CITY OF MISSION

CITY COUNCIL REGULAR MEETING
MISSION CITY HALL
JANUARY 13, 2026 at 4:30 PM

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, January 13, 2026 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. Recognition of Mission CISD, Sharyland ISD and Covenant Christian Academy top donating classes for the City's Christmas Toy Drive - Tijerina
2. Presentation of Parks & Recreation TAAF Athletes - Bentsen
3. November 2025 Employee of the Month - Munguia
4. December 2025 Employee of the Month - Munguia
5. Proclamation - Texas Citrus Fiesta "Citrus of the South" - Tijerina
6. Recognition of Fire Department Personnel - Silva
7. Quarterly Report by Ambulance Board on EMS - Tim Brown
8. Boys and Girls Club Quarterly Report - Venecia
9. Report from Mission Economic Development Corporation - Teclo Garcia
10. Departmental Reports – Terrazas / A. Garcia
11. Citizen's Participation on Specific Agenda Items – Garza

ANNOUNCEMENTS - CITY COUNCIL / CITY MANAGER

PUBLIC HEARING

PLANNING & ZONING RECOMMENDATIONS

12. Conduct a public hearing and consideration of a rezoning request from Single-family Residential District ("R-1") to Duplex-Fourplex Residential District ("R-2"), being Lot 8, Block 71, Original Townsite of Mission Subdivision, located at 405 N. Nicholson Avenue. Applicant, Casa Nueva, LLC c/o Esai & Brigida Reyna, Adoption of Ordinance #_____ - Cervantes

13. Conduct a public hearing and consideration of a Conditional Use Permit for a Drive-Thru Service Window – Taqueria Oviedo 2 in a property zoned (C-3) General Business Commercial District, being Lot 1, Rivalsebas Subdivision, Located at 708 N. Inspiration Road, Suite 3, Applicant: Claudia Oviedo Adame, Adoption of Ordinance #_____ - Cervantes

14. Conduct a public hearing and consideration of a Conditional Use Permit to allow a Mobile Food Unit – Lu's Coffee Shop in a property zoned General Business District ("C-3"), being a 0.343 gross acre tract of land, out of Lot 1, of the Re-subdivision of the Mission Nursing Home Subdivision, located at 1001 S. Bryan Road. Applicant: Nallely Cerda-Davila, Adoption of Ordinance #_____ - Cervantes

15. Conduct a public hearing and consideration of a Conditional Use Permit for the Texas Citrus Fiesta Fun Fair with the Sale & On-Site Consumption of Alcoholic Beverages in a property zoned (PUD) Planned Unit Development, being 67.223 acres out of Porcion 52; located at 1801 S. Inspiration Road; Applicant: Virginia Passamentt, Adoption of Ordinance #_____ – Cervantes

16. Conduct a public hearing and consideration of a Conditional Use Permit for the Complimentary Offering of Alcoholic Beverages for Social and/or Cultural Events in a property zoned (R-2) Duplex-Fourplex Residential District, being Lot 1, Mission Library Subdivision, located at 921 E. 12th Street, Applicant: Upper Valley Art League, c/o Robert Codina, Adoption of Ordinance #_____ – Cervantes

17. Conduct a public hearing and consideration of a Conditional Use Permit Renewal for an Event Center – Eliz Event Center in a property zoned (C-3) General Business District, being Lot 9, Shary Business Center Subdivision (aka Shary Business Center Condos Unit 17), located at 2407 Brock Street, Suite C. Applicant: Elizabeth Gonzalez, Adoption of Ordinance #_____ – Cervantes

18. Conduct a public hearing and consideration of a Conditional Use Permit Renewal for the Sale & On-site Consumption of Alcoholic Beverages and Drive-Thru Service Window – El Ronco Servi Car in a property zoned (C-3) General Commercial District, being Lot B, Girasol Estates Subdivision, located at 1728 W. Griffin Parkway, Applicant: Ismael Reyes, Adoption of Ordinance #_____ – Cervantes

19. Conduct a public hearing and consideration of the adoption of an ordinance amending the code of ordinances Appendix A - Zoning, Article VIII – Use Districts and Conditional Uses, Section 1.42 – C-2 (Neighborhood Commercial District); Subsection (3) Conditional Uses by eliminating bars as a conditional use. Applicant: City of Mission, Adoption of Ordinance #_____ - Cervantes

20. Conduct a public hearing and consideration of the adoption of an ordinance amending the Code of Ordinances Appendix A - Zoning, Article XII – Commercial and Industrial Area Requirements, Section 1.58 General; by Adding Subsection 3, Car Wash Establishments, by Establishing a One-mile minimum radius and Distance Requirement, Ensuring No New Car Wash Business be Established within a One-mile Radius of an Existing Car Wash. Applicant: City of Mission, Adoption of Ordinance #_____ - Cervantes

21. Conduct a public hearing and consideration of the adoption of an ordinance amending the Code of Ordinances Appendix A - Zoning, Article VIII – Use Districts and Conditional Uses, Section 1.41. – C-1 (Office Building District), Subsection (2)

Permitted Uses, and (3) Conditional Uses; Section 1.42. C-2 (Neighborhood Commercial District), Subsection (2) Permitted Uses, & (3) Conditional Uses; and Section 1.43. C-3 (General Business District), Subsection (2) Permitted Uses, and (3) Conditional Uses by making Drive-thru Service Window Business for Food Establishments a Permitted Use; and by removing Drive-thru Service Window Business for Food Establishments as a Conditional Use. Applicant: City of Mission, 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

22. Approval of Minutes – Carrillo

    Regular Meeting – December 9, 2025

23. Acknowledge Receipt of Minutes – Terrazas / A. Garcia

    Shary Golf Course Advisory Board – November 5, 2025

    Zoning Board of Adjustments – September 24, 2025

    Citizen's Advisory Committee – October 29, 2025

    Speer Memorial Library – September 16, 2025

24. Authorization to Solicit for Bids for the purchase of Waterline Maintenance Supplies for the Public Works Department – Gonzalez

25. Authorization to Award RFB 26-105-11-26 for Ready Mix Concrete to 57 Concrete, LLC - Gonzalez

26. Ratification of emergency repairs to the Madero Water Tower pursuant to General Exemption §252.022(a)(3), in the amount of $30,100, awarded to South Texas Elite Industrial; a budget amendment will be presented at midyear. - Gonzalez

27. Authorization to execute the First One-Year Renewal for Bid No. 25-133-12-04, Printing and Mailing Services with Upper Valley Mail Services, LLC. - Carrillo

28. Authorization to Engage a Retirement Consulting Services Provider for 457(b) Program Enhancements via cooperative Omnia contract R221201 at an annual asset-based fee of 20 basis points (0.20%) - Munguia

29. Authorization to submit program application for the FY26 E-Rate administered by the Universal Service Administrative Co. for Telecommunications, Internet Access and Internal Connections - Elizalde

30. Authorization to solicit RFP pertaining to FY26 E-Rate Category 2 administered by the Universal Service Administrative Co. - Elizalde

31. Authorization to solicit requests for proposals from vendors for professional services to provide Grant Writing, Administration, Management and Consulting Services for State and Federal Grant and/or Loan Programs - Elizalde
32. Authorization to award bid RFB: 26-069-11-12 to Pest Lab, LLC for Pest Control Services for the City of Mission Buildings - Mares
33. Authorization to Request for Proposals to provide temporary Food Truck or similar Service at Shary Municipal Golf Course - Fernuik
34. Approval to ratify an Interlocal Agreement between the City of Mission and the Mission Consolidated Independent School District (MCISD) for the procurement of goods and services - Roman
35. Approval of Resolution # ____ accepting and filing certificate of completion for Co-Interim City Manager, Juan Pablo Terrazas and Assistant Finance Director, Ezeiza Garcia for the TML Public Investment Fund Training held on December 4 and 5, 2025 – Roman
36. Approval to Enter a Memorandum of Understanding with The Little Youth Club Foundation - Bentsen
37. Authorization to enter into a Mutual Aid Agreement between the City of Mission Fire/EMS and Medical & Trauma Specialist, L.P. (MTS) for EMS Provider Services - Silva
38. Authorization to enter into a Facilities Use Agreement for Public Safety Agencies between South Texas College (STC) and the Mission Fire Department with an effective date of October 1, 2025 thru December 31, 2028 - Silva
39. Approval of Ordinance No. ____ providing for a No Parking Zone signs at the 700 Block of South Glasscock Road and the 700 Block of Union Avenue. – Torres
40. Approval of Resolution No. _____ authorizing the Mission Police Department to submit an Agreement for the Temporary Closure of State Right-of-Way to the Texas Department of Transportation for the Walk with Christ event on Saturday, January 24, 2026 - Torres
41. Authorization to continue purchases for FY 2025–2026 from vendors with forecasted expenditures exceeding the $25,000 threshold through cooperative contracts and sole source. - Torres
42. Authorization to purchase twenty-two (22) Body Worn Cameras from Motorola Solutions, via 17724 - HGAC (TX)-RA05-21, in the total amount of $36,669.16, using FY 2026 Body Worn Camera Program (BWC) grant funds, with a 25% cash match from the City in the amount of $9,167.29 – Torres
43. Approval of Ordinance # _____ repealing Ordinance 5506 and creating and establishing an Audit Committee, providing for composition, authority, duties reporting structure and limitations – Garcia
44. Consideration and possible action to approve an interlocal agreement between the City of Mission and the City of Fort Worth for participation in the City of Fort Worth's Purchasing Card (P-Card) program administered through J.P. Morgan - Roman

45. Approval of Resolution # ____ authorizing to enter into a Lease-Purchase Agreement with Government Capital Corporation for the purpose of financing a Front-End Loader Unit - Mendiola

46. Plat Approval for Conway Village Subdivision, being 19.118 acres out of Lot 36-6, West Addition to Sharyland Subdivision, located at the Southwest corner of W. Francis (Mile 4 North Road) and North Conway Ave. (S.H. 107), Suburban ETJ. Developer: Rimaga, LLC., Engineer: Lopez Engineering Designs - Cervantes

47. Authorization to purchase (106) Rifle Resistant Body Armor with plates from GT Distributors, via Buyboard #698-23, in the total amount of $194,860.48 using FY26 Rifle Resistant Body Armor grant funds from the Office of the Governor with no cash match – Torres

48. Authorization to purchase (3) three Chevy pickup trucks from SAMES Laredo Chevrolet INC (TIPS #240901) and radio equipment from Motorola Solutions (HGACBuy RA05-21), in the amount of $200,164.65, using the FY26 Operation Lone Star Grant funds – Torres

49. Authorization to Purchase (2) Two Ranger Crew XD 1500 and (1) One Polaris Xpedition ADV UTVs from Polaris Sales Inc. via Sourcewell Contract #091024 – PSI for a total cost of $185,690.04. Purchase will be made using the Border Zone Grant with no cash match - Silva

50. Authorization to complete the reroof project for the Children's Advocacy Center in the amount of $153,311.47 by the vendor American Contracting, U.S.A., Inc. via Choice Partners Cooperative Contract #25/035MR-03 subject to approval of MEDC Reimbursement Agreement - Mares

APPROVALS AND AUTHORIZATIONS

51. Approval of Resolution # _____ authorizing to liquidate surplus city-owned real property by soliciting and receiving offers for its sale pursuant to Texas Local Government Code Chapter 272 - Roman

52. Authorization to solicit Request for Qualifications (RFQ) for Real Estate Broker Services for the marketing and sale of certain City-owned real property - Roman

53. Approval of Resolution No. _____ granting consent to the addition of land in the El Milagro Management District to include Lot A of Sharyland Plantation Village Las Placitas Subdivision Phase I - Terrazas

54. Discussion and Action Regarding Extension of the City's Existing Tax Increment Reinvestment Zone (TIRZ) – T. Garcia

UNFINISHED BUSINESS

55. Tabled 12/09/2025 - Discussion regarding Section 500.06 of the City of Mission Personnel Policy related to Vacation leave – Garcia

EXECUTIVE SESSION

1. Closed session pursuant to Tex. Gov't Code Section 551.071 (Consultation with Attorney), related to Ramiro Cantu, Jr. v City of Mission, Cause No. C-4509-23-H, in the 389th District Court, Hidalgo County, Texas

2. Closed session pursuant to Tex. Gov't Code Section 551.071 (Consultation with Attorney) regarding legal issues and potential litigation relating to Stewart Plaza Subdivision dispute

3. Closed session pursuant to Tex. Gov't Code Section 551.071 (Consultation with Attorney), related to W.J. Bryan House, LLC vs. Krysti B. Davis vs. Ariel P. King, Individually and City of Mission, Cause No. C-3668-21-E, in the 275th District Court, Hidalgo County, Texas

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

5. Closed session pursuant to Tex. Gov't Code Section 551.074 (Personnel Matters) regarding City Attorney's resignation

6. Closed session pursuant to Tex. Gov't Code Section 551.071 (Consultation with Attorney) and Tex. Gov't Code Section 551.074 (Personnel Matters) regarding designation of an attorney and/or law firm to provide general legal services for the City of Mission

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 07th day of January, 2026 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

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 **13th day of January, 2026** 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 **07th day of January, 2026** 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

Anna Carrillo, City Secretary

Proclamation

City of Mission

WHEREAS, the Texas Citrus Fiesta was founded in Mission in December 1932 to promote the bountiful winter harvest of grapefruits and oranges from the lush, subtropical Rio Grande Valley; and

WHEREAS, the theme of the first fiesta—held outdoors against a backdrop of citrus-bearing trees—was "Coronation and Pageant of Citrus," with John H. Shary, considered the father of the Texas citrus industry, reigning over the one-day celebration that began with a concert and culminated in the Proclamation Fiestacoronation of King Citrus and Queen Citrianna; and

WHEREAS, the Texas Citrus Fiesta established a lasting tradition of "royalty," in which a citrus industry leader is selected as King and a Queen is chosen from Rio Grande Valley duchesses, each representing a community and its product or industry; and

NOW, THEREFORE, we, the City Council of the City of Mission, Texas, do hereby recognize and proclaim the month of January as:

TEXAS CITRUS FIESTA MONTH

With this year's theme, **"Citrus of the South,"** the City of Mission invites everyone to join the Texas Citrus Fiesta celebration week:

- **Monday, January 26, 2026** – Product Style Show, Mission Events Center, 6:30 p.m.
- **Thursday, January 29, 2026** – Royal Coronation, 7:00 p.m.
- **Friday, January 30, 2026** – Fun Fair, Bentsen Community Park, 5:30 p.m. to midnight.
- **Saturday, January 31, 2026** – Parade of Oranges at noon, Fun Fair Day 2, and the Royal Ball at 7:00 p.m.

PROCLAIMED on this the 13th day of January, 2026.

_____
Norie Gonzalez Garza, Mayor

_____
Jessica Ortega, Councilwoman

_____
Ruben Plata, Mayor Pro Tem

_____
Marissa Ortega Gerlach, Councilwoman

_____
Alberto Vela, Councilman

CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: January 13, 2026

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

AGENDA ITEM: Departmental Reports – Terrazas / A. Garcia

NATURE OF REQUEST:
Information Technology – December 2025
Planning – November 2025
Permits & Inspections – November 2025
Civil Service – December 2025
311 – December 2025
CDBG – October, November 2025
Grants – November 2025
Veterans State Cemetery – November, December 2025
Public Works – November 2025
Mission Event Center – October, November 2025
Code Enforcement – November 2025
Speer Memorial Library – November 2025
Mission Fire Department – November 2025
Emergency Ambulance Response – November 2025
Mission Fire Prevention – November 2025
Mission Police Department – November, December 2025
City Secretary – December 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 *JPT* / *AG*

RECORD OF VOTE:

APPROVED: _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING_____

CITY OF MISSION

Information Technology

Departmental Report December 2025

Information Technology Department Overview

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

Equip new and existing units with new Technology
Equip units with in new in car video system, and tablet. Pending 5 new units still in production and 6 existing units.

Work Orders
IT goal is to address tickets within 12 business hours. Priority work orders are worked on first. About 230 Work orders closed December 2025.

Technology Equipment and Application Inventory
Confirm all technology inventory city wide. About 80% Complete

Data Integrity
Review accounts on all systems. About 85% complete

Cyber Security Incident Response
Detection & analysis- Complete
Containment-Complete
Eradication & recovery-Complete
Post-incident activity- In Progress

IT Policies and Procedures
In progress.

Strengthen Security Posture
In progress.

External Pen Testing
In progress.

Backup Internet at City Hall and PD
City Hall in progress. PD in procurement process

High Availability Firewall at City Hall and PD
Both in procurement process

MEMORANDUM

To: J.P Terrazas, P.E., Co-Interim City Manager

From: Xavier Cervantes, Director of Planning

Date: December 8, 2025

Re: Monthly Report NOVEMBER 2025

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

NOVEMBER 2025

REZONINGS:	**3**
CONDITIONAL USE PERMIT:	**12**
HOMESTEAD APPROVALS:	**0**
SUBDIVISIONS:	**4**
SINGLE LOT VARIANCES:	**0**
VARIANCES (ZBA):	**0**
SITE PLAT APPROVALS:	**0**
OTHER P&Z REQUESTS	**1**

Building Permit and Inspections Activity Report for The Month of November 2025

Total # of Building Permits	Building Permit Value	Building Permit Fee	Types of Building Permits
36	$10,447,318.00	$16,795.50	New Dwelling
			Commercial
			Assembly
4	$1,150,000.00	$5,927.75	Apartments- 16 UNITS
			Warehouse
			Move Out Houses/Move Within
			Move In Houses
			Move in Mobile Homes
			Schools
7	$467,919.00	$2,135.00	Swimming Pools
7	$16,705.00		Sheds
2	$32,000.00	$170.00	Signs
7	$26,015.09	$117.30	Fence
6	$30,000.00	$300.00	Tower
			Gas Tanks Pumps
3	$48,000.00	$165.00	Demolition
			Water Well/Recreation Const.
72	**$12,217,957.09**	**$25,610.55**	**Totals**

Additions / Remodeling

17	$519,691.00	$2,379.90	Residential Buildings
4	$116,200.00	$327.73	Commercial Buildings
			Apartment Buildings
			Assembly Buildings
			School Buildings
			Awnings/Decks
7	$86,500.00	$304.95	Carports/Concrete
9	$20,902.00	$464.85	Porches/Driveways/Sidewalks
			Garages/Canopies
			Hobby Shops
37	**$743,293.00**	**$3,477.43**	**Totals**

Total Building Permits	109
Total Building Valuation	$12,961,250.09
Total Building Permit Fees	$29,087.98

Prepared By: Rachel Alvarez
Date: 12/1/2025

Monthly Report for November 2025

I. Permits Issued

A. Building

Number	109
Value	$12,961,250.09
Permit Fees	$29,087.98

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

Number	135
Permit Fees	$12,086.50

C. Mechanical

Number	40
Value	$433,387.00
Permit Fees	$5,900.50

D. Plumbing, Gas & Sprinkler System

Number	75
Permit Fees	$6,818.50

TOTALS

Total Permits Issued	**359**
Total Valuation	**$13,394,637.09**
Total Permit Fees	**$53,893.48**

II. Number of Inspections Conducted 514

Monthly Report for November 2025

III. Other Fees

A. Business License Application	
Number	32
Permit Fees	$1,600.00
B. Garage Sale Permits	
Number	0
Permit Fees	$0.00
C. Health Cards	
Number	0
Permit Fees	$0.00
D. Builder Registration	
Number	14
Permit Fees	$1,350.00
E. Electrician Registration	
Number	0
Permit Fees	$0.00
F. Plumbing Registration	
Number	0
Permit Fees	$0.00
G. Mechanical Registration	
Number	1
Permit Fees	$75.00
H. House Inspections	
Number	0
Permit Fees	$0.00
I. Planning & Zoning Applications	
Number	23
Permit Fees	$5,850.00

MEMORANDUM

TO: MAYOR AND CITY COUNCIL
THROUGH: ANDY GARCIA, CO-CITY MANAGER
FROM: JESSE LERMA, CIVIL SERVICE DIRECTOR
SUBJECT: CIVIL SERVICE REPORT, DECEMBER 2025
DATE: DECEMBER 15, 2025

1. Mission Fire Department conducted an entry level examination on December 1, 2025. We had 57 individuals that submitted applications, 47 participated and 38 passed. The ones that passed will move on to the physical agility exams starting on January 10, 2026
2. Mission Fire Department is working on filling six (6) openings.
3. Mission Police Department is working on filling thirteen (13) openings. We should be close to fully staffed by January 2026.

THANKS

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

THROUGH: ANDY GARCIA, CO-CITY MANAGER

FROM: JESSE LERMA, 311 COORDINATOR/CIVIL SERVICE DIRECTOR

SUBJECT: 311 REPORT, DECEMBER 2024

DATE: DECEMBER 18, 2025

We have a total of 733 submissions for December of 2025 with a total of 23,479 since we began. The system is fully functional and very user friendly. We are able to customize the system to meet the needs of our daily operations. Our staff has bought into the system and working on improvements every day. We are able to find problematic areas using the system and it allows for us to attend to the needs of those areas in a timely manner. We try to contact as many residents as possible and are getting feedback from them to improve the system.

1. We continue with our weekly distribution of flyers for our Bryan Rd project.
2. Continue with our sidewalk project at Plantation.
3. Met with residents pertaining to VEXUS right of way work

Our media department has been pushing the 311-program encouraging our citizens to utilize the program.

Thank you!

Topic Counts of Opened Requests
For Date Period From 11/20/2025 Through 12/12/2025

Topic	Count
Animal Control	
Animal Control	553
Bee Complaint	5
Total - Animal Control	**558**
Code Enforcement	
Accumulation of Items	1
Commercial Parking Lot Maintenance	2
Demolition For Unsafe Buildings	0
Double Occupancy/Hooked RV	4
Health & Sanitation (Nuisance)	19
Home Occupation (Business in a Residential)	2
Illegal Dumping	1
Illegal Signs (Right of Ways, Bandit, Telephone and Garage)	1
IPMC Violations (Property Maintenance)	5
Junked Vehicle on private property	16
No Garage Sales Permit	4
Non Residential Parking/Semi-Truck	1
Parking on Lawn - Grass	20
Sight Obstruction/Sidewalks/Right of Way/Driveway	11
Storage of Vehicles/Boats/Trailers	1
Unsafe/Unsecured Building	5
Weedy Lot	19
Total - Code Enforcement	**112**
Health	
Food Complaint	0
Food Truck Complaint	0
Grease Trap Complaint	0
Mosquitoes	1
Total - Health	**1**
Obstructions -Tree/Branches	
MOWING	0
Total - Obstructions -Tree/Branches	**0**
Parks & Rec	
Graffiti	0
Parks	2
Restrooms	0
Right of way (mowing)	0
Trails	0
Total - Parks & Rec	**2**
Planning	
Commercial Landscaping	0
Construction Concerns	1
No Business License	1
No Conditional Use Pemit	0
P&Z Zoning Violations/Subdivision	0
Total - Planning	**2**
Police Department	
Illegal Parking	3
Junk/Abandon Vehicle on street	0
Total - Police Department	**3**
Public Works	
Flooded area/Roadway and streets	1
Foul smell	1
Lift Station	2
Low Water Pressure	4
Mowing (Drainage & Alleys)	0
Obstruction Tree Signs/Tree Trimming	1
Pot Holes	9
Sandbag (Elderly And Disabled)	0
Sewer Concerns	3
Side Walk	1
Street Light	10
Streets/Signs	3
Tires	3
Traffic Signals	
Water Leaks	

Total - Public Works	
Sanitation	
Brush	7
Bulky Items	2
Garbage	0
Obstruction/ Brush	1
Trash	2
Total - Sanitation	**12**
All Topics	
Total All Topics	**733**

COMMUNITY DEVELOPMENT DEPARTMENT
PROGRESS REPORT FISCAL YEAR 10/01/2025 -- 09/30/2026

AGENCY / DEPARTMENT / DESCRIPTION / BUDGET	OCTOBER, 2025 - UNOFFICIAL				
	MONTHLY EXPENDITURE	ACCOMPLISHMENT	YEAR TO DATE	%	BALANCE
AMIGOS DEL VALLE, INC.	$0.00	Preparing subrecipient agreements and setting up program files.	$0.00	0%	$25,000.00
$25,000.00					
Funds will be utilized to provide meals to homebound seniors.					
AREA AGENCY ON AGING	$0.00	Preparing subrecipient agreements and setting up program files.	$0.00	0%	$4,000.00
$4,000.00					
Funds will be utilized to provide assist to seniors with minor repairs/modifications and medical supplies.					
AGING & DISABILITY RESOURCE CENTER	$0.00	Preparing subrecipient agreements and setting up program files.	$0.00	0%	$4,000.00
$4,000.00					
Funds will be utilized to assist low-income and/or disable individuals with health maintenancne services and minor repairs.					
COMFORT HOUSE	$0.00	Preparing subrecipient agreements and setting up program files.	$0.00	0%	$5,000.00
$5,000.00					
Funds will be utilized to provide 24 hour palliative care to patients who have a prognosis of 4 months or less to live.					
CASA OF HIDALGO COUNTY, INC.	$0.00	Preparing subrecipient agreements and setting up program files.	$0.00	0%	$1,000.00
$1,000.00					
Funds will be utilized for expensesgenerated in advocating for children.					
SILVER RIBBON	$0.00	Preparing subrecipient agreements and setting up program files.	$0.00	0%	$3,000.00
$3,000.00					
Funds will be utilized to provide assistance with rent, rent deposits, utilities, utility deposits, medications, physician/medical visits, eyeglasses, durable medical equipment.					
PARKS & RECREATION DEPARTMENT	$0.00	Preparing subrecipient agreements and setting up program files.	$0.00	0%	$53,000.00
$53,000.00					
Funds will be utilized to install 21 Solar Lights throughout Catholic War Veterans (CWV) Park					
PUBLIC WORKS DEPARTMENT	$0.00	Preparing subrecipient agreements and setting up program files.	$0.00	0%	$401,562.00
$401,562.00					
Funds will be utilized for the rehabilitation of sanitary sewers/manholes Phase 2					
FIRE DEPARTMENT	$0.00	Preparing subrecipient agreements and setting up program files.	$0.00	0%	$12,000.00
$12,000.00					
Funding will be utilitzed to purchase an **inflatable fire safety house** to provide fire safety workshops.					
FIRE DEPARTMENT	$0.00	Preparing subrecipient agreements and setting up program files.	$0.00	0%	$220,000.00
$220,000.00					
Funding will be utilitzed to purchase portable communicatio devices to replace old equipment.					
PLANNING & CODE ENFOCEMENT DEPT.	$0.00	Preparing subrecipient agreements and setting up program files.	$0.00	0%	$37,139.00
$37,139.00					
Funding will be utilized to demolish approximately 13 dilapidated/unsafe structures and remove debris.					
REHABILITATION	$0.00	Reviewing Application for Eligibility	$0.00	0%	$90,000.00
$90,000.00					
PROGRAM ADMINISTRATION	$0.00	Oversight Expense of the CDBG Program	$0.00	0%	$213,925.00
$213,925.00					
$1,069,626.00	**$0.00**		**$0.00**	**0%**	**$1,069,626.00**

COMMUNITY DEVELOPMENT DEPARTMENT
PROGRESS REPORT FISCAL YEAR 10/01/2025 -- 09/30/2026

AGENCY / DEPARTMENT / DESCRIPTION / BUDGET	NOVEMBER, 2025 - UNOFFICIAL				
	MONTHLY EXPENDITURE	ACCOMPLISHMENT	YEAR TO DATE	%	BALANCE
AMIGOS DEL VALLE, INC.					
$25,000.00	$0.00	Preparing subrecipient agreements and setting up program files.	$0.00	0%	$25,000.00
Funds will be utilized to provide meals to homebound seniors.					
AREA AGENCY ON AGING					
$4,000.00	$0.00	Preparing subrecipient agreements and setting up program files.	$0.00	0%	$4,000.00
Funds will be utilized to provide assist to seniors with minor repairs/modifications and medical supplies.					
AGING & DISABILITY RESOURCE CENTER					
$4,000.00	$0.00	Preparing subrecipient agreements and setting up program files.	$0.00	0%	$4,000.00
Funds will be utilized to assist low-income and/or disable individuals with health maintenancne services and minor repairs.					
COMFORT HOUSE					
$5,000.00	$0.00	Preparing subrecipient agreements and setting up program files.	$0.00	0%	$5,000.00
Funds will be utilized to provide 24 hour palliative care to patients who have a prognosis of 4 months or less to live.					
CASA OF HIDALGO COUNTY, INC.					
$1,000.00	$0.00	Preparing subrecipient agreements and setting up program files.	$0.00	0%	$1,000.00
Funds will be utilized for expensesgenerated in advocating for children.					
SILVER RIBBON					
$3,000.00	$0.00	Preparing subrecipient agreements and setting up program files.	$0.00	0%	$3,000.00
Funds will be utilized to provide assistance with rent, rent deposits, utilities, utility deposits, medications, physician/medical visits, eyeglasses, durable medical equipment.					
PARKS & RECREATION DEPARTMENT					
$53,000.00	$0.00	Preparing subrecipient agreements and setting up program files.	$0.00	0%	$53,000.00
Funds will be utilized to install 21 Solar Lights throughout Catholic War Veterans (CWV) Park					
PUBLIC WORKS DEPARTMENT					
$401,562.00	$0.00	Preparing subrecipient agreements and setting up program files.	$0.00	0%	$401,562.00
Funds will be utilized for the rehabilitation of sanitary sewers/manholes Phase 2					
FIRE DEPARTMENT					
$12,000.00	$0.00	Preparing subrecipient agreements and setting up program files.	$0.00	0%	$12,000.00
Funding will be utilitzed to purchase an **inflatable fire safety house** to provide fire safety workshops.					
FIRE DEPARTMENT					
$220,000.00	$0.00	Preparing subrecipient agreements and setting up program files.	$0.00	0%	$220,000.00
Funding will be utilitzed to purchase portable communicatio devices to replace old equipment.					
PLANNING & CODE ENFOCEMENT DEPT.					
$37,139.00	$0.00	Preparing subrecipient agreements and setting up program files.	$0.00	0%	$37,139.00
Funding will be utilized to demolish approximately 13 dilapidated/unsafe structures and remove debris.					
REHABILITATION					
$90,000.00	$0.00	Reviewing Application for Eligibility	$0.00	0%	$90,000.00
PROGRAM ADMINISTRATION					
$213,925.00	$0.00	Oversight Expense of the CDBG Program	$0.00	0%	$213,925.0
$1,069,626.00	**$0.00**		**$0.00**	**0%**	**$1,069,626.00**

CITY OF MISSION

Grants Activity Report- November 2025

Grant Name	Funding Agency	Department	Application Amount	Matching Amount	Due Date	Status
FY25 SHSP LETPA	OOG	Police	$ 50,000	None		Submitted-Tracking
FY25 SHSP Regular	OOG	Fire	$ 200,527	None		Submitted-Tracking
FY25 SHSP Regular	OOG	Police	$ 100,000	None		Submitted-Tracking
FY25 SHSP LETPA	OOG	Fire	$ 158,900	None		Submitted-Tracking
Resilient Communities Program	TX GLO	Planning	$ 250,000	None		Submitted-Tracking
FY23 FMA-Spike and Jupitar Construction	TWDB/FEMA	Executive	$ 9,056,388	10%		Submitted-Tracking
FY23 FMA-Astroland Construction	TWDB/FEMA	Executive	$ 3,886,409	10%		Submitted-Tracking
Staffing for Adequate Fire and Emergency Response (SAFER)	FEMA	Fire	$ 707,122	25/65		Submitted-Tracking
Fire Prevention and Safety (FP&S) Grant	FEMA	Fire	$ 152,018	5%		Submitted-Tracking
FY26 Bullet-Resistant Components for Law Enforcement Vehicles	OOG	Police	$ 670,050.60	None		Submitted-Tracking
FY26 Bullet-Resistant Components for Law Enforcement Vehicles	OOG	Police	$ 670,050.60	None		Submitted-Tracking
Fire Service Grant	FM	Fire	$ 5,000	None		Submitted-Tracking

CITY OF MISSION

Grants Activity Report- November 2025

Grant Name	Funding Agency	Department	Application Amount	Award Amount	Matching Amount	Status
FY26 General Victim Assistance Program	OOG	Police	$ 40,000	$ 40,000	None	Awarded/Active
FY26 Rifle-Resistant Body Armor	OOG	Police	$ 278,747.10	$ 194,862.48	None	Awarded/Active
FY26 Border Zone Fire Department	OOG	Fire	$ 250,000	$ 234,604.98	None	Awarded/Active
FY Fire Responder Mental Health	OOG	Fire	$ 70,000	$ 70,000	20% (In-Kind)	Awarded/Active
FY26 Operation Lone Star Grant	OOG	Police	$ 1,839,262.35	$ 350,000	None	Awarded/Active
FY26 Body Worn Camera	OOG	Police	$ 37,500	$ 28,125	25%	Awarded/Active
OVAG-Victim Services	OAG	Police	$ 49,500	$ 49,500	None	Awarded/Active
FY22 Building Resilient Infrastructure and Communities (Bric)	TDEM	Executive	$ 415,000	$ 404,710	25%	Awarded/Active
Energy Efficiency & Conservation Grant	DOE	Executive	$ 140,450	$ 140,450	None	Active/Awarded
Recreational Trails Grant	TPWD	Parks	$ 250,000	$ 250,000	20%	Awarded/Active
FY25 Rifle Resistant Body Armor	OOG	Police	$ 189,505	$ 47,325	None	Awarded/Active
FY24 Operation Stonegarden	OOG	Police	$ 300,000	$ 300,000	None	Award/Active
FY25 Project Safe Neighborhood	OOG	Police	$ 49,680	$ 49,680	None	Awarded/Active
FY24 Edward Byrne Memorial Justice Assistance Grant (JAG)	BJA	Police	$ 12,134	$ 12,134	None	Awarded/Active
FY25 Local Border Security Program	OOG	Police	$ 180,000	$ 180,000	None	Awarded/Active
DWI Phlebotomy Program Grant	TXDOT	Police	$ 187,557.88	$ 187,557.88	20%	Awarded/Active
FY22 FEMA Flood Mitigation Assistance (FMA)	TWDB	Executive	$ 288,000	$ 288,000	10%	Awarded/Active
FY23 COPS Hiring Program	DOJ COPS	Police	$ 1, 771,398.16	$ 1,000,000	25%	Awarded/Active
FY23 Transportation Alternatives	RGVMPO	Executive	$ 200,000	$ 200,000	25%	Awarded/Active
La Cuchilla Drainage Improvement Project	TXGLO	Executive	$ 1,000,000	$ 997,236.75	1%	Awarded/Active
Astroland Drainage Improvement Project	TXGLO	Executive	$ 1,000,000	$ 999,162	1%	Awarded/Active
Trail Connectivity Project	VBLF	Parks	$ 500,000	$ 500,000	None	Awarded/Active
FY22 Justice and Mental Health Program	BJA	Police	$ 388,001.38	$ 229,962.91	(Year 1) 20%	Awarded/Active
Better Cities for Pets	Mars Petcare Program	Health	$ 20,000	$ 20,000	None	Awarded/Active
				Grand Total: $ 6,733,311		

RIO GRANDE VALLEY STATE VETERANS CEMETERY

MONTHLY REPORT

RGV State Veterans Cemetery

2520 South Inspiration Road • Mission, Texas 78572
Office: (956) 583-7227 • Fax: (956)-583-7887

Interments November

November - 2025	Double Depth	Standard	Columbarium	In-Ground	Scatter Garden	Memorial Garden	Total
Veterans		2	4	5			11
Spouses		1	1	2			4
Family Members							0
Total	0	3	5	7	0	0	15
Percentage of Total	0.00%	20.00%	33.33%	46.67%	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 RGVSVC	25,090	4,358	20,732	17.37%	82.63%
RGVSVC - Total Plots in Developed Areas	9,255	4,358	4,897	47.09%	52.91%
	Total Plots	Plots Utilized	Plots Available	% Utilized	% Available
RGVSVC - Availability of Casketed Burial Option in Developed Areas	4,430	2,489	1,941	56.19%	43.81%
	Total Plots	Plots Utilized	Plots Available	% Utilized	% Available
RGVSVC - Availability of Cremation Burial Option in Developed Areas	3,825	1,829	1,996	47.82%	52.18%
	Total Plots	Plots Utilized	Plots Available	% Utilized	% Available
RGVSVC - Availability of Memorial Plot Option in Developed Areas	1,000	40	960	4.00%	96.00%

RGV State Veterans Cemetery

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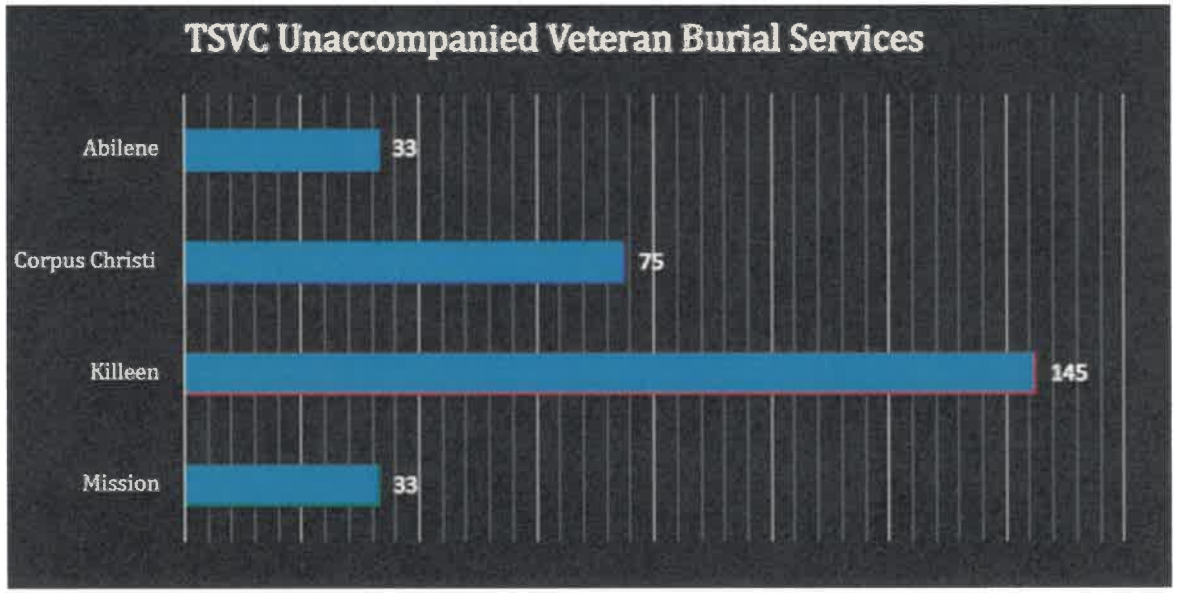

Current interments as of November 2025 -5239

RGV State Veterans Cemetery

2520 South Inspiration Road • Mission, Texas 78572
Office: (956) 583-7227 • Fax: (956)-583-7887

Events and Ceremonies Information:
Wreath Laying Ceremony December 13, 2025 @ 9am
Wreath count—1836 as of 11/24/2025

Upcoming Events:
Wreath Laying Ceremony December 13, 2025 @ 9am

RGV State Veterans Cemetery

2520 South Inspiration Road • Mission, Texas 78572
Office: (956) 583-7227 • Fax: (956)-583-7887

Completed Projects:
Irrigation Audit for September 2025 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)
Working on Section 31-Realingment & Resetting
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 35-Realingment & Resetting
Removal of 30% non-usable equipment 11/24/2023
Prepping for NCA inspection 2/2026
Roof construction to commence –10/6/2025
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
2023 File Migration pending completion 1/2026
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 interments 5239 as of November 24, 2025

VLB Funded (In-Progress)
Re-alignment on 44 Flat Marker/ Headstone
100% Eligibility Review-Headstone Completed
Construction on Roof/Gates/Service Seals till 3/2026

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

RIO GRANDE VALLEY STATE VETERANS CEMETERY

MONTHLY REPORT

RGV State Veterans Cemetery

2520 South Inspiration Road • Mission, Texas 78572
Office: (956) 583-7227 • Fax: (956)-583-7887

Interments December

Rio Grande Valley State Veterans Cemetery - (Mission)							
December - 2025	Double Depth	Standard	Columbarium	In-Ground	Scatter Garden	Memorial Garden	Total
Veterans		7		4			11
Spouses			2	1			3
Family Members							0
Total	0	7	2	5	0	0	14
Percentage of Total	0.00%	50.00%	14.29%	35.71%	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 RGVSVC	25,090	4,373	20,717	17.43%	82.57%
RGVSVC - Total Plots in Developed Areas	9,255	4,373	4,882	47.25%	52.75%

	Total Plots	Plots Utilized	Plots Available	% Utilized	% Available
RGVSVC - Availability of Casketed Burial Option in Developed Areas	4,430	2,495	1,935	56.32%	43.68%

	Total Plots	Plots Utilized	Plots Available	% Utilized	% Available
RGVSVC - Availability of Cremation Burial Option in Developed Areas	3,825	1,838	1,987	48.05%	51.95%

	Total Plots	Plots Utilized	Plots Available	% Utilized	% Available
RGVSVC - Availability of Memorial Plot Option in Developed Areas	1,000	40	960	4.00%	96.00%

RGV State Veterans Cemetery

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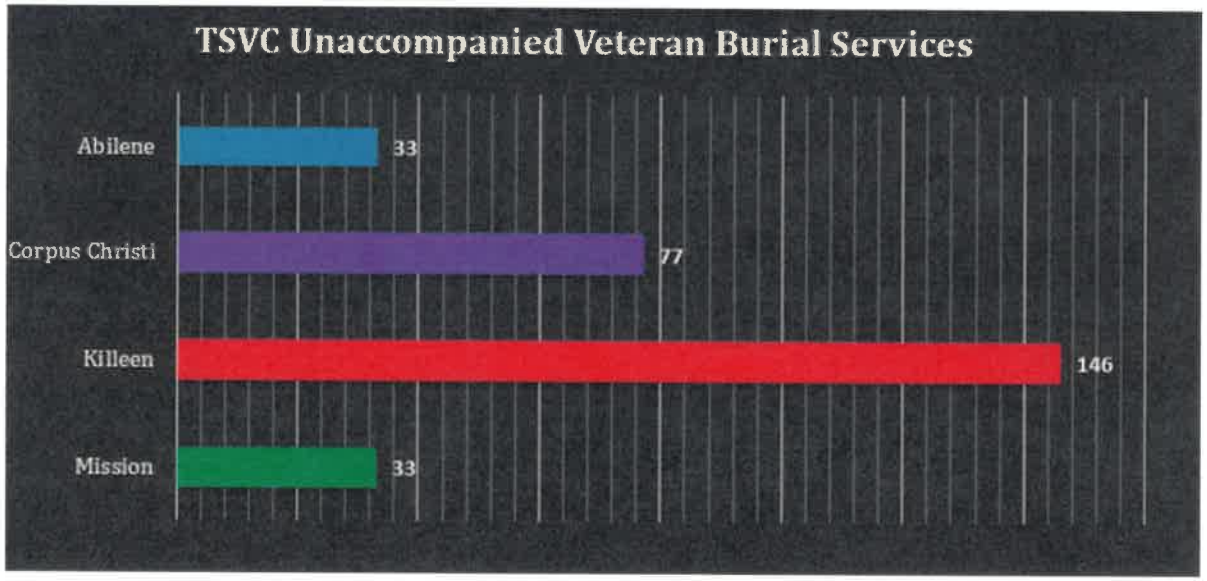

Current interments as of December 2025 -5255

RGV State Veterans Cemetery

2520 South Inspiration Road • Mission, Texas 78572
Office: (956) 583-7227 • Fax: (956)-583-7887

Events and Ceremonies Information:
Wreath Laying Ceremony December 13, 2025 @ 9am
Wreath count—2451 Fresh and 1941 artificial
300 Plus were in attendance

Upcoming Events:
Memorial Day Event May 25, 2026, TBD

RGV State Veterans Cemetery

2520 South Inspiration Road • Mission, Texas 78572
Office: (956) 583-7227 • Fax: (956)-583-7887

Completed Projects:
Irrigation Audit for September 2025 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)
Working on Section 31-Realingment & Resetting
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 35-Realingment & Resetting
Removal of 30% non-usable equipment 11/24/2023
Prepping for NCA inspection 2/2026
Roof construction to commence –10/6/2025
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
2023 File Migration pending completion 1/2026
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 interments 5255 as of December 17, 2025

VLB Funded (In-Progress)
Re-alignment on 44 Flat Marker/ Headstone
100% Eligibility Review-Headstone Completed
Construction on Roof/Gates/Service Seals till 3/2026

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
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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

Public Works

November 2025 Monthly Report

Street Projects

Jonathan Drive

Alex Drive

Water Distribution Project

100 Melba Carter
Sewer Line Repair

PUBLIC WORKS
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Utility Billing and Collection

ANALYTICAL STATISTICAL COMPARISON

‡ UTILITY BILLING ACCRUALS ‡

BILLING TYPE	Nov - 2025	Nov - 2024	FYTD 25-26	FYTD 24-25
Water Consumption (Gals.)	402,752,000	368,311,000	780,840,000	697,490,000
Number of Customers	31,399	30,843		
WATER & WASTEWATER				
Water Sales	$ 1,320,245	$ 1,224,857	$ 2,577,983	$ 2,353,266
Water Sales - *Granjeno*	2,391	2,288	4,745	4,433
Water Connections	20,993	23,955	71,408	70,630
Reconnect Fees	2,775	10,525	15,850	24,500
Sewage Service	724,953	689,052	1,414,207	1,330,418
Sewage Service - *Granjeno*	1,212	1,193	2,441	2,365
Industrial Sewer Surcharge	1,217	526	1,520	642
Wastewater Connections	5,930	5,610	19,320	19,920
Service Charge	9,705	12,423	20,655	22,838
Total	**$ 2,089,421**	**$ 1,970,429**	**$ 4,128,129**	**$ 3,829,012**
SANITATION				
Garbage Fees	$ 712,892	$ 692,276	$ 1,422,211	$ 1,380,321
Brush Fees	109,780	105,044	218,824	209,318
Total	**$ 822,672**	**$ 797,320**	**$ 1,641,035**	**$ 1,589,639**
DRAINAGE ASSESSMENT FEE				
Drainage Assessment Fee	$ 108,602	$ 107,031	$ 217,563	$ 213,764
Total	**$ 108,602**	**$ 107,031**	**$ 217,563**	**$ 213,764**
Total Billing	**$ 3,020,695**	**$ 2,874,780**	**$ 5,986,727**	**$ 5,632,415**

‡ UTILITY COLLECTIONS CASH ‡

COLLECTIONS	Nov- 2025	Nov - 2024	FYTD 25-26	FYTD 24-25
Total Collections	**$ 2,650,547**	**$ 1,672,563**	**$ 5,716,993**	**$ 3,711,806**

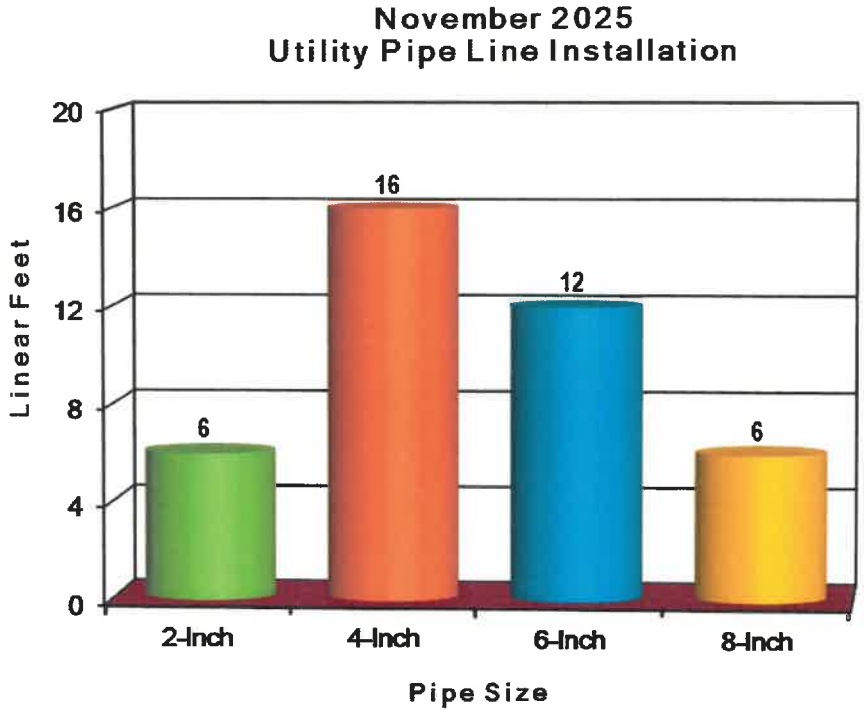
Water Distribution

Utility Line Installation

Water Distribution Crews installed 40 Linear Feet of Utility Line. Below are the locations where the broken line repairs took place. There were 24 (twenty-four) major water line breaks repaired.

November 2025 Utility Line Installation

2-Inch	4-Inch	6-Inch	8-Inch
3311 Los Ebanos 4'	2402 Sierra Ct. 2'	13th St & Perkins 6'	101 Melba Carter 6'
2026 Joanna Ave. 2'	3212 White Oak Dr. 4'	1104 Miller Ave. 6'	
	1707 Cardinal 4'		
	948 Lee 6'		
6 LF	16 LF	12 LF	6 LF

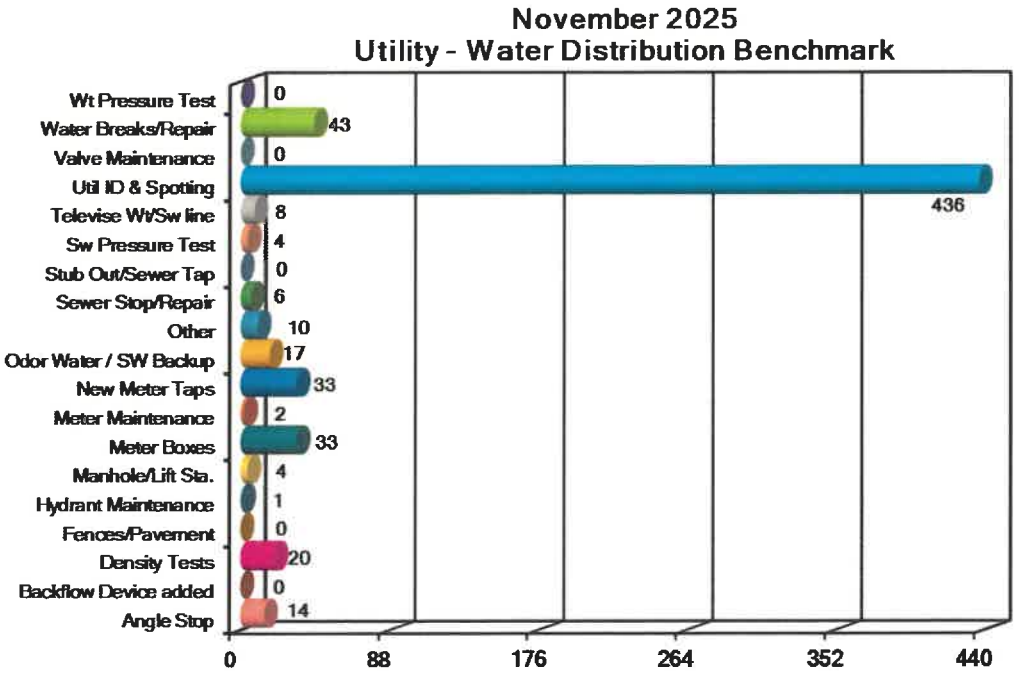


Water Distribution

Water Distribution - Maintenance Benchmark Summary

The following is the November 2025 Water Distribution's Maintenance Benchmark Summary.

Service Type	Oct	Nov	FYTD 25-26	FY 24-25
Angle Stop	6	14	20	149
Backflow Device	0	0	0	1
Density Tests	18	20	38	259
Fences/Pavement	0	0	0	0
Hydrant Maintenance	1	1	2	58
Manhole/Lift Station	4	4	8	36
Meter Boxes	77	33	110	713
Meter Maintenance	12	2	14	54
New Meter Taps	84	33	117	747
Odor Water	23	17	40	215
Other	2	10	12	75
Sewer Stop/Repair/Tap	23	6	29	245
Stub Out Sewer	0	0	0	0
Sewer Pressure Test	4	4	8	133
Televise Sewer line	16	8	24	91
Utility ID & Spotting	419	436	855	5,551
Valve Maintenance	0	0	0	4
Water Break/Repair	19	43	62	286
Water Pressure Test	10	0	10	158
Totals	718	631	1,349	8,775



Water Distribution - Utility Inspections Mr. Lupe Vela and Mr. Charlie Fuentes, Utility Inspectors, conducted inspections on forty (40) sites; performed 2 Mandrel Tests and 2 Air Sewer Tests and 20 Density Tests. Inspectors worked on 436 line locates.

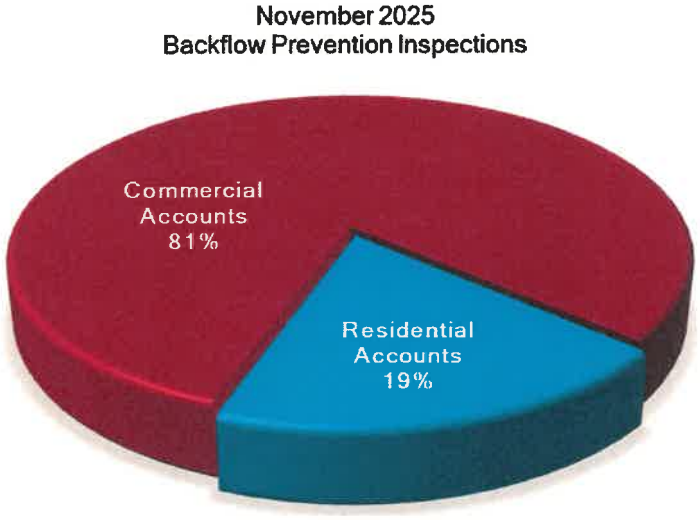
	Site/Subdivision	Start Date	Completion Date	Location	Inspection Description
1	Anacua Village	7/2024		Mayberry / 8th St.	Under Construction
2	Anzalduas Industrial Park PH 1	4/2024		Military / Bryan	Under Construction
3	Anzalduas Industrial Park PH 7	3/2024		Military / Bryan	Under Construction
4	Augusto 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 / 20th 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	Chipotle	9/2025		Shary / Ruby Red Blvd.	Under Construction
14	Conway Village	1/2025		4 Mile / Conway	Under Construction
15	Cross Church	7/2023	11/2025	Expressway / Glasscock	Utilities Complete
16	Crystal Estates	9/2023		Inspiration Rd / Esperanza	Under Construction
17	Deleon-Zamora	7/2024		4 Mile / Conway	Under Construction
18	El Milagro PH I	12/2022		Los Indios / Bryan	Under Construction
19	Excel Carriers	7/2023		3 Mile / La Homa	Under Construction
20	Holland Terrace	7/2024		Holland / 25th St.	Under Construction
21	Imperio Vista Subd.	8/2025		Holland / 20th 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	Monarza Estates	9/2023		3 ½ N Mayberry	Under Construction
28	Move It Storage	8/2025		FM 495 / Conway	Under Construction
29	Retama Village VI	1/2025	11/2025	Bentsen Palm Dr.	Utilities Complete
30	Schizne Gardens at James Subd.	9/2025		Bryan / 1 ½ Mile North	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	Sharyland Bus Park PH I	3/2022	11/2025	Anzalduas / Military	Utilities Complete
34	Sonoma Ranch	1/2025		Mayberry / 2 ½ Mile	Under Construction
35	Springwood Manor Estates	6/2024	11/2025	Stewart / School Lane	Utilities Complete
36	Tee Time	3/2025		Mayberry / N Bolz St.	Under Construction
37	Tierra Dorada Lift Station	7/2024		Tierra Dorada	Under Construction
38	Top Site Storage	3/2025		Trinity / Commerce	Under Construction
39	Tree Gardens at Orchards	9/2025		Bryan / 1 ½ Mile North	Under Construction
40	Trosper Creek	3/2025	11/2025	2 Mile / Trosper	Utilities Complete

Water Distribution - Backflow Prevention Inspections

The table and graph below show the eighteen (18) 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.

2025-26 Backflow Inspections

Tests / Surveys	Oct	Nov	FYTD 25-26	FY 24-25
Inspection of Commercial Accts	38	16	54	181
Inspection of Residential Accts	9	2	11	143

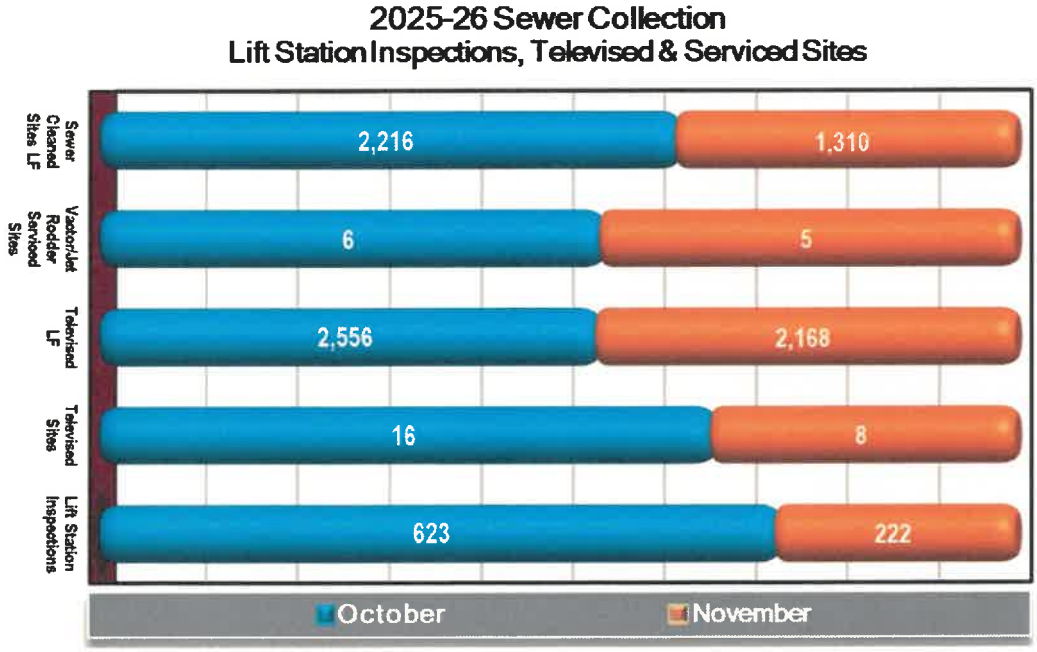


Water Distribution - Sewer Collection

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 16 sewer backups, 8 sewer line sites televised, cleaned 5 sewer line sites (Jet Rodder 2, Vactor 3) and 222 lift station work orders for this month.

Sewer Lift Station Inspections
Vactor / Jet Rodder Cleaning Services

Service Type	Oct	Nov	FYTD 25-26	FY 24-25
Lift Stations Inspections	623	222	845	4675
Televised Serviced Sites	16	8	24	91
Televised Linear Feet	2556	2168	4724	45276
Vactor/Jet Rodder Serviced Sites	6	5	11	147
Vactor/Jet Rodder Serviced Linear Feet	2216	1310	3526	56187



Water Treatment Plant

Water Production and Rainfall Water Plant Operators at our North and South Water Treatment Plants treated 427.600 million gallons of water and our Plant Operators recorded daily the monthly rainfall for November for a total of 0.5 inches.

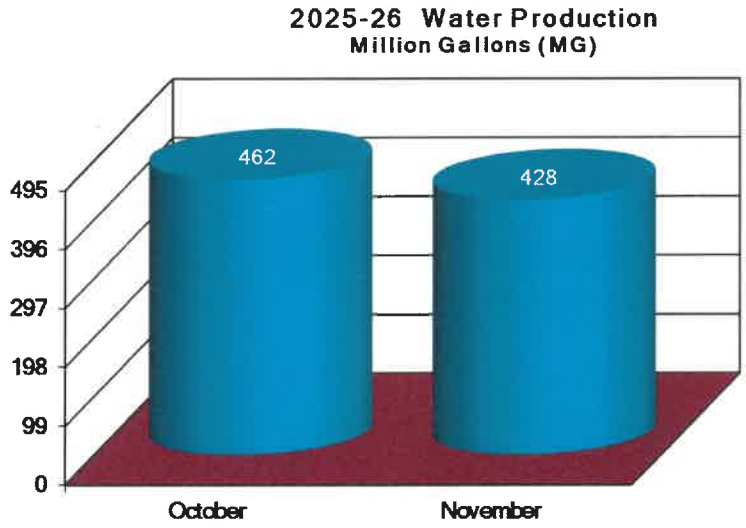
2025-26 Treated Water Million Gallons (MG)

Avg	Max	Min	Oct	Nov	FYTD 25-26	FY 24-25
14	16	12	462	428	890	4,852

2025-26 Rainfall (Inches)

Description	Oct	Nov	FYTD 25-26	FY 24-25
Rainfall (Inches)	0.7"	0.5"	1.2"	19.3"

Parameters Exceeded: N/A



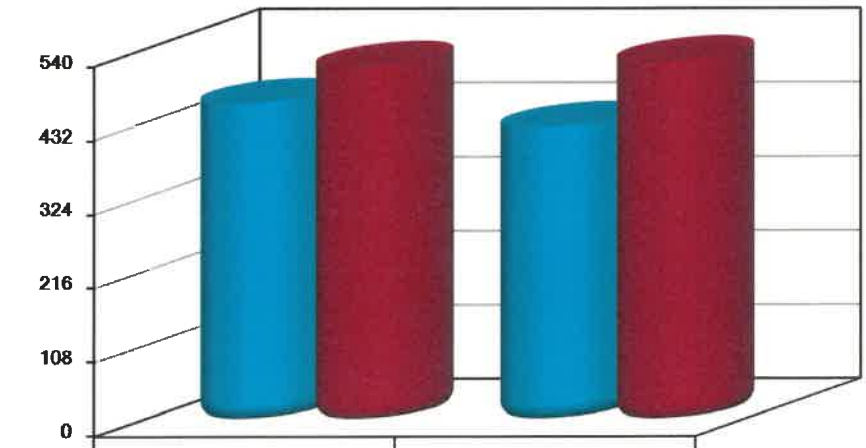
Operations and Maintenance - North Water Treatment Plant

- 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 December 8, 2025, the Falcon Reservoir water level is at 15.8% and the Amistad Reservoir water level is at 35.5%, 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
2025-26 Raw & Finish Water
Million Gals. (MG)



	October	November
Finish	462	428
Raw	516	523

Wastewater Treatment Plant

Wastewater - Treatment Wastewater Plant staff treated 228.010 million gallons of Wastewater.

2025-26 Wastewater Million Gallons (MG)

Avg	Max	Min	Oct	Nov	FYTD 25-26	FY 24-25
7.6	8.7	7.1	235	228	463	2,633

Wastewater - Wastewater Plant Status There were no violations for November. Plant operated at 53.69% capacity; Plant is rated at 13.5 mgd; and the Plant Yearly Average was 7.248 mgd. There was 1.1 inches of rainfall.

Wastewater - Risk Management Program The Plant buildings are maintained by Facilities department. All employees received Proper Protection Equipment as they may be exposed to hazardous environments. All cleaning and disinfection are done by janitorial staff to keep Plant disinfected as possible. Risk Reducing Training was conducted for severe heat exposure to all Plant Staff.

Wastewater - Staff Developments David Garza was trained and passed the TCEQ "D" level license and is now a Wastewater Plant Operator. He was promoted and is on training courses for the next level of licensing. 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; his next class is Wastewater Treatment for different types of wastewater treatment 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.
9. Operators are pumping sludge from thickener to holding tanks due to repairs needed for thickener gear box.
10. Grounds keeping was done by all Operators and Grounds Keeper.

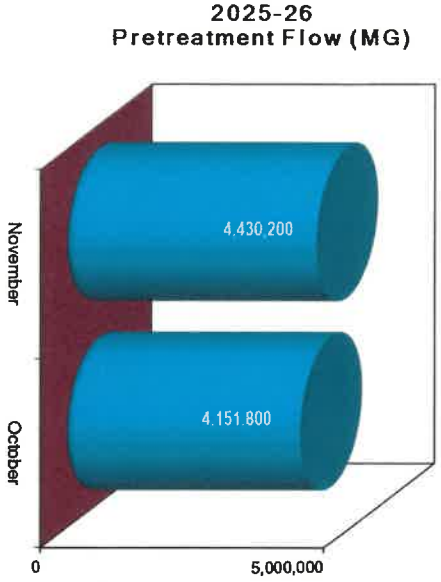
Wastewater - Contract Work

City's Contracted out electricians worked on the following.

1. J&E's work done at the Plant.
   - Pump assembly for T-10 Lift Station.
   - Worked on grit timers for the grit system control cabinet.
2. Hill-Tex work done at the Plant was as follows.
   - Worked on Main Lift Station for the Plant (Pump 1).

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.



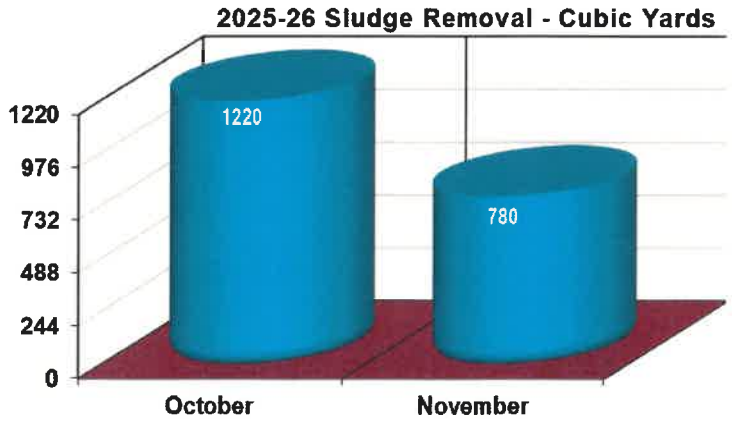
Wastewater - Lab Status All equipment and supplies met TCEQ standards for analysis and are concurrent with Standard Methods Procedures. ERA annual testing was completed and the City's Lab passed all analysis categories. Reports are pending to be finalized and sent to TCEQ for annual compliance. Plant Supervisor continues using the EPA Discharge Monitoring Report Federal Reporting System to comply with TCEQ Rules and Regulations. Staff is dedicated and committed 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 and 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 Three surface Aerators and motors are operational. Clarifier at Pretreatment was cleaned up of debris on the surface. All industrial flows to the Plant continue to be accounted for by meter totalizers and truck tickets. The Lone Star Citrus Company transported 60 truckloads of 300,000 gallons of citrus wastewater to the Pretreatment System. Pretreatment flow of waste from Rio Grande Juice Company and MPI (Metal Plating Industry) was 4,430,200 million gallons. Total sludge hauled was 780 cubic yards equivalent to 40 roll off containers. Estimated tons were 513.42.

2025-26 Sludge Removal

Month	Roll Offs	Cu/Yds
Oct	61	1,220
Nov	40	780
FYTD 25-26	101	2,000
FY 24-25	525	8,508



Street Division - Benchmark Summary

Our Street Crews paved 450 linear feet, patched approximately 720 Potholes; placed a total of 31 Signs (19 stop signs) and 19 Poles (cemented); inspected and repaired 59 Traffic Lights and Street Lamps; 994 Street Miles was swept; removed 210 Tires and 1 Demolished Home. Street Crews cleared right-of-way tree limb obstructions. There were 218 customers and a monetary Collection of Debris totaling $ 5,845.

Street Improvement & Construction Projects

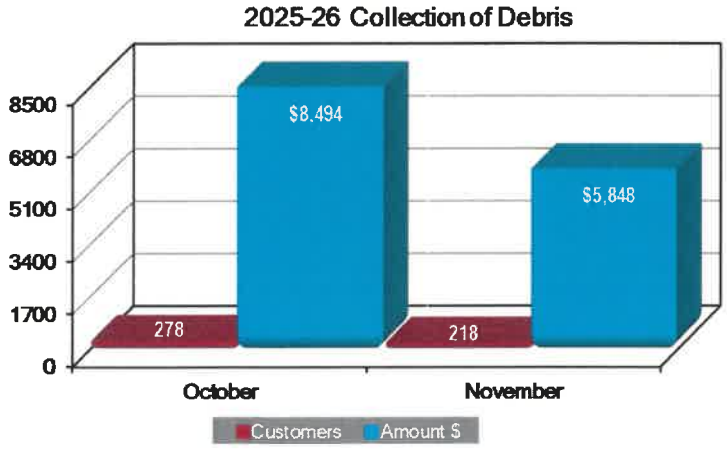
Project Name	Linear Feet	Construction % Completion	Current Status	Project Cost	Contractor
Jonathan Drive 70 Tons HMA	200' x 29'	100% Complete	100% Complete	$ 4,900	Street Department
Alex Drive 90 Tons HMA	250' x 29'	100% Complete	100% Complete	$ 6,300	Street Department

Collection of Debris

There were 218 City of Mission customers with a monetary collection of debris totaling $ 5,845.

Collection of Debris

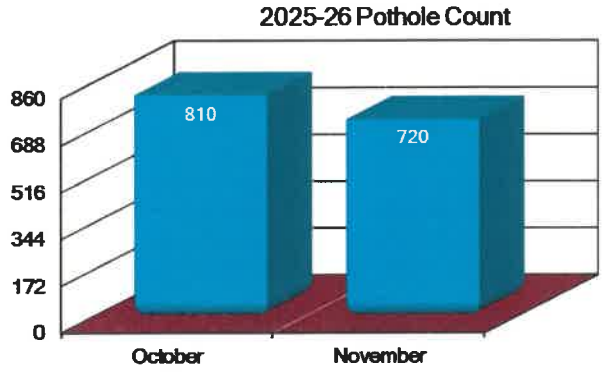
Month	Customers	Amount $
Oct	278	$ 8,494
Nov	218	$ 5,845
25-26	496	$ 14,339
24-25	2,882	$ 87,601



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

2025-26 Pothole Maintenance

Month	24-25	25-26
Oct	726	810
Nov	785	720
Totals	1,511	1,530



City Street Miles Swept Mr. Torres, Mr. Gutierrez, Sweeper Operators, cleaned 994 street miles.

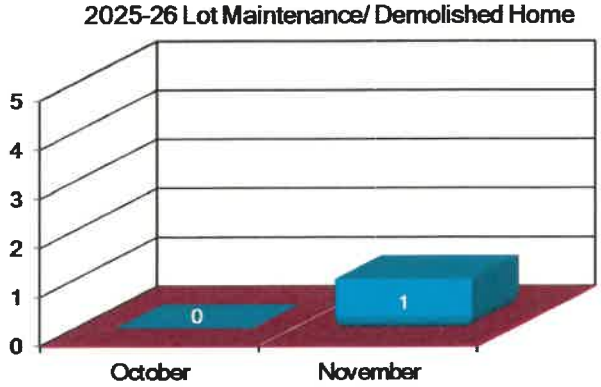
2025-26 Miles Swept

Month	24-25	25-26
Oct	1,662	658
Nov	1,497	994
Totals	3,159	1,652

Lot Maintenance / Demolished Home There was one Demolished Homes this month.

2025-26 Lot Maintenance

Month	24-25	25-26
Oct	0	0
Nov	1	1
Totals	1	1

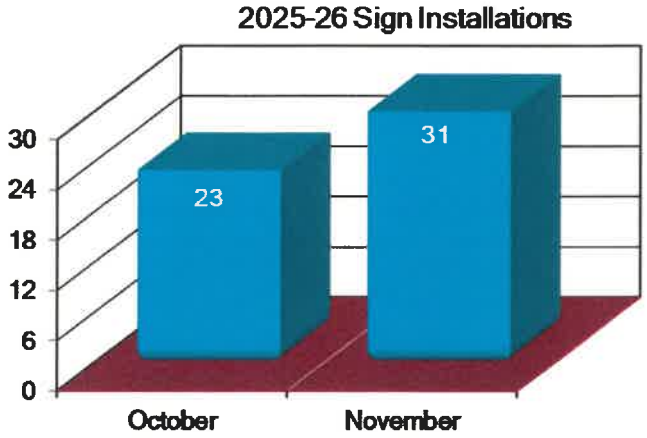


Sign Shop Output Measures

Street Crews installed 31 signs (19 stop signs) and 19 poles.

2025-26 Sign Installation

Month	24-25	25-26	Posts
Oct	19	23	8
Nov	48	31	19
Totals	67	54	27



Street Light Pole Maintenance

Street Light inspections are maintained by AEP.

