLE MATCH UNLESS APPROVED BY TXDOT:** Social media refers to internet forums and social networks. Technologies include blogging, Facebook, Twitter, Digg or Reddit, You Tube, Instagram, picture-sharing, music sharing, or social commentary. In this case measurement is not as obvious as it is with actions taken by traditional media. So, TxDOT has established the earned social media values listed in this document.

All subgrantees are eligible to participate in the program. Participation is optional and the subgrantee can opt out of the program. **NOTE:** Subgrantees may not participate and begin earning social media match until they 1) read the document located at the following link ([https://www.txdot.gov/apps/eGrants/eGrantsHelp/Media/InstructionTxDOTSocialMediaMatch\\_FY18.pdf](https://www.txdot.gov/apps/eGrants/eGrantsHelp/Media/InstructionTxDOTSocialMediaMatch_FY18.pdf)), 2) attend a TxDOT social media match training webinar, 3) notify your TxDOT Grant Manager of your decision and 4) participants must agree to submit social media match reports on a monthly basis with RFRs, even if there is not an amount to claim for the month.

<p>2. <b>SOCIAL MEDIA FOR TXDOT MEDIA VENDORS:</b> Media Vendors awarded official media campaign contracts directly from TxDOT are authorized to purchase advertising and can claim match for earned media value on social forums where paid advertising is allowed. Media Vendors can also earn match on free social media postings as trained participants in the social Media Match program.</p> <p>d. <b>MATCH FOR TXDOT MEDIA VENDORS ONLY</b> Media Vendors who are awarded official media campaign contracts directly from TxDOT are authorized to purchase advertising and can claim media match for earned media value on social forums where paid advertising is allowed in the news feed (not banner ads or side bar ads).</p> <p><b>NOTE:</b> When a media vendor purchases a posting that is executed in order to engender a conversation around the campaign, then an <i>earned-media</i> value can be determined. For example: Twitter allows paid ads to be placed in the Twitter news feed. If a Twitter “buy” is made to purchase tweets for promotional purposes, then the <i>earned media</i> action is to have those tweets picked up and re-tweeted. Similar to traditional <i>earned media</i>, in the world of social media, a re-tweet is more valuable than the original tweet. A re-tweet is what makes Twitter viral. Most importantly a re-tweet shows that someone has derived some value from your content.</p> <p>So again, as with traditional media, any time an advertising message is seen not as an ad message, but as “editorial”, the standard value is 5x that of paid advertising for all TxDOT grants. So, when calculating the value of a re-tweet on Twitter or a re-post on Facebook, apply a 5x factor to the original paid media cost for each re-tweet in order to estimate the <i>earned media</i> value. For <u>any earned media</u>, including social media, the value must be documented, and records maintained.</p>	<table border="1"> <tr> <td>Facebook live event &amp; webcast views to 10 seconds or more</td> <td>\$1.00</td> </tr> <tr> <td>Twitter 3<sup>rd</sup> party tweets and mentions</td> <td>\$5.00</td> </tr> <tr> <td>Twitter comments/replies, likes, and re-tweets</td> <td>\$5.00</td> </tr> <tr> <td>Twitter “follow”</td> <td>\$2.25</td> </tr> <tr> <td>Twitter video views</td> <td>\$0.50</td> </tr> <tr> <td>Digg or Reddit Post</td> <td>\$2.00</td> </tr> <tr> <td>StumbleUpon Post</td> <td>\$1.43</td> </tr> <tr> <td>YouTube 3<sup>rd</sup>-party posts</td> <td>\$10.17</td> </tr> <tr> <td>YouTube video views</td> <td>\$7.50</td> </tr> <tr> <td>YouTube likes</td> <td>\$5.00</td> </tr> <tr> <td>YouTube shares</td> <td>\$5.00</td> </tr> <tr> <td>YouTube comments</td> <td>\$5.00</td> </tr> <tr> <td>Instagram 3<sup>rd</sup> party posts</td> <td>\$10.17</td> </tr> <tr> <td>Instagram likes/loves</td> <td>\$1.60</td> </tr> <tr> <td>Instagram comments</td> <td>\$10.17</td> </tr> <tr> <td>Instagram shares</td> <td>\$10.17</td> </tr> <tr> <td>Instagram video views</td> <td>\$0.50</td> </tr> </table>	Facebook live event & webcast views to 10 seconds or more	\$1.00	Twitter 3 <sup>rd</sup> party tweets and mentions	\$5.00	Twitter comments/replies, likes, and re-tweets	\$5.00	Twitter “follow”	\$2.25	Twitter video views	\$0.50	Digg or Reddit Post	\$2.00	StumbleUpon Post	\$1.43	YouTube 3 <sup>rd</sup> -party posts	\$10.17	YouTube video views	\$7.50	YouTube likes	\$5.00	YouTube shares	\$5.00	YouTube comments	\$5.00	Instagram 3 <sup>rd</sup> party posts	\$10.17	Instagram likes/loves	\$1.60	Instagram comments	\$10.17	Instagram shares	\$10.17	Instagram video views	\$0.50
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STATE OF TEXAS §

COUNTY OF HIDALGO §

**INTERLOCAL COOPERATION AGREEMENT BETWEEN  
THE CITY OF MISSION, TEXAS AND THE CITY OF PENITAS,  
TEXAS**

This Agreement is made by and between the City of Mission, Texas hereinafter referred to as "Mission" and the City of Penitas, Texas; hereinafter referred to as "Penitas", pursuant to the provisions of the Texas Interlocal Cooperation Act, as follows:

*WITNESSETH:*

WHEREAS, City of Mission is a Home Rule municipality created under the State of Texas Constitution and the laws of the State of Texas, and

WHEREAS, City of Penitas is a Home Rule municipality created under the State of Texas Constitution and the laws of the State of Texas, and

WHEREAS, City of Penitas is in need of obtaining services for the temporary housing and detention of prisoners awaiting arraignment or transfer to the Hidalgo County Jail, and

WHEREAS, City of Mission has located within their Police Department Facility holding cells, and

WHEREAS, both parties recognize the need and have a desire to cooperate with each other on all matters related to Law Enforcement

WHEREAS, City of Mission and City of Penitas are authorized to enter into this Agreement pursuant to the Inter-local 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**, City of Mission and City of Penitas, in consideration of the mutual covenants expressed hereinafter, agree as follows:

**1. Purpose.**

1.1 The purpose of this agreement is for the temporary housing and detention of Penitas prisoners awaiting arraignment or transfer to the Hidalgo County Jail. Mission agrees to make use of their holding cells for prisoners of the City of Penitas subject to availability of space based on their facility's capacity, and as provided herein.

**2. Term and Termination.**

2.1 The term of this agreement is for a period of One (1) year commencing on October 1, 2025 and ending at midnight on September 30, 2026, unless otherwise agreed to by the parties in writing. If any party desires to extend the term of this agreement, said party must notify the other party in writing of such request at least sixty (60) days prior to the expiration of the term. Any agreement to extend must be in writing.

2.2 Either party may terminate this Agreement upon (30) days written notice to the non-terminating party for any reason or no reason at all.

### 3. *Processing and Housing.*

- 3.1 Mission agrees to process and temporarily confine persons arrested ("prisoners") by a Penitas peace officer at a cost of **Fifty-Four Dollars (\$54) per prisoner per day**. The day the prisoner is "booker in" will be counted and charged. This cost will include detention, transportation and meal costs. Mission agrees to provide meals to the temporarily confined prisoners as required by law and pursuant to customary procedures.
- 3.2 Penitas agrees to transport prisoners to the Mission Police Department Jail and to assist Mission Police Department personnel in processing said prisoners.
- 3.3 The length of confinement shall not exceed a twenty-four (24) hour period per prisoner. Within the 24 hour confinement period, Penitas shall make all necessary arrangements to transport said prisoners out of the Mission Police Department Jail Facility.
- 3.4 Mission agrees to provide the same level of care and security for Penitas prisoners as they do for their own prisoners.
- 3.5 Mission agrees to notify Penitas as soon as possible of any issues involving Penitas' prisoners including but not limited to health, safety and general condition of the prisoners, while housed in the Mission jail facility.
- 3.6 City of Penitas agrees that the Penitas personnel involved in delivering and retrieving prisoners from the Mission facility shall at all times adhere to Mission rules and procedures in place pertaining to the detention of prisoners.
- 3.7 City of Penitas agrees to reimburse Mission for any reasonable costs incurred in the care and housing of the prisoners. All reimbursements shall be as provided in this agreement.
- 3.8 If requested by Mission, Penitas will relocate any Penitas prisoners that the Mission Police department determines is being unruly or disruptive or might cause harm to, or be harmed by, any other prisoner. Penitas further agrees to relocate any Penitas prisoners that the Mission Police department is unable to accommodate for health, safety or crowded conditions.
- 3.9 Mission reserves the right to refuse to accept for processing or temporary confinement any prisoner, pursuant to this Agreement, when in its judgment it is unable to perform hereunder by reason of temporary understaffing, temporary overcrowding, the condition of the prisoner, or any other reason as determined by Mission.

### 4. *Use of Intoxilyzer.*

- 4.1 Upon request of Penitas peace officer, Mission agrees to provide use of an intoxilyzer instrument for any prisoner charged with the offense of Driving While Intoxicated. If the Penitas peace officer is not certified or trained to use the intoxilyzer, Mission agrees to provide a certified peace officer to administer the breath test. A Penitas peace officer shall remain present at all times during the use of the intoxilyzer instrument.

### 5. *Medical Treatment.*

- 5.1 Mission reserves the right to refuse to accept for processing any prisoner who is reasonably believed to be injured or sick until appropriate and necessary treatment has been provided by a physician or hospital and said person has been released thereby and determined to be physically capable of jail confinement. Arrangements for such treatment and the cost thereof shall be the responsibility of Penitas.
- 5.2 In the event that a prisoner has been accepted for processing pursuant to this Agreement and is thereafter determined to require medical treatment and/or hospitalization, Penitas

agrees that it will make the same available to any such prisoner. Mission agrees to notify Penitas of any such circumstance and in emergency situations, shall transport the prisoner to the proper medical facilities, and Penitas agrees to relieve Mission within thirty (30) minutes of transport. Any such emergency treatment and the cost thereof shall be the responsibility of Penitas.

**6. Insurance and Indemnification.**

6.1 Penitas agrees to notify the City's Insurance Provider, TML, of this agreement and Penitas will provide Mission proof that TML has been notified. Penitas further agrees to indemnify and hold harmless the City of Mission for any legal action arising from any complaints, law suits, or civil complaints brought about by any prisoners housed under the terms and conditions of this agreement, unless a proper investigation determines that any agent or employee of the City of Mission acted illegally or contrary to approved Mission policies, rules, regulations or commonly accepted practices.

**7. Other Terms.**

7.1 *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 this 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 this Agreement shall be modified only to the extent necessary to bring them within the legal requirements and only during the time such conflict exists.

7.2 *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.

7.3 *Entire Agreement:* This Agreement contains the entire contract 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 this Agreement not specifically set forth herein. This Agreement may be modified or amended only by agreement in writing executed by City of Penitas and City of Mission and not otherwise.

7.4 *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.

7.5 *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 the City of Mission: City of Mission  
Attn: Andy Garcia & Juan Pablo Terrazas ,  
Interim City Managers  
1201 E. 8<sup>th</sup> St.  
Mission, Texas 78572

If to City of Penitas: City of Penitas  
Attn: Humberto Garza, City Manager  
1111 S. Main  
Penitas, Texas 78576

Any other 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.

- 7.6 *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.
- 7.7 *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.
- 7.8 *Assignment.* This Agreement shall not be assignable.
- 7.9 *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 of paragraph hereof.
- 7.10 *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.
- 7.11 *Authority to Execute.* The performance of this Agreement by each of the parties have been duly authorized by all necessary laws, resolutions, ordinances or government body action, and this Agreement constitutes the valid and enforceable obligations of the parties hereto in accordance with its terms.
- 7.12 *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.
- 7.13 *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 this Agreement, and such part of the Agreement will be deemed to have been stricken here from, and the remainder of this Agreement will have the same force and effect if such part or parts had never been included herein.

WITNESS THE HANDS OF THE PARTIES effective as of the \_\_\_\_ day of \_\_\_\_\_, 2023.

**City of Mission, Texas**

\_\_\_\_\_  
**Norie Gonzalez Garza, Mayor      Date**

**ATTEST:**

\_\_\_\_\_  
**Anna Carrillo, City Secretary      Date**

**City of Penitas, Texas**

\_\_\_\_\_  
**Ramiro Loya, Mayor      Date**

**ATTEST:**

\_\_\_\_\_  
**Janney Quintero, City Secretary      Date**



STATE OF TEXAS §

COUNTY OF HIDALGO §

**INTERLOCAL COOPERATION AGREEMENT BETWEEN  
THE CITY OF MISSION, TEXAS AND THE CITY OF  
PALMHURST, TEXAS**

This Agreement is made by and between the City of Mission, Texas hereinafter referred to as "Mission" and the City of Palmhurst, Texas; hereinafter referred to as "Palmhurst", pursuant to the provisions of the Texas Interlocal Cooperation Act, as follows:

*WITNESSETH:*

WHEREAS, City of Mission is a Home Rule municipality created under the State of Texas Constitution and the laws of the State of Texas, and

WHEREAS, City of Palmhurst is a Home Rule municipality created under the State of Texas Constitution and the laws of the State of Texas, and

WHEREAS, City of Palmhurst is in need of obtaining services for the temporary housing and detention of prisoners awaiting arraignment or transfer to the Hidalgo County Jail, and

WHEREAS, City of Mission has located within their Police Department Facility holding cells, and

WHEREAS, both parties recognize the need and have a desire to cooperate with each other on all matters related to Law Enforcement

WHEREAS, City of Mission and City of Palmhurst are authorized to enter into this Agreement pursuant to the Inter-local 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**, City of Mission and City of Palmhurst, in consideration of the mutual covenants expressed hereinafter, agree as follows:

**1. Purpose.**

1.1 The purpose of this agreement is for the temporary housing and detention of Palmhurst prisoners awaiting arraignment or transfer to the Hidalgo County Jail. Mission agrees to make use of their holding cells for prisoners of the City of Palmhurst subject to availability of space based on their facility's capacity, and as provided herein.

**2. Term and Termination.**

2.1 The term of this agreement is for a period of One (1) year commencing on October 1, 2025 and ending at midnight on September 30, 2026, unless otherwise agreed to by the parties in writing. If any party desires to extend the term of this agreement, said party must notify the other party in writing of such request at least sixty (60) days prior to the expiration of the term. Any agreement to extend must be in writing.

2.2 Either party may terminate this Agreement upon (30) days written notice to the non-terminating party for any reason or no reason at all.



### 3. *Processing and Housing.*

- 3.1 Mission agrees to process and temporarily confine persons arrested ("prisoners") by a Palmhurst peace officer at a cost of **Fifty-Four Dollars (\$54) per prisoner per day**. The day the prisoner is "booker in" will be counted and charged. This cost will include detention, transportation and meal costs. Mission agrees to provide meals to the temporarily confined prisoners as required by law and pursuant to customary procedures.
- 3.2 Palmhurst agrees to transport prisoners to the Mission Police Department Jail and to assist Mission Police Department personnel in processing said prisoners.
- 3.3 The length of confinement shall not exceed a twenty-four (24) hour period per prisoner. Within the 24 hour confinement period, Palmhurst shall make all necessary arrangements to transport said prisoners out of the Mission Police Department Jail Facility.
- 3.4 Mission agrees to provide the same level of care and security for Palmhurst prisoners as they do for their own prisoners.
- 3.5 Mission agrees to notify Palmhurst as soon as possible of any issues involving Palmhurst' prisoners including but not limited to health, safety and general condition of the prisoners, while housed in the Mission jail facility.
- 3.6 City of Palmhurst agrees that the Palmhurst personnel involved in delivering and retrieving prisoners from the Mission facility shall at all times adhere to Mission rules and procedures in place pertaining to the detention of prisoners.
- 3.7 City of Palmhurst agrees to reimburse Mission for any reasonable costs incurred in the care and housing of the prisoners. All reimbursements shall be as provided in this agreement.
- 3.8 If requested by Mission, Palmhurst will relocate any Palmhurst prisoners that the Mission Police department determines is being unruly or disruptive or might cause harm to, or be harmed by, any other prisoner. Palmhurst further agrees to relocate any Palmhurst prisoners that the Mission Police department is unable to accommodate for health, safety or crowded conditions.
- 3.9 Mission reserves the right to refuse to accept for processing or temporary confinement any prisoner, pursuant to this Agreement, when in its judgment it is unable to perform hereunder by reason of temporary understaffing, temporary overcrowding, the condition of the prisoner, or any other reason as determined by Mission.

### 4. *Use of Intoxilyzer.*

- 4.1 Upon request of Palmhurst peace officer, Mission agrees to provide use of an intoxilyzer instrument for any prisoner charged with the offense of Driving While Intoxicated. If the Palmhurst peace officer is not certified or trained to use the intoxilyzer, Mission agrees to provide a certified peace officer to administer the breath test. A Palmhurst peace officer shall remain present at all times during the use of the intoxilyzer instrument.

### 5. *Medical Treatment.*

- 5.1 Mission reserves the right to refuse to accept for processing any prisoner who is reasonably believed to be injured or sick until appropriate and necessary treatment has been provided by a physician or hospital and said person has been released thereby and determined to be physically capable of jail confinement. Arrangements for such treatment and the cost thereof shall be the responsibility of Palmhurst.
- 5.2 In the event that a prisoner has been accepted for processing pursuant to this Agreement and is thereafter determined to require medical treatment and/or hospitalization,

Palmhurst agrees that it will make the same available to any such prisoner. Mission agrees to notify Palmhurst of any such circumstance and in emergency situations, shall transport the prisoner to the proper medical facilities, and Palmhurst agrees to relieve Mission within thirty (30) minutes of transport. Any such emergency treatment and the cost thereof shall be the responsibility of Palmhurst.

**6. Insurance and Indemnification.**

6.1 Palmhurst agrees to notify the City's Insurance Provider, TML, of this agreement and Palmhurst will provide Mission proof that TML has been notified. Palmhurst further agrees to indemnify and hold harmless the City of Mission for any legal action arising from any complaints, law suits, or civil complaints brought about by any prisoners housed under the terms and conditions of this agreement, unless a proper investigation determines that any agent or employee of the City of Mission acted illegally or contrary to approved Mission policies, rules, regulations or commonly accepted practices.

**7. Other Terms.**

7.1 *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 this 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 this Agreement shall be modified only to the extent necessary to bring them within the legal requirements and only during the time such conflict exists.

7.2 *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.

7.3 *Entire Agreement:* This Agreement contains the entire contract 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 this Agreement not specifically set forth herein. This Agreement may be modified or amended only by agreement in writing executed by City of Palmhurst and City of Mission and not otherwise.