Traffic Signal Maintenance

Replaced cabinet on Shary and 4th Street due to car accident; No report, vehicle hit post and left the damages.

	School Zone			Traffic Signals Light Changes							
Month	Light Bulb Replace	Re-set Controller	School Maint	Green	Red	Amber	Walk / Don't Walk	Trouble shoot Controller	Reg Maint	Misc	Total
Oct	2	1	1	2	1	1	1	5	35	37	86
Nov	0	0	0	5	1	0	6	3	17	27	59
25-26	2	1	1	7	2	1	7	8	52	64	145
24-25	9	27	116	16	28	28	36	74	507	405	1,246

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

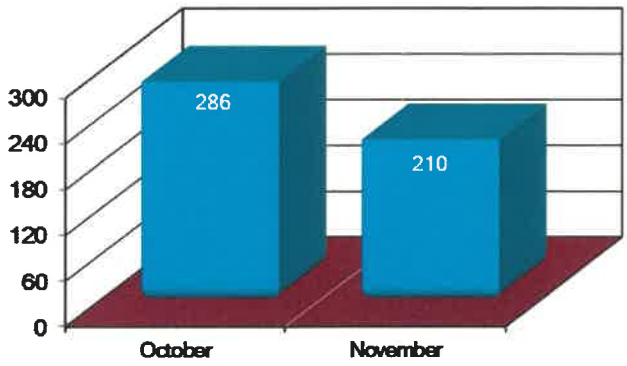
City Crew Collect Debris Our Alley Crew cleaned alleyways and averaged 5 trailer loads daily and mowed an average of 2 miles of alleyway.

Tire Removal Our Streets Crew removed 210 tires from the City this month.

2025-26 Tire Collection

Month	24-25	25-26
Oct	280	286
Nov	360	210
Totals	640	496

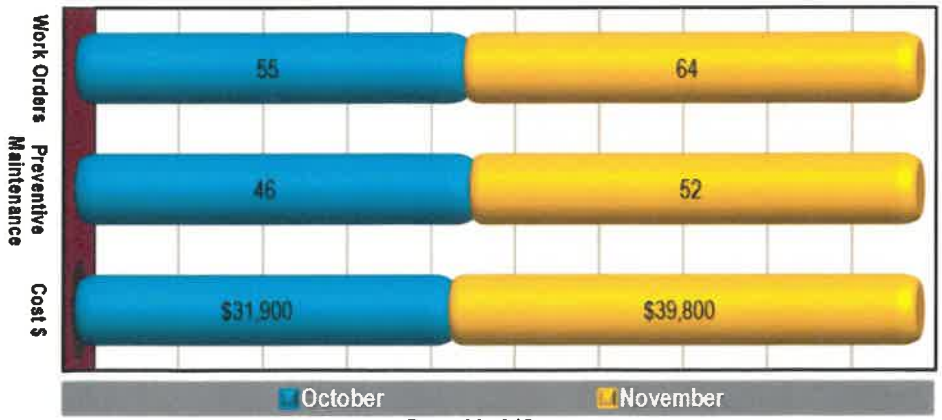
2025-26 Tire Removal



2025-26 Fleet Maintenance & Cost Summary

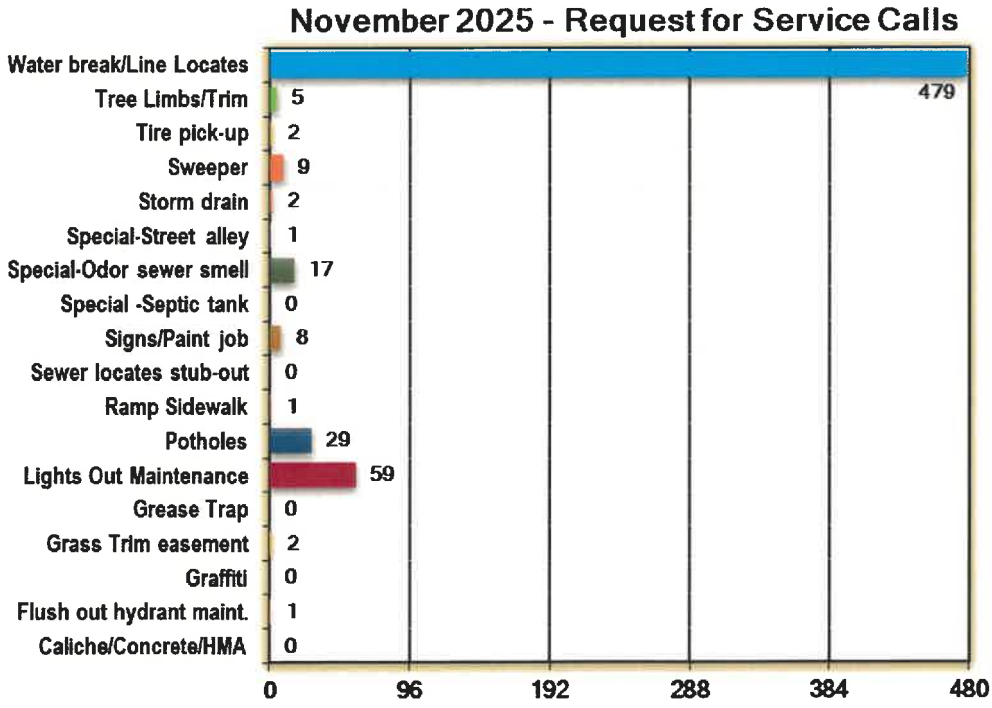
Charge Code	Work Orders	Preventive Maintenance	Cost $
Oil Changes / PM	52	52	$ 17,500
Repairs	12	0	$ 22,300
November	64	52	$ 39,800
FYTD 25-26	119	98	$ 71,700
FY 24-25	797	625	$ 484,400

2025-26 Fleet Work Order Benchmark



Administration Request for Service Calls

Service Type	Oct	Nov	25-26	24-25
Caliche/Concrete/HMA	1	0	1	1
Flush Hydrant Maintenance	2	1	3	58
Graffiti	0	0	0	0
Grass Trim easement	7	2	9	75
Lights Out Maintenance	86	59	145	1,238
Potholes	41	29	70	592
Ramp Sidewalk	1	1	2	14
Sewer locates stub-out	0	0	0	0
Signs/Paint job	11	8	19	36
Special -septic tank	0	0	0	0
Special-Odor smell	23	17	40	215
Special-Street alley	2	1	3	81
Storm drain	12	2	14	58
Sweeper	6	9	15	98
Tire pick-up	15	2	17	28
Tree Limbs/Trim	13	5	18	95
Water break/Line locates	438	479	917	5,761
Total	658	615	1,273	8,350

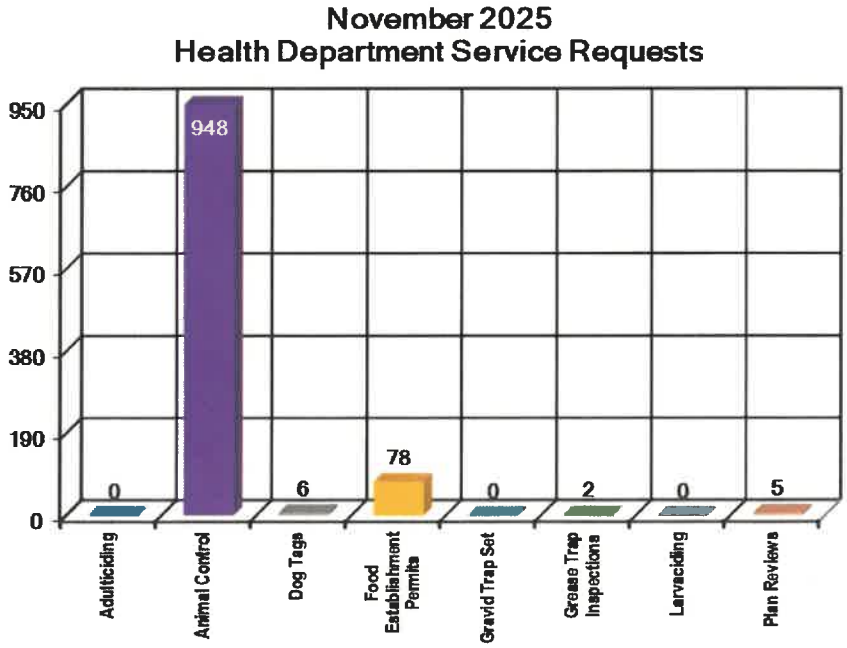


Health Department

Health Department Benchmark Summary

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

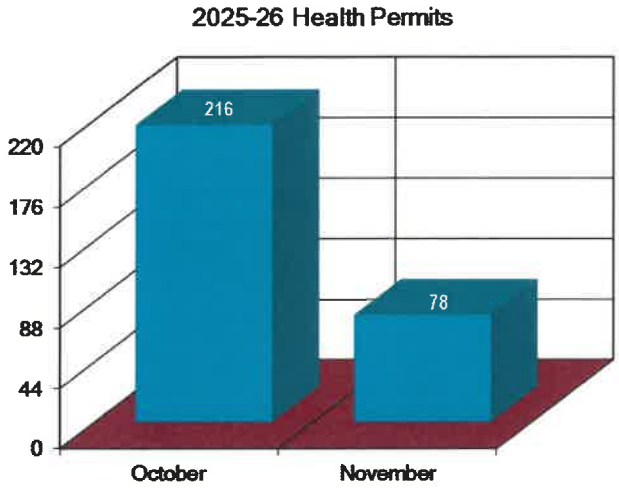
Service Type	Oct	Nov	25-26	24-25
Adulticiding	0	0	0	13
Animal Control	1,048	948	1,996	10,814
Dog Tags	5	6	11	33
Food Est. Permits	216	78	294	2,172
Gravid Trap Set	0	0	0	0
Grease Trap Inspections	0	2	2	3
Larvaciding	0	0	0	9
Plan Reviews	6	5	11	112
Total	1,275	1,039	2,314	13,156



Health Permits

A total of 78 Food Establishment permits were issued this month.

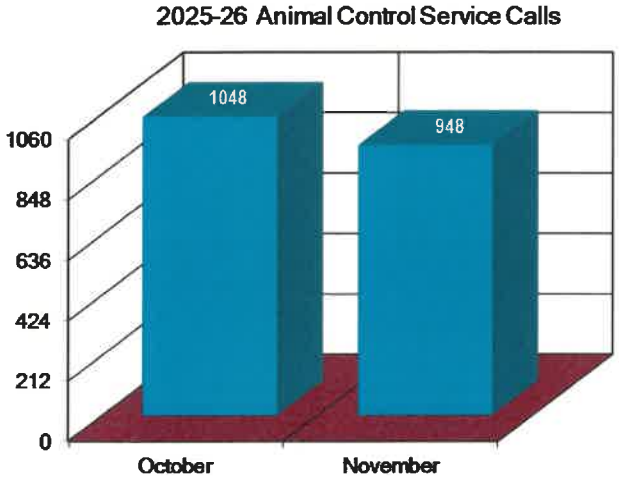
Food Establishment Permits		
Month	FY 24-25	FY 25-26
Oct	231	216
Nov	220	78
Totals	451	294



Animal Control Service Calls

Citizens called (948 calls) regarding Animal Control concerns.

Animal Control Calls		
Month	FY 24-25	FY 25-26
Oct	970	1,048
Nov	770	948
Totals	1,740	1,996



Health Department Animal Control

Our City's Animal Wellness Officers, Jesus, Ivan and Manuel reported the following Animal Control for November. There were 68 requests for intake service orders completed by City staff this month.

Dogs

Description	Stray	Bite Case	Seized	D.O.A.	Owner Surrender	Escape Lost	Adopted	Rescued	Trap-Neuter-Release	November	25-26
Mission	7	1	0	12	0	0	7	9	0	36	95
November	7	1	0	12	0	0	7	9	0	36	
25-26	29	12	0	25	0	0	17	12	0		95
FY 24-25	374	61	1	90	24	19	24	10	0		603

Cats

Description	Stray	Bite Case	Seized	D.O.A.	Owner Surrender	Escape Lost	Adopted	Rescued	Trap-Neuter-Release	November	25-26
Mission	4	0	0	14	0	3	5	0	3	29	72
November	4	0	0	14	0	3	5	0	3	29	
25-26	9	0	0	29	0	4	11	16	3		72
FY 24-25	206	10	0	151	0	18	17	9	10		421

Wildlife

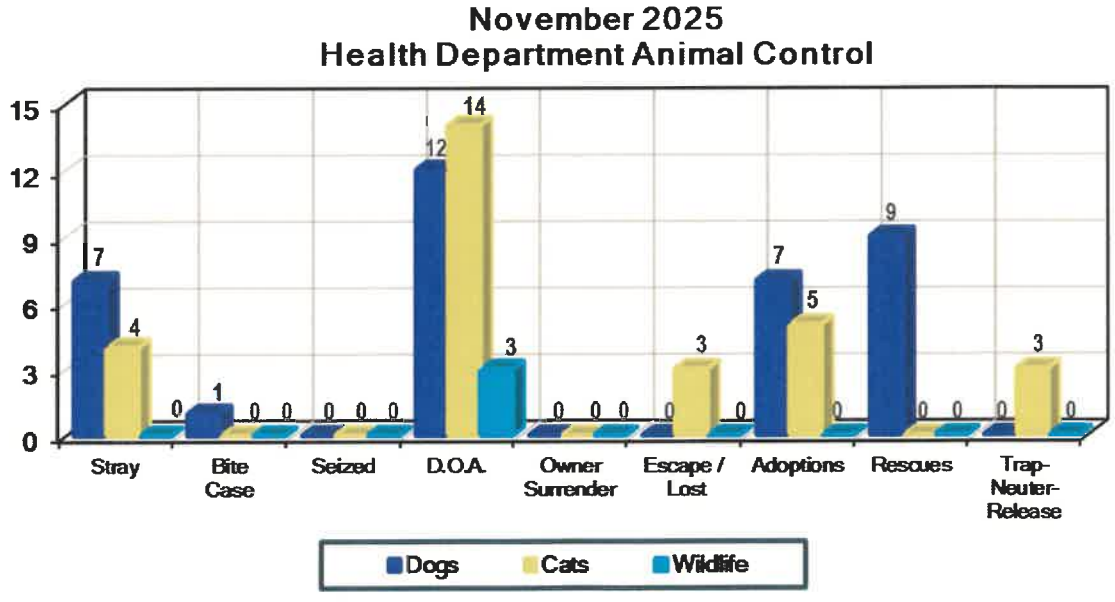
Description	Stray	Bite Case	Seized	D.O.A.	Owner Surrender	Escape Lost	Adopted	Rescued	Trap-Neuter-Release	November	25-26
Mission	0	0	0	3	0	0	0	0	0	3	6
November	0	0	0	3	0	0	0	0	0	3	
25-26	0	0	0	6	0	0	0	0	0		6
FY 24-25	0	0	0	81	0	0	0	0	0		81

Health Department Animal Control Summary

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

November 2025
Health Department Animal Control

Animal Type	Stray	Bite Case	Seized	D.O.A.	Owner Surrender	Escape/ Lost	Adopted	Rescues	Trap-Neuter-Release	NOV	25-26
Dogs	7	1	0	12	0	0	7	9	0	36	95
Cats	4	0	0	14	0	3	5	0	3	29	72
Wild Life	0	0	0	3	0	0	0	0	0	3	6
NOV	11	1	0	29	0	3	12	9	3	68	
25-26	38	12	0	60	0	4	28	28	3		173
24-25	580	71	1	322	24	37	44	13	13		1,105



Mission Event Center Revenue Ledger
10/01/2025 - 10/31/2025
Source: RESERVE (event management software)

Event - Name	Event Date	Room Rental Charges	Alcoholic Beverage Charges	Equipment Charges	Refundable Damage Deposit	F & B/ Use of Kitchen Fee	Function Total	Total Adjustments and Discounts	Total Payments Received	Balance Due	Estimated Attendance
Sharyland HS Prom Parade (parking lot)	10/01/2025	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	($2,500.00)	$0.00	$0.00	
Fire Dept Conference	10/01/2025	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	100
Business Masterclass	10/03/2025	$2,000.00	$213.00	$400.00	$500.00	$375.00	$3,536.00	$0.00	$3,536.00	$0.00	150
Area X FFA Greenhand Camp	10/06/2025	$3,800.00	$0.00	$350.00	$0.00	$375.00	$4,525.00	$0.00	$4,525.00	$0.00	400
City of Mission Human Resources Breast Cancer Awareness Luncheon	10/07/2025	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	($1,250.00)	$0.00	$0.00	120
Mission Chamber of Commerce Gala	10/08/2025	$4,000.00	$1,589.00	$0.00	$0.00	$375.00	$5,964.00	$0.00	$5,964.00	$0.00	300
2025 Pioneer HS Homecoming	10/10/2025	$1,500.00	$0.00	$350.00	$500.00	$375.00	$2,725.00	$0.00	$2,725.00	$0.00	300
South Texas College Foundation Gala	10/15/2025	$5,650.00	$2,968.00	$200.00	$500.00	$375.00	$9,693.00	$0.00	$9,693.00	$0.00	500
Naturalization Ceremony	10/17/2025	$3,800.00	$0.00	$350.00	$0.00	$0.00	$4,150.00	$0.00	$4,150.00	$0.00	800
RGV Diabetes Association Dancing with the Stars	10/17/2025	$4,000.00	$750.00	$700.00	$500.00	$375.00	$6,325.00	$0.00	$6,325.00	$0.00	970
Fire Dept Promotion Ceremony	10/20/2025	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	150
2025 Autism Conference	10/23/2025	$4,000.00	$0.00	$350.00	$500.00	$750.00	$5,600.00	$0.00	$1,500.00	$4,100.00	300
Vielma/Rendon Wedding	10/25/2025	$4,100.00	$4,280.00	$200.00	$500.00	$375.00	$9,605.00	$0.00	$9,605.00	$0.00	200
McAllen Coffee Fest	10/26/2025	$2,750.00	$0.00	$0.00	$500.00	$375.00	$3,625.00	$0.00	$3,625.00	$0.00	200
City of Mission HR Health Fair	10/29/2025	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	($4,350.00)	$0.00	$0.00	200
Veterans Claims Summit	10/30/2025	$380.00	$0.00	$85.00	$0.00	$37.50	$502.50	($4,522.50)	$502.50	$0.00	1200
City of Mission Community Event "Halloween"	10/31/2025	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	($2,500.00)	$0.00	$0.00	4000
TOTAL:		**$35,980.00**	**$9,800.00**	**$2,985.00**	**$3,500.00**	**$3,787.50**	**$56,250.50**	**($15,122.50)**	**$52,150.50**	**$4,100.00**	**9890**

17 events hosted

Oct-24		**$28,800.00**	**$3,358.00**	**$2,650.00**	**$3,500.00**	**$1,875.00**	**$40,183.00**	**($17,475.00)**	**$40,183.00**	**$0.00**	

16 events hosted

Mission Event Center Revenue Ledger
11/01/2025 - 11/30/2025
Source: RESERVE (event management software)

Event - Name	Event Date	Room Rental Charges	Alcoholic Beverage Charges	Equipment Charges	Refundable Damage Deposit	F & B/ Use of Kitchen Fee	Function Total	Total Adjustments and Discounts	Total Payments Received	Balance Due	Estimated Attendance
Cheer Strike Showcase	11/02/2025	$3,800.00		$0.00	$500.00	$375.00	$4,675.00	$0.00	$2,337.50	$2,337.50	800
City of Mission Human Resources "Veterans Appreciation Luncheon"	11/04/2025	$0.00		$0.00			$0.00	($1,250.00)	$0.00	$0.00	60
PSJA Cradle 2 College Conference	11/05/2025	$5,300.00		$350.00	$500.00	$375.00	$6,525.00	$0.00	$6,525.00	$0.00	600
ACCES Esperanza Clinic	11/08/2025	$3,800.00	$3,542.00	$600.00	$500.00	$375.00	$8,817.00	$0.00	$5,675.00	$3,142.00	350
SocialFest	11/11/2025	$4,350.00	$350.00	$171.50	$250.00	$750.00	$5,871.50	($4,778.50)	$350.00	$5,521.50	2500
IOC Company Safety Meeting	11/14/2025	$4,850.00		$350.00	$0.00	$375.00	$5,575.00	$0.00	$5,575.00	$0.00	700
Hiring Red, White, and You Job Fair	11/17/2025	$6,300.00		$350.00	$500.00	$375.00	$7,525.00	$0.00	$2,500.00	$5,025.00	1200
City of Mission Employee Appreciation Luncheon	11/19/2025	$0.00		$0.00			$0.00	($5,500.00)	$0.00	$0.00	400
Yaqui Animal Gala	11/21/2025	$0.00	$4,734.00	$0.00		$0.00	$4,734.00	($3,925.00)	$4,734.00	$0.00	500
STS Training Seminar	11/22/2025	$1,350.00		$0.00	$500.00	$375.00	$2,225.00	$0.00	$2,225.00	$0.00	240
Texas Citrus Fiesta Tea Party	11/22/2025	$0.00					$0.00	($1,250.00)	$0.00	$0.00	50
UMOS Meeting	11/24/2025	$4,700.00		$350.00	$500.00		$5,550.00	$0.00	$5,550.00	$0.00	600
Jaino & Swathi Wedding	11/28/2025	$4,700.00	$4,010.00	$0.00	$500.00	$375.00	$9,585.00	$0.00	$9,585.00	$0.00	500
TOTAL:		**$39,150.00**	**$12,636.00**	**$2,171.50**	**$3,750.00**	**$3,375.00**	**$61,082.50**	**($16,703.50)**	**$45,056.50**	**$16,026.00**	**8,500**

13 events hosted

Nov-24											
18 events hosted		**$31,700.32**	**$21,313.00**	**$2,850.00**	**$5,500.00**	**$3,375.00**	**$64,738.32**	**($14,449.68)**	**$64,738.32**	**$0.00**	

Code Enforcement

Monthly Report

November 2025

WEEDY LOT LETTERS	18
PROERTIES SENT TO MOWER'S LIST	4
PROPERTIES MOWED	14
ACCUMULATION OF ITEMS	13
COMMERCIAL PARKING LOT MAINT.	3
DEMOLITION OF UNSAFE BUILDINGS	0
DOUBLE OCCUPANCY/HOOKED RV	1
HEALTH & SANITATION	21
HOME OCCUPATION	4
ILLEGAL DUMPING	7
ILLEGAL SIGNS (RIGHT OF WAYS, BANDIT, TELEPHONE & GARAGE)	65
IPMC VIOLATIONS	4
JUNKED VEHICLES/ BOATS	15
NO GARAGE SALE PERMITS	1
NON-RESIDENTIAL PARKING/SEMI TRUCKS	3
PARKING ON LAWN	17
SIGHT OBSTRUCTION/SIDEWALKS/RIGHT OF WAY/DRIVEWAYS	7
STORAGE OF VEHICLES/BOATS/TRAILERS	1
UNSAFE / UNSECURED BUILDING	4
WEEDY LOTS	17
GARAGE SALE PERMITS	447
NO BUSINESS LICENSE/CUP REQ'D	0
CASES FILED IN COURT	7
CASES SEEN IN COURT	49
CASES CLOSED	16

SPEER MEMORIAL LIBRARY

NOVEMBER 2025

DOOR COUNT

7,481

3,553

BOOKS CHECKED OUT

2,551

Computer Sessions

41

ADULT PROGRAM AUDIENCE

VOLUNTEER HOURS WORKED

259

TEENS PROGRAM AUDIENCE

52

238

GENERAL AUDIENCE

171

CHILDREN PROGRAM AUDINCE

USE OUR

ONLINE RESOURCES

WWW.MISSION.LIB.TX.US

Speer Memorial Library added 19 new photos.
Favorites · November 1

For our last 2 weeks of October, the Teen Department had Horror Movie Week where our ens watched movies and ate some popcorn. During our Teen Animanga Club the ... See ore

Speer Memorial Library added 16 new photos.
Favorites · November 16 at 3:09PM

On our first Teen Animanga Club for November, our teens converted an old small tin box to a trinket box. Every single one looks so creatively amazing! Thanks to all... See more

Favorites · November 5 at 10:55 AM

Had an amazing turn out for Little Sprouts.

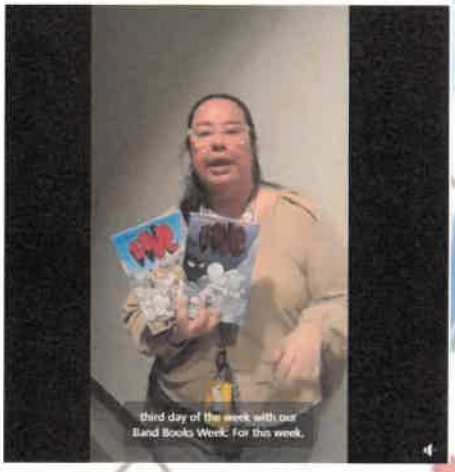
Album: 2025 November Teens Activities

Speer Memorial Library added 13 new photos
Favorites · November 15 at 3:19PM

To celebrate Dia de los Muertos Holiday, our teens created their own version of a talking paper sugar skull while watching the movie "Coco". Hope everyone had fun!!

Speer Memorial Library
Favorites · November 6 at 5:01 PM

[REUPLOAD] Today on Speer Can't Stop Reading Banned Books! Week, Bone: Out from onerville by Jeff Smith, a graphic novel about comedy, adventure, and scary rat creatures!



Speer Memorial Library
Favorites · November 5 at 10:53 AM

Don't forget to join us this coming Saturday at 2 PM for our little sprouts garden club.

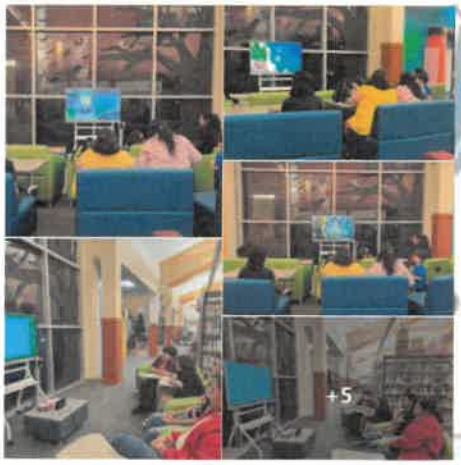
Speer Memorial Library
Favorites · November 5 at 10:52 AM

Thank you to everybody who joined us for toddler time today was the beginning of the alphabet A is for ants.

Album: 2025 November Teens Activities

Speer Memorial Library added 8 new photos
Favorites · November 24 at 8:11 PM

Thank you to all the teens and families that came for Teens Movie Night and Teens-Giving!! ame watching "Dragon Ball Super: Broly" movie to playing fun and teamwork-... See more



Speer Memorial Library
Favorites · November 19 at 10:57 AM

Toddler Time was a hit!! "C" is for Cat...The Cat in the Hat that is. Not only did the cat in the hat show up for the kids, but brought along two of his mischievous frien... See more

Album: 2025 November Teens Activities

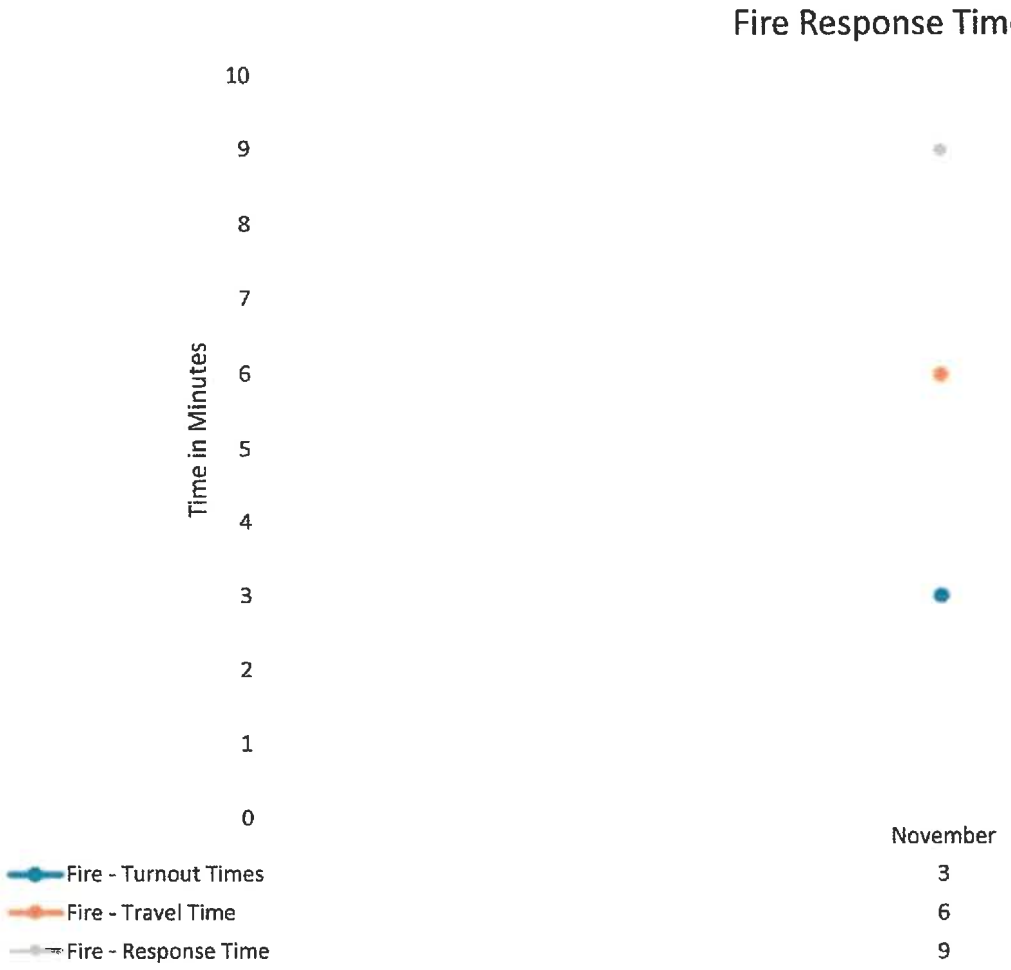
Speer Memorial Library added 7 new photos
Favorites · November 15 at 1:36 PM

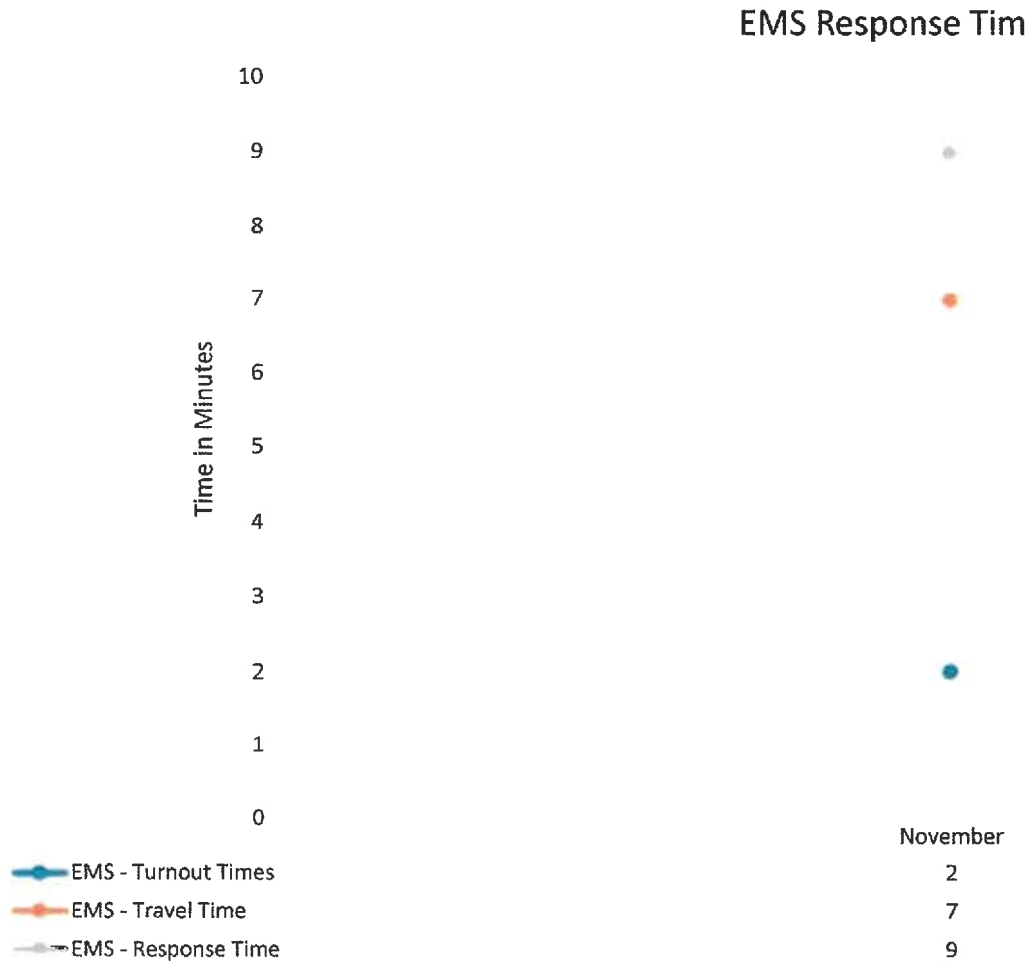
With the holidays on their way, our teens prepared for our Teen Department holiday decorations! The teens made fuse beads from the movie "The Nightmare Before Christm... See more

MISSION FIRE DEPARTMENT
MONTHLY REPORT

November 2025

"Dedicated to the Community we Protect… and Serve"


Fire Response Time
10
9
8
7
6
5
4
3
2
1
0
Time in Minutes
November
3
6
9
Fire - Turnout Times
Fire - Travel Time
Fire - Response Time


EMS Response Time
10
9
8
7
6
5
4
3
2
1
0
Time in Minutes
November
EMS - Turnout Times
2
EMS - Travel Time
7
EMS - Response Time
9

This measure comes from the FSO Fire Index. See national performance at: https://www.eso.com/resources/fire-index/

Filters

Alarm Date Range

11/1/25 to 11/30/25

Is Locked

True

Is Active

True

Count of Total Incidents & Exposures

Count of Incidents

502

Additional Exposures 0

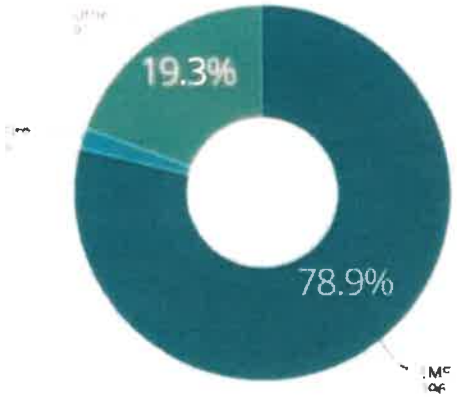
Aid Given/Received

Aid Given

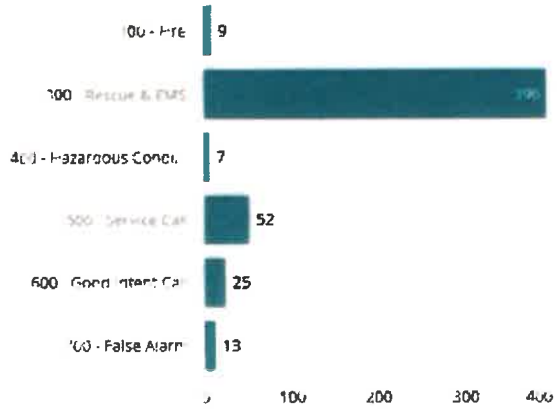
1

Aid Received 0

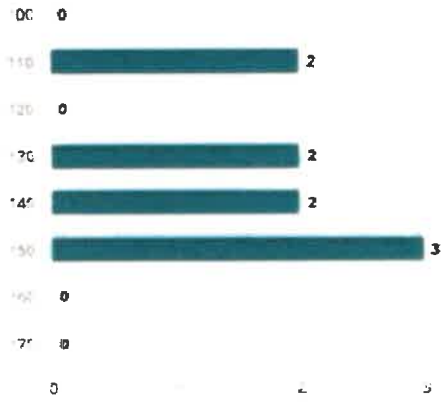
EMS/Fire Incident Breakdown



Count of Incidents by Incident Type



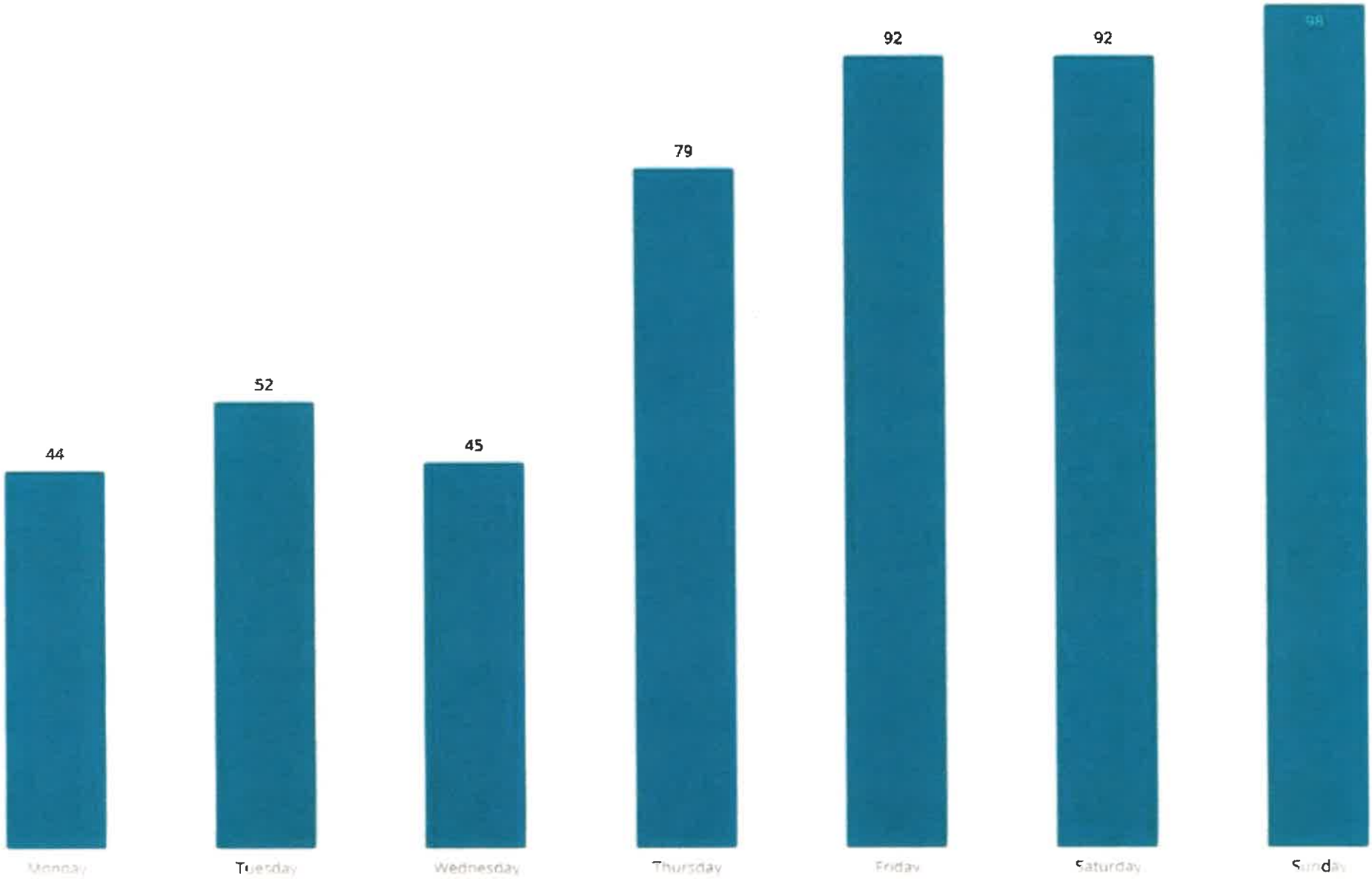
Count of Fire Incidents by Type

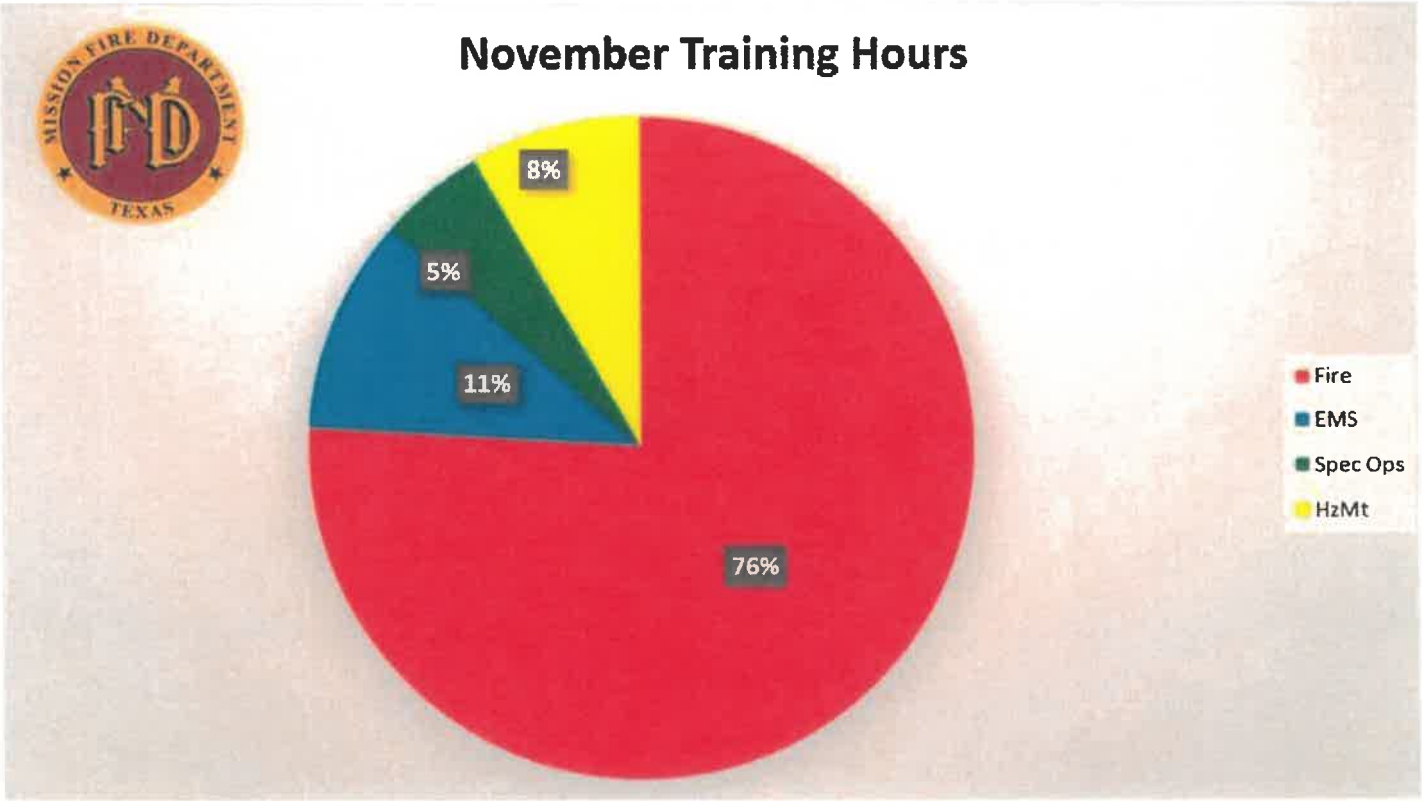


Incident Count by Day of Week

Apply Cancel

Incident Count by Day of Week

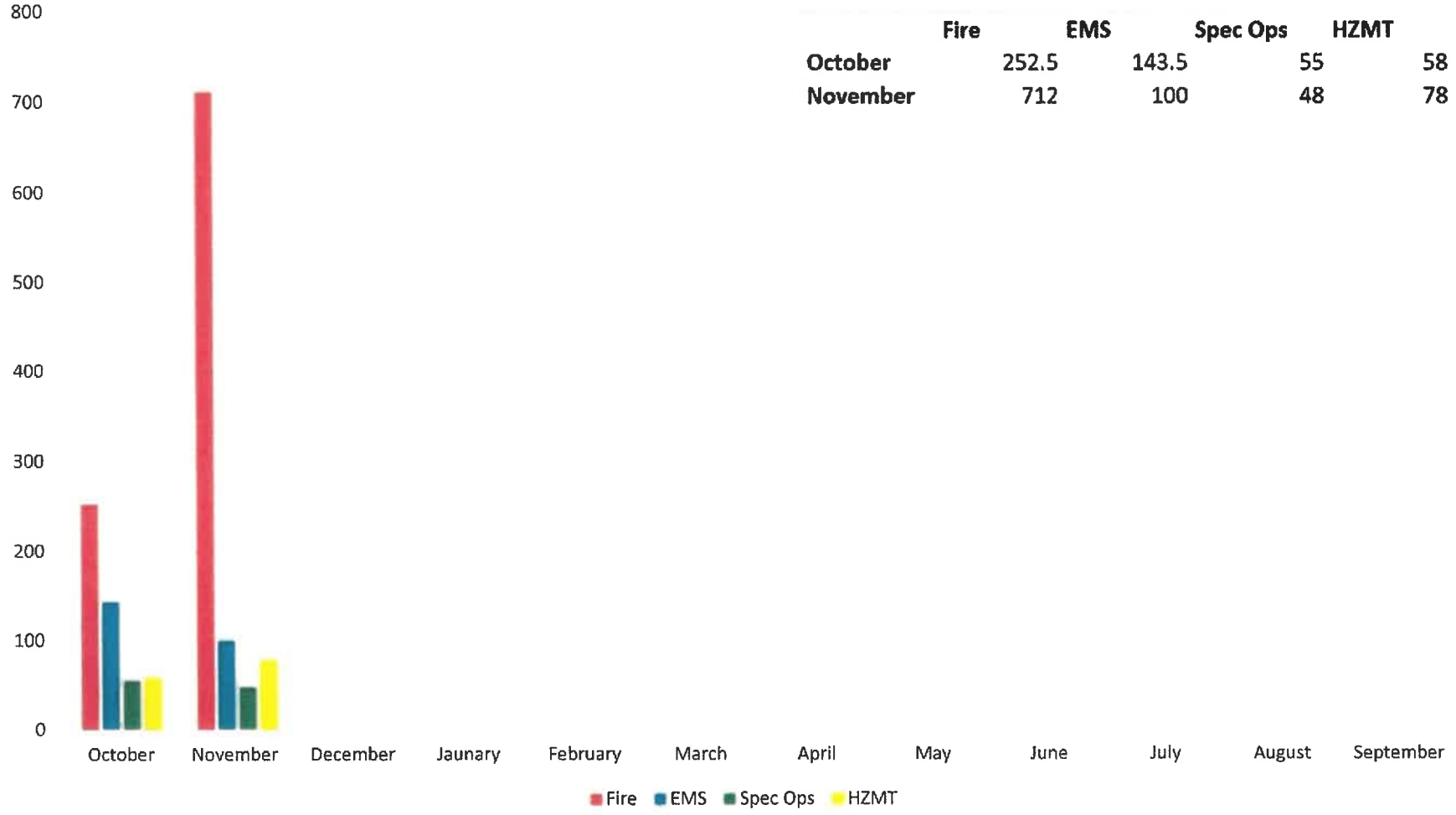




	Fire	EMS	Spec Ops	HzMt
November	712	100	48	78

Training Hours
Total Year-to-Date 2025-2026

	Fire	EMS	Spec Ops	HZMT
October	252.5	143.5	55	58
November	712	100	48	78



MISSION FIRE DEPARTMENT

Emergency Ambulance Response Report

November 2025

"Dedicated to the Community we Protect… and Serve"

eso Analytics Average Response Time

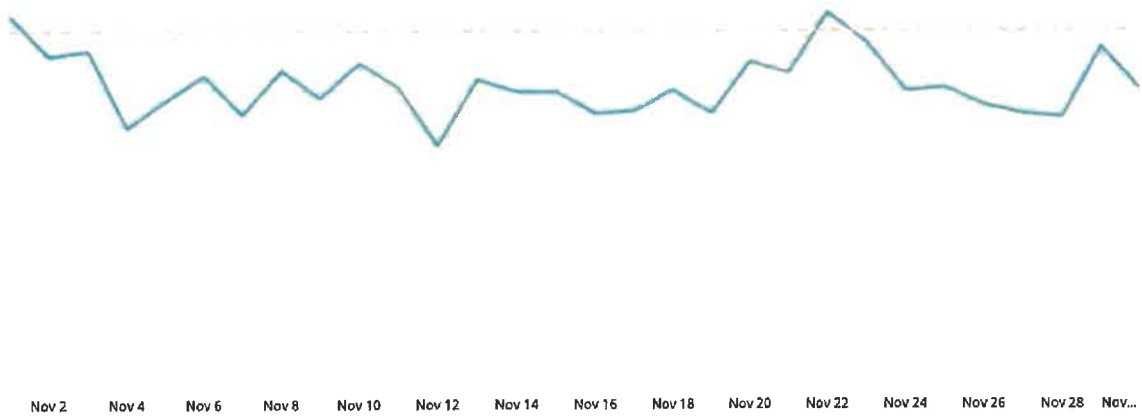
Previous Month v Nov 1, 2025 - Nov 30, 2025 v

06:47
MM:SS
Average Response Time

69%
OF RESPONSES
Response Time 08:00

30
DAYS
In Selected Time Slice

455
UNIT RESPONSES
In Selected Time Slice



Counts | % Rows | % Columns | All

Week Ending	11/2/25	11/9/25	11/16/25	11/23/25	11/30/25	12/7/25	12/14/25	12/21/25	12/28/25	1/4/26	1/11/26	1/18/26	1/25/26	Total
00:00 - 04:59	0.66%	5.05%	5.05%	5.27%	3.52%									19.56%
05:00 - 07:59	2.42%	12.31%	11.21%	10.99%	12.31%									49.23%
08:00 - 08:59	0.44%	2.42%	2.86%	2.86%	2.2%									10.77%
09:00 - 09:59		1.76%	1.54%	1.32%	1.54%									6.15%
10:00 - 11:59	0.22%	1.1%	2.42%	2.42%	1.1%									7.25%
12:00 - 14:59	0.22%	0.88%	0.66%	1.54%	1.1%									4.4%
15:00 - 16:59		0.44%	0.22%	0.44%	0.44%									1.54%
17:00 - 17:59														
18:00 - 19:59	0.22%			0.22%										0.44%
20:00 - 29:59	0.22%	0.44%												0.66%
30:00 - 59:59														
Total	4.4%	24.4%	23.96%	25.05%	22.2%									100%
Exceptions														0%

Previous Month v Nov 1, 2025 - Nov 30, 2025 v

Counts % Rows % Columns All

Week Ending	11/2/25	11/9/25	11/16/25	11/23/25	11/30/25	12/7/25	12/14/25	12/21/25	12/28/25	1/4/26	1/11/26	1/18/26	1/25/26	Total
Abdominal Pain	0.35%	1.24%	1.24%	1.06%	1.06%									4.96%
Acute Pain, not elsewhere classified		0.18%	0.18%											0.35%
Acute Respiratory Distress (Dyspnea)		0.88%	0.88%	1.06%	1.06%									3.89%
Alcohol use	0.18%	0.18%			0.35%									0.71%
Altered Mental Status	0.18%	0.88%	0.88%	0.71%	0.35%									3.01%
Anaphylaxis				0.18%										0.18%
Anxiety reaction/Emot... upset		0.71%	0.71%	0.88%	0.18%									2.48%
Back Pain	0.18%	0.53%	0.18%	0.88%										1.77%
Cardiac arrest		0.35%	0.18%	0.35%	0.18%									1.06%
Chest Pain / Discomfort		0.18%	1.42%	0.88%	0.53%									3.01%
Chest Pain, Other (Non-Cardiac)		0.18%	0.35%		0.35%									0.88%
Confusion/De...			0.18%											0.18%
Constipation	0.18%			0.18%										0.35%
Convulsions					0.18%									0.18%
Dehydration				0.18%										0.18%
Diabetic Hyperglycemia		0.18%												0.18%
Diabetic Hypoglycemia		0.71%		0.53%										1.24%
Dizziness	0.18%	0.35%	0.35%		0.53%									1.42%
Epistaxis			0.18%											0.18%
Extremity Pain	0.53%	1.42%	0.88%	0.88%	1.06%									4.78%
Eye Injury					0.18%									0.18%
Eye Pain	0.18%				0.18%									0.35%
Fatigue				0.18%	0.18%									0.35%
Fever		1.06%	0.35%	0.35%	0.18%									1.95%
Foreign Body in Respiratory Tract		0.35%			0.18%									0.53%

Week Ending	11/2/25	11/9/25	11/16/25	11/23/25	11/30/25	12/7/25	12/14/25	12/21/25	12/28/25	1/4/26	1/11/26	1/18/26	1/25/26	Total
Foreign Body on External Eye		0.18%												0.1
Gastrointestin.. hemorrhage			0.18%		0.35%									0.53%
Generalized Weakness	0.18%	1.77%	1.77%	1.95%	3.01%									8.67%
Headache	0.18%	0.35%	0.71%	0.88%	1.24%									3.36%
Hematoma (Non-Traumatic)			0.18%											0.18%
Hemorrhage		0.71%	0.53%											1.24%
Hemorrhagic Shock				0.18%										0.18%
Hypertension	0.35%	0.88%	0.71%	0.35%	0.18%									2.48%
Hypotension		0.18%	0.53%											0.71%
Injury	0.18%	4.96%	3.54%	3.36%	2.3%									14.34%
Intestinal obstruction					0.18%									0.18%
Laceration/Ab.. (minor surface trauma)			0.35%	1.06%	0.18%									1.59%
Malaise		0.35%	0.18%	0.18%	0.18%									0.88%
Medical device failure					0.18%									0.18%
Mental disorder		0.18%												0.18%
Multiple injuries		0.53%	0.35%		0.53%									1.42%
Nausea	0.18%	0.71%	0.18%	0.53%	0.35%									1.95%
No Complaints or Injury/Illness Noted	1.24%	2.48%	1.24%	3.01%	2.83%									10.8%
Obvious Death		0.35%	0.18%	0.18%	0.18%									0.88%
Overdose - Alcohol				0.18%										0.18%
Overdose - Benzodiazepin.		0.18%												0.18%
Overdose - Cannabis	0.18%			0.18%										0.35%
Overdose - Unspecified			0.35%		0.18%									0.53%
Pain (Non-Traumatic)			0.53%	0.71%	0.53%									1.77%
Palpitations			0.18%		0.18%									0.35%
Patient assist only	0.18%			0.18%										0.35%
Pelvic and Perineal Pain		0.35%			0.35%									0.71%
Pregnancy related conditions				0.18%	0.18%									0.35%

Week Ending	11/2/25	11/9/25	11/16/25	11/23/25	11/30/25	12/7/25	12/14/25	12/21/25	12/28/25	1/4/26	1/11/26	1/18/26	1/25/26	Total
Respiratory disorder		0.18%	0.53%	0.53%	0.53%									1.7
Seizure	0.35%	0.88%	0.71%	0.88%	0.18%									3.01%
Stroke		0.18%			0.35%									0.53%
Suicidal Ideation				0.18%										0.18%
Syncope / Fainting	0.18%	0.71%	0.88%	0.35%	0.53%									2.65%
Toothache				0.18%										0.18%
Unconscious			0.18%	0.35%	0.18%									0.71%
Urinary system disorder			0.18%	0.35%										0.53%
Vaginal Hemorrhage			0.18%		0.18%									0.35%
Vomiting	0.35%	0.18%	0.35%		0.18%									1.06%
Total	5.49%	25.66%	22.65%	24.25%	21.95%									100%

Total Volume By Month of Year

Previous Month | Nov 1, 2025 - Nov 30, 2025

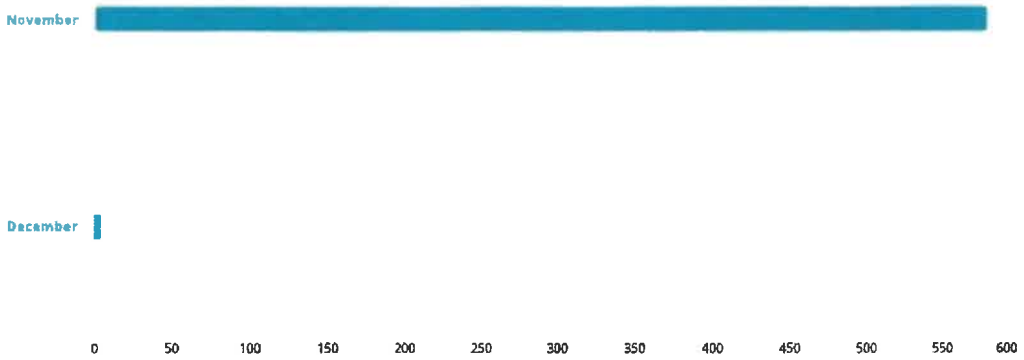
78%
TRANSPORTS

17%
NON TRANSPORTS
Percentage of Patient Encounters

5%
OTHER DISPOSITIONS
Encounters

583
RECORDS
In Selected Time Slice

30
DAYS
In Selected Time Slice



Counts | % Rows | % Columns | % All

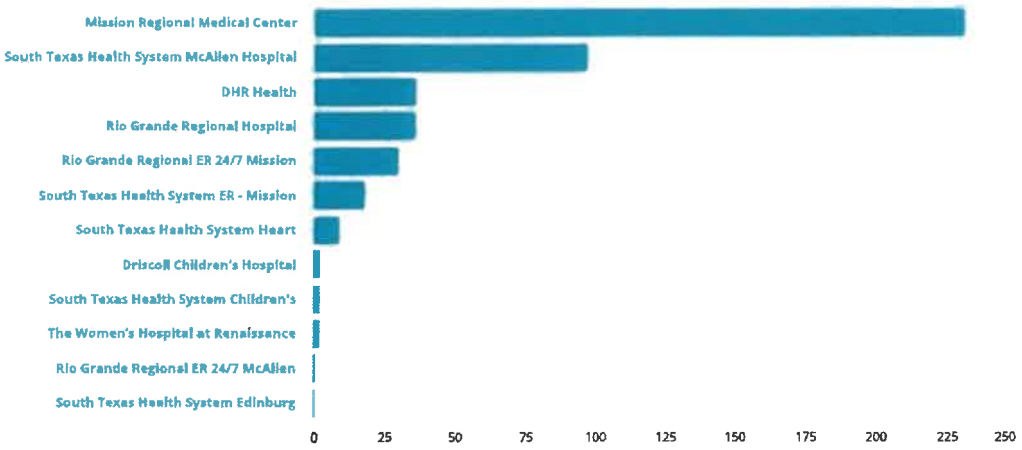
Week Ending	11/2/25	11/9/25	11/16/25	11/23/25	11/30/25	12/7/25	12/14/25	12/21/25	12/28/25	1/4/26	1/11/26	1/18/26	1/25/26	Total
November	33	138	133	148	127									579
December					4									4
Total	33	138	133	148	131									583

Transports By Destination Name (Bar)

Previous Month | Nov 1, 2025 - Nov 30, 2025

465
RECORDS
In Selected Time Slic

30
DAYS
In Selected Time



Counts | % Rows | % Columns | % All

Week Ending	11/2/25	11/9/25	11/16/25	11/23/25	11/30/25	12/7/25	12/14/25	12/21/25	12/28/25	1/4/26	1/11/26	1/18/26	1/25/26	Total
DHR Health	0.22%	1.72%	2.15%	1.94%	1.72%									7.74%
Driscoll Children's Hospital		0.22%		0.22%										0.43%
Mission Regional Medical Center	1.72%	12.47%	10.97%	13.98%	10.54%									49.68%
Rio Grande Regional ER 24/7 McAllen					0.22%									0.22%
Rio Grande Regional ER 24/7 Mission	0.86%	2.58%	1.29%	1.08%	0.65%									6.45%
Rio Grande Regional Hospital		2.37%	1.51%	1.94%	1.94%									7.74%
South Texas Health System Children's			0.22%		0.22%									0.43%
South Texas Health System ER - Mission		1.72%	0.65%	0.86%	0.65%									3.87%
South Texas Health System Edinburg		0.22%												0.22%
South Texas Health System Heart	0.22%	0.22%	0.43%	0.22%	0.86%									1.94%
South Texas Health System McAllen Hospital	1.51%	4.3%	6.24%	4.3%	4.52%									20.86%
The Women's Hospital at Renaissance					0.43%									0.43%
Total	4.52%	25.81%	23.44%	24.52%	21.72%									100%

Balance Report for 216 - Mission - 202511

Undefined	
Charge Adjustments	$181,642.30
Charges in Period	$616,744.00
Credits	($743,638.55)
Total AR Change for Undefined	$54,747.75
Mission	
AR Previous Balance for Mission	$2,645,782.70
Charge Adjustments	$181,642.30
Charges in Period	$616,744.00
Credits	($743,638.55)
Accounts Receivable Change for Mission - 202511	$54,747.75
Total Balance Forward for Mission	$2,700,530.45

	Oct-25	Nov-25	Grand Total
Gross Charges	$780,083	$798,386	$1,578,469
Cash Collections	($335,510)	($237,083)	($572,593)
Gross Charge per Trip	$1,907	$1,852	$1,879
Cash/Txp (CPT)	$820	$550	$682
Payer Mix			
Insurance	21.8%	11.6%	16.5%
Medicaid	14.9%	10.4%	12.6%
Medicare	47.4%	46.9%	47.1%
Private Pay	7.1%	7.7%	7.4%
Government Misc	1.2%	1.4%	1.3%
Payer Research	8.8%	23.4%	16.3%
Level of Service			
ALS Non-Emergency	0.0%	0.0%	0.0%
ALS Emergency	76.5%	81.0%	78.8%
ALS-2	3.7%	1.9%	2.7%
BLS Non-Emergency	0.2%	0.0%	0.1%
BLS Emergency	19.6%	17.2%	18.3%
SCT A0429	0.0%	0.0%	0.0%
Facility Base	0.0%	0.0%	0.0%
Level of Service Volume			
Trip Cnt	409	431	840
ALS Non-Emergency TXP	0	0	0
ALS Emergency TXP	313	349	662
ALS-2 Emergency TXP	15	8	23
BLS Non-Emergency TXP	1	0	1
BLS Emergency TXP	80	74	154
Sct A0429 TXP	0	0	0
Service Others Cnt	0	0	0
Facility Base TXP	0	0	0
Ground Mileage	2,439	2,494	4,933

MISSION FIRE PREVENTION
MONTHLY REPORT

November 2025

"Dedicated to the Community we Protect… and Serve"

FIRE INVESTIGATIONS

There were three (3) fire investigations for the month of November.

Full Investigation: 3 Total

Call out document of Incident: 0 Total

Call out document of Incident: 0 Total

Year to Date: 3 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: 0 Total

COMPLAINTS

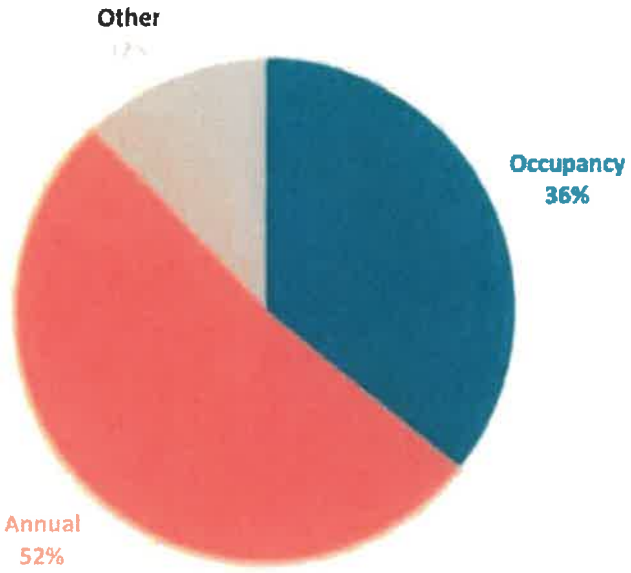
There was one (1) complaint for the month of November.

There was one (1) complaint resolved this month.

- November 4, 2025, at 2100 Vernan.

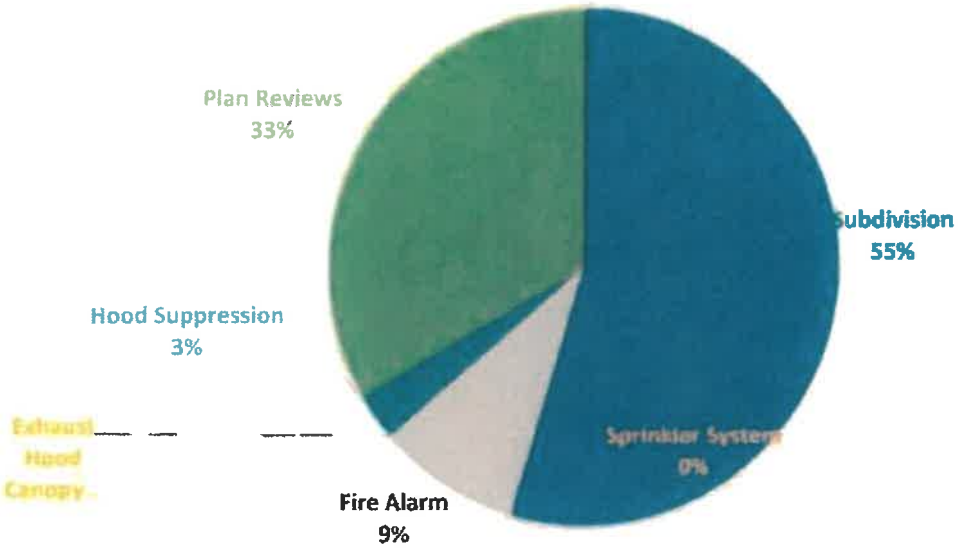
Year to Date: 2 Total

FIRE INSPECTIONS - NOVEMBER 2025

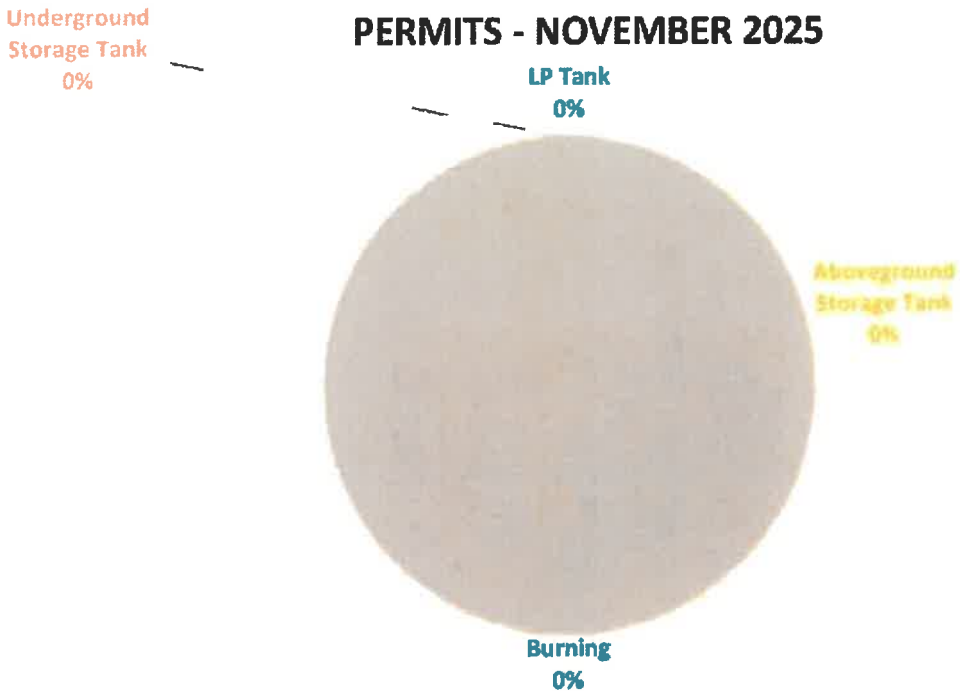


- 35 Occupancy
- 51 Annual
- 12 Other
- Year to Date: 176 Total
- **Inspection rate to date: 4%**

PLAN REVIEWS - NOVEMBER 2025



- Subdivision Reviews: 18 - Year to Date: 50
- Sprinkler System Plan Reviews: 0 – Year to Date: 2
- Fire Alarm System Plan Reviews: 3 – Year to Date: 5
- Exhaust Hood Canopy Plan Reviews: 0 – Year to Date: 0
- Hood Suppression Plan Reviews: 8 – Year to Date: 9
- Plan Reviews: 11 – Year to Date: 40



- LP Tanks Permits: 0 – Year to Date: 1
- Underground Storage Tank Removal Permits: 0 – Year to Date: 0
- Aboveground Storage Tank Removal Permits: 0 – Year to Date: 0
- Burning Permits: 2 – Year to Date: 9

FIRE DRILLS

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

Year to Date: 0 Total

TRAINING

There were four (4) training courses in the month of November.

- November 9-12, 2025-Captain Mike Reyes and Lt. Omar Salinas attended Mass Technical Decon NFPA-470 training in Cotulla Tx.
- November 19-21, 2025-Captain Joel Saenz will be attending the Hidalgo County Sheriff for Field Training Officer class.
- November 20, 2025-Fire Marshal Frank Cavazos and all Prevention team attended Online training for TCLOE.
- November 21, 2025-Lt. Omar Salinas attended Hazmat Training at Station 6.

Year to Date: 5 Total

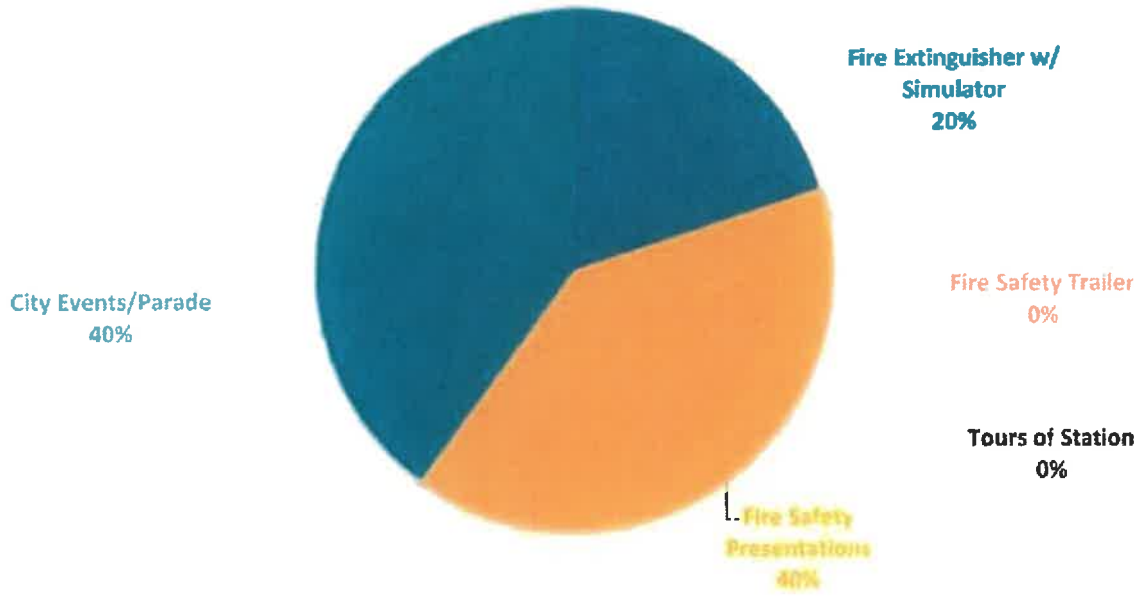
MEETINGS ATTENDED

For the month of November there were six (6) meetings attended by the Fire Prevention Office.

- November 1, 2025- Fire Marshal Frank Cavazos attended SCR meeting at City Hall.
- November 7, 2025- Fire Marshal Frank Cavazos attended meeting for a Final Walk Through for Tanglewood Subdivision Inspection on Military and Schuerbach.
- November 13, 2025- Fire Marshal Frank Cavazos attended SCR meeting at City Hall.
- November 13, 2025- Fire Marshal Frank Cavazos and all Prevention team attended a zoom meeting at Central fo Axon and EMS body cameras.
- November 20, 2025- Fire Marshal Frank Cavazos attended SCR meeting at City Hall.
- November 22, 2025-Fire Marshal Frank Cavazos attended Walk through at 2-mile Mayberry/Sonana.

Year to Date: 21 Total

PUBLIC EDUCATION - NOVEMBER 2025



During the month of November there were twenty-eight (28) presentations conducted

• Year to Date:	33 Presentations	20,070 Audience
• Year to Date w/ The Tutor:	0 Presentations	0 Audience
• Year to Date w/ F.S.T.:	0 Presentations	0 Audience
• Year to Date w/ City Events:	6 Presentations	8500 Audience
• Year to Date – Other:	0 Presentations	0 Audience
• **Year to Date Grand Total:**	**33 Presentations**	**20,070 Audience**

PUBLIC EDUCATION

During the month of November there were five (5) presentations conducted.

Date	Location	Fire Extinguisher w/Simulator	Fire Safety Trailer	Tours of Stations	Fire Safety Presentation	City Events/ Parade
11/1/2025	Tractor Supply					200
11/7/2025	Fire Extinguisher Training	50				
11/8/2025	Veterans Parade					2000
11/13/2025	Harvest of Health				200	
11/18/2025	Escandon Elem. Career Day				300	

Frank Cavazos, Deputy Chief/Fire Marshal

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

Mission Police Department

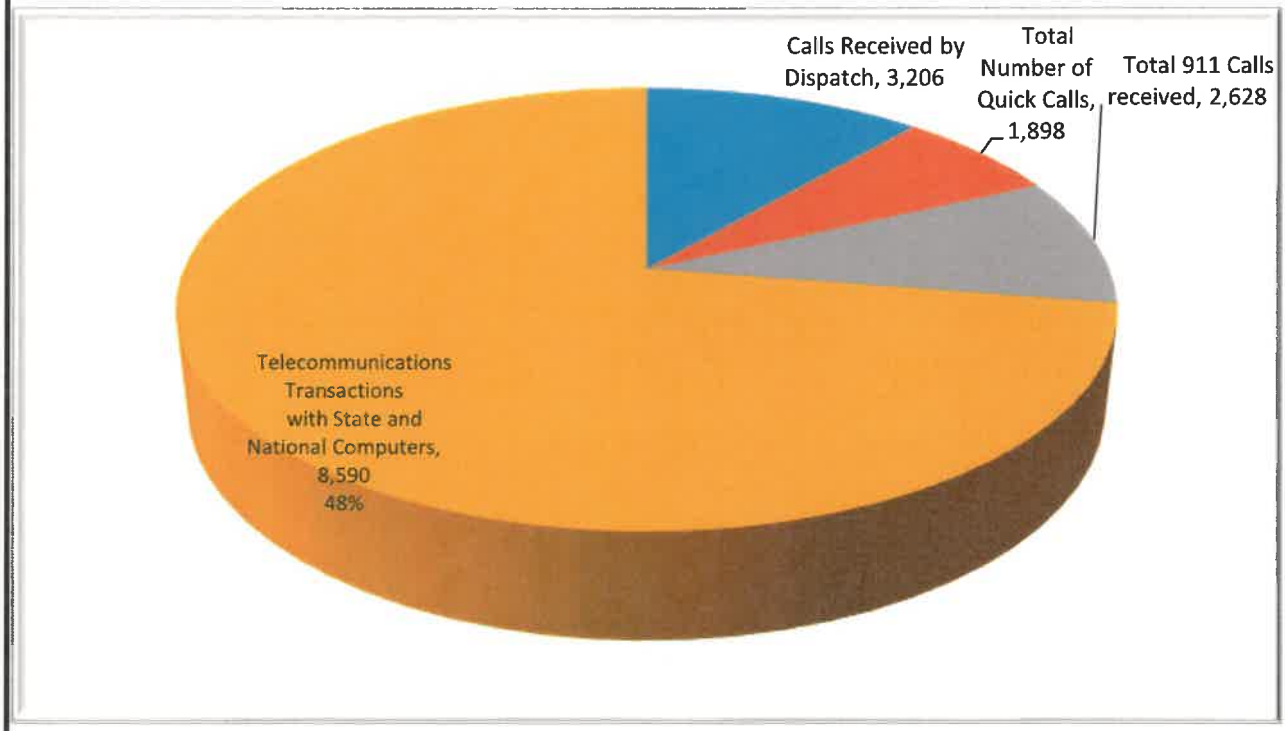
Monthly Report
November 2025

Mission Police Department

Monthly Report for October 2025

Communications Division

	Oct 25	FY 25-26 YTD
Calls Received by Dispatch	3,206	3,206
Total Number of Quick Calls	1,898	1,898
Total 911 Calls received	2,628	2,628
Telecommunications Transactions with State and National Computers	20,372	20,372

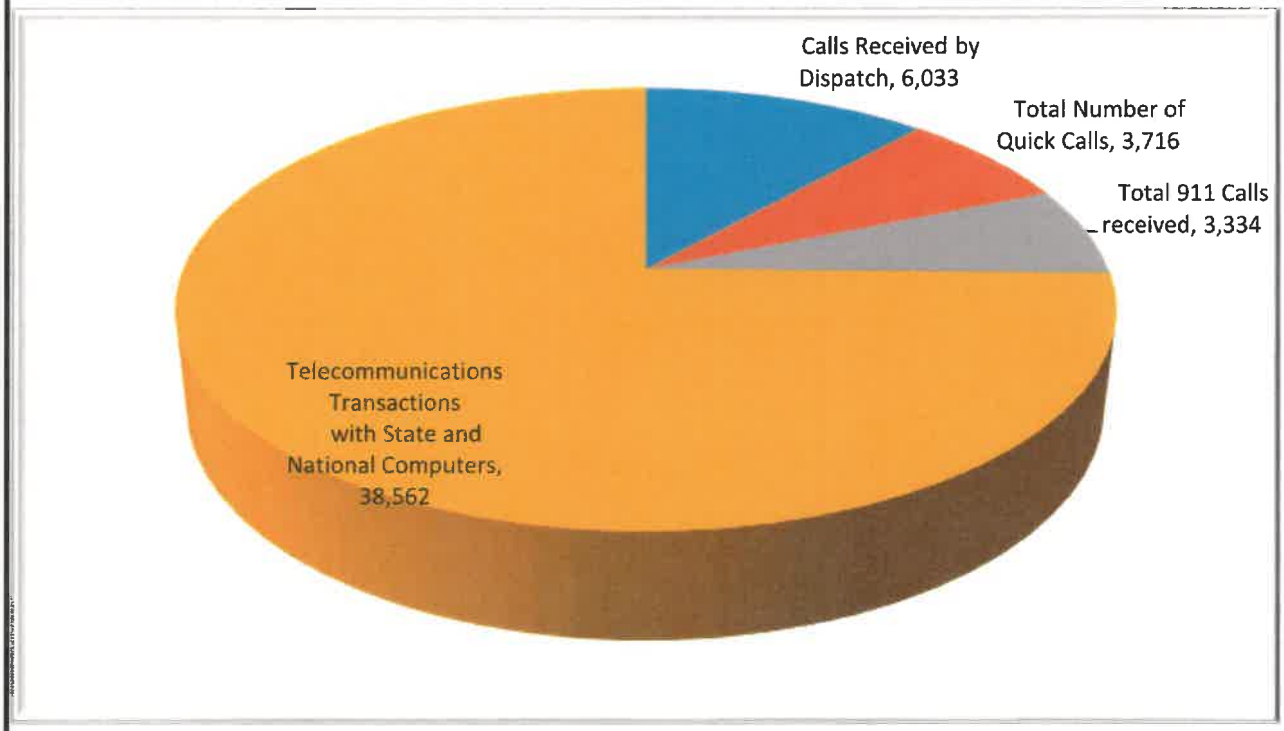


Mission Police Department

Monthly Report for November 2025

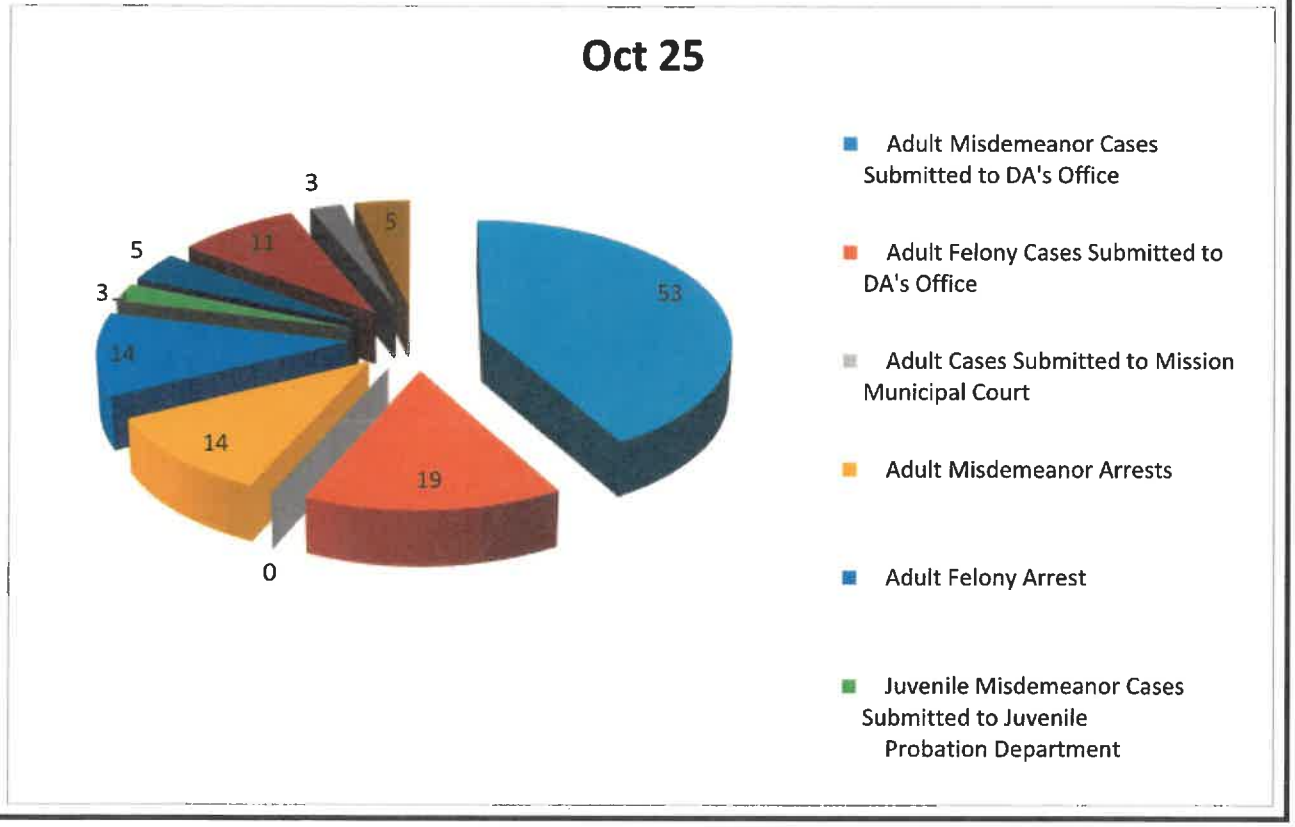
Communications Division

	Nov 25	FY 25-26 YTD
Calls Received by Dispatch	2,827	6,033
Total Number of Quick Calls	1,818	3,716
Total 911 Calls received	706	3,334
Telecommunications Transactions with State and National Computers	18,190	38,562



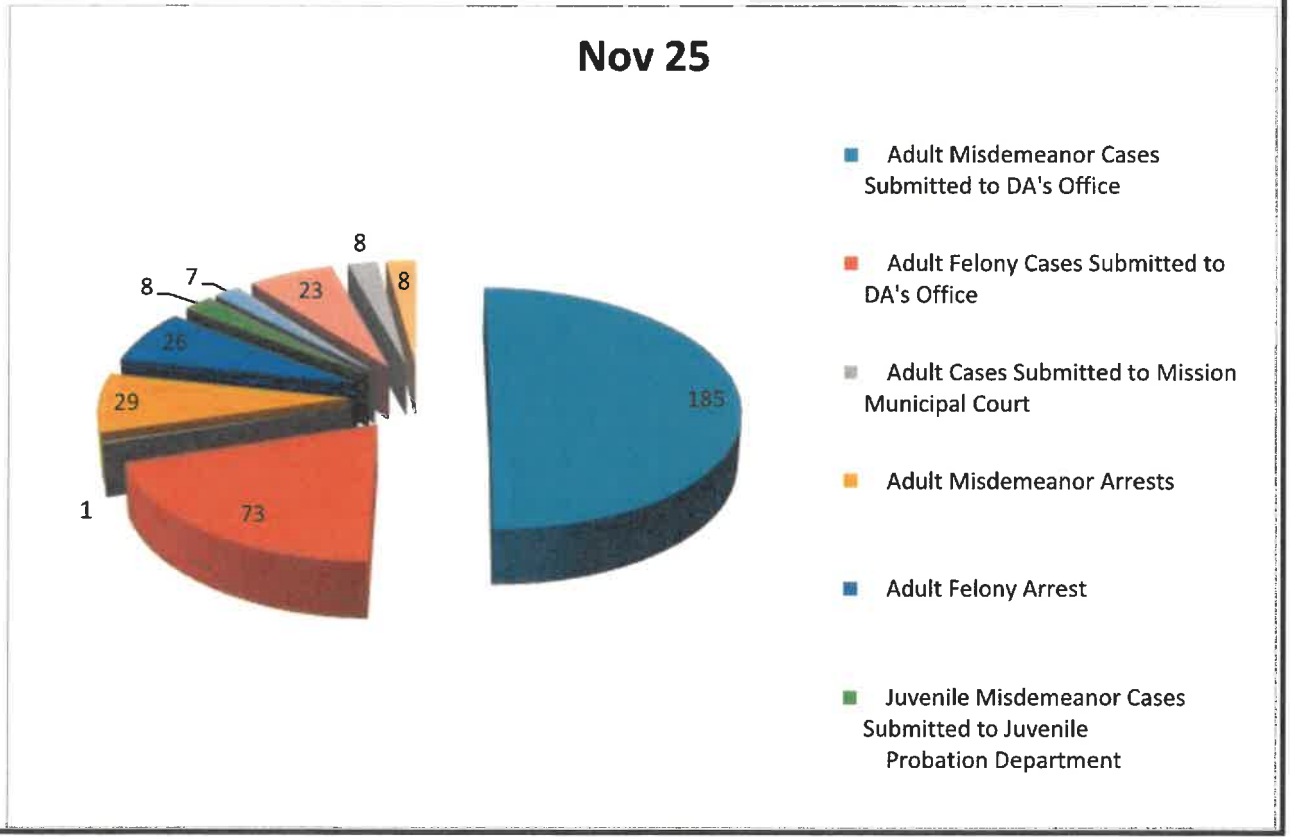
Criminal Investigations
Criminal Case Submissions

	Oct 25	FY 25-26 YTD
Adult Misdemeanor Cases Submitted to DA's Office	53	53
Adult Felony Cases Submitted to DA's Office	19	19
Adult Cases Submitted to Mission Municipal Court	0	0
Adult Misdemeanor Arrests	14	14
Adult Felony Arrest	14	14
Juvenile Misdemeanor Cases Submitted to Juvenile Probation Department	3	3
Juvenile Felony Cases Submitted to Juvenile Probation Department	5	5
Juvenile Cases Submitted to Mission Municipal Court	11	11
Juvenile MisdemeanorArrests	3	3
Juvenile Felony Arrests	5	5
Total Open Cases	188	188



Criminal Investigations
Criminal Case Submissions

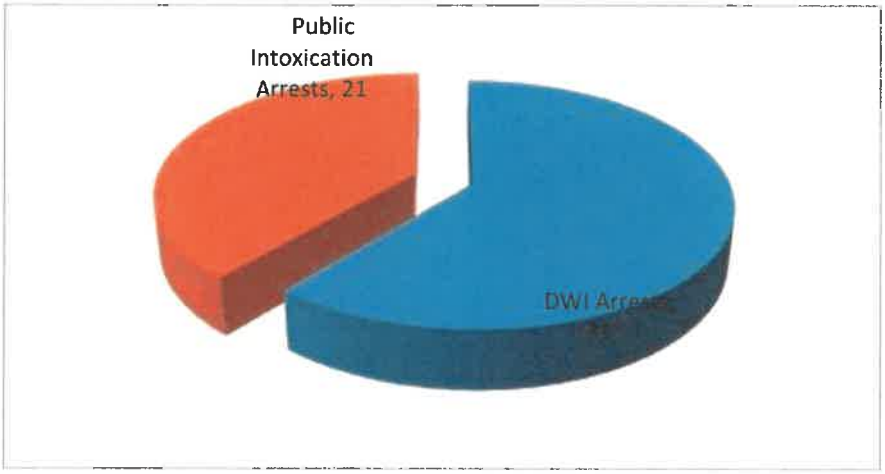
	Nov 25	FY 25-26 YTD
Adult Misdemeanor Cases Submitted to DA's Office	132	185
Adult Felony Cases Submitted to DA's Office	54	73
Adult Cases Submitted to Mission Municipal Court	1	1
Adult Misdemeanor Arrests	15	29
Adult Felony Arrest	12	26
Juvenile Misdemeanor Cases Submitted to Juvenile Probation Department	5	8
Juvenile Felony Cases Submitted to Juvenile Probation Department	2	7
Juvenile Cases Submitted to Mission Municipal Court	12	23
Juvenile MisdemeanorArrests	5	8
Juvenile Felony Arrests	3	8
Total Open Cases	177	177



Mission Police Department
Monthly Report for October 2025

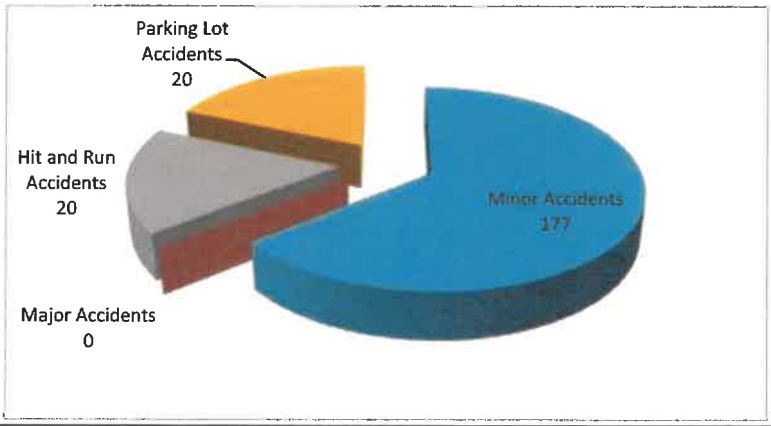
Patrol Division

	Oct 25	FY 25-26 YTD
DWI Arrests	33	33
Public Intoxication Arrests	21	21



Traffic Division

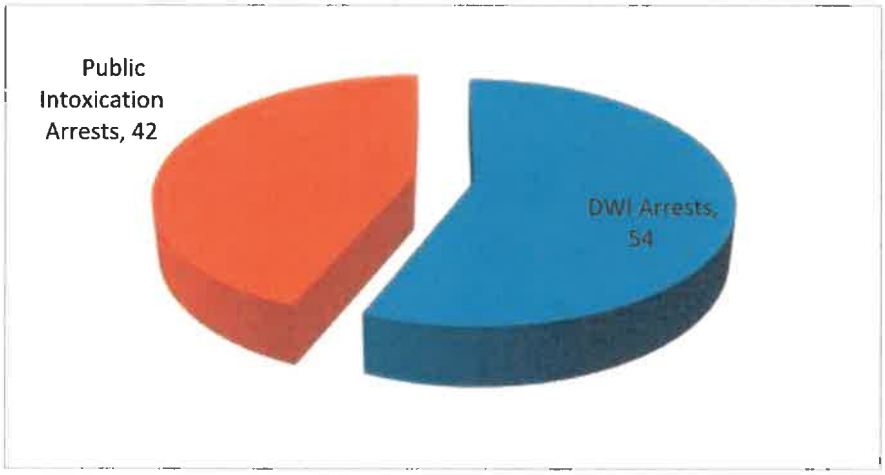
	Oct 25	FY 25-26 YTD
Minor Accidents	169	169
Major Accidents	0	0
Hit and Run Accidents	45	45
Parking Lot Accidents	49	49



Mission Police Department
Monthly Report for November 2025

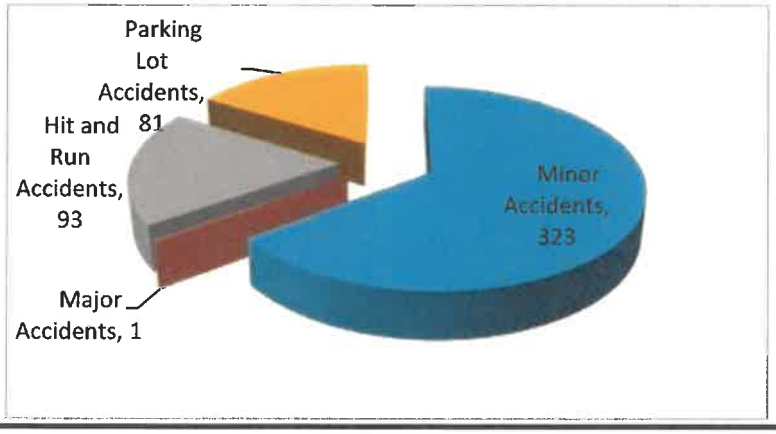
Patrol Division

	Nov 25	FY 25-26 YTD
DWI Arrests	21	54
Public Intoxication Arrests	21	42



Traffic Division

	Nov 25	FY 25-26 YTD
Minor Accidents	154	323
Major Accidents	1	1
Hit and Run Accidents	48	93
Parking Lot Accidents	32	81

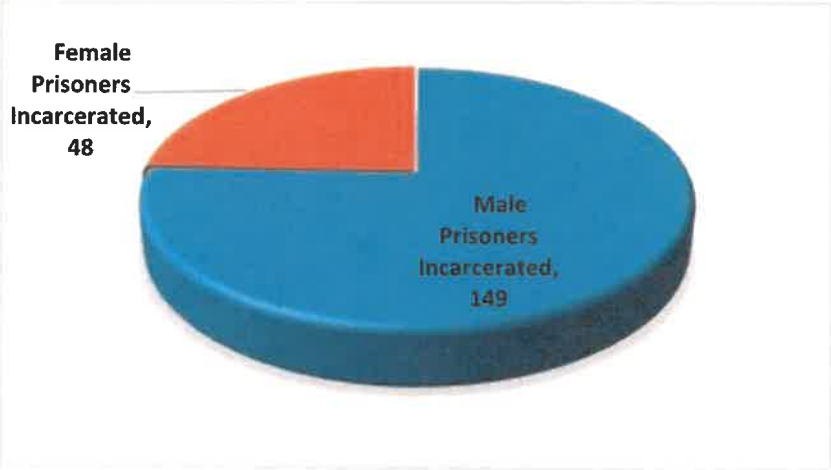


Mission Police Department

Monthly Report for October 2025

Jail Division

Adults	**Oct 25**	**FY 25-26 YTD**
Male Prisoners Incarcerated	149	149
Female Prisoners Incarcerated	48	48
Total	**197**	**197**



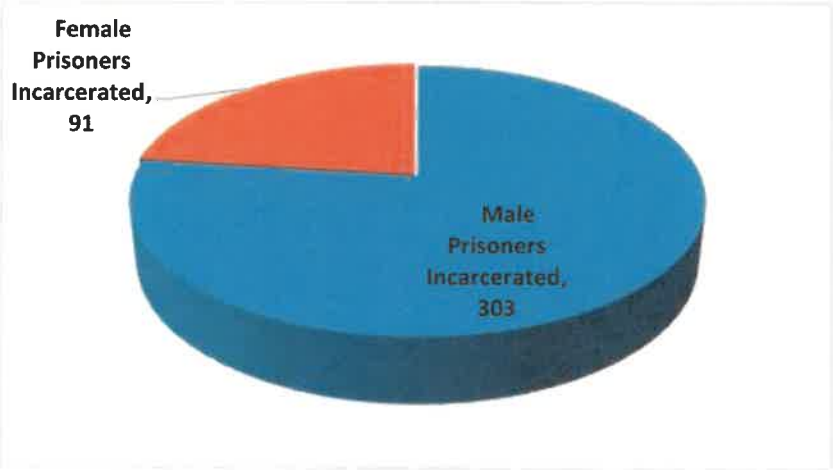
Juveniles	**Oct 25**	**FY 25-26 YTD**
Male Prisoners Incarcerated	5	5
Female Prisoners Incarcerated	0	0
Total	**5**	**5**

Mission Police Department

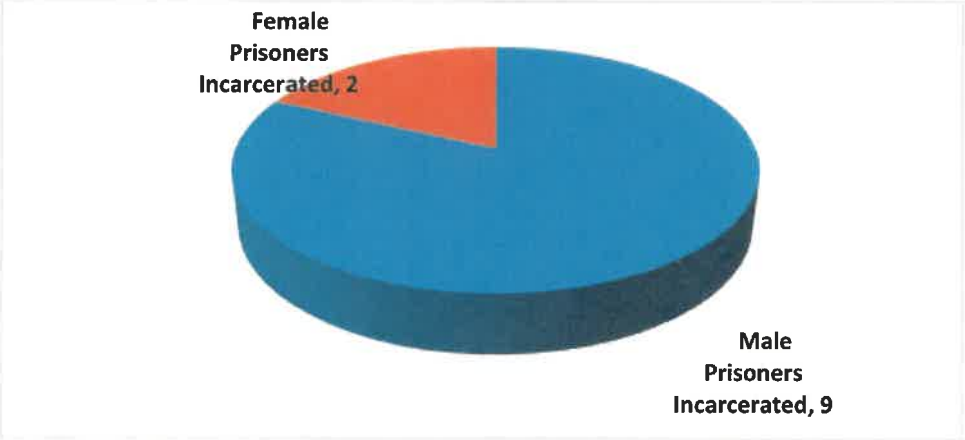
Monthly Report for November 2025

Jail Division

Adults	Nov 25	FY 25-26 YTD
Male Prisoners Incarcerated	154	303
Female Prisoners Incarcerated	43	91
Total	**197**	**394**



Juveniles	Nov 25	FY 25-26 YTD
Male Prisoners Incarcerated	4	9
Female Prisoners Incarcerated	2	2
Total	**6**	**11**

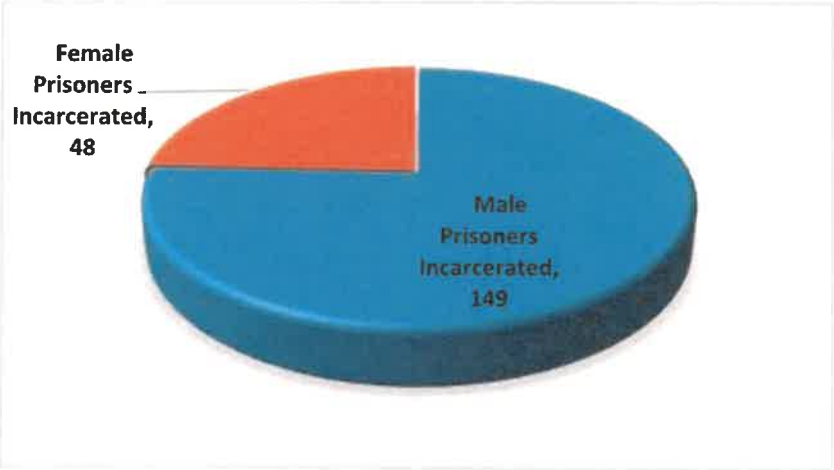


Mission Police Department

Monthly Report for October 2025

Jail Division

Adults	**Oct 25**	**FY 25-26 YTD**
Male Prisoners Incarcerated	149	149
Female Prisoners Incarcerated	48	48
Total	**197**	**197**



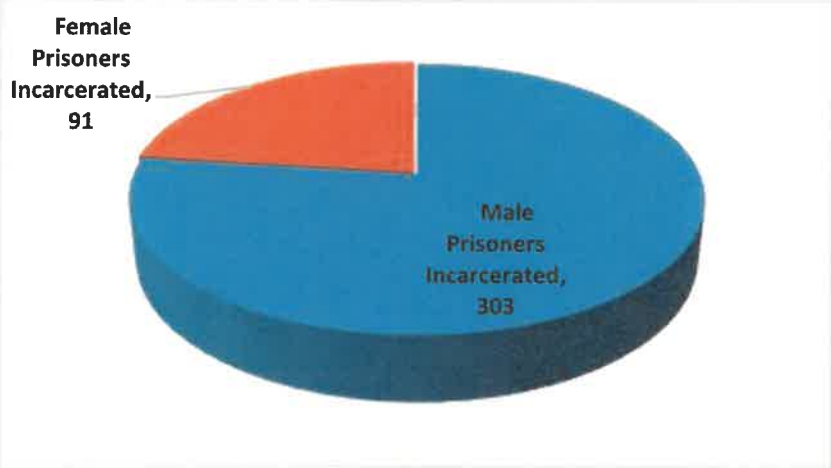
Juveniles	**Oct 25**	**FY 25-26 YTD**
Male Prisoners Incarcerated	5	5
Female Prisoners Incarcerated	0	0
Total	**5**	**5**

Mission Police Department

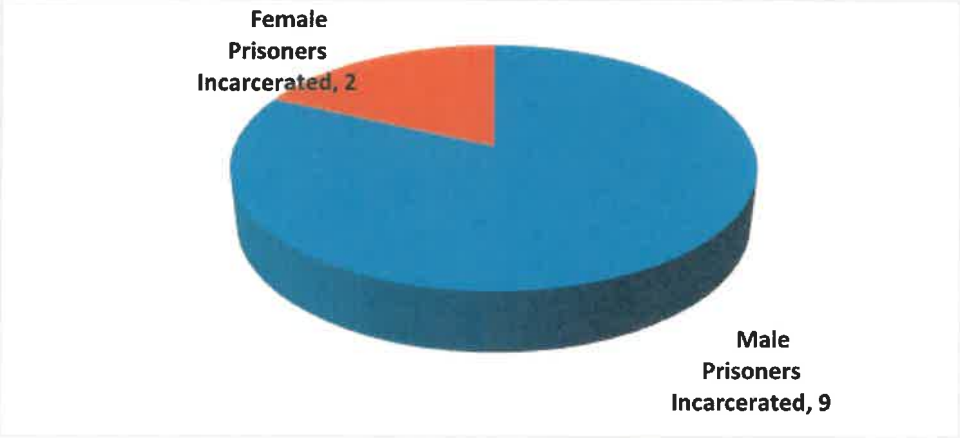
Monthly Report for November 2025

Jail Division

Adults	Nov 25	FY 25-26 YTD
Male Prisoners Incarcerated	154	303
Female Prisoners Incarcerated	43	91
Total	**197**	**394**



Juveniles	Nov 25	FY 25-26 YTD
Male Prisoners Incarcerated	4	9
Female Prisoners Incarcerated	2	2
Total	**6**	**11**



Narcotics Division -DEA

	Oct 25	FY 25-26 YTD
Seizures		
Marihuana (lbs)	0.00	0.00
(Street Value -$506.00 per pound)	$0.00	$0.00
Cocaine (kilos)	12.50268	12.50
(Street Value -$21,000.00 per Kilo)	$262,556.28	$262,556.28
Fentanyl	0.0004	0.00
(Street Value -$30,000.00 per Kilo)	$12.00	$12.00
Heroin (kilos)	0	0.00
(Street Value -$17,680.00 per Kilo)	$0.00	$0.00
Methamphetamine (kilos)	0.1359	0.14
(Street Value -$11,925.00 per Kilo)	$2,704.41	$2,704.41
Currency Seizures:	$0.00	$0.00
Vehicle Seizures:	0	0
Arrest:	5	5

Narcotics Division -Immigration & Customs Enforcement

	Oct 25	FY 25-26 YTD
Seizures		
Marihuana (lbs)	0	0.00
(Street Value -$506.00 per pound)	$0.00	$0.00
Cocaine (kilos)	0	0.00
(Street Value -$21,000.00 per Kilo)	$0.00	$0.00
Heroin (kilos)	0	0.00
(Street Value -$17,680.00 per Kilo)	$0.00	$0.00
Methamphetamine (kilos)	0	0.00
(Street Value -$11,925.00 per Kilo)	$0.00	$0.00
Currency Seizures:	$0.00	$0.00
Vehicle Seizures:	0	0
Arrest:	0	0

Narcotics Division -DEA

	Nov 25	FY 25-26 YTD
Seizures		
Marihuana (lbs)	0.00	0.00
(Street Value -$506.00 per pound)	$0.00	$0.00
Cocaine (kilos)	114.5	127.00
(Street Value -$21,000.00 per Kilo)	$2,404,500.00	$2,667,056.28
Fentanyl	0	0.00
(Street Value -$30,000.00 per Kilo)	$0.00	$12.00
Heroin (kilos)	0	0.00
(Street Value -$17,680.00 per Kilo)	$0.00	$0.00
Methamphetamine (kilos)	3.28	3.42
(Street Value -$11,925.00 per Kilo)	$65,272.00	$67,976.41
Currency Seizures:	$0.00	$0.00
Vehicle Seizures:	0	0
Arrest:	10	15

Narcotics Division -Immigration & Customs Enforcement

	Nov 25	FY 25-26 YTD
Seizures		
Marihuana (lbs)	0	0.00
(Street Value -$506.00 per pound)	$0.00	$0.00
Cocaine (kilos)	63.72	63.72
(Street Value -$21,000.00 per Kilo)	$1,338,120.00	$1,338,120.00
Heroin (kilos)	0	0.00
(Street Value -$17,680.00 per Kilo)	$0.00	$0.00
Methamphetamine (kilos)	0	0.00
(Street Value -$11,925.00 per Kilo)	$0.00	$0.00
Currency Seizures:	$30,000.00	$30,000.00
Vehicle Seizures:	0	0
Arrest:	4	4

Mission Police and Criminal Investigations

Narcotics

	Oct 25	FY 25-26 YTD
Marihuana (pounds)	0.17	0.17
(Street Value -$506.00 per pound)	$0.00	$0.00
Cocaine (kilos)	0.0049	0.00
(Street Value -$21,000.00 per Kilo)	$102.90	$102.90
Currency	$0.00	$0.00

Mission Police and Criminal Investigations

Narcotics

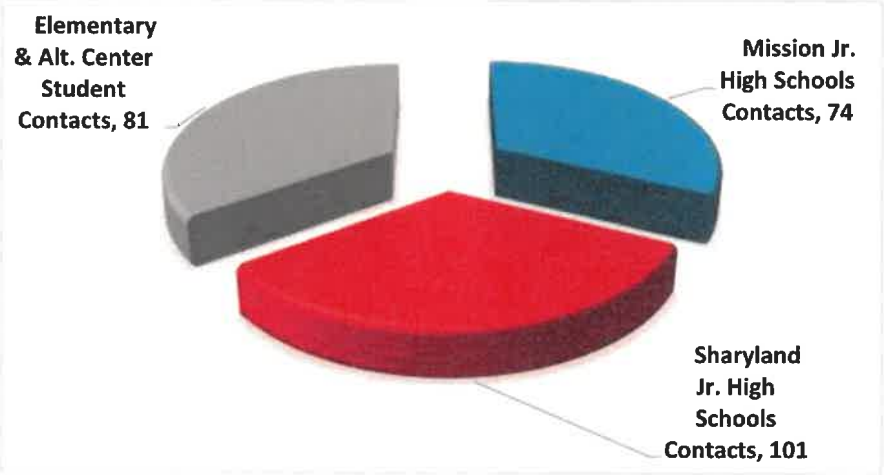
	Nov 25	FY 25-26 YTD
Marihuana (pounds)	0.15	0.32
(Street Value -$506.00 per pound)	$75.39	$75.39
Cocaine (kilos)	0.0373	0.04
(Street Value -$21,000.00 per Kilo)	$783.30	$886.20
Currency	$33.41	$33.41

Mission Police Department

Monthly Report for October 2025

Educational Resource Officer Program

	Oct 25	FY 25-26 YTD
Mission Jr. High Schools Contacts	74	74
Sharyland Jr. High Schools Contacts	76	76
Elementary & Alt. Center Student Contacts	81	81



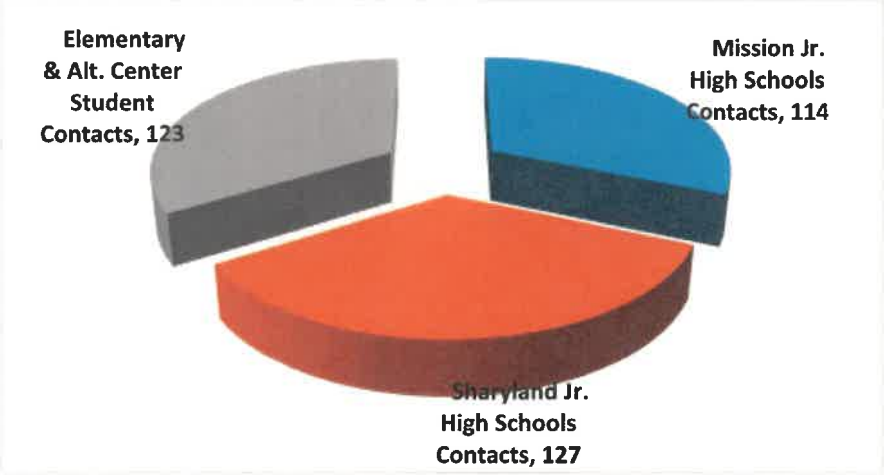
	Oct 25	FY 25-26 YTD
Mission High Schools	90	90
Sharyland High Schools	90	90

Mission Police Department

Monthly Report for November 2025

Educational Resource Officer Program

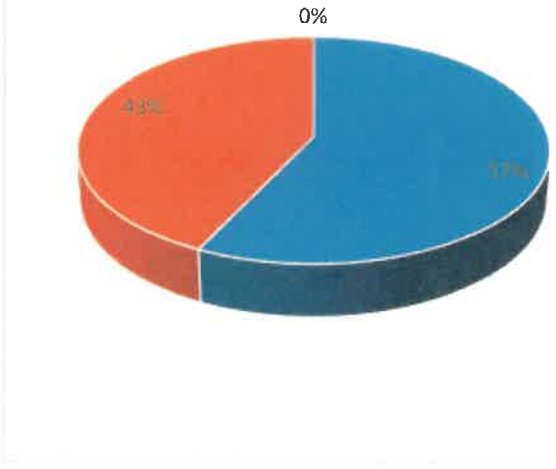
	Nov 25	FY 25-26 YTD
Mission Jr. High Schools Contacts	40	114
Sharyland Jr. High Schools Contacts	51	127
Elementary & Alt. Center Student Contacts	42	123

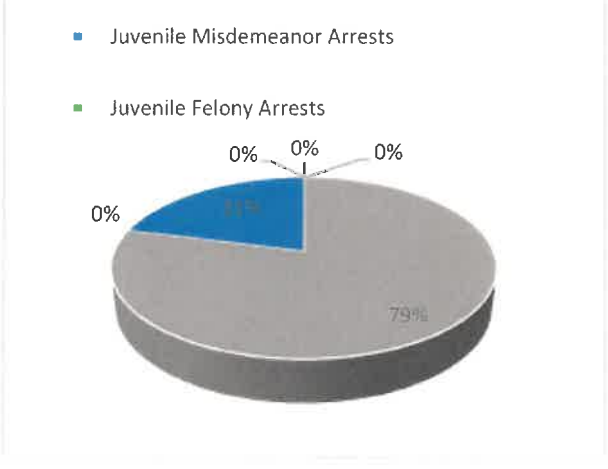


	Nov 25	FY 25-26 YTD
Mission High Schools	73	163
Sharyland High Schools	74	164

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

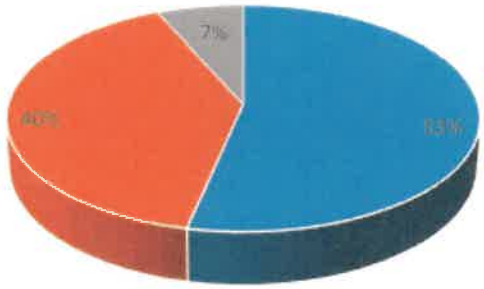
	Oct 25	FY 25-26 YTD
Adult Cases Submitted to Mission Municipal Court	4	4
Adult Misdemeanor Arrests	3	3
Adult Felony Arrests	0	0
Juvenile Misdemeanor Cases Submitted to Juvenile Probation Department	0	0
Juvenile Felony Cases Submitted to Juvenile Probation Department	0	0
Juvenile Cases Submitted to Mission Municipal Court	15	15
Juvenile Cases Submitted to JP Court	0	0
Juvenile Misdemeanor Arrests	4	4
Juvenile Felony Arrests	0	0

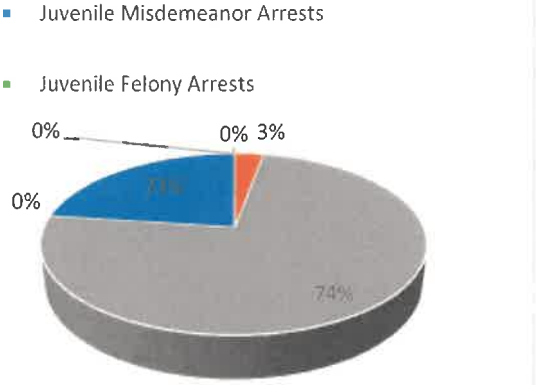




Adult & Juvenile Cases Submitted by Police Officers Assigned to Mission & Sharyland Schools

	Nov 25	FY 25-26 YTD
Adult Cases Submitted to Mission Municipal Court	4	8
Adult Misdemeanor Arrests	3	6
Adult Felony Arrests	1	1
Juvenile Misdemeanor Cases Submitted to Juvenile Probation Department	0	0
Juvenile Felony Cases Submitted to Juvenile Probation Department	1	1
Juvenile Cases Submitted to Mission Municipal Court	11	26
Juvenile Cases Submitted to JP Court	0	0
Juvenile Misdemeanor Arrests	4	8
Juvenile Felony Arrests	0	0





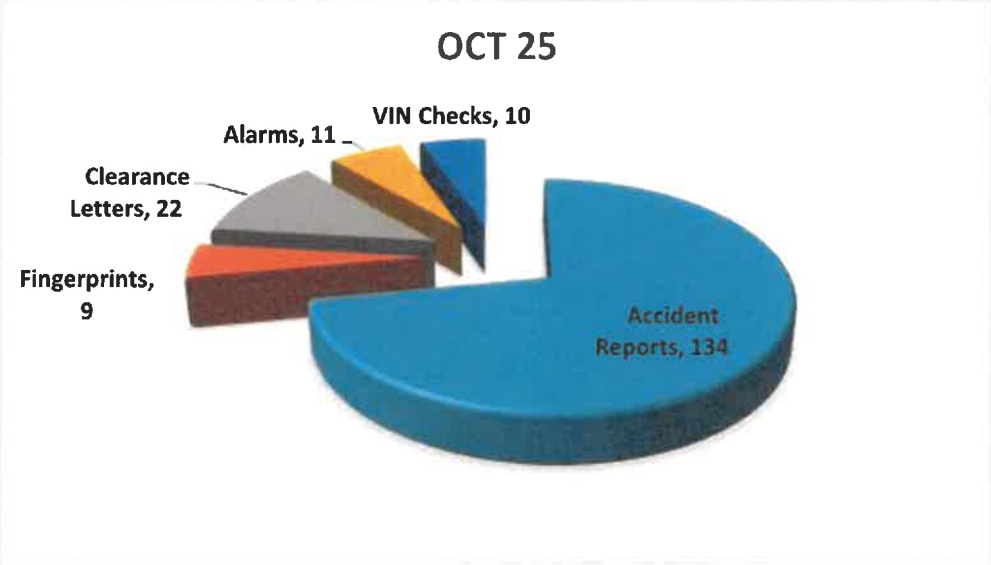
Mission Police Department

Monthly Report for October 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; clearence letter for job applications; vehicle identification number clearence letters for people buying used motor vehicles; persons visiting our warrant officers, criminal investigations or administrative personnel for assistance in police related matters.

	Oct 25	FY 25-26 YTD
Accident Reports	134	134
Fingerprints	9	9
Clearance Letters	22	22
Alarms	11	11
VIN Checks	10	10
TOTAL	**186**	**186**



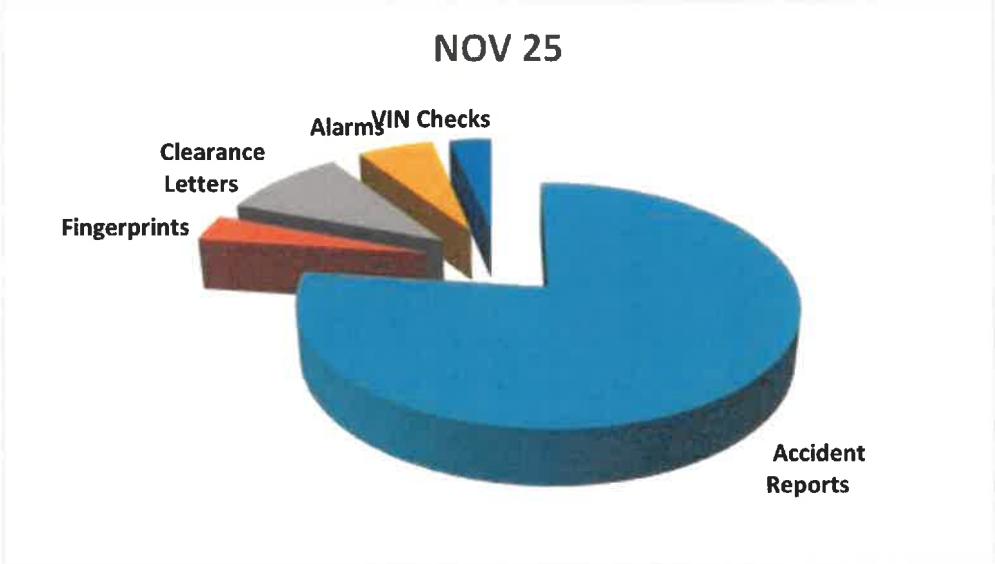
Mission Police Department

Monthly Report for November 2025

Records Division

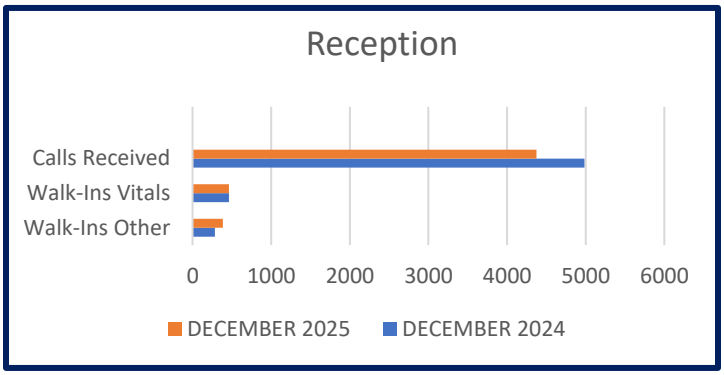
The following entries from our records division are actual persons visiting the Mission Police Department facility to obtain copies of reports; getting fingerprinted; job applications; clearence letter for job applications; vehicle identification number clearence letters for people buying used motor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

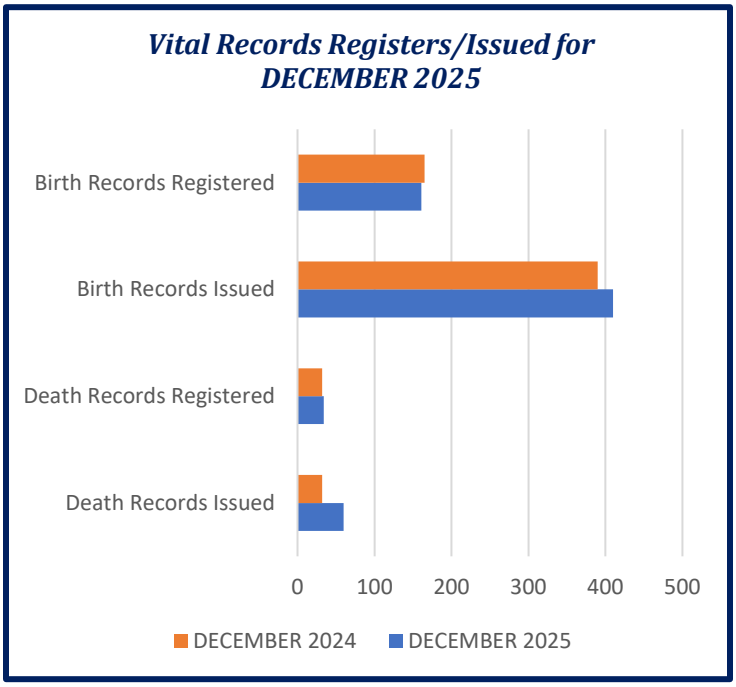
	Nov 25	FY 25-26 YTD
Accident Reports	99	233
Fingerprints	2	11
Clearance Letters	8	30
Alarms	7	18
VIN Checks	0	10
TOTAL	**116**	**302**



CITY SECRETARY
MONTHLY REPORT – DECEMBER 2025

Reception		
DECEMBER	2025	2024
Calls Received	4,372	4,986
Walk-Ins-Vitals	465	462
Walk-Ins Other Departments	386	284





Vital Statistics				
	DEC 2025	YTD 2025	DEC 2024	YTD 2024
Birth Records Registered	161	405	165	505
Birth Records Issued	410	1,094	390	1156
Death Records Registered	34	139	32	133
Death Records Issued	60	186	32	175
Funds Received	$10,010	$26,860	$9,630	$30,702

Cemetery					
2025-2026	Laurel Hill	San Jose	Catholic	Baby Space	YTD 25/26
Burials	3	0	1	0	14
Sold Spaces	0	0	0	0	0
2024-2023	Laurel Hill	San Jose	Catholic	Baby Space	YTD 24/25
Burials	1	1	3	0	14
Sold Spaces	0	0	0	0	0

CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: January 13, 2026

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

AGENDA ITEM: Conduct a public hearing and consideration of a rezoning request from Single-family Residential District ("R-1") to Duplex-Fourplex Residential District ("R-2"), being Lot 8, Block 71, Original Townsite of Mission Subdivision, located at 405 N. Nicholson Avenue. Applicant, Casa Nueva, LLC c/o Esai & Brigida Reyna, Adoption of Ordinance #_____ - Cervantes

NATURE OF REQUEST:

Project Timeline:

- November 7, 2025 – Application for rezoning submitted for processing.
- November 22, 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.
- December 3, 2025 – Public hearing and consideration of the requested rezoning by the Planning and Zoning Commission.
- January 13, 2026 – Public hearing and consideration of the requested rezoning ordinance by the City Council.

Summary:

- The applicant is requesting to rezone the subject property from Single-family Residential District ("R-1") to Duplex-Fourplex Residential District ("R-2") to develop a duplex or a triplex at the site.
- The lot of record has 7,500 square feet in area and measures 50 feet along Nicholson Avenue with a depth of 150 feet.
- The surrounding zoning is Single-family Residential (R-1) in all directions with a property at the Northeast corner of W. 4th and Nicholson zoned Duplex-Fourplex Residential (R-2).
- The surrounding land uses include single-family homes to the North and West and triplex multifamily development to the South and East. At the NE corner of 4th and Nicholson there is an 8-unit apartment complex. Comprehensive rezoning of this neighborhood took place back in 2006 that made the triplexes and the apartment complex a legal non-conforming use.
- The subject property has a single-family home.
- The Future Land Use Map shows the property designated for low density residential uses. The requested rezoning is not in line with the comprehensive plan.
- Notices were mailed to 24 surrounding property owners. Planning staff has not received any phone calls in opposition to the rezoning.

STAFF RECOMMENDATION:

Staff recommends denial 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 BEING LOT 8, BLOCK 71, ORIGINAL TOWNSITE OF MISSION SUBDIVISION, LOCATED AT 405 N. NICHOLSON AVENUE, FROM R-1 (SINGLE FAMILY RESIDENTIAL) TO R-2 (DUPLEX-FOURPLEX RESIDENTIAL)

WHEREAS, The City Council of the City of Mission finds that during consideration of the rezoning request of December 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 shown below be granted.

WHEREAS, The City Council of the City of Mission, held a public hearing at 4:30 p.m. on Tuesday, January 13, 2026, 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 REZONING BE GRANTED: AS SHOWN IN EXHIBIT "A"

Legal Description	**From**	**To**
Lot 8, Block 71, Original Townsite of Mission Subdivision	R-1	R-2

READ, CONSIDERED AND PASSED, this the 13th day of January, 2026.

_____
Norie Gonzalez Garza, Mayor

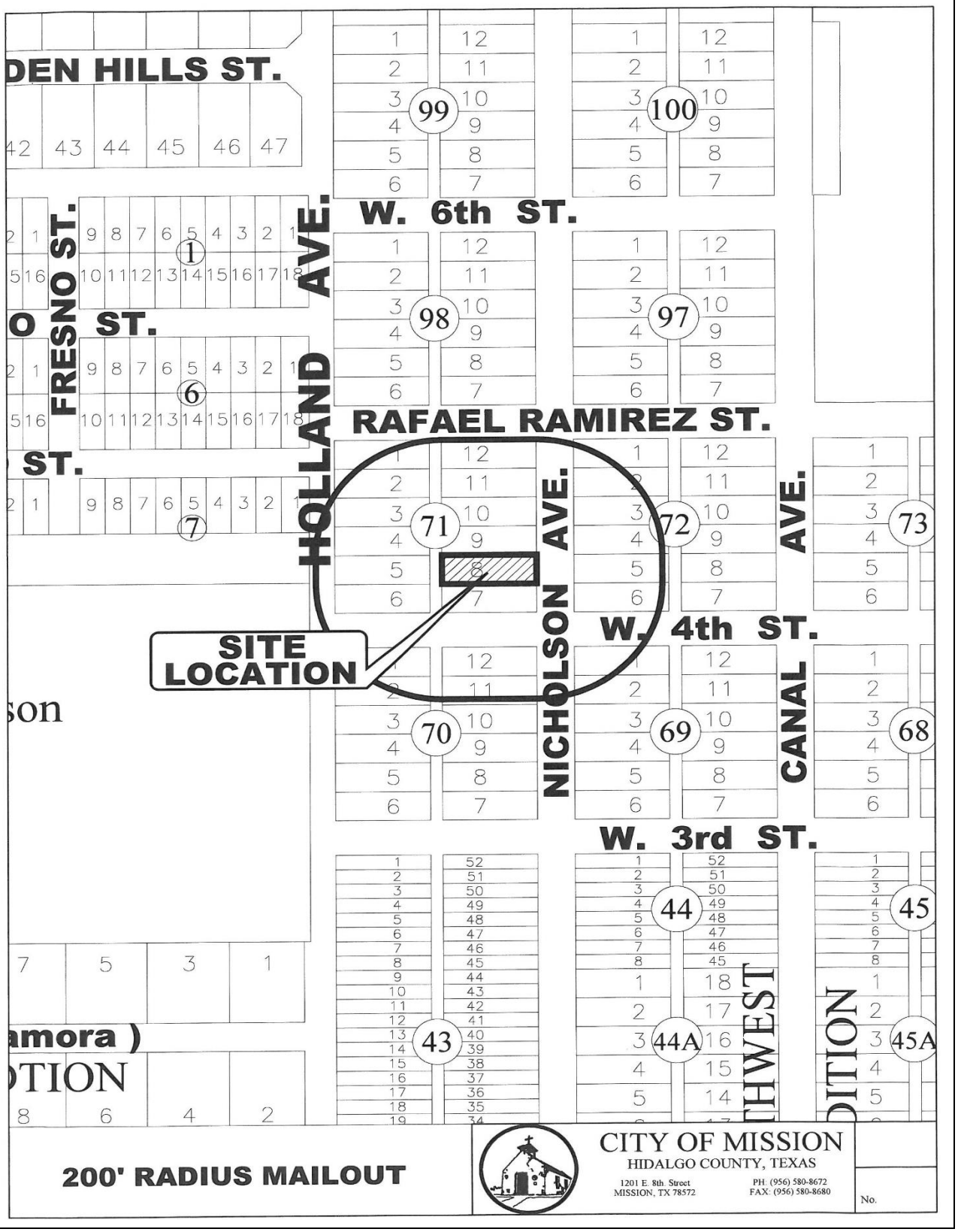
ATTEST:

_____
Anna Carrillo, City Secretary

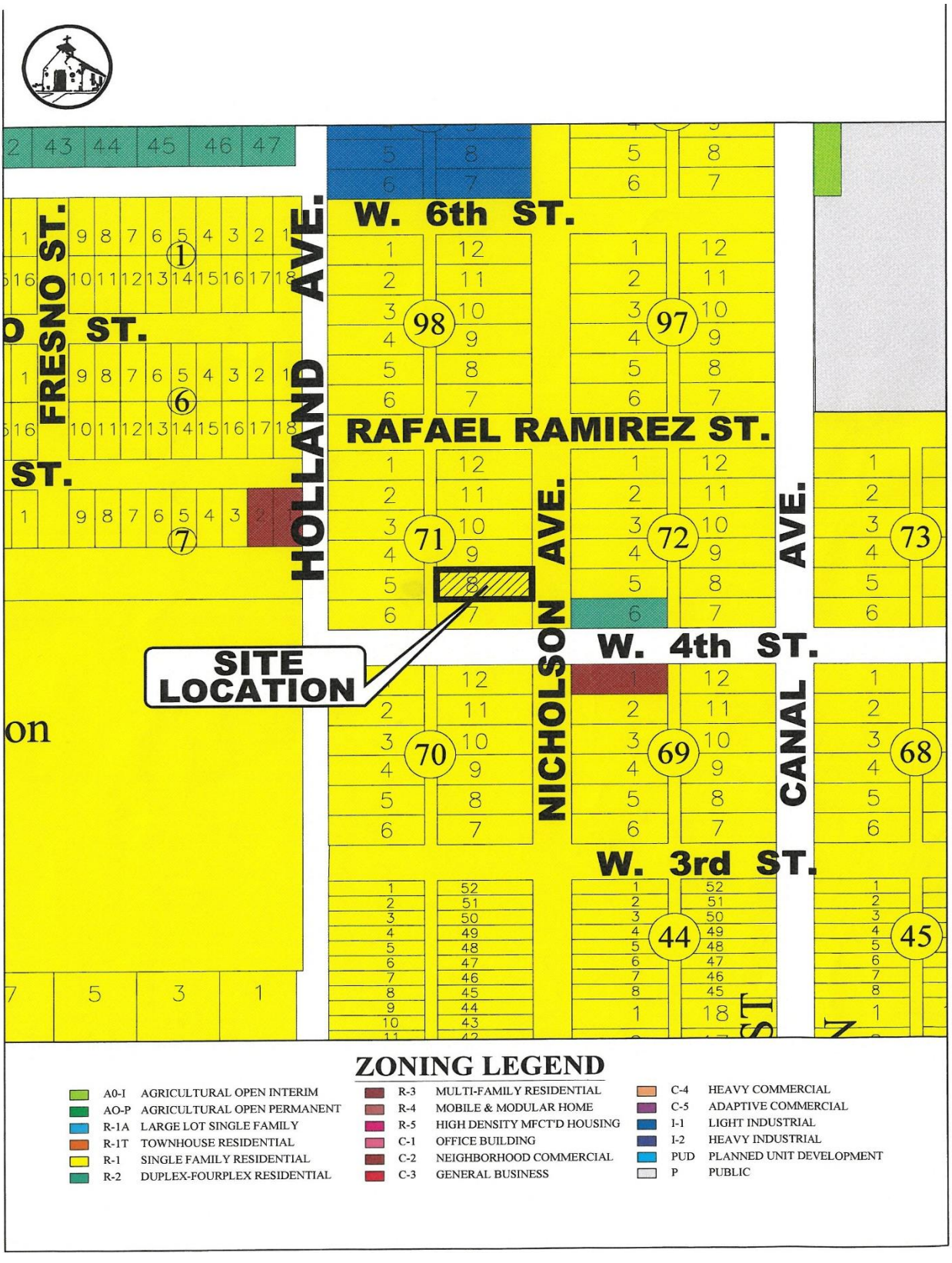
EXHIBIT "A"

LOCATION SITE
DUPLEX
TRIPLEX
TRIPLEX
8 UNIT APT COMPLEX
NICHOLSON AVE.
W. 4TH ST.

LEGAL NOTICE MAP



ZONING MAP


W. 6th ST.
RAFAEL RAMIREZ ST.
W. 4th ST.
W. 3rd ST.
HOLLAND AVE.
NICHOLSON AVE.
CANAL AVE.
FRESNO ST.
SITE LOCATION
ZONING LEGEND
A0-I AGRICULTURAL OPEN INTERIM
AO-P AGRICULTURAL OPEN PERMANENT
R-1A LARGE LOT SINGLE FAMILY
R-1T TOWNHOUSE RESIDENTIAL
R-1 SINGLE FAMILY RESIDENTIAL
R-2 DUPLEX-FOURPLEX RESIDENTIAL
R-3 MULTI-FAMILY RESIDENTIAL
R-4 MOBILE & MODULAR HOME
R-5 HIGH DENSITY MFCT'D HOUSING
C-1 OFFICE BUILDING
C-2 NEIGHBORHOOD COMMERCIAL
C-3 GENERAL BUSINESS
C-4 HEAVY COMMERCIAL
C-5 ADAPTIVE COMMERCIAL
I-1 LIGHT INDUSTRIAL
I-2 HEAVY INDUSTRIAL
PUD PLANNED UNIT DEVELOPMENT
P PUBLIC

AERIAL

LOCATION SITE
DUPLEX
TRIPLEX
NICHOLSON AVE.
TRIPLEX
8 UNIT APT COMPLEX
W. 4TH ST.

PROPERTY SURVEY

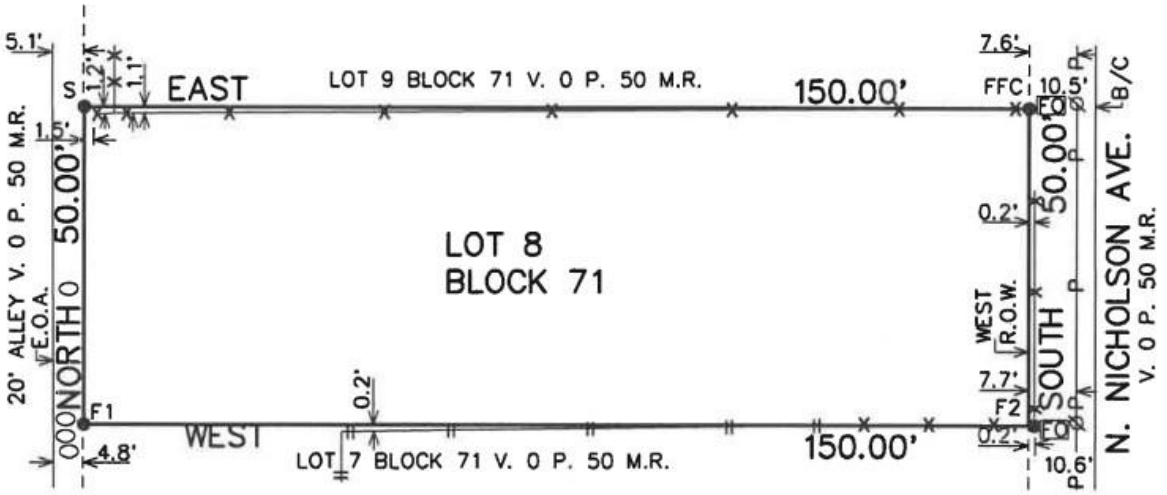
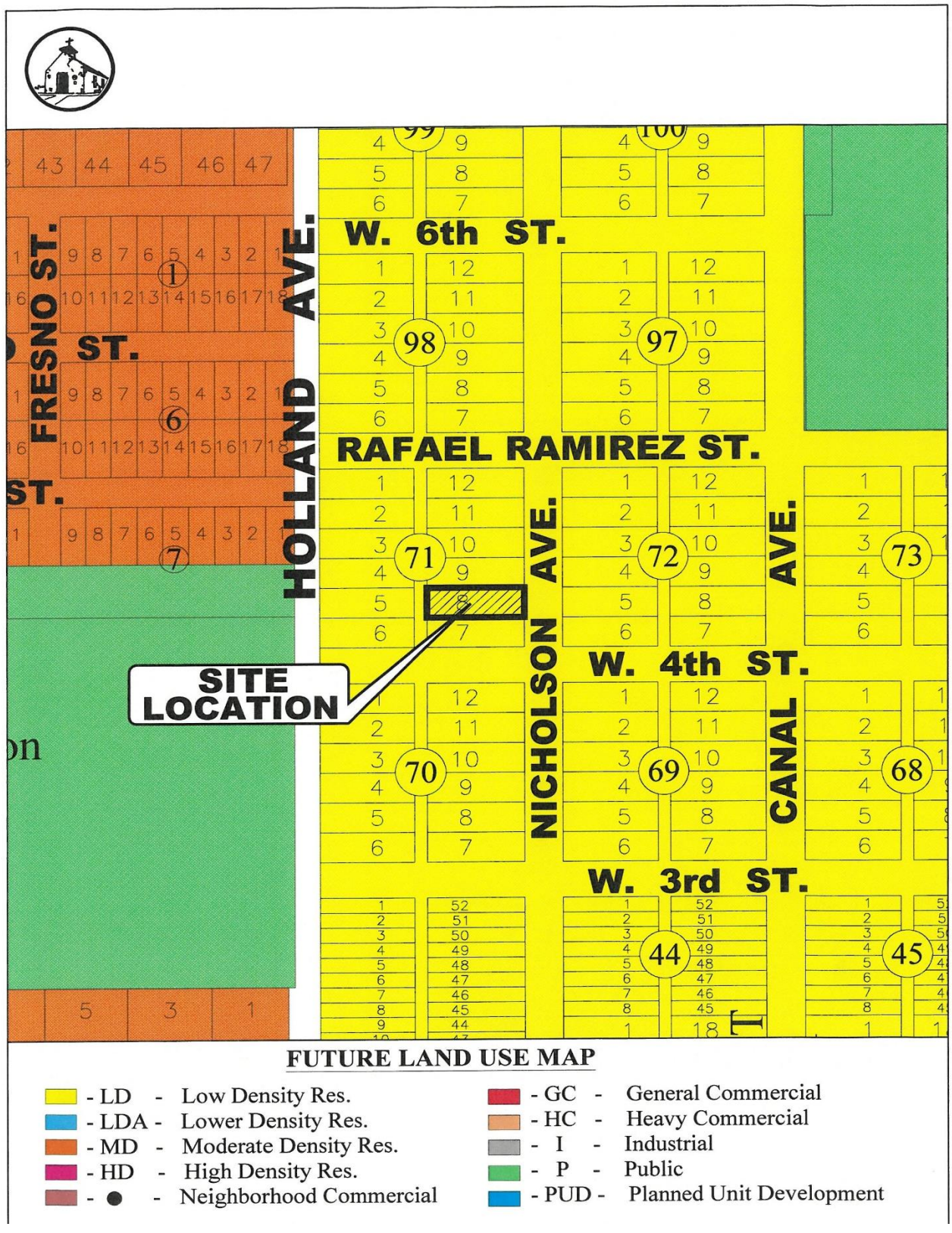


PHOTO OF THE SUBJECT PROPERTY

FUTURE LAND USE MAP



MAILOUT LIST

PROP_ID	geoID	name	addrDelive	addrCity	addrState	addrZip
239084	M5200-00-072-0005-00	BEL-MAR PROPERTIES LTD	1401 BARCELONA ST	MISSION	TX	78572-3385
239048	M5200-00-069-0002-00	FLORES SAN JUANITA	318 N NICHOLSON AVE	MISSION	TX	78572-5041
239058	M5200-00-070-0002-00	TAPIA JESUS C MARTINEZ	721 W 4TH ST	MISSION	TX	78572-5014
239073	M5200-00-071-0009-00	PRUNEDA AUGUSTIN	1405 TERRACE DR	MISSION	TX	78572-3204
239047	M5200-00-069-0001-00	SALAZAR ANTONIO JR	128 UPLAND DR	GEORGETOWN	TX	78628-2395
239080	M5200-00-072-0002-00	LOPEZ LETICIA ET AL	416 N NICHOLSON AVE	MISSION	TX	78572
239083	M5200-00-072-0004-00	VERA MARTIN HERNANDEZ & ANA I MARTINEZ TAPIA	1027 S LA HOMA RD	MISSION	TX	78572-9148
239064	M5200-00-070-0011-00	VASQUEZ ESPERANZA B	319 N NICHOLSON AVE	MISSION	TX	78572-5040
239057	M5200-00-070-0001-00	TAPIA JESUS C MARTINEZ & ALONDRA AMEZUA	721 W 4TH ST	MISSION	TX	78572-5014
239077	M5200-00-071-0012-00	GONZALEZ PABLO JR	421 N NICHOLSON AVE	MISSION	TX	78572-5042
239069	M5200-00-071-0006-00	REYNA SYLVIA	722 W 4TH ST	MISSION	TX	78572-5015
239074	M5200-00-071-0010-00	TREVINO JOSE GUADALUPE & ROSALINDA	415 N NICHOLSON	MISISON	TX	78572-5042
239070	M5200-00-071-0007-00	GARZA MARTIN JR & ISABEL B	1401 BARCELONA ST	MISSION	TX	78572-3385
239072	M5200-00-071-0008-00	RODRIGUEZ INEZ	405 N NICHOLSON AVE	MISSION	TX	78572-5042
239079	M5200-00-072-0001-10	RODRIGUEZ ROSA MARIA	4205 WINTEX LN	MISSION	TX	78572-9419
239078	M5200-00-072-0001-00	HERNANDEZ GLORIA	613 W 5TH ST	MISSION	TX	78572-5016
239082	M5200-00-072-0003-10	WINGER MELIDA C	1404 S BUNNY ST	ALTON	TX	78573-6852
239085	M5200-00-072-0006-00	VILLARREAL MAGDA	2028 SCHOOL LN	MISSION	TX	78572-4614
239086	M5200-00-072-0006-10	VILLARREAL MAGDA LEE	2028 SCHOOL LN	MISSION	TX	78572-4614
239075	M5200-00-071-0011-00	REYNA MONICA CUST FOR JORGE LUIS ESTRADA	419 N NICHOLSON AVE	MISSION	TX	78572-5042
239076	M5200-00-071-0011-10	HERNANDEZ BENIGNO & SUJEY MUNIZ	417 N NICHOLSON AVE	MISSION	TX	78572-5042
239068	M5200-00-071-0002-00	MARTINEZ ANTONIA S	400 N HOLLAND AVE	MISSION	TX	78572-4914
239067	M5200-00-071-0001-00	VASQUEZ TEODORO S	402 N HOLLAND AVE	MISSION	TX	78572-4914
239065	M5200-00-070-0012-00	PENA VERNON E JR & YULIANA T MARTINEZ PEREZ	2808 E GARFIELD AVE	ALTON	TX	78573

CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: January 13, 2026

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

AGENDA ITEM: Conduct a public hearing and consideration of a Conditional Use Permit for a Drive-Thru Service Window – Taqueria Oviedo 2 in a property zoned (C-3) General Business Commercial District, being Lot 1, Rivalsebas Subdivision, Located at 708 N. Inspiration Road, Suite 3, Applicant: Claudia Oviedo Adame, Adoption of Ordinance #_____ - Cervantes

NATURE OF REQUEST:

Project Timeline:

- November 05, 2025 – Application for Conditional Use Permit ("CUP") submitted to the City for processing.
- November 20, 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.
- December 03, 2025 – Public hearing and consideration of a Conditional Use Permit by the Planning and Zoning Commission.
- January 13, 2026 – Public hearing and consideration of a Conditional Use Permit by the City Council.

Summary:

- The subject site is located along the East side of N. Inspiration Road, approximately 765 feet South of W. Business Highway 83.
- Per the Code of Ordinance, Drive-Thru Service Windows require the approval of a Conditional Use Permit by the City Council.
- There is an existing 20' x 40' (800 sq. ft.) Taqueria Oviedo 2 Restaurant at the site. The applicant is proposing a drive-thru service window to take care of the customers. Access to the site is provided off N. Inspiration Road with a 30' driveway. The proposed service window will be located approximately 40' from the first parking stall in front 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 12:00 am
- Staff: 7 employees
- Parking: the 800 sq. ft. suite requires 5 parking spaces. It is noted that the parking area is held in common (14 existing parking spaces) and is shared with other businesses.
- The last conditional use permit approved for the drive-thru service window for this location was on January 13, 2021, for a period of 1 year. Since then, the Bakery at the North end of the plaza has no longer used the drive-thru window
- The Planning staff has not received any objections to the request from the surrounding property owners. Staff mailed out (8) 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. 2 years 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
4. Hours of operation to be as follows: Monday – Sunday from 11:00 am to 12:00 am
5. The plaza owner will be required to seal off an existing drive-thru service window on the North side of the building prior to the issuance of a building permit for the requested window

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 FOR A DRIVE-THRU SERVICE WINDOW – TAQUERIA OVIEDO 2 IN A PROPERTY ZONED (C-3) GENERAL BUSINESS COMMERCIAL DISTRICT, BEING LOT 1, RIVALSEBAS SUBDIVISION, LOCATED AT 708 N. INSPIRATION ROAD, SUITE 3

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

WHEREAS, The City Council of the City of Mission, held a public hearing at 4:30 p.m. on Tuesday, January 13, 2026, 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"

Legal Description	**Type**	**Conditions of Approval**
708 N. Inspiration Road, Suite 3 Lot 1, Rivalsebas Subdivision	Drive-Thru Service window- Taqueria Oviedo 2	• 2 years with the understanding that the permit can be revoked due to non-compliance • Continued compliance with all City Codes (Building, Fire, Health, etc.), • CUP is not transferable to others. • Hours of operation to be as follows: Monday – Sunday from 11:00 am to 12:00 am • The plaza owner will be required to seal off an existing drive-thru service window on the North side of the building prior to the issuance of a building permit for the requested window.