7.4 *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.

7.5 *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 the City of Mission: City of Mission  
Attn: Andy Garcia & Juan Pablo Terrazas ,  
Interim City Managers  
1201 E. 8<sup>th</sup> St.  
Mission, Texas 78572

If to City of Palmhurst: City of Palmhurst  
Attn: Lori A Lopez, City Manager  
4417 N. Shary Rd  
Palmhurst, Texas 78573-8345

Any other 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.

- 7.6 *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.
- 7.7 *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.
- 7.8 *Assignment.* This Agreement shall not be assignable.
- 7.9 *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 of paragraph hereof.
- 7.10 *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.
- 7.11 *Authority to Execute.* The performance of this Agreement by each of the parties have been duly authorized by all necessary laws, resolutions, ordinances or government body action, and this Agreement constitutes the valid and enforceable obligations of the parties hereto in accordance with its terms.
- 7.12 *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.
- 7.13 *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 this Agreement, and such part of the Agreement will be deemed to have been stricken here from, and the remainder of this Agreement will have the same force and effect if such part or parts had never been included herein.

WITNESS THE HANDS OF THE PARTIES effective as of the \_\_\_\_ day of \_\_\_\_\_, 2023.

City of Mission, Texas

\_\_\_\_\_  
Norie Gonzalez Garza, Mayor      Date

ATTEST:

\_\_\_\_\_  
Anna Carrillo, City Secretary      Date

City of Palmhurst, Texas

\_\_\_\_\_  
Fred del Barrio, Mayor      Date

ATTEST:

\_\_\_\_\_  
Richard Garcia, City Secretary      Date



# CITY OF MISSION

## CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

**MEETING DATE:** September 23, 2025  
**PRESENTED BY:** Michael Silva – Fire Chief  
**AGENDA ITEM:** Authorization for First Extension of Medical Director Agreement between City of Mission Fire Department and Medical Director Dr. Ivan Melendez for an estimated cost of \$5,000 per month for FY 2025 – 2026 - Silva

**NATURE OF REQUEST:**

The Mission Fire Department is seeking authorization for First Extension of Medical Director Agreement between City of Mission Fire Department and Medical Director Dr. Ivan Melendez for an estimated cost of \$5,000 per month for FY 2025 – 2026. Dr. Melendez provides specialized medical oversight in the development and administration of the Mission Fire Department’s EMS Service.

**BUGETED:** FY25-26      **FUND:** General      **ACCT. #:** 01-417-34499

**BUDGET:** \$100,000      **EST. COST:** 5,000/month      **CURRENT BUDGET BALANCE:** \$100,000

**BID AMOUNT:** \_\_\_\_\_

**STAFF RECOMMENDATION:**

Approval

**Departmental Approval:** Finance, Purchasing

**Advisory Board Recommendation:** None

**City Manager’s Recommendation:** Approval AG

**RECORD OF VOTE:**      **APPROVED:** \_\_\_\_\_  
   **DISAPPROVED:** \_\_\_\_\_  
   **TABLED:** \_\_\_\_\_

\_\_\_\_\_ AYES

\_\_\_\_\_ NAYS

\_\_\_\_\_ DISSENTING \_\_\_\_\_

**FIRST EXTENSION OF MEDICAL DIRECTOR AGREEMENT  
BEWTEEN  
CITY OF MISSION, TEXAS AND IVAN MELENDEZ, MD, FAAFP**

**THIS AGREEMENT** is made and entered into this \_\_\_ day of September, 2025 between the City of Mission, Texas, herein referred to as CITY, and IVAN MELENDEZ, MD, FAAP, collectively “Parties”.

**WHEREAS**, the Parties entered into a Medical Director Agreement effective February 29, 2024; and

**WHEREAS**, said agreement’s term expired on February 28, 2025; and

**WHEREAS**, Melendez has continued to provide services as Medical Director and the City has continued to pay Melendez his monthly compensation; and

**WHEREAS**, the Section III. of the Agreement provides the City with the option to extend the term for up to two (2) additional twelve (12) month periods by giving written notice to Melendez of such election;

**WHEREAS**, the City intended to provide said written notice of its election to extend; and

**WHEREAS**, the City believes it is in the best interest of the City and its residents to document the extension of the Agreement for its first twelve (12) month period from February 28, 2025 to February 28, 2026.

**NOW, THEREFORE**, in consideration of the above stated premises and in further consideration of the promises and conditions hereinafter set forth in the original agreement and this extension, CITY hereby extends the original agreement dated February 29, 2024 for twelve (12) months, specifically from February 28, 2025 to February 28, 2026.

**IN WITNESS WHEREOF**, CITY and IVAN MELENDEZ, MD, FAAFP have executed this Agreement as of the day and year first written above.

**READ, CONSIDERED AND APPROVED** on this the \_\_\_\_\_ day of September, 2025.

Executed and effective as of this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**CITY OF MISSION TEXAS**

**ATTEST:**

\_\_\_\_\_  
, Interim City Manager

\_\_\_\_\_  
Anna Carrillo, City Secretary

**FIRE CHIEF**

\_\_\_\_\_  
Mike Silva, Fire Chief

**Medical Director**

\_\_\_\_\_ Date: \_\_\_\_\_  
Ivan Melendez, MD, FAAFP



# CITY OF MISSION

## CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

**MEETING DATE:** September 23, 2025  
**PRESENTED BY:** Aida Lerma, Mission Event Center Director  
**AGENDA ITEM:** Authorization to purchase beer, wine and liquor for resale at the Mission Event Center and Shary Municipal Golf Course – A. Lerma, M. Fernuik

**NATURE OF REQUEST:**

Staff is requesting to purchase beer, wine & liquor for resale on as needed basis at the Mission Event Center and Shary Municipal Golf Course from the following vendors. Glazer's Beer and Beverage, L&F Distributors, Holiday Wine & Liquor thru September 30, 2026. As per Texas Local Government Code 252.022(D)(14) General Exemptions, "goods purchased by a municipality for subsequent retail sale by the municipality" the goods acquired by the Mission Event Center and Shary Municipal Golf Course are exempt from the competitive bid process.

- Mission Event Center budget not to exceed \$72,000
- Shary Municipal Golf Course not to exceed \$61,200

**BUDGETED:** FY25-26      **FUND:** Event Center      **ACCT. #:** 23-452-64170

<b>BUDGET:</b> <u>\$72,000</u>	<b>EST. COST:</b> <u>\$72,000</u>	<b>CURRENT BUDGET BALANCE:</b>	<u>\$72,000</u>
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**BUDGETED:** FY25-26      **FUND:** Golf Course      **ACCT. #:** 03-412-64170

<b>BUDGET:</b> <u>\$61,200</u>	<b>EST. COST:</b> <u>\$61,200</u>	<b>CURRENT BUDGET BALANCE:</b> <u>\$61,200</u>
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**BID AMOUNT:** \$ \_\_\_\_\_

**STAFF RECOMMENDATION:**

Approval

**Departmental Approval:** Finance, Purchasing

**Advisory Board Recommendation:** N/A

**City Manager's Recommendation:** Approval *AG*

**RECORD OF VOTE:**

**APPROVED:** \_\_\_\_\_  
**DISAPPROVED:** \_\_\_\_\_  
**TABLED:** \_\_\_\_\_

\_\_\_\_\_ AYES  
 \_\_\_\_\_ NAYS  
 \_\_\_\_\_ DISSENTING \_\_\_\_\_



**OFF PREMISE**

Branch: Westlaco, TX (956) 686-0545

Counties: Hidalgo, Cameron, Starr, and Willacy Counties

Effective: January 14, 2025

Product ID	Description	Retail UPC	Current Frontline	Increase	New Frontline	Discount	Net Cost	Effective Date
<b>ABOVE PREMIUM</b>								
09705	EIGHT ELITE LIGHT 2/12/12Z CN	8-60007-42392-5	\$ 30.70	\$ 0.80	\$ 31.50	\$ -	\$ 31.50	3/3/2025
13129	EIGHT ELITE LIGHT 4/6/12Z BTL	8-60011-84430-3	\$ 32.00	\$ -	\$ 32.00	\$ -	\$ 32.00	1/1/2025
09704	EIGHT ELITE LIGHT 4/6/12Z CN	8-60007-42391-8	\$ 32.00	\$ -	\$ 32.00	\$ -	\$ 32.00	1/1/2025
13464	GARAGE LIGHT 2/12/12Z CN	8-51834-00860-7	\$ 28.40	\$ -	\$ 28.40	\$ -	\$ 28.40	1/1/2025
13465	GARAGE LIME 2/12/12Z CN	8-51834-00861-4	\$ 28.40	\$ -	\$ 28.40	\$ -	\$ 28.40	1/1/2025
13330	MERICA PREMIUM PILSNR 4/6/12Z CN	8-13339-02088-1	\$ 28.75	\$ -	\$ 28.75	\$ -	\$ 28.75	1/1/2025
13442	REAL AMERICAN BEER 1/24/12Z CN	8-60012-04713-0	\$ 26.08	\$ -	\$ 26.08	\$ -	\$ 26.08	1/1/2025
13441	REAL AMERICAN BEER 2/12/12Z CN	8-60012-04712-3	\$ 23.50	\$ -	\$ 23.50	\$ -	\$ 23.50	1/1/2025
13440	REAL AMERICAN BEER 4/6/12Z CN	8-60012-04711-6	\$ 32.00	\$ -	\$ 32.00	\$ -	\$ 32.00	1/1/2025
14450	YUENGLING BOCK 2/12/12Z CN	0-89924-83702-2	\$ 32.00	\$ -	\$ 32.00	\$ -	\$ 32.00	1/1/2025
09570	YUENGLING FLIGHT 1/15/16Z AL BT	0-89924-81712-3	\$ 18.00	\$ -	\$ 18.00	\$ -	\$ 18.00	1/1/2025
12722	YUENGLING FLIGHT 1/24/12Z CN	0-89924-77026-8	\$ 25.00	\$ -	\$ 25.00	\$ -	\$ 27.50	3/3/2025
09302	YUENGLING FLIGHT 12/24Z CN	0-89924-77022-0	\$ 26.64	\$ -	\$ 26.64	\$ -	\$ 26.64	1/1/2025
09297	YUENGLING FLIGHT 2/12/12Z BTL	0-89924-77013-8	\$ 27.90	\$ 3.60	\$ 31.50	\$ -	\$ 31.50	3/3/2025
10536	YUENGLING FLIGHT 2/12/12Z SM CN	0-89924-77025-1	\$ 27.90	\$ 3.60	\$ 31.50	\$ -	\$ 31.50	3/3/2025
09299	YUENGLING FLIGHT 4/6/12Z BTL	0-89924-77014-5	\$ 32.00	\$ -	\$ 32.00	\$ -	\$ 32.00	1/1/2025
09300	YUENGLING FLIGHT 4/6/16Z CN	0-89924-77020-6	\$ 24.00	\$ -	\$ 24.00	\$ -	\$ 24.00	1/1/2025
09969	YUENGLING FLIGHT KEG 7.75G	0-89924-77031-2	\$ 84.50	\$ -	\$ 84.50	\$ -	\$ 84.50	1/1/2025
09305	YUENGLING GOLDEN 2/12/12Z CN	0-89924-33481-1	\$ 25.46	\$ (0.22)	\$ 25.24	\$ -	\$ 25.24	3/3/2025
09571	YUENGLING LAGER 1/15/16Z AL BT	0-89924-81711-6	\$ 18.00	\$ -	\$ 18.00	\$ -	\$ 18.00	1/1/2025
09292	YUENGLING LAGER 1/24/12Z BTL	0-89924-41003-4	\$ 24.15	\$ (1.90)	\$ 22.25	\$ -	\$ 22.55	3/3/2025
09291	YUENGLING LAGER 1/24/12Z CN	0-89924-88007-3	\$ 24.15	\$ (1.90)	\$ 22.25	\$ -	\$ 22.55	3/3/2025
09290	YUENGLING LAGER 12/24Z CN	0-89924-60024-4	\$ 22.20	\$ 0.04	\$ 22.24	\$ -	\$ 22.24	3/3/2025
09289	YUENGLING LAGER 2/12/12Z BTL	0-89924-27896-2	\$ 25.46	\$ (0.22)	\$ 25.24	\$ -	\$ 25.24	3/3/2025
09287	YUENGLING LAGER 2/12/12Z CN	0-89924-27898-6	\$ 25.46	\$ (0.22)	\$ 25.24	\$ -	\$ 25.24	3/3/2025
09285	YUENGLING LAGER 4/6/12Z BTL	0-89924-27891-7	\$ 28.15	\$ (1.07)	\$ 27.08	\$ -	\$ 27.08	3/3/2025
09288	YUENGLING LAGER 4/6/16Z CN	0-89924-53249-1	\$ 29.66	\$ (5.66)	\$ 24.00	\$ -	\$ 24.00	1/1/2025
09293	YUENGLING LAGER KEG 58.6L	0-89924-84950-6	\$ 140.50	\$ -	\$ 140.50	\$ -	\$ 140.50	1/1/2025
13628	YUENGLING LIGHT 4/6/16Z CN	0-89924-23016-8	\$ 29.66	\$ (5.66)	\$ 24.00	\$ -	\$ 24.00	3/3/2025
09294	YUENGLING LT LAGER 1/24/12Z CN	0-89924-20000-0	\$ 24.15	\$ (1.90)	\$ 22.25	\$ -	\$ 22.55	3/3/2025
09296	YUENGLING LT LAGER 2/12/12Z CN	0-89924-23050-2	\$ 25.46	\$ (0.22)	\$ 25.24	\$ -	\$ 25.24	3/3/2025
09568	YUENGLING LT LAGER 4/6/12Z BTL	0-89924-20111-3	\$ 28.15	\$ (1.07)	\$ 27.08	\$ -	\$ 27.08	3/3/2025
13127	YUENGLING OKTOBERFST 2/12/12Z CN	0-89924-85334-3	\$ 31.75	\$ -	\$ 31.75	\$ -	\$ 31.75	1/1/2025
<b>BELOW PREMIUM</b>								
00107	KEYSTONE LIGHT 1/30/12Z CN	0-71990-48019-6	\$ 21.35	\$ -	\$ 21.35	\$ -	\$ 21.35	3/3/2025
00112	KEYSTONE LIGHT 12/24Z CN	0-71990-48024-0	\$ 16.84	\$ -	\$ 16.84	\$ -	\$ 16.84	1/1/2025
03483	KEYSTONE LIGHT 2/15/12Z CN	0-71990-48045-5	\$ 20.36	\$ -	\$ 20.36	\$ -	\$ 20.36	1/1/2025
12689	KEYSTONE LIGHT 3/8/16Z CN	0-71990-00108-7	\$ 21.60	\$ -	\$ 21.60	\$ -	\$ 21.60	1/1/2025
00114	KEYSTONE LIGHT 4/6/16Z CN	0-71990-48008-0	\$ 25.10	\$ -	\$ 25.10	\$ -	\$ 25.10	1/1/2025
00710	LONE STAR 1/18/12Z CN	0-73360-18346-1	\$ 14.94	\$ -	\$ 14.94	\$ 1.74	\$ 13.20	1/1/2025
00705	LONE STAR 1/24/12Z CN	0-73360-18301-0	\$ 19.90	\$ -	\$ 19.90	\$ -	\$ 19.90	1/1/2025
12755	LONE STAR 1/30/12Z CN	0-92000-02188-8	\$ 22.30	\$ -	\$ 22.30	\$ 1.94	\$ 20.36	3/3/2025
00704	LONE STAR 12/24Z CN	0-73360-18111-5	\$ 17.81	\$ -	\$ 17.81	\$ 0.97	\$ 16.84	1/1/2025
14481	LONE STAR 15/25Z CN	0-73360-18111-5	\$ 22.26	\$ -	\$ 22.26	\$ 1.21	\$ 21.05	3/3/2025
00947	LONE STAR 2/12/12Z BTL	0-73360-18231-0	\$ 22.33	\$ -	\$ 22.33	\$ -	\$ 22.33	1/1/2025
00706	LONE STAR 2/12/12Z CN	0-73360-18341-6	\$ 22.33	\$ -	\$ 22.33	\$ -	\$ 22.33	1/1/2025
00708	LONE STAR 4/6/12Z BTL	0-73360-18661-5	\$ 24.08	\$ -	\$ 24.08	\$ -	\$ 24.08	1/1/2025
00707	LONE STAR 4/6/16Z CN	0-73360-18754-4	\$ 25.10	\$ -	\$ 25.10	\$ -	\$ 25.10	1/1/2025
00709	LONE STAR KEG 58.6L	0-73360-18170-2	\$ 126.00	\$ -	\$ 126.00	\$ -	\$ 126.00	1/1/2025
12756	LONE STAR LIGHT 1/30/12Z CN	0-92000-02189-5	\$ 22.30	\$ -	\$ 22.30	\$ 1.94	\$ 20.36	3/3/2025
00713	LONE STAR LT 1/18/12Z CN	0-73360-19346-0	\$ 14.94	\$ -	\$ 14.94	\$ 1.74	\$ 13.20	1/1/2025
01196	LONE STAR LT 1/24/12Z CN	0-73360-19301-9	\$ 19.90	\$ -	\$ 19.90	\$ -	\$ 19.90	1/1/2025
01246	LONE STAR LT 12/24Z CN	0-73360-19702-4	\$ 17.81	\$ -	\$ 17.81	\$ 0.97	\$ 16.84	1/1/2025
14482	LONE STAR LT 15/25Z CN	0-73360-19702-4	\$ 22.26	\$ -	\$ 22.26	\$ 1.21	\$ 21.05	3/3/2025
01128	LONE STAR LT 2/12/12Z BTL	0-73360-18232-7	\$ 22.33	\$ -	\$ 22.33	\$ -	\$ 22.33	1/1/2025
00712	LONE STAR LT 2/12/12Z CN	0-73360-19341-5	\$ 22.33	\$ -	\$ 22.33	\$ -	\$ 22.33	1/1/2025
00711	LONE STAR LT 4/6/12Z BTL	0-73360-19661-4	\$ 24.08	\$ -	\$ 24.08	\$ -	\$ 24.08	1/1/2025
01165	LONE STAR LT 4/6/16Z CN	0-73360-19754-3	\$ 25.10	\$ -	\$ 25.10	\$ -	\$ 25.10	1/1/2025
00796	MICKEY'S MALT 12/40Z BTL	0-34100-00185-8	\$ 30.05	\$ -	\$ 30.05	\$ -	\$ 30.05	1/1/2025
00795	MICKEY'S MALT 4/6/12Z BTL	0-34100-77435-6	\$ 24.08	\$ -	\$ 24.08	\$ -	\$ 24.08	1/1/2025
00138	MILLER HIGH LIFE 1/18/12Z BTL	0-34100-01256-4	\$ 13.20	\$ -	\$ 13.20	\$ -	\$ 13.20	1/1/2025
00591	MILLER HIGH LIFE 1/30/12Z CN	0-34100-01341-7	\$ 21.35	\$ -	\$ 21.35	\$ -	\$ 21.35	3/3/2025





**OFF PREMISE**

**Branch:** Westlaco, TX (956) 686-0545  
**Counties:** Hidalgo, Cameron, Starr, and Willacy Counties  
**Effective:** January 14, 2025

Product ID	Description	Retail UPC	Current Frontline	Increase	New Frontline	Discount	Net Cost	Effective Date
00580	MILLER HIGH LIFE 12/32Z BTL	0-34100-00031-8	\$ 23.40	\$ -	\$ 23.40	\$ 0.41	\$ 22.99	1/1/2025
00588	MILLER HIGH LIFE 12/32Z CN	0-34100-00008-0	\$ 20.26	\$ 0.80	\$ 21.06	\$ -	\$ 21.06	3/3/2025
00134	MILLER HIGH LIFE 2/12/12Z BTL	0-34100-01509-1	\$ 22.33	\$ -	\$ 22.33	\$ -	\$ 22.33	1/1/2025
07148	MILLER HIGH LIFE 2/12/16Z CN	0-34100-51678-9	\$ 19.78	\$ -	\$ 19.78	\$ -	\$ 19.78	1/1/2025
12688	MILLER HIGH LIFE 3/8/16Z CN	0-34100-01338-7	\$ 21.60	\$ -	\$ 21.60	\$ -	\$ 21.60	1/1/2025
00136	MILLER HIGH LIFE 4/6/12Z BTL	0-34100-01505-3	\$ 24.08	\$ -	\$ 24.08	\$ -	\$ 24.08	1/1/2025
00584	MILLER HIGH LIFE 4/6/16Z CN	0-34100-00007-3	\$ 25.10	\$ -	\$ 25.10	\$ -	\$ 25.10	1/1/2025
01484	MILLER HIGH LIFE 4/6/7Z BTL	0-34100-01641-8	\$ 12.80	\$ -	\$ 12.80	\$ -	\$ 12.80	1/1/2025
00757	MILWAUKEES BEST ICE 12/32Z CN	0-34100-00669-3	\$ 20.26	\$ 0.80	\$ 21.06	\$ -	\$ 21.06	3/3/2025
00554	MILWAUKEES BEST LT 12/32Z CN	0-34100-00661-7	\$ 20.26	\$ 0.80	\$ 21.06	\$ -	\$ 21.06	3/3/2025
00557	MILWAUKEES BEST LT 4/6/16Z CN	0-34100-00657-0	\$ 25.10	\$ -	\$ 25.10	\$ -	\$ 25.10	1/1/2025
13434	OUTLAW LIGHT 12/24Z CN	8-54076-00639-4	\$ 17.88	\$ -	\$ 17.88	\$ -	\$ 17.88	1/1/2025
12973	OUTLAW LIGHT 24/16Z CN	8-54076-00689-9	\$ 18.00	\$ -	\$ 18.00	\$ -	\$ 18.00	1/1/2025
11195	OUTLAW LIGHT 4/6/16Z CN	8-54076-00689-9	\$ 18.00	\$ -	\$ 18.00	\$ -	\$ 18.00	1/1/2025
11197	OUTLAW LIGHT KEG 58.6L	1-00006-95002-4	\$ 91.00	\$ -	\$ 91.00	\$ -	\$ 91.00	1/1/2025
00737	PABST BLUE RIBBON 1/30/12Z CN	0-22100-11219-3	\$ 22.30	\$ -	\$ 22.30	\$ 1.94	\$ 20.36	3/3/2025
01043	PABST BLUE RIBBON 12/32Z CN	0-22100-00079-7	\$ 23.40	\$ -	\$ 23.40	\$ 2.34	\$ 21.06	3/3/2025
14483	PABST BLUE RIBBON 15/25Z CN	0-22100-11276-6	\$ 22.26	\$ -	\$ 22.26	\$ -	\$ 22.26	1/1/2025
00735	PABST BLUE RIBBON 2/12/12Z CN	0-22100-00170-1	\$ 22.33	\$ -	\$ 22.33	\$ -	\$ 22.33	1/1/2025
00736	PABST BLUE RIBBON 4/6/16Z CN	0-22100-00074-2	\$ 25.36	\$ -	\$ 25.36	\$ 0.26	\$ 25.10	1/1/2025
00310	PABST BLUE RIBBON KEG 58.6L	0-22100-01001-7	\$ 126.00	\$ -	\$ 126.00	\$ -	\$ 126.00	1/1/2025
14474	PABST LIGHT 2/12/12Z CN	0-22100-11278-0	\$ 22.33	\$ -	\$ 22.33	\$ -	\$ 22.33	1/1/2025
14473	PABST LIGHT 4/6/16Z CN	0-22100-11275-9	\$ 25.36	\$ -	\$ 25.36	\$ 0.26	\$ 25.10	3/3/2025
00209	STEEL RESRVE 12/24Z CN	0-78250-00328-7	\$ 21.84	\$ -	\$ 21.84	\$ -	\$ 21.84	1/1/2025
00766	STEEL RESRVE 12/40Z BTL	0-78250-00624-0	\$ 30.05	\$ -	\$ 30.05	\$ -	\$ 30.05	1/1/2025
05546	STEEL RESRVE BLU RSP 12/24Z CN	0-78250-00627-1	\$ 21.84	\$ -	\$ 21.84	\$ -	\$ 21.84	1/1/2025
10259	STEEL RESRVE ORANGE 12/24Z CN	0-34100-01282-3	\$ 21.84	\$ -	\$ 21.84	\$ -	\$ 21.84	1/1/2025
01450	STEEL RESRVE PINAPL 12/24Z CN	0-78250-00614-1	\$ 21.84	\$ -	\$ 21.84	\$ -	\$ 21.84	1/1/2025
11070	STEEL RESRVE SPK CHRY 12/24Z CN	0-34100-01309-7	\$ 21.84	\$ -	\$ 21.84	\$ -	\$ 21.84	1/1/2025
03397	STEEL RESRVE SPK WTMN 12/24Z CN	0-78250-00618-9	\$ 21.84	\$ -	\$ 21.84	\$ -	\$ 21.84	1/1/2025
07620	STEEL RESRVE STRWB 12/24Z CN	0-34100-00871-0	\$ 21.84	\$ -	\$ 21.84	\$ -	\$ 21.84	1/1/2025
<b>CIDER</b>								
05308	AO CRISP APPLE 12/24Z CN	0-87692-00540-7	\$ 28.44	\$ -	\$ 28.44	\$ -	\$ 28.44	1/1/2025
00504	AO CRISP APPLE 2/12/12Z BTL	0-87692-00033-4	\$ 32.00	\$ -	\$ 32.00	\$ -	\$ 32.00	1/1/2025
01108	AO CRISP APPLE 2/12/12Z CN	0-87692-00083-9	\$ 32.00	\$ -	\$ 32.00	\$ -	\$ 32.00	1/1/2025
00503	AO CRISP APPLE 4/6/12Z BTL	0-87692-82102-1	\$ 33.67	\$ -	\$ 33.67	\$ -	\$ 33.67	1/1/2025
00506	AO CRISP APPLE KEG 19.6L	0-87692-82918-8	\$ 83.00	\$ -	\$ 83.00	\$ -	\$ 83.00	1/1/2025
11080	AO CRISP IMPERIAL 4/6/12Z CN	0-87692-01791-2	\$ 35.17	\$ -	\$ 35.17	\$ -	\$ 35.17	1/1/2025
12614	AO CRISP LIGHT 4/6/12Z CN	0-87692-01789-9	\$ 33.67	\$ -	\$ 33.67	\$ -	\$ 33.67	1/1/2025
<b>CRAFT BEER</b>								
10415	6666 GRIT/GL AMBER 4/6/12Z CN	8-50040-98811-6	\$ 33.67	\$ -	\$ 33.67	\$ -	\$ 33.67	1/1/2025
10695	6666 GRIT/GL AMBER KEG 58.6L	100-00607-00024-0	\$ 178.00	\$ -	\$ 178.00	\$ -	\$ 178.00	1/1/2025
10414	6666 GRIT/GL HAZ IPA 4/6/12Z CN	8-50040-98813-0	\$ 33.67	\$ -	\$ 33.67	\$ -	\$ 33.67	1/1/2025
10697	6666 GRIT/GL HAZ IPA KEG 58.6L	100-00607-00026-4	\$ 178.00	\$ -	\$ 178.00	\$ -	\$ 178.00	1/1/2025
10413	6666 GRIT/GL PILSNER 4/6/12Z CN	8-50040-98810-9	\$ 33.67	\$ -	\$ 33.67	\$ -	\$ 33.67	1/1/2025
10416	6666 GRIT/GL RNCH W 2/12/12Z CN	8-50040-98808-6	\$ 30.46	\$ -	\$ 30.46	\$ -	\$ 30.46	1/1/2025
12768	BM BELGIAN WHITE 12/19.2Z CN	0-71990-00114-8	\$ 27.72	\$ -	\$ 27.72	\$ -	\$ 27.72	1/1/2025
00015	BM BELGIAN WHITE 2/12/12Z BTL	0-71990-09516-1	\$ 32.06	\$ -	\$ 32.06	\$ 0.89	\$ 31.17	3/3/2025
00989	BM BELGIAN WHITE 2/12/12Z CN	0-71990-09506-2	\$ 30.46	\$ 0.71	\$ 31.17	\$ 1.60	\$ 29.57	3/3/2025
05711	BM BELGIAN WHITE 2/15/12Z CN	0-71990-17052-3	\$ 30.46	\$ 0.71	\$ 31.17	\$ -	\$ 31.17	3/3/2025
00017	BM BELGIAN WHITE 4/6/12Z BTL	0-71990-09511-6	\$ 33.67	\$ -	\$ 33.67	\$ -	\$ 33.67	1/1/2025
00013	BM BELGIAN WHITE KEG 19.6L	0-71990-09518-5	\$ 70.00	\$ -	\$ 70.00	\$ -	\$ 70.00	1/1/2025
00973	BM BELGIAN WHITE KEG 58.6L	0-71990-09515-4	\$ 153.00	\$ -	\$ 153.00	\$ -	\$ 153.00	1/1/2025
13509	BM EXTRA 12/19.2Z CN	0-71990-00137-7	\$ 27.72	\$ -	\$ 27.72	\$ -	\$ 27.72	1/1/2025
08060	BM LIGHT 2/12/12Z CN	0-71990-09592-5	\$ 30.46	\$ 0.71	\$ 31.17	\$ -	\$ 31.17	3/3/2025
08061	BM LIGHT 4/6/12Z CN	0-71990-09591-8	\$ 33.67	\$ -	\$ 33.67	\$ -	\$ 33.67	1/1/2025
08998	BM MANGO WHEAT 4/6/12Z CN	0-87800-00071-3	\$ 33.67	\$ -	\$ 33.67	\$ -	\$ 33.67	1/1/2025
10574	LEIN JUICY PEACH KEG 19.6L	0-34100-00115-5	\$ 70.00	\$ -	\$ 70.00	\$ -	\$ 70.00	1/1/2025
00468	LEIN SUMMER SHANDY 2/12/12Z CN	0-34100-51609-3	\$ 30.46	\$ 0.71	\$ 31.17	\$ -	\$ 31.17	3/3/2025
00467	LEIN SUMMER SHANDY 4/6/12Z BTL	0-34100-51605-5	\$ 33.67	\$ -	\$ 33.67	\$ -	\$ 33.67	1/1/2025
00469	LEIN SUMMER SHANDY KEG 19.6L	0-34100-00777-5	\$ 70.00	\$ -	\$ 70.00	\$ -	\$ 70.00	1/1/2025
13148	SAM AMERICAN LIGHT 2/12/12Z CN	0-87692-01932-9	\$ 27.30	\$ -	\$ 27.30	\$ 0.80	\$ 26.50	1/1/2025
13147	SAM AMERICAN LIGHT 4/6/12Z CN	0-87692-01933-6	\$ 32.00	\$ -	\$ 32.00	\$ 0.88	\$ 31.12	1/1/2025



**OFF PREMISE**

Branch: Weslaco, TX (956) 686-0545  
 Counties: Hidalgo, Cameron, Starr, and Willacy Counties  
 Effective: January 14, 2025

Product ID	Description	Retail UPC	Current Frontline	Increase	New Frontline	Discount	Net Cost	Effective Date
13149	SAM AMERICAN LIGHT KEG 58.6L	0-87692-02012-7	\$ 155.00	\$ -	\$ 155.00	\$ 17.00	\$ 138.00	1/1/2025
00701	SAM BOSTON LAGER 2/12/12Z BTL	0-87692-10014-0	\$ 30.46	\$ 0.72	\$ 31.18	\$ -	\$ 31.18	3/3/2025
00700	SAM BOSTON LAGER 4/6/12Z BTL	0-87692-10012-6	\$ 33.67	\$ -	\$ 33.67	\$ -	\$ 33.67	1/1/2025
00703	SAM BOSTON LAGER KEG 19.6L	0-87692-10918-1	\$ 71.00	\$ -	\$ 71.00	\$ -	\$ 71.00	1/1/2025
00714	SAM CHERRY WHEAT 4/6/12Z BTL	0-87692-27102-4	\$ 33.67	\$ -	\$ 33.67	\$ -	\$ 33.67	1/1/2025
01203	SAM COLD SNAP 2/12/12Z BTL	0-87692-01103-3	\$ 30.46	\$ 0.72	\$ 31.18	\$ -	\$ 31.18	3/3/2025
01202	SAM COLD SNAP 4/6/12Z BTL	0-87692-30050-2	\$ 33.67	\$ -	\$ 33.67	\$ -	\$ 33.67	1/1/2025
01219	SAM COLD SNAP KEG 19.6L	0-87692-30918-5	\$ 71.00	\$ -	\$ 71.00	\$ -	\$ 71.00	1/1/2025
08440	SAM JACK O PUMPKIN 4/6/12Z BT	0-87692-00004-4	\$ 33.67	\$ -	\$ 33.67	\$ -	\$ 33.67	1/1/2025
01604	SAM OCTOBERFEST 1/28/12Z BTL	0-87692-00308-3	\$ 31.04	\$ -	\$ 31.04	\$ -	\$ 31.04	1/1/2025
01160	SAM OCTOBERFEST 2/12/12Z BTL	0-87692-01103-3	\$ 30.46	\$ 0.72	\$ 31.18	\$ -	\$ 31.18	3/3/2025
01152	SAM OCTOBERFEST 4/6/12Z BTL	0-87692-30050-2	\$ 33.67	\$ -	\$ 33.67	\$ -	\$ 33.67	1/1/2025
01159	SAM OCTOBERFEST KEG 19.6L	0-87692-30918-5	\$ 71.00	\$ -	\$ 71.00	\$ -	\$ 71.00	1/1/2025
01161	SAM OCTOBERFEST KEG 58.6L	0-87692-01999-2	\$ 162.00	\$ -	\$ 162.00	\$ -	\$ 162.00	1/1/2025
11078	SAM OLD FEZZIWIG 4/6/12Z BT	0-87692-01559-8	\$ 33.67	\$ -	\$ 33.67	\$ -	\$ 33.67	1/1/2025
00689	SAM WINTER LAGER KEG 19.6L	0-87692-30918-5	\$ 71.00	\$ -	\$ 71.00	\$ -	\$ 71.00	1/1/2025
09319	SHINER 1909 HERITAG 4/6/12Z BTL	0-88573-01906-3	\$ 33.67	\$ -	\$ 33.67	\$ -	\$ 33.67	1/1/2025
04994	SHINER BOCK 1/18/12Z BTL	0-88573-33118-9	\$ 19.67	\$ 0.40	\$ 20.07	\$ -	\$ 20.07	3/3/2025
05755	SHINER BOCK 1/18/12Z CN	0-88573-33018-2	\$ 19.67	\$ 0.40	\$ 20.07	\$ -	\$ 20.07	3/3/2025
00669	SHINER BOCK 1/24/12Z BTL	0-88573-33102-8	\$ 31.00	\$ -	\$ 31.00	\$ -	\$ 31.00	1/1/2025
00668	SHINER BOCK 12/24Z BTL	0-88573-33200-1	\$ 30.36	\$ -	\$ 30.36	\$ -	\$ 30.36	1/1/2025
05429	SHINER BOCK 12/24Z CN	0-88573-33024-3	\$ 22.24	\$ -	\$ 22.24	\$ -	\$ 22.24	1/1/2025
00670	SHINER BOCK 2/12/12Z BTL	0-88573-43333-3	\$ 32.00	\$ -	\$ 32.00	\$ -	\$ 32.00	1/1/2025
00193	SHINER BOCK 2/12/12Z CN	0-88573-33108-0	\$ 32.00	\$ -	\$ 32.00	\$ -	\$ 32.00	1/1/2025
13526	SHINER BOCK 3/8/16Z CN	0-88573-30008-6	\$ 33.54	\$ -	\$ 33.54	\$ -	\$ 33.54	1/1/2025
00672	SHINER BOCK 4/6/12Z BTL	0-88573-33101-1	\$ 33.67	\$ -	\$ 33.67	\$ -	\$ 33.67	1/1/2025
00340	SHINER BOCK 4/6/12Z CN	0-88573-33107-3	\$ 33.67	\$ -	\$ 33.67	\$ -	\$ 33.67	1/1/2025
00671	SHINER BOCK KEG 58.6L	0-88573-10002-0	\$ 158.00	\$ -	\$ 158.00	\$ -	\$ 158.00	1/1/2025
00667	SHINER BOCK KEG 7.75G	0-88573-10003-7	\$ 95.00	\$ -	\$ 95.00	\$ -	\$ 95.00	1/1/2025
00449	SHINER BOH BLK LAGER 4/6/12Z BT	0-88573-60002-5	\$ 33.67	\$ -	\$ 33.67	\$ -	\$ 33.67	1/1/2025
11052	SHINER BOH BLK LAGER 4/6/12Z CN	0-88573-60026-1	\$ 33.67	\$ -	\$ 33.67	\$ -	\$ 33.67	1/1/2025
09462	SHINER CHEER 1/24/12Z BTL	1-88573-80021-7	\$ 31.00	\$ -	\$ 31.00	\$ -	\$ 31.00	1/1/2025
00379	SHINER CHEER 2/12/12Z BTL	0-88573-80004-3	\$ 32.00	\$ -	\$ 32.00	\$ -	\$ 32.00	1/1/2025
09490	SHINER CHEER 2/5L CN	0-88573-80141-5	\$ 38.40	\$ (4.80)	\$ 33.60	\$ -	\$ 33.60	3/3/2025
00378	SHINER CHEER 4/6/12Z BTL	0-88573-80002-9	\$ 33.67	\$ -	\$ 33.67	\$ -	\$ 33.67	1/1/2025
01192	SHINER CHEER KEG 7.75G	0-88573-80006-7	\$ 95.00	\$ -	\$ 95.00	\$ -	\$ 95.00	1/1/2025
11133	SHINER HOME/HOLIDAY 1/24/12Z BTL	0-88573-12027-1	\$ 31.00	\$ -	\$ 31.00	\$ -	\$ 31.00	1/1/2025
11047	SHINER HOME/HOLIDAYS 2/12/12Z BT	0-88573-12028-8	\$ 32.00	\$ -	\$ 32.00	\$ -	\$ 32.00	1/1/2025
12798	SHINER LEM SHANDY 2/12/12Z BTL	0-88573-80004-3	\$ 32.00	\$ -	\$ 32.00	\$ -	\$ 32.00	1/1/2025
12838	SHINER LEM SHANDY 2/12/12Z CN	0-88573-80015-9	\$ 32.00	\$ -	\$ 32.00	\$ -	\$ 32.00	1/1/2025
12793	SHINER LEM SHANDY 4/6/12Z BTL	0-88573-80002-9	\$ 33.67	\$ -	\$ 33.67	\$ -	\$ 33.67	1/1/2025
12799	SHINER LEM SHANDY KEG 7.75G	0-88573-80006-7	\$ 95.00	\$ -	\$ 95.00	\$ -	\$ 95.00	1/1/2025
05756	SHINER LT 1/18/12Z CN	0-88573-40118-9	\$ 19.67	\$ 0.40	\$ 20.07	\$ -	\$ 20.07	3/3/2025
05458	SHINER LT 12/24Z CN	0-88573-40021-2	\$ 22.24	\$ -	\$ 22.24	\$ -	\$ 22.24	1/1/2025
00318	SHINER LT 2/12/12Z BTL	0-88573-43332-6	\$ 32.00	\$ -	\$ 32.00	\$ -	\$ 32.00	1/1/2025
00391	SHINER LT 2/12/12Z CN	0-88573-40016-8	\$ 32.00	\$ -	\$ 32.00	\$ -	\$ 32.00	1/1/2025
13130	SHINER LT 2/12/12Z SLIM CN	0-88573-40242-1	\$ 32.00	\$ -	\$ 32.00	\$ -	\$ 32.00	1/1/2025
00317	SHINER LT 4/6/12Z BTL	0-88573-40002-1	\$ 33.67	\$ -	\$ 33.67	\$ -	\$ 33.67	1/1/2025
05186	SHINER LT KEG 7.75G	0-88573-40102-8	\$ 95.00	\$ -	\$ 95.00	\$ -	\$ 95.00	1/1/2025
09819	SHINER ORALE 2/12/12Z CN	0-88573-00114-3	\$ 32.00	\$ -	\$ 32.00	\$ -	\$ 32.00	1/1/2025
09817	SHINER ORALE 4/6/12Z BTL	0-88573-00106-8	\$ 33.67	\$ -	\$ 33.67	\$ -	\$ 33.67	1/1/2025
12754	SHINER ORALE LIMON 4/6/12Z BTL	0-88573-00201-0	\$ 33.67	\$ -	\$ 33.67	\$ -	\$ 33.67	1/1/2025
06036	SHINER PREMIUM 2/12/12Z CN	0-88573-11112-5	\$ 32.00	\$ -	\$ 32.00	\$ -	\$ 32.00	1/1/2025
01500	SHINER PRICKLY PEAR 2/12/12Z CN	0-88573-88110-3	\$ 32.00	\$ -	\$ 32.00	\$ -	\$ 32.00	1/1/2025
01437	SHINER PRICKLY PEAR 4/6/12Z BTL	0-88573-88102-8	\$ 33.67	\$ -	\$ 33.67	\$ -	\$ 33.67	1/1/2025
00371	SHINER RUBY REDBIRD 2/12/12Z BT	0-88573-96004-4	\$ 32.00	\$ -	\$ 32.00	\$ -	\$ 32.00	1/1/2025
00370	SHINER RUBY REDBIRD 4/6/12Z BTL	0-88573-96002-0	\$ 33.67	\$ -	\$ 33.67	\$ -	\$ 33.67	1/1/2025
05893	SHINER SEA SLT LM 4/6/12Z BTL	0-88573-08002-5	\$ 33.67	\$ -	\$ 33.67	\$ -	\$ 33.67	1/1/2025
06019	SHINER STRAWBRY BLONDE 2/12/12Z BTL	0-88573-80004-3	\$ 32.00	\$ -	\$ 32.00	\$ -	\$ 32.00	1/1/2025
06018	SHINER STRAWBRY BLONDE 4/6/12Z BTL	0-88573-80002-9	\$ 33.67	\$ -	\$ 33.67	\$ -	\$ 33.67	1/1/2025
01570	SHINER STRAWBRY BLONDE KEG 7.75G	0-88573-80006-7	\$ 95.00	\$ -	\$ 95.00	\$ -	\$ 95.00	1/1/2025
12850	SHINER SUNDAY FUN 1/24/12Z CN	0-88573-12040-0	\$ 31.00	\$ -	\$ 31.00	\$ -	\$ 31.00	1/1/2025
11007	SHINER TAPROOM 1/24/12Z CN	0-88573-71049-6	\$ 31.00	\$ -	\$ 31.00	\$ -	\$ 31.00	1/1/2025