READ, CONSIDERED AND PASSED, this the 13th day of January, 2026.

_____
Norie Gonzalez Garza, Mayor

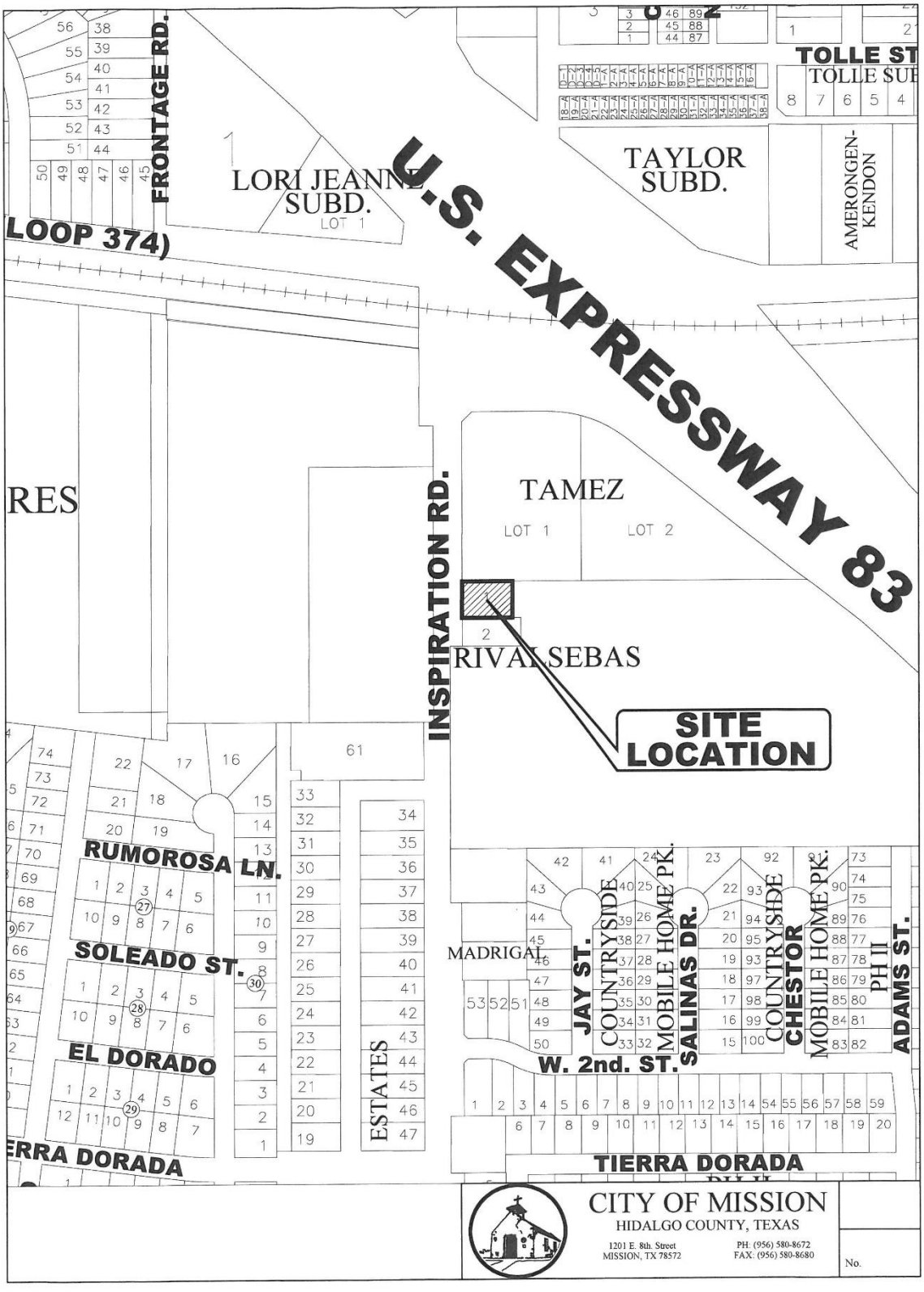
ATTEST:

_____
Anna Carrillo, City Secretary

EXHIBIT “A”

Sketches & Plan
Upper View
AFTER

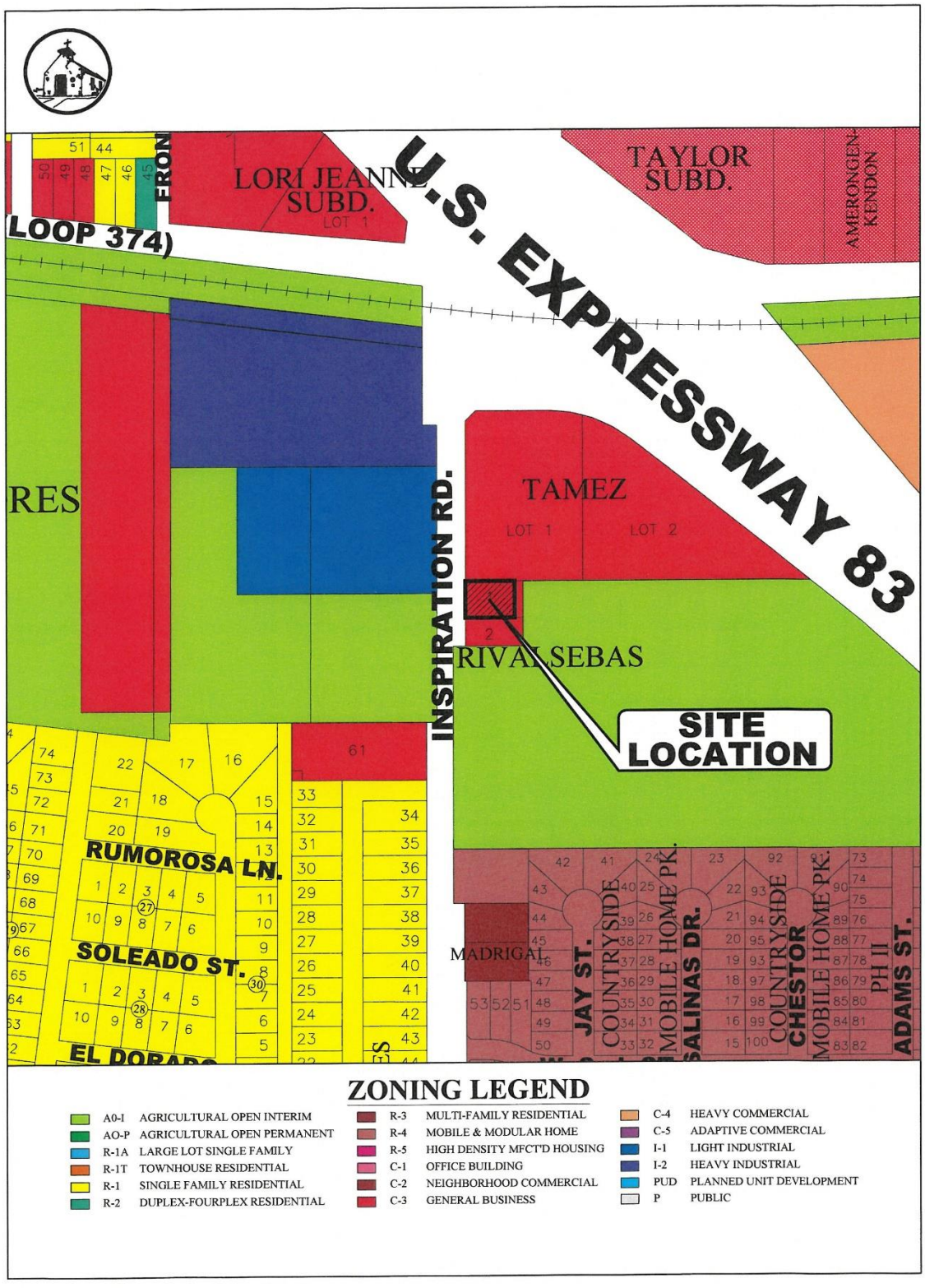
VICINITY MAP



ARIEL MAP

LOCATION
SITE
INSPIRATION RD.
ONLY
Texas Parks & Wildlife, Esri, HERE, Garmin, INCREMENT P, USGS, EPA, USDA

ZONING MAP


U.S. EXPRESSWAY 83
LOOP 374)
LORI JEANNE SUBD.
LOT 1
TAYLOR SUBD.
AMERONGEN-KENDON
RES
TAMEZ
LOT 1
LOT 2
INSPIRATION RD.
RIVALSEBAS
SITE LOCATION
RUMOROSA LN.
SOLEADO ST.
EL DORADO
MADRIGAL
JAY ST.
COUNTRYSIDE MOBILE HOME PK.
SALINAS DR.
CHESTOR
ADAMS ST.
PH II
ZONING LEGEND
A0-I AGRICULTURAL OPEN INTERIM
AO-P AGRICULTURAL OPEN PERMANENT
R-1A LARGE LOT SINGLE FAMILY
R-1T TOWNHOUSE RESIDENTIAL
R-1 SINGLE FAMILY RESIDENTIAL
R-2 DUPLEX-FOURPLEX RESIDENTIAL
R-3 MULTI-FAMILY RESIDENTIAL
R-4 MOBILE & MODULAR HOME
R-5 HIGH DENSITY MFCT'D HOUSING
C-1 OFFICE BUILDING
C-2 NEIGHBORHOOD COMMERCIAL
C-3 GENERAL BUSINESS
C-4 HEAVY COMMERCIAL
C-5 ADAPTIVE COMMERCIAL
I-1 LIGHT INDUSTRIAL
I-2 HEAVY INDUSTRIAL
PUD PLANNED UNIT DEVELOPMENT
P PUBLIC

MAIL OUT NOTICE

ATTACHMENTS

Sketches & Plan

Upper View

NOW

ATTACHMENTS

Sketches & Plan
Upper View
AFTER

ATTACHMENTS

NOW

AFTER

ATTACHMENTS

NOW

AFTER

MAILOUT LIST

PROP_ID	geoID	name	addrDelive	addrCity	addrState	addrZip
710766	T0413-00-000-0001-00	COLE VS MISSION (HIGHWAY 83) TX LLC	3200 HACKBERRY ROAD	IRVING	TX	75063
710767	T0413-00-000-0002-00	7-ELEVEN INC	PO BOX 711	DALLAS	TX	75221-0711
316718	W0100-00-019-0001-02	AEP TEXAS CENTRAL COMPANY	PO BOX 16428	COLUMBUS	OH	43216-6428
101515	10052-00-000-0002-03	CANALES ARNULFO & ET AL	927 BOWEN ST	MISSION	TX	78572-3606
101514	10052-00-000-0002-02	BIG SKEETERS LLC	1917 KINGFISHER LN	MISSION	TX	78572-4898
101516	10052-00-000-0002-04	ESQUEDA SKEETER A	1917 KINGFISHER LN	MISSION	TX	78572-4898
1130238	R3257-00-000-0002-00	CEPEDA VERONICA	1912 MONTECRUZ ST	MISSION	TX	78574-7714
1130233	R3257-00-000-0001-00	CEPEDA JOE & KARINA RODRIGUEZ	6717 N BENTSEN RD	MCALLEN	TX	78504-9478

CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: January 13, 2026

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

AGENDA ITEM: Conduct a public hearing and consideration of a Conditional Use Permit to allow a Mobile Food Unit – Lu's Coffee Shop in a property zoned General Business District ("C-3"), being a 0.343 gross acre tract of land, out of Lot 1, of the Re-subdivision of the Mission Nursing Home Subdivision, located at 1001 S. Bryan Road. Applicant: Nallely Cerda-Davila, Adoption of Ordinance #_____ - Cervantes

NATURE OF REQUEST:

Project Timeline:

- November 10, 2025 – Application for a conditional use permit submitted for processing.
- November 20, 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.
- December 3, 2025 – Public hearing and consideration of the requested rezoning by the Planning and Zoning Commission.
- January 13, 2026 – Public hearing and consideration of the requested rezoning ordinance by the City Council.

Summary:

- The applicant is requesting a conditional use permit to operate a mobile food unit at the site located along the East side of S. Bryan Road approximately 1,300 feet South of US Expressway 83. The applicant is leasing a green space from the owners of the Missionville Plaza.
- Per the Code of Ordinance, a mobile food unit requires the approval of a conditional use permit by the City Council.
- The proposed location follows the city's minimum distance requirements between mobile food units. The nearest mobile food unit is at 801 N. Bryan which is 1.2 miles away.
- The proposed hour of operation is Every day from 7:00 a.m. to 6:00 p.m.
- The business owner of Suite C (Skin Room) has granted access to the business restrooms for the employees and customers.
- Staff: 3 employees
- Parking: There is a total of 18 parking spaces available that will be shared among the plaza businesses.
- The Planning staff has not received any objections to the request from the surrounding property owners.
- Notices were mailed to four (4) surrounding property owners.

STAFF RECOMMENDATION:

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

- Permit for one year to re-evaluate this new operation.
- Must comply with all City codes (Building, Fire, Health, and Sign, etc.)
- Restrooms must be accessible to the employees and patrons at all times.
- Acquisition of a business license is required prior to any coffee sales.
- Hours of operation is Every day from 7:00 a.m. to 6:00 p.m.
- The conditional use permit is not transferable to others.

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 CONDITIONAL USE PERMIT TO ALLOW A MOBILE FOOD UNIT – LU'S COFFEE SHOP IN A PROPERTY ZONED (C-3) GENERAL BUSINESS COMMERCIAL DISTRICT, BEING A 0.343 GROSS ACRE TRACT OF LAND, OUT OF LOT 1, OF THE RE-SUBDIVISION OF THE MISSION NURSING HOME SUBDIVISION, LOCATED AT 1001 S. BRYAN ROAD

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

WHEREAS, The City Council of the City of Mission, held a public hearing at 4:30 p.m. on Tuesday, January 13, 2026, 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"

Legal Description	**Type**	**Conditions of Approval**
1001 S. Bryan Road Being a 0.343 gross acre tract of land, out of Lot 1, of the Re-subdivision of the Mission Nursing Home Subdivision	Mobile Food Unit – Lu's Coffee Shop	• Permit for one year to re-evaluate this new operation • Must comply with all City Codes (Building, Fire, Health, etc.), • Restrooms must be accessible to the employees and patrons at all times • Acquisition of a business license is required prior to any coffee sales. • CUP is not transferable to others. • Hours of operation is Every day from 7:00 a.m. to 6:00 p.m.

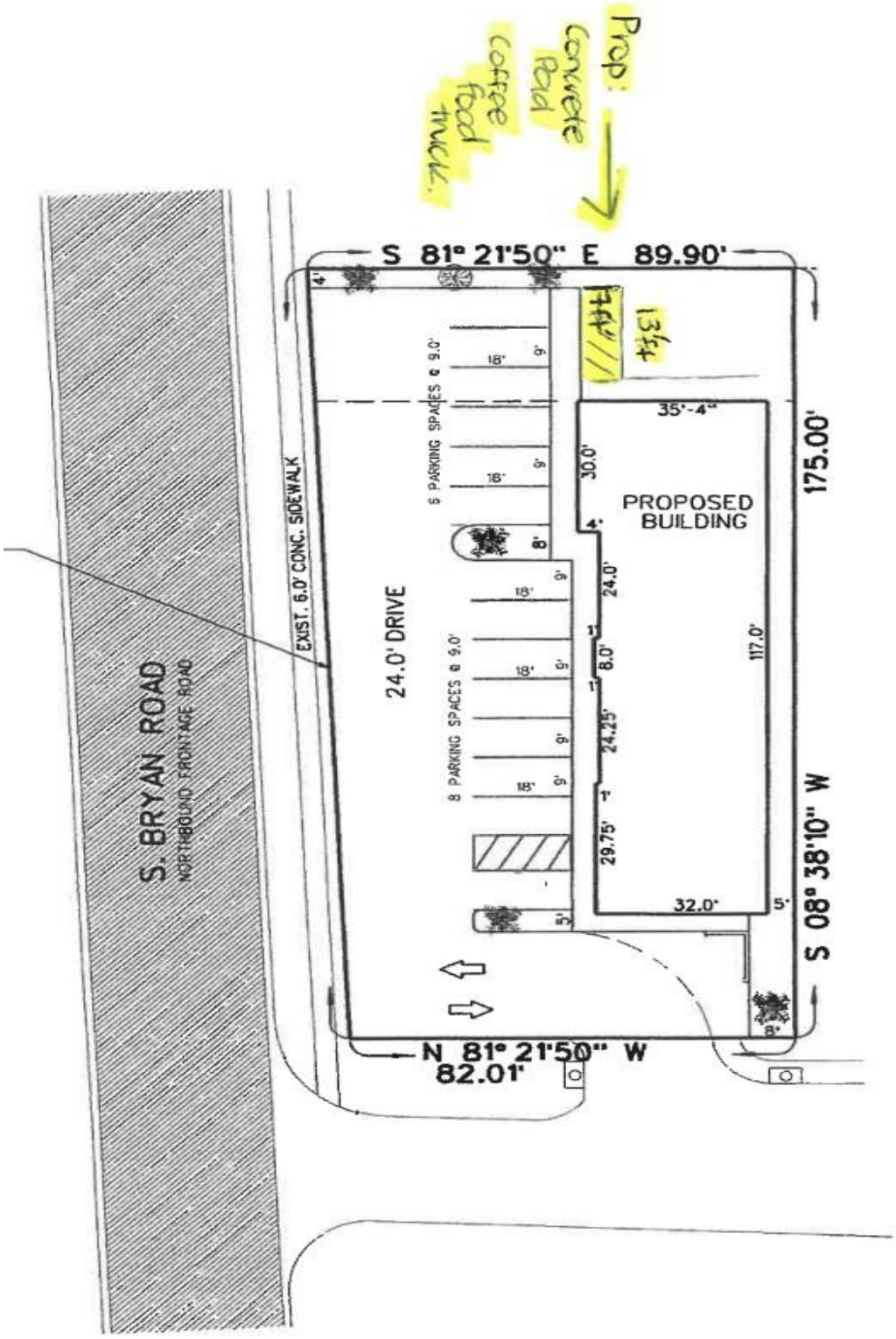
READ, CONSIDERED AND PASSED, this the 13th day of January, 2026.

_____
Norie Gonzalez Garza, Mayor

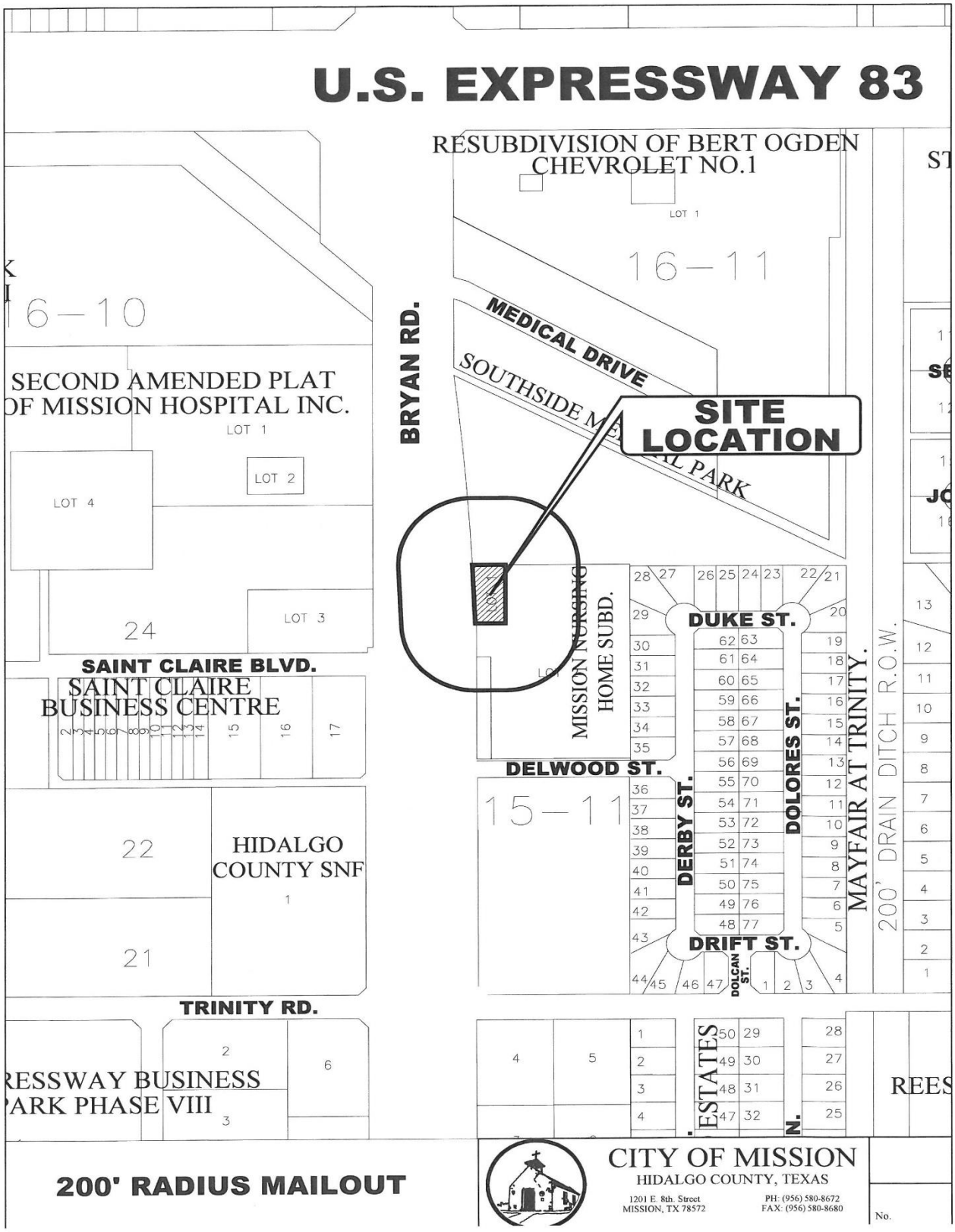
ATTEST:

_____
Anna Carrillo, City Secretary

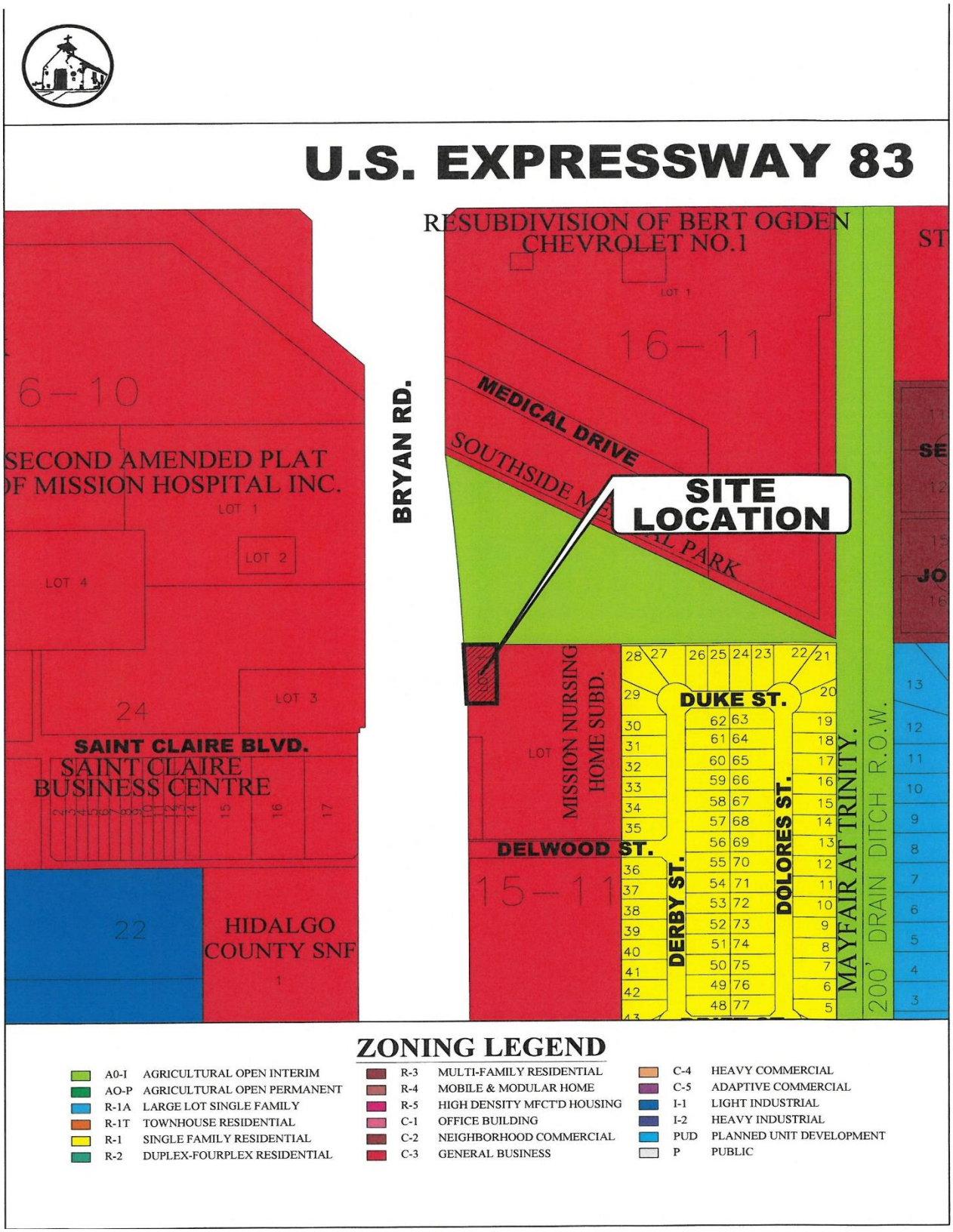
EXHIBIT "A"


Prop. Concrete Pad
coffee food truck
S 81° 21'50" E 89.90'
1374
1374
35'-4"
30.0'
PROPOSED BUILDING
175.00'
6 PARKING SPACES @ 9.0'
EXIST. 6.0' CONC. SIDEWALK
24.0' DRIVE
8 PARKING SPACES @ 9.0'
24.0'
8.0'
24.25'
29.75'
117.0'
32.0'
S 08° 38'10" W
N 81° 21'50" W
82.01'
S. BRYAN ROAD
NORTHBOUND FRONTAGE ROAD

LEGAL NOTICE MAP

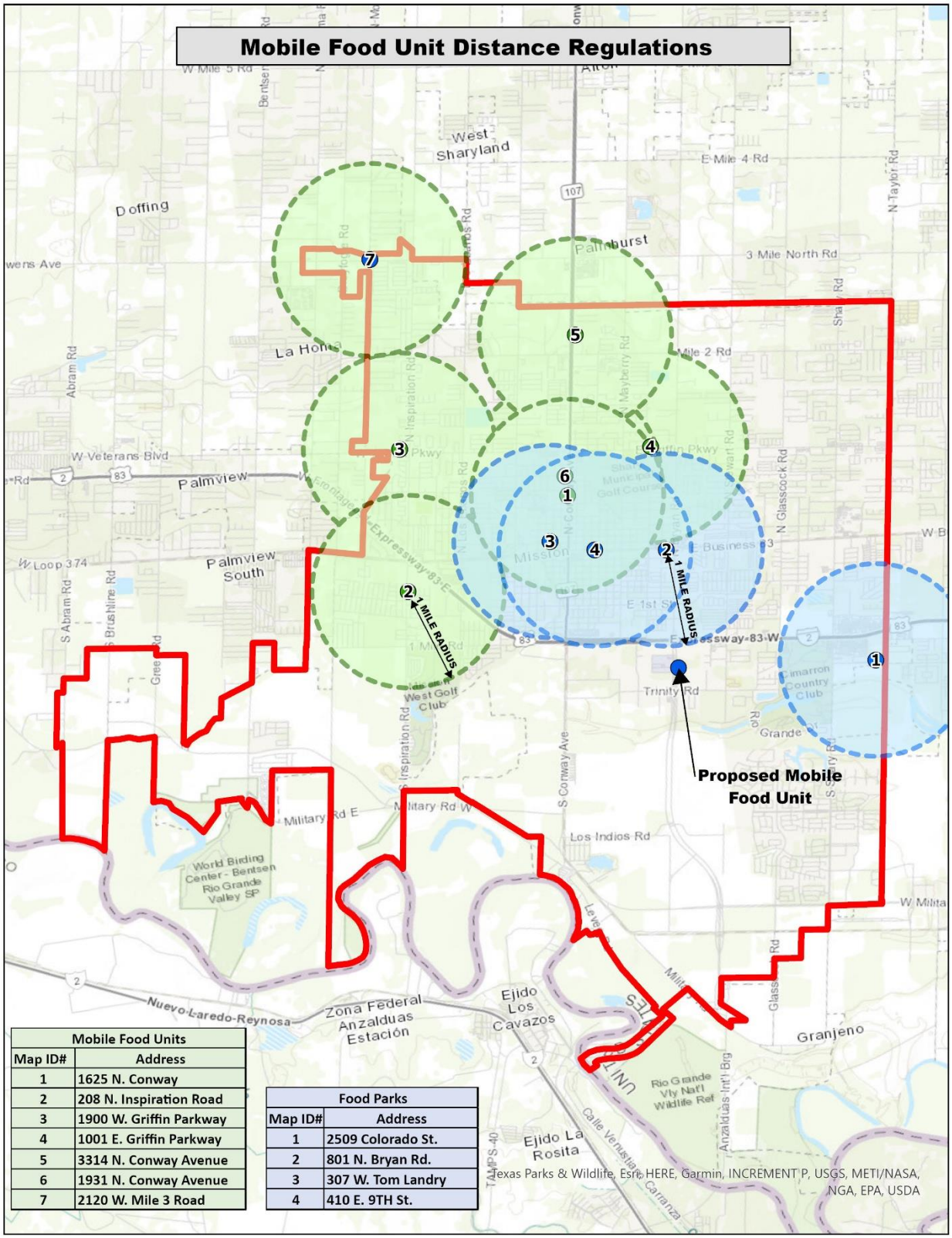


ZONING MAP


U.S. EXPRESSWAY 83
RESUBDIVISION OF BERT OGDEN CHEVROLET NO.1
LOT 1
16-11
6-10
SECOND AMENDED PLAT OF MISSION HOSPITAL INC.
LOT 1
LOT 2
LOT 4
LOT 3
24
SAINT CLAIRE BLVD.
SAINT CLAIRE BUSINESS CENTRE
22
HIDALGO COUNTY SNF
BRYAN RD.
MEDICAL DRIVE
SOUTHSIDE
PARK
SITE LOCATION
MISSION NURSING HOME SUBD.
LOT
DUKE ST.
DELWOOD ST.
DERBY ST.
DOLORES ST.
15-11
MAYFAIR AT TRINITY.
200' DRAIN DITCH R.O.W.
ZONING LEGEND
A0-I AGRICULTURAL OPEN INTERIM
AO-P AGRICULTURAL OPEN PERMANENT
R-1A LARGE LOT SINGLE FAMILY
R-1T TOWNHOUSE RESIDENTIAL
R-1 SINGLE FAMILY RESIDENTIAL
R-2 DUPLEX-FOURPLEX RESIDENTIAL
R-3 MULTI-FAMILY RESIDENTIAL
R-4 MOBILE & MODULAR HOME
R-5 HIGH DENSITY MFCT'D HOUSING
C-1 OFFICE BUILDING
C-2 NEIGHBORHOOD COMMERCIAL
C-3 GENERAL BUSINESS
C-4 HEAVY COMMERCIAL
C-5 ADAPTIVE COMMERCIAL
I-1 LIGHT INDUSTRIAL
I-2 HEAVY INDUSTRIAL
PUD PLANNED UNIT DEVELOPMENT
P PUBLIC

AERIAL

LOCATION
SITE
ANZALDUAS HWY
Texas Parks & Wildlife, Esri, HERE, Garmin, INCREMENT P, USGS, EPA, USDA



Mobile Food Units	
Map ID#	Address
1	1625 N. Conway
2	208 N. Inspiration Road
3	1900 W. Griffin Parkway
4	1001 E. Griffin Parkway
5	3314 N. Conway Avenue
6	1931 N. Conway Avenue
7	2120 W. Mile 3 Road

Food Parks	
Map ID#	Address
1	2509 Colorado St.
2	801 N. Bryan Rd.
3	307 W. Tom Landry
4	410 E. 9TH St.

PURPOSED NARRATIVE

Lu's Coffee shop is a cozy vintage-style small food truck that brings warmth, comfort, and purpose to every cup of coffee. The name Lu's meaning light (yellow) honors the beautiful memory of my Godson 8-year-old Luciano- a brave warrior who fought 3 years against Ependymoma (brain Cancer). In his honor, a portion of every sale will be donated to St. Jude's Hospital to support brain cancer research and bring hope to other children and families. Our compact 7x12 - food truck will serve high-quality, health-conscious coffee creations including iced coffee, protein coffee, matcha, Frappuccino's, and classic American coffee. Strategically located near a hospital, nursing homes, local business, car dealership, and Anzaldua's bridge. Lu's coffee shop will provide a convenient and uplifting stop for healthcare workers, local employees, and community members. Every sip will not only energize the body but also shine a little light in memory of Luciano and in support of a greater cause.

PROPERTY SITE PLAN

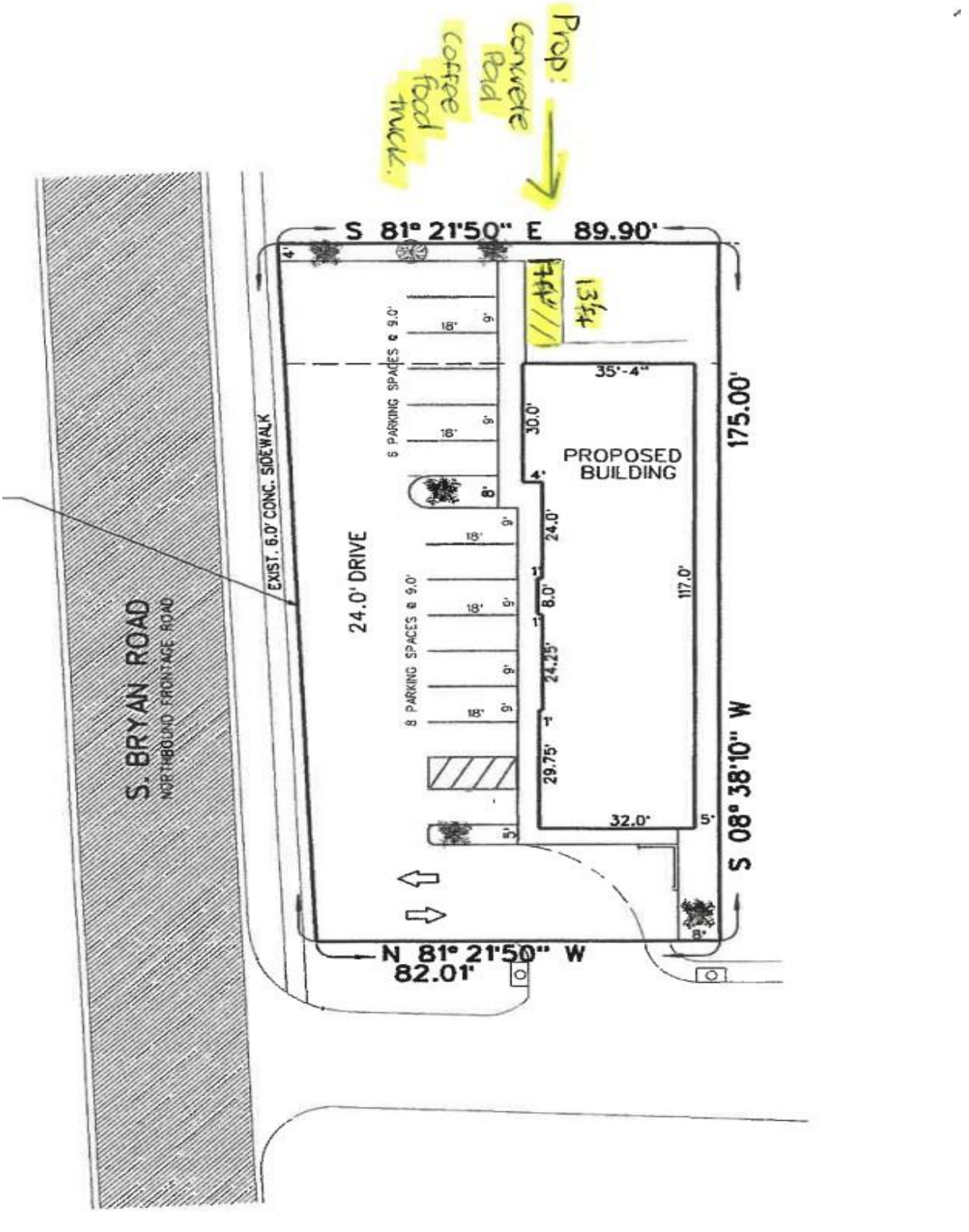


PHOTO OF THE MOBILE FOOD UNIT

PHOTO OF THE PROPERTY

MAILOUT LIST

PROP_ID	geoID	name	addrDelive	addrCity	addrState	addrZip
316612	W0100-00-016-0011-01	RIVERA FERNADO III & GERARDO A	118 N CONWAY AVE	MISSION	TX	78572-5458
795507	M5155-00-000-0002-02	MISSION REAL ESTATE INVESTMENT INC	PO BOX 20197	ATLANTA	GA	30343
686628	M5155-00-000-0001-00	CERDA SERGIO H	3206 SAN GABRIEL ST	MISSION	TX	78572-8638
795504	M5155-00-000-0000-05	MISSION REAL ESTATE INVESTMENT INC	PO BOX 20197	ATLANTA	GA	30343

CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: January 13, 2026

PRESENTED BY: Xavier Cervantes, Director of Planning

AGENDA ITEM: Conduct a public hearing and consideration of a Conditional Use Permit for the Texas Citrus Fiesta Fun Fair with the Sale & On-Site Consumption of Alcoholic Beverages in a property zoned (PUD) Planned Unit Development, being 67.223 acres out of Porcion 52; located at 1801 S. Inspiration Road; Applicant: Virginia Passamentt, Adoption of Ordinance #_____ – Cervantes

NATURE OF REQUEST:

Project Timeline:

- December 3, 2025 – Application for Conditional Use Permit ("CUP") submitted to the City.
- December 26, 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.
- January 7, 2026 - Public hearing and consideration of the requested Conditional Use Permit by the Planning and Zoning Commission (P&Z).
- January 13, 2026 – Public hearing and consideration of the requested conditional use permit by the City Council.

Summary:

- The site is located at 1801 S. Inspiration Road.
- Texas Citrus Fiesta organizers will be having their annual Fun Fair event on January 30 & 31, 2026, and would like to sell alcoholic beverages during the event.
- The fun fair will be located at the Bentsen Community Park, including (45) various vendors, (20) mobile food units, and carnival rides.
- Setup will begin on Thursday, January 29th, at 8:00 a.m.
- Hours of Operation: Friday from 5:30 p.m. to 12:00 a.m. & Saturday from 2:00 p.m. to 10:00 p.m.
- Parking for this event will be provided at Bentsen Park, with additional overflow parking available on the north and south sides of the park.
- Overnight security will be provided starting Thursday.
- The Zoning code requires the Fun Fair and the Sale & On-Site consumption of alcohol to be a minimum of 300 feet separation from residentially used property from lot line to lot line. There are several residential properties within this radius; thus, a waiver of the separation requirement needs consideration.
- Ch. 10 – Amusements and Entertainment: Security will be evident as in past events via Mission PD officers (as hired by TCF). Restrooms will be available. All provisions of the Chapter 10 Mission Code of Ordinances – Amusements and Entertainment – will need to be complied with.

STAFF RECOMMENDATION:

Staff recommends approval of the request with conditions

1.) Waiver of the 300 feet separation;
2.) Must comply with Health & Fire Codes; and
3.) Must meet Noise, Amusement, and Entertainment codes.
4.) Must comply with the TABC regulations.

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 FOR THE TEXAS CITRUS FIESTA FUN FAIR WITH THE SALE & ON-SITE CONSUMPTION OF ALCOHOLIC BEVERAGED IN A PROPERTY ZONED (PUD) PLANNED UNIT DEVELOPEMENT, BEING 67.223 ACRES OUT OF PORCION 52, LOCATED AT 1801 S. INSPIRATION ROAD

WHEREAS, The City Council of the City of Mission finds that during consideration of the conditional use permit request of January 7, 2026, 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, January 13, 2026, 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"

Legal Description	**Type**	**Conditions of Approval**
1801 S. Inspiration Road Being 67.223 acres out of Porcion 52	The Texas Citrus Fiesta Fun Fair with the Sale & On-Site Consumption of Alcoholic Beverages in a property zoned (PUD) Planned Unit Development District	• Waiver of the 300 feet separation • Must comply with Fire & Health codes • Must meet Noise, Amusement, and Entertainment codes; and • Must comply with TABC regulations.

READ, CONSIDERED AND PASSED, this the 13th day of January, 2026.

_____
Norie Gonzalez Garza, Mayor

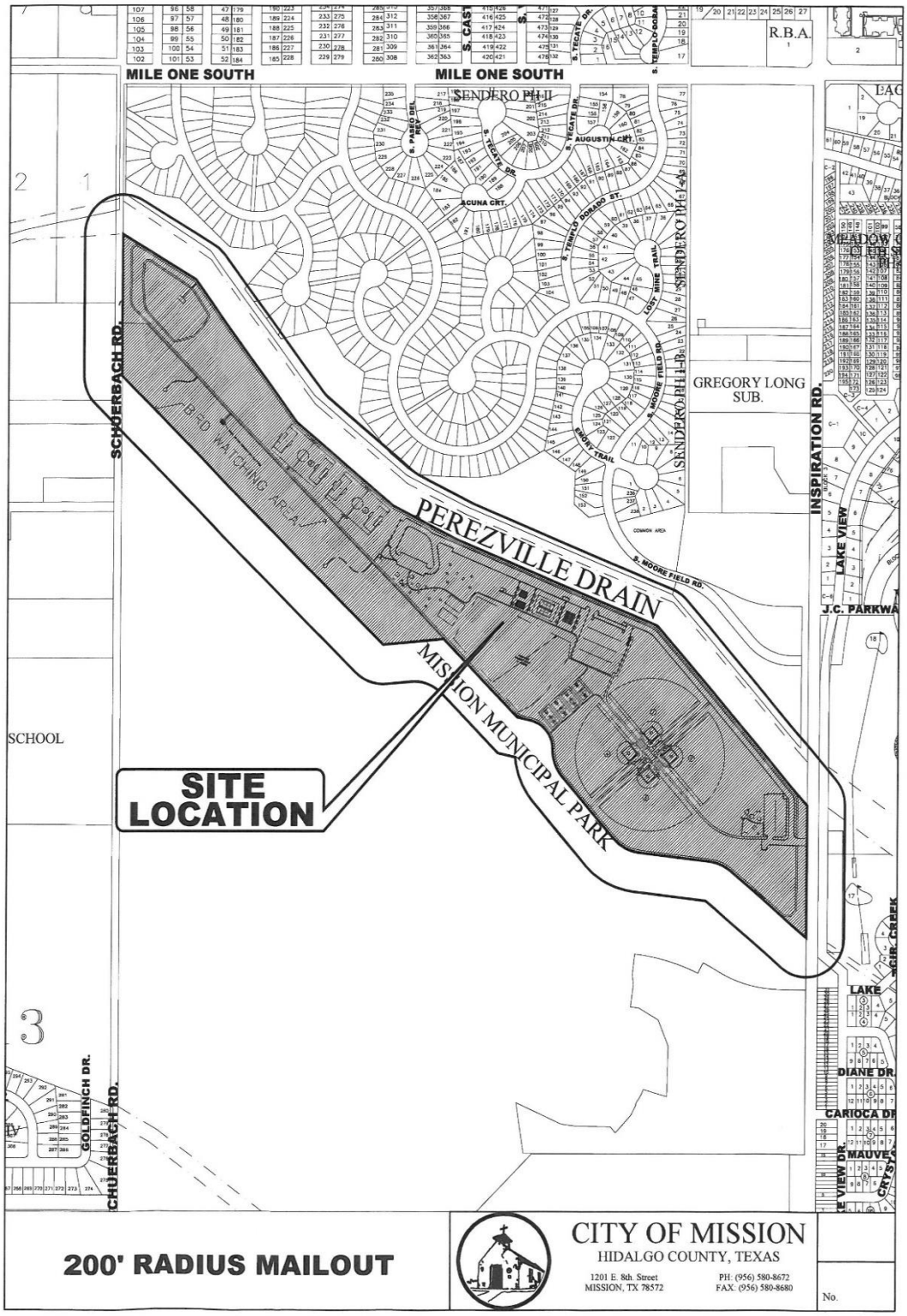
ATTEST:

_____
Anna Carrillo, City Secretary

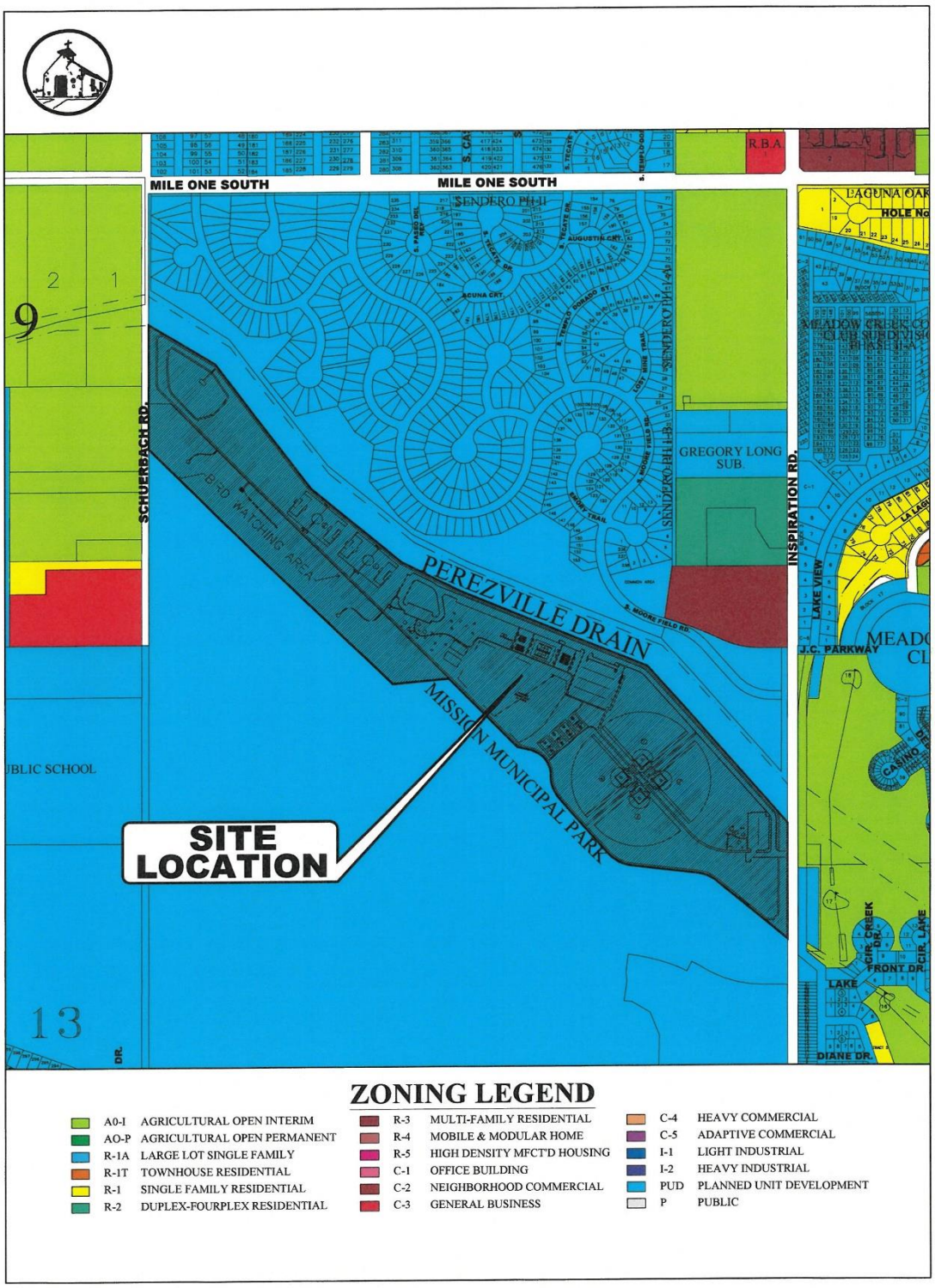
EXHIBIT "A"

INSPIRATIO
OVERFLOW PARKING
RIDES AND MOONJUMPS
STAGE
MARKET VENDORS
BEER GARDEN
FOOD
OVERFLOW PARKING
TEXAS CITRUS FIESTA FUN FAIR
JANUARY 30TH AND 31ST

LEGAL NOTICE MAP



ZONING MAP


MILE ONE SOUTH
MILE ONE SOUTH
SENDERO PH II
SCHUERBACH RD.
INSPIRATION RD.
GREGORY LONG SUB.
PEREZVILLE DRAIN
MISSION MUNICIPAL PARK
SITE LOCATION
J.C. PARKWAY
LAKE VIEW
FRONT DR.
DIANE DR.
LAKE
R.B.A.
9
13
2
1
ZONING LEGEND
A0-I AGRICULTURAL OPEN INTERIM
AO-P AGRICULTURAL OPEN PERMANENT
R-1A LARGE LOT SINGLE FAMILY
R-1T TOWNHOUSE RESIDENTIAL
R-1 SINGLE FAMILY RESIDENTIAL
R-2 DUPLEX-FOURPLEX RESIDENTIAL
R-3 MULTI-FAMILY RESIDENTIAL
R-4 MOBILE & MODULAR HOME
R-5 HIGH DENSITY MFCT'D HOUSING
C-1 OFFICE BUILDING
C-2 NEIGHBORHOOD COMMERCIAL
C-3 GENERAL BUSINESS
C-4 HEAVY COMMERCIAL
C-5 ADAPTIVE COMMERCIAL
I-1 LIGHT INDUSTRIAL
I-2 HEAVY INDUSTRIAL
PUD PLANNED UNIT DEVELOPMENT
P PUBLIC

AERIAL PHOTO

PHOTO

INSPIRATIO
OVERFLOW PARKING
RIDES AND MOONJUMPS
STAGE
MARKET VENDORS
BEER GARDEN
FOOD
OVERFLOW PARKING
TEXAS CITRUS FIESTA FUN FAIR
JANUARY 30TH AND 31ST

MAILOUT LIST

PROP_ID	geoID	name	addrDelive	addrCity	addrState	addrZip
693664	10052-00-000-0007-17	CITY OF MISSION	1201 E 8TH ST	MISSION	TX	78572-5812
157705	D2800-00-009-0001-00	VILLAGOMEZ ANNA GUERRERO	3201 N C ST	MCALLEN	TX	78501-9487
541909	10052-00-000-0007-01	ML RHODES LTD	2500 S BENTSEN PALM DR STE 267-B	MISSION	TX	78572-4850
157706	D2800-00-009-0003-00	TREVINO IVAN DAVILA	2508 CASANDRA ST	MISSION	TX	78572-6669
232354	M3175-1A-000-0000-00	CAFA REAL ESTATE LLC	5105 N 10TH ST STE B	MCALLEN	TX	78504-2835
585960	D2800-00-011-0000-60	RODRIGUEZ HECTOR	1120 S SCHUERBACH RD	MISSION	TX	78572-1195
157710	D2800-00-011-0000-00	BARRERA DEMENCIO	2211 CLINTON AVE	MISSION	TX	78572
1313953	10052-00-000-0007-24	HIDALGO COUNTY WATER CONTROL & IMPROVEMENT DISTRICT NO 18	200 S 10TH ST STE 1700	MCALLEN	TX	78501-4857
101525	10052-00-000-0007-00	ML RHODES LTD	2500 S BENTSEN PALM DR STE 267-B	MISSION	TX	78572-4850
1313954	10052-00-000-0007-23	HIDALGO COUNTY WATER CONTROL & IMPROVEMENT DISTRICT NO 18	200 S 10TH ST STE 1700	MCALLEN	TX	78501-4857
637811	10052-00-000-0007-02	RHODES ENTERPRISES INC	200 S 10TH STREET SUITE 1700	MCALLEN	TX	78501-4857

CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: January 13, 2026

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

AGENDA ITEM: Conduct a public hearing and consideration of a Conditional Use Permit for the Complimentary Offering of Alcoholic Beverages for Social and/or Cultural Events in a property zoned (R-2) Duplex-Fourplex Residential District, being Lot 1, Mission Library Subdivision, located at 921 E. 12th Street, Applicant: Upper Valley Art League, c/o Robert Codina, Adoption of Ordinance #_____ – Cervantes

NATURE OF REQUEST:

Project Timeline:

- November 6, 2025 – Application for Conditional Use Permit submitted to the City for processing.
- November 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.
- December 3, 2025 – Public hearing and consideration of a Conditional Use Permit by the Planning and Zoning Commission.
- January 13, 2026 – Public hearing and consideration of a Conditional Use Permit by the City Council.

Summary:

- The subject site is located at the Northeast corner of Kika De La Garza and 12th Street. Access to the site is via two 30' driveways off East 12th Street.
- Ordinance #3436, adopted on January 26, 2009, permits charitable or civic organizations to request such conditional use permits from city-owned buildings where complimentary alcoholic beverages will be offered (not sold) during a social/cultural events.
- The UVAL operates as an all-volunteer organization. They provide the community with an opportunity to create art in multiple media.
- The UVAL has art exhibits 11 months of the year in which they have a wine bar. The wine bar includes finger foods, other non-alcoholic beverages, and it operates on the evening of opening exhibits.
- Exhibits open on the first Saturday of the month with a reception from 7-9 pm. A UVAL member handles the wine bar to prevent minors from having access to alcohol and to monitor adult individuals' intake of alcohol. The wine is only offered during the opening night, and not throughout the month.
- During the month of August, they close for maintenance, and in December, they have a holiday market.
- Days & Hours of Operation for the Gallery: Wednesday – Friday from 10:00 am to 6:00 pm, and Saturday from 10:00 am to 2:00 pm; Events are scheduled on Saturdays from 7:00 pm to 9:00 pm

- Parking: It is noted that the parking is held in common. There is a total of 138 existing parking spaces, shared with the Mission Speer Memorial Library.
- Staff notes that the UVAL has been applying for this type of permit since November of 2009. The last conditional use permit considered for the complimentary offering of alcoholic beverages for on-site consumption for Social and/or cultural events at this location was on March 9, 2020 for a period of 4 years.
- The Planning staff has not received any objections to the request from the surrounding property owners. Staff mailed out (43) 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:

Since events have occurred with no incidents, and the Upper Valley Art League firmly attests that they are very watchful of how much the patrons are responsibly served, and intend to have continued vigilance at their social exhibit events, staff recommends approval of the request, subject to compliance with the following conditions:

1. Life of the use with the understanding that the permit can be revoked due to non-compliance.
2. Continued compliance with all City Codes (Building, Fire, Health, etc.).
3. CUP is not transferable to others
4. Hours of operation of the gallery to be as follows: Wednesday – Friday from 10:00 am to 6:00 pm, and Saturdays from 10:00 am to 2:00 pm; Exhibit events Saturday from 7:00 pm to 9:00 pm
5. Must comply with the Noise Ordinance.

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 FOR THE COMPLIMENTARY OFFERING OF ALCOHOLIC BEVERAGES FOR SOCIAL AND/OR CULTURAL EVENTS IN A PROPERTY ZONED (R-2) DUPLEX-FOURPLEX RESIDENTIAL DISTRICT, BEING LOT 1, MISSION LIBRARY SUBDIVISION, LOCATED AT 921 E. 12TH STREET

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

WHEREAS, The City Council of the City of Mission, held a public hearing at 4:30 p.m. on Tuesday, January 13, 2026, 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"

Legal Description	Type	Conditions of Approval
921 E. 12th Street Lot 1, Mission Library Subdivision	Complimentary Offering of Alcoholic Beverages for Social and/or Cultural Events	• Life of use with the understanding that the permit can be revoked due to non-compliance • Continued compliance with all City Codes (Building, Fire, Health, etc.), • CUP is not transferable to others. • Hours of operation of the Gallery to be as follows: Wednesday – Friday from 10:00 am to 6:00 pm, and Saturday from 10:00 am to 2:00 pm Exhibit Events Saturday from 7:00 pm to 9:00 pm • Must comply with noise ordinance.

READ, CONSIDERED AND PASSED, this the 13th day of January, 2026.

_____
Norie Gonzalez Garza, Mayor

ATTEST:

_____
Anna Carrillo, City Secretary

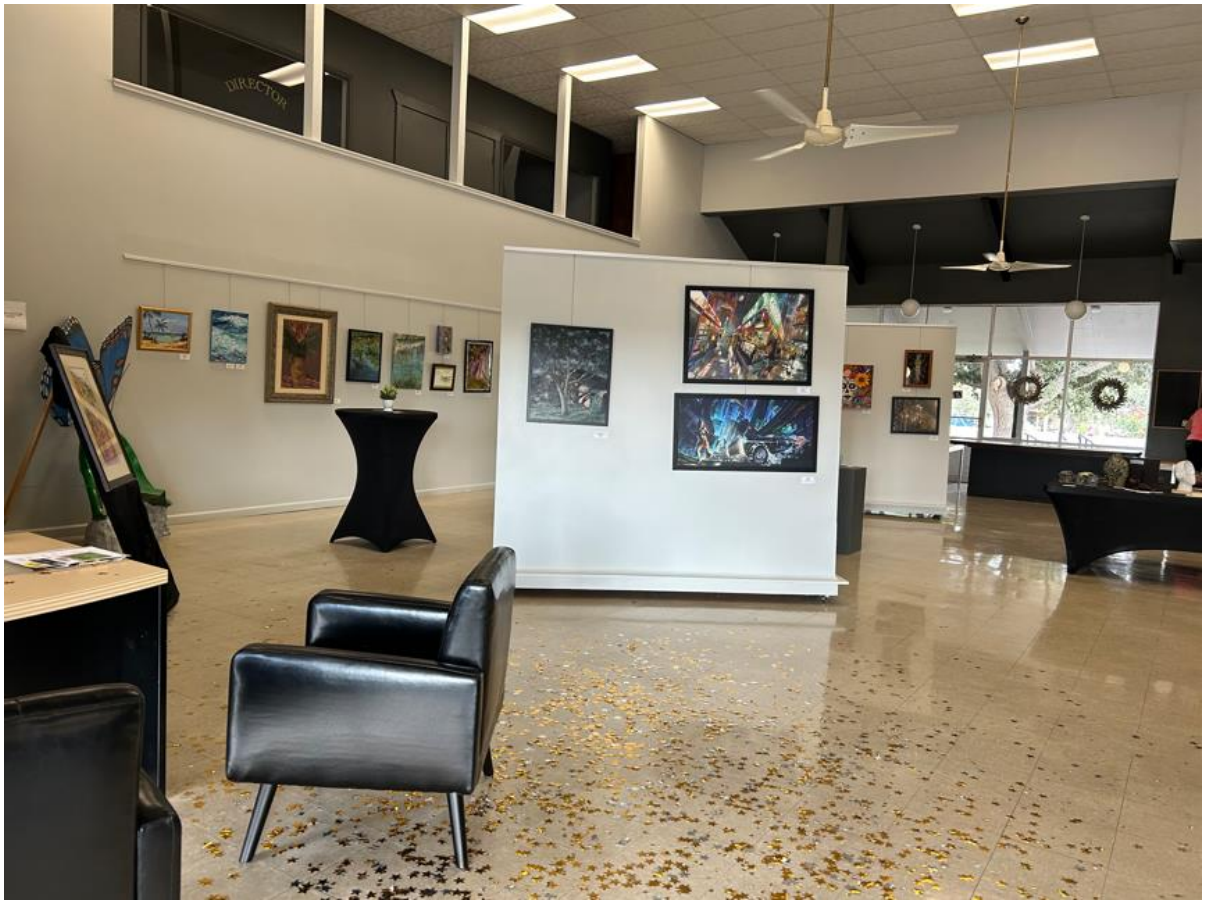
EXHIBIT "A"

VICINITY MAP

ARIEL MAP

LOCATION
SITE
E 12TH ST.
MAYBERRY RD.
Texas Parks & Wildlife, Esri, HERE, Garmin, INCREMENT P, USGS, EPA, USDA

ATTACHMENTS



ATTACHMENTS

ATTACHMENTS

Exhibitions

UVAL exhibitions change monthly. Opening receptions for the exhibitions are held on the first Saturday of the month from 7 to 9 PM in our gallery.

- All Member (All Mediums)
- Watercolor
- Photography
- Fiber Arts
- Themed
- Figurative
- 3-Dimensional Art
- Art Fairs

learn. create. evolve.

Membership

UVAL yearly membership renews each January.
We are an organization of artists, all volunteers who contribute to the operation of UVAL. Members make UVAL, and being a member has many benefits.

- Collaborate with fellow artists
- Exhibit and sell your work
- Utilize the UVAL work space studio
- Workshops and art classes
- Library, tools and resources

$25 Students (Must have current valid ID)
$40 Adult
$60 Family

Art Groups

Quilting
Fiber Arts
Clay/Ceramics
Watercolor
Paper Crafters
Life Drawing
Photography
Airbrush
Stained Glass
Painting
Mixed Media
Woodworking
Writing

experience. connect. collaborate.

Gift Shop

From original paintings, jewelry, ceramics, prints and more, the UVAL Gift Shop has a unique selection of art-inspired items created by our members. Display and sell your work in our gift shop. All art for sale is changed quarterly.

Who We Are

Originally affiliated with the Rio Grande Valley Federation of Women's Clubs, organized in McAllen, Texas, in 1935; in 1972, incorporated and chartered as a non-profit organization. In 2006, the Upper Valley Art League relocated to the to its current location at the Kika de la Garza facility provided by the City of Mission.

The Upper Valley Art League (UVAL) provides access to the visual arts for our community and its visitors. At the heart of our organization is the belief that visual arts play a pivotal role in enriching our cultural tapestry. UVAL is located next to Speer Memorial Library and is dedicated to serving the art community of the Rio Grande Valley in deep South Texas.

We are passionate about the power of creativity. Explore who we are and what we do; then consider becoming part of this vibrant non-profit organization. We welcome you to stop by and tour our facilities.

Mission Statement

Our mission is to foster a vibrant and inclusive artistic community, providing a platform for artists of all backgrounds to create, connect, and collaborate.

Core Values

We strive to inspire creativity, promote artistic expression, and enrich the cultural landscape through diverse programs, exhibitions, and educational opportunities.

ATTACHMENTS

Workshops

We provide opportunities for people to learn about art, themselves and each other. Learning permeates all of our art programs.

- UVAL members receive discounted workshop pricing
- Membership is not required to attend
- Visit our website at uppervalleyartleague.org to stay informed of upcoming events and workshops

July: Summer Youth Art Workshops

UVAL members and guest artists present demonstrations and teach workshops in our studios. Student participants will have an exhibition of the work they created during the classes. Please contact us or stop by for more information.

Butterfly Sculptures

Purchase a butterfly sculpture for your business, home, school or park. Choose from several designs, colors and patterns.

We will install your butterfly on a concrete slab (locally). Call UVAL at 956.591.0282 for additional information.

GALLERY HOURS

Sunday - Tuesday: CLOSED
Wednesday - Friday: 10 AM - 6 PM
Saturday: 10 AM - 2 PM
(subject to change)

STUDIO HOURS

Monday - Saturday
(subject to change)
Please check with gallery for details.

956.591.0282
uval.texas@gmail.com
uppervalleyartleague.org
921 E. 12th Street • Mission, TX 78572
facebook.com/uval.us
instagram.com/uval.texas

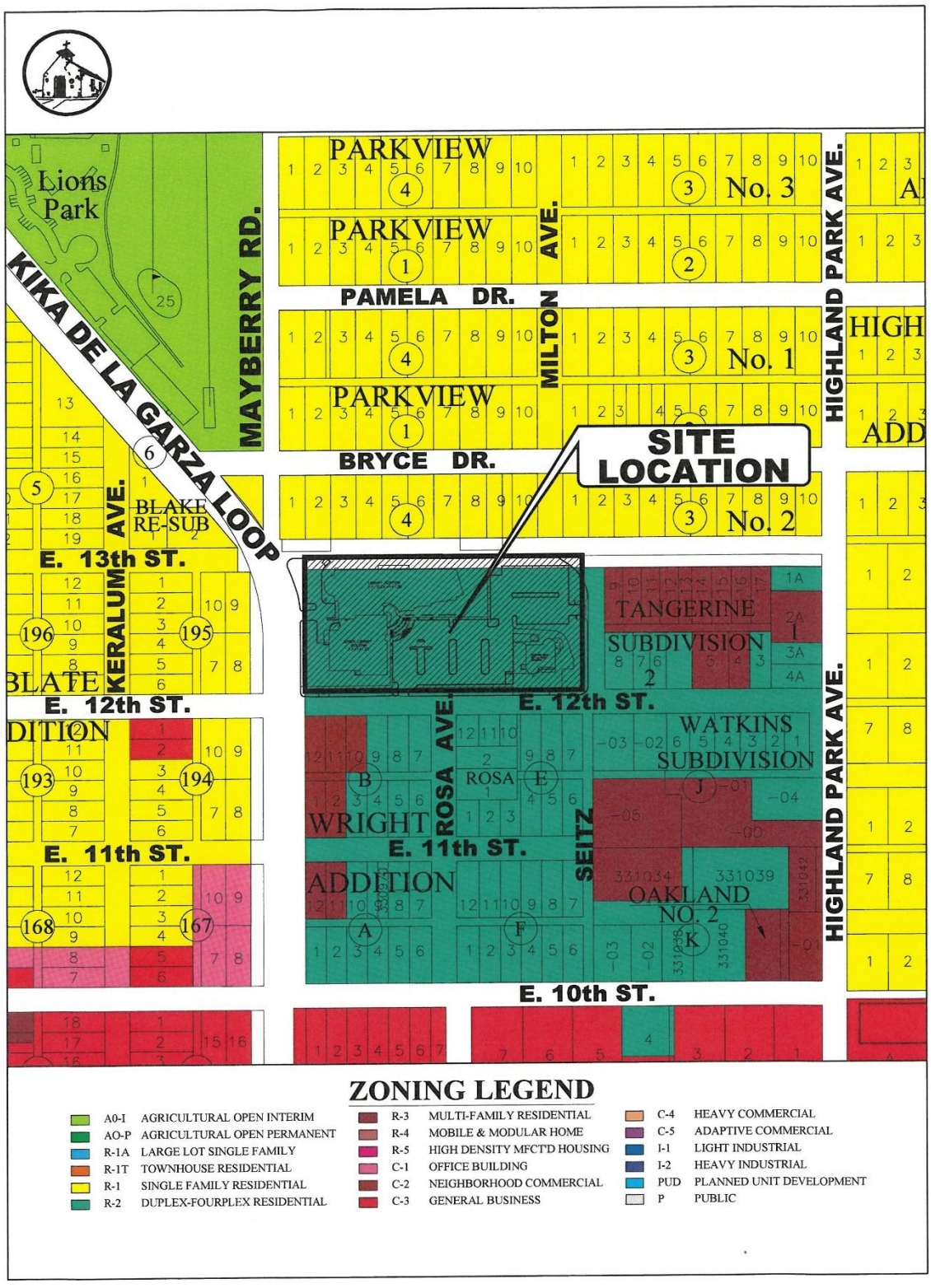
UPPER VALLEY
ART LEAGUE

Inspiring artists, enriching lives.

"Art should be something that liberates your soul."
-Keith Haring

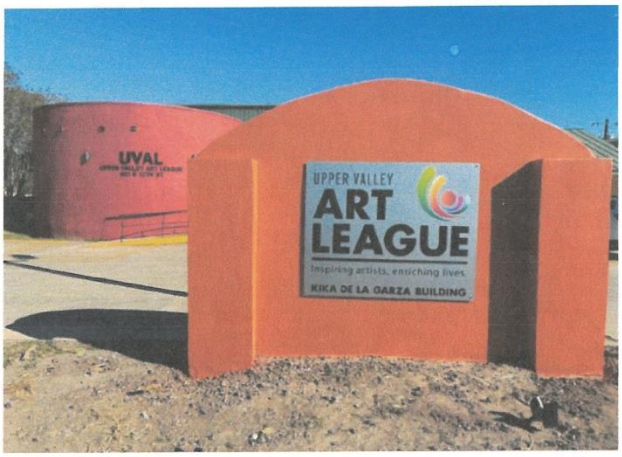
956.591.0282
uppervalleyartleague.org

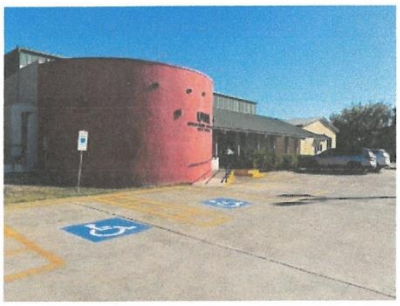
ZONING MAP


Lions Park
MAYBERRY RD.
KIKA DE LA GARZA LOOP
PARKVIEW
No. 3
No. 1
No. 2
PAMELA DR.
BRYCE DR.
MILTON AVE.
HIGHLAND PARK AVE.
SITE LOCATION
BLAKE RE-SUB
E. 13th ST.
KERALUM AVE.
E. 12th ST.
TANGERINE SUBDIVISION
WATKINS SUBDIVISION
ROSA E. WRIGHT ADDITION
ROSA AVE.
SEITZ
E. 11th ST.
OAKLAND NO. 2
E. 10th ST.
ZONING LEGEND
A0-I AGRICULTURAL OPEN INTERIM
AO-P AGRICULTURAL OPEN PERMANENT
R-1A LARGE LOT SINGLE FAMILY
R-1T TOWNHOUSE RESIDENTIAL
R-1 SINGLE FAMILY RESIDENTIAL
R-2 DUPLEX-FOURPLEX RESIDENTIAL
R-3 MULTI-FAMILY RESIDENTIAL
R-4 MOBILE & MODULAR HOME
R-5 HIGH DENSITY MFCT'D HOUSING
C-1 OFFICE BUILDING
C-2 NEIGHBORHOOD COMMERCIAL
C-3 GENERAL BUSINESS
C-4 HEAVY COMMERCIAL
C-5 ADAPTIVE COMMERCIAL
I-1 LIGHT INDUSTRIAL
I-2 HEAVY INDUSTRIAL
PUD PLANNED UNIT DEVELOPMENT
P PUBLIC

LEGAL NOTICE

ATTACHMENTS





2026 EXHIBIT SCHEDULE

RECEPTIONS 7-9PM

JAN 3-31 ALL MEMBER
Reception- Saturday, January 3rd

FEB 7-28 WATERCOLOR
Reception- Saturday, February 7th

MAR 7-28 PHOTOGRAPHY
Reception- Saturday, March 7th

APR 4-25 FIBER ARTS
Reception- Saturday, April 4th

MAY 2-30 BLACK & WHITE
Reception- Saturday, May 2nd

JUNE 6-27 STC GRADS, ALUMNI, TEACHERS
Reception- Saturday, June 6th

JULY 4-25 SPIRIT OF TEXAS
Reception- Saturday, July 4th

AUGUST CLOSED
Maintenace & Cleaning

SEPT 5-26 ALL MEMBER
Reception- Saturday, September 5th

OCT 3-31 PATTERNS, SHAPES & SHADOWS
Reception- Saturday, October 3rd

NOV 7-28 ABSTRACT
Reception- Saturday, November 7th

DEC 5-12 HOLIDAY MARKET
Reception- Saturday, December 5th

Upper Valley Art League: New Logo and Sign (top)

Left top: parking in front

Right top: parking on west side

Left bottom: parking behind

Right bottom: wine bar in back corner

Center: schedule of events for 2026 with opening dates for receptions.