3900 N. McColl  
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(956) 687 8423

3502 Spur 54  
Harlingen, TX 78550  
(956) 423 2256

For Cameron, Hidalgo, Starr and Willacy  
Counties



Anheuser-Busch

## 2025 FRONTLINE

Prod #	Product Description	Frontline	Sales Unit	Unit	10%	15%	20%	Retail UPC
9506	BECK'S 24/12OZ 4/6 LNNR	\$32.00	4	\$8.00	\$8.89	\$9.41	\$10.00	0-82488-12345-7
9889	BODDINGTONS PUB ALE 24/16OZ 6/4 CAN	\$44.64	6	\$7.44	\$8.27	\$8.75	\$9.30	7-62274-81393-8
4652	BUD CHELADA 15/25OZ CAN	\$27.80	15	\$1.85	\$2.06	\$2.18	\$2.32	0-18200-25509-0
4643	BUD CHELADA PICANTE 15/25OZ CAN	\$27.80	15	\$1.85	\$2.06	\$2.18	\$2.32	0-18200-25510-6
2152	BUD ICE 15/25OZ CAN	\$24.15	15	\$1.61	\$1.79	\$1.89	\$2.01	0-18200-25006-4
2190	BUD ICE 24/16OZ 4/6 CAN	\$25.65	4	\$6.41	\$7.13	\$7.54	\$8.02	0-18200-00243-4
340	BUD LIGHT 12/32OZ LNNR	\$34.45	12	\$2.87	\$3.19	\$3.38	\$3.59	0-18200-00117-8
366	BUD LIGHT 15/16OZ CALNR	\$19.74	1	\$19.74	\$21.93	\$23.22	\$24.68	0-18200-96538-8
353	BUD LIGHT 15/25OZ 5/3 CAN	\$27.80	5	\$5.56	\$6.18	\$6.54	\$6.95	0-18200-21986-3
352	BUD LIGHT 15/25OZ CAN	\$27.80	15	\$1.85	\$2.06	\$2.18	\$2.32	0-18200-25001-9
318	BUD LIGHT 18/12OZ CAN	\$17.64	1	\$17.64	\$19.60	\$20.75	\$22.05	0-18200-53218-4
328	BUD LIGHT 18/12OZ LNNR	\$17.64	1	\$17.64	\$19.60	\$20.75	\$22.05	0-18200-53308-2
373	BUD LIGHT 20/12OZ CAN	\$17.15	1	\$17.15	\$19.06	\$20.18	\$21.44	0-18200-53352-5
323	BUD LIGHT 20/12OZ LNNR	\$17.15	1	\$17.15	\$19.06	\$20.18	\$21.44	0-18200-53025-8
365	BUD LIGHT 20/16OZ CALNR	\$25.90	1	\$25.90	\$28.78	\$30.47	\$32.38	0-18200-28140-2
370	BUD LIGHT 24/12OZ 2/12 CAN	\$26.15	2	\$13.08	\$14.53	\$15.38	\$16.34	0-18200-53047-0
372	BUD LIGHT 24/12OZ 2/12 LNNR	\$26.15	2	\$13.08	\$14.53	\$15.38	\$16.34	0-18200-00769-9
310	BUD LIGHT 24/12OZ 4/6 CAN	\$27.08	4	\$6.77	\$7.52	\$7.96	\$8.46	0-18200-00106-2
322	BUD LIGHT 24/12OZ 4/6 LNNR	\$27.08	4	\$6.77	\$7.52	\$7.96	\$8.46	0-18200-00833-7
311	BUD LIGHT 24/12OZ CAN	\$25.35	1	\$25.35	\$28.17	\$29.82	\$31.69	0-18200-53168-2
326	BUD LIGHT 24/12OZ LNNR (PRE-PRINT)	\$25.35	1	\$25.35	\$28.17	\$29.82	\$31.69	0-18200-53349-5
364	BUD LIGHT 24/16OZ 2/12 CALNR	\$31.49	2	\$15.75	\$17.49	\$18.52	\$19.68	0-18200-97009-2
359	BUD LIGHT 24/16OZ 2/12 CAN	\$27.85	2	\$13.93	\$15.47	\$16.38	\$17.41	0-18200-20127-1
368	BUD LIGHT 24/16OZ 3/8 CALNR	\$29.52	3	\$9.84	\$10.93	\$11.58	\$12.30	0-18200-20998-7
393	BUD LIGHT 24/16OZ 3/8 CAN	\$28.10	3	\$9.37	\$10.41	\$11.02	\$11.71	0-18200-08989-3
390	BUD LIGHT 24/16OZ 4/6 CAN	\$32.30	4	\$8.08	\$8.97	\$9.50	\$10.09	0-18200-00115-4
369	BUD LIGHT 24/16OZ CALNR (WHITE BOX)	\$34.90	1	\$34.90	\$38.78	\$41.06	\$43.63	0-18200-96635-4
383	BUD LIGHT 24/7OZ 4/6 LNNR	\$19.95	4	\$4.99	\$5.54	\$5.87	\$6.23	0-18200-00773-6
4753	BUD LIGHT CHELADA 15/25OZ 5/3 CAN	\$27.80	5	\$5.56	\$6.18	\$6.54	\$6.95	0-18200-97006-1
4752	BUD LIGHT CHELADA 15/25OZ CAN	\$27.80	15	\$1.85	\$2.06	\$2.18	\$2.32	0-18200-25508-3
4771	BUD LIGHT CHELADA 24/12OZ 2/12 CAN	\$31.50	2	\$15.75	\$17.50	\$18.53	\$19.69	0-18200-20351-0
4748	BUD LIGHT CHELADA 24/12OZ 4/6 CAN	\$32.00	4	\$8.00	\$8.89	\$9.41	\$10.00	0-18200-00230-4
4789	BUD LIGHT CHELADA 24/16OZ 6/4 CAN	\$39.00	6	\$6.50	\$7.22	\$7.65	\$8.13	0-18200-00866-5
4754	BUD LIGHT CHELADA EXTRA LIME 15/25OZ CAN	\$27.80	15	\$1.85	\$2.06	\$2.18	\$2.32	0-18200-25527-4
14352	BUD LIGHT CHELADA FUEGO 15/25OZ CAN	\$27.80	15	\$1.85	\$2.06	\$2.18	\$2.32	0-18200-26140-4
17752	BUD LIGHT CHELADA LIMON Y CHILE 15/25OZ CAN	\$27.80	15	\$1.85	\$2.06	\$2.18	\$2.32	0-18200-26162-6
19952	BUD LIGHT CHELADA TAJIN LIMON 15/25OZ CAN	\$27.80	15	\$1.85	\$2.06	\$2.18	\$2.32	0-18200-26162-6
20452	BUD LIGHT CHELADA TAJIN MANGO 15/25OZ CAN	\$27.80	15	\$1.85	\$2.06	\$2.18	\$2.32	0-18200-26385-9
20552	BUD LIGHT CHELADA TAJIN PINA 15/25OZ CAN	\$27.80	15	\$1.85	\$2.06	\$2.18	\$2.32	0-18200-26434-4
13272	BUD LIGHT LEMON LIME VARIETY PACK 24/12OZ 2/12 CAN	\$31.50	2	\$15.75	\$17.50	\$18.53	\$19.69	0-18200-20453-1
1052	BUD LIGHT LIME 15/25OZ CAN	\$36.45	15	\$2.43	\$2.70	\$2.86	\$3.04	0-18200-25009-5
1018	BUD LIGHT LIME 18/12OZ CAN	\$20.85	1	\$20.85	\$23.17	\$24.53	\$26.06	0-18200-96294-3
1070	BUD LIGHT LIME 24/12OZ 2/12 CAN	\$31.50	2	\$15.75	\$17.50	\$18.53	\$19.69	0-18200-15983-1
1072	BUD LIGHT LIME 24/12OZ 2/12 LNNR	\$31.90	2	\$15.95	\$17.72	\$18.76	\$19.94	0-18200-14990-0
1022	BUD LIGHT LIME 24/12OZ 4/6 LNNR	\$32.00	4	\$8.00	\$8.89	\$9.41	\$10.00	0-18200-14991-7
1068	BUD LIGHT LIME 24/16OZ 3/8 CALNR	\$36.50	3	\$12.17	\$13.52	\$14.31	\$15.21	0-18200-20057-1
19652	BUD LIGHT MANGONADA 15/25OZ CAN	\$27.80	15	\$1.85	\$2.06	\$2.18	\$2.32	0-18200-26385-9
16970	BUD LIGHT NEXT 24/12OZ 2/12 CAN	\$31.50	2	\$15.75	\$17.50	\$18.53	\$19.69	0-18200-20327-5
16972	BUD LIGHT NEXT 24/12OZ 2/12 LNNR	\$31.50	2	\$15.75	\$17.50	\$18.53	\$19.69	0-18200-20328-2
16922	BUD LIGHT NEXT 24/12OZ 4/6 LNNR	\$32.00	4	\$8.00	\$8.89	\$9.41	\$10.00	0-18200-20329-9
3552	BUD LIGHT PLATINUM 15/25OZ CAN	\$36.45	15	\$2.43	\$2.70	\$2.86	\$3.04	0-18200-25543-4
3528	BUD LIGHT PLATINUM 18/12OZ LNNR	\$20.85	1	\$20.85	\$23.17	\$24.53	\$26.06	0-18200-96044-4
3570	BUD LIGHT PLATINUM 24/12OZ 2/12 CAN	\$31.50	2	\$15.75	\$17.50	\$18.53	\$19.69	0-18200-20994-9
3571	BUD LIGHT PLATINUM 24/12OZ 2/12 LNNR	\$31.90	2	\$15.95	\$17.72	\$18.76	\$19.94	0-18200-18992-0
3524	BUD LIGHT PLATINUM 24/12OZ 4/6 LNNR	\$32.00	4	\$8.00	\$8.89	\$9.41	\$10.00	0-18200-18993-7
19552	BUD LIGHT PLATINUM SELTZER BLOOD ORANGE 15/25OZ CAN	\$32.35	15	\$2.16	\$2.40	\$2.54	\$2.70	0-18200-26128-2
14210	BUD LIGHT PLATINUM SELTZER VARIETY PACK 24/12OZ 4/6 CAN	\$33.06	4	\$8.27	\$9.18	\$9.72	\$10.33	0-18200-20250-6
14452	BUD LIGHT PLATINUM SELTZER WILD BERRY 15/25OZ CAN	\$32.35	15	\$2.16	\$2.40	\$2.54	\$2.70	0-18200-26129-9
12552	BUD LIGHT SELTZER BLACK CHERRY 15/25OZ CAN	\$35.35	15	\$2.36	\$2.62	\$2.77	\$2.95	0-18200-26061-2
12570	BUD LIGHT SELTZER BLACK CHERRY 24/12OZ 2/12 CAN	\$29.15	2	\$14.58	\$16.19	\$17.15	\$18.22	0-18200-20215-5

Prod #	Product Description	Frontline	Sales Unit	Unit	10%	15%	20%	Retail UPC
18552	BUD LIGHT SELTZER CHERRY LIMEADE 15/25OZ CAN	\$35.35	15	\$2.36	\$2.62	\$2.77	\$2.95	0-18200-26189-3
15052	BUD LIGHT SELTZER CLASSIC COLA 15/25OZ CAN	\$35.35	15	\$2.36	\$2.62	\$2.77	\$2.95	0-18200-26188-6
12412	BUD LIGHT SELTZER FLAVORTOWN VP 24/12OZ CAN	\$29.54	1	\$29.54	\$32.82	\$34.75	\$36.93	0-18200-28686-5
12480	BUD LIGHT SELTZER HARD SODA VP 24/12OZ 2/12 CAN	\$29.15	2	\$14.58	\$16.19	\$17.15	\$18.22	0-18200-20333-6
12484	BUD LIGHT SELTZER SANGRIA SPLASH 24/12OZ 2/12 CAN	\$29.15	2	\$14.58	\$16.19	\$17.15	\$18.22	0-18200-20278-0
12470	BUD LIGHT SELTZER VARIETY PACK 1 24/12OZ 2/12 CAN	\$29.15	2	\$14.58	\$16.19	\$17.15	\$18.22	0-18200-20208-7
4052	BUD SELECT 15/25OZ CAN	\$27.80	15	\$1.85	\$2.06	\$2.18	\$2.32	0-18200-25005-7
4018	BUD SELECT 18/12OZ CAN	\$17.64	1	\$17.64	\$19.60	\$20.75	\$22.05	0-18200-96670-5
4028	BUD SELECT 18/12OZ LNNR	\$17.64	1	\$17.64	\$19.60	\$20.75	\$22.05	0-18200-96665-1
4070	BUD SELECT 24/12OZ 2/12 CAN	\$26.15	2	\$13.08	\$14.53	\$15.38	\$16.34	0-18200-07987-0
4072	BUD SELECT 24/12OZ 2/12 LNNR	\$26.15	2	\$13.08	\$14.53	\$15.38	\$16.34	0-18200-07986-3
4022	BUD SELECT 24/12OZ 4/6 LNNR	\$27.08	4	\$6.77	\$7.52	\$7.96	\$8.46	0-18200-07985-6
4011	BUD SELECT 24/12OZ CAN	\$25.35	1	\$25.35	\$28.17	\$29.82	\$31.69	0-18200-96671-2
4021	BUD SELECT 24/12OZ LNNR (BROWN BOX)	\$25.35	1	\$25.35	\$28.17	\$29.82	\$31.69	0-18200-96548-7
4068	BUD SELECT 24/16OZ 3/8 CALNR	\$29.52	3	\$9.84	\$10.93	\$11.58	\$12.30	0-18200-11995-8
40	BUDWEISER 12/32OZ LNNR	\$34.45	12	\$2.87	\$3.19	\$3.38	\$3.59	0-18200-00008-9
66	BUDWEISER 15/16OZ CALNR	\$19.74	1	\$19.74	\$21.93	\$23.22	\$24.68	0-18200-96539-5
53	BUDWEISER 15/25OZ 5/3 CAN	\$27.80	5	\$5.56	\$6.18	\$6.54	\$6.95	0-18200-21985-6
52	BUDWEISER 15/25OZ CAN	\$27.80	15	\$1.85	\$2.06	\$2.18	\$2.32	0-18200-25000-2
18	BUDWEISER 18/12OZ CAN	\$17.64	1	\$17.64	\$19.60	\$20.75	\$22.05	0-18200-11218-8
28	BUDWEISER 18/12OZ LNNR	\$17.64	1	\$17.64	\$19.60	\$20.75	\$22.05	0-18200-11308-6
73	BUDWEISER 20/12OZ CAN	\$17.15	1	\$17.15	\$19.06	\$20.18	\$21.44	0-18200-11352-9
23	BUDWEISER 20/12OZ LNNR	\$17.15	1	\$17.15	\$19.06	\$20.18	\$21.44	0-18200-11025-2
70	BUDWEISER 24/12OZ 2/12 CAN	\$26.15	2	\$13.08	\$14.53	\$15.38	\$16.34	0-18200-11047-4
72	BUDWEISER 24/12OZ 2/12 LNNR	\$26.15	2	\$13.08	\$14.53	\$15.38	\$16.34	0-18200-00771-2
10	BUDWEISER 24/12OZ 4/6 CAN	\$27.08	4	\$6.77	\$7.52	\$7.96	\$8.46	0-18200-00016-4
22	BUDWEISER 24/12OZ 4/6 LNNR	\$27.08	4	\$6.77	\$7.52	\$7.96	\$8.46	0-18200-00834-4
11	BUDWEISER 24/12OZ CAN	\$25.35	1	\$25.35	\$28.17	\$29.82	\$31.69	0-18200-11168-6
26	BUDWEISER 24/12OZ LNNR (PRE-PRINT)	\$25.35	1	\$25.35	\$28.17	\$29.82	\$31.69	0-18200-11349-9
64	BUDWEISER 24/16OZ 2/12 CALNR	\$31.49	2	\$15.75	\$17.49	\$18.52	\$19.68	0-18200-97008-5
59	BUDWEISER 24/16OZ 2/12 CAN	\$27.85	2	\$13.93	\$15.47	\$16.38	\$17.41	0-18200-20128-8
68	BUDWEISER 24/16OZ 3/8 CALNR	\$29.52	3	\$9.84	\$10.93	\$11.58	\$12.30	0-18200-21979-5
93	BUDWEISER 24/16OZ 3/8 CAN	\$28.10	3	\$9.37	\$10.41	\$11.02	\$11.71	0-18200-08981-7
90	BUDWEISER 24/16OZ 4/6 CAN	\$32.30	4	\$8.08	\$8.97	\$9.50	\$10.09	0-18200-00018-8
69	BUDWEISER 24/16OZ CALNR (WHITE BOX)	\$34.90	1	\$34.90	\$38.78	\$41.06	\$43.63	0-18200-96658-3
13470	BUDWEISER ZERO 24/12OZ 2/12 CAN	\$26.15	2	\$13.08	\$14.53	\$15.38	\$16.34	0-18200-20038-0
13422	BUDWEISER ZERO 24/12OZ 4/6 NR	\$27.08	4	\$6.77	\$7.52	\$7.96	\$8.46	0-18200-20039-7
653	BUSCH 15/25OZ 5/3 CAN	\$24.15	5	\$4.83	\$5.37	\$5.68	\$6.04	0-18200-22982-4
652	BUSCH 15/25OZ CAN	\$24.15	15	\$1.61	\$1.79	\$1.89	\$2.01	0-18200-25003-3
670	BUSCH 24/12OZ 2/12 CAN	\$22.33	2	\$11.17	\$12.41	\$13.14	\$13.96	0-18200-61047-9
690	BUSCH 24/16OZ 4/6 CAN	\$25.65	4	\$6.41	\$7.13	\$7.54	\$8.02	0-18200-00063-8
617	BUSCH 30/12OZ CAN	\$23.20	1	\$23.20	\$25.78	\$27.29	\$29.00	0-18200-61030-1
1852	BUSCH ICE 15/25OZ CAN	\$24.15	15	\$1.61	\$1.79	\$1.89	\$2.01	0-18200-25007-1
1266	BUSCH LIGHT 15/16OZ CALNR	\$19.74	1	\$19.74	\$21.93	\$23.22	\$24.68	0-18200-26157-2
1253	BUSCH LIGHT 15/25OZ 5/3 CAN	\$24.15	5	\$4.83	\$5.37	\$5.68	\$6.04	0-18200-22981-7
1252	BUSCH LIGHT 15/25OZ CAN	\$24.15	15	\$1.61	\$1.79	\$1.89	\$2.01	0-18200-25004-0
1218	BUSCH LIGHT 18/12OZ CAN	\$14.84	1	\$14.84	\$16.49	\$17.46	\$18.55	0-18200-86418-6
1270	BUSCH LIGHT 24/12OZ 2/12 CAN	\$22.33	2	\$11.17	\$12.41	\$13.14	\$13.96	0-18200-00801-6
1272	BUSCH LIGHT 24/12OZ 2/12 LNNR	\$22.33	2	\$11.17	\$12.41	\$13.14	\$13.96	0-18200-00989-1
1293	BUSCH LIGHT 24/16OZ 3/8 CAN	\$22.92	3	\$7.64	\$8.49	\$8.99	\$9.55	0-18200-20190-5
1290	BUSCH LIGHT 24/16OZ 4/6 CAN	\$25.65	4	\$6.41	\$7.13	\$7.54	\$8.02	0-18200-00426-1
1217	BUSCH LIGHT 30/12OZ CAN	\$23.20	1	\$23.20	\$25.78	\$27.29	\$29.00	0-18200-86031-7
13870	BUSCH LIGHT APPLE 24/12OZ 2/12 CAN	\$25.37	2	\$12.69	\$14.09	\$14.92	\$15.86	0-18200-20248-3
13817	BUSCH LIGHT APPLE 30/12OZ CAN	\$23.20	1	\$23.20	\$25.78	\$27.29	\$29.00	0-18200-28753-4
1294	BUSCH LIGHT PEACH 30/12OZ CAN	\$23.15	1	\$23.15	\$25.72	\$27.24	\$28.94	0-18200-29134-0
2470	BUSCH N/A 24/12OZ 2/12 CAN	\$22.35	2	\$11.18	\$12.42	\$13.15	\$13.97	0-18200-00614-2
20152	CANTARITOS MANDARIN 15/25OZ CAN	\$35.35	15	\$2.36	\$2.62	\$2.77	\$2.95	0-18200-26394-1
20122	CANTARITOS MANDARIN 24/12OZ 4/6 LNNR	\$33.65	4	\$8.41	\$9.35	\$9.90	\$10.52	0-18200-20391-6
20252	CANTARITOS PINEAPPLE 15/25OZ CAN	\$35.35	15	\$2.36	\$2.62	\$2.77	\$2.95	0-18200-26409-2
20222	CANTARITOS PINEAPPLE 24/12OZ 4/6 LNNR	\$33.65	4	\$8.41	\$9.35	\$9.90	\$10.52	0-18200-20392-3
21222	CANTARITOS TAMARINDO 24/12OZ 4/6 LNNR	\$33.65	4	\$8.41	\$9.35	\$9.90	\$10.52	0-18200-20446-3
20000	CANTARITOS VARIETY PACK 24/12OZ 2/12 LNNR	\$31.50	2	\$15.75	\$17.50	\$18.53	\$19.69	0-18200-20390-9
20002	CANTARITOS VARIETY PACK 2 24/12OZ 2/12 LNNR	\$31.50	2	\$15.75	\$17.50	\$18.53	\$19.69	0-18200-20390-9
484634	ELYSIAN CONTACT HAZE 24/12OZ 4/6 CAN	\$44.70	4	\$11.18	\$12.42	\$13.15	\$13.97	8-17904-00791-8
484564	ELYSIAN DAYGLOW 24/12OZ 4/6 CAN	\$44.70	4	\$11.18	\$12.42	\$13.15	\$13.97	8-17904-00621-8
484684	ELYSIAN FULL CONTACT 24/12OZ 4/6 CAN	\$44.70	4	\$11.18	\$12.42	\$13.15	\$13.97	8-17904-00851-9

**BEER DOMESTIC**

BRAND	DESCRIPTION	SIZE	PRICE
BLUE MOON REG 2/12 LNK		12 OZ	36.49
BLUE MOON REG 4/6 LNK		12 OZ	39.65
BUD LT.PLATINUM 6PK LNK	LNK	12 OZ	37.85
BUD LT.12PK CAN		12 OZ	29.70
BUD LT.12PK LNK		12 OZ	29.70
BUD LT.18PK CAN		12 OZ	19.85
BUD SELECT 55 12PK LNK		12 OZ	29.70
BUDWEISER 12PK CAN		12 OZ	29.70
BUDWEISER 12PK LNK		12 OZ	30.85
BUDWEISER 18PK CAN		12 OZ	20.85
COORS BANQUET 2/12 CAN	CANS	12 OZ	31.50
COORS BANQUET 4/6 BTL		12 OZ	32.85
COORS LT 18 PK CN		12 OZ	19.85
COORS LT 2/12 CN		12 OZ	29.80
COORS LT 2/12 LNK		12 OZ	29.80
LANDSHARK 12PK CAN		12 OZ	35.70
LANDSHARK 12PK LNK		12 OZ	35.70
LITE. 2/12 LNK		12 OZ	29.70
LITE. 2/12 PK CAN		12 OZ	29.70
LONE STAR LT 12PK CAN		12 OZ	26.30
LONE STAR 6PK LNK		12 OZ	28.95
MILLER 64 12PK LNK		12 OZ	14.75
SAM ADAMS LAGER 4/6 LNK		12 OZ	39.85
SHINER BLACK 4/6 LNK		12 OZ	39.70
SHINER BOCK 2/12 CAN		12 OZ	37.85
SHINER BOCK 2/12 LNK		12 OZ	37.85
SHINER BOCK 4/6 LNK		12 OZ	39.85
SHINER LIGHT 6PK LNK	LIGHT BLONDE	12 OZ	38.95
SHOCKTOP ALE 6PK LNK		12 OZ	36.70
SIERRA NEV PALE 4/6 NR		12 OZ	42.00
ULTRA.CACTUS 12PK CAN	LIME CACTUS CAN	12 OZ	38.70
ULTRA.GOLD 12PK CAN		12 OZ	38.70
ULTRA.GOLD 12PK LNK		12 OZ	38.70
ULTRA.12PK CAN		12 OZ	36.85
ULTRA.12PK LNK		12 OZ	18.15
ULTRA.20PK LNK		12 OZ	26.85
ZAM ADAMS WINTER 12PK	SEASONAL 12PK	12 OZ	35.85
ZIEGEN BOCK 6PK LNK		12 OZ	38.70
ZUD LT. NEXT 24PK LNK		12 OZ	31.85

## BEER IMPORTED

BRAND	DESCRIPTION	SIZE	PRICE
BOHEMIA 4/6 NR		12 OZ	39.65
CARTA BLANCA 4/6 LNK		12 OZ	39.09
CORONA LT.12PK LNK		12 OZ	37.65
CORONA LT.6PK LNK		12 OZ	42.00
CORONA PREM.12PK CN	12 PK CAN	12 OZ	37.65
CORONA PREM.12PK LNK	12 PK LNK	12 OZ	37.65
CORONA 12PK CN		12 OZ	37.65
CORONA 12PK LNK		12 OZ	37.65
CORONA 6PK LNK		12 OZ	42.00
CORONITA PARTY BOX	CASE BTL	7 OZ	20.95
DOS XX AMB LNK 4/6		12 OZ	42.00
DOS XX ESP BTL 24 PK 7 OZ		7 OZ	20.75
DOS XX ESP CAN 2/12 PK		12 OZ	36.20
DOS XX ESP LNK 2/12 PK		12 OZ	37.65
DOS XX ESP LNK 4/6 PK		12 OZ	21.00
ESTRELLA JAL.12PK LNK		12 OZ	35.70
ESTRELLA JALISCO 2/12 CN		12 OZ	13.01
GUINNESS DRAUGHT 14.9 OZ	DRAUGHT	14.9 OZ	8.67
GUINNESS DRAUGHT 4/6 LNK	DRAUGHT	12 OZ	42.00
GUINNESS EXTRA STOUT 6PK	STOUT	12 OZ	42.00
HEINEKEN 12PK CAN		12 OZ	37.65
HEINEKEN 12PK LNK		12 OZ	37.65
HEINEKEN 6PK LNK		12 OZ	42.00
HITE EXTRA COLD	KOREAN BEER	0.500	2.99
HITE EXTRA COLD	KOREAN BEER	12 OZ	35.00
INDIO 4/6 LNK		12 OZ	42.00
MODELO ESP 18PK CN		12 OZ	21.05
MODELO ESP 2/12 CN		12 OZ	32.90
MODELO ESP 2/12 NR		12 OZ	37.70
MODELO ESP 4/6 NR		12 OZ	38.95
MORETTI 6PK LNK		12 OZ	38.00
NEGRA MODELO 2/12 NR		12 OZ	37.85
NEGRA MODELO 4/6 NR		12 OZ	42.00
PACIFICO 12PK CAN		12 OZ	32.90
PACIFICO 12PK LNK		12 OZ	37.70
PACIFICO 6PK LNK		12 OZ	42.00
PERONI 6PK LNK		12 OZ	10.75
QUILMES 4/6 LNK	ARGENTINA	12 OZ	12.85
RED STRIPE 4/6 NR		12 OZ	42.00
SAPPORO DRAFT 6PK LNK		12 OZ	39.85
SOL 4/6 LNK		12 OZ	42.00
ST PAULI GIRL 6PK LNK		12 OZ	36.70
STELLA ARTOIS 12PK CAN		11.2 OZ	37.70
STELLA ARTOIS 12PK LNK		11.2 OZ	37.70
STELLA ARTOIS 6PK LNK		12 OZ	41.70
TECATE LT 18 PK CN		12 OZ	19.75
TECATE LT 2/12 LNK		12 OZ	29.75
TECATE LT 2/12 PK CN		12 OZ	29.75
TECATE.2/12 CN		12 OZ	29.75
TECATE.2/12 LNK		12 OZ	29.75
TERRA BEER		500 ML	35.85

**BEER IMPORTED**

BRAND	DESCRIPTION	SIZE	PRICE
TERRA BEER 6PK CAN	SOUTH KOREAN BEER	0.355	10.75
TERRA BEER 6PK NR	SOUTH KOREAN BEER	0.330	11.50
TSINGTAO 4/6 LNK		12 OZ	38.95
VICTORIA 4/6 LNK		12 OZ	42.00
ZEINEKEN LT 6PK LNK		12 OZ	38.95
ZICTORIA 2/12 CAN		12 OZ	32.90
ZILSNER URQUELL 4/6 LNK		12 OZ	37.95
ZORONA LT.12PK CN		12 OZ	37.60
ZOS XX 18 PK LNK		12 OZ	23.69
ZROLSCH 4PK LNK		15 OZ	65.00





**MEMORANDUM OF UNDERSTANDING**  
**By and Between the CITY OF MISSION, TEXAS,**  
**And the MISSION ECONOMIC DEVELOPMENT CORPORATION**

The Memorandum of Understanding (this “MOU”) is by and between the **CITY OF MISSION, TEXAS** (the “City”) and **MISSION ECONOMIC DEVELOPMENT CORPORATION** (“MEDC”). The City and MEDC are collectively referred to herein as the Parties.

- I. **PURPOSE.** The Parties have determined that it is in their mutual interests for the Facilities Department of the City to work with MEDC to provide facility maintenance and management services for the Mission CEED Building located at 801 Bryan Road, Mission, Texas 78572 (the “CEED Building”).
- II. **RESPONSIBILITIES OF CITY AND MEDC.** The responsibilities of the Parties are as follows:
  - A. **RESPONSIBILITIES OF CITY.** City shall perform the following services for MEDC at the CEED Building:
    1. **General Maintenance and Repairs.** City shall perform general maintenance and repair tasks at the CEED Building, which include, but are not limited to the following:
      - a. **Routine Inspections.** No less than twice a year (before summer and winter), the City shall perform regular inspections of all of the CEED Building systems (HVAC, plumbing, electrical, etc.) to determine whether such systems are operating properly. Upon completion of such inspection, the City shall provide MEDC with a checklist, signed by the City, that indicates which systems were checked and the results of such inspection.
      - b. **Basic Repairs.** The City shall fix minor issues, including, but not limited to, repair of leaky faucets, broken door handles, light fixtures, doors, windows, and minor roof issues.
      - c. **HVAC Maintenance.** The City shall perform regular maintenance and inspections of the HVAC System for the MEDC (consisting of 30 roof-top units and 3 mini splits), which shall include, but not be limited to, filter replacement (which will be contracted and paid for by The City as part of their existing contract), regular checks of the system’s operating efficiency, ensuring that the HVAC system is functioning well, and performing or supervising repairs and replacements (as may be required) of the HVAC system equipment. The schedule for HVAC maintenance and inspection shall be agreed upon by the City and MEDC outside of this MOU.
      - d. **Painting and Patching.** The City shall repaint portions of the CEED Building that require re-painting, fix drywall that is damaged, and handle minor cosmetic touch-ups that may be required in the CEED Building.

- e. **Floor Care.** The City shall repair or replace damaged flooring, including carpets, tiles, and hardwood in the CEED Building. The City shall perform floor cleaning tasks, which shall include but not be limited to coordinating the stripping and waxing tile floors, sweeping, vacuuming, other carpet cleaning with third parties.
2. **Plumbing and Electrical.** City shall perform plumbing and electrical work at the CEED Building, which include, but are not limited to the following:
    - a. **Minor Plumbing Issues.** The City shall unclog drains, fix leaks, replace toilets, sinks, and faucets, replace hinges on restroom doors (including stalls), make repairs to restroom stalls, snake pipes as needed, perform routine maintenance on the sump pump and repair as needed, inspect and repair minor leaks within the café and brewery.
    - b. **Basic Electrical Issues.** The City shall replace light bulbs, install light fixtures, and troubleshoot and repair other electrical issues.
3. **Building and Safety Checks.** City shall perform regular building and safety checks at the CEED Building on a schedule to be agreed to by City and MEDC, which include, but are not limited to the following:
    - a. **Safety Inspections.** The City shall ensure that the CEED Building complies with all applicable safety codes, including codes related to fire extinguishers, alarms, and emergency exits.
    - b. **Security Systems Maintenance.** The City shall regularly inspect all of the locks, surveillance cameras, and access control systems alignment at the CEED Building to ensure that such systems are in good working order.
    - c. **Fire Prevention.** The City shall regularly inspect the fire safety systems at the CEED Building, including periodic testing of smoke alarms, ensuring that all fire extinguishers are inspected and current, replacing fire extinguishers with expired product, and updating the emergency evacuation plan for the CEED Building.
4. **Exterior Maintenance.** City shall perform exterior maintenance at the CEED Building on a schedule to be agreed to by City and MEDC, which include, but are not limited to the following:
    - a. **Parking Lot Upkeep.** The City shall maintain the signage the CEED Building parking lot, and repair potholes on an “as-needed” basis.
    - b. **Roof and Gutter Cleaning.** The City shall check and clean gutters at the CEED Building, inspect the roof for leaks, and otherwise inspect the roof to ensure that it is in good condition on an annual schedule. The City shall notify MEDC regarding roof conditions that may require extensive repairs before undertaking such repairs.