Each year, the calendar maintains a similar schedule with exhibits opening the first Saturday of the month and ending on the last Saturday of the month. Not listed is the children's summer program held in July, followed by a brief exhibit with children's work. No wine is served during that exhibit.

MAILOUT LIST

PROP_ID	geoID	name	addrDelive	addrCity	addrState	addrZip
257059	P4200-02-004-0006-00	GONZALEZ ANDRES ALBERTO	810 BRYCE DR	MISSION	TX	78572-4304
330980	W8100-00-00B-0010-00	JANNY INVESTMENT LLC	2608 ARROYO AVE	MCALLEN	TX	78504-6364
257056	P4200-02-004-0001-00	DE LA GARZA MARIA NATALIA & RICARDO	802 BRYCE DR	MISSION	TX	78572-4304
330997	W8100-00-00E-0010-00	RODRIGUEZ JOSE	1201 W KIKA DE LA GARZA ST	MISSION	TX	78572-3734
330996	W8100-00-00E-0007-00	VAJHAJ INVESTMENTS INC	1405 MELINDA DR	MISSION	TX	78572-4346
257049	P4200-02-003-0004-00	BELL SUZANN SUMMERS	906 BRYCE DR	MISSION	TX	78572-4306
330998	W8100-00-00E-0012-00	RODRIGUEZ JOSE	1201 W KIKA DE LA GARZA ST	MISSION	TX	78572-3734
330977	W8100-00-00B-0007-00	CUELLAR LINDA	4708 MULBERRY AVE APT 4	MCALLEN	TX	78501-0135
240007	M5200-00-194-0009-00	CELLAR EDWARD	714 E 12TH ST	MISSION	TX	78572-4224
240008	M5200-00-194-0010-00	ALANIZ PRISCILLA & THOMAS JOSEPH TUCKER JR	712 E 12TH ST	MISSION	TX	78572-4224
574099	M5200-00-195-0007-00	BARRERA ANGEL & ASHLEY MARIE NIETO-BARRERA	715 E 12TH ST	MISSION	TX	78572-4223
268865	R1770-00-000-0001-00	QUEPOS FAMILY LTD PARTNERSHIP	911 MILLER AVE	MISSION	TX	78572-4137
257048	P4200-02-003-0002-00	GUERRA RAMIRO & MARIA DEL CARMEN	3824 N SCHUERBACH RD	MISSION	TX	78574-5762
257047	P4200-02-003-0001-00	GUERRA RAMIRO & MARY D	3824 N SCHUERBACH RD	MISSION	TX	78574-5762
257058	P4200-02-004-0004-00	GUTIERREZ RUBEN JR & YVONNE GARZA	808 BRYCE DR	MISSION	TX	78572-4304
257057	P4200-02-004-0003-00	MARTINEZ ARTEMIO C & ERNESTINA	806 BRYCE DR	MISSION	TX	78572-4304
257061	P4200-02-004-0009-00	SAENZ MARINA M, SANDRA & SEVERO E	818 BRYCE DR	MISSION	TX	78572-4304
257060	P4200-02-004-0008-00	VILLAGOMEZ ELIAS A & GLORIA R	812 BRYCE DR	MISSION	TX	78572-4304
586755	B3251-00-000-0002-00	BALLESTEROS GILBERTO & ERNESTO	711 EAST 13TH ST	MISSION	TX	78572-4229
268866	R1770-00-000-0002-00	QUEPOS FAMILY LTD PARTNERSHIP	911 MILLER AVE	MISSION	TX	78572-4137
268867	R1770-00-000-0003-00	QUEPOS FAMILY LTD PARTNERSHIP	911 MILLER AVE	MISSION	TX	78572-4137
268868	R1770-00-000-0004-00	QUEPOS FAMILY LTD PARTNERSHIP	911 MILLER AVE	MISSION	TX	78572-4137
268869	R1770-00-000-0005-00	QUEPOS FAMILY LTD PARTNERSHIP	911 MILLER AVE	MISSION	TX	78572-4137
268870	R1770-00-000-0006-00	QUEPOS FAMILY LTD PARTNERSHIP	911 MILLER AVE	MISSION	TX	78572-4137
268871	R1770-00-000-0007-00	QUEPOS FAMILY LTD PARTNERSHIP	911 MILLER AVE	MISSION	TX	78572-4137
268872	R1770-00-000-0008-00	QUEPOS FAMILY LTD PARTNERSHIP	911 MILLER AVE	MISSION	TX	78572-4137
331030	W8100-00-00J-0000-03	SANDOVAL DIANA	313 CATHOLIC WAR VETERANS BLVD	MISSION	TX	78572-3971
331029	W8100-00-00J-0000-02	FEDERAL NATIONAL MORTGAGE ASSOCIATION	1 CORPORATE DR	LAKE ZURIC	IL	60047
686604	M5060-00-000-0001-00	CITY OF MISSION	1201 E 8TH ST	MISSION	TX	78572-5812
293888	T0700-00-000-0010-00	D A D VELA INVESTMENTS LLC	1107 PAMELA DR STE B	MISSION	TX	78572-4340
293889	T0700-00-000-0011-00	D A D VELA INVESTMENTS LLC	1107 PAMELA DR STE B	MISSION	TX	78572-4340
293887	T0700-00-000-0009-00	D A D VELA INVESTMENTS LLC	1107 PAMELA DR STE B	MISSION	TX	78572-4340
293886	T0700-00-000-0008-00	MARQUEZ MARIO & PILAR DELGADO	1001 E 12TH ST	MISSION	TX	78572-4420
293885	T0700-00-000-0007-00	MARTINEZ ARELI & REYNALDO ANDRADE JR	1005 E 12TH ST	MISSION	TX	78572
130460	C1050-00-000-0000-07	GONZALEZ ANDRES ALBERTO	810 BRYCE DR	MISSION	TX	78572-4304
330978	W8100-00-00B-0008-00	TY SAENZ COMPANY LLC	6205 N 17TH ST	MCALLEN	TX	78504
330979	W8100-00-00B-0009-00	GONZALEZ ARTURO & MA ELVIA	814 E 12TH ST	MISSION	TX	78572-4417
1371362	R3880-00-000-0001-00	GUERRA MANUEL RAMIREZ & MARIA ISABEL	1104 ROSA ST	MISSION	TX	78572-4427
1371363	R3880-00-000-0002-00	CANALES SILVIA	1108 ROSA AVE	MISSION	TX	78572-4427
293891	T0700-00-000-0012-08	D A D VELA INVESTMENTS LLC	1107 PAMELA DR STE B	MISSION	TX	78572-4340
1465108	T0700-00-000-0000-00	D A D VELA INVESTMENTS LLC	1107 PAMELA DR STE B	MISSION	TX	78572-4340
1187321	T0700-00-000-0007-01	PETERS EDWARD & MARIA	NULL	NULL	NULL	NULL
1178121	C1050-00-000-0000-45	D A D VELA INVESTMENTS LLC	1107 PAMELA DR STE B	MISSION	TX	78572-4340

CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: January 13, 2026

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

AGENDA ITEM: Conduct a public hearing and consideration of a Conditional Use Permit Renewal for an Event Center – Eliz Event Center in a property zoned (C-3) General Business District, being Lot 9, Shary Business Center Subdivision (aka Shary Business Center Condos Unit 17), located at 2407 Brock Street, Suite C. Applicant: Elizabeth Gonzalez, Adoption of Ordinance #_____ – Cervantes

NATURE OF REQUEST:

Project Timeline:

- November 17, 2025 – Application for Conditional Use Permit ("CUP") submitted to the City.
- November 20, 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.
- December 3, 2025 - Public hearing and consideration of the requested Conditional Use Permit by the Planning and Zoning Commission (P&Z).
- January 13, 2026 – Public hearing and consideration of the requested conditional use permit by the City Council.

Summary:

- The site is located 130' East of Shary Road along the South Side of Brock Street.
- This business has been in operation since May 12, 2025. The last Conditional Use Permit was approved by City Council on January 12, 205, for a period of one year.
- 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.
- Staff notes that the suite is being shared with a church, a podcast, and an all-weatherization office.
- Days & Hours of Operation: Fridays & Saturdays from 2:00 p.m. to 5:00 p.m., or 6:00 p.m. to 12:00 a.m.
- Staff: 1 employee
- Parking: Due to the total of 100 seating spaces, a total of 33 parking spaces are required. There is a total of 142 existing parking spaces held in common for the plaza. Staff notes that when the commercial plaza was built, the parking requirements were based on the square footage and not the size.
- The Planning Staff has not received any objections to the request from the surrounding property owners. Staff mailed out (28) 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 asked PD for any reports of this location regarding alcohol. As of this date, only minor parking lot accidents and public assistance calls have been reported; there are no other incidents associated with this business.

STAFF RECOMMENDATION:

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

- Life of Use
- Maximum occupancy is **80**
- Must comply with noise ordinance
- Conditional Use Permit is not transferable to others
- Continue to comply with all City Codes (Building, Fire, Health, etc.)
- Must have security cameras

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 FOR AN EVENT CENTER – ELIZ EVENT CENTER IN A PROPERTY ZONED (C-3) GENERAL BUSINESS COMMERCIAL DISTRICT, BEING LOT 9, SHARY BUSINESS CENTER SUBDIVISION (AKA SHARY BUSINESS CENTER CONDOS UNIT 17), LOCATED AT 2407 BROCK STREET, SUITE C

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

WHEREAS, The City Council of the City of Mission, held a public hearing at 4:30 p.m. on Tuesday, January 13, 2026, 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"

Legal Description	**Type**	**Conditions of Approval**
2407 Brock Street, Suite C Being Lot 9, Shary Business Center Subdivision (aka Shary Business Center Condos Unit 17)	Event Center – Eliz Event Center	• Life of Use; • Maximum occupancy is 80; • Must comply with noise ordinance; • Conditional Use Permit is not transferable to others; • Continue to comply with all City Codes (Building, Fire, Health, etc.); and • Must have security cameras.

READ, CONSIDERED AND PASSED, this the 13th day of January, 2026.

_____
Norie Gonzalez Garza, Mayor

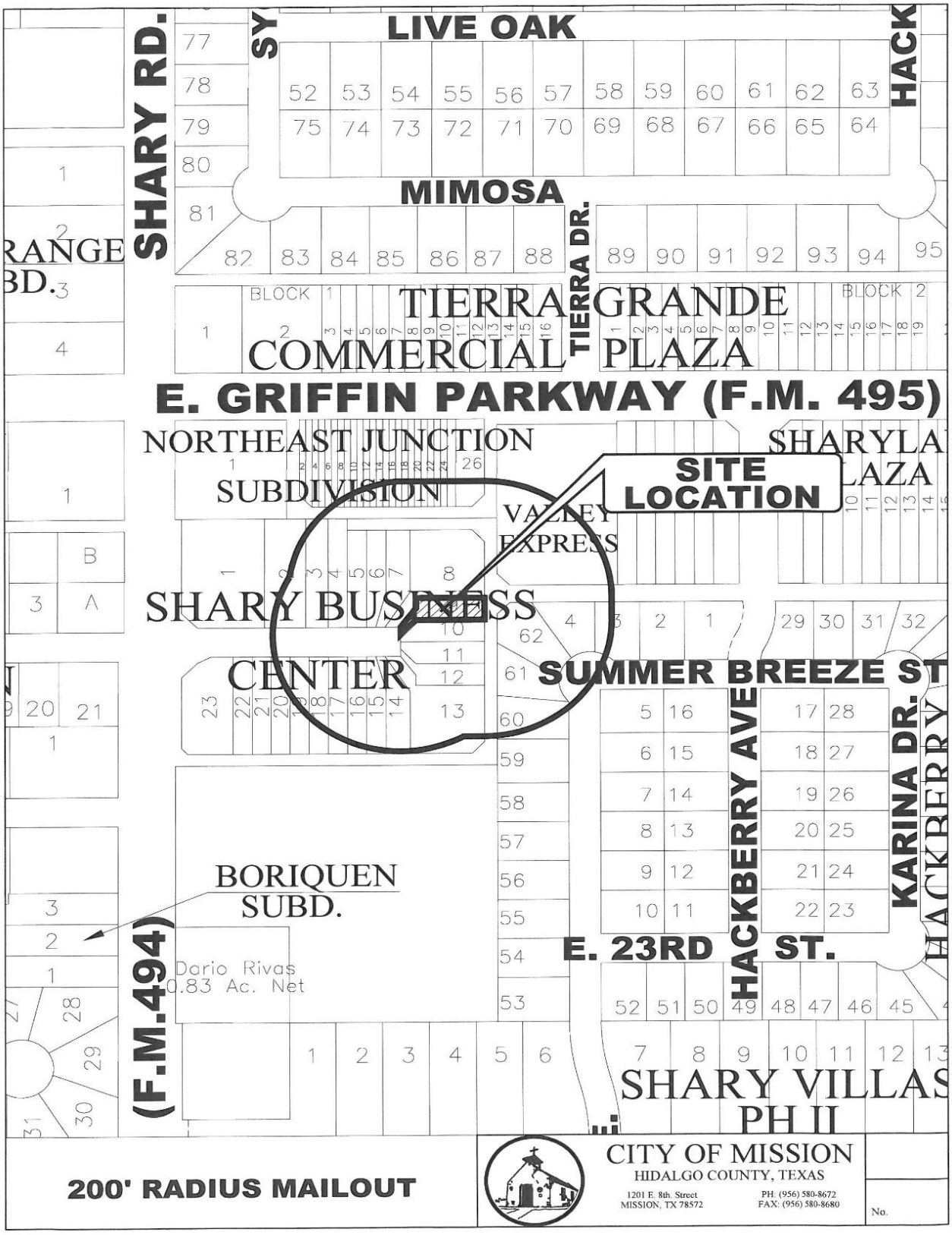
ATTEST:

_____
Anna Carrillo, City Secretary

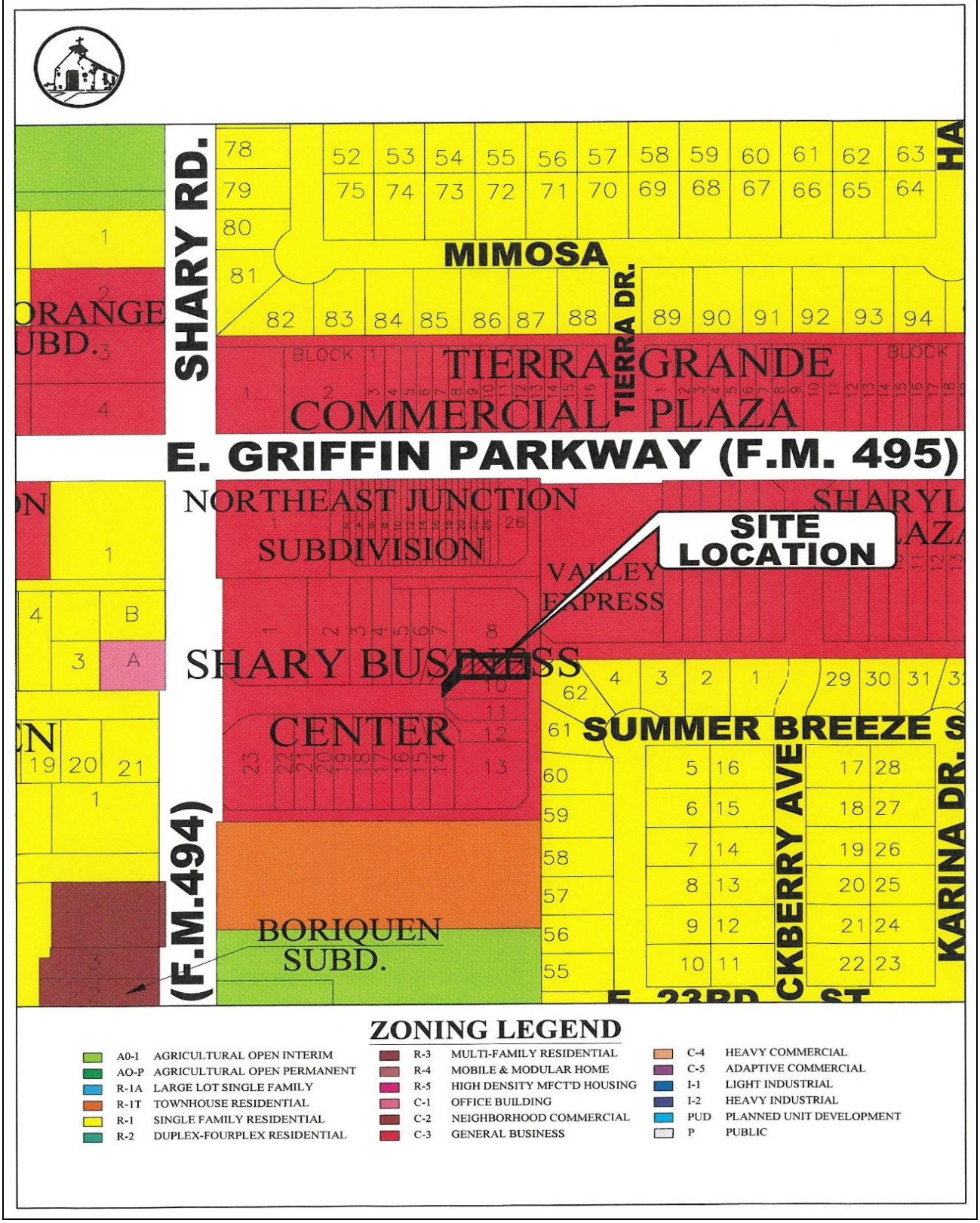
EXHIBIT "A"

E. GRIFFIN PKWY (F.M. 495)
LOCATION SITE
BROCK ST.
Texas Parks & Wildlife, Esri, HERE, Garmin, INCREMENT P, USGS, EPA, USDA

LEGAL NOTICE MAP

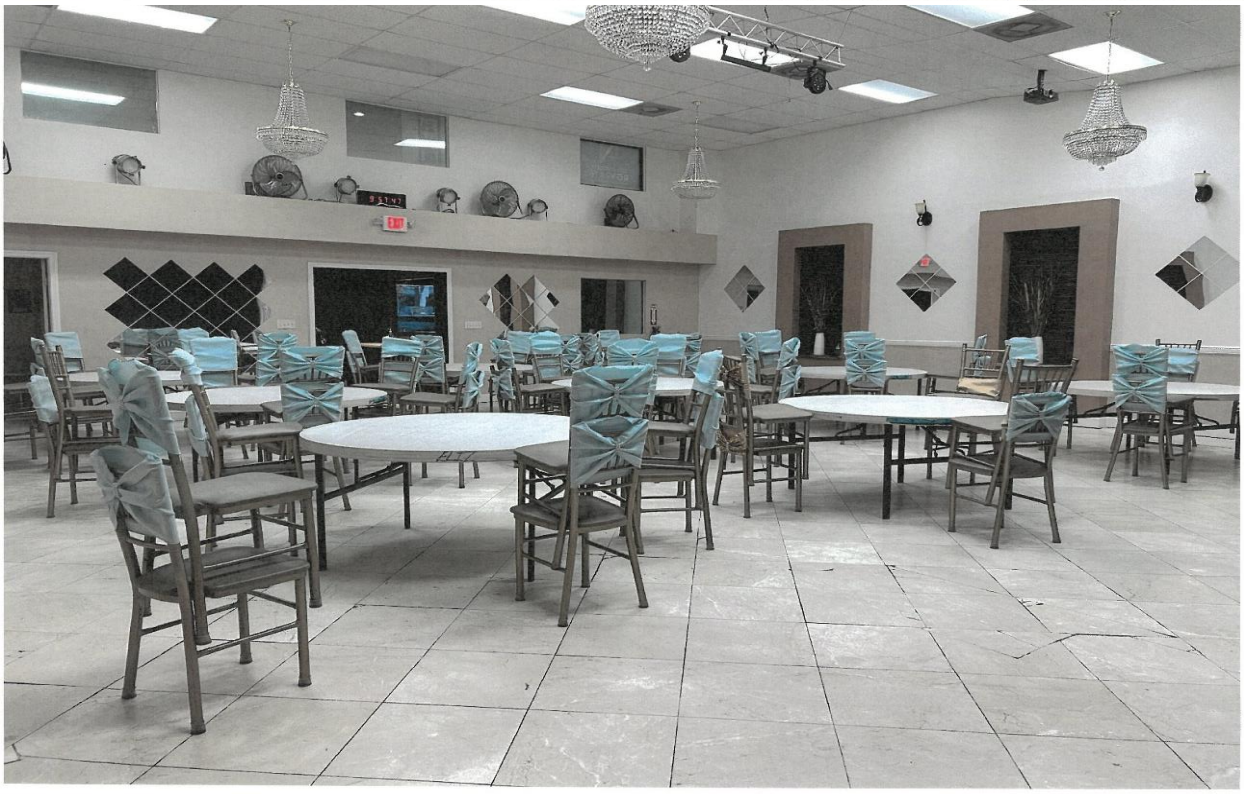


ZONING MAP


SHARY RD.
TIERRA DR.
MIMOSA
TIERRA GRANDE
COMMERCIAL PLAZA
E. GRIFFIN PARKWAY (F.M. 495)
NORTHEAST JUNCTION
SUBDIVISION
SITE LOCATION
VALLEY EXPRESS
SHARY BUSINESS
CENTER
SUMMER BREEZE
BORIQUEN SUBD.
(F.M.494)
CKBERRY AVE
KARINA DR.
ZONING LEGEND
A0-1 AGRICULTURAL OPEN INTERIM
AO-P AGRICULTURAL OPEN PERMANENT
R-1A LARGE LOT SINGLE FAMILY
R-1T TOWNHOUSE RESIDENTIAL
R-1 SINGLE FAMILY RESIDENTIAL
R-2 DUPLEX-FOURPLEX RESIDENTIAL
R-3 MULTI-FAMILY RESIDENTIAL
R-4 MOBILE & MODULAR HOME
R-5 HIGH DENSITY MFCT'D HOUSING
C-1 OFFICE BUILDING
C-2 NEIGHBORHOOD COMMERCIAL
C-3 GENERAL BUSINESS
C-4 HEAVY COMMERCIAL
C-5 ADAPTIVE COMMERCIAL
I-1 LIGHT INDUSTRIAL
I-2 HEAVY INDUSTRIAL
PUD PLANNED UNIT DEVELOPMENT
P PUBLIC

AERIAL PHOTO

PHOTOS



PHOTO

MAILOUT LIST

PROP_ID	geoID	name	addrDelive	addrCity	addrState	addrZip
247480	N4750-00-000-0016-00	SPARKS FAMILY MANAGEMENT TRUST	2405 E GRIFFIN PKWY STE A	MISSION	TX	78572-3301
624486	S2741-00-000-0010-00	SAN INVESTMENTS LLC	321 S MAIN ST	MCALLEN	TX	78501-4806
624487	S2741-00-000-0011-00	INTERNATIONAL BUILDERS GROUP LLC	2401 DURANGO DR	MISSION	TX	78573-8449
624488	S2741-00-000-0012-00	SAN INVESTMENTS LLC	321 S MAIN ST	MCALLEN	TX	78501-4806
624489	S2741-00-000-0013-00	GARCIA ALBERTO JR & MARA CASTELLANOS	2602 FRESNO AVE	HIDALGO	TX	78557-3824
624494	S2741-00-000-0018-00	KIDZ CRUSADE ACADEMY LLC	2407 BROCK ST STE 18	MISSION	TX	78572-2314
624495	S2741-00-000-0019-00	KIDZ CRUSADE ACADEMY LLC	2407 BROCK ST STE 18	MISSION	TX	78572-2314
624490	S2741-00-000-0014-00	MMR AAVY INVESTMENTS LLC	2314 WOODLANDS DR	MISSION	TX	78574-2390
624491	S2741-00-000-0015-00	TREVINO FELIX JR & MARIA GLORIA TREVINO	800 MONTECRUZ ST	MISSION	TX	78574-7708
624498	S2741-00-000-0022-00	PREMIER MULTIFAMILY LLC	8749 THE ESPLANADE	ORLANDO	FL	32836
624496	S2741-00-000-0020-00	SAN INVESTMENTS LLC	321 S MAIN ST	MCALLEN	TX	78501-4806
624497	S2741-00-000-0021-00	PREMIER MULTIFAMILY LLC	8749 THE ESPLANADE	ORLANDO	FL	32836
624499	S2741-00-000-0023-00	REY Y REYNA COMMERCIAL PROPERTIES LLC	1804 LAUREN LN	MISSION	TX	78572-3157
624492	S2741-00-000-0016-00	TREVINO FELIX JR & MARIA GLORIA	800 MONTE CRUZ	MISSION	TX	78574-7708
624493	S2741-00-000-0017-00	IGLESIA CRISTOCENTRO INC	2307 E 27TH ST	MISSION	TX	78574-1916
624483	S2741-00-000-0007-00	SAN INVESTMENTS LLC	321 S MAIN ST	MCALLEN	TX	78501-4806
624485	S2741-00-000-0009-00	SAN INVESTMENTS LLC	321 S MAIN ST	MCALLEN	TX	78501-4806
689789	H0520-00-000-0004-00	GARZA BRENDA	2415 SUMMER BREEZE AVE	MISSION	TX	78572-3473
701126	H0520-00-000-0060-00	SANCHEZ ELUID & NICHOLE	2221 GRAPEFRUIT	MISSION	TX	78572-4611
701128	H0520-00-000-0061-00	FRANKLIN RODRIGO A MELHEM & PRISCILLA PATRICIA	2223 GRAPEFRUIT	MISSION	TX	78572-4611
701129	H0520-00-000-0062-00	MORENO MARIO & LORENA	2413 SUMMER BREEZE RD	MISSION	TX	78572-3473
689788	H0520-00-000-0003-00	QUIROGA AMALIA	2417 SUMMER BREEZE RD	MISSION	TX	78572-3473
682968	V1060-00-000-0001-00	SBL PRB LLC	4311 W LOVERS LN	DALLAS	TX	75209
568332	S2740-00-000-0001-00	TEXAS STATE BANK	300 FIFTH AVENUE 21ST FLOOR, ATTN: PNC CORPORATE TAX	PITTSBURGH	PA	15222
622872	S3007-00-000-0001-00	RODRIGUEZ OSCAR WBALDO AGUILERA	1917 46TH ST	MCALLEN	TX	78503-8144
247480	N4750-00-000-0016-00	SPARKS FAMILY MANAGEMENT TRUST	2405 E GRIFFIN PKWY STE A	MISSION	TX	78572-3301
247479	N4750-00-000-0015-00	SPARKS FAMILY MANAGEMENT TRUST	2405 E GRIFFIN PKWY STE A	MISSION	TX	78572-3301
247466	N4750-00-000-0002-00	SPARKS FAMILY MANAGEMENT TRUST	2405 E GRIFFIN PKWY STE A	MISSION	TX	78572-3301

CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: January 13, 2026

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

AGENDA ITEM: Conduct a public hearing and consideration of a Conditional Use Permit Renewal for the Sale & On-site Consumption of Alcoholic Beverages and Drive-Thru Service Window – El Ronco Servi Car in a property zoned (C-3) General Commercial District, being Lot B, Girasol Estates Subdivision, located at 1728 W. Griffin Parkway, Applicant: Ismael Reyes, Adoption of Ordinance #_____ – Cervantes

NATURE OF REQUEST:

Project Timeline:

- November 5, 2025 – Application for Conditional Use Permit submitted to the City for processing.
- November 20, 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.
- December 3, 2025 – Public hearing and consideration of a Conditional Use Permit by the Planning and Zoning Commission.
- January 13, 2026 – Public hearing and consideration of a Conditional Use Permit by the City Council.

Summary:

- The subject site is located at the NW corner of Salinas Drive & W. Griffin Parkway
- Per Code of Ordinance, the Sale & On-site Consumption of Alcoholic Beverages requires the approval of a Conditional Use Permit by the City Council.
- Pursuant to Section 1.43 (3)(C) of the City of Mission Code of Ordinances, a Drive-Thru Service Window requires the approval of a conditional use permit by the City Council.
- The applicant proposes a renewal of the conditional use permit for the business.
- The applicant has three outside tables with four chairs each to allow customers to consume snacks and drinks on-site, which requires a conditional use permit for the sale & on-site consumption of alcoholic beverages.
- Days & Hours of Operation: Sunday – Thursday from 12:00 p.m. to 10:00 p.m. and Friday & Saturday from 12:00 p.m. to 11:00 p.m.
- Staff: 5 employees
- 11 parking spaces are required for a building this size. The applicant currently has 15, thus meeting the code. Landscaping is meeting code.
- Sale of Alcohol: There are residential homes and a church within a 300-foot radius; therefore, a waiver of the 300-foot separation would be needed. Section 1.56(3)(a) of the Zoning Code requires a minimum separation of 300' from the property line of any church, school, publicly owned property, or residence.

- Staff notes that the last conditional use permit considered for the sale and on-site consumption of alcoholic beverages and for the drive-thru service window for this location was approved on January 8, 2024, for a period of two years.
- The Planning staff has not received any objections to the request from the surrounding property owners. Staff mailed out (15) legal notices to surrounding property owners.
- The applicant did some remodeling earlier this year to allow a faster service to minimize queuing of vehicles along the W. Griffin Parkway shoulder.
- 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 three (3) 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. Compliance with TABC requirements.
5. CUP is not transferable to others
6. Hours of operation to be as follows: Sunday – Thursday from 12:00 p.m. to 10:00 p.m. and Friday & Saturday from 12:00 p.m. to 11:00 p.m.

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 RENEWAL FOR THE SALES & ON-SITE CONSUMPTION OF ALCOHOLIC BEVERAGES AND DRIVE-THRU SERVICE WINDOW – EL RONCO SERVI CAR IN A PROPERTY ZONED (C-3) GENERAL BUSINESS COMMERCIAL DISTRICT, BEING LOT B, GIRASOL ESTATES SUBDIVISION, LOCATED AT 1728 W. GRIFFIN PARKWAY

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

WHEREAS, The City Council of the City of Mission, held a public hearing at 4:30 p.m. on Tuesday, January 13, 2026, 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"

Legal Description	**Type**	**Conditions of Approval**
1728 W. Griffin Parkway Lot B, Girasol Estates Subdivision	The Sale & On-site Consumption of Alcoholic Beverages and Drive-Thru Service window- El Ronco Servi Car	• Permit for three years to continue to assess this business • Continue compliance with all City Codes (Building, Fire, Health, etc.), • Wavier of the 300' separation requirement from the residential homes. • Compliance with TABC requirements • CUP is not transferable to others. • Hours of operation to be as follows: Sunday – Thursday from 12:00 p.m. to 10:00 p.m. and Friday & Saturday from 12:00 p.m. to 11:00 p.m.

READ, CONSIDERED AND PASSED, this the 13th day of January, 2026.

_____
Norie Gonzalez Garza, Mayor

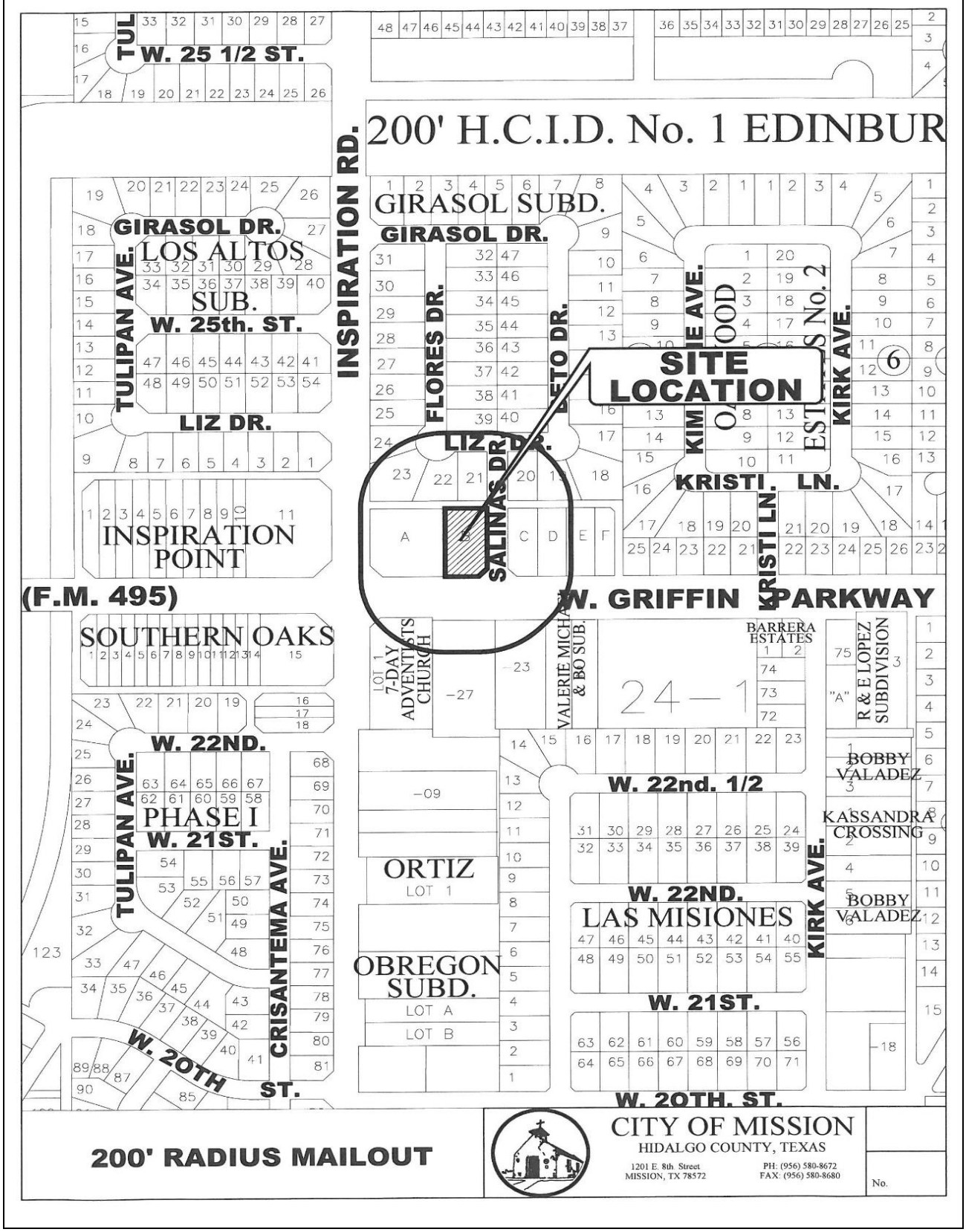
ATTEST:

_____
Anna Carrillo, City Secretary

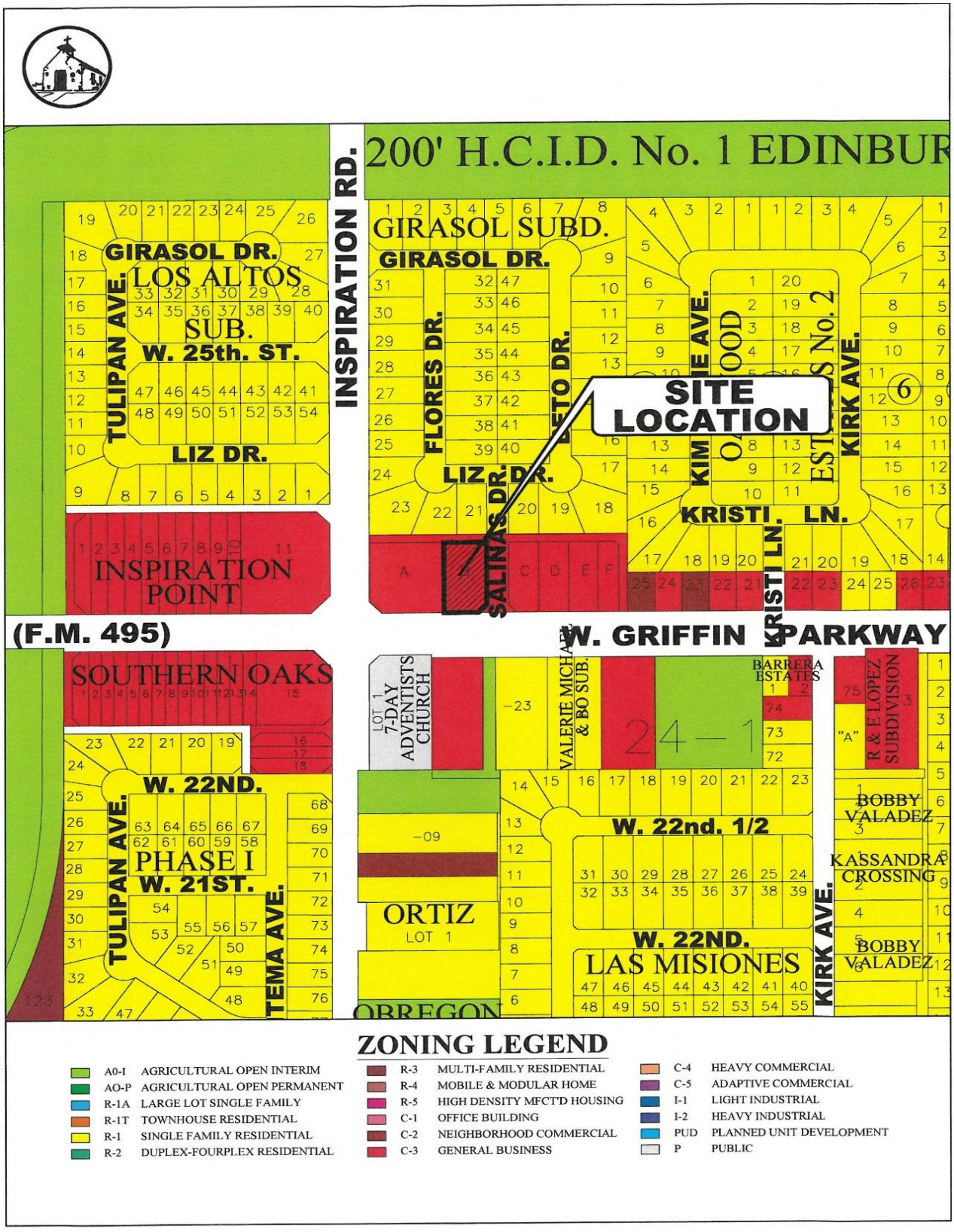
EXHIBIT "A"

LOCATION SITE
SALINAS DR.
W. GRIFFIN PKWY
Texas Parks & Wildlife, Esri, HERE, Garmin, INCREMENT P, USGS, EPA, USDA

LEGAL NOTICE MAP



ZONING MAP

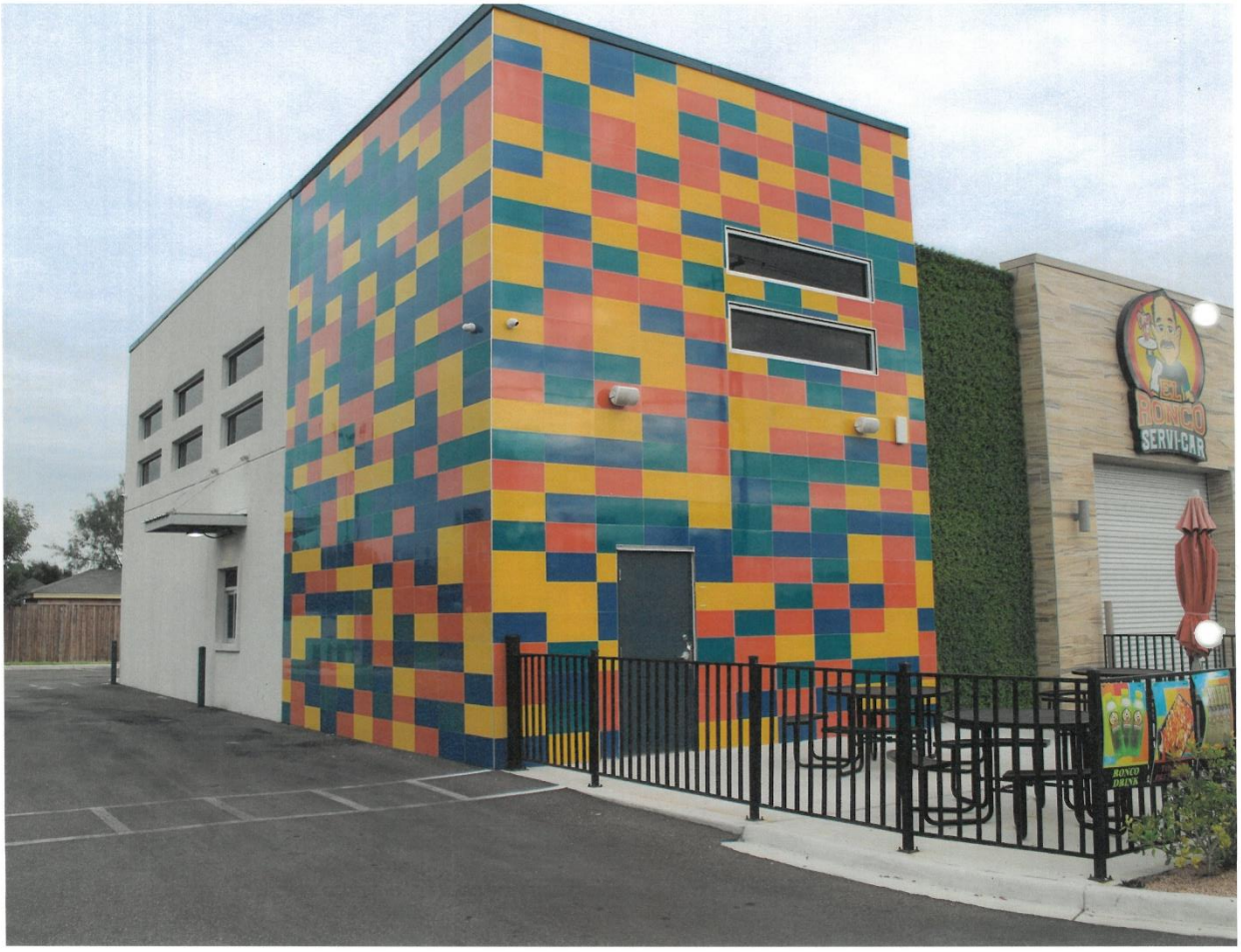

200' H.C.I.D. No. 1 EDINBUR
INSPIRATION RD.
GIRASOL SUBD.
GIRASOL DR.
LOS ALTOS SUB.
W. 25th. ST.
TULIPAN AVE.
LIZ DR.
FLORES DR.
SALINAS DR.
SITE LOCATION
KIRK AVE.
KRISTI LN.
KRISTI. LN.
INSPIRATION POINT
(F.M. 495)
W. GRIFFIN PARKWAY
SOUTHERN OAKS
W. 22ND.
PHASE I
W. 21ST.
TEMA AVE.
7-DAY ADVENTISTS CHURCH
VALERIE MICHAEL & BO SUB.
BARRERA ESTATES
R & E LOPEZ SUBDIVISION
W. 22nd. 1/2
BOBBY VALADEZ
KASSANDRA CROSSING
ORTIZ
LOT 1
W. 22ND.
LAS MISIONES
OBREGON
ZONING LEGEND
A0-I AGRICULTURAL OPEN INTERIM
AO-P AGRICULTURAL OPEN PERMANENT
R-1A LARGE LOT SINGLE FAMILY
R-1T TOWNHOUSE RESIDENTIAL
R-1 SINGLE FAMILY RESIDENTIAL
R-2 DUPLEX-FOURPLEX RESIDENTIAL
R-3 MULTI-FAMILY RESIDENTIAL
R-4 MOBILE & MODULAR HOME
R-5 HIGH DENSITY MFCT'D HOUSING
C-1 OFFICE BUILDING
C-2 NEIGHBORHOOD COMMERCIAL
C-3 GENERAL BUSINESS
C-4 HEAVY COMMERCIAL
C-5 ADAPTIVE COMMERCIAL
I-1 LIGHT INDUSTRIAL
I-2 HEAVY INDUSTRIAL
PUD PLANNED UNIT DEVELOPMENT
P PUBLIC

ARIEL MAP

LOCATION SITE
SALINAS DR.
W. GRIFFIN PKWY
Texas Parks & Wildlife, Esri, TomTom, Garmin, INCREMENT P, USGS, EPA, USDA

PHOTOS

PHOTOS



TABC LICENSE

Back | Export to Excel

Print Results

Master File Id:	2100035078				
Legacy CLP:	BG1124427				
License Type:	BG				
License Id:	107188400				
Trade Name:	SERVI CAR EL RONCO #2				
Owner:	EL RONCO SERVI-CAR LLC				
Location Address:	1728 W GRIFFIN PKWY MISSION , TX 78572 UNITED STATES	**Mailing Address:**	1410 Coconut Palm Ave San Juan , TX 78589 United States		
County:	Hidalgo	**Original Issue Date:**	7/9/2021		
License Status:	Active	**Current Issued Date:**	6/24/2025	**Wine Percent:**	Upto 17%
Location Phone No.:		**Status Change Date:**	6/24/2025	**Gun Sign:**	
		Expiration Date:	7/8/2027		

Subordinates (list):

MAILOUT LIST

PROP_ID	geoID	name	addrDelive	addrCity	addrState	addrZip
560369	G3950-00-000-000D-00	MADKRIS LTD	3712 SANTA INEZ ST	MISSION	TX	78572-2817
305829	T5900-02-024-0001-02	ORTIZ ROSENDO	PO BOX 1135	MISSION	TX	78573-0018
458629	M5240-00-000-0001-00	TEXAS CONFERENCE ASSOC OF SDA	PO BOX 800	ALVARADO	TX	76009-0800
560367	G3950-00-000-000B-00	REYES ISMAEL	1410 COCONUT PAL AVE	SAN JUAN	TX	78589-3936
560366	G3950-00-000-000A-00	EDDIES INVESTMENTS INC	707 W SIOUX RD	SAN JUAN	TX	78589-3475
560323	G3950-00-000-0022-00	LEAL DIANA	1709 LIZ DR	MISSION	TX	78574-7321
560321	G3950-00-000-0020-00	RAMOS HILARIO JR & ARSELIA G	1705 LIZ DR	MISSION	TX	78574-7321
560368	G3950-00-000-000C-00	MARTINEZ JOSE S	710 W 24TH PL	MISSION	TX	78574-2751
560320	G3950-00-000-0019-00	VENECIA JOHN & NORMA	1703 LIZ DR	MISSION	TX	78574-7321
560324	G3950-00-000-0023-00	TRISTAN JULIO C & BATHSHEBA	1711 LIZ DR	MISSION	TX	78574-7321
560322	G3950-00-000-0021-00	GUZMAN PABLO JR	2309 BETO DR	MISSION	TX	78574-7319
560325	G3950-00-000-0024-00	ORTIZ FRANCISCO J & HERMELINDA	2301 FLORES DR	MISSION	TX	78574-7315
590226	T5900-02-024-0001-27	GARCIA ELSA NORA & ALEJANDRO	1900 W 17TH ST	MISSION	TX	78572-0732
648368	V0551-00-000-0001-00	ALVAREZ RAFAEL	1704 W 18TH ST	MISSION	TX	78572-7330
305837	T5900-02-024-0001-11	OBREGON MONICA	1721 W GRIFFIN PKWY	MISSION	TX	78572-7306

CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: January 13, 2026

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

AGENDA ITEM: Conduct a public hearing and consideration of the adoption of an ordinance amending the code of ordinances Appendix A - Zoning, Article VIII – Use Districts and Conditional Uses, Section 1.42 – C-2 (Neighborhood Commercial District); Subsection (3) Conditional Uses by eliminating bars as a conditional use. Applicant: City of Mission, Adoption of Ordinance #_____ - Cervantes

NATURE OF REQUEST:
Project Timeline:

- January 7, 2026 – Ordinance reviewed and approved by the Planning and Zoning Commission
- January 13, 2026 – Consideration of the adoption of the ordinance by the City Council.

Summary:

- This ordinance will eliminate a bar as a listed conditional use under the (C-2) Neighborhood Commercial zoning category.
- As a result, a bar will only be allowed in a (C-3) General Business District with a conditional use permit.

STAFF RECOMMENDATION:

Staff recommends the adoption of the ordinance.

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 AMENDING THE CITY OF MISSION CODE OF ORDINANCES APPENDIX A – ZONING, ARTICLE VIII – USE DISTRICTS AND CONDITIONAL USES, SECTION 1.42 – C-2 (NEIGHBORHOOD COMMERCIAL DISTRICT); SUBSECTION (3) CONDITIONAL USES, BY ELIMINATING BARS AS A CONDITIONAL USE; PROVIDING REPEALER CLAUSE; PROVIDING SEVERABILITY CLAUSE; PROVIDING EFFECTIVE DATE; AND PROVIDING FOR PUBLICATION.

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

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

WHEREAS, The Planning and Zoning Commission has reviewed the proposed amendment and has recommended approval; and

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

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

SECTION 1: That the City of Mission Code of Ordinances, Appendix A – Zoning, Article VIII.- Use Districts and Conditional Uses, Section 1.42 – C-2 (Neighborhood Commercial); Subsection 3 be hereby amended by deleting the language that is (~~stricken~~) to read in full as follows:

(3)(e) Restaurants ~~or bars in accordance with the adopted policies of the city~~

SECTION 2: REPEALER All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 3: SEVERABILITY If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court or competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and any remaining provision shall continue in effect notwithstanding the invalidity of such section, subsection, clause, phrase or portion.

SECTION 4: EFFECTIVE DATE: This ordinance shall take effect immediately upon its passage and publication as required by law.

PASSED, APPROVED, AND ADOPTED THIS _____ DAY OF _____, 2026, at a regular meeting of the City Council Elective Commission of the City of Mission, Texas at which a quorum was present and which was held in accordance with TEXAS GOVERNMENT CODE, CHAPTER 551.

CITY OF MISSION

_____
Norie Gonzalez Garza, Mayor

ATTEST:

_____
Anna Carrillo, City Secretary

APPROVED AS TO FORM:

_____
City Attorney

CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: January 13, 2026

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

AGENDA ITEM: Conduct a public hearing and consideration of the adoption of an ordinance amending the code of ordinances Appendix A - Zoning, Article XII – Commercial and Industrial Area Requirements, Section 1.58 General; by Adding Subsection 3, Car Wash Establishments, by Establishing a One-mile minimum radius and Distance Requirement, Ensuring No New Car Wash Business be Established within a One-mile Radius of an Existing Car Wash. Applicant: City of Mission, Adoption of Ordinance #_____ - Cervantes

NATURE OF REQUEST:

Project Timeline:

- January 7, 2026 – Ordinance reviewed and approved by the Planning and Zoning Commission
- January 13, 2026 – Consideration of the adoption of the ordinance by the City Council.

Summary:

- This ordinance will prohibit the establishment of new car wash businesses within a one-mile radius of an existing car wash due to the on-going drought.
- This ordinance will assist with the city's water conservation efforts.

STAFF RECOMMENDATION:

Staff recommends the adoption of the ordinance.

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 AMENDING THE CITY OF MISSION CODE OF ORDINANCES APPENDIX A – ZONING, ARTICLE XII. COMMERCIAL AND INDUSTRIAL AREA REQUIREMENTS, SECTION 1.58 GENERAL; BY ADDING SUBSECTION 3, CAR WASH ESTABLISHMENTS, BY ESTABLISHING A ONE-MILE MINIMUM RADIUS AND DISTANCE REQUIREMENT, ENSURING NO NEW CAR WASH BUSINESS BE ESTABLISHED WITHIN A ONE-MILE RADIUS OF AN EXISTING CAR WASH, PROVIDING REPEALER CLAUSE; PROVIDING SEVERABILITY CLAUSE; PROVIDING EFFECTIVE DATE; AND PROVIDING FOR PUBLICATION.

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

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

WHEREAS, the car wash use is a prevalent business model that requires the consumption of large volumes of water; and

WHEREAS, this amendment will promote the conservation of water by requiring the installation of a water reclamation and recycling system as part of its operations model; and

WHEREAS, The Planning and Zoning Commission has reviewed the proposed amendment and has recommended approval; and

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

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

SECTION 1: That the City of Mission Code of Ordinances, Appendix A – Zoning, Article XII. – Commercial and Industrial Area Requirements, Section 1.58, be hereby amended by adding Subsection 3, Car Wash Establishments, the language underlined (added) and deleting the language that is (~~stricken~~) to read in full as follows. *The remaining sections are to remain in force.

Section 1.58. General

3. Car Wash Establishments.

A car wash establishment is defined as a facility or area for the cleaning or steam cleaning, washing, polishing, or waxing of passenger vehicles, such as, but not limited to

automobiles, passenger vans, small passenger shuttles, small recreational vehicles, boats, and/or water sports equipment by machine or hand-operated facilities. A car wash may be:

a. A single unit type that has a single bay or a group of single bays with each bay to accommodate one vehicle only; or
b. A tunnel type that allows the washing of multiple vehicles in a tandem arrangement while moving through a structure
c. A facility where the car wash is done entirely by hand

Car washes shall not be located within a one (1)-mile radius of another existing car wash as defined above.

Qualifying car washes shall be designed to employ a water recycling system as the primary source of water supply necessary to operate the business.

For car washes in operation at the time of the adoption of the minimum distance requirement section shall be allowed to remain in operation despite a change of ownership or the car wash operation being suspended for an indefinite length of time.

SECTION 2: REPEALER: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 3: SEVERABILITY: If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court or competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and any remaining provision shall continue in effect notwithstanding the invalidity of such section, subsection, clause, phrase or portion.

SECTION 4. EFFECTIVE DATE: This ordinance shall take effect immediately upon its passage and publication as required by law.

PASSED, APPROVED, AND ADOPTED THIS _____ DAY OF _____, 2026, at a regular meeting of the City Council Elective Commission of the City of Mission, Texas at which a quorum was present and which was held in accordance with TEXAS GOVERNMENT CODE, CHAPTER 551.

CITY OF MISSION

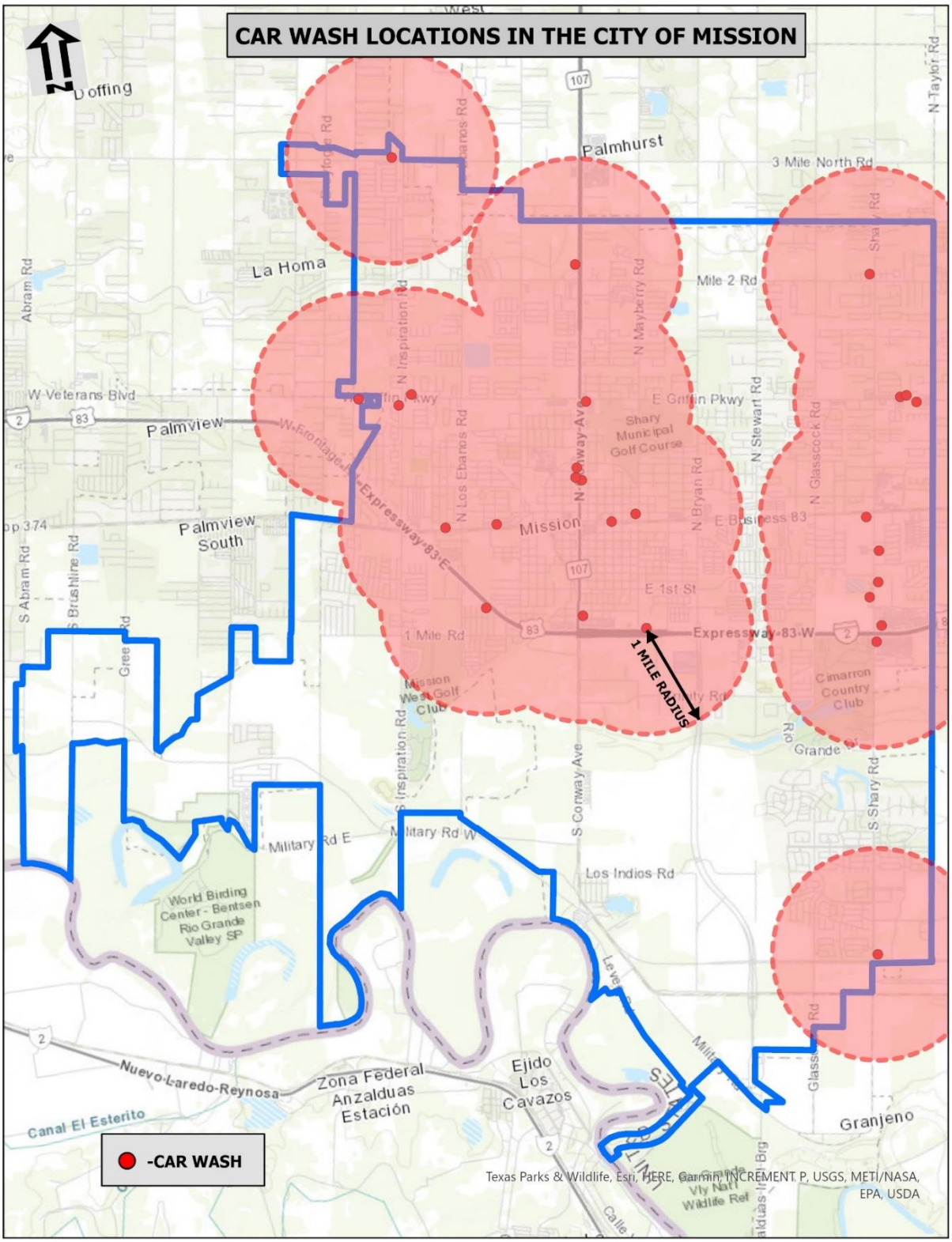
_____
Norie Gonzalez Garza, Mayor

ATTEST:

_____
Anna Carrillo, City Secretary

APPROVED AS TO FORM:

_____
Patricia A. Rigney, City Attorney


CAR WASH LOCATIONS IN THE CITY OF MISSION
Doffing
Palmhurst
3 Mile North Rd
La Homa
Mile 2 Rd
W Veterans Blvd
Palmview
Palmview South
Mission
E Griffin Pkwy
Shary Municipal Golf Course
E 1st St
1 Mile Rd
Expressway 83 W
1 MILE RADIUS
Cimarron Country Club
Mission West Golf Club
Military Rd E
Military Rd W
Los Indios Rd
World Birding Center - Bentsen Rio Grande Valley SP
Nuevo Laredo-Reynosa
Zona Federal Anzalduas Estación
Ejido Los Cavazos
Granjeno
Canal El Esterito
-CAR WASH
Texas Parks & Wildlife, Esri, HERE, Garmin, INCREMENT P, USGS, METI/NASA, EPA, USDA

CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: January 13, 2026

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

AGENDA ITEM: Conduct a public hearing and consideration of the adoption of an ordinance amending the code of ordinances Appendix A - Zoning, Article VIII – Use Districts and Conditional Uses, Section 1.41. – C-1 (Office Building District), Subsection (2) Permitted Uses, and (3) Conditional Uses; Section 1.42. C-2 (Neighborhood Commercial District), Subsection (2) Permitted Uses, & (3) Conditional Uses; and Section 1.43. C-3 (General Business District), Subsection (2) Permitted Uses, and (3) Conditional Uses by making Drive-thru Service Window Business for Food Establishments a Permitted Use; and by removing Drive-thru Service Window Business for Food Establishments as a Conditional Use. Applicant: City of Mission, Adoption of Ordinance #_____ - Cervantes

NATURE OF REQUEST:

Project Timeline:

- January 7, 2026 – Ordinance reviewed and approved by the Planning and Zoning Commission
- January 13, 2026 – Consideration of the adoption of the ordinance by the City Council.

Summary:

- This ordinance will streamline the process for the issuance of building permits for new restaurants and fast-food establishments by not requiring a conditional use permit for a drive-thru window.
- The proposed ordinance would allow the issuance of a building permit with the correct zoning and with a site plan approval from the Planning and Zoning Commission.

STAFF RECOMMENDATION:

Staff recommends the adoption of the ordinance.

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 AMENDING THE CITY OF MISSION CODE OF ORDINANCES APPENDIX A – ZONING, ARTICLE VIII. USE DISTRICTS AND CONDITIONAL USES, SECTION 1.41. C-1 (OFFICE BUILDING DISTRICT), SUBSECTION (2) PERMITTED USES & (3) CONDITIONAL USES; SECTION 1.42. C-2 (NEIGHBORHOOD COMMERCIAL DISTRICT), SUBSECTION (2) PERMITTED USES, & (3) CONDITIONAL USES; AND SECTION 1.43. C-3 (GENERAL BUSINESS DISTRICT), SUBSECTION (2) PERMITTED USES & (3) CONDITIONAL USES BY MAKING DRIVE-THRU SERVICE WINDOW BUSINESS FOR FOOD ESTABLISHMENTS A PERMITTED USE; AND BY REMOVING DRIVE-THRU SERVICE WINDOW BUSINESS FOR FOOD ESTABLISHMENTS AS A CONDITIONAL USE, PROVIDING REPEALER CLAUSE; PROVIDING SEVERABILITY CLAUSE; PROVIDING EFFECTIVE DATE; AND PROVIDING FOR PUBLICATION.

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

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

WHEREAS, The Planning and Zoning Commission has reviewed the proposed amendment and has recommended approval; and

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

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

SECTION 1: That the City of Mission Code of Ordinances, Appendix A – Zoning, Article VIII. – Use Districts and Conditional Uses, Section 1.41. C-1 (Office Building District); Section 1.42. C-2 (Neighborhood Commercial District); and Section 1.43. C-3 (General Business District) be hereby amended by adding the language underlined (added) and deleting the language that is (~~stricken~~) to read in full as follows. *The remaining sections are to remain in force.

Article VIII. Use Districts and Conditional Uses

Section 1.41. C-1 (Office Building District)

2. Permitted uses:

(l) Drive-thru service window business for food establishments.

3. Conditional uses (requires a use permit, see article X):

~~(l) Drive-thru service window business for food establishments.~~

Section 1.42. C-2 (Neighborhood Commercial District)

2. Permitted uses:

(l) Drive-thru service window business for food establishments.

3. Conditional uses (require use permits, see article X):

~~(c) Drive-thru service window business for food establishments.~~

Section 1.43. C-3 (General Business District)

2. Permitted uses:

(o) Drive-thru service window business for food establishments.

3. Conditional uses (require use permits, see article X):

~~(c) Drive-thru service window business for food establishments.~~

SECTION 2: REPEALER: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 3: SEVERABILITY: If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court or competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and any remaining provision shall continue in effect notwithstanding the invalidity of such section, subsection, clause, phrase or portion.

SECTION 4. EFFECTIVE DATE: This ordinance shall take effect immediately upon its passage and publication as required by law.

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

CITY OF MISSION

_____

Norie Gonzalez Garza, Mayor

ATTEST:

_____
Anna Carrillo, City Secretary

APPROVED AS TO FORM:

_____
Patricia A. Rigney, City Attorney

CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: January 13, 2026

PRESENTED BY: Anna Carrillo, City Secretary

AGENDA ITEM: Approval of Minutes – Carrillo
Regular Meeting – December 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 *JPT* / *AG*

RECORD OF VOTE:

APPROVED: _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____

CITY OF MISSION

CITY COUNCIL REGULAR MEETING
MISSION CITY HALL
DECEMBER 09, 2025 at 4:30 PM

MINUTES

PRESENT:

Norie Gonzalez Garza, Mayor
Jessica Ortega, Councilwoman
Marissa Ortega-Gerlach, Councilwoman
Alberto Vela, Councilman
Patricia A. Rigney, City Attorney
Anna Carrillo, City Secretary
Juan Pablo Terrazas, Co-Interim City Manager
Andy Garcia, Co-Interim City Manager

ABSENT:

Ruben D. Plata, Mayor Pro-Tem

ALSO PRESENT:

Rene R. Peña
Miguel Ramirez
Christian Gutierrez
Pete Torres
Mike Carlos
Seby Haddad
Martha Rivas
Mark Perez

STAFF PRESENT:

Anais Chapa, Assistant City Secretary
Edgar Gonzalez, Deputy City Engineer
Cesar Torres, Chief of Police
Vidal Roman, Finance Director
Xavier Cervantes, Planning Director
Alex Hernandez, Asst Planning Director
Ruben Hernandez, Media Relations
Aida Lerma, Event Center Director
Noemi Munguia, Human Resources Director
Douglas Williams, Deputy Fire Chief
Michael Elizalde, Dir. Of Grants & Strategic Dev.
Roel Mendiola, Sanitation Director
Brad Bentsen, Parks & Recreation Director
Michael Fernuik, Golf Course Director

REGULAR MEETING

CALL TO ORDER AND ESTABLISH QUORUM

With a quorum being present, Mayor Norie Gonzalez Garza called the meeting to order at 4:32 p.m.

INVOCATION AND PLEDGE ALLEGIANCE

Pator Eluid Garcia led the invocation and Pledge of Allegiance

DISCLOSURE OF CONFLICT OF INTEREST

None

PRESENTATIONS

1. October 2025 Employee of the Month – Munguia

Noemi Munguia, Human Resources Director, recognized Police Officers Alexander Guerrero and Jose M. Salinas, and Sergeant Luis Gutierrez as the employees of the month for October.

UNOFFICIAL

They were nominated by Chief of Police Cesar Torres. These officers were nominated for their exceptional dedication and commitment to our community. They were also recognized last month by M.A.D.D. for their continuous efforts in keeping our streets safe. This was a very extraordinary recognition as the program extends throughout the entire state of Texas.

2. Presentation of 20, 25, 30, 35 and 40 Year Service Award Recipients – Munguia

Employees who have reached 20, 25, 30, 25 and 40 years of service with the City of Mission were recognized by Mayor and City Council. They were each given a plaque in recognition for their dedicated service to the City.

3. Update on Bryan Road Construction Project – Terrazas

Juan Pablo "JP" Terrazas, Co-Interim City Manager, gave an update on the Bryan Road Construction Project. Mr. Terrazas mentioned that the initial project timeline was for 18 months; however, they made some adjustments and brought it down to 12 months. The project was expected to be completed late summer of 2026. As promised, the affected residents had been receiving weekly updates related to the ongoing project and updates were also posted on the 311 app. During these months, there may be some delays due to weather. There would also be a Town Hall meeting on January 5, 2026 at City Hall. During the winter break from school, the contractors would be working on the area in front of Bryan Elementary. The sidewalks were almost complete and drainage was being worked on as well. Some of the streets had begun to be paved as well. They hoped to have a couple of streets open again before the end of the year.

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

Brenda Enriquez, Greater Mission Chamber of Commerce President, gave a recap on last month's events. The Chamber hosted its annual Member Holiday Breakfast at the Mission Event Center. There was a ribbon cutting for E-Z Cuts and for Salon Agave as well as a 90th milestone celebration for the Upper Valley Art League. The chamber also welcomed some new members such as: Ranch House Burgers, E-Z Cuts, Tae Kwon Do, and Helping Hands. Some upcoming events were: Sharyland Business Park Ribbon Cutting Dec 10th, Freedom Bank Ribbon Cutting Dec 10th, Fork to Fit 1 year Anniversary & Block Party Dec 11th, Discover Mission Holiday Market Dec 12th, Boot Jack Ribbon Cutting Dec 16th, Networking Social at Juan Diego Academy Dec 17th, Annual Health & Wellness Fair at Mission Event Center January 13th & 14th, Citrus Sip Off Jan 30th and the Buenas Tardes Luncheon February 18th.

5. Departmental Reports – Terrazas / A. Garcia

Councilwoman Jessica Ortega moved to approve the departmental reports as presented. Motion was seconded by Councilman Alberto Vela and approved unanimously 4-0.

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

Alfredo Hernandez, representative of "Walk with Christ", wanted to express his gratitude to the City of Mission for allowing this event to take place. This four-mile walk was a way of brining different churches together to walk in unity. They would be walking from 495 & Conway all the way to Alton where the City of Alton would be hosting an event for them after the walk.

ANNOUNCEMENTS - CITY COUNCIL / CITY MANAGER

City Manager – Co-Interim City Manager Terrazas announced some upcoming events: Wreath Ceremony at the Veterans Cemetery to be held on December 13th at 9a.m., Mission Mega

UNOFFICIAL

Adoption Event at Mission Parks & Recreation on December 13th from 8 a.m. to 7 p.m., Coffee with Mayor at Jitterz on Bryan on December 18th at 8 a.m.

City Council – No Comments

Mayor – No Comments

PUBLIC HEARING

PLANNING & ZONING RECOMMENDATIONS

7. Conduct a public hearing and consideration of a rezoning request from Agricultural Open Interim District ("AO-I") and Townhouse Residential District ("R-1T") to General Business District ("C-3"), being a 2.0992-acre tract of land situated in the Gabriel Manquillia Survey, Abstract No. 53, located at the Southwest corner of E. Griffin Parkway (FM 495) and Augusta Drive. Applicant, L Squared Engineering c/o Roy Dale Wood, Gary Arlen Wright and Linda Wright Baker, Adoption of Ordinance #5740 - Cervantes

The applicant was requesting to rezone the subject property from Agricultural Open Interim District ("AO-I") and Townhouse Residential District ("R-1T") to General Business District ("C-3") for a commercial development at the site. The tract of land has 2.0992 acres in area and measured 318 feet along Griffin Parkway and had a depth of 298 feet. The surrounding zones were Single family Residential District (R-1) and Neighborhood Commercial District (C-2) to the North, Townhouse Residential District (R-1T) to the East, Townhouse Residential District (R-1T) to the South and Multi-family Residential (R-3) and Agricultural Open Interim District (AO-I) to the West. The surrounding land uses included the Shary Municipal Golf Course to the South, townhouse residential to the East, Single-family homes, Grooming Pet Salon and Amber Lyn Fitness Studio to the North and an apartment complex to the West. There were two vacant houses at the site. The Future Land Use Map showed the North two thirds of the property designated for general commercial uses with the South one third of the property designated for medium density residential uses. The requested rezoning was partly in-line with the comprehensive plan designation. For the rest of the property staff believed that the land was in transition to commercial uses. Notices were mailed to 23 surrounding property owners. Planning staff received no phone calls in opposition to the rezoning.

Staff and Co-Interim City Managers recommended approval.

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

Carlos Swanson, who was looking to purchase the property, spoke in favor of this request. They were proposing to purchase the property to possibly use it as a car wash which is why they were seeking the C3 zoning. He said they had used a decibel reader in the area and the car wash should not create a noise concern for the neighborhood.

Roy Wood, owner of the property, stated that he had been trying to sell the property. The property currently had three different zonings. He wanted to know if there was any opposition to rezone it. He would like to get it rezoned in order to sell it.

Mayor Garza stated that due to the surrounding neighborhoods, the Planning and Zoning Board had recommended to downgrade to a C-2 zoning as well. Mayor asked Mr. Cervantes to highlight the differences between the two zonings.

UNOFFICIAL

Mr. Cervantes then stated that the main difference would be that a C-3 zoning would allow for the lot to be used for automotive purposes as well as for a bar/restaurant. A C-2 zoning would not allow for these types of businesses.

Councilman Vela moved to approve the rezoning request from Agricultural Open Interim District ("AO-I") and Townhouse Residential District ("R-1T") to Neighborhood Commercial ("C-2"), being a 2.0992-acre tract of land situated in the Gabriel Manquillia Survey, Abstract No. 53, located at the Southwest corner of E. Griffin Parkway (FM 495) and Augusta Drive. Applicant, L Squared Engineering c/o Roy Dale Wood, Gary Arlen Wright and Linda Wright Baker, Adoption of Ordinance #5740**.** Motion was seconded by Councilwoman Marissa Gerlach and approved unanimously 4-0.

ORDINANCE NO. 5740

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS GRANTING A REZONING BEING A 2.0992-ACRE TRACT OF LAND SITUATED IN THE GABRIEL MANQUILLIA SURVEY, ABSTRACT NO. 53, LOCATED AT SOUTHWEST CORNER OF E. GRIFFIN PARKWAY (FM 495) AND AUGUSTA DRIVE, FROM AO-I (AGRICULTURAL OPEN INTERIM) AND R-1T (TOWNHOUSE RESIDENTIAL) TO C-3 (GENERAL BUSINESS)

8. Conduct a public hearing and consideration of a rezoning request from Agricultural Open Interim District ("AO-I") to Single-family Residential District ("R-1"), being a 27.07-acre tract of land out of Lot 17-2, West Addition to Sharyland Subdivision, located along the West side of Los Ebanos Road, approximately 1,232 feet South of U.S. Expressway 83. Applicant, M2 Engineering, PLLC, Adoption of Ordinance #5741 - Cervantes

The applicant was requesting to rezone the subject property from Agricultural Open Interim District ("AO-I") to Single-family Residential District ("R-1") to develop a single-family residential development. The irregular-shaped tract of land had 27.07 acres in area and measured 692 feet along Los Ebanos Road and 207.84 feet along Mile 1 South Road. The property was located just North and West of the Leal Elementary School. The surrounding zones were Light Industrial (L-I) to the North, Single-family Residential (R-1) to the East, Multi-family and Agricultural Open Space (A-OI) to the West and Public (P) and Townhouse Residential (R-1T) to the South. The surrounding land uses included industrial businesses to the North such as Rio Grande Valley Logistics, R&R Cooling, Heating & Electrical Services and IPE Aggregate. In addition, the Balli's Terrace Event Center was also located to the North. To the East there were single-family homes. To the South was the Leal Elementary school and recently constructed townhouses. To the West were the Rio de Vida Apartments, vacant land and a single-family home. The subject property is vacant. The Future Land Use Map showed the property designated for moderate-density residential uses. The requested rezoning was less dense compared to the comprehensive plan designation. Notices were mailed to 50 surrounding property owners. Planning staff received no phone calls from the surrounding property owners.

Staff and Co-Interim City Managers recommended approval.

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

Emitio Salinas, from M2 Engineering, spoke in favor of the request. They were planning on building a very nice, gated and private subdivision. This would be similar to some of the projects they had already completed in the surrounding area.

Councilwoman Ortega moved to approve the rezoning request from Agricultural Open Interim District ("AO-I") to Single-family Residential District ("R-1"), being a 27.07-acre tract of land out

of Lot 17-2, West Addition to Sharyland Subdivision, located along the West side of Los Ebanos Road, approximately 1,232 feet South of U.S. Expressway 83. Applicant, M2 Engineering, PLLC, Adoption of Ordinance #5741**.** Motion was seconded by Councilman Vela and approved unanimously 4-0.

ORDINANCE NO. 5741

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS GRANTING A REZONING BEING A 27.07-ACRE TRACT OF LAND OUT OF LOT 17-2, WEST ADDITION TO SHARYLAND SUBDIVISION, LOCATED ALONG THE WEST SIDE OF LOS EBANOS ROAD, APPROXIMATELY 1,232 FEET SOUTH OF U.S. EXPRESSWAY 83, FROM AO-I (AGRICULTURAL OPEN INTERIM) TO R-1 (SINGLE FAMILY RESIDENTIAL)

9. Conduct a public hearing and consideration of a rezoning request from Agricultural Open Interim District ("AO-I") to General Business District ("C-3"), being a 2.07-acre tract of land out of Lot 24-5, West Addition to Sharyland Subdivision, located along the South side of W. Griffin Parkway (FM 495) approximately 966 feet East of Holland Avenue. Applicant, AEC Engineering, LLC c/o J.S. Kawamoto, LLC, Adoption of Ordinance #5742 - Cervantes

The applicant was requesting to rezone the subject property from Agricultural Open Interim District ("AO-I") to General Business District ("C-3") for a commercial development at the site. The tract of land has 2.07 acres in area and measured 155.6 feet along Griffin Parkway and had a depth of 580.6 feet. The surrounding zones were General Business District (C-3) to the North and East, Single-family Residential District (R-1) to the South and General Business District (C-3) and Multi-family Residential (R-3) to the West. The surrounding land uses included the Elizondo Plumbing business and apartments to the West, The El Pato Restaurant and vacant land to the East, the Taco Bell restaurant and Move it Storage to the North and single-family homes to the south. The property was vacant. The Future Land Use Map shows the North two thirds of the property designated for general commercial uses with the South one third of the property designated for low density residential uses. The requested rezoning is partly in-line with the comprehensive plan designation. For the rest of the property staff believes that the land is in transition to commercial uses. Notices were mailed to 26 surrounding property owners. Planning staff received no phone calls in opposition to the rezoning.

Staff and Co-Interim City Managers recommended approval.

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

Carlos Swanson spoke in opposition of this request. This request was similar to one that was not granted earlier. He stated these were the same circumstances and should be treated the same as the other item.

Councilwoman Ortega moved to approve the rezoning request from Agricultural Open Interim District ("AO-I") to General Business District ("C-3"), being a 2.07-acre tract of land out of Lot 24-5, West Addition to Sharyland Subdivision, located along the South side of W. Griffin Parkway (FM 495) approximately 966 feet East of Holland Avenue. Applicant, AEC Engineering, LLC c/o J.S. Kawamoto, LLC, Adoption of Ordinance #5742**.** Motion was seconded by Councilman Vela and approved unanimously 4-0.

ORDINANCE NO. 5742

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS GRANTING A REZONING BEING A 2.07 ACRE TRACT OF LAND OUT OF LOT 24-5, WEST ADDITION TO SHARYLAND SUBDIVISION, LOCATED ALONG THE SOUTH SIDE OF W. GRIFFIN PARKWAY (FM 495) APPROXIMIATELY 966 FEET EAST OF HOLLAND AVENUE, FROM AO-I (AGRICULTURAL OPEN INTERIM) TO C-3 (GENERAL BUSINESS)

10. Conduct a public hearing and consideration of a Conditional Use Permit for an Event Center – Confetti Avenue Party Place, being Lot 2, River Oaks Plaza Subdivision, in a (C-3) General Commercial District, located at 1802 E. Griffin Parkway, Applicant: Sasha Velazquez, Adoption of Ordinance #5743 – Cervantes

The subject site was located at the Southwest corner of Glasscock Road and E. Griffin Parkway. 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 was leasing a total of 3,350 square feet within a commercial plaza for an event center. The applicant was proposing to host kids' birthday parties. Days & Hours of Operation: Every Day from 11:00 a.m. to 11:00 p.m. Staff: 1 employee. Parking: Due to the total of 72 proposed chairs, a total of 24 parking spaces were required. There was a total of 342 parking spaces held in common for the plaza. The Planning Staff had not received any objections to the request from the surrounding property owners. Staff mailed out (27) 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 were needed to ensure that a use requested by a conditional use permit was compatible and complementary to adjacent properties.

Staff and Co-Interim City Managers recommended approval subject to the following conditions: Approval for 1-year re-evaluation subject to; Hours of operation were Every Day from 11:00 a.m. to 11:00 p.m; Maximum occupancy was 86. Must obtain a business license before occupancy; Must comply with the noise ordinance; CUP not transferable to others. Must comply with all City Codes (Building, Fire, Health, etc.).

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

There were no comments.

Councilwoman Ortega moved to approve the Conditional Use Permit for an Event Center – Confetti Avenue Party Place, being Lot 2, River Oaks Plaza Subdivision, in a (C-3) General Commercial District, located at 1802 E. Griffin Parkway, Applicant: Sasha Velazquez, Adoption of Ordinance #5743**.** Motion was seconded by Councilwoman Gerlach and approved unanimously 4-0.

ORDINANCE NO. 5743

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS GRANTING A CONDITIONAL USE PERMIT FOR AN EVENT CENTER – CONFETTI AVENUE PARTY PLACE, 1802 E. GRIFFIN PARKWAY, BEING LOT 2, RIVER OAKS PLAZA SUBDIVISION

11. Conduct a public hearing and consideration of a Conditional Use Permit to Construct a Guest House, being Lot 23, Stewart Terrace Subdivision, in a (R-1) Single Family Residential District, located at 1608 Merlin Drive. Applicant: Yesenia Celestino, Adoption of Ordinance #5744 – Cervantes

UNOFFICIAL

The subject site was located along the South side of Merlin Drive, approximately 350 feet East of N. Stewart Road. Pursuant to Section 1.371 (3) (d) of the City of Mission Code of Ordinances, a guest house or separate servant's quarters must comply with regulations. Lot must be a minimum of 12,000 sq. feet. The property had an area of 12,745 square feet. Cannot be made available or used for lease, rent, hire, and the owner of such use may not receive remuneration for the use of one of the above. Proposal must be clearly secondary to the primary residence. Shall not have access to a public street (No shared/extended driveway). Shall not have a separate kitchen area or utilities. All building setbacks are being met. The driveway was more than sufficient to accommodate any incoming vehicle. The Planning staff had not received any objections to the request from the surrounding property owners. Staff mailed out (26) legal notices to surrounding property owners. In accordance with the zoning ordinance, the P&Z and City Council may impose requirements and conditions of approval to ensure that a use requested by a Conditional Use Permit was compatible and complementary to adjacent properties.

Staff and Co-Interim City Managers recommended approval subject to the following conditions: Life of use permit. The unit may not have a kitchen or separate utilities and electrical connections, Transferability to other future owners, imposing the same conditions imposed on this applicant, Not to be used for rental purposes, and waive the minimum lot size requirements

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

There were no comments.

Councilwoman Ortega moved to approve the Conditional Use Permit to Construct a Guest House, being Lot 23, Stewart Terrace Subdivision, in a (R-1) Single Family Residential District, located at 1608 Merlin Drive. Applicant: Yesenia Celestino, Adoption of Ordinance #5744**.** Motion was seconded by Councilman Vela and approved unanimously 4-0.

ORDINANCE NO. 5744

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS GRANTING A CONDITIONAL USE PERMIT TO CONSTRUCT A GUEST HOUSE, 1608 MERLIN DRIVE, BEING LOT 23, STEWART TERRACE SUBDIVISION

12. Conduct a public hearing and consideration of a Conditional Use Permit for the Sale & On-site Consumption of Alcoholic Beverages – Lux Lounge in a (C-3) General Commercial District, being Lot 1, Alba Plaza Subdivision, located at 608 N. Shary Road, Suites 4 & 5, Applicant: Briella's Bistro, LLC, c/o Martha Rivas, Adoption of Ordinance #5745 – Cervantes

The subject site was located along the East side of Shary Road approximately ¼ mile south of East Business Highway 83 within a commercial plaza. Access to the site was via a 34' driveway off Shary Road. Per Code of Ordinance, the Sale & On-site Consumption of Alcoholic Beverages required the approval of a Conditional Use Permit by the City Council. The applicant was leasing a 2,251 square foot suite within a commercial plaza for a Lounge/Bistro. The applicant would like to offer alcoholic beverages with the meals. The suite included a small stage for DJ or Karaoke, 2 VIP areas, a photo area, a bar, a kitchen, and a storage area. Days & Hours of Operation: Tuesday – Saturday from 8:00 am to 2:00 am, and Sunday from 8:00 am to 3:00 pm Staff: 10 employees; Parking: In reviewing the floor plan, there was a total of 115 seating spaces proposed (21 tables, 2 VIP area, bar), which required 38 parking spaces (115 seats/1 space for every 3 seats – 38.3 parking spaces). It was noted that the parking was held in common. There

was a total of 136 existing parking spaces, shared with other businesses within the commercial plaza. Sale of Alcohol: The restaurant included a 'bar' component. Section 1.56(3)(a) of the Zoning Code required a minimum separation of 300' from the property line of any church, school, publicly owned property, or residence. There was a residential subdivision. within 300 feet; however, P&Z and City Council have waived this separation requirement in previous conditional use permits. The applicant proposed to have a security on-site. Staff noted that the last conditional use permit considered for the sale and on-site consumption of alcoholic beverages for this location was for Extreme Pizza. It was approved on November 13, 2023, for life of use. Since the use was not transferable, a new permit needed to be considered. The Planning staff had not received any objections to the request from the surrounding property owners. Staff mailed out 28 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 and Co-Interim City Managers recommended approval subject to the following conditions: Permit for one (1) year to continue to assess this new business. Continued compliance with all City Codes (Building, Fire, Health, etc.). Waiver of the 300' separation requirement from the residential homes. Compliance with TABC requirements. CUP was not transferable to others. Must have security cameras inside and outside with a minimum 30-day retention. Hours of operation to be as followed: Tuesday – Saturday from 8:00 am to 2:00 am, and Sunday from 8:00 am to 3:00 pm. Must comply with the Noise Ordinance. Maximum occupancy to be 82 at all times. Must have one licensed security officer Thursday thru Saturday from 8 p.m. to 2 a.m

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

There were no comments.

Councilman Vela moved to approve the Conditional Use Permit for the Sale & On-site Consumption of Alcoholic Beverages – Lux Lounge in a (C-3) General Commercial District, being Lot 1, Alba Plaza Subdivision, located at 608 N. Shary Road, Suites 4 & 5, Applicant: Briella's Bistro, LLC, c/o Martha Rivas, Adoption of Ordinance #5745**.** Motion was seconded by Councilwoman Gerlach and approved unanimously 4-0.

ORDINANCE NO. 5745

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS GRANTING A CONDITIONAL USE PERMIT FOR THE SALE & ON-SITE CONSUMPTION OF ALCOHOLIC BEVERAGES – LUX LOUNGE, BEING LOT 1, ALBA PLAZA SUBDIVISION, LOCATED AT 608 N. SHARY ROAD, SUITES 4 & 5

13. Conduct a public hearing and consideration of a Conditional Use Permit for the Sale & On-Site Consumption of Alcoholic Beverages – Malquerida Bar & Grill in a (PUD) Planned Unit Development District, being all of Lot 1, Plantation Grove Tech-Center No. 2 Subdivision, located at 4001 S. Shary Road, Suite 100, Applicant: Lada 52, LLC, Adoption of Ordinance #5746 – Cervantes

The subject site was located at the Southeast corner of San Mateo and Shary Roads. Access to the site could be from one primary driveway to Shary Road or from separate driveways from San Mateo or from San Gabriel streets. Per Code of Ordinance, the sale and on-site consumption of alcoholic beverages required the approval of a Conditional Use Permit by the City Council. The

applicant had been in operation in this 3,627 sq.ft. suite since 2018 under the name of Lada 52 Bar & Grill. Their last conditional use permit for the sale & on-site consumption of alcohol was approved on January 9, 2023 for a period of 4 years. The applicant would like to change the name of his business from Lada 52 Bar & Grill to Malquerida Bar & Grill. This required a new conditional use permit due to the name change. The suite had 4 VIP areas, a stage for the band, a bar, a kitchen, and an office upstairs. The applicant had live music or bands on Fridays & Saturdays and a full menu until 12:00 am. Days/Hours of Operation: Tuesday – Sunday from 6:00 p.m. to 2:00 a.m. Staff: 12 employees, including a security officer. In visiting the site, staff noticed that the applicant had a total of 212 seating spaces for this establishment, which required 71 parking spaces. The parking spaces were calculated based on the number of seats, 1 parking spaces for every 3 seats. (212 seats/3=70.6 parking spaces). Parking: It is noted that the parking spaces are held in common for this commercial plaza. There was a total of 180 existing parking spaces that were shared with other businesses. Sale of Alcohol: The proposed establishment included a '*bar*' component. Section 1.56(3a) of the Zoning Code required a minimum separation of 300' from the property line of any churches, schools, publicly owned property, and residences. There was a single-family residential neighborhood located within 300' radius; however, P&Z and the City Council had waived this separation requirement in the previous CUP's approval. The Planning staff had not received any objections to the request from the surrounding property owners. Staff mailed out 6 legal notices to surrounding property owners. In accordance with the zoning ordinance, the P&Z and City Council may impose requirements and conditions of approval to ensure that a use requested by a Conditional Use Permit was compatible and complementary to adjacent properties.

Staff and Co-Interim City Managers recommended approval subject to the following conditions: Permit for one (1) year to continue to assess this business. Continued compliance with all City Codes (Building, Fire, Health, Sign codes, etc.). Waiver of the 300' separation requirement from the residential neighborhoods. Continued compliance with TABC requirements. CUP was not transferable to others. Must have security cameras inside and outside with a minimum 30-day retention. Must comply with noise ordinance. Hours of operation to be as followed: Tuesday – Sunday from 6:00 pm to 2:00 am. Must have one licensed security officer Tuesday thru Saturday from 8 p.m. to 2 a.m. Maximum occupancy was 120 people

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

There were no comments.

Councilwoman Ortega stated that a condition needed to be added that they must not charge for parking at any time.

Councilman Vela moved to approve the Conditional Use Permit for the Sale & On-Site Consumption of Alcoholic Beverages – Malquerida Bar & Grill in a (PUD) Planned Unit Development District, being all of Lot 1, Plantation Grove Tech-Center No. 2 Subdivision, located at 4001 S. Shary Road, Suite 100, Applicant: Lada 52, LLC, Adoption of Ordinance #5746 with the additional condition that they must not charge for parking at any time**.** Motion was seconded by Councilwoman Gerlach and approved unanimously 4-0.

ORDINANCE NO. 5746

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS GRANTING A CONDITIONAL USE PERMIT FOR THE SALE & ON-SITE CONSUMPTION OF ALCOHOLIC

BEVERAGES – MALQUERIDA BAR & GRILL, BEING ALL OF LOT 1, PLANTATION GROVE TECH-CENTER NO. 2 SUBDIVISION, LOCATED AT 4001 S. SHARY ROAD, SUITE 100

14. Conduct a public hearing and consideration of a Conditional Use Permit Renewal for a portable building for office use, being a 0.102 of one acre tract of land out of a tract of land adjacent to Lot 176, & 186, John H. Shary Subdivision, in a (C-3) General Commercial District, located at 302 S. Taylor Road. Applicant: Best Assets, LLC c/o Ryan Stauffer, Adoption of Ordinance #5747 – Cervantes

The site was located at the Northwest corner of Victoria Avenue and S. Taylor Road. Pursuant to Section 1.43 (3)(H) of the City of Mission Code of Ordinances, a Portable Building required the approval of a conditional use permit by the City Council. The applicant proposed to renew the conditional use permit to continue to use the 12-foot by 64-foot portable building for office use. This would be the applicant's 4th renewal for the conditional use permit for the portable building for office use. 1st. July 25, 2022, 2nd. October 23, 2023, 3rd. December 04, 2024, The hours of operation were as follows: Monday through Friday from 8:00 a.m. to 5:00 p.m. Staff: 3 employees; Parking: Based on the square footage of the building, a total of 5 parking spaces are required. The parking requirements were being met. The Planning Staff had 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 were needed to ensure that a use requested by a conditional use permit was compatible and complementary to adjacent properties.

Staff and Co-Interim City Managers recommended approval subject to the following conditions: Approval for 1 year to continue to assess this operation; Must comply with all City Codes (Building, Fire, Health, etc.), Hours of operation were Monday through Friday from 8:00 a.m. to 5:00 p.m.; CUP was not transferable to others

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

There were no comments.

Councilwoman Ortega asked how long they planned to keep the portable building and if they had plans to build something permanent. She stated that there have been other establishments that request permits for portable buildings and they are only issued temporarily. She wanted to make sure that everyone was getting the same treatment.

Mr. Cervantes stated that the owner had no intentions of building a permit building as he was comfortable with the portable building. He stated he would advise them that this could possibly be the last time the CUP would be issued.

Councilman Ortega moved to approve the Conditional Use Permit Renewal for a portable building for office use, being a 0.102 of one-acre tract of land out of a tract of land adjacent to Lot 176, & 186, John H. Shary Subdivision, in a (C-3) General Commercial District, located at 302 S. Taylor Road. Applicant: Best Assets, LLC c/o Ryan Stauffer, Adoption of Ordinance #5747**.** Motion was seconded by Councilman Vela and approved unanimously 4-0.

ORDINANCE NO. 5747

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS

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GRANTING A CONDITIONAL USE PERMIT RENEWAL TO KEEP A PORTABLE BUILDING FOR OFFICE USE, 302 S. TAYLOR ROAD, BEING A 0.102 OF ONE ACRE TRACT OF LAND OUT OF A TRACT OF LAND ADJACENT TO LOT 176 & 186, JOHN H. SHARY SUBDIVISION

15. Conduct a public hearing and consideration of a Conditional Use Permit Renewal for a home occupation in a property zoned Large Lot Single Family Residential District ("R-1A") – Z Galleria Antiques, being the West 172 feet out of the South 120 feet out of the West 363 feet, Lot 152, Sharyland Orchards Subdivision Addition "A", located at 2401 Sunset Lane. Applicant, Elias Guajardo, Adoption of Ordinance #5748 - Cervantes

The applicant was requesting a renewal of his conditional use permit in the subject property zoned Large Lot Single Family Residential District ("R-1A") to sell gold, silver, antiques and collectibles. The code of ordinances stated that a home occupation was allowed in a property zoned residential with a conditional use permit. The property was located at the Northeast corner of N. Shary Road and Sunset Lane. The applicant resides at the property and designated 658 square feet for the home business. The house had a total of 1,432 square feet. The proposed hours of operation were Monday through Saturday from 9:00 a.m. to 5:00 p.m. There would be one employee for the home occupation. The subject property had a parking lot with spaces for five (5) vehicles. Notices were mailed to fourteen (14) surrounding property owners. Planning staff received no phone calls from 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 the use requested was compatible and complementary to adjacent properties.

Staff and Co-Interim City Managers recommended approval subject to the following conditions: Life of the use permit with the understanding that it can be revoked for non-compliance. Must continue to comply with all city codes (Building, Fire, Health, Sign codes, etc.) CUP was not transferable to others. Hours of operation were Monday to Saturday from 9:00 a.m. to 5:00 p.m.

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

There were no comments.

Councilwoman Ortega moved to approve the Conditional Use Permit Renewal for a home occupation in a property zoned Large Lot Single Family Residential District ("R-1A") – Z Galleria Antiques, being the West 172 feet out of the South 120 feet out of the West 363 feet, Lot 152, Sharyland Orchards Subdivision Addition "A", located at 2401 Sunset Lane. Applicant, Elias Guajardo, Adoption of Ordinance #5748**.** Motion was seconded by Councilwoman Gerlach and approved unanimously 4-0.

ORDINANCE NO. 5748

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS GRANTING A CONDITIONAL USE PERMIT FOR A HOME OCCUPATION IN A PROPERTY ZONED LARGE LOT SINGLE FAMILY RESIDENTIAL DISTRICT (R-1A) – Z GALLERIA ANTIQUES, 2401 SUNSET LANE, BEING THE WEST 172 FEET OUT OF THE SOUTH 120 FEET OUT OF THE WEST 363 FEET, LOT 152, SHARYLAND ORCHARDS SUBDIVISION ADDITION "A"

16. Conduct a public hearing and consideration of a Conditional Use Permit Renewal for a Drive-Thru Service Windows – Tropical Breeze in a (C-3) General Business District, being all of Lot 19, Block 1, Oakwood Estates Subdivision, located at 1610 W. Griffin Parkway. Applicant: Margie Jennifer Briseno, Adoption of Ordinance #5749 - Cervantes

The site was located at the Northwest corner of West Griffin Parkway and River Oak Avenue. Per the Code of Ordinance, Drive-Thru Service Windows required the approval of a Conditional Use Permit by the City Council. There were two existing 4'x5 drive-thru service windows, one designated for order placement and the other for order pickup. The snow cone stand had been in business since March 2, 2018. Access to the site was provided off of Griffin Parkway via an existing 43-foot driveway that would lead traffic in and around the building before exiting back out to Griffin Parkway. The proposed days and hours of operation were Monday – Sunday from 1:00 pm to 10:00 pm; Staff: 1 employee; Parking: the building measured approximately 396 sq. ft. The number of parking spaces required for this size of building was 4. The applicant was providing 4 spaces along the front of the building, plus there was stacking for approximately 4 cars when placing orders. The last conditional use permit renewal approved for this drive-thru service window for this location was on December 12, 2022, for a period of 3 years. The Planning Staff had not received any objections to the request from the surrounding property owners. Staff mailed out (23) legal notices to surrounding property owners. In accordance with the zoning ordinance, the P&Z and City Council may impose requirements and conditions of approval as were needed to ensure that a use requested by a conditional use permit is compatible and complementary to adjacent properties.

Staff and Co-Interim City Managers recommended approval subject to the following conditions: Life of the Use with the understanding that the permit could be revoked due to noncompliance. Continued compliance with all City Codes (Building, Fire, Health, Sign codes, etc.); Hours of operation were Monday – Sunday from 1:00 pm to 10:00 pm; CUP was not transferable to others

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

There were no comments.

Councilwoman Ortega moved to approve the Conditional Use Permit Renewal for a Drive-Thru Service Windows – Tropical Breeze in a (C-3) General Business District, being all of Lot 19, Block 1, Oakwood Estates Subdivision, located at 1610 W. Griffin Parkway. Applicant: Margie Jennifer Briseno, Adoption of Ordinance #5749**.** Motion was seconded by Councilman Vela and approved unanimously 4-0.

ORDINANCE NO. 5749

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS GRANTING A CONDITIONAL USE PERMIT RENEWAL FOR A DRIVE-THRU SERVICE WINDOWS – TROPICAL BREEZE, BEING LOT 19, BLOCK 1, OAKWOOD ESTATES SUBDIVISION, LOCATED AT 1610 W. GRIFFIN PARKWAY

17. Conduct a public hearing and consideration of a Conditional Use Permit Renewal to keep an RV "Temporarily" to care for a health-stricken parent in an (AO-I) Agricultural Open Interim, being Lots 37-40, Block 9, Madero Tex Townsite Subdivision, located at 4034 Lopez Street. Applicant: Ofelia Cisneros, Adoption of Ordinance #5750 – Cervantes

The site was located along the West side of Lopez Street, approximately 100 feet North of Bogamilla Street. The applicant wished to renew her conditional use permit to keep the "Temporarily" RV to continue to care for her elderly mother. Mrs. Cisneros intended to continue living in the RV temporarily while she gathers enough funds to add to the existing home. Staff noted that once the use was no longer needed, the RV must be removed. The board had previously approved similar requests; however, those approvals were limited to mobile homes

rather than RVs. The last conditional use permit was approved on December 4, 2024, for a period of 1 year. The Planning Staff had not received any objections to the request from the surrounding property owners. Staff mailed out 39 legal notices to surrounding property owners. In accordance with the zoning ordinance, the P&Z and City Council may impose requirements and conditions of approval as were needed to ensure that a use requested by a conditional use permit is compatible and complementary to adjacent properties.

Staff and Co-Interim City Managers recommended approval subject to the following conditions: 2-year approval to continue to assess the need. Continued compliance with all City Codes (Building, Fire, Health, Sign codes, etc.); CUP not transferable to others

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

Ofelia Cisneros, applicant, stated that she was very appreciative of being granted the permit the last time and was hoping it would be granted again so that she would be able to continue taking care of her mother.

Councilwoman Ortega moved to approve the Conditional Use Permit Renewal to keep an RV "Temporarily" to care for a health-stricken parent in an (AO-I) Agricultural Open Interim, being Lots 37-40, Block 9, Madero Tex Townsite Subdivision, located at 4034 Lopez Street. Applicant: Ofelia Cisneros, Adoption of Ordinance #5750**.** Motion was seconded by Councilwoman Gerlach and approved unanimously 4-0.

ORDINANCE NO. 5750

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS GRANTING A CONDITIONAL USE PERMIT RENEWAL TO KEEP AN RV "TEMPORARILY" TO CARE FOR A HEALTH-STRICKEN PARENT, 4034 LOPEZ STREET, BEING LOTS 37-40 BLOCK 9, MADERO TEX TOWNSITE SUBDIVISION

18. Conduct a public hearing and consideration of a Conditional Use Permit Renewal for the Sale & On-Site Consumption of Alcoholic Beverages – Taboo Bar & Grill, being Lot 1, Alba Plaza Subdivision, in a (C-3) General Commercial District, located at 608 N. Shary Road, Suites 9 & 10 Applicant: Blesson George, Adoption of Ordinance #5751 – Cervantes

The subject site was located ¼ mile south of East Business Highway 83 within a commercial plaza along the east side of Shary Road. Per the Code of Ordinance, the Sale & On-Site Consumption of Alcoholic Beverages required the approval of a Conditional Use Permit by the City Council. This business had been in operation since June 2021. Access to the site was via a 34-foot driveway off Shary Road. The applicant was currently operating a nightclub. This nightclub offered food, a VIP area, live music, and concerts etc. The hours of operation were as follows: Friday – Sunday from 4:00 pm to 2:00 am.; Staff: 10 employees in different shifts; Parking: There were a total of 165 seating spaces available, which required 55 parking spaces. It was noted that the parking was held in common, and there was a total of 138 parking spaces that were shared with the other businesses within the commercial plaza. Section 1.56-3 of the Zoning Code stated that bars, cocktail lounges, taverns, cantinas, saloons, dancehalls, discotheques, or nightclubs must be 300 feet from the nearest residence, church, school, or publicly owned property. There was a residential subdivision within 300 feet; however, P&Z and City Council have waived this separation requirement in previous conditional use permits. The last conditional use permit approved for this location was on June 23, 2025, for a period of 6 months. The Planning staff had not received any

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objections to the request from the surrounding property owners. Staff mailed out 25 legal notices to surrounding property owners. Staff requested a report from Mission PD regarding any incidents that may have occurred in relation to the sale and on-site consumption of alcohol. There was a total of 3 incidents from August 31, 2025, to present that range from: 1-Disturbance, 1-Drunk driver in the parking lot, and Unwanted subjects in the parking lot. 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 and Co-Interim City Managers recommended approval subject to the following conditions: Approval for 1-year re-evaluation to assess this operation; Continued compliance with all City Codes (Building, Fire, Health, etc.); Waiver of the 300' separation requirement from the residential homes. Continued compliance with TABC requirements. CUP was not transferable to others. Must have security cameras inside and outside with a minimum 30-day retention. Maximum occupancy to be 165 people at all times. Hours of operation: Friday – Sunday from 4:00 pm to 2:00 am. Must have one licensed security officer from Friday-Sunday from 8:00 p.m. to 2:00 a.m.; Must comply with the Noise Ordinance; must not charge for parking to patrons at any time.

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

There were no comments.

Councilwoman Ortega moved to approve the Conditional Use Permit Renewal for the Sale & On-Site Consumption of Alcoholic Beverages – Taboo Bar & Grill, being Lot 1, Alba Plaza Subdivision, in a (C-3) General Commercial District, located at 608 N. Shary Road, Suites 9 & 10 Applicant: Blesson George, Adoption of Ordinance #5751**.** Motion was seconded by Councilman Vela and approved unanimously 4-0.

ORDINANCE NO. 5751

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS GRANTING A CONDITIONAL USE PERMIT FOR THE SALE & ON-SITE CONSUMPTION OF ALCOHOLIC BEVERAGES – TABOO BAR & GRILL, 608 N. SHARY ROAD, SUITES 9 & 10, BEING LOT 1, ALBA PLAZA SUBDIVISION

19. Conduct a public hearing and consideration of the adoption of an ordinance amending the code of ordinances Appendix A - Zoning, Article VIII – Use Districts and Conditional Uses, Section 1.42 – C-2 (Neighborhood Commercial District); Subsections (2) Permitted Uses, and (3) Conditional Uses by making business establishments which perform services on the premises such as banks, mortgage companies, insurance and real estate offices a permitted use; and by removing business establishments which perform services on the premises such as banks, loan companies, insurance and real estate offices as a conditional use. Applicant: City of Mission, Adoption of Ordinance #5752 – Cervantes

This ordinance would streamline the process for the issuance of building permits and business licenses for banks, mortgage companies, insurance and real estate offices in properties zoned Neighborhood Commercial ("C-2"). The proposed ordinance would allow those types of facilities that are currently allowed with a conditional use permit to be permitted by right without having the conduct public hearings.

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Staff and Co-Interim City Managers recommended approval.

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

There were no comments.

Councilwoman Ortega moved to approve the adoption of an ordinance amending the code of ordinances Appendix A - Zoning, Article VIII – Use Districts and Conditional Uses, Section 1.42 – C-2 (Neighborhood Commercial District); Subsections (2) Permitted Uses, and (3) Conditional Uses by making business establishments which perform services on the premises such as banks, mortgage companies, insurance and real estate offices a permitted use; and by removing business establishments which perform services on the premises such as banks, loan companies, insurance and real estate offices as a conditional use. Applicant: City of Mission, Adoption of Ordinance #5752**.** Motion was seconded by Councilman Vela and approved unanimously 4-0.

ORDINANCE NO. 5752

AN ORDINANCE AMENDING THE CITY OF MISSION CODE OF ORDINANCES APPENDIX A – ZONING, ARTICLE VIII – USE DISTRICTS AND CONDITIONAL USES, SECTION 1.42 – C-2 (NEIGHBORHOOD COMMERCIAL DISTRICT); SUBSECTIONS (2) PERMITTED USES, AND (3) CONDITIONAL USES BY MAKING BUSINESS ESTABLISHMENTS WHICH PERFORM SERVICES ON THE PREMISES SUCH AS BANKS, LOAN COMPANIES, INSURANCE AND REAL ESTATE OFFICES A PERMITTED USE; AND BY REMOVING BUSINESS ESTABLISHMENTS WHICH PERFORM SERVICES ON THE PREMISES SUCH AS BANKS, LOAN COMPANIES, INSURANCE AND REAL ESTATE OFFICES AS A CONDITIONAL USE; PROVIDING REPEALER CLAUSE; PROVIDING SEVERABILITY CLAUSE; PROVIDING EFFECTIVE DATE; AND PROVIDING FOR PUBLICATION

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

20. Approval of Minutes – Carrillo

Regular Meeting – November 12, 2025

21. Acknowledge Receipt of Minutes – Terrazas / A. Garcia

Mission Civil Service – September 26, 2026

Accommodations Review Board – September 24, 2025

Audit Committee - October 1, 2025

22. Request by County of Hidalgo Elections Department to use Bannworth Gym and Mission Parks and Recreation Facilities for the 2026 Joint Primary and Primary Runoff Election – Carrillo

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The County Elections Department is requesting the use of Bannworth Gym for Early Voting and/ Election Day, Mission Parks and Recreation for Early Voting and/ Election Day for the 2026 Joint Primary and Primary Runoff Election.

Joint Primary Election:

Early Voting – February 17-February 27, 2026 – Election Day – Tuesday, March 3, 2026

Primary Runoff Election:

Early Voting – May 18-May 22, 2026 – Election Day – Tuesday, May 26, 2026

23. Approval of Resolution No. 2021 of the City Council of the City of Mission, Texas dedicating certain city-owned land as Public Right-of-way for the purpose of the Taylor Road Phase 1 Project and making a finding that such dedication serves a valid public purpose – Terrazas

The City of Mission, was the owner of certain parcels of land as described and depicted in the attached surveys Exhibits “A” through Exhibit “DD”, which were required for the operation of the Taylor Road Phase 1 Project. The City Council found that the dedication of said Properties for public right-of-way purposes served a legitimate public purpose and was necessary for the orderly development, operation, and safety of the City’s transportation infrastructure. This dedication was made pursuant to the City’s home-rule authority and other statutory authority, including but not limited to Chapters 212 and 253 of the Texas Local Government Code; Chapter 311 of the Texas Transportation Code; and Chapter 5 of the Texas Property Code, as well as other laws governing the dedication and management of public transportation rights-of-way. It was the intent of the City Council that adjacent landowners to the Properties shall have access to their respective properties through the dedicated right-of-way in accordance with applicable law.

RESOLUTION NO. 2021

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS, DEDICATING CERTAIN CITY-OWNED LAND AS PUBLIC RIGHT-OF-WAY FOR THE PURPOSE OF THE TAYLOR ROAD PHASE 1 PROJECT AND MAKING A FINDING THAT SUCH DEDICATION SERVES A VALID PUBLIC PURPOSE

24. Authorization to Solicit for Bids for the purchase of Odor Control Chemical for the Public Works Department Sanitary Sewer Collection System– Gonzalez

Staff was seeking authorization to solicit bids for the purchase of Odor Control Chemical for Public Works Department Sanitary Sewer Collection System. Odor control chemicals were used at water treatment facilities to reduce and neutralize unpleasant odors that developed during the treatment process within the City of Mission. Purchases would be made on an as needed basis.

25. Authorization to execute the First One-Year Renewal for Liquid Emulsion Polymer for the Public Works Department Wastewater Treatment Plant, RFB 25-069-11-07 with Polydyne, Inc. – Gonzalez

The City of Mission entered into contract with Polydyne, Inc. under Bid # RFB- 25-069-11-07 for the purchase of Liquid Emulsion Polymer for the Public Works Department Wastewater Treatment Plant. The contract allowed for two (2) one-year renewal options. This request was to exercise the first one-year renewal under this contact. This renewal period would extend the

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contract from December 20, 2025 through December 19, 2026, with no price increase in accordance with the renewal letter from Polydyne, Inc.

26. Authorization to award bid RFB 26-036-11-05 for Sealcoat Pavement Services for the Public Works Department to Valley Striping Corp. – Gonzalez

The City of Mission had accepted and opened four (4) bid responses for Sealcoat Pavement Services for the Public Works Department. Staff recommended awarding bid to Valley Striping Corp., who is the lowest responsive and responsible bidder meeting all specifications, with a bid of $0.170/Sq.Ft. Recommendation was based solely on estimated quantities and orders will be placed on an as needed basis. Contract would be for a period of one (1) year, commencing from date of award. The City of Mission, and contingent upon mutual agreement of both parties, shall reserve the option to renew this contract for an additional two (2) consecutive, one (1) year periods at the end of the service period. The total duration of this contract, including renewals, shall not exceed three (3) years.

27. Authorization to Award RFB 26-037-11-05 for Striping/Pavement Markings and Crack Seal Services on City Streets to Valley Striping Corp. – Gonzalez

The City of Mission had accepted and opened one (1) bid response for Striping, Pavement Marking Services. Staff recommended awarding bid to Valley Striping Corp. who was the sole responsive and responsible bidder meeting all specifications.

Recommendation was based solely on estimated quantities and orders would be placed on an as needed basis. Contract would be for a period of one (1) year, commencing from date of award. The City of Mission, and contingent upon mutual agreement of both parties, shall reserve the option to renew this contract for an additional two (2) consecutive, one (1) year periods at the end of the service period. The total duration of this contract, including renewals, shall not exceed three (3) years.

28. Authorization to approve 100% fee waiver application for Sharyland ISD Top Ten Banquet – A. Lerma

Sharyland ISD hosts the Top Ten Banquet annually which was a high-profile incentive event for all students who strive for superior academic performance throughout their school career. It validated the years of hard work, dedication, and sacrifice made by the leading students.

This recognition went beyond simple grades, acknowledging students who demonstrate consistency and mastery across a broad curriculum. This banquet also highlighted students who exemplified qualities like perseverance, intellectual curiosity, and leadership, traits the district wanted to cultivate in the entire student body. Highlighting their achievements can inspire other students to engage more deeply with their studies and pursue challenging coursework.

The banquet event itself created a moment of collective pride, uniting families, teachers, and the local community in celebrating student success.

29. Authorization to accept grant award from the Office of the Governor for FY26 General Victim Assistance Grant Program to the Office of the Governor in the amount of $40,000 with a 20% in-kind match contribution – Elizalde

On October 31, 2025 the Mission Police Department received notification of a grant award from the Texas Office of the Governor for the FY26 General Victim Assistance Grant Program. The award was in the amount of $40,000 and required a 20% match ($10,000) of the total grant

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project, which would be supported through in-kind contribution. The funds would be used for the crime victim's assistant program through supporting victims with essentials such as clothing, shelter, food, minor home repairs and services. A corresponding budget amendment would be introduced at midyear.

30. Authorization to submit a grant application to the United States Tennis Association for the Tennis Venue Services Grant in the amount of $60,000 with no match requirement – Elizalde

The Mission Parks & Recreation Department was seeking authorization to submit a grant application to the United States Tennis Association (USTA) for the Tennis Venue Services Grant. The city sought the support of a $60,000 grant for the purpose of replacing and enhancing lighting at the tennis courts located at the Bentsen Palm Community Park. The program did not have a match requirement.

31. Approval of Resolution No. 2022 authorizing the Mission Police Department to submit an Agreement for the Temporary Closure of State Right-of-Way to the Texas Department of Transportation for the Texas Citrus Fiesta Parade on Saturday, January 31, 2026 – Torres

The Texas Citrus Parade was scheduled for January 31st, 2026. The agreement was required by the Texas Department of Transportation for the closure of Texas Hwy 107 (Conway Ave.) between Two and a Half Mile Line Road and U.S. Interstate 2, and the 100 & 200 block of East & West U.S. Business Highway 83 (Eastbound). The Mission Police Department was responsible for securing the route to ensure the safety of both motorists and pedestrians.

32. Authorization to re-lease two (2) 2020 Ram 1500 Classic 4WD Crew Cab Tradesman units and one (1) 2020 Ram 1500 Classic 2WD Crew Cab Tradesman unit from D&M Leasing Company (Buyboard #744-24) in the total amount of $48,570.77- Avila

The City of Mission Fire department was seeking authorization to re-lease a total of two (2) 2020 Ram 1500 4WD Crew Cab Tradesman units (Schedule #51.10 and #52.10) and the Public Works department was also seeking authorization to re-lease one (1) 2020 Ram 1500 Classic 2WD Crew Cab Tradesman unit (Schedule #53.10) from D&M Leasing Company (Buyboard contract #744-24). The units would be re-leased for an extended 12-month term. Monthly debt service (including principal and interest) would be $982.87 per unit (Schedule #51.10 and #52.10) and $751.50 per unit (Schedule #53.10). The total purchase capitalized cost for the leases amounted to $48,570.77.

33. Authorization to submit a grant application to the Texas Department of Transportation for the FY 2027 Commercial Motor Vehicle (CMV) Grant in the amount of $45,000 with an estimated in-kind match amount of $11,476.66 from the City – Torres

The Mission Police Department requested authorization to submit a grant application to the Texas Department of Transportation for the Commercial Motor Vehicle (CMV) Grant for fiscal year 2027, in the amount of $45,000.00. This grant would require an estimated match amount of $11,476.66 from the City of Mission. The match amount had previously been accepted by TXDOT via in-kind match through fringe benefits and administrative costs. This grant would assist the police department to focus on enforcement of commercial vehicle regulations, which was crucial for maintaining road safety and compliance.

34. Authorization to submit a grant application to the Texas Department of Transportation for the FY 2027 STEP Comprehensive Enforcement Grant in the amount of $45,000 with an estimated in-kind match amount of $11,476.66 from the City – Torres

The Mission Police Department requests authorization to submit a grant application to the Texas Department of Transportation for the STEP Comprehensive Enforcement Grant for fiscal year 2027, in the amount of $45,000.00. This grant would require an estimated match amount of $11,476.66 from the City of Mission. The match amount had previously been accepted by TXDOT via in-kind match through fringe benefits and administrative costs. This funding would enhance our traffic enforcement measures and contribute to safer roadways for our community members.

35. Authorization to submit a FY 2027 grant application for $150,000 to the Texas Department of Transportation (TXDOT) for a General Grant Proposal for an in-house registered nurse phlebotomy program, with an estimated in-kind match amount of $37,558.00 – Torres

The Mission Police Department requested authorization to submit a grant application to the Texas Department of Transportation (TxDOT) for a general grant proposal, for FY2027. TXDOT's general grant proposal funds several projects, including our current phlebotomy program (Registered Nurse Grant). As part of this grant proposal, we would like to request $150,000 to continue funding the current phlebotomy program (Registered Nurse Grant). The estimated match amount was $37,558.00, pending approval from TXDOT. The City of Mission would request TxDOT's approval for an in-kind match (previously approved in another grant). By matching with in-kind, the City of Mission's cash match would be zero.

36. Authorization to accept grant funds from the Texas Department of Transportation for the FY 2026 Impaired Driving Mobilization Grant, in the total amount of $50,959.39, with a 21.51% in-kind match amount – Torres

The Mission Police Department requested authorization to accept grant funds from the Texas Department of Transportation for the FY 2026 Impaired Driving Mobilization Grant, in the amount of $50,959.39. A total of $40,000.00 grant funds allocated for the project. This grant would require a 21.51% match from the City of Mission, totaling $10,959.39. The match amount had previously been accepted by TXDOT via in-kind match through fringe benefits and administrative costs. This funding would enhance our traffic enforcement measures and contribute to safer roadways for our community members.

37. Authorization to accept grant award for the FY25 from the Best Friends Animal Society Foundation in the amount of $10,000.00 with no match requirement- Kotsatos

The City was requesting authorization to accept a grant award for the FY25 from the Best Friends Animal Society Foundation. The grant funds would be used to support the animal shelter city community initiatives. The grant would allow the acquisition of marketing, supplies and equipment needed for community event initiatives. The total grant requested was $10,000.00 with no match requirement. A corresponding budget amendment would be introduced at midyear.

38. Authorization to enter into a Mutual Aid Agreement Between City of Mission Fire/EMS and Lone Star Ambulance, Inc. for EMS Provider Services at no cost to the city – Silva

The Mission Fire Department was seeking authorization to enter into a Mutual Aid Agreement between City of Mission Fire/EMS and Lone Star Ambulance, Inc. for EMS Provider Services.

This agreement would allow both agencies to share resources during peak demand, major incidents, or situations when primary units are unavailable. It strengthens regional interoperability, ensuring that residents received uninterrupted EMS care when additional

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support was needed. By formalizing this partnership, the city enhanced operational readiness, improved patient outcomes, and reinforced its commitment to public safety through coordinated emergency response efforts.

39. Approval of 2nd Amendment to Interlocal Agreement between City of Mission Fire/EMS and Hidalgo County Office of Emergency Management for Emergency Medical Services – Silva

The Mission Fire Department EMS was seeking authorization of 2nd Amendment with Hidalgo County Office of Emergency Management to approve a one-year extension of rental of an emergency medical unit to provide additional service to the residents of Hidalgo County for $10.00 a month beginning January 1, 2026 and terminating on December 31, 2026. 2nd Amendment to Interlocal was approved by the County of Hidalgo on November 10, 2025.

40. Authorization to finance a 2500 HD 2026 Chevy Silverado and a 2026 Chevy Silverado 1500 both units fully equipped from D&M Commercial Leasing via Buy Board Contract #744-24 for a total cost of $167,190.50 with a financed monthly cost of $3,418.45 for five (5) years – Silva

Authorization to finance a 2500 HD 2026 Chevy Silverado and a 2026 Chevy Silverado 1500 both fully equipped with emergency lighting and essentials from D&M Commercial Leasing via Buy Board Contract #744-24 for a total cost of $167,190.50 with a financed monthly cost of $3,418.45 for five (5) years. One vehicle would be assigned to Fire Prevention for use by Fire Investigators, and the second vehicle would be assigned to the EMS Captain.

These vehicles would support essential operational functions within the Fire Department. The Fire Prevention unit required a dedicated vehicle to ensure timely response to investigations and inspections, while the EMS Captain needed reliable transportation to effectively oversee emergency medical operations, provide on-scene support, and enhance overall service delivery. The finance option offered immediate access to updated, dependable vehicles without the upfront expense of purchasing new units.

41. Approval and authorization, via interlocal agreement, to pay the FY 2025–2026 radio subscription to the Rio Grande Valley Communications Group, totaling $90,816.00, and to ratify the Police Department portion of $65,280.00 (Fire Department: $25,536.00) – Silva

Approval and authorization, via interlocal agreement, to pay the FY 2025–2026 radio subscription invoice to the Rio Grande Valley Communications Group for the Mission Police Department and Mission Fire Department. The subscription included full-time service for 473 police radio units, 133 fire radio units, and five (5) radio consoles for the Police Department's Communications Center. The one-year subscription to the Regional Communications System totals $90,816.00 for the Mission Police Department of which $65,280.00 required ratification and $25,536.00 for the Mission Fire Department.

42. Authorization to Purchase Minor Equipment to be Utilized for our Brush Trucks from Siddons – Martin Emergency Group via Buy Board Contract #698-23 at an Estimated Cost of $76,063.58 – Silva

The Mission Fire Department was seeking authorization to Purchase Minor Equipment to be Utilized for our Brush Trucks from Siddons – Martin Emergency Group via Buy Board Contract #698-23 at an estimated cost of $76,063.58 This equipment was critical to enhancing the operational efficiency, safety, and readiness of our fire crews. It would ensure our personnel

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were properly equipped to respond effectively to emergency situations, maintained compliance with current standards, and support the longevity and performance of our apparatus.

43. Plat Approval Subject to Conditions for Holland Estates Subdivision Phase III, a tract of land containing 15.125 acres out of Lot 27-5, West Addition to Sharyland Subdivision, located along the East side of Holland Avenue, approximately 2,868 feet North of W. Griffin Parkway. Developer: Skyview Investments Properties, LLC., Engineer: Melden & Hunt, Inc. – Cervantes

This subdivision was located along the East side of Holland Avenue, approximately 2,868 feet North of W. Griffin Parkway. The proposed Holland Estates Subdivision Phase III consisted of 60 townhome lots (2 being common lots – 60 & 50). The internal streets would be public. Peace Avenue would connect to the existing street stub to Tabasco Subdivision situated on the North side of this development. Water and Sewer services would be provided by the City of Mission. Stormwater drainage requirements meet the current standard for a 50-year storm event. The Capital Sewer Recovery Fees ($200xlot), Park Fees ($650xlot), Conveyance or Payment of Water Rights ($3000xacre) would be imposed. Water District Exclusions and all other format findings would be complied with prior to the City Council approval. All items on the subdivision checklist would be addressed prior to the recording of the plat.

44. Plat Approval Subject to Conditions for the proposed Las Palmas at Bentsen Palm Phase I (Private Subdivision), being a tract of land containing 19.072 acres out of Porcion 52, located along the West side of S. Inspiration Road approximately 4,400 feet South of Mile 1 S. Road Developer: Rhodes Enterprises, Inc., Engineer: Melden & Hunt, Inc. – Cervantes

This development was located on approximately ¾ of a mile North of Military Road on the West side of S. Inspiration Road. Las Palmas at Bentsen Palm Phase I would be a private subdivision consisting of 80 single family residential lots, and 3 common areas 1 being a detention pond. This subdivision would have 2 access points both being from S. Inspiration Road. All internal streets would be private 32’ B-B with curb and gutters within 50’ right-of-way’s. Water and sanitary sewer would be serviced by the City of Mission. In accordance with the approved master drainage plan for the development, the required detention of 198,516 cubic feet (4.557 ac-ft) shall be provided within the proposed detention pond. The Engineering Department had reviewed and approved the drainage report. The tract of land was currently zoned Planned Unit Development (PUD) where the developer had designed the subdivision per their master plan for this area. The imposed fees included Capital Sewer Recovery Fees ($200xlot), and Conveyance or Payment of Water Rights ($3000xacre). All other format findings shall be complied with prior to the City Council approval.

45. Plat Approval Subject to Conditions for the proposed Mission Park Trails Subdivision, being a subdivision of a tract of land containing 19.139 acres being all of Lots 48 and 49, Hidden Hills Estate Subdivision located at the Southwest corner of Walsh Avenue and Business Highway 83. Developer: Mission Park Trails, LLC., Engineer: Melden & Hunt, Inc. – Cervantes

The property was located at the Southwest corner of Walsh Avenue and Business Highway 83 (Loop 374). The tract of land was currently zoned Multifamily Residential District (R-3) where the developer had designated a section for the construction of duplexes and fourplexes and a portion for townhouses. This development would be consisting of 20 duplex-fourplex lots and 89

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townhome lots and 3 common areas. This subdivision would have 3 access points all being from Walsh Avenue. All internal streets would be public and be paved within 60' right-of-way's to include 2 alleys. Water and sanitary sewer would be serviced by the City of Mission. In accordance with the City of Mission drainage policy, the peak rate of runoff in this subdivision would not be increased during the 50-year rainfall event due to the building of this subdivision. Therefore, as per attached calculations the required 138.860 cu. ft. of detention had been provided by Hidden Hills Estate Subdivision. The Engineering Department had reviewed and approved the drainage report. The imposed fees include Capital Sewer Recovery Fees ($200xlot), Park Fees ($650xlot) and Conveyance or Payment of Water Rights ($3000xacre). All other format findings shall be complied with prior to the City Council approval. All items on the subdivision checklist would be addressed prior to the recording of the plat.

46. Plat Approval Subject to Conditions for the proposed Estates at Bryan Subdivision (Private Subdivision), being a tract of land containing 10.00 acres, being a part or portion out of Lot 30-10, West Addition to Sharyland Subdivision, located along the West side of N. Bryan Road, approximately 2,505 feet North of Mile 2 Road. Developer: RAM RGV, Inc., Engineer: Melden & Hunt, Inc. – Cervantes

This development was located 2,505 feet North of Mile 2 Road on the West side of N. Bryan Road. The Estates at Bryan Subdivision would be a private subdivision consisting of 16 single family residential lots, and 2 detention ponds. This subdivision would have 1 main access point being from N. Bryan Road. The internal street would be a private 32' B-B with curb and gutters within a 50' right-of-way. Water and sanitary sewer would be serviced by the City of Mission. In accordance with the City of Mission drainage policy, the peak rate of runoff would not be increased during the 50-year rainfall event due to the building of this subdivision. Therefore, the required 32,788 cubic feet of detention would be provided within the proposed detention ponds. The Engineering Department had reviewed and approved the drainage report. The tract of land was currently zoned Large Lot Single Family Residential District (R-1A). The average lot would measure 150'x140' consistent with the R-1A zoning. The imposed fees included Capital Sewer Recovery Fees ($200xlot), Park Fees ($650xlot), and Conveyance or Payment of Water Rights ($3000xac.). All other format findings shall be complied with prior to the City Council approval. All items on the subdivision checklist would be addressed prior to the recording of the plat.

47. Plat Approval for Tanglewood at Bentsen Palm Phase V Subdivision, being a tract of land containing 11.688 acres, out of Lot 14, Del Monte Irrigation Co. Subdivision, located 150 feet East of the intersection of Falcon Drive & Kingfisher Lane. Developer: Rhodes Enterprises, Inc., Engineer: Melden & Hunt, Inc. – Cervantes

The property was located approximately 150 feet East of the intersection of Falcon Drive, Kingfisher Lane. This development consisted of 42 single-family residential lots. Water and sewer services would be provided by the City. There was a total of 3 fire hydrants via direction of the Fire Marshall. The internal streets were 32 feet back-to-back within a 50 feet right-of-ways. Access was from Falcon Drive. The storm system would discharge into an existing H.C.I.D No. 18 drain ditch, which was widened by Tanglewood Phase III to accommodate future phases. The subdivision was ready for recording.

48. Plat Approval: Sonoma Ranch Subdivision Phase II, A tract of land containing 16.14 acres of land, being a part or portion of Lot 30-9, West Addition to Sharyland located along the East side of Mayberry Road approximately 2,000 feet North of W. Mile 2 Road, Developer: Jason E. Garza., Engineer: Javier Hinojosa Engineering – Cervantes

The subdivision was located along the East side of Mayberry Road approximately 2,000 feet North of W. Mile 2 Road adjacent to the North of Sonoma Ranch Subdivision Phase I. This development consisted of 74 single family residential lots and 1 detention pond. Water and sewer services would be provided by the City. There was a total of 6 fire hydrants via direction of the Fire Marshall. The internal streets are 32 feet back-to-back within 50 feet right-of-ways. This subdivision was accessible from N. Mayberry Road and from the continuation of two streets from Sonoma Ranch Subdivision Phase I. All internal streets would be public. Storm water would be diverted by inlets and collected in an on-site detention pond with an ultimate outfall into an existing inlet along W. 2 Mile Road. The City's Engineering department had reviewed and approved the drainage report and design. The subdivision was ready for recording.

49. Approval of Resolution # 2023 distributing 64 authorized votes for the election of Appraisal District Board of Directors for 2026-2029 – Carrillo

The City of Mission may cast all of their 64 authorized votes for one candidate or distribute the votes among any number of candidates. The candidates were as follows: Richard A. Garza, George Martinez, David Moreno and Joe D. Olivarez. Recommendation of votes was as follows – Richard A. Garza, 22 votes; George Martinez, 21 votes and Joe D. Olivarez, 21 votes.

50. Authorization to Acquire and Finance a Peterbilt 520 Heil Front-End Loader Unit from Rush Truck Centers through BuyBoard Contract #723-23, Financed under Government Capital Corporation Pursuant to Local Government Code Section 271.005 at a total cost of $398,898.00 – Mendiola

Staff sought authorization to acquire and finance the purchase of a Peterbilt 520 Heil Front-End Loader Unit from Rush Truck Centers through BuyBoard Contract #723-23 at a total cost of $398,898.00, plus a $400 BuyBoard administrative fee per purchase order. Public property financing would be arranged through Government Capital Corporation pursuant to Local Government Code Section 271.005. The attached financing proposal provided three term options (5-year, 7-year, and 10-year). Staff recommended selecting the 7-year financing term, which resulted in annual payments of $69,498.15 at an interest rate of 5.224%. This acquisition would enhance the department's operational efficiency and would replace the front-end loader unit previously lost in a vehicular accident

51. Approval of Memorandum of Understanding between the City of Mission and the State of Texas for all special response teams under the State of Texas Emergency Management Assistance Teams (TEMAT) program – Mendiola

The agreement allowed local agencies to nominate and authorize personnel to be rostered and deployed as members of coordinated emergency response teams. These team members may be activated to support statewide or regional operations during emergencies or critical incidents.

By participating in the TEMAT program, our community becomes both a contributor to and a beneficiary of a more efficient, integrated, and responsive statewide emergency management system. Participation also offered personnel valuable opportunities for training, deployment in real-world operations, and the chance to bring back critical experience and best practices to strengthen local preparedness.

52. Approval for Procession Route for Walk with Christ on January 24, 2026 along Conway Ave from Griffin Pkwy to Alton Police Department – Bentsen

Seeking approval for a processional route along Conway Ave starting in the City of Mission at Griffin Pkwy., thru the City of Palmhurst, culminating at City of Alton Police Department walk was to take place on January 24, 2026. Purpose of this Christian walk was to inspire hope, purpose

and unity and to re-establish connection between people and to transform citizens of the RGV and inspire change. Support would be provided from more than 14 local churches with an expected attendance of 180-220 participants. This route was not one of the selected routes for 5 K Runs as approved by City Council August 4, 2025. Organizers had agreed to pay for needed security to be provided by Mission Police Department.

Councilwoman Ortega moved to approve all consent agenda items 20 thru 52 as presented. Motion was seconded by Councilwoman Gerlach and approved unanimously 4-0.

APPROVALS AND AUTHORIZATIONS

53. Plat Approval Subject to Conditions and Consideration of a Variance from the City's street offset requirement of a minimum of 125 feet for the Laguna Heights Subdivision located along the West side of Los Ebanos Road approximately 470 feet North of S. Mile One Road, being a 27.07 acres tract of land, out of Lot 17-2, West Addition to Sharyland Subdivision, Developer: Victor Meza & Emigdio Salinas, Engineer: M2 Engineering, PLLC – Cervantes

The subdivision was redesigned and there were no variances being requested. This site was located along the West side of Los Ebanos Road, approximately 470 feet North of S. Mile One Road. The Laguna Heights Subdivision would be a private subdivision consisting of 140 single-family residential lots, and 2 common areas. The land use for this subdivision was consistent with surrounding single-family residential lots. The subdivision would have frontage to Los Ebanos and S. Mile One Roads both to be improved by the developer and widened as indicated by the Thoroughfare Plan. All internal streets would be private to be maintained by the HOA. Water and sanitary sewer would be serviced by the City of Mission. The generated storm runoff shall be collected and conveyed by an onsite storm drainage system, consisting of curb inlets, storm drain lines, outfling to a proposed onsite detention pond, and ultimately outfling to the Hidalgo County Drainage District No. 1 Tierra Dorado Drainage Ditch located at the Northwestern corner of the proposed site. The required storage for the development was 2.33-acre-feet (97,008 CF) with a generated peak runoff rate of 92.70 CFS, a total increase of 66.51 CFS. A proposed onsite detention pond shall be installed to accommodate the required detention volume of 2.23-acre-feet (97,008 CF). The required Capital Sewer Recovery Fees ($200xlot), Park Fees ($650xlot), Conveyance or Payment of Water Rights ($3000xacre), Street widening improvements or escrows along los Ebanos and S. Mile One Roads, and all other format findings would be complied with prior to plat recording.

Staff and Co-Interim City Managers recommended approval of the Plat subject to conditions: Payment of Capital Sewer Recovery Fees, Payment of Park Fees, Conveyance or Payment of Water Rights, Los Ebanos and S Mile One Roads street widening improvements or escrows, and approval of the infrastructure from the different City departments as per the approved construction plans.

Councilwoman Gerlach moved to approve the Plat Approval Subject to Conditions with no variance request Laguna Heights Subdivision located along the West side of Los Ebanos Road approximately 470 feet North of S. Mile One Road, being a 27.07 acres tract of land, out of Lot 17-2, West Addition to Sharyland Subdivision, Developer: Victor Meza & Emigdio Salinas, Engineer: M2 Engineering, PLLC**.** Motion was seconded by Councilman Vela and approved unanimously 4-0.

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54. Board Appointments – Ambulance Board, Citizen Advisory Committee, Civil Service Commission, Keep Mission Beautiful Beautification Committee, Parks and Recreation Board, Planning and Zoning Commission, Shary Golf Course Advisory Board, Speer Memorial Library Board, Tax Increment Reinvestment Zone, Traffic Safety Committee, and Zoning Board of Adjustments – Carrillo

Ambulance Board – re-appoint Kane Dawson, Alvin Patina, Dr. Ivan Melendez and Tim Brown.

Citizens Advisory Committee – appoint Bernice Mariel Gonzalez to replace Francisco Cadena who resigned.

Civil Service Commission – re-appoint Guillermo Delgadillo.

Keep Mission Beautiful – re-appoint Luis Ortega and Cesar Omar Aguilar and appoint Christie Gonzalez to the vacant position.

Parks and Recreation Board – re-appoint Mark Minton and Maggie Guajardo-Pena.

Planning and Zoning – re-appoint Kevin Michael Sanchez and appoint David Julian Villarreal to replace Omar Guevera.

Shary Municipal Golf Course – re-appoint Benjamin Lau and Tom Lee.

Speer Memorial Library Board – re-appoint Cynthia Leon, Elizabeth Garza and Peri Ann Huntley.

Tax Increment Reinvestment Board – re-appoint Dennis Burleson, Hector Moreno and Albert Chapa and appoint Dr. Noel Garza to replace Efrain Reyna, Jr. who resigned.

Traffic Safety Committee – Re-appoint Rodolfo Trevino, Gilbert Salinas and appoint Orlando Barrera to replace Brandon Lau who resigned.

Zoning Board of Adjustments – re-appoint Humberto Garza and Dolly Elizondo.

Staff and Co-Interim City Managers recommended approval.

Councilwoman Gerlach moved to approve the Board Appointments – Ambulance Board, Citizen Advisory Committee, Civil Service Commission, Keep Mission Beautiful Beautification Committee, Parks and Recreation Board, Planning and Zoning Commission, Shary Golf Course Advisory Board, Speer Memorial Library Board, Tax Increment Reinvestment Zone, Traffic Safety Committee, and Zoning Board of Adjustments. Motion was seconded by Councilman Vela and approved unanimously 4-0.

55. Acceptance of Quarterly Report of Investments for the Quarter ending June 30, 2025 and September 30, 2025 including interest earned. – Roman

Acceptance of quarterly report required by the Public Funds Investment Act Section 2256.023 of the Texas Government Code on the total investments for the quarter ending June 30, 2025 and September 30, 2025. The total activity in investment balances for the period were $8,000,000 in increases and total decreases were $6,182,797.59, with a net of $1,817,202.41 for the quarter ending June 30, 2025 and September 30, 2025. The total interest earned on all funds year to date was $250,298.38.

This report of the City's investment portfolio was in compliance with State Law and the investment strategy and policy approved by the City Council.

Staff and Co-Interim City Managers recommended approval.

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Councilwoman Ortega moved to accept the Quarterly Report of Investments for the Quarter ending June 30, 2025 and September 30, 2025 including interest earned. Motion was seconded by Councilwoman Gerlach and approved unanimously 4-0.

56. Presentation of September 2025 Budget to Actual Report – Roman

Staff and Co-Interim City Managers recommended approval of the presentation.

Presentation only. No action taken.

57. Authorization to submit written notice to the Texas Coalition for Affordable Power, Inc. (TCAP) stating the City of Mission's intent to exit TCAP upon completion of the current energy procurement cycle ending December 31, 2027- Garcia

The City of Mission was currently participating in the Texas Coalition for Affordable Power, Inc. (TCAP) under a Professional Services Agreement and a Commercial Electricity Service Agreement (CESA) through December 31, 2027.

TCAP had notified participating members that any entity wishing to discontinue participation in the next energy procurement cycle (2028–2032) must submit formal written notice no later than December 31, 2025. Submitting timely notice allowed the City to complete the current procurement cycle without penalty while ensuring the City was not included in TCAP's future electricity procurements.

Staff was seeking authorization to issue the required written notice indicating the City of Mission's intent to exit TCAP at the conclusion of the current energy procurement cycle on December 31, 2027. This action did not terminate the existing agreement early and did not trigger early-termination damages. The City would continue receiving TCAP services through the end of the current cycle.

Staff and Co-Interim City Managers recommended approval.

Councilwoman Ortega requested to discuss this item in Executive Session.

After reconvening from executive session Councilwoman Ortega moved to submit written notice to the Texas Coalition for Affordable Power, Inc. (TCAP) stating the City of Mission's intent to exit TCAP upon completion of the current energy procurement cycle ending December 31, 2027 as recommended by staff. Motion was seconded by Councilwoman Gerlach and approved unanimously 3-0.

58. Discussion regarding Section 500.06 of the City of Mission Personnel Policy related to Vacation leave – Garcia

Staff was requesting discussion regarding Section 500.06 of the City of Mission Personnel Policy, which governed vacation leave. This item was presented to allow for a comprehensive review of the current provisions, address any operational concerns or inconsistencies, and determine whether amendments, clarifications, or updates to the policy are warranted to ensure uniform application across all City departments and alignment with organizational needs.

Staff and Co-Interim City Managers recommended approval.

Mayor Garza requested to discuss this item in Executive Session

After reconvening from executive session Councilwoman Gerlach moved to table Discussion regarding Section 500.06 of the City of Mission Personnel Policy related to Vacation leave. Motion was seconded by Councilwoman Ortega and approved unanimously 3-0.

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UNFINISHED BUSINESS

None

At 5:59 p.m., Councilman Vela motioned to move into Executive Session. Motion was seconded by Councilwoman Ortega and approved unanimously 4-0.

EXECUTIVE SESSION

Councilman Vela stepped out of the meeting at 7:59 p.m.

At 7:59 p.m., Councilwoman Ortega motioned to reconvene. Motion was seconded by Councilwoman Gerlach and approved unanimously 3-0.

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

No Action

2. Closed session pursuant to Tex. Gov't Code Section 551.071 (Personnel Matters) regarding City Attorney's resignation

No Action

3. Closed session pursuant to Tex. Gov't Code Section 551.071 (Consultation with Attorney) and Tex. Gov't Code Section 551.071 (Personnel Matters) regarding designation of an attorney and/or law firm to provide general legal services for the City of Mission.

No Action

ADJOURNMENT

At 8:01 p.m., Councilwoman Gerlach moved for adjournment. Motion was seconded by Councilwoman Ortega and approved unanimously 3-0.

_____

Norie Gonzalez Garza, Mayor

ATTEST:

_____

Anna Carrillo, City Secretary

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CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: January 13, 2026

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

AGENDA ITEM: Acknowledge Receipt of Minutes – Terrazas / A. Garcia
Shary Golf Course Advisory Board – November 5, 2025
Zoning Board of Adjustments – September 24, 2025
Citizen's Advisory Committee – October 29, 2025
Speer Memorial Library – September 16, 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 *JPT / AG*

RECORD OF VOTE:

APPROVED: _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING_____

SHARY GOLF COURSE ADVIOSRY BOARD MINUTES
NOVEMBER 5TH, 2025

- **Call to Order**
  - Mr. Isaac Martinez called the meeting to order.

- **Roll Call**
  - The following board members were present: Isaac Martinez, Ben Lau, Toby Garza, Joe Salinas. Thomas Lee, Nacho Pecina.
  - The following board members were absent: Javier Barrera
  - The following staff members and others were present: Michael Fernuik Golf Director, Carl Davis MEDC Board Member, Candace Rodriguez MEDC.

- **Approval of Minutes**
  - The minutes from the October 8th, 2025 were approved as written. Motion made to accept Thomas Lee, seconded Ben Lau, approved unanimously.

- **Golf Director's Report**
  - Presentation of the Nigh Golf Logo. Candace Rodriguez from the MEDC presented the "Starlight at Shary" Night logo. Presentation included the number of current night golf courses in the country, demographics and the logo design itself. The logo design details were explained along with the "icon" and possible marketing concepts available to the city with the new night logo. Questions were asked regarding the logo and other core logo variations.
  - Progress Report on Holes 19 to 27 Greens are being fertilized every 3rd day trying to get as much growth as fast as we can before it turns cold. The laser zoysia is not the fastest growing turf, so it is behind the fairway, tees and surrounds grass. Information was provided to the board for the ideal growing combined temperatures (daily low & high) for the zoysia grass. The sod farm owners for this grass gave us a visit and saw all 9 greens and provided Efrain with some valuable grow in advice. No more top dressing and no machinery (rolling) on the putting surface. Water & fertilize only and limit everything else. A lighting walk through was done on October 27, 2025 with Musco, Zitro and Michael Fernuik, Golf Director, Carl Davis MEDC to address some adjustments that needed to be made. Zitro will schedule a lift with crane to reach the tops of the poles for these adjustments. The MUSCO project manager will take part in the adjustments which will be done after sunset to ensure best results.
  - FY Revenue Report ending 9/30/25. The financial statement was presented to the board through September 30th, 2025. Revenues exceeded budget by $135K. Compared to the same period last year revenues increased by $235K. All line items exceeded 100% of budget with the exception of food & beverage sales. .

- **Public Participation**
  - None

- **Unfinished Business**
  - On Course Restrooms was given the notice to proceed by city council The selected company is in the process of getting everything lined up to begin. Perimeter fencing was discussed in detail with the rod iron type being the favorite if it can be afforded. Chain link would be the last option unless it can be coated. Second choice would be cable & post, but it was agreed upon that it would not deter anyone from entering the grounds. ACM Andy Garcia came on the phone mentioning the snap on fencing next to the walk paths at Lion's Park. It was decided to get the cost per linear foot of different options. No Trespassing signs were discussed and to be ordered through the streets department by Michael Fernuik. The main objective is still to keep people out and have the fence compliment the monies being spent on the course. The restaurant operation was discussed and the possibility of the city having to go out for RFPs. There was more discussion on this subject regarding the potential gain for the city.

- **Chairman's Comments**
  - The board made numerous comments regarding irrigation issues, equipment, aerification, other maintenance practices, condition of #5 green and when the purchase of the new greens mower was going to happen for 19 thru 27.

- **Adjournment**
  - Meeting was adjourned at 6:30 pm.

ZONING BOARD OF ADJUSTMENTS
SEPTEMBER 24, 2025
CITY HALL'S COUNCIL CHAMBERS

ZBA PRESENT	ZBA ABSENT	STAFF PRESENT	GUESTS PRESENT
Alberto Salazar	William Ueckert Jr.	Xavier Cervantes	Gail Smith
Humberto Garza		Susie De Luna	Craig King
Heraclio Flores		Jessica Munoz	Olga Galvan
Dolly Elizondo		Alex Hernandez	Moulay Omar Hadroune
		Elisa Zurita	Guillermo Guerrero

CALL TO ORDER

Chairman Flores called the meeting to order at 4:30 p.m.

CITIZENS PARTICIPATION

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

There was none.

APPROVAL OF MINUTES FOR AUGUST 27, 2025

Chairman Flores asked if there are 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 # 1
TO ALLOW A 1-FOOT REAR SETBACK INSTEADOF THE REQUIRED 10-FOOT AND A 4-FOOT SIDE SETBACK INSTEAD OF THE REQUIRED 5-FOOT FOR A 14'-4"X14'-4" PURGULA AT 2503 SAN ESTEBAN STREET, BEING LOT 54, SHARYLAND PLANTATION VILLAGE LOS CABOS PHASE 2 SUBDIVISION AS REQUESTED BY MOULAY OMAR HADROUNE

Mr. Cervantes stated that the subject site was located along the North side of San Esteban Street, approximately 65 feet East of Grand Canal. Meadow Country Club Phase 1B was recorded on March 17, 1987. The subject lot has a total area of 7,276 square feet. The Sharyland Village Los Cabos Phase 2 Subdivision was recorded on November 12, 2012. The subject property is an irregularly shaped lot with a depth of 127.00 feet, a front width of 60.58 feet, and a rear width of 54.00 feet. The applicant is requesting a variance to keep a 14'-4" by 14'-4" pergola within the 10' rear setback and 5'side setback. The pergola was constructed without a building permit.
The Planning staff has not received any objections to the request from the surrounding property owners. Staff mailed out 17 legal notices to surrounding property owners. No variances have been processed in this subdivision. There is a 10-foot utility easement along the rear of the property. Colored and flags mean: Red; electrical power, and Orange; cable, and telephone

STAFF RECOMMENDATION:

Staff recommends denial. this request does not qualify as an undue 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, and 2) obtain a building permit fee.

Chairman Flores asked what the red markings were.