- c. **Groundskeeping.** The City shall perform sprinkler system repair, such as the replacement of broken sprinkler heads, when such repairs are needed outside of the normal schedule followed by the company that maintains the CEED Building lawn sprinkler system.
- 5. **Equipment Maintenance.** City shall ensure that all tools, equipment, and machinery located the CEED Building are operating properly and schedule service for such items as needed.
- 6. **Special Projects.** City shall assist with remodeling projects at the CEED Building, minor carpentry projects, the set-up of temporary structures, and the set-up or relocation of office furniture, equipment, and fixtures. All special projects will be scheduled in advance by MEDC.
- 7. **Emergency Response.** City shall be available on an "On-Call" basis for emergencies such as burst pipes, power outages, or damage to the CEED Building that requires immediate attention.
- 8. **Vendor Coordination.** City will act as a liaison for contractors or vendors performing specialized tasks at the CEED Building (e.g., major electrical work or large-scale repairs). The City will arrange for and oversee the work of such contractors to ensure that it is performed in accordance with any applicable contracts, City codes, and in a way that meets the specific need of the CEED Building and its occupants.
- 9. **Assembly and Mounting Services.** The City will assemble and install large pieces of furniture and equipment and ensure that such items are in working order. The City will hang and mount large fixtures, frames, and other similar items. All such projects will be scheduled in advance by MEDC.

Upon notification by MEDC of any of the foregoing, the City shall respond within a 24-hour period and begin services within one week period (with the exception of items requiring an emergency response, in which case, the City shall respond as soon as is reasonably possible). Once the City commences work on a particular project, the City shall proceed to work on such project until it is completed. A particular service shall be deemed complete once it has been approved in writing by MEDC.

**B. MEDC RESPONSIBILITIES.** MEDC shall:

- 1. Pay City the sum of **SIXTY-FIVE THOUSAND AND NO/100THS DOLLARS (\$65,000.00)** annually for the performance of the services described above, which payment shall be due upon execution of this MOU by both Parties.
- 2. Schedule the City to perform any of the services described above in accordance with the schedule established for a particular service.

- III. **TERM.** This MOU shall commence on the date that it is fully-executed by both parties and shall terminate on September 30, 2026.

- IV. **AMENDMENT.** This MOU may be amended at any time through a written agreement signed by the Parties.
- V. **TERMINATION.** This MOU may be terminated by either Party upon thirty (30) days' written notice to the other Party.
- VI. **ENTIRE AGREEMENT.** This MOU contains the entire agreement between the Parties and supersedes all prior agreements and understandings regarding its subject matter. This MOU shall be binding upon and inure to the benefit of the successors and assigns of the Parties.
- VII. **COUNTERPARTS.** This MOU may be executed in any number of counterparts, each of which shall be an original, and all such counterparts shall together constitute but one and the same MOU.

IN WITNESS WHEREOF, the Parties have executed this MOU by the signatures of the duly authorized representative of each on the dates indicated below.

CITY:

**CITY OF MISSION, TEXAS**

By: \_\_\_\_\_  
**NORIE GONZALEZ-GARZA, Mayor**

MEDC:

**MISSION ECONOMIC DEVELOPMENT CORPORATION**

By: \_\_\_\_\_  
**TECLO J. GARCIA, CEO**



# CITY OF MISSION

## CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

**MEETING DATE:** September 23, 2025

**PRESENTED BY:** Xavier Cervantes, Director of Planning

**AGENDA ITEM:** Plat Approval Subject to Conditions for Bellwood Manor Subdivision Phase I, a tract of land containing 26.79 acres of land, being part or portion of Lot 39, Lot 40, Lot 41, and a 70.00 strip of canal right-of-way between Lot 40 and Lot 41, Bell-woods Company's Subdivision "C", located on the East side of Troesper Road and approximately 1,970 linear feet North of W. Mile 2 Road, Developer: Dina Salinas, Engineer: S2 Engineering, PLLC., - Cervantes

### NATURE OF REQUEST:

#### Project Timeline:

- September 4, 2025 – Preliminary construction plans submitted to the City and first review by Staff.
- September 10, 2025 – Submittal of the subdivision application was received.
- September 11, 2025 – Final review of plans and receipt of requested documents.
- September 17, 2025 – Consideration of the Plat Approval Subject to Conditions by the Planning and Zoning Commission.
- September 23, 2025 – Consideration of the requested Plat Approval Subject to Conditions by the City Council.

#### Summary:

- The subdivision is located on the East side of Troesper Road and approximately 1,970 linear feet North of W. Mile 2 Road.
- This project is a proposed 70 multi-family lot subdivision that will be built out in two phases as part of a master plan. Phase I will consist of 30 multi-family lots.
- The proposed lots are in line with the required lot sizes for R-2 zoning. The average lot size measures 82 feet by 130 feet with an area of 10,660 square feet
- The site is in a Zone "C" (no shading), defined as an area of minimal flooding, according to the FEMA Firm Community Panel No.480334 0400 C, map revised dated November 16, 1982. The development surface will be graded to direct storm water toward curb and gutters and intercepted by type "A" curb inlets that lead to a detention facility. This system will bleed into City of Mission systems. The Engineering Department has reviewed and approved the drainage report.

- Water service will be provided by connecting to an existing 8” water line located along the East side of N. Trosper Road and looped to an existing main line within the recorded Amber Groves Estates Subdivision which is prepped with a flush valve that will be removed. Each lot will be serviced by a 2” water line to accommodate each duplex/fourplex. There is a total of 3 fire hydrants as per the Fire Marshall’s directive.
- The sanitary sewer line runs to and thru the subdivision collecting from 4” sewer stub. A Capital Sewer Recovery Fee is required at \$670 per lot which equates to \$20,100.00.
- Required fees include Park Fee (\$500xUnit), Conveyance or Payment of Water Rights (\$3000 per acre), and all other format findings will be complied with prior to the recording of the plat.
- The internal street is public 32 feet back-to-back within a 50 feet right-of-way and an access only thru N. Trosper Road.

**STAFF RECOMMENDATION:**

Staff recommends 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.

**Departmental Approval:** \_\_\_\_\_

**Advisory Board Recommendation:** Approval \_\_\_\_\_

**City Manager’s Recommendation:** \_\_\_\_\_

**RECORD OF VOTE:**                      **APPROVED:** \_\_\_\_\_

**DISAPPROVED:** \_\_\_\_\_

**TABLED:** \_\_\_\_\_

\_\_\_\_\_ AYES

\_\_\_\_\_ NAYS

\_\_\_\_\_ DISSENTING \_\_\_\_\_

### SUBDIVISION APPLICATION

#### CITY OF MISSION SUBDIVISION APPLICATION



<b>Name:</b> <u>Dina Salinas</u> <b>Address:</b> <u>3608 Compton Dr.</u> <b>City:</b> <u>Mission 78573</u> <b>Phone:</b> _____ <b>Subdivision Name:</b> <u>Bellwood Manor Phase 1</u>	<p align="center"><b>PLAT FEES</b></p> 5 ACRE PLAT OR LESS.....\$400 5+ ACRES.....\$500 Re-Plat Filing/Review .....\$300 Separate Subdivision variance/open cuts, etc. \$150 P&Z Date: _____ City Council Date: _____
---	---

Urban (City) <input checked="" type="checkbox"/> <u>R3</u> Zone:	Suburban ETJ _____ Water Dist. <u>City of Mission</u>	Rural ETJ _____ School Dist. <u>Mission CISD</u>
--	--	---

# of Lots: Residential 30 Non-Residential \_\_\_\_\_ Common Areas/Lots \_\_\_\_\_

Water CCN: SWSC \_\_\_\_\_ LJWSC \_\_\_\_\_ MUD \_\_\_\_\_

WATER

1762 L. F. of 8" Water Lines  
\_\_\_\_ L. F. of \_\_\_\_\_ Water Lines

Other: \_\_\_\_\_

Suburban ETJ Only: MSR cost of water meters & Membership costs \$ \_\_\_\_\_

SEWER

1408 L. F. of 8" Sewer Lines  
\_\_\_\_ L. F. of \_\_\_\_\_ Sewer Lines

Lift Sta: \_\_\_\_\_ N/A-Septic Use: \_\_\_\_\_

Other: \_\_\_\_\_

Suburban ETJ Only: MSR cost of Septic Tanks \$ \_\_\_\_\_

STREETS

1395.5 L. F. of 37' Wide Streets  
\_\_\_\_ L. F. of \_\_\_\_\_ Wide Streets

Other: \_\_\_\_\_

STORM SEWER

85 L. F. of 24" Storm Lines  
275 L. F. of 36" Storm Lines  
96 L. F. of 48" Storm Lines

RECEIVED  
9/10/23  
CSP

Revised 2023



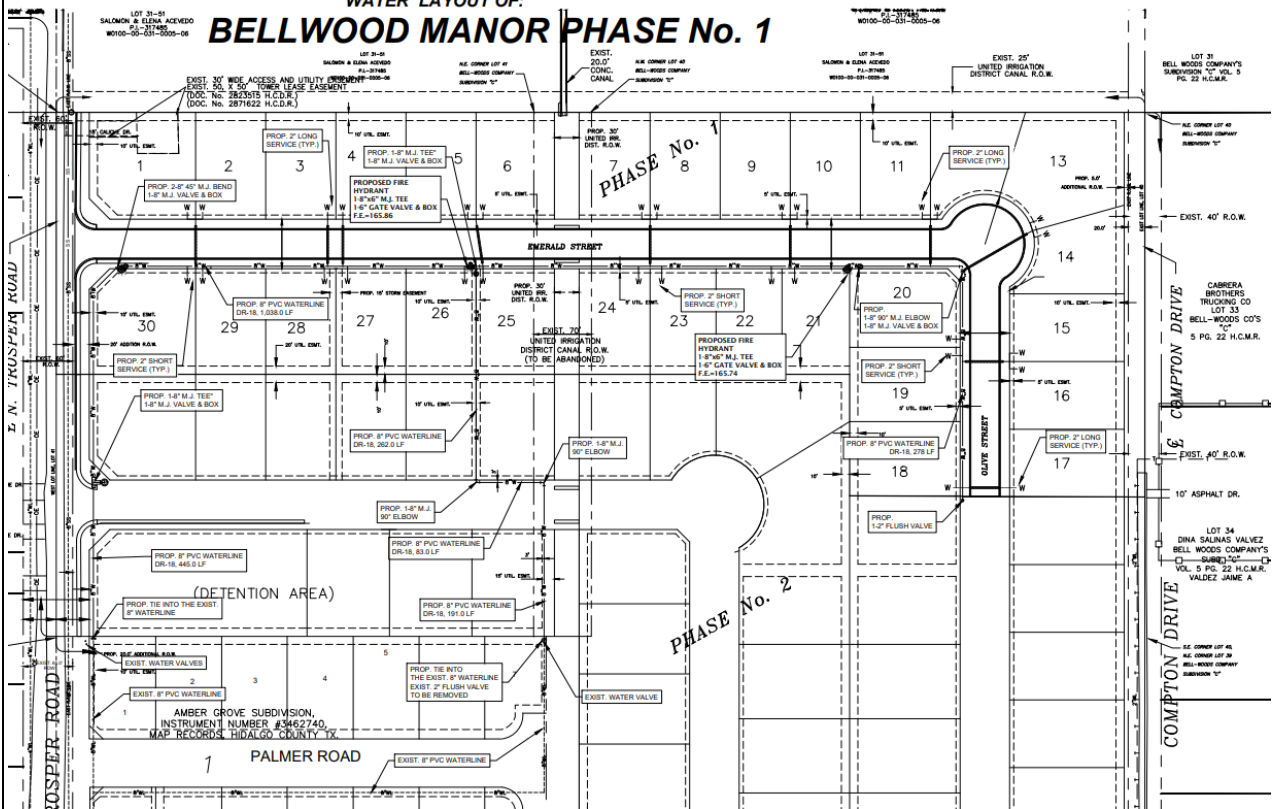


AERIAL PHOTO

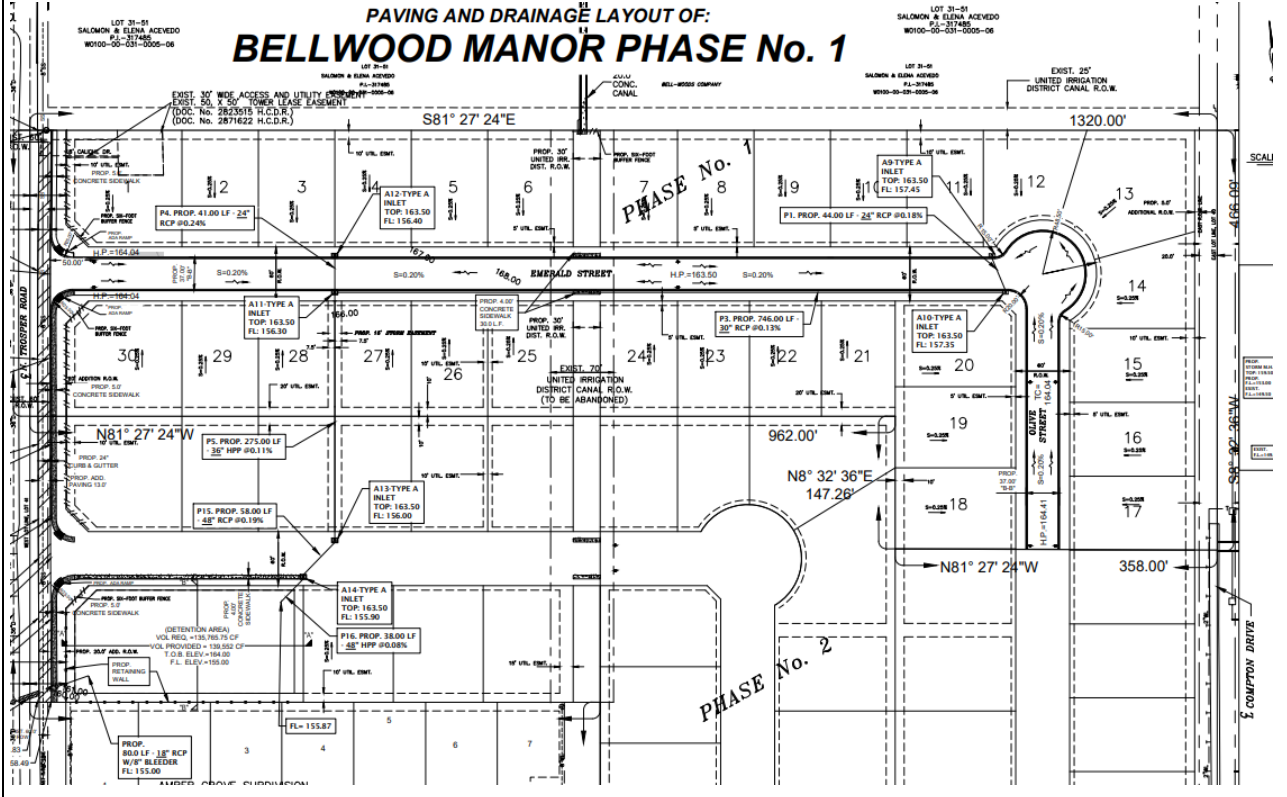


# UTILITY LAYOUTS

## WATER LAYOUT OF: BELLWOOD MANOR PHASE No. 1



## PAVING AND DRAINAGE LAYOUT OF: BELLWOOD MANOR PHASE No. 1



## STORM WATER DRAINAGE STATEMENT

### DRAINAGE STATEMENT

Bellwood Manor Subdivision

Mission, Texas



Bellwood Manor Subdivision is a proposed 70 multi-family lot subdivision that will be built out in two phases as part of the master plan. Phase I will consist 30 multi-family lot. This subdivision is within the City of Mission, Tx. Located on the east side of Trospers Rd. and approximately 1,970 ft north of W Mile 2 Rd. This tract of land containing 26.79 acres of land, situated in Hidalgo County, Texas, being part or portion of lot 39, lot 40, lot 41 and a 70.00 strip of canal right-of-way between lot 40 and lot 41, Bell-Woods Company's subdivision "C", Hidalgo County, Texas, map s subdivision "C", Hidalgo County, Texas, map reference: Volume 5, page 22, map records, Hidalgo County, Texas.

The proposed subdivision is in Zone "C" (No shading) according to the FEMA FIRM Community Panel No. 480334 0400 C, map revised dated November 16, 1982. Defined as area of minimal flooding.

According to the Soil Survey Report prepared for Hidalgo County by the USDA Natural Resources Conservation Service, the site consists of Hidalgo sandy clay loam (28); hydrologic group B. Brennan fine sandy loam (4); hydrologic group B. Hidalgo fine sandy loam (25); hydrologic group B. Cuevitas-Randado complex (51); hydrologic group D.

The existing runoff sheet flows overland towards Trospers Rd and runs south to an inlet. Said inlet is located on the West side of Trospers Rd. approximately 500ft south of proposed subdivision. Based on the Rational Method and the attached calculations, an existing 10-year storm event generates 23.00 cfs of runoff. The proposed runoff after development is 121.57 cfs for a 50-year storm event. The proposed project will have an approximate increase of 98.57 cfs of storm runoff for a 50-year storm event.


In accordance with Hidalgo County drainage requirements, 135,765.75cubic feet (5,028.36 cubic yard) of runoff will need to be detained for a 50-year storm event. Runoff will be detained by proposed detention pond which will be maintained by Bellwood Manor HOA. Total detention volume will be excavated during phase I. The development surface is to be graded to direct storm water surface runoff towards proposed paved curb and gutter streets. Said storm water surface runoff will be intercepted by proposed type "A" curb inlets to be installed at appropriate locations. Curb inlets will be connected to an appropriately sized drain pipeline system, which will out fall into a proposed detention facility. This system will bleed out into City of Mission system at the existing 10-year storm event runoff to ensure no increase of runoff.