Mr. Cervantes stated that the red markings meant utilities were within the 10-foot setback.

Ms. Elizondo asked if the homeowner was a member of a homeowner's association.

Mr. Cervantes replied, Yes.

Ms. Elizondo asked if the homeowner's association was notified.

Mr. Cervantes replied that all the property owners in this subdivision are members of the HOA.

Mr. Salazar stated that he was not seeing any history of variances. He added that the board usually gets a list of variances.

Mr. Cervantes replied that there was no history of variances on this subdivision phase.

Mr. Salazar stated that this would be the first variance.

Mr. Cervantes replied that plantation village was developed in phases. So, for this phase, it was the first variance.

Chairman Flores asked if the applicant was present.

Mr. Moulay Omar Hadroune, who resides at 2503 San Esteban, was present.

Chairman Flores asked what the purpose of his request was.

Mr. Hardroune mentioned that he didn't know he needed a permit since his neighbors had the same structures. He stated that he had no intention of breaking the law or the city of Mission rules.

Mr. Garza asked how long ago the pergola was built.

Mr. Hardroune replied early this year.

Ms. Elizondo asked if Mr. Hardroune submitted his plans to an architectural control committee of the HOA?

Mr. Hardroune replied that after the pergola was built, he received a letter that he needed to apply for a permit. I submitted the design, but was told that I had to go through the city.

Ms. Elizondo stated that she meant his home. She asked, when your home was built, did you submit your plans to an architectural control committee?

Mr. Hardroune replied no.

Mr. Garza asked when the property was purchased, was the home already there, or did he built his home.

Mr. Hardroune replied that the home was already built.

Ms. Elizondo stated Oh, okay, I misunderstood. I thought you built it.

Mr. Garza stated that he stepped away for a minute. He added did the HOA approve the pergola? Has he gotten approval from them?

Mr. Cervantes replied that a representative from the HOA was present.

The representative from the HOA, Ms. Gail Smith, was present. She mentioned that she was the association manager, and that the plans were submitted to the HOA in December 2024, and it was denied due to the setbacks, and that they didn't allow metal roofing on coverings for pergolas. She also mentioned that the pergola was against the community fence, which was common property, and if the pergola damaged the fence, Mr. Hardroune could be subject to a fine.

Ms. Elizondo asked if Ms. Smith had anything in writing indicating that Mr. Hardroune applied.

Ms. Smith replied, that she did, but not with her.

Ms. Elizondo stated that there was awareness that there was an HOA. She added, However, it was submitted and denied, and the pergola was still built.

Mr. Cervantes stated, to clarify things. I think he applied after it was built.

Ms. Smith replied that he applied in December of 2024. I don't know if the pergola was built or not, but I know that he applied and it was denied.

Ms. Elizondo stated that it was last year. She added that on the timeline is mentioned that in August 2025, his first application was submitted to the City.

Ms. Cervantes stated that the HOA denied it, and he went ahead and built it.

Mr. Hardroune mentioned that he built it. He stated that he received a letter asking him to apply for a permit, and applied. I did not ask for a permit and did it anyway.

Ms. Smith stated that she didn't know the timeline, that she just knew that an application was received in December 2024 and it was denied.

Mr. Hardroune replied ok, my mistake. It was last year, but after I built it, I applied.

Mr. Salazar asked that the fines that the HOA can administer have nothing to do with whether the board approves the variance or not.

Mr. Garza asked if there was a way that the homeowner could adjust the building somehow to relocate the poles to clear the easement, and considered removing the metal roof.

Ms. Smith replied that there was a 10-foot setback, but it doesn't look like there was enough room.

Mr. Garza asked if there were other approved variances in that subdivision.

Mr. Salazar replied no.

Mr. Cervantes mentioned that when a home is purchased, the paperwork tells you if there is an HOA. He added that when he purchased the home, he was notified about the HOA.

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

There was none.

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

Mr. Garza stated that he would like to table the item to see the application where the HOA denied it.

Chairman Flores stated that the applicant had mentioned that he built it after the fact.

Mr. Garza retracted his motion.

There being no further discussion. Chairman Flores entertained a motion. Ms. Elizondo moved to deny the variance request. Mr. Salazar seconded the motion. Upon a vote, the motion passed unanimously.

Chairman Flores entertained a motion to un-table Item #2. Mr. Salazar moved to un-table item #2. Mr. Garza seconded the motion. Upon a vote, the motion passed.

ITEM # 2
TABLED: TO ALLOW 15 FOOT REAR SETBACK INSTEAD OF THE REQUIRED 20 FEET FOR A POOL HOUSE, AT 2004 E. 20TH STREET, BEING LOT 36, SHARY PALMS UT 7 SUBDIVISION, AS REQUESTED BY GUILLERMO GUERRERO

Mr. Cervantes stated that this item was previously considered by ZBA on August 27, 2025, and was tabled. The board requested a revised site plan showing the location of the proposed pool within the property in order to decide. The applicant submitted a revised site plan. The applicant is requesting a variance to construct an 800 square foot pool house within the 20' rear setback to Glasscock Road. Shary Palm UT 7 Subdivision was recorded on August 17, 1998. The irregular lot measures a total of 14,493 square feet. The subject site is located at the cul-de-sac of Cardinal and E. 20th Street. The lots to the east, west, north, and south are developed as Single-Family Residences. The Planning staff has not received any objections to the request from the surrounding property owners. Staff mailed out 27 legal notices to surrounding property owners. Staff notes that ZBA granted a variance for this lot to have a 0' side setback for a shade porch and a 1.9' rear setback for a palapa on November 17, 2021. ZBA has considered the following variance within this subdivision.

Subdivision-Variance-Date-Recommendation
Lot 35-4' side setback-11/9/99-Approval
Lot 25-4.8' side setback-8/13/02-Approval
Lot 36-0' side &1.9' rear setbacks-11/17/21-Approval

The City of Mission Code of Ordinances Appendix A – Zoning, Section 1.17 states ZBA may: "Permit the reconstruction, extension, or enlargement of a building occupied by a nonconforming use on the lot or tract occupied by such building provided such reconstruction does not prevent the return of such property to a conforming use", and "Authorize in specific cases a variance from the terms of a zoning ordinance if the variance is not contrary to the public interest and, due to special conditions, a literal enforcement of the ordinance would result in unnecessary hardship, and so that the spirit of the ordinance is observed and substantial justice is done." There is a state law, HB 1475, 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; Compliance would result in a loss to the lot on which the structure is located of at least 25 percent of the area on which development may physically occur; Compliance would result in the structure not complying with a requirement of a municipal ordinance, building code, or other department; Compliance would result in the unreasonable encroachment on an adjacent property or easement; or o The municipality considers the structure to be nonconforming.

STAFF RECOMMENDATION:
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, 2) obtaining a building permit, and 3) paying a double permit fee.

Mr. Salazar stated that in the last meeting, he wasn't a yes vote because the location of the pool was not shown. He mentioned that he wanted to understand why Mr. Guerrero wanted to encroach on the setback.

Mr. Cervantes mentioned that the pool will be complying with the setback requirements. The variance being requested is for the pool house. He added that along Glasscock Road, there was a 20-foot rear setback.

Mr. Salazar asked if there was a history of existing variances in the subdivision.

Ms. Munoz replied that the property being discussed previously had an approved variance.

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

Mrs. Olga Paez who resides at 1903 Cardinal was present. She mentioned that she lived right i of the applicant requesting the variance. She stated that she just wanted someone to explain to her in Spanish what the applicant was proposing to do.

Mr. Cervantes explained in Spanish to Mrs. Olga Paez what Mr. Guerrero was proposing.

Mrs. Paez asked if what Mr. Guerrero was proposing to built was a pergola?

Mr. Cervantes replied that it was a pool house.

Mrs. Paez stated that all she wants is for the machines for the pool not to make noise and for Mr. Guerrero not to build all the way to the fence line. She added that she had no problem with a pool house.

Mr. Cervantes replied that if Mrs. Paez still had problems with the noise, she could file a complaint with the justice of the peace.

Ms. Elizondo stated that the board had asked the applicant to provide a site plan showing where the machines for the pool would be located.

Mr. Salazar replied that the site plan included the pool. He added that he wanted to see the reason why he needed the pool house to be constructed where he wanted it.

Mr. Garza stated that his main concern was that he wanted to build over a utility easement.

Mr. Salazar asked if Mrs. Paez knew that there was previously an approved variance on her side of the fence?

Mrs. Paez replied that she was aware of some pergolas Mr. Guerrero had built, but that her main concern was not that. She mentioned that her main concern was that Mr. Guerrero wouldn't build all the way to her fence.

Chairman Flores asked if the applicant was present.

Mr. Guillermo Guerrero, who resides at 2004 E 20th Street, mentioned that he was the owner of that residence. He stated that the reason he was asking for the five feet over towards the Glasscock side was because on the east side, there's a sidewalk and a shower. He stated that for him to move it to the east was going to be very difficult because that would have to knock down the sidewalk and shower, which was an expense that had been built back in 2015, when the variance was approved. The utilities in that area have been rerouted, the electrical and the main line would run right through the middle, where I'm proposing to build.

Mr. Salazar asked what the concrete slab shown in the aerial was.

Mr. Guerrero replied that it was where he used to have an above-ground pool.

Mr. Salazar asked if the equipment for the pool was where the small square on the aerial was.

Mr. Guerrero replied no, the equipment was behind the 20-foot rear setback on the aerial.

Mr. Salazar stated in the previous meeting my question was simple: why do you need to go aga setbacks, plat notes, and city ordinances? In the rendering you provided, it still shows you have enough room.

Mr. Guerrero replied If I don't get the variance approved, I won't be able to build the pool house that I like.

Mr. Salazar stated that in theory, you could push it forward or make it smaller.

Mr. Guerrero replied that it's not impossible, but it's really going to throw off the square footage and look irregular from one side.

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

There being no further discussion. Chairman Flores entertained a motion. Ms. Elizondo moved to approve the variance. Chairman Flores seconded the motion. Upon a vote, the motion passed unanimously.

Chairman Flores entertained a motion to un-table Item #3. Ms. Elizondo moved to un-table item #3. Mr. Salazar seconded the motion. Upon a vote, the motion passed.

ITEM # 3
TABLED: A 1' REAR SETBACK INSTEAD OF THE REQUIRED 10' AND A 1' SIDE SETBACK INSTEAD OF THE REQUIRED 6' FOR A 10' BY 8' SHED, AT 1909 W. 26TH STREET, BEING LOT 37, MONTECRISTO SUBDIVISION, AS REQUESTED CRAIG KING

Mr. Cervantes stated that this item was previously considered by ZBA on August 27, 2025 and was tabled. The applicant is requesting a variance to keep an already-constructed shed structure. City officials from the Code Enforcement Division noticed the carport structure and gave the property owner notice of violation for the construction of the structure without a building permit. He mentioned the staff did request for a utility lines to be spotted. He stated that is the shed that we're going to be discussing. He added there is spectrum lines within the under the shed and the applicant is aware that the utility company may remove the shed.

Chairman Flores asked if the utility was only spectrum if its power utility.

Mr. Cervantes stated It's only a spectrum utility line. He mentioned to the board that they could vote denial, or they could approve it with the hold harmless for the shed.

Chairman Flores asked if the applicant was present.

Mr. Craig King stated the utilities had told him the red line was in front of the shed, that it didn't go underneath it. He mentioned he wasn't aware the utility was running underneath the shed.

Mr. Cervantes explained to Mr. King that he is aware that if a utility company needs to come in and do repairs that they may remove the shed.

Mr. King stated yes.

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

The board stated no.

Ms. Elizondo asked if the shed is metal.

Mr. Cervantes stated yes, it's all metal.

Mr. Salazar asked how long has the shed been there.

Mr. Cervantes stated it has been there for three years.

Mr. Salazar asked if that falls in the 3-year rule.

Ms. Elizondo stated the board had done that during the last meeting.

Mr. Cervantes stated they had used the 3-year rule for the pergola.

Ms. Elizondo stated the board tabled the item last meeting while the applicant locates the utility location.

Mr. Cervantes stated the patio structure was determined as per the appraisal district, it had been there less than 3 years. He mentioned staff is not considered it anymore. He added at the last meeting the shed was tabled.

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.

Mr. Salazar asked if the variance was for the shed and not the carport.

Mr. Cervantes replied yes that's correct only for the shed.

Chairman Flores stated if the board did approve the shed. He added the board would have to approved subject to a hold harmless agreement.

Mr. Salazar asked if there was a history of existing variances in the subdivision.

Mr. Cervantes stated No, that it was a new subdivision.

Mr. Salazar stated he feels like every time they approve a variance; the board sets a precedence.

There being no further discussion. Chairman Flores entertained a motion. Mr. Garza moved to approve the variance request subject to a hold harmless agreement. Mr. Salazar seconded the motion. Upon a vote, the motion passed unanimously.

ADJOURNMENT

There being no further business, Ms. Elizondo moved to adjourn. Mr. Garza seconded the motion. Upon a vote, the motion passed unanimously at 5:09 p.m.

Heraclio Flores, Chairman
Zoning Board of Adjustments

CITIZEN'S ADVISORY COMMITTEE
October 29,2025
Regular Meeting

Members Present	Members Absent	Staff Present
Lorenzo Garza-Chairman	Monika Rosales- Flores	Michael J. Elizalde
Emigdio Villanueva, Jr.-Vice Chairman	Ruben Davila Lozano	Esther G. Rivera
Roxanne Méndez		Martha Lopez
Zoreida Lopez		
Marsha Terry		
Clarisa Y. Ríos		

Call Public Hearing to Order and Establish Quorum

The meeting was called to order by Chairman Garza at 5:30 p.m. Roll was taken by Ms. Rivera, who reported that seven members were present. With a quorum established, the meeting proceeded as scheduled.

Citizens Participation

Chairman Garza invited any citizens present to address the Board regarding items on the agenda or other concerns. No citizens were in attendance, and no public comments were received. Chairman Garza then proceeded to the next agenda item.

Discussion and Recommendation to Approve Minutes for Public Hearing/Regular Meeting held on September 24, 2025

Chairman Garza asked the members if they had reviewed the minutes of the Public Hearing/Regular Meeting held on September 24, 2025. Following a brief discussion, Chairman Garza requested a motion for approval. Vice Chairman Villanueva moved to approve the minutes as presented, and Ms. Rios seconded the motion. The motion carried unanimously (6–0).

Other Business:

A. Progress Report: CDBG-September

Ms. Rivera presented the September unofficial progress reports for CDBG expenditures to date, including updates on funded agencies, housing activities, and administrative costs. She reported that the Children's Advocacy Center did not use all of its funding for the current year and will de-obligate the remaining balance of $7,074.70, which will be carried over and reprogrammed for the next fiscal year. She also gave an update on Affordable Homes, noting that the organization was given a deadline of November 15 to expense the remaining funds; one applicant has already closed successfully, and updates on the other two applicants have not yet been received. Ms. Rivera continued with an update on the Public Works Department project for the Astroland storm sewer improvements, explaining that the project is still pending an invoice and the department expects to receive an invoice for about $104,000 in the coming weeks. She also provided an update on the manhole project, stating that it will be carried over into the next fiscal year. Chairman Garza expressed concern about the manhole project not being able to expense the funds as planned. Mr. Elizalde acknowledged the chairman's concerns and informed the committee that the project is currently at a standstill due to issues with the workmanship of the materials that is being use on the manholes.

Lastly, Ms. Rivera reported that the two rehabilitation bids have been approved, and the Purchasing Department has issued a notice to the contractor to submit their insurance and any required documents so they can move forward and meet with the homeowners. After a brief discussion, Chairman Garza requested a motion to approve the CDBG September progress report as presented. Ms. Terry moved for approval, Ms. Mendez seconded the motion, and the motion carried unanimously (6– 0).

B. Progress Report: CDBG-CV September

Ms. Rivera presented the September unofficial progress reports for CDBG-CV expenditures to date, noting that all funds have now been fully exhausted. Following a brief discussion, Chairman Garza requested a motion to approve the CDBG-CV September progress report as presented. Vice Chairman Villanueva moved for approval, Ms. Mendez seconded the motion, and the motion carried unanimously (6-0)

Citizen's Advisory Committee Members/Director's Comments:

A. Chairman's Comments

Chairman Garza expressed concern about the remaining CDBG funds in the current fiscal year allocations.

B. Committee Member's Comments

Ms. Lopez raised concerns regarding project management oversight and recommended that Public Works supervisors or other project managers become more involved in the management of ongoing projects. Ms. Terry also brought up Bannworth Park and asked if there were any updates on what will be done with the park moving forward.

C. Director's Comments

Mr. Elizalde spoke about the department completing subrecipient training courses and mentioned that they will be developing quarterly project report updates. He thanked the committee for their time and concluded his comments.

Adjourn

Chairman Garza inquired if there were any additional items for discussion. Hearing none, he requested a motion to adjourn the meeting. Ms. Terry moved to adjourn, and Ms. Mendez seconded the motion. The motion carried unanimously (6–0), and the meeting was adjourned at 5:55 p.m.

_____

Lorenzo Garza, Chairman

SPEER MEMORIAL LIBRARY BOARD

The Speer Memorial Library Board met for its regularly scheduled meeting on September 16th, 2025, at Speer Memorial Library.

A. **Call to order**

The Meeting was called to order by Cynthia Leon at 5:00 p.m.

Attendance was taken.

Present:	**Absent:**
Cynthia Leon	
Elizabeth Garza	
Perri Ann Huntley	
Lina Cruz	
Mayra Rocha	
Jeff Taylor	
Rose Mary Gallagher	

Library Staff Present:
Yenni Espinoza, Library Director & Lulu Garcia, Library Supervisor

1. **Approval/Disapproval of Absences**

No absences needed to be approved, as all members of the Speer Memorial Library Board were present.

2. **Board Minutes**

Lina Cruz presented the board minutes. Mayra Rocha moved to approve the minutes as presented for the May 27th, 2025, Speer Memorial Library Board Meeting. Perry Ann Huntley seconded the motion, and the motion passed unanimously.

3. **Treasurer's Report**

Perry Ann Huntley stated that the current balances in both the Breyfogle and MacDonald accounts. She points out that the McDonald's account shows $5,815.00; however, that will be reflected as $0 once the Shush booths arrive in December. The McDonald's interest $6600.45 With an ending balance after the Payment for one of the Shush Boths 615.45. The treasurer's report was filed for audit as presented.

B. Routine Business

4. HCLS

Yenni Espinoza, Library Director, reported that Insignia has been successful so far and that Edinburg is now also moving back to TLC. Yenni Espinoza let the board members know that even though McAllen and now Edinburg would no longer share the same system, patrons can still borrow books from those libraries through the interlibrary loan system, ShareIt, which also allows returns at any location. She also shares that Palmview Public Library will be joining the system, bringing the total to 14 libraries. She also shares plans to establish committees for specific aspects, such as cataloging and circulation, to ensure equal services are provided county-wide.

5. Librarian's Report

Yenni Espinoza presented the Board members with the monthly reports up to the day of the meeting, covering May through August. The library offered multi-generational programming for children, teens, and adults, with a strong focus on literacy, creativity, and hands-on engagement. Summer Reading Programs served as the core of the activities, with children participating in movies, arts and crafts, story time, cooking, Play-Doh days, and games; teens enjoying book clubs, art workshops, author meet-and-greets, themed events, and a final celebration that included a movie screening; and adults engaging in creative workshops, book club discussions, and a digital literacy class. These programs were further enhanced through partnerships with local organizations, including the Upper Valley Art League, the fire department, and local authors. Although attendance statistics and August highlights for children and teens were not publicly documented, the summer programs were generally successful in encouraging community participation, learning, and social engagement, with recognition and prizes given to participants. Speer Memorial Library continues to serve as a vibrant hub for educational and recreational programs for all ages. She also mentions that the summer reading program was very successful, especially considering the increased adult participation compared to previous years.

C. Any Discussion or Action on Board Items -

There was no discussion or action on board items at the time of the meeting.

D. Unfinished Business –

Yenni Espinoza states that during the last meeting, the board discussed the scholarship fund agreement and how it will be attached to the application to begin collecting funds. Elizabeth Garza moved to approve the scholarship fund agreement, Lina Cruz seconded, and the motion passed unanimously.

Cynthia asks for an update on the legislature of the two items that were to affect public libraries. Yenni Espinoza shares that only one was passed, which no longer protects librarians from potential civil suit, and that it will come into effect in 2026. The other one that passed would only affect the list of books that public schools can purchase for their collection.

E. New Business –

For New Business, Yenni Espinoza shares that the library has received the letter of certification as an accredited library for 2026 from the Texas State Library and Archives Commission. She shares that the library is meeting all expectations for this certificate, except for the number of higher-level staff members who hold a Master's in Library Science. She shares that the library will be able to pass this year due to being a member of HCLS; however, a new employee will be hired this year who also has an MLS, which will help the numbers. The library, however, meets state requirements in all other areas, including staff, hours, activities, attendance, and facilities.

9. Appointment of new board officers

Mrs. Cynthia appointed a committee to nominate new officers for the upcoming year. Voting will take place at the December meeting. Elizabeth Garza moved to appoint Mayra and herself to the committee. Perry Ann Huntley seconded the motion, and the motion passed unanimously.

F. Announcements or Remarks

President Cynthia Leon will step down from her position as president at the start of the new year.

10. Acceptance and use of Donation in Memory of Michael Abbot Manuel

Yenni Espinoza shares how the Manuel Family would like to donate in memory of a previous Library Board Member, Michael Abbas Manuel. She also shares that the donation will go towards books for book discussions.

The next Speer Memorial Library Board meeting is tentatively scheduled for December 9, 2025.

At 5:00 p.m.

G. Adjournment

Elizabeth Garza made a motion to adjourn the meeting, and Jeff Taylor seconded the motion, which passed unanimously. Cynthia Leon adjourned the meeting at 5:58 p.m.

Library Board Secretary _____ Date 12/03/2025

(Lina Cruz)

CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: January 13, 2026

PRESENTED BY: Edgar Gonzalez, EIT., Deputy City Engineer

AGENDA ITEM: Authorization to Solicit for Bids for the purchase of Waterline Maintenance Supplies for the Public Works Department – Gonzalez

NATURE OF REQUEST:

Staff respectfully requests authorization to solicit bids for the purchase of waterline maintenance supplies for the Public Works Department. These supplies are essential to support routine maintenance activities and emergency repair operations for the City of Mission's water distribution system. Purchases will be made on an as-needed basis in accordance with operational requirements.

BUGETED: Yes **FUND:** Utility **ACCT. #:** 02-412-64325

BUDGET: $150,000 **EST. COST:** $ **CURRENT BUDGET BALANCE:** $61,055

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_____

City Of Mission
Pricing Schedule
Bid Name: Waterline Maintenance Supplies for the Public Works Department

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

Item No.	BASE TERM (ONE YEAR) Description	UOM	ESTIMATED QTY.
1	¾'' LINEAR FEET OF POLYETHYLENE TUBING AWWA C-901	Feet	2,000
2	1'' LINEAR FEET OF POLYETHYLENE TUBING AWWA C-901	Feet	2,000
3	1'' MIPT x COMPRESSION CORP. STOP (S1100-4 OR EQUAL)	Each	50
4	¾'' 3-PART UNION (C44-33 OR EQUAL)	Each	150
5	1'' 3-PART UNION (C44-33 OR EQUAL)	Each	150
6	1''x 3/4'' 3-PART UNION (C44-33 OR EQUAL)	Each	50
7	1''x 3/4'' METER NUT X COMPRESSION ANGLE STOP	Each	100
8	1'' METER NUT X COMPRESSION ANGLE STOP	Each	100
9	¾'' METER NUT X COMPRESSION ANGLE STOP	Each	150
10	1'' COMPRESSION x ¾'' U-BRANCH	Each	10
11	¾'' ANGLE STOP U-BRANCH	Each	100
12	24'' MANHOLE COVER	Each	75
13	24'' MANHOLE RING AND COVER	Each	50
14	24'' BOLT DOWN MANHOLE RING AND COVER	Each	20
15	30'' MANHOLE COVER	Each	10
16	30'' MANHOLE RING AND COVER	Each	10
17	30'' BOLT DOWN MANHOLE RING AND COVER	Each	5
18	2'' DRESSER (2.34''-2.63')	Each	40
19	4'' x 10'' DRESSER (4.22''-5.66'')	Each	20
20	6'' x 10'' DRESSER (6.23''-7.60'')	Each	20
21	8'' x 10'' DRESSER (8.40''-9.75'')	Each	40
22	10'' x 10'' DRESSER (10.50''-12.12'')	Each	10
23	12'' x 10'' DRESSER (12.50''-14.38'')	Each	10
24	16'' x 10'' DRESSER (17.32''-19.20'')	Each	4
25	2'' x 7'' 2.35''-2.63'' FULL CIRCLE CLAMP	Each	40
26	4'' x 7'' 4.74''-5.14'' FULL CIRCLE CLAMP	Each	40
27	4'' x 7'' 4.95''-5.35'' FULL CIRCLE CLAMP	Each	60
28	4'' x 7'' 5.22''-5.62'' FULL CIRCLE CLAMP	Each	10
29	6'' x 7'' 6.85''-7.24'' FULL CIRCLE CLAMP	Each	40
30	6'' x 7'' 7.05''-7.45'' FULL CIRCLE CLAMP	Each	40
31	6'' x 7'' 7.45''-7.85'' FULL CIRCLE CLAMP	Each	10
32	8'' x 7'' 8.99''-9.39'' FULL CIRCLE CLAMP	Each	20
33	8'' x 7'' 9.27''-9.67'' FULL CIRCLE CLAMP	Each	30
34	10'' x 7'' 11.04''-11.44'' FULL CIRCLE CLAMP	Each	5
35	10'' x 7'' 11.34''-11.74'' FULL CIRCLE CLAMP	Each	5
36	10'' x 7'' 11.75''-12.15'' FULL CIRCLE CLAMP	Each	5
37	12'' x 7'' 13.10''-13.50'' FULL CIRCLE CLAMP	Each	5
38	12'' x 7'' 14.00''-14.40'' FULL CIRCLE CLAMP	Each	5
39	4'' x 12'' 4.74''-5.14'' FULL CIRCLE CLAMP	Each	5
40	4'' x 12'' 4.95''-5.35'' FULL CIRCLE CLAMP	Each	5
41	4'' x 12'' 5.22''-5.62'' FULL CIRCLE CLAMP	Each	5
42	6'' x 12'' 6.85''-7.24'' FULL CIRCLE CLAMP	Each	5
43	6'' x 12'' 7.05''-7.45'' FULL CIRCLE CLAMP	Each	5
44	6'' x 12'' 7.45''-7.85'' FULL CIRCLE CLAMP	Each	5
45	8'' x 12'' 8.99''-9.39'' FULL CIRCLE CLAMP	Each	5
46	8'' x 12'' 9.27''-9.67'' FULL CIRCLE CLAMP	Each	5

47	10'' x 12'' 11.04''-11.44'' FULL CIRCLE CLAMP	Each	5
48	10'' x 12'' 11.34''-11.74'' FULL CIRCLE CLAMP	Each	5
49	10'' x 12'' 11.75''-12.15'' FULL CIRCLE CLAMP	Each	5
50	12'' x 12'' 13.10''-13.50'' FULL CIRCLE CLAMP	Each	5
51	12'' x 12'' 14.00''-14.40'' FULL CIRCLE CLAMP	Each	5
52	8'' x 15'' 8.99''-9.39'' FULL CIRCLE CLAMP	Each	5
53	8'' x 15'' 9.27''-9.67'' FULL CIRCLE CLAMP	Each	5
54	10'' x 15'' 11.04''-11.44'' FULL CIRCLE CLAMP	Each	5
55	10'' x 15'' 11.34''-11.74'' FULL CIRCLE CLAMP	Each	5
56	10'' x 15'' 11.75''-12.15'' FULL CIRCLE CLAMP	Each	5
57	12'' x 15'' 13.10''-13.50'' FULL CIRCLE CLAMP	Each	5
58	12'' x 15'' 14.00''-14.40'' FULL CIRCLE CLAMP	Each	5
59	16'' x 15'' 17.65''-18.90'' FULL CIRCLE CLAMP	Each	5
60	16'' x 15'' 17.10''-17.50'' FULL CIRCLE CLAMP	Each	5
61	16'' x 15'' 17.15''-17.90'' FULL CIRCLE CLAMP	Each	5
62	16'' x 15'' 18.46''-19.21'' FULL CIRCLE CLAMP	Each	5
63	4'' SEWER REPAIR COUPLING PVC-PVC GxG SDR26	Each	50
64	6'' SEWER REPAIR COUPLING PVC-PVC GxG SDR26	Each	30
65	8'' SEWER REPAIR COUPLING PVC-PVC GxG SDR26	Each	20
66	10'' SEWER REPAIR COUPLING PVC-PVC GxG SDR26	Each	4
67	12'' SEWER REPAIR COUPLING PVC-PVC GxG SDR26	Each	4
68	15'' SEWER REPAIR COUPLING PVC-PVC GxG SDR26	Each	4
69	4'' RUBBER FERNCO COUPLING PVCXCLAY	Each	100
70	6'' RUBBER FERNCO COUPLING PVCXCLAY	Each	50
71	8'' RUBBER FERNCO COUPLING PVCXCLAY	Each	20
72	10'' RUBBER FERNCO COUPLING PVCXCLAY	Each	10
73	12'' RUBBER FERNCO COUPLING PVCXCLAY	Each	10
74	15'' RUBBER FERNCO COUPLING PVCXCLAY	Each	4
75	16'' RUBBER FERNCO COUPLING PVCXCLAY	Each	4
76	2'' REPAIR COUPLING C160	Each	40
77	3'' REPAIR COUPLING C160	Each	4
78	4'' REPAIR COUPLING C160	Each	20
79	6'' REPAIR COUPLING C160	Each	20
80	8'' REPAIR COUPLING C160	Each	20
81	10'' REPAIR COUPLING C160	Each	10
82	12'' REPAIR COUPLING C160	Each	10
83	4'' REPAIR COUPLING C900 (HARCO)	Each	10
84	6'' REPAIR COUPLING C900 (HARCO)	Each	20
85	8'' REPAIR COUPLING C900 (HARCO)	Each	30
86	10'' REPAIR COUPLING C900 (HARCO)	Each	10
87	12'' REPAIR COUPLING C900 (HARCO)	Each	10
88	16'' REPAIR COUPLING C900 (HARCO)	Each	10
89	4'' MEGALUG (WITH ACCESSORIES)	Each	40
90	6'' MEGALUG (WITH ACCESSORIES)	Each	40
91	8'' MEGALUG (WITH ACCESSORIES)	Each	40
92	10'' MEGALUG (WITH ACCESSORIES)	Each	20
93	12'' MEGALUG (WITH ACCESSORIES)	Each	30
94	16'' MEGALUG (WITH ACCESSORIES)	Each	10
95	VALVE BOXES W/COVER	Each	150
96	24'' CEMENT DONUT	Each	100
97	30'' CEMENT DONUT	Each	50
98	2'' GATE VALVE WITH OPERATING NUTS THREAD x THREAD	Each	40
99	3'' GATE VALVE FL x FL	Each	4
100	4'' GATE VALVE MJ x MJ	Each	10
101	4'' GATE VALVE FL x FL	Each	4
102	4'' GATE VALVE MJ x FL	Each	4
103	6'' GATE VALVE FL x FL	Each	6
104	6'' GATE VALVE MJ x MJ	Each	20

105	6'' GATE VALVE MJ x FL	Each	10
106	8'' GATE VALVE MJ x MJ	Each	20
107	8'' GATE VALVE MJ x FL	Each	4
108	10'' GATE VALVE MJ x FL	Each	2
109	10'' GATE VALVE MJ x MJ	Each	4
110	12'' GATE VALVE MJ x MJ	Each	4
111	12'' GATE VALVE MJ x FL	Each	4
112	16'' GATE VALVE MJ x MJ	Each	4
113	16'' GATE VALVE MJ x FL	Each	2
114	3'' FIRE HYDRANT MUELLER, AMERICAN DARLING AND KENNEDY	Each	4
115	4'' FIRE HYDRANT MUELLER, AMERICAN DARLING AND KENNEDY	Each	15
116	5'' FIRE HYDRANT MUELLER, AMERICAN DARLING AND KENNEDY	Each	10
117	¾'' LINEAR FT. PVC SCH40	Feet	1000
118	1'' LINEAR FT. PVC SCH40	Feet	500
119	1 1/2'' LINEAR FT. PVC SCH40	Feet	500
120	2'' LINEAR FT. PVC SCH40	Feet	1000
121	4'' LINEAR FT. PVC SCH40	Feet	500
122	4'' LINEAR FT. C900	Feet	200
123	6'' LINEAR FT. C900	Feet	500
124	8'' LINEAR FT. C900	Feet	300
125	10'' LINEAR FT. C900	Feet	200
126	12'' LINEAR FT. C900	Feet	200
127	16'' LINEAR FT. C900	Feet	100
128	4'' LINEAR FT. SEWER PIPE DR26	Feet	500
129	6'' LINEAR FT. SEWER PIPE DR26	Feet	500
130	8'' LINEAR FT. SEWER PIPE DR26	Feet	300
131	10'' LINEAR FT. SEWER PIPE DR26	Feet	100
132	12'' LINEAR FT. SEWER PIPE DR26	Feet	100
133	15'' LINEAR FT. SEWER PIPE DR26	Feet	50
134	6'' CAST IRON CLEAN OUT BOOT	Each	10
135	4'' PVC ADAPTER SCH 40 X SCH35	Each	60
136	4'' PUSH ON 45° SDR 26	Each	100
137	4'' SLIP X SLIP 45° SCH40	Each	100
138	6'' X 4'' PUSH ON WYE	Each	20
139	8'' X 4'' PUSH ON WYE	Each	20
140	6'' X 4'' PVC TAP SADDLE W/SS STRAPS	Each	20
141	8'' X 4'' PVC TAP SADDLE W/SS STRAPS	Each	20
142	4'' BACK WATER VALVE	Each	40

CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: January 13, 2026

PRESENTED BY: Edgar Gonzalez, EIT., Deputy City Engineer

AGENDA ITEM: Authorization to Award RFB 26-105-11-26 for Ready Mix Concrete to 57 Concrete, LLC - Gonzalez

NATURE OF REQUEST:

The City of Mission has accepted and opened two (2) bid responses for Ready Mix Concrete. Staff recommends awarding bid to 57 Concrete, LLC, who is the lowest responsible bidder meeting all specifications, with a bid of $125/cy.

Recommendation is based solely on estimated quantities and orders will be placed on an as needed basis Contract will be for a period of one (1 year, commencing from the date of award. The City of Mission, and contingent upon mutual agreement of both parties, shall reserve the option to renew this contract for an additional (2) consecutive, one (1) year periods at the end of the service period. The total duration of this contract, including renewals, shall not exceed three (3) years.

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

BUDGET: $400,000 **EST. COST:** $55,000 **CURRENT BUDGET BALANCE:** $184,000

BID AMOUNT: $53,125.00

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 _____

BID NAME/NUMBER: 26-105-11-26 / Ready Mix Concrete

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

Vendor Name:	DIT Construction	57 Concrete, LLC.
Street address:	1245 Casetta Run	4877 Western Rd.
City, State:	New Braunfels, TX 78130	Mission, TX 78572
Phone:	(210) 802-9982	(956) 974-5147
Fax:		
Contact:	Richard M. Acosta II, Pres.	Juan L. Valenzuela Baidon
Email:	DITWithrich@gmail.com	jvb@57concrete.com

	DESCRIPTION:	UOM in Cubic Yards	Estimated Qty.	Unit Price	Total Extended Price	Unit Price	Total Extended Price
1	**Ready Mix Concrete**	CY	425	$198.00	$84,150.00	$125.00	***$53,125.00***
	ADDENDUMS			None		None	
	1st. Yr. Renewal			10.00%		0.00%	
	2nd. Yr. Renewal			10.00%		0.00%	
	Number of Hours/Days to Deliver Product			72 Hours		24 Hours	

Note: Amounts in ***bold italics*** have been corrected mathematically

Lowest Responsible, and Responsive Bidder: 57 Concrete, LLC.

BID NAME/NUMBER: 26-105-11-26 / Ready Mix Concrete

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

Vendor Name:	DIT Construction	57 Concrete, LLC.
Street address:	1245 Casetta Run	4877 Western Rd.
City, State:	New Braunfels, TX 78130	Mission, TX 78572
Phone:	(210) 802-9982	(956) 974-5147
Fax:		
Contact:	Richard M. Acosta II, Pres.	Juan L. Valenzuela Baidon
Email:	DITWithrich@gmail.com	jvb@57concrete.com

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

CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: January 13, 2026

PRESENTED BY: Edgar Gonzalez, EIT., Deputy City Engineer

AGENDA ITEM: Ratification of emergency repairs to the Madero Water Tower pursuant to General Exemption §252.022(a)(3), in the amount of $30,100, awarded to South Texas Elite Industrial; a budget amendment will be presented at midyear. - Gonzalez

NATURE OF REQUEST:

Pursuant to General Exemption §252.022(a)(3) of the Texas Local Government Code, which exempts purchases necessary due to unforeseen damage to public machinery or equipment, staff is requesting authorization to ratify emergency expenditures for the Madero Water Tower developed a leak in the riser that supplies water to the water tower bowl resulting in tower not being able to hold water and leaking all the water supply out of tank. Repairs being done were as follows 40ft. – 8'' Stainless Steel Pipe, 30 ft of additional overflow pipe to be replaced, 12 – 24'' Metal Patches welded on bottom of water bowl. Added epoxy mastic to top of water bowl to prevent further corrosion.Request to ratify payment to South Texas Elite Industrial in the amount of $30,100.00. A corresponding budget amendment will be presented at midyear.

BUGETED: No **FUND:** Utility – Water Distribution **ACCT. #:** 02-412-44622

BUDGET: $6,000 **EST. COST:** $30,100 **CURRENT BUDGET BALANCE:** $687

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_____

SOUTH TEXAS ELITE INDUSTRIAL

INVOICE

705 W LOS CHARCOS DR
MISSION,TX 78572
Phone (956) 605-9587
heraldo.reyes@southtexaseliteindustrial.com

DATE: December 2 ,2025
invoice# 10013

BILL TO
City of Mission Madero tower

DESCRIPTION	UNIT PRICE	AMOUNT
Scope of Work & Additional Charges		
Remove the existing 8"pipe and bottom 90, Everything has been replace	$ 1,200.00	
with new stainles steel material		
Remove 40 feet pipe from inside confined space and replace with new	$ 6,000.00	
Stainles steel pipe		
Labor Cost (include scaffolds)	$ 9,800.00	
Additional Materials:		
10ft of stainles steel 8"pipe for confined space overflow line		
.12 - 24-inch metal patches to be weld on the tower shell for repairs	$ 6,600.00	
.30 ft of additional pipe for overflow exit-	$ 6,000.00	
.buff top of the shell and repair all damge areas with epoxymastic 9100 base	$ 500.00	
	TOTAL	$30,100.00

Make all checks payable to SOUTH TEXAS ELITE INDUSTRIAL
If you have any questions concerning this invoice, please contact us.

THANK YOU FOR YOUR BUSINESS!

CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: January 13, 2026

PRESENTED BY: Anna Carrillo, City Secretary

AGENDA ITEM: Authorization to execute the First One-Year Renewal for Bid No. 25-133-12-04, Printing and Mailing Services with Upper Valley Mail Services, LLC. - Carrillo

NATURE OF REQUEST:

The City of Mission entered into a contract with Upper Valley Mail Services, LLC under Bid No. 25-133-12-04 for Printing and Mailing Services. Term of the contract was for one (1) year with two (2) one-year renewal options. Mailing services are utilized on a daily basis, printing services is utilized on an as needed basis. This request is to exercise the first one-year renewal under this contract.

This renewal period will extend the contract from January 30, 2026 thru January 29, 2027 at a 0% increase in price.

BUGETED: Yes **FUND:** General **ACCT. #:** 01-417-54490

BUDGET: $ 2,500.00 **EST. COST:** $ 2,200.00 **CURRENT BUDGET BALANCE:** $ 2,150.00

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_____

Upper Valley Mail Services, LLC
1418 Beech Ave Ste 109
McAllen, TX 78501

December 10, 2025

City of Mission
1201 E. 8th Street
Mission, Texas 78572

Subject: **One-Year Renewal Option Acceptance - Printing and Mailing Services**
Bid No. 25-133-12-04

Dear City of Mission,

We appreciate the opportunity to continue providing Printing and Mailing Services to the City of Mission under Bid No. 25-133-12-04. This letter serves as our formal confirmation that we agree to the one-year renewal option for the contract.

We acknowledge and accept the renewal term of **January 30, 2026, through January 29, 2027,** at a **0% increase in price** from the current contract rates. The USPS rates will be the only change in price.

We look forward to continuing our partnership and providing reliable, high-quality service to the City. Should you require any additional documentation or have further questions, please feel free to contact us.

Sincerely,

Patrick Hettler, President
Upper Valley Mail Service, LLC

BID NAME/NUMBER: 25-133-12-04 / Printing and Mailing Services

OPEN DATE: December 11, 2024 2:00 PM CST

Vendor Name:	Upper Valley Mail Services, LLC.	Liles Legacy Group, Inc.
Street address:	1418 Beech Ave., Ste. 109	2640 E. League City Parkway, Ste. 104
City, State:	McAllen, TX 78501	League City, TX 77573
Phone:	(956) 668-7678	(281) 549-4459
Fax:		
Contact:	Patrick J. Hettler	Naijah Liles
Email:	postman217@aol.com	naijah@lileslegacygroup.com

	DESCRIPTION:	UOM	Estimated Piece Qty:	Unit Price	Total Extended Price	Unit Price	Total Extended Price
	Mail Pick-up Services						
1	Daily Mail Pick-up Monthly Services	Monthly	12	*.095 per piece*		*$85.00 per day*	*$1,700 per month*
	Printing and Mailing Services						
2	Daily Mail Pick-up Monthly Services	20,000 and under	20,000	***$0.858***	$17,160.00	$2.19	$43,800.00
3	Daily Mail Pick-up Monthly Services	20,001 and over	30,000	***$0.788***	$23,640.00	$1.98	$59,400.00
	1st year renewal option				0.0%		1.0%
	2nd year renewal option				0.0%		2.0%
	Addendums			Yes		Yes	

Apparent Low Bidder: Upper Valley Mail Services, LLC.

Note:

BID NAME/NUMBER: 25-133-12-04 / Printing and Mailing Services

OPEN DATE: December 11, 2024 2:00 PM CST

Vendor Name:		Upper Valley Mail Services, LLC.	Liles Legacy Group, Inc.	
Street address:		1418 Beech Ave., Ste. 109	2640 E. League City Parkway, Ste. 104	
City, State:		McAllen, TX 78501	League City, TX 77573	
Phone:		(956) 668-7678	(281) 549-4459	
Fax:				
Contact:		Patrick J. Hettler	Naijah Liles	
Email:		postman217@aol.com	naijah@lileslegacygroup.com	
DESCRIPTION of FORMS:				
	Solicitation Signed		Yes	Yes	
	Terms & Conditions Included		Yes	Yes	
	Sub-Contractor List		Yes	Yes	
	Non-Collusive		Yes	Yes	
	Pricing Schedule		Yes	Yes	
	Addenda(s)		Yes	Yes	
	Gen. Business Questionare		Yes	Yes	
	References		Yes	Yes	
	CIQ				
	Debarrment				

CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: January 13, 2026

PRESENTED BY: Noemi Munguia, Human Resources Director

AGENDA ITEM: Authorization to Engage a Retirement Consulting Services Provider for 457(b) Program Enhancements via cooperative Omnia contract R221201 at an annual asset-based fee of 20 basis points (0.20%) - Munguia

NATURE OF REQUEST:

Staff recommends approval of an agreement with HUB International, Ltd. to provide retirement consulting services for enhancements to the City's voluntary 457(b) deferred compensation program. The consultant will evaluate the program's investment menu, conduct an investment fee analysis, and assist with implementing National Association of Governmental Defined Contribution Association (NAGDCA) best practices, including governance and fiduciary oversight, participant engagement, education and training, and record retention and compliance.

The provider's compensation structure includes an annual asset-based fee of 20 basis points (0.20%), assessed using a tiered or breakpoint methodology based on total plan assets.

The recommended provider was procured through Cooperative Services Contract No. R221201 for Employee Benefits and Retirement Enrollment Administrative Services, Region 4 ESC – TX, via Omnia Partners, Public Sector.

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

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

BID AMOUNT: _____

STAFF RECOMMENDATION:

Staff is recommending approval of agreement with HUB International, Ltd. for retirement consulting services for making enhancements to the city's 457(b) deferred compensation program, a voluntary supplemental retirement program available to employees.

Departmental Approval: Finance, Purchasing

Advisory Board Recommendation: N/A

City Manager's Recommendation: Approval *AG*

RECORD OF VOTE:

APPROVED: _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____

Consulting Agreement

Plan Profile – Summary of Services – Fees

Effective Date 01/13/2026

Plan Profile

* = required information

Name of Plan*			
City of Mission 457(b)			
Name of Employer/Plan Sponsor ("Client")*	**Address***		
City of Mission	1201 E. 8th Street		
Employer Tax ID*	**City***	**State***	**Zip***
74-6001738	Mission	TX	78572
Plan Tax ID *(if different than Employer ID)*	**Phone Number***	**Email***	
	(956) 580-8719	nmunguia@missiontexas.us	

Name of Recordkeeper/Platform Provider[1]*	Plan ID
MissionSquare	302539

Consultant Representative(s)*	Comp Code*
Garrett Pittman	

Additional information about Client and the Plan may be added to Exhibit A attached hereto.

Summary of Services

Check all that apply. A description of each service may be found in Exhibit B, attached hereto.

Available Services
☑ Service Provider Liaison
☑ Plan Governance and Education
☐ Participant Enrollment – up to _____ sessions/year
☐ Participant Education – up to _____ sessions/year
☐ Financial Wellness Services[2]
☑ Plan Search Support/Vendor Analysis
☑ Benchmarking Services
☑ Assistance Identifying Plan Fees
☑ Plan Design Consulting[3]
☐ Other (describe services in Additional Comments section on page 2)

Clear Page

[1] If more than one platform provider, please input the additional providers in the Additional Information section in Exhibit A.
[2] Separate fees may apply.
[3] Please see Fees section on next page.

Fees and Expenses

Check all that apply.

☒ **Annual Asset-Based** 20.000 **bps or Tiered or Breakpoint***	**Frequency:** ☐ Monthly ☒ Quarterly ☐ Semi-Annually ☐ Annually** **Timing:** ☐ In advance ☒ In arrears | **Billing:** ☒ Plan Assets[4] ☐ Client[5]
☒ **Annual Flat Fee** $ _____	**Frequency:** ☐ Monthly ☒ Quarterly ☐ Semi-Annually ☐ Annually** **Timing:** ☐ In advance ☒ In arrears | **Billing:** ☐ Plan Assets[4] ☐ Client[5]
☐ **One-time Project Fee** $ _____ ☐ Plan Assets ☐ Client	**Please attach a Statement of Work regarding the project.**
☐ **Ongoing Project Fees[6]** ☐ Education ☐ Enrollment	**Education:** $ _____ per _____ session | **Enrollment:** $ _____ per _____ session **or** **Education:** $ _____ for _____ sessions | **Enrollment:** $ _____ for _____ sessions *(Travel expenses not included)*
☐ **Settlor Services** $_____ /year Settlor fees cannot be paid out of plan assets. See Section 3.a(1) regarding Fees and Expenses permitted to be paid out of plan assets, and those that are not (i.e., settlor expenses).	**For Hybrid Fees,** when fees include a combination of asset-based and flat fees, please complete both the Asset-Based and Flat Fee sections. **For COLA adjustments,** please identify the amount or formula, the frequency and when the adjustment should be made in Additional Comments and Notes below. ****Annual Payments,** Annual payments cannot be paid in advance. Advanced payments may only be made semi-annually or a lesser frequency

Additional Comments and Notes

Services to be provided under OMNIA Partners Contract # R221201

☐ Tiered or ☐ Breakpoint[7]

Value of Plan Assets	bps
$0 -	
-	
-	
-	
and up	

Clear Page

[4] By checking this box, Client is authorizing and instructing the recordkeeper/platform provider to deduct Fees from Plan Assets. Fees shall be calculated according to the method and valuation as determined by Client's agreement with the recordkeeper/ platform provider.

[5] By checking this box, Fees will be billed by Consultant to the Client based on the valuation at the end of the time period, due upon receipt and as specified herein.

[6] Complete this section only if education or enrollment fees will be charged separately.

[7] A "tiered basis" will multiply the stated fee percentage for each separate asset range to the applicable plan assets in the asset range. The products of those calculations will then be added together to calculate the total fee. A "breakpoint basis" will multiply the total plan assets by the stated fee percentage for the highest applicable asset range to calculate the total fee.

Agreement

This CONSULTING AGREEMENT ("Agreement") is made by and between HUB Investment Partners, LLC ("Advisor"), through its investment advisor representatives (each an "Advisor Representative"), and the above-referenced client ("Client") regarding the retirement plan identified in the Plan Profile (singularly and collectively, the "Plan"). Consultant and Client shall be individually referred to as a "Party" or collectively, as the "Parties." This Agreement shall be effective as of the Effective Date upon an authorized designated employee of Consultant signing the Agreement.

1. ACKNOWLEDGEMENT AND DISCLOSURES

a. Client acknowledges that sufficiently before this Agreement, it received information from Consultant regarding the Services (as defined below), compensation, and any conflicts of interest to make an informed decision to engage Consultant ("Disclosure Materials").

b. Client acknowledges that the Disclosure Materials, including but not limited to Sections 2, 3, 6.a, 6.c, and 10 of this Agreement, satisfy any disclosures required by Applicable Law (as defined below).

c. "Applicable Law" includes, as the circumstances permit, the Employee Retirement Income Security Act of 1974 ("ERISA"); the Internal Revenue Code ("Code"); state laws applicable to retirement plans, and privacy and information security laws governing the use, disclosure, and safeguarding of nonpublic personal information.

2. SERVICES

Consultant, through its Consultant Representatives, agrees to provide the services selected above in the Summary of Services, as more fully described in Exhibit B ("Services"). Consultant shall not provide, nor be deemed to be providing, any services to the Plan or Client other than the Services expressly agreed to in this Agreement. Failure to mark a box is an express indication that Consultant shall not perform such service. In addition, Consultant from time-to-time shall provide general educational services about retirement plans for Client and the participants of the Plan.

a. Cooperation. Each Party agrees to cooperate fully in the furtherance of this Agreement. Client shall provide timely and accurate data, documents, and information about the Plan, its participants and beneficiaries, assets, and other relevant information ("Information") and shall cause or authorize the Plan's custodian, recordkeeper, administrator, investment providers and other third parties ("Service Providers") to provide Information to Consultant so that Consultant can perform the Services. Client also authorizes Consultant to obtain Information from Service Providers that Consultant may reasonably require to perform the Services. Such information includes plan and participant data, and Client consents to the use of such information by Consultant in the furtherance of the Services provided herein.

Client agrees that all Information provided to Consultant shall be true, correct, timely, and complete in all material respects. Client acknowledges that Consultant may rely on such Information without verifying its accuracy, nor shall Consultant guarantee the Information that it receives. Client agrees to promptly notify, or cause the Service Providers to notify, Consultant of any changes or errors in the Information, and promptly provide any updated or additional Information as may be reasonably requested by Consultant.

Upon timely written request by Client, Consultant will timely disclose relevant information related to this Agreement which is required under Applicable Law.

b. Limitation of Services. Client understands and agrees that in providing the Services:

(1) Service Providers. Consultant will not act, or assume any duties, as the Plan's custodian, trustee, recordkeeper, third-party administrator, or other service providers to the Plan. Client shall be responsible for selecting and paying fees to these Service Providers.

(2) Administration. Consultant will not have any discretionary authority or responsibility over the administration of the Plan or for the interpretation of Plan documents, including but not limited to the determination of eligibility or participation under the Plan, benefit claims, vesting, or the approval of distributions to be made by the Plan.

(3) Tax and Legal Advice. Consultant shall not provide legal, accounting or tax advice to Client or the Plan.

(4) Class Actions. Consultant is not responsible (a) for monitoring whether any class action lawsuits have been filed pertaining to investments in the Plan, or (b) for determining whether the Plan is eligible or should participate in a class action.

(5) Plan Compliance. Consultant shall not be responsible for the Plan's compliance with the Plan's governing documents or Applicable Law, including but not limited to qualification requirements of the Code which may include receipt of a favorable qualification letter, determining or timely transmittal of plan contributions, filing of required government reports, or preparing or delivering notices or communications to the Plan's participants, or for notifying Client that any such notices or communications are required.

3. FEES AND EXPENSES

a. Fees. Client agrees to pay Consultant the fees solely for the Services provided herein, in the manner set forth on page 2 of this Agreement ("Fees"). The Fees do not include fees charged by the Service Providers, investments, insurance contracts, other investment providers, or as described in Exhibit B hereto.

(1) Plan Assets. Client represents that it shall determine and ensure that any Fees paid out of Plan assets are permissible in all respects under the Plan's governing documents and Applicable Law, and specifically authorizes such payment in accordance with Section 2, at the Consultant's direction. Client agrees that no fees or expenses related to settlor functions, such as decisions relating to formation, design, and termination of the Plan, unless otherwise permissible by Applicable Law, shall be paid out of Plan assets.

(2) Valuation. In calculating any asset-based Fees, Consultant may rely upon the valuation of assets provided by Client or the Plan's custodian or recordkeeper without independent verification. Unless Consultant agrees otherwise, no adjustments or refunds will be made in respect to any period for (a) appreciation or depreciation in the value of Plan assets during that period, (b) any partial withdrawal of assets from Plan assets during that period, and (c) all Fees shall be based on the total value of the assets in the account without regard to any debit balance.

(3) Accuracy and Errors. Client shall verify the accuracy of all Fees paid under this Agreement. Any miscalculation known to Consultant resulting in overpayment by Client or the Plan will be refunded promptly. Otherwise, Consultant shall have no liability regarding the Fees.

(4) Unpaid Fees. If any Fees remain unpaid after thirty (30) days, Client authorizes custodian or recordkeeper to pay the permissible Fees under Section 3.a(1) directly from Plan assets at the direction of the Consultant.

b. Expenses. In addition to the Fees and other expenses stated herein, Client and/or the Plan agrees to reimburse Consultant for reasonable expenses associated with responding to subpoenas, preparing documents for litigation or regulatory investigations, preparing or providing testimony in litigation or regulatory investigations (including travel or Consultant's attorneys' fees), unless Consultant and/or Consultant Representative is a party to the proceeding and is found to have engaged in intentional misconduct, gross negligence or breach of fiduciary duty.

4. CONFIDENTIALITY AND PRIVACY

Each Party (in such capacity, the "Receiving Party") agrees to keep Confidential Information (as defined below) of the other Party (in such capacity, the "Disclosing Party") in strict confidence and in a manner set forth in the Information Security section of this Agreement.

a. Confidential Information. As used in this Agreement, "Confidential Information" means (1) information designated by the Disclosing Party as confidential, (2) information that is reasonably and customarily construed as proprietary or confidential, and (3) information deemed to be "nonpublic personal information," "personally identifiable information," or similar terms as defined under Applicable Law.

b. Exceptions. The term Confidential Information does not include any information which (1) is in the public domain through no fault or breach by the Receiving Party in violation of this Agreement, (2) was known by the Receiving Party prior to its disclosure by the Disclosing Party and was not obtained in such circumstances subject to a requirement of confidentiality, or (3) was developed independently of, and without the use of or access to, any Confidential Information exchanged under this Agreement.

c. Use. Each Party agrees not to use the other's Confidential Information for any purpose other than for the purposes and furtherance of this Agreement and not to make each other's Confidential Information available to a third-party, except that Confidential Information may be used or disclosed (1) to a Party's officers, directors or employees (and those of its affiliates) who have a business need to know such Confidential Information, (2) to a Party's attorneys, accountants, consultants, agents, independent contractors, Service Providers, subcontractors, or professional advisors who (a) have a business need to know such Confidential Information and (b) are subject to fiduciary, professional or written obligations of confidentiality substantially similar to the obligations set forth herein, (3) for general educational purposes to Client and its participants from time to time, and (4) as agreed to by the Parties for the benefit of the Plan and its participants and beneficiaries. Consultant also may use Confidential Information as described in Consultant's Privacy Policy and to enhance or improve existing services, and to develop new services, in each case under obligations of confidentiality at least as restrictive as those contained herein and in a manner that does not specifically identify any of Client's Confidential Information.

d. Permitted Disclosure. The Receiving Party may disclose Confidential Information as required to be disclosed under Applicable Law or pursuant to an order of a court or administrative body; provided, that, with regard to each such disclosure, the Receiving Party will provide the Disclosing Party with prompt notice of such request or order (to the extent permitted by Applicable Law), and shall, at Disclosing Party's option and sole expense, cooperate reasonably with the Disclosing Party in resisting the disclosure of such Confidential Information via a protective order or other appropriate legal action. If such protective order or other remedy is not obtained after commercially reasonable efforts, the Receiving Party, without liability under this Agreement, may furnish that portion of the Confidential Information that it is requested or required to be disclosed. Notwithstanding the foregoing, the Receiving Party is not required to notify the Disclosing Party if disclosure of Confidential Information is made to a regulatory agency, self-regulatory organization, or governmental agency in the course of such authority's routine examinations or inspections not targeted at the Disclosing Party and any such disclosure shall be permitted.

e. **Ownership.** All Confidential Information shall remain the sole and exclusive property of the Disclosing Party. Neither Party shall acquire any intellectual property rights of the other Party. The Parties shall not use each other's names, logos, trademarks, or other intellectual property without the prior written consent of the Party whose name, logo, trademark, or other intellectual property is contemplated for use.

f. **Return of Confidential Information.** Upon written request by the Disclosing Party, the Receiving Party shall: (1) return to the Disclosing Party all Confidential Information, all documents or media containing the Confidential Information, and any and all copies or extracts thereof, and/or (2) destroy the Confidential Information, and any and all copies or extracts thereof, and provide the Disclosing Party with written certification of such destruction signed by an authorized representative of the Receiving Party; provided, however, that the Receiving Party is entitled to retain copies of such Confidential Information as it is required to retain pursuant to Applicable Law or internal document retention policies, that are electronically stored or archived in the ordinary course of business, and for defending or maintaining any litigation relating to this Agreement, in each case subject to the confidentiality and non-use obligations set forth herein.

g. **Injunctive Relief.** A Party may seek injunctive relief pursuant to Section 14.b for any breach or threatened breach of this Section 4.

5. INFORMATION SECURITY/DATA COLLECTION

a. **Information Security.** Each Party shall maintain commercially reasonable and effective systems to safeguard against unauthorized access, disclosure, use, destruction, loss, or alteration to Confidential Information, including measures as required by Applicable Law. Each Party must hold Confidential Information to at least the same extent that the Party maintains its own Confidential Information, but no less than a reasonable standard of care or any higher standard of care as required by Applicable Law. Each Party shall provide each other with the information regarding such security safeguards upon the reasonable request of the other Party.

b. **Data Breach Notification.** In the event of an actual data, network, or security breach by a Party that affects the confidentiality of the other Party's Confidential Information, the breached Party will promptly notify the other Party subject to Applicable Law. Each Party agrees that no public statements will be made regarding a data, network or security breach involving client data without prior written approval from the other Party. The breached Party agrees to take reasonable measures to mitigate and notify about the breach pursuant to Applicable Law.

6. REPRESENTATIONS AND WARRANTIES

a. **Mutual.** Each Party represents and warrants that:

(1) It is duly organized, validly existing and in good standing under Applicable Law.

(2) It shall obtain and maintain any authorizations, permits, certifications, licenses, filings, approvals, registrations, or consents from any third party or governmental authority in connection with this Agreement.

(3) It has the full legal authority to enter into this Agreement and to perform its obligations hereunder.

(4) This Agreement constitutes a valid and binding agreement enforceable against it in accordance with its terms.

(5) It complies and will comply with Applicable Law in the performance of its obligations hereunder. If an amendment of this Agreement becomes necessary to comply with Applicable Law, it agrees to amend this Agreement as reasonably necessary to comply.

(6) It has had the opportunity to obtain independent accounting, financial, investment, legal, tax or other appropriate advice related to this Agreement; and, it has carefully read and fully understands the terms and consequences of this Agreement.

(7) It understands and agrees that Consultant Representatives are not parties to this Agreement.

b. Client. In addition to any other representations and warranties in this Agreement, Client represents and warrants that:

(1) It has the power and authority to appoint Consultant under the terms of the Plan, and to enter contractual arrangements with third parties to assist in the discharge of these and related duties.

(2) It has reviewed and considered the contents of the Agreement and has determined (a) the Services to be authorized by the Plan, consistent with and in the best interest of the Plan and its participants, and necessary for the operation of the Plan, and (b) the Fees are reasonable and appropriate for the Services rendered.

(3) It understands and agrees that Consultant and Consultant Representatives do not perform the Services as a fiduciary under Applicable Law, nor the Services considered the providing of investment advice.

(4) It will provide Consultant with copies of the Plan, trust documents, and amendments thereto, pursuant to which the Plan and trust will be administered, as well as copies of any subsequent amendments or restatements of those documents, all of which meet the applicable retirement plan and trust requirements under the Code and regulations thereunder.

(5) The individual signing the Agreement has been duly appointed by corporate action, or is duly authorized by law, to sign on behalf of the Client and Plan, and no other signatories are required.

(6) It will operate and administer the Plan in compliance with Applicable Law.

(7) It will promptly notify about and provide Consultant with any amendments to the Plan's governing documents that are reasonably expected to alter or affect Consultant's performance of Services.

(8) It understands that Consultant will not engage in activity identified in Section 2.d as part of the Services.

(9) Consultant may provide other services to plan participants when the services are independently sought by participants, including recommendations about the advisability of taking distributions from the Plan or investing distributions. These other services will not be part of the Services of this Agreement and will be pursuant to a separate agreement with the participant.

c. Consultant. In addition to any other representations and warranties in this Agreement, Consultant represents and warrants that:

(1) All personnel providing Services hereunder shall be appropriately licensed as required by Applicable Law.

(2) No judicial, administrative, or regulatory proceeding, investigation or administrative charge or complaint is pending or threatened, which could result in any material adverse change in its financial condition, operating results, or business or which would reasonably be expected to have a material adverse effect on its ability to perform its obligations hereunder.

(3) It will disclose to Client any material changes to the information regarding the Services, compensation, and conflicts of interest as soon as reasonably practicable, but not later than sixty (60) days from the date on which Consultant acquires knowledge of the material change or as otherwise required

by Applicable Law (unless such disclosure is precluded due to extraordinary circumstances beyond Consultant's control, in which case the information will be disclosed as soon as practicable).

(4) If Consultant makes an unintended error or omission in disclosing information to Client, Consultant will disclose the correct information to Client as soon as practicable but not later than thirty (30) days from the date Consultant knows of the error or omission.

(5) It does not receive any direct or indirect compensation from the providers of investment products, except to the extent those sources are used to pay the compensation due under this Agreement or to cover expenses incurred by Consultant's employees or Consultant Representatives to attend industry and educational events, as well as to learn about the provider's products and to host client events. As a result, the only compensation Consultant receives for its provision of Services under this Agreement are the fees specified herein.

7. INDEMNIFICATION

a. Consultant. Consultant shall indemnify, defend, and hold harmless Client, its directors, employees, representatives, and the Plan from and against any and all third-party claims, damages, losses, and expenses (including reasonable attorneys' fees and expenses) that arise out of or are related to Consultant's (1) material breach of this Agreement, or (2) gross negligence, or intentional misconduct; provided that, in any case, such indemnification shall not apply in the case of Client's or the Plan's breach of fiduciary duty, negligence, intentional misconduct, or breach of any applicable representations, warranties or obligations under this Agreement.

b. Client. Client and the Plan shall, to the extent permitted by Applicable Law, indemnify, defend, and hold harmless Consultant, its directors, employees, representatives, and Consultant Representatives from and against any third-party claims, damages, losses, and expenses (including reasonable attorneys' fees and expenses) that arise out of or are related to (1) Client's material breach of this Agreement, breach of fiduciary duty, gross negligence, or intentional misconduct, (2) claims related to this Agreement that are made by Client's employees or Plan participants, or (3) any acts or omissions by another Plan fiduciary or Service Provider; provided that, such indemnification shall not apply in the case of Consultant's breach of fiduciary duty, negligence, intentional misconduct, or breach of any applicable representations, warranties or obligations under this Agreement.

c. Notice and Procedure. An indemnified party seeking indemnification will promptly notify the indemnifying party of any claim for indemnification and allow the indemnifying party to control the defense of such claim; provided, however, that the failure to provide timely notice will not relieve the indemnifying party from any liability hereunder except to the extent such failure materially prejudices the indemnifying party's rights. The indemnifying party may not settle any claim (1) that involves a remedy other than the payment of money by the indemnifying party without the indemnified party's reasonable written consent; and (2) no such compromise or settlement is hereby authorized unless the indemnified party obtains a complete release of liability under such compromise or settlement. In the event the indemnifying party fails to promptly assume the defense of the claim or to promptly and reasonably conduct the defense, the indemnified party will have the right to control the defense of the claim, at the sole cost and expense of the indemnifying party.

8. LIMITS OF LIABILITY

IF PERMITTED BY APPLICABLE STATE OR FEDERAL LAW, NEITHER PARTY SHALL BE ENTITLED TO RECOVER FROM THE OTHER PARTY, NOR ITS EMPLOYEES, AFFILIATES OR AGENTS (INCLUDING CONSULTANT REPRESENTATIVES) ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL, EXEMPLARY, OR PUNITIVE DAMAGES IN CONNECTION WITH THIS AGREEMENT, EVEN IF THE OTHER PARTY HAS BEEN ADVISED OF, OR HAD REASON TO KNOW OF, THE POSSIBILITY OF SUCH DAMAGES. Consultant will not be responsible or liable for the acts, failures to act, or omissions by Client, its employees or agents, any other fiduciary of the Plan, current or former Service Providers, or any participant under the Plan.

9. NON-EXCLUSIVITY

Client understands that Consultant may perform services similar to the Services for other clients. Client recognizes that Consultant may take action in the performance of its duties for other clients (including those who may have similar retirement plan arrangements as Client) that may differ from or in the timing and nature of action taken, with respect to the Plan or Client. Consultant has no obligation to perform for Client in the same manner as it may perform for any of its other client.

10. TERM AND TERMINATION

a. **Term.** The term of this Agreement shall commence on the Effective Date and shall continue until terminated under the terms of this Agreement.

b. **Termination.** Either Party may terminate this Agreement: (1) upon thirty (30) days written notice to the other Party, (2) immediately upon a material breach (including unpaid Fees), which breach remains uncured for a period of thirty (30) days following notice thereof given by the non-breaching party, or (3) immediately when a Party files bankruptcy or receivership or is declared to be insolvent; a Party has its corporate authority revoked or has necessary licenses withdrawn, suspended or revoked by a regulatory authority; a legally enforceable and binding notice from a regulatory authority requiring a party to terminate the Agreement; or, upon the advice of counsel, continuation of this Agreement would violate Applicable Law.

c. **Fees Obligations.** If Fees are paid in arrears, Consultant shall be entitled to its pro rata fees through the date of termination. If fees are paid in advance, any unearned fees will be returned.

d. **Services.** Except as set forth herein or as agreed to by the Parties, all Services shall cease on the date this Agreement is terminated.

e. **Pending Transactions.** Termination shall not affect the liabilities or obligations of the Parties arising from transactions initiated before the date of termination, and such liabilities and obligations shall survive the termination of this Agreement until such time they have been performed.

f. **Reasonable Assistance.** Upon termination of this Agreement, Consultant agrees to provide reasonable assistance to Client in Client's transition to a new Consultant.

g. **Survival.** The following Sections shall survive termination of this Agreement: 3 – 10 and 14.

11. RESERVED

12. SUBCONTRACTORS

Consultant may engage third parties as subcontractors in the furtherance of Consultant performing the Services; provided that Consultant will oversee and be responsible for any subcontractor, and any agreement entered into between Consultant and a subcontractor is consistent with the terms of this Agreement and includes a confidentiality provision and an information security provision that is at least as restrictive as Sections 4 and 5 of this Agreement.

13. ELECTRONIC SIGNATURE AND DELIVERY

The Parties agree that this Agreement may be executed by electronic or digital signature. Client consents to receive communications, disclosures and notices in electronic format, and such consent shall continue until revoked. Client also authorizes Consultant to deliver documents and communicate with the Plan and its participants or beneficiaries using electronic means, including email and posting to a website. Client, and not Consultant, is responsible for determining whether the use of such electronic communication complies with Applicable Law.

14. DISPUTE RESOLUTION

a. **Arbitration.** In the event of any dispute arising out of or relating to this Agreement, the Parties agree first to attempt in good faith to resolve the dispute through negotiations between persons designated by each Party. If the matter is not resolved within ten (10) business days of receipt of a written request to negotiate by one Party from the other Party, then any claim or controversy arising out of or relating to this Agreement shall be resolved by binding arbitration under the Commercial Arbitration Rules of the American Arbitration Association. The Parties hereby agree that judgment upon the award by the arbitrator(s) may be entered in any court having jurisdiction.

b. **Injunctive Relief.** Notwithstanding Section 14.a, each Party acknowledges that nothing in this Agreement shall preclude either Party from seeking equitable relief, including but not limited to temporary and/or permanent injunctive relief, for any breaches of the Agreement where the non-breaching party may suffer irreparable harm and damages cannot be calculated and would be an inadequate remedy. Each party hereby waives any requirement for the posting of a bond or any other security in connection therewith.

c. **Waiver of Jury Trial.** Notwithstanding Section 14.a, if a dispute cannot be arbitrated and must be resolved in court, the PARTIES HEREBY IRREVOCABLY WAIVE THE RIGHT TO REQUEST A JURY TRIAL, TO THE FULLEST EXTENT PERMITTED BY LAW, AND ANY SUCH LITIGATION SHALL BE TRIED BY THE JUDGE SITTING AS THE FINDER OF FACT AS WELL AS THE JUDGE OF THE APPLICABLE LAW.

d. **Costs and Attorneys' Fees.** For any proceeding, claim or cause of action brought by a Party, the prevailing party shall be entitled to recover, in addition to any other amounts awarded, the reasonable legal and other related costs and expenses incurred by such party, including without limitation reasonable attorneys' fees.

15. Miscellaneous

a. **Independent Contractor.** The Parties are independent contractors of each other. Nothing in this Agreement shall create or be deemed to create a relationship of employer/employee, principal/agent, joint venture, partnership, franchise, or other legal relationship.

b. **Governing Law.** Unless preempted by federal law (including the Federal Arbitration Act), the validity, interpretation, and performance of this Agreement shall be governed by the laws of the state of the Client, without reference to its conflicts of law provisions.

c. **Entire Agreement; Binding Effect.** This Agreement, including, any exhibits, schedules, incorporations by reference, amendments and addenda, contains all of the understandings and representations between the Parties pertaining to the subject matter hereof and supersedes all previous and contemporaneous understandings, agreements, representations, warranties and communications, whether oral, written or otherwise communicated with respect to such subject matter. All provisions of this Agreement shall be binding upon and inure to the benefit of the Parties and their respective successors and permitted assigns.

d. **Severability.** If any provision of this Agreement is held to be invalid or unenforceable in any respect or for any reason, including a provision inconsistent with a current or future law or regulation, the remaining provisions will continue in full force and effect without being impaired or invalidated in any way. Any invalid or unenforceable provisions of this Agreement shall be replaced with a provision that is valid and enforceable and most nearly reflects the intent of the invalid or unenforceable provision.

e. **Amendment.** Advisor may amend this Agreement pursuant to the procedures set forth in Section 15.g. No other amendments of this Agreement shall be valid unless in writing and signed by both Parties.

f. **Assignment.** Neither Party may assign or delegate this Agreement without the written consent of the other Party; provided, however, subject to Applicable Law, that in the event of a change of control or ownership of Consultant that would result in an "assignment" under Applicable Law, Consultant may assign this Agreement pursuant to the procedures set forth in Section 15.g. Upon the completion of a permitted assignment, this Agreement shall be binding upon and shall inure to the benefit of the Parties and their respective successors and permitted assigns.

g. **Procedures for Negative Consent for Certain Amendments and Assignments.** Consultant may amend the Agreement pursuant to Section 15.e or assign pursuant to Section 15.f by giving Client at least sixty (60) days' advance written notice of the terms of the assignment or amendment. Notice shall be given in a manner set forth in Section 15.j. The notice will (1) explain the terms of the amendment or assignment, (2) fully disclose any resulting changes in the Parties because of the amendment or assignment, (3) identify the effective date of the amendment or assignment, (4) explain the other Party's rights to object to and reject the amendment or assignment, and, if applicable, to terminate the Agreement and the consequences thereof, and (5) state that pursuant to the provisions of this Agreement, if Client fails to object to the amendment or assignment before the date on which it becomes effective, Client will be deemed to have consented to the amendment or assignment. If Client rejects the amendment or assignment, Consultant will not be authorized to amend or assign this Agreement and will have authority to terminate this Agreement under Section 10.

h. **Waivers or Limitations.**

(1) Nothing in this Agreement shall in any way constitute a waiver or limitation of any rights which the Client or the Plan or any other party may have under Applicable Law.