# STORM WATER DRAINAGE STATEMENT



7-7-25

*Jose N. Saldivar, P.E.*

<input type="checkbox"/> REJECTED	
<input checked="" type="checkbox"/> APPROVED FOR SUBMITTAL	
<input type="checkbox"/> TO H.C. PLANNING DEPT.	
<input checked="" type="checkbox"/> TO CITY	
<input checked="" type="checkbox"/> DISCHARGE PERMIT REQUIRED	
<input type="checkbox"/> DISTRICT FACILITY	
<input checked="" type="checkbox"/> CITY FACILITY	
<input type="checkbox"/> OTHER _____	
<u>Alexis Lozano</u>	<u>8/01/2025</u>
H.C.D.D. NO. 1	DATE



CITY OF  
**MISSION**

**CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY**

**MEETING DATE:** September 23, 2025  
**PRESENTED BY:** Frank Cavazos, Fire Marshal  
**AGENDA ITEM:** Granting a Variance of Ordinance No. 2198 allowing Sharyland ISD fireworks display on October 1, 2025 for Homecoming festivities under the supervision of Mission Fire Department and Mission Fire Prevention - Cavazos

**NATURE OF REQUEST:**

Consideration of a request from Sharyland ISD for a firework display on Wednesday, October 1, 2025, at 8:45 p.m. The public viewing will take place at the Sharyland High School main parking lot area. All required safety precautions will be observed.

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

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

**BID AMOUNT:** \$ \_\_\_\_\_

**STAFF RECOMMENDATION:**

Approval

**Departmental Approval:** Fire

**Advisory Board Recommendation:** N/A

**City Manager’s Recommendation:** Approval *AG*

**RECORD OF VOTE:**                 **APPROVED:** \_\_\_\_\_  
  **DISAPPROVED:** \_\_\_\_\_  
  **TABLED:** \_\_\_\_\_

\_\_\_\_\_ AYES  
\_\_\_\_\_ NAYS  
\_\_\_\_\_ DISSENTING \_\_\_\_\_

**From:** Benitez, Andres  
**Sent:** Monday, August 25, 2025 10:59 AM  
**To:** fcavazos@missiontx.us  
**Subject:** Homecoming 2025 Fireworks Permit Information

Below and attached is the information to submit for the permit.

**Date/Location:**

Wednesday, October 1, 2025

Launch Location: Sharyland High School Softball Field (location is fenced in, has locking gates, and has either grass or dirt foundation for launch tube platform)

Public Viewing Location: Sharyland High School Main Parking Lot Area

**Time:**

Firework Display Time: 8:45 pm to coincide with the Burning of the S

**Vendor:**

Representative: Marc Crain

Island Pyros

9939 W Mile 16 N

Weslaco, Tx 78599

956-708-1193

[marc@islandpyros.com](mailto:marc@islandpyros.com)

[www.islandpyros.com](http://www.islandpyros.com)

**Map:**

Star = Proposed Firework Launch Location

Orange Box = Burning of the S Location

Red Boxes = Public Festival & Viewing Areas

Thank you,  
Mr. Robert Barbosa  
Social Studies Teacher & Dept. Chair  
Sharyland High School

***Andres Benitez***

*Assistant Principal*

*Sharyland High School*

[AndresBenitez@sharylandisd.org](mailto:AndresBenitez@sharylandisd.org)





**CITY COUNCIL AGENDA ITEM &  
RECOMMENDATION SUMMARY**

**MEETING DATE:** September 23, 2025  
**PRESENTED BY:** Vidal Roman, Finance Director  
**AGENDA ITEM:** Approval of Budget Amendment: General, Utility, Golf, Solid Waste, Capital Projects, Police Dept Special, Police Federal Sharing, Designated Purpose - Roman

**NATURE OF REQUEST:**

Approval of the attached budget amendments:

- General Fund – (\$851,200 -Revenues/\$1,445,477 Expenditures)
- Utility Fund – (\$646,500 Revenues/\$148,050 Expenditures)
- Golf Fund – (\$65,000 Revenues/\$107,100 Expenditures)
- Solid Waste Fund- (\$474,500 Revenues/\$400,900 Expenditures)
- Capital Projects Fund-(\$21,759,925 Revenues/\$21,759,925 Expenditures)
- Police Dept Special Fund-(\$1,504 Revenues/\$-10,550 Expenditures)
- Police Federal Sharing Fund-(\$160,830 Revenues/\$27,500 Expenditures)
- Designated Purpose Fund – Various Grants (\$1,608,742 Revenues/\$947,918 Expenditures)

**BUGETED:** N/A                      **FUND:** \_\_\_\_\_ **ACCT. #:** \_\_\_\_\_

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

**BID AMOUNT:** \$ \_\_\_\_\_

**STAFF RECOMMENDATION:**

Approval

**Departmental Approval:** None

**Advisory Board Recommendation:** N/A

**City Manager’s Recommendation:** Approval *AG*

**RECORD OF VOTE:**                      **APPROVED:** \_\_\_\_\_

**DISAPPROVED:** \_\_\_\_\_

**TABLED:** \_\_\_\_\_

\_\_\_\_\_ AYES

\_\_\_\_\_ NAYS

\_\_\_\_\_ DISSENTING \_\_\_\_\_



**GENERAL FUND  
BUDGET AMENDMENT  
FY 2024-2025**

<i>Item 36.</i>
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Dept / Function	Account Number	Description	DR
Revenue	300-31200	Delinquent Ad Valorem Tax	151,000
	300-31600	Construction Material Testing	13,000
Revenue	300-31625	Truancy Prevention	5,000
	300-32025	Health Permit	16,000
	300-32330	Construction Material Testing	50,000
	300-32500	Garage Sale Permits	10,000
	300-33182	Reimbursement Other State Agencies	12,000
	300-33252	Fire Inspection Fees	10,000
	300-34150	Lot Cleaning	2,500
	300-34300	Lease Properties	1,700
	300-34489	TAAF summer programs	4,500
	300-34496	Park Facility Rentals	14,500
	300-34497	Banworth Pool Fees	15,000
	300-34585	Animal Contro & Shelter Fees	2,300
	300-34600	Zoning & Subdivision Fees	6,800
	300-34610	Plans & Specifications	2,500
	300-34701	Fire Academy Fees	3,500
	300-34765	Detaining Contract Services	13,700
	300-34800	Warrant Execution Fee	20,800
	300-35000	Corporation Court Fees	211,000
	300-35010	Child Safety Fees	1,900
	300-35310	Library Copies	3,000
	300-36050	Interest Earned on Investment	118,000
	300-36150	Miscellaneous Income	121,500
	300-36160	Miscellaneous Income - Settlement	25,000
	300-36510	Contributions and Donations	15,000
	300-39000	Sale of Assets	1,000
Legislative	10-410-54500	Travel & Training	(12,500)
	10-410-54510	Advertising	12,500
Executive	11-411-14030	Exempt Wages	10,500
	11-411-14040	Non-Exempt	(63,000)
	11-411-24060	Social Sec	(4,016)
	11-411-24070	Health Insurance	(3,675)
	11-411-24080	Employee Retirement	(3,675)
	11-411-54500	Travel & Training	5,060
	11-411-24110	Contractual Services	6,650
Finance	12-411-14030	Exempt Wages	6,155
	11-412-14040	Non-Exempt	7,460
	12-411-24060	Social Sec	1,042
	12-411-24070	Health Insurance	(5,000)
	12-411-24080	Employee Retirement	1,021
	12-411-24100	Unemployment	(3,000)
	12-412-44640	Repairs & Mntnce Machinery	(10,000)
	12-412-54490	Postage	500
	12-412-54500	Travel	(500)
	12-412-64180	Fuel	(500)
	12-412-94899	Other	500
Municipal Court	13-413-14030	Non-Exempt	(27,300)
	13-413-14050	Extra Help	20,300
	13-413-24100	Unemployment	(4,100)
	13-413-54490	Postage	600
	13-41364140	Office Supplies	(600)
	13-413-94710	Information & Credit Services	4,100
Planning	14-414-24090	Auto Allowance	3,000
	14-414-34499	Other Professional	(1,500)
	14-414-44660	Rental of Machinery	1,500
	14-414-94810	Contractual Services	(3,000)

<b>417</b>
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Facilities & Maint	15-415-54500 15-415-64180	Travel & Training Motor Vehicle Fuel	-
Organizational	17-417-34420 17-417-34499 17-417-44570 17-417-44640 17-417-44650 17-417-54500 17-417-54590 17-417-74870 17-417-74880 17-417-84800 17-417-84810 17-417-84820 17-417-94670 17-417-94675 17-417-94677 17-417-94690 17-417-94710 17-41794950	Architectural & Engineering Other Professional Services Electricity Repair & Mtnc - Machinery Rental of Land/Bldg Travel Retiree - Health Insurance R-O-W Acquired Land Acquired Principal Interest Other Interest Aid to Others Governments Aid to Others Aid to Others - Economic Support Judgement and Damages Information and Credit Svcs Contingency	- <b>Item 36.</b> 28,000 35,000 (10,000) (15,000) (20,000) (20,000) (50,000) 5,000 375,000 25,000 40,000 3,000 (3,000) 25,000 (235,000) 13,000 (15,000) -
Purchasing	18-418-44660 18-418-54500 18-418-64140	Rental of Equipment Travel & Training Office Supplies	500 600 (500)
City Secretary	19-419-4460 19-419-54520 19-419-64140 19-419-94710	Rental of Machinery Printing & Binding Office Supplies Information & Credit Services	1,000 (1,000) (300) 300
Risk Mangmnt	22-422-14020 22-422-24060 22-422-24080 22-422-34410 22-422-54500 22-422-64265	Salaries - Dept Head Social Sec Employee Retirement Management Consulting Travel & Training Safety Supplies	8,200 627 574 (3,400) (1,000) (5,000)
Human Resources	25-425-14020 25-425-14050 25-425-14050 24-425-24100 25-425-54500	Salaries - Dept Head Social Sec Health Insurance Unemployment Travel & Training	7,300 6,700 (4,500) (1,000) (1,000)
I.T.	26-426-14020 26-426-14040 26-426-24060 26-426-24080 26-426-24100 26-426-44640	Salaries Overtime Social Sec Employee Retirement Unemployment Repairs and Mntnce	(3,000) 9,000 689 675 (1,000) (7,000)
Legal	28-428-14030 28-428-24060 28-428-24070 28-428-24080 28-428-24090 28-428-34430	Salary adjustment Social Sec Health Insurance Employee Retirement Auto Allowance Legal Services	(50,000) (3,825) (14,000) (3,750) 4,030 63,000
Police	30-430-14030 30-430-14040 30-430-14050	Salaries Overtime Extra Help	(313, 300, 13,500

Fire	31-431-14020	Salaries	(100,000)
	31-431-14030	Non-Exempt (Civil)	(300,000)
	31-431-14040	Overtime	50,000
	31-431-44570	Electricity	20,000
	31-431-44580	Gas	2,200
	31-431-44640	Repairs & Mntnce - Machinery	(9,000)
	31-431-44660	Rental of Machinery	3,000
	31-431-14040	Overtime	1,600,000
	31-431-64285	Emergency Medical Supplies	28,535
	31-431-64390	Minor Equipment	
31-431-74950	Machinery & Equipment		
Streets	40-440-34420	Engineering & Architectural	31,000
	40-440-44630	Other Structures	(31,000)
	40-440-54470	Telephone	10,000
	40-440-64180	Motor Vehicle Fuel	(15,000)
	40-440-64370	Road Material	(4,000)
	40-440-74910	Roads	4,000
Health Regulation	43-443-14030	Non-Exempt	(7,000)
	43-443-54470	Telephone	7,000
Animal Control	44-444-14030	Non-Exempt	(9,000)
	44-444-14050	Extra Help (8)	(1,000)
	44-444-34999	Social Sec	7,400
	44-444-54700	Telephone	(3,900)
	44-444-64120	Office Equipment	800
	44-444-64221	Chemicals & Lab Supplies	500
	44-444-64240	Feed for Animals	400
	44-444-64360	Other Repairs & Mntnce	20,000
	44-444-64390	Minor Equipment	4,500
	44-444-74940	Other Structures & Improvement	14,500
44-444-74950	Machinery & Equipment	(14,500)	
Parks	61-461-44570	Electricity	16,500
	61-461-44630	Repair & Mntnce Other Structures	(16,500)
Recreation	63-463-14040	Overtime	2,800
	63-463-54500	Travel & Training	(2,800)
Mayberry Pool	67-467-14050	Extra Help	(10,000)
	67-467-44570	Electricity	4,600

*Item 36.*

1,445,477

419

**Impact on Fund Balance -**

**594,277**

Account	Department	Description	Expenditure	Revenue
<b><u>Water Fund (02)</u></b>				
02-300-31100	Revenue	Connection Fees	\$	600
02-300-31305	Revenue	Sewage Sharyland		000
02-300-31310	Revenue	Sewage - Agua SUD		35,500
02-300-31380	Revenue	WW System Capital Recovery Fee		310,000
02-300-31400	Revenue	Wastewater Assessment		48,000
02-300-31500	Revenue	Service Charge		20,000
02-300-33050	Revenue	Waterline & Sewer Reimbursement		56,000
02-300-36100	Revenue	Interest earned on investment		21,000
02-300-39000	Revenue	Sale of Assets		10,500
02-410-14040	Administration	Salaries	89,000	
02-410-14031		Overtime	(2,500)	
02-410-44570		Electricity	4,500	
02-410-44590		Water	750	
02-410-44660		Rental Of Machinery	1,600	
02-410-54470		Telephone	2,400	
02-410-54500		Travel	(1,500)	
02-410-64140		Office Supplies	(2,000)	
02-412-14020	Water Distribution	Salaries	(45,000)	
02-412-14030		Overtime	45,000	
02-412-54470		Telephone	10,200	
02-412-54500		Travel	(1,000)	
02-412-64380		Small Tools	(4,000)	
02-412-74936		New Sewer Lines	(100,000)	
02-412-94810		Contractual Svcs - Not Other	8,000	
02-413-14040	South Water Plant	Overtime	30,000	
02-413-24070		Health Insurance	(10,000)	
02-413-24080		Retirement	4,800	
02-413-44570		Electricity	(20,000)	
02-414-14030	Wastewater Treatment	Salaries	(100,000)	
02-414-24070		Health Insurance	(30,000)	
02-414-44570		Electricity	275,000	
02-414-44610		Repair & Mntnce - Building	(10,000)	
02-414-44640		Repair & Mntnce - Machinery	(30,000)	
02-414-94807		Other Waste Disposal	(30,000)	
02-416-14030	Utility Billing	Non Exempt	(20,000)	
02-416-54470		Telephone	11,000	
02-417-34420	Organizational Expense	Engineering	16,000	
02-417-34499		Other Professional svcs	(3,500)	
02-417-44640		Repair & Mntnce	2,300	
02-417-54560		General Liability	45,000	
02-417-74870		R.O.W. Acquired	(45,000)	
02-417-94720		Taxes	85,000	
02-417-94710		Contractual Svcs - Not Other	(80,000)	
02-417-94950		Contingency	(5,000)	
02-418-14030	Meter Readers	Non Exempt	(3,000)	
02-418-14040		Overtime	3,000	
02-430-14040	North Water Plant	Overtime	35,000	
02-430-24070		Health Insurance	(8,000)	
02-430-44610		Bldg& Repair & Mntnce	(3,000)	
02-430-44640		Rental Of Machinery	3,000	
02-430-64220		Chemicals	30,000	
			148,	600
			\$	(498,450)
<b>Impact on Fund Balance</b>				

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### Golf Course Fund (03)

03-300-31000	Revenue	Pro Shop Sales		10,000	
03-300-31100		Cart Rental		5,000	
03-300-31300		Daily Green Fees		15,000	
03-300-31320		Driving Range		20,000	
03-300-31520		Jr Fees		15,000	
03-410-14030	Club House	Non-Exempt	\$ (25,000)	\$ -	
03-410-44570		Electricity		30,000	
03-410-44640		Rental Machinery & Equipment		500	
03-410-94899		Other		1,000	
03-411-14030	Grounds	Non-Exempt		(20,000)	
03-411-44570		Electricity		(5,000)	
03-411-54500		Travel		(1,500)	
03-411-64360		Other Repair Supplies		1,000	
03-411-74940		Other Structures		3,000	
03-411-74950		Machinery & Equipment		123,100	
508-5324-533012		Transfer Out		-	
				107,100	65,000
		<b>Impact on Fund Balance</b>	<b>\$</b>	<b>42,100</b>	

### Solid Waste Fund (05)

05-300-30040		Roll-Off Fees	\$	-	\$ 14,000
05-300-36050		Interest - Investments		-	10,000
05-300-36160		Misc-Insurance Settlement			450,500
05-410-14020		Non-Exempt		(4,500)	
05-410-24090		Auto Allowance		4,500	
05-410-44570		Electricity		600	
05-410-54560		General Liability Insurance		2,300	
05-410-74950		Machinery & Equipment		398,000	
				400,900	474,500
		<b>Impact on Fund Balance</b>	<b>\$</b>	<b>(73,600)</b>	

Account	Department	Description	Expenditure	Revenue
<b>Designated Fund</b>				<i>Item 36.</i>
15-492-14040	Expense	Overtime	88,856	
15-492-24060	Expense	Social Security Tax	7,498	
15-492-24080	Expense	Employee Retirement	8,419	
15-492-24110	Expense	Workers Compensation	4,067	
15-492-74950	Expense	Machinery & Equipment	216,160	
15-300-33495	Revenue	2022 Stonegarden		101,144
15-300-33622	Revenue	TXDOT Step-Click IT or Ticket		4,000
15-300-33622	Revenue	TXDOT Step-Operation Slow Down		4,000
15-300-33622	Revenue	TXDOT Step-Commerical Motor Vehicle		35,000
15-300-33622	Revenue	TXDOT Step-Comprehensive Enforcement Grant		45,000
15-422-14040	Expense	TXDOT Step-OT Click IT or Ticket	4,000	
15-422-14040	Expense	TXDOT Step-OT Operation Slow Down	4,000	
15-422-14040	Expense	TXDOT Step-OT Commerical Motor Vehic	35,000	
15-422-14040	Expense	TXDOT Step-OT Comprehensive Enforcer	45,000	
15-300-33468	Revenue	Border Zone Fire		250,000
15-300-33468	Revenue	Border Zone Fire		250,000
15-428-74950	Expense	Machinery & Equipment	(47,900)	
15-428-54480	Expense	Internet Connection	(880)	
15-428-44640	Expense	Repairs & Maintenance	(900)	
15-300-33429	Revenue	TP&W Lions Park		243,833
15-399-39901	Revenue	Transfer in-General Fund		243,833
15-300-33133	Revenue	Bulletproof Vest		13,236
15-399-39901	Revenue	Transfer in-General Fund		13,236
15-436-74950	Expense	Machinery & Equipment	26,472	
15-411-64230	Expense	Cleaning and sanitation	(67,393)	
15-411-64270	Expense	Clothing and Uniforms	(33,000)	
15-411-74930	Expense	Drainage Ditches	(390,595)	
15-411-94675	Expense	Aid to Others	(230,640)	
15-484-74950	Expense	Machinery & Equipment	3,000	
15-441-74950	Expense	Machinery & Equipment	16,760	
15-423-14030	Expense	Salaries of Employees	645,187	
15-423-24060	Expense	Social Security Tax	50,120	
15-423-24070	Expense	Health Ins	74,500	
15-423-24080	Expense	Employment Retirement	54,609	
15-423-24100	Expense	Unemployment Compensation	2,610	
15-423-24110	Expense	Workers Compensation Ins	27,508	
15-300-34502	Revenue	Walmart		1,750
15-452-94805	Expense	Special Events	1,750	
15-300-3449	Revenue	Walmart		(1,000)
15-449-94805	Expense	Special Events	(1,000)	
15-300-33404	Revenue			404,710
15-404-34499	Expense	Other professional services	404,710	
			<b>\$ 947,918</b>	<b>\$ 1,608,742</b>
		<b>Impact on Fund Balance</b>	<b>\$ 660,824</b>	

Account	Department	Description	Expenditure	Revenue
<b>Capital Projects Fund</b>				Item 36.
09-300-33146	Revenue	TxDot	-	2,562,682
09-300-TBA	Revenue	Metropolitan Planning Organization (MPO)		12,399,724
09-300-33177	Revenue	Reimbursement-Hidalgo County		838,591
09-300-33178	Revenue	Reimbursement-City of Mcallen		838,591
09-300-33282	Revenue	MRA		2,224,060
09-300-39901	Revenue	Transfer in-General Fund		2,896,277
09-413-74870	Expense	Taylor Road Phase I	564,458	-
09-413-74910	Expense	Taylor Road Phase II	19,478,763	
09-414-34420	Expense	Inspiration-Military Project	1,036,729	
09-415-34420	Expense	Walsh Road Improvement	29,975	
09-417-34420	Expense	Elevator Project	270,000	
09-417-74900	Expense	Public Safety Building	380,000	
15-449-94805	Expense	Special Events		
15-300-33404	Revenue			
15-404-34499	Expense	Other professional services		
			<b>\$ 21,759,925</b>	<b>\$ 21,759,925</b>
<b>Impact on Fund Balance *</b>			<b>\$ -</b>	

\* This fund is a reimbursement fund and considered to have no Fund Balance.

#### OTHER FUNDS

Account	Department	Description	Expenditure	Revenue
<b>Police Dept Special Fund</b>				
10-300-33130	Revenue	State Seizures	\$ -	\$ 31
10-300-36050		Interest Earned on Investment		1,416
10-300-36100		Interest Earned on Demand Deposit		57
10-410-54500		Travel	(20,000)	
10-410-64270		Uniforms	(10,000)	
10-410-64310		Building Repair/Mntnce	350	
10-410-64390		Minor Equipment	6,900	
10-410-74950		Machinery & Equipment	7,200	-
10-410-94899		Other	5,000	
			(10,550)	1,504
<b>Impact on Fund Balance</b>			<b>\$ 9,046</b>	

Account	Department	Description	Expenditure	Revenue
<b>Police Federal Sharing</b>				
11-300-35300	Revenue	U.S. Justice - DEA	\$ -	\$ 127,200
11-300-35301		U.S. Justice - ICE		32,985
11-300-36100		Interest Earned on Demand Deposit		645
11-410-74950		Machinery & Equipment	27,500	
11-410-84800		Other Principal		
			27,500	160,830
<b>Impact on Fund Balance</b>			<b>\$ (188,330)</b>	423





**CITY OF MISSION, TEXAS  
GENERAL FUND  
FINANCIAL STATEMENTS FOR THE MONTH ENDING 7/31/25**

	<u>General Fund</u>
<b>Revenues:</b>	
Property Taxes	
Current	175,669.08
Delinquent	36,024.76
Penalty & Interest	36,451.39
Sales Taxes	1,727,453.00
Other Taxes	280,877.31
Licenses and permits	82,470.86
Intergovernmental Revenues	189,901.20
Charges for Services	99,813.89
Fines and Forfeits	101,183.79
Interest Earned	29,970.90
Miscellaneous	14,317.07
<b>Total Revenues:</b>	<u>2,774,133.25</u>
<b>Transfers In:</b>	<u>-</u>
	2,774,133.25
<b>Expenditures:</b>	
Legislative	1,101.06
Executive	69,396.60
Finance	99,123.70
Municipal Court	53,283.60
Planning	103,308.78
Facilities Maintenance	149,354.42
Fleet Maintenance	127,755.57
Organizational	103,060.86
Purchasing	19,729.62
City Secretary	31,206.06
Risk Management	8,711.24
Civil Service	1,050.00
Human Resources	31,095.81
Information Technology	55,581.39
Media Relations	28,934.58
Legal	49,779.79
Police	1,599,333.85
Fire	1,073,224.68
Fire Prevention	52,637.52
Streets	453,692.69
Health	21,760.89
Animal Welfare	48,807.03
Museum	28,812.30
Parks and Recreation	21,225.08
Parks	215,540.99
Recreation	70,509.87
Library	92,878.80
Bannworth Pool	21,642.58
Mayberry Pool	56,890.80
<b>Total Expenditures:</b>	<u>4,689,430.16</u>
<b>Transfers - Out:</b>	<u>-</u>
<b>Excess (Deficiency) of Revenue Over (Under) Expenditures</b>	<b>(1,915,296.91)</b>
<b>Fund balance at the beginning of the month</b>	17,759,219.27
<b>Fund balance at the end of the month</b>	<u><u>\$ 15,843,922.36</u></u>

**CITY OF MISSION, TEXAS  
GENERAL FUND  
FINANCIAL STATEMENTS FOR THE MONTH ENDING 7/31/25**

<b>Assets:</b>	
Cash:	(1,932,216.47)
Investments:	7,354,860.67
Prepaid items	64,125.30
<b>Receivables:</b>	
Taxes	3,425,030.69
Accounts	2,315,794.97
Less: allowance for uncollectibles	(1,676,310.30)
Accrued interest receivable	2,635.12
<b>Due from other governments</b>	<b>368,272.98</b>
<b>Due from other funds</b>	<b>6,261,258.79</b>
<b>Long-term receivable</b>	<b>-</b>
Inventory	9,233.77
<b>Total Assets:</b>	<u><u>21,142,685.12</u></u>
<b>Liabilities and Fund Balance:</b>	
Accounts Payable	619,520.31
Other liabilities	681,235.57
Accrued payroll	(4,254.86)
Due to other funds	1,096,114.58
Deferred Revenue	2,906,147.16
<b>Total Liabilities</b>	<u><u>5,298,762.76</u></u>
<b>Net Assets:</b>	
Nonspendable	73,359.07
Committed	12,606,430.92
Unassigned	<u>3,164,132.37</u>
<b>Total Fund Balance</b>	<u><u>\$ 15,843,922.36</u></u>

**CITY OF MISSION, TEXAS  
UTILITY ENTERPRISE FUND  
FINANCIAL STATEMENTS FOR THE MONTH ENDING 07/31/25  
ADJUSTED**

	<b>Total Utility Funds 02</b>	<b>Utility Fund</b>	<b>Utility Reserve &amp; Ext Funds</b>	<b>Utility I&amp;S Funds</b>	<b>Utility Capital Project Fund</b>
<b>Revenues:</b>					
Charges for Services	2,128,378.37	2,128,378.37	-	-	-
Reimbursements	-	-	-	-	-
Interest Earned	4,523.82	3,285.04	745.75	449.05	43.98
Miscellaneous	37,047.56	37,047.56	-	-	-
Sale of Assets	10,505.71	10,505.71	-	-	-
Special Assessments	12,810.00	12,810.00	-	-	-
<b>Total Revenues:</b>	<b>2,193,265.46</b>	<b>2,192,026.68</b>	<b>745.75</b>	<b>449.05</b>	<b>43.98</b>
Transfers In:	-	-	-	-	-
<b>Total Resources Available:</b>	<b>3,834,056.76</b>	<b>934,207.46</b>	<b>790,783.90</b>	<b>1,936,158.35</b>	<b>172,907.05</b>
<b>Expenditures:</b>					
Administration	64,691.23	64,691.23	-	-	-
Water Distribution	206,282.62	206,282.62	-	-	-
Water Treatment	209,971.01	209,971.01	-	-	-
Wastewater Treatment	214,815.66	214,815.66	-	-	-
Industrial Pre-Treatment	35,214.62	35,214.62	-	-	-
Utility Billing and Collecting	44,415.72	44,415.72	-	-	-
Organizational Expense	54,937.87	19,628.72	35,309.15	-	-
Meter Readers	105,331.18	105,331.18	-	-	-
North Water Plant	295,904.16	295,904.16	-	-	-
<b>Total Expenditures:</b>	<b>1,233,064.07</b>	<b>1,196,254.92</b>	<b>35,309.15</b>	<b>1,500.00</b>	-
Transfers - Out:	-	-	-	-	-
<b>Revenue Over Expenditures</b>	<b>960,201.39</b>	<b>995,771.76</b>	<b>(34,563.40)</b>	<b>(1,050.95)</b>	<b>43.98</b>
<b>Adjusted Retain Earnings at the beginning of month</b>	<b>1,640,791.30</b>	<b>\$ (1,257,819.22)</b>	<b>\$ 790,038.15</b>	<b>\$ 1,935,709.30</b>	<b>\$ 172,863.07</b>
<b>Ending Adjusted Retain Earnings:</b>	<b>2,600,992.69</b>	<b>(262,047.46)</b>	<b>755,474.75</b>	<b>1,934,658.35</b>	<b>172,907.05</b>

**CITY OF MISSION, TEXAS  
UTILITY ENTERPRISE FUND  
FINANCIAL STATEMENTS FOR THE MONTH ENDING 07/31/25  
ADJUSTED**

	<b>Total Utility Funds 02</b>	<b>Utility Fund</b>	<b>Utility Reserve &amp; Ext Funds</b>	<b>Utility I&amp;S Funds</b>	<b>Utility Capital Project Fund</b>
<b>Assets:</b>					
<b>Cash:</b>	9,879,725.35	9,879,725.35	-	-	-
<b>Investments:</b>	402,912.36	402,912.36	-	-	-
<b>Prepaid items</b>	6,100.00	6,100.00	-	-	-
<b>Receivables:</b>					
Accounts	2,111,609.88	2,111,609.88	-	-	-
Less: allowance for uncollectibles	(322,910.36)	(322,910.36)	-	-	-
Accrued interest receivable	1,135.85	1,135.85	-	-	-
<b>Due from other funds</b>	522,660.39	522,660.39	-	-	-
<b>Inventory</b>	266,642.74	266,642.74	-	-	-
<b>Total Current Assets</b>	<u>12,867,876.21</u>	<u>12,867,876.21</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Non-Current Assets</b>					
<b>Restricted Assets:</b>					
<b>Cash and cash equivalents</b>	11,848,516.55	9,221,757.07	692,009.55	1,762,085.05	172,664.88
<b>Investments</b>	476,470.94	206,431.15	98,924.73	171,115.06	-
<b>Accrued interest</b>	-	-	-	-	-
<b>Deferred charges</b>	747,199.58	747,199.58	-	-	-
<b>Capital Assets:</b>					
Land, water rights, and construction in progress	36,398,142.27	36,398,142.27	-	-	-
Other capital assets, net of accumulated depreciation	58,653,620.04	58,653,620.04	-	-	-
<b>Total Non-current assets</b>	<u>108,123,949.38</u>	<u>105,227,150.11</u>	<u>790,934.28</u>	<u>1,933,200.11</u>	<u>172,664.88</u>
<b>Total Assets:</b>	<u>120,991,825.59</u>	<u>118,095,026.32</u>	<u>790,934.28</u>	<u>1,933,200.11</u>	<u>172,664.88</u>
<b>Liabilities:</b>					
<b>Accounts Payable</b>	10,542.82	10,542.82	-	-	-
<b>Retainage payable</b>	209,831.00	209,831.00	-	-	-
<b>Accrued interest payable</b>	240,975.69	240,975.69	-	-	-
<b>Other liabilities</b>	42,496.24	42,496.24	-	-	-
<b>Compensated absences</b>	174,111.23	174,111.23	-	-	-
<b>Accrued payroll</b>	15,310.83	15,310.83	-	-	-
<b>Due to other funds</b>	5,600,292.85	5,600,292.85	-	-	-
<b>Customer deposits</b>	2,892,209.74	2,892,209.74	-	-	-
<b>Deferred Revenue</b>	885,584.50	885,584.50	-	-	-
<b>Current portion of long-term</b>	1,262,139.65	1,262,139.65	-	-	-
<b>Subdividers deposits</b>	2,771,149.10	2,771,149.10	-	-	-
<b>Leases</b>	883,688.67	883,688.67	-	-	-
<b>Long-term obligations:</b>	26,697,110.96	26,697,110.96	-	-	-
<b>Total Liabilities</b>	<u>41,685,443.28</u>	<u>41,685,443.28</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Net Assets:</b>					
<b>Nonspendable</b>	61,804,071.60	61,804,071.60	-	-	-
<b>Restricted</b>	2,896,799.27	-	790,934.28	1,933,200.11	172,664.88
<b>Committed</b>	3,281,274.21	3,281,274.21	-	-	-
<b>Unassigned</b>	11,324,237.23	11,324,237.23	-	-	-
	<u>\$ 79,306,382.31</u>	<u>\$ 76,409,583.04</u>	<u>\$ 790,934.28</u>	<u>\$ 1,933,200.11</u>	<u>\$ 172,664.88</u>

**CITY OF MISSION, TEXAS  
ALL OTHER ENTERPRISE FUNDS  
FINANCIAL STATEMENTS FOR THE MONTH ENDING 07/31/25  
ADJUSTED**

	<b>Golf Course Fund 03</b>	<b>Solid Waste Fund 05</b>	<b>Event Center Fund 23</b>
<b>Revenues:</b>			
<b>Charges for Services</b>	88,839.76	820,230.46	34,014.75
<b>Reimbursements</b>	-	-	-
<b>Interest Earned</b>	-	-	-
<b>Miscellaneous</b>	10.86	88.18	137.24
<b>Sale of Assets</b>	-	-	-
<b>Special Assessments</b>	-	-	-
<b>Total Revenues:</b>	<u>88,850.62</u>	<u>820,318.64</u>	<u>34,151.99</u>
<b>Transfers In:</b>	-	-	-
<b>Total Resources Available:</b>	<u>(3,153,474.64)</u>	<u>1,623,701.40</u>	<u>(148,000.34)</u>
<b>Expenditures:</b>			
<b>Golf Course:</b>			
Pro-shop	48,568.93	-	-
Grounds	63,575.03	-	-
Restaurant	9,372.06	-	-
Organizational	4,435.60	-	-
<b>Solid Waste</b>	-	967,002.63	-
<b>Event Center</b>	-	-	97,887.86
<b>Total Expenditures:</b>	<u>125,951.62</u>	<u>967,002.63</u>	<u>97,887.86</u>
<b>Transfers - Out:</b>	-	-	-
<b>Revenue Over Expenditures</b>	<u>(37,101.00)</u>	<u>(146,683.99)</u>	<u>(63,735.87)</u>
<b>Adjusted Retain Earnings at the beginning of month</b>	<b>\$ (3,242,325.26)</b>	<b>\$ 803,382.76</b>	<b>\$ (182,152.33)</b>
<b>Ending Adjusted Retain Earnings:</b>	<u>(3,279,426.26)</u>	<u>656,698.77</u>	<u>(245,888.20)</u>

**CITY OF MISSION, TEXAS  
ALL OTHER ENTERPRISE FUNDS  
FINANCIAL STATEMENTS FOR THE MONTH ENDING 07/31  
ADJUSTED**

Item 37.

	<b>Golf Course Fund 03</b>	<b>Solid Waste Fund 05</b>	<b>Event Center Fund 23</b>
<b>Assets:</b>			
<b>Cash:</b>	(3,538,833.44)	3,380,657.27	(457,163.89)
<b>Investments:</b>	-	246,471.22	-
<b>Prepaid items</b>	5,000.00	-	(11,512.70)
<b>Receivables:</b>	-	-	-
Accounts	(27,916.62)	915,264.88	1,189.62
Less: allowance for uncollectibles	-	(140,463.37)	-
Accrued interest receivable	-	5,046.03	-
<b>Due from other funds</b>	-	-	-
<b>Inventory</b>	67,477.43	-	16,699.58
<b>Total Current Assets</b>	(3,494,272.63)	4,406,976.03	(450,787.39)
<b>Non-Current Assets</b>			
<b>Restricted Assets:</b>			
<b>Cash and cash equivalents</b>	-	-	-
<b>Investments</b>	-	-	-
<b>Accrued interest</b>	-	-	-
<b>Deferred charges</b>	83,525.12	253,175.05	53,343.63
<b>Capital Assets:</b>			
Land, water rights, and construction in progress	1,642,918.52	-	-
Other capital assets, net of accumulated depreciation	1,036,546.60	6,033,843.25	62,621.10
<b>Total Non-current assets</b>	2,762,990.24	6,287,018.30	115,964.73
<b>Total Assets:</b>	(731,282.39)	10,693,994.33	(334,822.66)
<b>Liabilities:</b>			
<b>Accounts Payable</b>	4,255.49	32,709.03	18,232.20
<b>Retainage payable</b>	-	-	1,526.11
<b>Accrued interest payable</b>	241.35	26,592.80	(1.87)
<b>Other liabilities</b>	7,737.88	140,949.55	3,483.12
<b>Compensated absences</b>	45,646.21	-	17,181.24
<b>Accrued payroll</b>	-	7,900.59	-
<b>Due to other funds</b>	(582,088.04)	-	1,522.58
<b>Customer deposits</b>	-	-	-
<b>Deferred Revenue</b>	144,724.48	111,558.01	86,169.38
<b>Current portion of long-term</b>	203,419.44	816,208.08	3,041.67
<b>Subdividers deposits</b>	-	-	-
<b>Leases</b>	137,356.73	83,772.49	5,409.36
<b>Long-term obligations:</b>	397,335.67	2,220,922.56	28,211.67
<b>Total Liabilities</b>	358,629.21	3,440,613.11	164,775.46
<b>Net Assets:</b>			
<b>Nonspendable</b>	3,339,500.74	3,954,537.73	79,320.68
<b>Restricted</b>	-	-	-
<b>Committed</b>	-	1,500,477.49	-
<b>Unassigned</b>	(4,429,412.34)	1,798,366.00	(578,918.80)
	<b>\$ (1,089,911.60)</b>	<b>\$ 7,253,381.22</b>	<b>\$ (499,598.12)</b>