(2) The failure of a Party to insist upon the strict performance of any of the terms and provisions of this Agreement, or the waiver by a Party or any breach or default of any of the terms and provisions of this Agreement, shall not be construed as a waiver by either Party to thereafter insist on strict performance or as a waiver of any subsequent breach or default, even if the subsequent breach or default is the same as or similar to the breach of default previously waived. No waiver by either Party shall be enforceable unless in writing and signed by the Parties.

i. **Force Majeure.** Neither Party shall be in default or otherwise liable for any delay in or failure of its performance under this Agreement to the extent such delay or failure arises directly or indirectly by reason of any cause beyond the reasonable control of such Party, including without limitation, an act of God; war; conflict; insurrection or terrorist attack(s); strikes or labor disputes; pandemic or epidemic; failure of communication lines, telephone, internet, systems or other utilities services; theft; material changes to laws, regulations, or rulings; adverse weather, power failures or events of nature; or other causes beyond the reasonable control of a Party (a "Force Majeure Event"). For the avoidance of doubt, a Force Majeure Event shall not include (a) financial distress or the inability of a Party to make a profit or avoid a financial loss, (b) changes in market prices or conditions, or (c) a Party's financial inability to perform its obligations hereunder.

j. **Notice.** All notices required by this Agreement shall be in writing and either delivered by (a) registered or certified U.S. Mail, return receipt requested and postage prepaid, (b) a nationally recognized overnight courier service, or (c) email, and shall be effective on the date of acknowledgement (by non-automated means) if delivered by email or on the date of posting if delivered by courier service or mailed. Notices shall be delivered to:

Client
The address indicated in the Plan Profile

Consultant
HUB Investment Partners, LLC
Attn: Chief Compliance Officer
900 S. Capital of Texas Highway, Suite 350
Austin, TX 78746

k. **Third-Party Beneficiary.** This Agreement shall not be construed as granting any rights or benefits to third parties, including by way of example and not limitation, participants of the Plan, independent contractors, consultants, or other agents of the Parties, unless required by Applicable Law.

l. **Headings.** All captions, headings and subheadings are for ease of reference only and in no way will be understood as interpreting, decreasing, or enlarging the provisions of this Agreement.

m. **Counterparts.** This Agreement may be executed in any number of counterparts, each of which will be deemed an original and all taken together will constitute one and the same instrument.

Signature page follows

The Parties have caused this Agreement to be executed by their duly authorized representatives to be effective as of the Effective Date.

HUB INVESTMENT PARTNERS, LLC

By: _____

Name: _____

Title: _____

Date: _____

CLIENT

By: _____

Name: _____

Title: _____

Date: _____

CLIENT

By: _____

Name: _____

Title: _____

Date: _____

CONSULTANT REPRESENTATIVE ACKNOWLEDGEMENT

By signing below, the below named Consultant Representative confirms the Services to be provided under this Agreement. Consultant Representative only confirms the Services and is not considered a party to this Agreement.

By: _____

Name: _____

Date: _____

Exhibit A – Additional Information about the Client and Plan

Additional Client Profile Information

* = required information

Mailing address (if different)		
City	State	Zip
Billing Contact*	Billing Phone*	Billing Email*

Additional Plan Profile Information

Plan Type		Participant or Trustee Directed
☐ 401(k)	☐ 401(a)	☐ Participant Directed
☐ 403(b)	☐ Other	☐ Trustee Directed
☐ 457(b)		☐ Both (explain)
Promoter Information (if applicable)		
Promoter Name:		

Clear Page

Exhibit B

Consulting Services

Service Provider Liaison. Consultant shall assist the Client by acting as a liaison to the Service Providers to the Plan, including coordinating with the Service Providers in gathering information or documents for Client, but only under instructions from Client with the understanding that Consultant will not be responsible for ensuring Client or a Service Provider completes any duties or tasks assigned to them.

Plan Governance and Education. Consultant will provide education, training, and/or guidance for the Plan's fiduciaries and/or Plan committee. Such services shall be mutually agreed to by the Parties, which may include investment education (e.g., general financial, investment and retirement information; asset allocation; and interactive investment materials), educating on fiduciary and compliance responsibilities, reviewing objectives and options available through the Plan, reviewing participant education and communication strategies and reports to monitor the Service Providers, use of spending, forfeiture or other similar accounts, developing and maintaining audit ready fiduciary files, attending periodic meetings with the Plan committee, and analyzing the Plan's investments compared to the benchmarks set by the IPS.

Participant Enrollment. Consultant will assist Client in enrolling eligible participants in the Plan, which may include conducting enrollment and educational meetings about the benefits of participating in the Plan and the impact contributing will have on retirement.

Participant Education. Consultant will provide educational services to participants. Such services may include, without providing personalized investment recommendations or advice, (1) in-person or virtual group sessions, (2) printed materials (e.g., posters, payroll stuffers, emails), (3) providing information about the Plan; general financial, investment, and retirement information; asset allocation models; market updates; interactive investment materials; and retirement options for terminated employees, (4) providing education about plan fees and expenses, and (5) helping participants assess their retirement readiness. For the avoidance of doubt regarding investment education, Consultant's services shall be provided in accordance with U.S. Department of Labor (DOL) Interpretative Bulletin 96-1.

Financial Wellness Services. Consultant will provide financial wellness services through interactive software that it licenses to use with participants or refer Client to an affiliated or unaffiliated third party that provides such wellness services. Such services do not involve the provision of personalized investment advice or recommendations. Such services may require Client to enter into a separate agreement with the affiliated or unaffiliated third party and pay a fee for such services in addition to the Fees paid herein. If Client pays for wellness services out of Plan assets, Client understands that only participants of the Plan (and not all of Client's employees) may receive such services.

Plan Search Support/Vendor Analysis. Consultant will assist Client with the preparation, distribution and/or evaluation of requests for proposals or requests for information from current or potential vendors for selection by the Plan, as well as interviewing such potential vendors. Consultant also will assist Client with conversions to the selected vendor. In performing service provider search support services, Consultant acts solely in a non-investment capacity.

Benchmarking Services. Consultant will provide Client with comparisons of Plan data (e.g., regarding fees, services, participant enrollment and contributions) to data from the Plan's prior years and/or a benchmark group of similar plans.

Assistance Identifying Plan Fees. Consultant will assist Client in identifying and monitoring the fees and other costs borne by the Plan for items specified by Client, including investment management, recordkeeping, participant education, participant communication and/or other services provided to the Plan.

Plan Design Consulting. Consultant will consult with Client about amending an existing Plan, terminating an existing Plan, or creating a new Plan, as Client may reasonably request and in advance of the change. This service is intended to be limited in scope, incidental to the Services otherwise contemplated by this Agreement, and paid for directly by the Client or, if permitted by Applicable Law, the Plan.

CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: January 13, 2026

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

AGENDA ITEM: Authorization to submit program application for the FY26 E-Rate administered by the Universal Service Administrative Co. for Telecommunications, Internet Access and Internal Connections- Elizalde

NATURE OF REQUEST:
The City of Mission Speer Memorial Library is seeking authorization to submit program application for the FY26 E-rate program administered by the Universal Service Administrative Co. for Telecommunications, Internet Access and Internal Connections and to solicit RFP as required by the program. The E-Rate program supports school and libraries across the U.S. and ensures that they are connected to information and resources through the internet. The city will seek Category 1 services pertaining to data transmissions services and Internet access and Category 2 pertaining to internal connections, managed internal broadband services, and basic maintenance of internal connections.

-Services will include but not limited to Direct Internet, P2P fiber, Firewall and UPS's.
-Category 1 90% Discount Rate on Eligible Items (No RFP required and no set budget or cap for individual schools/libraries, but rather funding is demand-driven up to the FCC's overall program cap (around $4 billion annually)
-Category 2 85% Discount Rate on Eligible Items with available secured funds of up to $264,766.80 to be used FY 2026-2030 (RFP required)

STAFF RECOMMENDATION:

Approval

Departmental Approval: Finance

Advisory Board Recommendation: N/A

City Manager's Recommendation: Approval *AG*

RECORD OF VOTE:

APPROVED: _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING_____

#141664 - SPEER MEMORIAL LIBRARY

Category Two Budget Status

Category Two Budget information presented below reflects data starting in FY2016.

2026 - 2030

2026 (Budgeted Entity)

Show column definitions

Budget Status	Budget	Total In-Review Requested Costs	Total Committed Costs	Total In-Review Requested and Committed Costs	Remaining Budget	
Forecast	$264,766.80	$0.00	$0.00	$0.00	$264,766.80	View Details

CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: January 13, 2026

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

AGENDA ITEM: Authorization to solicit RFP pertaining to FY26 E-Rate Category 2 administered by the Universal Service Administrative Co. - Elizalde

NATURE OF REQUEST:
The City of Mission Speer Memorial Library is seeking authorization to solicit a Request for Proposal (RFP) pertaining to the FY26 E-rate program administered by the Universal Service Administrative Co. The E-Rate program supports school and libraries across the U.S. and ensures that they are connected to information and resources through the internet. The City will seek Category 2 pertaining to internal connections, managed internal broadband services, and basic maintenance of internal connections.

-Services will include Firewall and UPS's
-Category 2 85% Discount Rate on Eligible Items with available secured funds of up to $264,766.80 to be used FY 2026-2030

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

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

BID AMOUNT: $ _____

STAFF RECOMMENDATION:

Approval

Departmental Approval: Purchasing

Advisory Board Recommendation: N/A

City Manager's Recommendation: Approval *AG*

RECORD OF VOTE:

APPROVED: _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____

City of Mission Scope of Services

RFP Name/No.: E-Rate Program, Administered by the Universal Service Administrative Co. / xx-xxx-xx-xx

I. Scope of Work: The City of Mission is soliciting Request for Proposals ("RFP") from interested qualified firms for E-rate FY 2026 Category Two Services. Proposals must include a pricing worksheet and include the installation (one time) costs (if any). Must adhere to all E-rate deadlines and regulations.

II. Scope of Service: Vendors must bid on all items and one vendor will be awarded the entire proposal. The preferred manufacturer and model have been stated; equivalent will be considered if RFP specs are met or equivalent. Provide and possess a valid SPIN. If any product is discontinued, please replace it with the new model that replaced product. For more information: https://www.usac.org/e-rate/applicant-process/before-you-begin/eligible-services-list/. Nonequivalent or incomplete proposals will be considered disqualified.

III. Services and Price sheet: QTY 1 Firewall and Installation. QTY 4 UPS's and Installation

CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: January 13, 2026

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

AGENDA ITEM: Authorization to solicit requests for proposals from vendors for professional services to provide Grant Writing, Administration, Management and Consulting Services for State and Federal Grant and/or Loan Programs - Elizalde

NATURE OF REQUEST:

The Grant Administration Department is seeking authorization to solicit requests for proposals from vendors for professional services to provide Grant Writing, Administration, Management and Consulting Services for State and Federal Grants and/or Loan Programs. The professional service agreement will ensure the City has access to specialized expertise necessary to identify competitive funding opportunities, maintain compliance with complex program requirements, and maximize the successful acquisition and management of external funding in support of City priorities and community needs

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

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

BID AMOUNT: $ _____

STAFF RECOMMENDATION:

Approval

Departmental Approval: Finance, Purchasing

Advisory Board Recommendation: N/A

City Manager's Recommendation: Approval *AG*

RECORD OF VOTE:

APPROVED: _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____

Scope of Work

City of Mission is seeking a well-qualified grant research, application, and grant administration service provider(s) (Provider) to assist the city in undertaking an overall resource development strategy to support securing and administering grants to fund partially or completely projects and activities identified by the city.

These Opportunities are anticipated to be available, but not limited to: Bipartisan Infrastructure Law (BIL); Coastal Bend Bays and Estuaries Program (CBBEP); Coastal Erosion Planning Response Act (CERPA); Gulf of Mexico Energy Security Act (GOMESA); National Marine Fisheries Service (NMFS); National Ocean Service (NOS) National Oceanic and Atmospheric Administration (NOAA); National Sea Grant Program; North American Development Bank (NADBank); Texas Coastal Management Program (CMP);Texas Commission on Environmental Quality (TCEQ); Texas County Transportation Infrastructure Fund (CTIF); Texas Historical Commission (THC); Texas Department of State Health Services (DSHS); Texas Department of Public Safety; Texas Department of Transportation (TxDOT); Texas General Land Office (GLO) Excluding CDBG Disaster Recovery and Mitigation; Texas Department of Agriculture (TDA) Excluding TDA TxCDBG; Texas Division of Emergency Management (TDEM); Texas Parks and Wildlife; Texas Railroad Commission; Texas Sea Grant – TX A&M; Texas State Soil and Water Conservation Board; Texas Water Development Board; US Coast Guard (USCG); US Department of Agriculture (USDA); US Department of Commerce; Economic Development Administration (EDA); National Telecommunications and Information Administration (NTIA); US Department of Energy (DOE); US Environmental Protection Agency (EPA); US Department of Homeland Security; US Department of Housing and Urban Development (HUD); US Department of Housing and Urban Development – Community Development Block Grant Entitlement Programs (HUD-CDBG); US Department of the Interior-Fish and Wildlife Service; US Federal Emergency Management Agency (FEMA); US Department of Transportation (US DOT); US Department of Transportation – Federal Aviation Administration (FAA); US Treasury-Resources & Ecosystems Sustainability Tourist Opportunities & Revived Economics of the Gulf Coast States Act (RESTORE Act); and Other Funding Programs from the above-named agencies.

1. Project Description

Research, Application, and Administrative Services

The Research, Application and Administration services provider to be hired, if awarded, will provide related Research, Application and Management services, including but not limited to the following areas:

Scope Development

The Provider will assist in developing scope(s) for grant research and potential applications based on the city's approved list of projects and activities. The Provider will work with the city and engineer(s), if applicable, to evaluate and provide desired benefits and likelihood of success in securing grants as a result of the research and needs for applications to be compliant with any eligibility criteria as established in the grant Notice of Funding Opportunity.

Implementation Services

Provider will undertake Research, Application and Management services of construction and/or non-construction projects based on scope development. The selected service provider throughout the assigned work should be cognizant of all applicable provisions of 2 CFR 200 for federal programs and assure that all activities related to its work are in compliance.

SCOPE OF SERVICES REQUESTED

Providers will assist the City of Mission by identifying grant funding opportunities through comprehensive grant research that align with the city's identified needs and priorities. Upon authorization from the city, Providers will prepare and submit grant applications for selected opportunities. Additionally, Providers will perform grant administration services on behalf of the city for any awarded grants.

Respondents must be qualified to deliver services across the full grant lifecycle, including Grant Research, Application Preparation, and Grant Administration. These services may include, but are not limited to, environmental compliance, property acquisition, general administration, and project delivery.

All program administrative support services must be conducted in accordance with the requirements outlined in 2 CFR Part 200, as well as the specific rules and regulations governing each grant received and administered.

DESCRIPTION OF SERVICES AND SPECIAL CONDITIONS

a) Respondents must be able to perform the tasks listed herein to be considered eligible for an award under this Solicitation. Respondents should provide a detailed narrative of their experience as it relates to each of the item sections below. Respondents should clearly indicate if they intend to provide services in-house with existing staff or through subcontracting or partnership arrangements. Grant Research, Application, and Administration Services will be provided in conformance with 2 CFR 200.

Grant Research, Application and Administration Support Services

Grant Research:

a) Connect city identified projects and activities to federal agencies with potential applicable grant programs as well as any other potential grants at state level and/or philanthropic

b) Establish minimum requirements for the city needs and activities to be eligible for applicable potential grant programs

c) Carry out the grant research

d) Provide required status reports on frequency set by city on grant research progress

e) For each project and activity present an outcome report which includes details on requirements of potential grant(s), when grant application acceptance timeline is set, assessment of likelihood of receiving a grant (I.e., competitiveness), and timeline needed to complete application

Grant Application:

a) For each authorized grant application by the Entity identify primary requirements including whether technical professional support is needed such as from engineering/architectural services

1. If additional technical professional support is needed, then work with the Entity to procure such support

b) Coordinate the gathering of all information needed for each application including overseeing work, if required, of technical professional support

c) Work with the Entity to undertake any outreach related activities which may be required for an application

d) Assure completion of application to be ready for submission

e) With approval of Entity, submit application and manage any follow through if required

General Grant Administration Support Duties:

a) Assist Grantee to monitor program compliance including both 2 CFR 200 and specific individual grant agency requirements.

b) Facilitate and undertake as necessary environmental reviews

c) Set up, facilitate and undertake as necessary procurement activities

d) Facilitate and undertake as necessary labor standard compliance measures and activities including Davis-Bacon

e) Facilitate and undertake as necessary acquisition programs consistent with applicable federal grant agency requirements including Uniform Relocation Act

f) Assist in establishing and maintaining financial processes.

g) Obtain and maintain copies of the most current program agreement, if such exists, including all related change requests, revisions, and attachments.

h) Assist Grantee with establishing and maintaining record keeping systems.

i) Implementation and coordination of Affirmatively Furthering Fair Housing ("AFFH") requirements (if required).

j) Implementation and coordination of Section 504 requirements (if required)

k) Assist with resolving monitoring and audit findings.

l) Serve as monitoring liaison.

m) Assist with resolving third party claims.

n) Report suspected fraud.

o) Submit timely responses to requests for additional information.

p) Assist with the system of record, documentation, reports, change requests, progress of projects, etc.

q) Coordinate, as necessary, between recipient and any other appropriate service providers (i.e., Engineer, Environmental, etc.), contractor, subcontractor, and other state/federal agencies to effectuate the services requested.

r) Assist in public hearings, if required

s) Provide project status updates

CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: January 13, 2026

PRESENTED BY: Jesse Mares, Facility Maintenance Supervisor

AGENDA ITEM: Authorization to award bid RFB: 26-069-11-12 to Pest Lab, LLC for Pest Control Services for the City of Mission Buildings - Mares

NATURE OF REQUEST:

The City of Mission has accepted and received seven (7) bid responses for the Pest Control Services for the City of Mission buildings. Staff recommends awarding of bid to: Pest Lab, LLC., who is the lowest responsible bidder meeting all specifications.

Recommendation is based solely on estimated quantities and services will be placed on an as needed basis Contract will be for a period of three (3) years, commencing from the date of award. The City of Mission, and contingent upon mutual agreement of both parties, shall reserve the option to renew this contract for an additional (2) consecutive, one (1) year periods at the end of the service period. The total duration of this contract, including renewals, shall not exceed five (5) years.

BUGETED: Yes **FUND:** General **ACCT. #:** 01-415-44610

BUDGET: $170,000 **EST. COST:** _____ **CURRENT BUDGET BALANCE:** $153,647

BID AMOUNT: $ _____

STAFF RECOMMENDATION:

Approval

Departmental Approval: Purchasing, Finance

Advisory Board Recommendation: N/A

City Manager's Recommendation Approval JPT

RECORD OF VOTE:

APPROVED: _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____

BID NAME/NUMBER: 26-069-11-12 / Pest Control Services

OPEN DATE: November 12, 2025 2:00 PM CST

	Vendor Name:	South Texas Pest Control LLC.		Pest Lab, LLC.		Bug Off Pest Control		Worldwide Pest Control, Inc.	
	Street address:	1807 Relaxation St.		3613 Lott Rd.		1609 Mozelle St.		5808 IH-10 West	
	City, State:	Edunburg, TX 78539		Donna, TX 78537		Pharr, TX 78577		San Antonio, TX 78201	
	Phone:	(956) 250-9818		(956) 464-6081		(956) 782-7378		(210) 734-0000	
	Fax:			(956) 464-6081					
	Contact:	Hector M. Gonzalez		Maria I. Dungan		Tomas Cantu		Bianca Ramos	
	Email:	stpcontrol@hotmail.com		pestlabservices@gmail.com		service@bugoffrgv.com		biancar@wwpest.com	
	DESCRIPTION:	UOM	Est. Qty.	Unit Price	Ext. Price	Unit Price	Ext. Price	Unit Price	Ext. Price	Unit Price	Ext. Price
1	City Hall	Per Location	4	95.00	380.00	90.00	360.00	225.00	***900.00***	183.54	734.16
2	City Hall – Rat/Mouse Bait Station	Per Location	1	30.00	30.00	25.00	25.00	15.00	***15.00***	30.25	30.25
3	Police/Municipal Court	Per Location	4	175.00	700.00	170.00	680.00	265.00	1,060.00	227.41	909.64
4	Speer Memorial Library	Per Location	4	140.00	560.00	135.00	540.00	225.00	***900.00***	183.54	***734.16***
5	Mission Boys & Girls Club	Per Location	4	65.00	260.00	60.00	240.00	175.00	700.00	139.66	558.64
6	Parks & Recreation Center	Per Location	4	65.00	260.00	60.00	240.00	175.00	700.00	139.66	558.64
7	CWV Gymnasium	Per Location	4	60.00	240.00	55.00	220.00	175.00	700.00	139.66	558.64
8	Bannworth Pool (Natatorium)	Per Location	4	70.00	280.00	65.00	260.00	145.00	580.00	139.66	558.64
9	Bannworth Gymnasium	Per Location	4	60.00	240.00	55.00	220.00	145.00	580.00	139.66	558.64
10	Central Fire Station	Per Location	4	60.00	240.00	55.00	220.00	145.00	580.00	139.66	558.64
11	Fire station #2	Per Location	4	50.00	200.00	45.00	180.00	70.00	280.00	120.16	480.64
12	Fire station #3	Per Location	4	50.00	200.00	45.00	180.00	70.00	280.00	120.16	480.64
13	Fire station #4	Per Location	4	50.00	200.00	45.00	180.00	70.00	280.00	120.16	480.64
14	Fire station #5	Per Location	4	50.00	200.00	45.00	180.00	70.00	280.00	120.16	480.64
15	Police Substation	Per Location	4	50.00	200.00	45.00	180.00	65.00	260.00	120.16	480.64
16	Shary Golf Course Clubhouse	Per Location	4	70.00	280.00	65.00	260.00	160.00	640.00	139.66	558.64
17	Museum	Per Location	4	50.00	200.00	45.00	180.00	75.00	300.00	120.16	480.64
18	Museum Annex	Per Location	4	50.00	200.00	46.00	***184.00***	65.00	260.00	120.16	480.64
19	Public Works Facility	Per Location	4	70.00	280.00	65.00	260.00	175.00	700.00	139.66	558.64
20	Waste Water Treatment Plant	Per Location	4	60.00	240.00	55.00	220.00	145.00	580.00	139.66	558.64
21	South Water Plant	Per Location	4	55.00	220.00	50.00	200.00	120.00	480.00	120.16	480.64
22	Animal Shelter (Outdoor Only)	Per Location	26	40.00	1,040.00	35.00	910.00	95.00	2,470.00	120.16	***3,124.16***
23	Animal Shelter (Outdoor) – Rat/Mouse	Per Location	1	30.00	30.00	25.00	25.00	15.00	***15.00***	30.25	30.25
24	Animal Shelter Building	Per Location	4	40.00	160.00	35.00	140.00	120.00	480.00	120.16	480.64
25	North Water Treatment Plant	Per Location	4	50.00	200.00	45.00	180.00	65.00	260.00	120.16	480.64
26	Mission Community Center	Per Location	4	50.00	200.00	45.00	180.00	120.00	480.00	120.16	480.64
27	Mission Event Center (Including Kitchen)	Per Location	4	140.00	560.00	130.00	520.00	265.00	1,060.00	183.54	734.16
28	Mission Event Center (Kitchen Only)	Per Location	8	50.00	400.00	45.00	360.00	55.00	***440.00***	120.16	961.28
29	CEED Building	Per Location	4	140.00	560.00	125.00	500.00	265.00	1,060.00	183.54	734.16
30	Fleet Building	Per Location	4	40.00	160.00	40.00	160.00	65.00	260.00	120.16	480.64
31	City Hall Annex Building	Per Location	4	40.00	160.00	35.00	140.00	75.00	300.00	120.16	480.64
32	Upper Valley Art League	Per Location	4	50.00	200.00	50.00	200.00	75.00	300.00	120.16	480.64
33	CWV North Building (Food Pantry)	Per Location	6	50.00	300.00	45.00	***270.00***	65.00	***390.00***	120.16	720.96

BID NAME/NUMBER: 26-069-11-12 / Pest Control Services

OPEN DATE: November 12, 2025 2:00 PM CST

Vendor Name:			South Texas Pest Control LLC.		Pest Lab, LLC.		Bug Off Pest Control		Worldwide Pest Control, Inc.	
Street address:			1807 Relaxation St.		3613 Lott Rd.		1609 Mozelle St.		5808 IH-10 West	
City, State:			Edunburg, TX 78539		Donna, TX 78537		Pharr, TX 78577		San Antonio, TX 78201	
Phone:			(956) 250-9818		(956) 464-6081		(956) 782-7378		(210) 734-0000	
Fax:					(956) 464-6081					
Contact:			Hector M. Gonzalez		Maria I. Dungan		Tomas Cantu		Bianca Ramos	
Email:			stpcontrol@hotmail.com		pestlabservices@gmail.com		service@bugoffrgv.com		biancar@wwpest.com	
DESCRIPTION:		UOM	Est. Qty.	Unit Price	Ext. Price	Unit Price	Ext. Price	Unit Price	Ext. Price	Unit Price	Ext. Price
34	North Water Treatment Plant	Per Location	4	50.00	200.00	45.00	180.00	65.00	260.00	120.16	480.64
35	Safe Haven Home - Rankin	Per Location	4	55.00	220.00	45.00	180.00	65.00	260.00	120.16	480.64
36	Safe Haven Home - Dunlap	Per Location	4	55.00	220.00	45.00	180.00	65.00	260.00	120.16	480.64
37	Golf Starter Shack	Per Location	4	40.00	160.00	40.00	160.00	40.00	160.00	120.16	480.64
38	Sanitation Building	Per Location	4	40.00	160.00	30.00	120.00	40.00	160.00	120.16	480.64
39	Health Office	Per Location	4	40.00	160.00	35.00	140.00	75.00	300.00	139.66	558.64
40	Texas Citrus Fiesta Building	Per Location	4	50.00	200.00	35.00	140.00	120.00	480.00	139.66	558.64
41	Sub Station #6	Per Location	4	70.00	280.00	40.00	160.00	145.00	580.00	139.66	558.64
42	Texas Citrus Fiesta Building	Per Location	4	50.00	200.00	35.00	140.00	120.00	480.00	139.66	558.64
43	RGV State Veteran's Cemetery Maintenance Bldg.	Per Location	4	40.00	160.00	35.00	140.00	120.00	480.00	139.66	558.64
44	RGV State Veteran's Cemetery Office	Per Location	4	40.00	160.00	35.00	140.00	80.00	320.00	139.66	558.64
	Total Base Amount for Line Items 1-44			***$11,700.00***		***$10,474.00***		**$22,310.00**		***$26,224.94***	
	ADDENDUMS			None		None		None		None	
	Hours/Days to Complete Work					5 Days		5 Days			
	1st. Yr. Renewal			0.0%		0.0%		5.0%			
	2nd. Yr. Renewal			0.0%		0.0%		0.0%			

Lowest Responsible Bidder: Pest Lab, LLC

Please Note: ***Amounts in bold italics have been corrected mathematically.***

BID NAME/NUMBER:

OPEN DATE:

Vendor Name:	Paredes Pest Control	RGV Termite and Pest LLC. Dba Del Valle Pest Control	Mid Valley Pest Control, LLC
Street address:	P.O. Box 413	4910 W. Monte Cristo	8002 E. Curry Rd.
City, State:	Olmito, TX 78575	Edinburg, TX 78541	Edinburg, TX 78542
Phone:	(956) 350-4117	(956) 433-3348	(956) 383-2651
Fax:			
Contact:	Bernardo J. Paredes	Juan E. Quevedo	Benito Campos, Jr.
Email:	paredespestco@gmail.com	delvallepestcontrolrgv@gmail.com	mvpc1234@yahoo.com

	DESCRIPTION:	UOM	Est. Qty.	Unit Price	Ext. Price	Unit Price	Ext. Price	Unit Price	Ext. Price
1	City Hall	Per Location	4	129.00	516.00	90.00	360.00	90.00	360.00
2	City Hall – Rat/Mouse Bait Station	Per Location	1	179.00	179.00	45.00	45.00	40.00	40.00
3	Police/Municipal Court	Per Location	4	229.00	916.00	145.00	580.00	170.00	680.00
4	Speer Memorial Library	Per Location	4	129.00	516.00	135.00	540.00	135.00	540.00
5	Mission Boys & Girls Club	Per Location	4	89.00	356.00	60.00	240.00	60.00	240.00
6	Parks & Recreation Center	Per Location	4	79.00	316.00	60.00	240.00	60.00	240.00
7	CWV Gymnasium	Per Location	4	79.00	316.00	55.00	220.00	100.00	400.00
8	Bannworth Pool (Natatorium)	Per Location	4	79.00	316.00	65.00	260.00	55.00	220.00
9	Bannworth Gymnasium	Per Location	4	79.00	316.00	55.00	220.00	65.00	260.00
10	Central Fire Station	Per Location	4	79.00	316.00	55.00	220.00	55.00	220.00
11	Fire station #2	Per Location	4	45.00	180.00	45.00	180.00	45.00	180.00
12	Fire station #3	Per Location	4	45.00	180.00	45.00	180.00	45.00	180.00
13	Fire station #4	Per Location	4	45.00	180.00	45.00	180.00	45.00	180.00
14	Fire station #5	Per Location	4	45.00	180.00	45.00	180.00	45.00	180.00
15	Police Substation	Per Location	4	45.00	180.00	45.00	180.00	45.00	180.00
16	Shary Golf Course Clubhouse	Per Location	4	79.00	316.00	65.00	260.00	45.00	180.00
17	Museum	Per Location	4	45.00	180.00	45.00	180.00	45.00	180.00
18	Museum Annex	Per Location	4	45.00	180.00	45.00	180.00	45.00	180.00
19	Public Works Facility	Per Location	4	79.00	316.00	65.00	260.00	65.00	260.00
20	Waste Water Treatment Plant	Per Location	4	65.00	260.00	55.00	220.00	55.00	220.00
21	South Water Plant	Per Location	4	65.00	260.00	50.00	200.00	50.00	200.00
22	Animal Shelter (Outdoor Only)	Per Location	26	79.00	2,054.00	35.00	910.00	70.00	***1,820.00***
23	Animal Shelter (Outdoor) – Rat/Mouse	Per Location	1	45.00	45.00	45.00	45.00	40.00	***40.00***
24	Animal Shelter Building	Per Location	4	45.00	180.00	45.00	180.00	75.00	300.00
25	North Water Treatment Plant	Per Location	4	45.00	180.00	45.00	180.00	65.00	260.00
26	Mission Community Center	Per Location	4	79.00	316.00	45.00	180.00	45.00	180.00
27	Mission Event Center (Including Kitchen)	Per Location	4	129.00	516.00	135.00	540.00	135.00	540.00
28	Mission Event Center (Kitchen Only)	Per Location	8	129.00	1,032.00	45.00	360.00	45.00	***360.00***
29	CEED Building	Per Location	4	229.00	916.00	135.00	540.00	135.00	540.00
30	Fleet Building	Per Location	4	45.00	180.00	45.00	180.00	35.00	140.00
31	City Hall Annex Building	Per Location	4	69.00	276.00	45.00	180.00	75.00	300.00
32	Upper Valley Art League	Per Location	4	69.00	276.00	50.00	200.00	55.00	220.00
33	CWV North Building (Food Pantry)	Per Location	6	45.00	270.00	45.00	270.00	45.00	***270.00***

BID NAME/NUMBER:

OPEN DATE:

Vendor Name:	Paredes Pest Control	RGV Termite and Pest LLC. Dba Del Valle Pest Control	Mid Valley Pest Control, LLC
Street address:	P.O. Box 413	4910 W. Monte Cristo	8002 E. Curry Rd.
City, State:	Olmito, TX 78575	Edinburg, TX 78541	Edinburg, TX 78542
Phone:	(956) 350-4117	(956) 433-3348	(956) 383-2651
Fax:			
Contact:	Bernardo J. Paredes	Juan E. Quevedo	Benito Campos, Jr.
Email:	paredespestco@gmail.com	delvallepestcontrolrgv@gmail.com	mvpc1234@yahoo.com

	DESCRIPTION:	UOM	Est. Qty.	Unit Price	Ext. Price	Unit Price	Ext. Price	Unit Price	Ext. Price
34	North Water Treatment Plant	Per Location	4	45.00	180.00	45.00	180.00	55.00	220.00
35	Safe Haven Home - Rankin	Per Location	4	45.00	180.00	50.00	200.00	50.00	200.00
36	Safe Haven Home - Dunlap	Per Location	4	45.00	180.00	50.00	200.00	50.00	200.00
37	Golf Starter Shack	Per Location	4	45.00	180.00	45.00	180.00	65.00	260.00
38	Sanitation Building	Per Location	4	45.00	180.00	35.00	140.00	35.00	140.00
39	Health Office	Per Location	4	69.00	276.00	45.00	180.00	50.00	200.00
40	Texas Citrus Fiesta Building	Per Location	4	69.00	276.00	45.00	180.00	75.00	300.00
41	Sub Station #6	Per Location	4	79.00	316.00	65.00	260.00	65.00	260.00
42	Texas Citrus Fiesta Building	Per Location	4	79.00	316.00	45.00	180.00	75.00	300.00
43	RGV State Veteran's Cemetery Maintenance Bldg.	Per Location	4	45.00	180.00	45.00	180.00	65.00	260.00
44	RGV State Veteran's Cemetery Office	Per Location	4	45.00	180.00	45.00	180.00	55.00	220.00
	Total Base Amount for Line Items 1-44			$15,160.00		$10,950.00		***$12,850.00***	
	ADDENDUMS			None		None		None	
	Hours/Days to Complete Work					Next Business Day			
	1st. Yr. Renewal			5.0%		3.0%		0.0%	
	2nd. Yr. Renewal			0.0%		3.0%		0.0%	

Lowest Responsible Bidder:

Please Note:

BID NAME/NUMBER: 26-069-11-12 / Pest Control Services

OPEN DATE: November 12, 2025 2:00 PM CST

Vendor Name:	South Texas Pest Control LLC.	Pest Lab, LLC.	Bug Off Pest Control	Worldwide Pest Control, Inc.	Paredes Pest Control	RGV Termite and Pest LLC. Dba Del Valle Pest Control	Mid Valley Pest Control, LLC
Street address:	1807 Relaxation St.	3613 Lott Rd.	1609 Mozelle St.	5808 IH-10 West	P.O. Box 413	4910 W. Monte Cristo	8002 E. Curry Rd.
City, State:	Edunburg, TX 78539	Donna, TX 78537	Pharr, TX 78577	San Antonio, TX 78201	Olmito, TX 78575	Edinburg, TX 78541	Edinburg, TX 78542
Phone:	(956) 250-9818	(956) 464-6081	(956) 782-7378	(210) 734-0000	(956) 350-4117	(956) 433-3348	(956) 383-2651
Fax:		(956) 464-6081					
Contact:	Hector M. Gonzalez	Maria I. Dungan	Tomas Cantu	Bianca Ramos	Bernardo J. Paredes	Juan E. Quevedo	Ricky Campos,
Email:	stpcontrol@hotmail.com	pestlabservices@gmail.com	service@bugoffrgv.com	biancar@wwpest.com	paredespestco@gmail.com	delvallepestcontrolrgv@gmail.com	Midvalleypestcontrol@gmail.com
DESCRIPTION of FORMS:							
Solicitation Signed	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Terms & Conditions Included	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Subcontractor(s)/Subconsultant(s	Yes	***Not Signed***	Yes	Yes	Yes	Yes	Yes
Non-Collusive	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Pricing Schedule	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Addenda Checklist	None	None	None	None	None	None	None
Gen. Business Questionare	Yes	Yes	Yes	Yes	Yes	Yes	Yes
References	Yes	Yes	Yes	Yes	Yes	Yes	Yes
CIQ							

CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: January 13, 2026

PRESENTED BY: Michael Fernuik, Golf Director

AGENDA ITEM: Authorization to Request for Proposals to provide temporary Food Truck or similar Service at Shary Municipal Golf Course - Fernuik

NATURE OF REQUEST:

The purpose of this RFP is to solicit proposals to select a temporary Food Truck or similar Partner for the sale of Food at Shary Municipal Golf Course. Proposals will include but not limited to company & operator information, permits & licenses, menu & concept, operating schedule & preferences, and financial payment to the city.

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

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

BID AMOUNT: $ N/A

STAFF RECOMMENDATION:

Approval

Departmental Approval: N/A

Advisory Board Recommendation: N/A

City Manager's Recommendation: Approval *AG*

RECORD OF VOTE:

APPROVED: _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____

City Of Mission
Scope of Services
Bid Name/No.: "Shary Golf Course Food Truck and Concession Vendor" / 26-xxx-xx-xx

I. **Scope of Work:** The City of Mission is accepting bids for the Shary Municipal Golf Course Food Truck and Concession Vendor. The City of Mission is interested in providing first class food concession service as specified herein. The City will select two food truck vendors to sell food items only (no beverages). Approved food truck vendors need to be prepared to provide service starting at 5PM and will stay on site until 11PM, when night golf operations are live. Flexibility is also requested from vendors to provide additional food service during normal golf operating hours between 7 AM and 5 PM. The top bidder will serve as the primary food truck vendor and will provide all if not most service to the Golf Course. However, a second vendor will be selected for cases in which the primary vendor may be unable to provide services with cause and/or if the primary vendor is no longer capable of operating. Before submitting a Bid, each bidder will be held responsible for having examined the premises and satisfied themselves as to the existing conditions, or location under which they will be obligated to operate, or that will in any way affect the services under the contract.

II. **Property Description:** 2201 N. Mayberry St., Mission, TX 78572. The Golf Director will identify the location for the food truck on the premises based on the needs of the vendor and hours of operation.

CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: January 13, 2026

PRESENTED BY: Vidal Roman, Finance Director

AGENDA ITEM: Approval to ratify an Interlocal Agreement between the City of Mission and the Mission Consolidated Independent School District (MCISD) for the procurement of goods and services - Roman

NATURE OF REQUEST:

The City of Mission and MCISD are authorized under the Texas Interlocal Cooperation Act (Texas Government Code Chapter 791) to enter into cooperative agreements for governmental functions. The Interlocal Agreement allows MCISD to procure goods and services in compliance with applicable laws and make them available to the City upon request and mutual agreement. The agreement has a three (3) year term effective December 11, 2025 through December 10, 2028 and may be terminated by either party with written notice.

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

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

BID AMOUNT: _____

STAFF RECOMMENDATION:

Approval

Departmental Approval: Purchasing, Finance

Advisory Board Recommendation: N/A

City Manager's Recommendation: Approval *AG*

RECORD OF VOTE:

APPROVED: _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING_____

Interlocal Agreement

This Interlocal Agreement is between Mission Consolidated Independent School District ("MCISD") and the City of Mission ("Buyer"), (collectively "Parties").

The Parties are authorized by the Interlocal Cooperation Act, Texas Government Code Chapter 791 to enter into cooperative agreements with other political subdivisions of the State of Texas for the purpose of fulfilling and implementing their respective public and governmental purposes, needs, objectives, and programs.

The roles of the parties described in this Agreement area governmental functions. The Parties agree to carry out their roles under this Agreement in the manner in the Agreement.

The Parties have decided that this Agreement will result in improved services being provided more economically and efficiently for the benefit of both of the Parties.

The Parties agree as follows.

ARTICLE I

SERVICES PROVIDED BY MCISD

Section 1.1 Services. MCISD shall procure goods and services in accordance with State and Federal laws and rules (hereinafter "Goods and Services"). When MCISD deems it to be in its best interest to do so, MCISD may make the Goods or Services available for purchase by Buyer.

Section 1.2 Buyer's Request. MCISD shall consider written requests from the Buyer for the purchase of Goods and Services. The request shall be made on a form prescribed by MCISD. The form must provide a detailed description of the goods or services to supplied and must also describe a date for delivery of the goods or services. The form must also describe the Buyer's governmental function to which the Goods and Services will be applied.

Section 1.3 Notice of Ability to Provide Goods or Services. If MCISD determines in its sole discretion that it is capable of providing goods or services under this agreement, MCISD will so notify the Buyer. If MCISD is incapable of providing the requested Goods and Services to Buyer in whole or in part, MCISD will notify Buyer that MCISD is unable to fulfill the Buyer's request in whole or in part.

Section 1.4 Negotiation. If MCISD is capable of providing Goods and Services under the Agreement, then Buyer shall make a price offer to MCISD. MCISD may accept or reject in whole or in part the Buyer's offer. MCISD is not required to accept any offer made by the Buyer under this agreement.

Section 1.5 Formal Purchase Order. The Parties agree that before Goods and Services may be provided under this Agreement that the Goods and Services and associated pricing will be reduced to writing on a form adopted by MCISD and formally approved in accordance with MCISD policies and practices.

Section 1.6 Right of Refusal. MCISD has the absolute right to refuse a request made by Buyer under this Agreement.

ARTICLE II

PRICING AND TERMINATION

Section 2.1 Pricing. The parties will agree on all pricing prior to the provision of Goods and Services under this Agreement.

Section 2.2 Commodities. The parties agree that if an executed Formal Purchase Order contemplates the provision of goods over a period of time, that if the contemplated good is a commodity item whose value is subject to market conditions, MCISD may elect to adjust the pricing to reflect the then current market conditions or it may elect to terminate the purchase order, without penalty and without incurring liability to the Buyer.

Section 2.3 Payment. Payment is due upon the delivery of the Goods or Services. MCISD retains the right to withhold any Goods or Services until full payment is made. MCISD retains the right to charge for storage of materials or Goods that have not been paid for or picked up for more than three days.

ARTICLE III

MISCELLANEOUS

Section 3.1 Government Services. This Agreement is a contract for the performance of governmental functions by governmental entities. The Parties will be engaged in the conduct of a governmental function while providing and/or performing any service under this Agreement.

Section 3.2 Liability. It is understood and agreed between the parties that each party will be responsible for its own acts or omission, including the acts or omissions of its employees, officers, trustees, and agents. Disputes will be resolved in accordance with MCISD Board Policy CJ(LOCAL) as it may be amended at the time the dispute arises and the applicable laws of the State of Texas, subject to all defenses, including governmental immunity. In no event shall MCISD be liable to Buyer or any other person or entity for the loss of or damage to property, or any damages resulting from the services provided. Under no circumstances are MCISD or its employees, acting in their respective capacities, liable for any claims from Buyer or any other person or entity for damages or the loss of, or damage to, Buyer's materials or data.

Section 3.3 Attorney's Fees. Both Parties hereby waive any right to attorney's fees in an action for breach of contract.

Section 3.4 Other Services. Nothing in this Agreement will be deemed to create, by implication or otherwise, any duty, responsibility or right as to either Party except with respect to the use and general provision of the services specifically set forth in this Agreement.

Section 3.5 Terms. The terms of this agreement apply to all transactions conducted pursuant to this agreement. MCISD shall have the right to decline any transaction requested by Buyer under this agreement. The terms of this agreement supersede all terms of any purchase order submitted by Buyer.

Section 3.6 Jurisdiction. Nothing in this Agreement will be deemed to extend, increase, or limit the jurisdiction or authority of either Party except as necessary to implement, perform and obtain the goods or services contemplated by this Agreement. This Agreement will be governed by the laws of the State of Texas. Exclusive venue for any action arising out of this agreement is in Hidalgo County.

Section 3.7 Governmental Immunity. Nothing in this Agreement will be construed to waive

modify or amend any legal defense available to the Parties or any past or present Trustee, office, agent, or employee, including but not limited to governmental immunity from suit as provided by law.

Section 3.8 Notice. Notices provided by any Party pursuant to this Agreement will be in writing and will be directed via U.S. Mail, or hand delivery, or facsimile, at the following addresses:

Mission CISD:

Attention: Dr. Cris Valdez, Mission CISD Superintendent of Schools

1201 Bryce Drive
Mission, TX 78572

City of Mission (Buyer)

Attention:

1201 E. 8th Street Mission, TX 78572

Section 3.9 Amendments and Modifications. This Agreement may not be amended or modified except in writing by the Parties and authorized by their respective governing bodies. Terms that would have the effect of amending or modifying a term or condition of this Agreement which may be contained in or attached to an order placed by the Buyer, shall be null and void unless the term and the proposed modification are formally presented to the Board of Trustees for the Mission Consolidated Independent School District at a lawfully called Meeting conducted in accordance with the Texas Open Meetings Act, Chapter 551 of the Texas Government Code and such term is approved by a majority of a quorum of the members then present at the meeting.

Section 3.10 No Warranty. MCISD makes no warranty, including any implied warranty regarding the services and final product. Buyer agrees to accept all product and services as is.

Section 3.11 Authorization. The persons executing this Agreement on behalf of the Parties represent that they are duly authorized by their respective governing bodies to execute this Agreement.

Section 3.12 Term. This agreement shall be for a term of three calendar years from the date executed by MCISD, unless it is terminated prior to its expiration. This Agreement shall not automatically renew.

Section 3.12 Termination of Agreement by Parties. This Agreement may be terminated by either Party by providing written notice that the Agreement will terminate without need for further action by the terminating party on the 10th day after the notice is received by the non-terminating party. Upon termination, MCISD's duty to provide Goods or Services in connection with any partially or fully unperformed Purchase Orders shall terminate. Upon termination of the Agreement, Buyer will pay MCISD for any Goods or Services that have been rendered prior to termination including any Goods that have been allocated and stored for the benefit of the Buyer. In the event that Buyer has pre-paid for Goods or Services that have not

been delivered or completed before the date termination becomes effective, MCISD may elect to complete fulfillment of the Order or may return that portion of prepayment that reflects the

unperformed part of the Order. All payments for Goods and Services that are due under the Agreement shall be due and payable on the date of termination of the Agreement.

EXECUTED AND DELIVERED initially by and between Mission CISD, and the City of Mission, on this 3rd day of December, 2025.

MISSION CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

By: Criselda Valdez (Dec 11, 2025 13:19:59 CST)

(Dr. Cris Valdez, Mission CISD Superintendent of Schools)

Signed by:
Crissy Cantu 12/3/2025 | 1:17 PM CST
B06B3765ADD4415...

Buyer: _____

(Crissy Cantu, City of Mission Purchasing Manager)

Reviewed and Approved

Valerie U.Rojas
Valerie U.Rojas (Dec 10, 2025 16:36:17 CST)

Valerie Marie Uresti-Rojas
Coordinator for Fixed Assets, Warehouse, Textbooks, and Records

Sylvia Cruz
Sylvia Cruz (Dec 10, 2025 16:38:02 CST)

Sylvia Cruz
Executive Director for Business and Finance

CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: January 13, 2026

PRESENTED BY: Vidal Roman, Finance Director

AGENDA ITEM: Approval of Resolution # ____ accepting and filing certificate of completion for Co-Interim City Manager, Juan Pablo Terrazas and Assistant Finance Director, Ezeiza Garcia for the TML Public Investment Fund Training held on December 4 and 5, 2025 – Roman

NATURE OF REQUEST:

Co-Interim City Manager, Juan Pablo Terrazas and Assistant Finance Director, Ezeiza Garcia participated and completed the TML Public Investments Fund Training held on December 4 and 5, 2025 in San Antonio, Texas in accordance with Chapter 2256 of the Government Code requiring municipalities to maintain compliance with the Public Investments Funds Act.

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 *AG*

RECORD OF VOTE:

APPROVED: _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____

RESOLUTION NO. ____

A RESOLUTION OF THE CITY OF MISSION CITY COUNCIL ACCEPTING AND FILING THE CERTIFICATE OF COMPLETION FOR CO-INTERIM CITY MANAGER, JUAN PABLO TERRAZAS AND ASSISTANT FINANCE DIRECTOR, EZEIZA GARCIA FOR THE TML PUBLIC INVESTMENTS FUND TRAINING CONDUCTED BY THE TEXAS MUNICIPAL LEAGUE

WHEREAS, the Texas Municipal League (TML) provides specialized training to enhance the knowledge and skills of municipal officials in managing public investment funds in compliance with applicable laws and best practices; and

WHEREAS, Co-Interim City Manager, Juan Pablo Terrazas and Assistant Finance Director, Ezeiza Garcia of the City of Mission participated in the TML Public Investments Fund Training held on December 4 and 5, 2025; and

WHEREAS, the training is required in accordance with Chapter 2256 of the Government Code requiring municipalities to maintain compliance with the Public Investments Funds Act; and

WHEREAS, the designated investment officers must complete an initial training of 10 hours within their first 12 months in the position, followed by 8 hours of renewal training every two years to maintain compliance with the act.

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

1. The City Council hereby accepts and files the certificates of Co-Interim City Manager, Juan Pablo Terrazas and Assistant Finance Director, Ezeiza Garcia for having completed the TML Public Investments Fund Training held on December 4 and 5, 2025 as required by Chapter 2256 of the Government Code.

PASSED and APPROVED, on this the 13th day of January, 2026.

_____
Norie Gonzalez Garza, Mayor

ATTEST:

_____
Anna Carrillo, City Secretary

CONTINUING EDUCATION
FROM THE TEXAS MUNICIPAL LEAGUE

CERTIFICATE *of* COURSE COMPLETION

Juan Terrazas

Successfully completed the

Public Funds Investment Act Training

The Menger Hotel, San Antonio

Completion of this course satisfies the eight hours of investment training in full compliance with the Texas Government Code Chapter 2256.008 of the Public Funds Investment Act.

December 4-5, 2025

(This certificate expires on December 5, 2027)

CONTINUING EDUCATION
FROM THE TEXAS MUNICIPAL LEAGUE

CERTIFICATE of COURSE COMPLETION

Ezeiza Garcia

Successfully completed the

Public Funds Investment Act Training

The Menger Hotel, San Antonio

Completion of this course satisfies the eight hours of investment training in full compliance with the Texas Government Code Chapter 2256.008 of the Public Funds Investment Act.

December 4-5, 2025

(This certificate expires on December 5, 2027)

CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: January 13, 2026

PRESENTED BY: Brad Bentsen, Director

AGENDA ITEM: Approval to Enter a Memorandum of Understanding with The Little Youth Club Foundation - Bentsen

NATURE OF REQUEST:

Mission Parks and Recreation Department is requesting approval to enter a Memorandum of Understanding with The Little Youth Club Foundation for the purpose of providing nutritious meals for the low-income citizens, ages 3 to 18 of the City of Mission. This agreement will be effective from January 19, 2026, to May 31, 2026, at Lions All Inclusive Park.

BUGETED: N/A **FUND:** N/A **ACCT. #:** N/A

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

BID AMOUNT: $ _____

STAFF RECOMMENDATION:

Approval

Departmental Approval: Legal

Advisory Board Recommendation: N/A

City Manager's Recommendation: Approval JP7

RECORD OF VOTE:

APPROVED: _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____

LCYF
MEMORANDUM OF UNDERSTANDING BETWEEN CITY OF MISSION AND THE LITTLE CLUB YOUTH FOUNDATION

THE STATE OF TEXAS
COUNTY OF HIDALGO
CITY OF MISSION

This Memorandum of Understanding, executed on the 13th of January, 2026 by and between the City of Mission, situated in Hidalgo County, Texas and The Little Club Youth Foundation (hereinafter referred to as "LCYF") acting by and through its board, is as follows:

WHEREAS, The City of Mission and LCYF desire to enter into this Memorandum of Understanding for their mutual benefit and for the benefit of the citizens of Mission and the visitors of Lions Park.

NOW THEREFORE, the parties agree as follows:

1. The City of Mission agrees to allow LCYF use of the pavilions, if unoccupied, or other areas as designated by City, located at Lions All-Inclusive Park, 1308 E Kika De La Garza Loop, Mission, Texas 78572 and Hollis Rutledge Senior Park, 3408 N. Inspiration Road, Mission, Texas 78572. Facility rental will take priority over LCYF.
2. Said facility shall be used exclusively for the purposes of LCYF providing free and Nutritious meals for the low-income citizens, ages 3 to18, of the City of Mission. LCYF agrees to provide these services as a community service for residents Monday – Friday from 5:45 p.m. to 6:45 p.m.
3. LCYF agrees to use the premises in a careful and proper manner; to commit or permit no waste or damages to the premises; to conduct or permit no business or act that is a nuisance or may be in violation of any federal, state, or local law or ordinance; to surrender the premises on expiration or termination of this agreement in clean condition and good repair.
4. There will be no fees or reimbursements, of any kind, paid to City of Mission's staff or employees for the services provided herein.
5. Subject to early termination as provided in article 11 below, this agreement shall be in effect for a period of commencing January 19, 2026 and ending May 31, 2026, and said agreement shall be extended for additional one-year term thereafter under the same terms and conditions unless one party gives to the other party written notification at least thirty (30) days prior to the end of the existing term of its desire to terminate the agreement.
6. This contract may be terminated by City of Mission, in whole, or from time to time, in part, upon thirty (30) days-notice from the terminating party to the other party.
    a. Termination shall be effective thirty (30) days after delivery of notice of termination.
    b. After receipt of a notice of termination LCYF shall:
        I. Vacate the premises on the effective date of termination.
        ii. LCYF shall pay all third-party expenses incurred through the date of termination.
7. The Little Club Youth Foundation, its staff, volunteers, vendors, sub-contractors and personnel, shall handle themselves in a professional and courteous manner.
8. The Little Club Youth Foundation shall practice any and all directives given by local, state and federal entities in efforts to control the spread of such.
9. LCYF shall purchase general liability coverage for its use of the facility and shall name the City of Mission as an additional insured. LCYF shall assume all liability including cost of

defense and attorney's fees for all bodily injury, personal injury, property damage or theft that may occur on the premises as a result of LCYF's activities. LCYF agrees to hold the City of Mission harmless and further agrees to indemnify for any and all injuries or damages to the premises arising from Lessee's use or occupation of the premises or from any act or negligence of Lessee, its agents, contractors, employees, licenses, or invitees in or about the Premises.

In witness whereof, the parties have executed this contract in the year and on the day indicated.

The Little Club Youth Foundation	City of Mission
_____	_____
By: Krystal Sital	By: Juan Pablo "JP" Terrazas Co. Interim City Manager

CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: January 13, 2025

PRESENTED BY: Michael Silva – Fire Chief

AGENDA ITEM: Authorization to enter into a Mutual Aid Agreement between the City of Mission Fire/EMS and Medical & Trauma Specialist, L.P. (MTS) for EMS Provider Services - Silva

NATURE OF REQUEST:

The Mission Fire Department is seeking authorization to enter into a Mutual Aid Agreement between City of Mission Fire/EMS and Medical & Trauma Specialist, L.P. (MTS) for EMS Provider Services at no cost to the City.

This agreement will allow both agencies to share resources during peak demand, major incidents, or situations when primary units are unavailable. It strengthens regional interoperability, ensuring that residents receive uninterrupted EMS care when additional support is needed. By formalizing this partnership, the city enhances operational readiness, improves patient outcomes, and reinforces its commitment to public safety through coordinated emergency response efforts.

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

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

BID AMOUNT: _____

STAFF RECOMMENDATION:

Approval

Departmental Approval: Finance, Purchasing

Advisory Board Recommendation: N/A

City Manager's Recommendation: Approval *AG*

RECORD OF VOTE:

APPROVED: _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING_____

MUTUAL AID AGREEMENT
BETWEEN
CITY OF MISSION FIRE/EMS AND
MEDICAL & TRAUMA SPECIALIST, L.P. (MTS)

This agreement is made and entered into effect on the **15th** day of **January 2026**, by **Medical & Trauma Specialist, L.P. (MTS)** and **City of Mission Fire/EMS**. The parties are mutually referred to as "EMS Providers" who have duly executed this Agreement.

WHEREAS multiple medical emergencies may arise contemporaneously in various parts of the City of Mission resulting in greater demands than the manpower and/or equipment of a single emergency medical service provider can handle or an emergency may arise that is of such intensity that it cannot be handled solely by a single emergency medical service provider; and

WHEREAS non-emergency or scheduled requests for medical transportation may arise that cannot be performed with the manpower of single emergency medical service provider; and

WHEREAS the EMS Providers recognize the necessity to cooperate and work together to provide for mutual assistance; and

WHEREAS the EMS Providers further recognize the need to provide for an organized means of resolving conflicts, concerns and questions between and among their respective members.

NOW, THEREFORE, IT IS AGREED BY AND AMONG THE EMS PROVERS WHO HAVE DULY EXECUTED THIS AGREEMENT AS FOLLOWS:

SECTION 1. Definitions:

As used herein:

a) "Requesting EMS Provider," shall mean the Provider requesting aid, and
b) "Responding EMS Provider," shall mean the Provider affording or responding to a call for aid.

SECTION 2. Mutual Aid and Contingency Agreement

Subject to the exceptions stated below, the EMS Providers mutually agree to provide mutual aid service to each other. Any decision not to respond to a request for aid shall be promptly communicated for the Requesting EMS Provider.

SECTION 3. Authority to Respond and Provide Assistance

The authority to make requests for assistance or to provide aid under this Agreement shall reside with the Requesting EMS Provider's command personnel or the command personnel's designee. For the purposes of this Agreement, the "Requesting EMS Provider" shall mean the incident commander or the incident commander's designee asking for assistance and the "Responding

EMS Provider" shall mean an officer/supervisor or designee sending assistance. Either one of the EMS Provider shall have the right to request assistance from the other EMS Provider subject to the terms and conditions of this Agreement.

SECTION 4. Requesting Assistance

An EMS Provider may request assistance from the other EMS Provider when the Requesting EMS Provider has concluded that such assistance is essential to protect life. The authority designated in Section 3 of this Agreement shall make all requests for aid. Any request for aid shall include a statement of the amount and type of equipment and personnel requested and specify the location to which the equipment and response personnel are to be dispatched. If the Responding EMS Provider accepts the request for aid, it agrees to respond promptly and shall assume full responsibility for the medical transportation service from that point forward. For emergency medical services, the Responding EMS Provider shall be released from service as allowed under Section 7 of this Agreement. For non-emergency medical services, a Responding EMS Provider shall be released from service when the services are complete or the Requesting EMS Provider notifies it that the services are no longer required, or when the Responding EMS Provider determines, in its discretion, and communicates to the Requesting EMS Provider that its services are needed at another call or incident.

SECTION 5. Responses to Request

The extent of any response to a request, including the choice of personnel and equipment, shall be entirely within the discretion of the Responding EM Provider, subject to the terms of this Agreement. Included in such Responding EMS Provider's discretion shall be a determination as to whether or not such request for aid may be answered without jeopardizing the safety and protection of the citizens and visitors of Mission, Texas.

The Responding EMS Provider, upon determination that an emergency exists and subject to the availability of personnel and equipment resources, shall dispatch EMS personnel and equipment to aid the Requesting EMS Provider within 10 minutes to the location of the call or incident.

SECTION 6. Personnel and Equipment Provided

As stated above, the Requesting EMS Provider shall include in its request for assistance statement of the amount and type of equipment and personnel requested and specify the location to which the equipment and response personnel are to be dispatched.

The final decision and the amount and type of equipment to be sent shall be solely that of the Responding EMS Provider as provided in this Agreement. The Requesting EMS Provider hold the Responding EMS Provider harmless and defend it from any liability in connection with all acts associated herewith provided that the final decision is made with reasonable due diligence.

Specifically, no EMS Provider shall make any claim whatsoever against the other EMS Provider for the refusal to send the requested personnel or equipment where such refusal is based on the

judgement of the Responding EMS Provider that such personnel and equipment are either not available or are needed to provide service in the respective EMS Provider's response area.

SECTION 7. Command and Control at the Emergency Scene

Both EMS Providers have established Incident Command System (ICS) Standards Operating Procedures (SOPs) and will implement them on all incidents involving mutual aid responses. At no time shall the Responding EMS Provider be expected to operate contrary to its standing order or protocols of its physician advisor, internal policies, operating licenses or federal or state regulations.

The Responding EMS Provider's personnel and equipment shall report to the incident commander or other appropriate sector officer of the Requesting EMS Provider. The person in charge of the Responding EMS Provider shall meet with the incident commander or appropriate sector officer of the Requesting EMS Provider or a briefing and assignment.

The person in charge of the Responding EMS Provider shall retain control of the Responding EMS Provider's personnel and equipment resources and shall direct them to meet the needs and tasks assigned by the incident commander or sector officer at the location to which the equipment and personnel are dispatched.

The Responding EMS Provider's personnel and equipment shall be released by the Requesting EMS Provider when the services of the Responding EMS Provider are no longer required or when the Responding EMS Provider's resources are needed their primary response area. Responding EMS Provider personnel and equipment may withdraw from the EMS scene upon giving notice to the incident commander or the appropriate sector officer that they are needed in the EMS Provider's primary response area.

It is understood that the purpose of this section is to maintain order at the emergency scene and shall not be constructed to establish an employer/employee relationship.

SECTION 8. Reporting and Record Keeping

The Requesting EMS Provider shall maintain records regarding the frequency of the use of this agreement and provide them to the Texas Department of State Health Services upon request. Each EMS Provider shall maintain individual patient care reports.

SECTION 9. No Reimbursement for Costs

No EMS Provider shall be required to reimburse any other EMS Provider for the cost of providing the services set forth in this Agreement for the mutual aid services, except as provided in Section 10 below. Each EMS Provider shall pay its own costs (i.e. salaries, repairs, materials, compensation, etc.) for the responding for requests for mutual aid or contingency response.

SECTION 10. Fees for Ambulance Service

The Responding EMS Provider shall be responsible for all patient and third-party billing, insurance filing and collection activity in compliance with applicable laws.

SECTION 11. Assumption of Liability and Indemnification

Each EMS Provider hereby waives all claims against the other EMS Provider from compensation for any property loss or damage and/or personal injury or death occurring as a consequence of the performance of this Agreement.

The Responding EMS Provider assumes all liability and/or cost of damage to its equipment and the injury or death of its personnel when responding or performing under this Agreement.

To the extent allowed by the Texas Constitution and the laws of the State of Texas, each EMS Provider agrees to indemnify and hold the other party, its officers, directors, officials, employees and agents harmless from and against liability claims resulting from or alleged to result from any willful, knowingly, grossly negligent, or negligent act or omission of the other EMS Provider related to the performance of this Agreement. Such indemnification for acts occurring or alleged to have occurred during the term of this Agreement shall survive the termination of this Agreement for any reason.

SECTION 12. Insurance

Each EMS Provider represents that it has and will maintain such insurance as is required by applicable federal and state law in statutory required amounts and as may be appropriate and reasonable to cover its staff, equipment, vehicles, and property, including but not limited to liability insurance, workers' compensation, unemployment insurance, automobile liability, and property damage. EMS Providers may self-insure when appropriate. Unless the provider is self-insured, each EMS Provider shall provide a certificate of insurance to the other which will provide that the policy or coverage thereunder cannot be altered or terminated without thirty (30) days written notice by the insurance carrier to the other EMS Provider for this Agreement.

SECTION 13. Conflict Resolution

From time to time, personnel from one EMS Provider or another may have some concerns or questions regarding this Agreement or the working relationship of the parties.

Should any such issues arise, they should be dealt with by the EMS Provider's chain of command to provide answers or resolution.

SECTION 14. Venue

The exclusive jurisdiction for any claim or controversy arising out of or relating to this agreement shall be in the state and federal courts located in Hidalgo County, Texas and each party hereto irrevocably waives any objection it may now or hereafter have as to the venue of

any such suit, action or proceeding brought in such a court or that such court is an inconvenient forum.

SECTION 15. Term of Agreement

This Agreement shall be in full force and effect upon execution by both EMS Providers hereto. This Agreement shall remain in effect for a period of two (2) years (January 15, 2026, to January 15, 2028) unless cancelled by either EMS Provider by giving thirty (30) day written notice to the other EMS Provider. The Agreement may be amended by agreement of both EMS Providers.

SECTION 16. Termination

Each EMS Provider may terminate this Agreement: (a) at any time without cause and at its sole discretion upon thirty (30) days written notice to the other party or (b) immediately upon the material breach of this Agreement by the other EMS Provider.

SECTION 17. Compliance

Each EMS Provider shall comply with all applicable federal, state and local laws and regulations. Each EMS Provider's ambulances will conform to applicable state and local regulations for medical equipment and by duly licensed for the transportation of patients. All personnel staffing the emergency vehicles shall be licensed or certified as required by applicable law.

SECTION 18. Medically Equivalent Services

Medical & Trauma Specialist, L.P. agrees that the level of services provided pursuant to this Agreement shall be substantially medically equivalent to the level of services provided by the City of Mission Fire/EMS. The City of Mission Fire/EMS shall, in its sole discretion, determine whether Medical & Trauma Specialist, L.P.'s level of service shall be deemed unsubstantially medically equivalent.

SECTION 19. Miscellaneous Provisions

a) **Binding Agreement.** Except as provided herein, this Agreement shall be binding upon and inure to the benefit of the heirs, successors, and assigns of the respective parties.
b) **Severability.** If any provision hereof shall be finally declared void or illegal by any court or administrative agency having jurisdiction, the entire Agreement shall not be void; but the remaining provisions shall continue in effect as nearly as possible in accordance with the original intent of the parties.
c) **Entire Agreement.** This Agreement represents the entire agreement of the parties with respect to the subject matter hereof and supersedes all prior written and oral matters related to this Agreement. Any amendment to this Agreement must be in writing and signed by all parties hereto or permitted or approved assignees.
d) **Recitals.** All of the recitals hereof are incorporated into this Agreement as if fully set forth herein.

IN WITNESS THEREOF, the following EMS Providers have duly executed this Agreement:

Medical & Trauma Specialist, L.P.
3122 Center Pointe Dr.
Edinburg, TX, 78539

City of Mission Fire/EMS
415 W. Tom Landry
Mission, TX 78572

CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: January 13, 2026

PRESENTED BY: Michael Silva, Fire Chief

AGENDA ITEM: Authorization to enter into a Facilities Use Agreement for Public Safety Agencies between South Texas College (STC) and the Mission Fire Department with an effective date of October 1, 2025 thru December 31, 2028 - Silva

NATURE OF REQUEST:

The Mission Fire Department is seeking authorization to enter a Facilities Use Agreement for Public Safety Agencies between South Texas College (STC) and the Mission Fire Department through December 31, 2028. This agreement would allow the Mission Fire Department to utilize STC's Fire Training Facility for public safety training purposes, fostering collaboration between the college and local emergency response agencies.

The agreement outlines the roles of the two parties involved. South Texas College, as the owner of the Fire Training Facility, would provide access to the Mission Fire Department for specific fire safety training exercises. These exercises could include firefighter training, emergency simulations, drills, or other preparedness activities essential for the Mission Fire Department's personnel.

BUGETED: Yes **FUND:** General **ACCT. #:** 01-430-54500

BUDGET: $108,900 **EST. COST:** _____ **CURRENT BUDGET BALANCE:** $99,056

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_____

SOUTH TEXAS COLLEGE
Regional Center for Public Safety Excellence
Facilities Use Agreement for Public Safety Agencies

This Facilities Use Agreement for Firefighting Agencies ("Agreement") is made this 1st day of October, 2025, by and between South Texas College (hereinafter "STC") and **City of Mission** (hereinafter the "Agency"), and shall continue in full force and effect until the **31st day of December, 2028** unless earlier terminated or extended pursuant to the terms of this Agreement or by operation of law. Each party has the right to terminate this Agreement for any reason, or no reason, at any time, by giving to the other party thirty (30) days' advance written notice of its intention to terminate. The initial term and any renewal term of this Agreement are referred to herein as the "Term."

Notwithstanding anything to the contrary in any purchase order or other document provided by the Agency, any product or service provided by STC in connection with a purchase order related to this Agreement is conditioned upon the Agency's acceptance of the terms and conditions of this Agreement. Any additional, conflicting or different terms proffered by the Agency in a purchase order or otherwise shall be deemed null and void. Each of the individuals executing this Agreement represents and warrants that he or she is authorized to execute the Agreement on behalf of STC or the Agency as applicable.

I. DESCRIPTION OF FACILITIES

STC owns and operates certain facilities and equipment located at the Regional Center for Public Safety Excellence, 3901 S. Cage Blvd., Pharr, Texas (the "Facilities"). The Facilities include the following components and capabilities: i) Classrooms with Technology; ii) Firearms Scenario-Based Simulator Training; iii) Driver Skills Pad; iv) Driver Simulator Training; v) Emergency Vehicle Operation Course; and vi) Target Range Qualifier Simulator Training, and vii) Two-Story Residential Fire-Training Structure. These components and capabilities are available, individually or collectively, in any combination, for use by the Agency pursuant to the terms of this Agreement.

II. USE OF FACILITIES AND EQUIPMENT, FEE SCHEDULE, PAYMENT

STC agrees that it shall reserve for the use of the Agency those components and capabilities of the Facilities for the purposes of training and/or educational activities to be conducted by the Agency for the benefit of the Agency's participants (hereinafter the "Training"), on the terms and conditions specified in this Agreement, including the following Fee Schedule:

Facilities	Rate
Firearms Scenario-Based Simulator Training	NA
Target Range Qualifier Simulator Training	NA
Driving Simulator Training	NA
Car Fire Simulator Training	NA

Emergency Vehicle Operations Course (EVOC)	NA
Skills Pad	NA
Classroom with Technology	No charge for the first three (3) days of consecutive use and $114.00 per day for each additional day
Two-Story Residential Fire-Training Structure	Variable based on recovery cost (See Exhibit B)

Agency shall pay STC a fee for the use of the Facilities, or a portion thereof, in accordance with the Fee Schedule. Full payment is due within thirty (30) days of Agency's receipt of STC's invoice.

III. RELEASE AND WAIVER

All persons using the Facilities in connection with the Training, or any portion thereof, including, without limitation, the Training participants and the Agency's employees and agents, must complete, sign and deliver to STC, prior to using the Facilities, a release and waiver (the "Release") in the form attached hereto as Exhibit "A."

IV. RESERVATION OF FACILITIES

At any time during the Term of this Agreement, the Agency, acting through an authorized agent, may request from STC a reservation to use the Facilities, or any portion thereof, for a Training for a period of time occurring prior to the expiration of the Term. All reservation requests shall be directed to the Director of the Regional Center for Public Safety Excellence via email or telephone or in person and shall include, without limitation, the date(s) and time periods requested, the components and capabilities of the Facilities to be used, and an estimate of the number of participants in the Training. Depending upon availability and other potential conflicts, including STC's need for the Facilities to carry out its educational mission, and at STC's sole discretion, STC may agree to allow the Agency to use the Facilities for the Agency's Training pursuant to this Agreement. Confirmation of the reservation will be provided to the Agency, in writing, via email or otherwise, and shall contain the date(s) and times of the reservation as well as an estimate of the total fees for use based on the information provided by the Agency.

V. CONFIRMATION OF CHARGES

Following the use of the Facilities in connection with one or more Training activities, an authorized representative of the Agency shall sign a Confirmation Form, in the form attached hereto as Exhibit "B," through which the Agency will

confirm the total amount due and owing to STC for the use of the Facilities as well as any services that may have been provided as described in the Confirmation Form.

VI. GENERAL TERMS AND CONDITIONS

1. All additions to and deletions from this Agreement must be initialed and dated by both parties in order to be a valid part of this Agreement. This Agreement may only be changed in accordance with a written amendment hereto, signed by STC and the Agency, and if required by law or STC policy, by STC's Board of Trustees. Time shall be of the essence for this Agreement, and the period of time granted to the Agency shall not be extended for occupancy or use of the Facilities or for installation or removal of equipment or personal property without written permission from STC.

2. The Agency may not assign any part of this Agreement to any other party without the prior written consent of STC whose consent may be withheld at its sole discretion. STC will not be responsible for any agreement(s) made by the Agency to the Training participants or any other party unless such agreements are expressly made part of this Agreement.

3. The parties agree that this Agreement shall be governed by and construed in accordance with the laws of the State of Texas. If any action is instituted in connection with any controversy arising out of this Agreement, the exclusive jurisdiction shall be the courts of Hidalgo County, Texas. The prevailing party shall be entitled to recover, in addition to costs, such sum as the court may adjudge reasonable as attorney's fees in such action, and on any appeal from any judgment or decree entered therein.

4. STC shall not be required to observe or comply with any rules, regulations, or policies of the Agency that are not specifically stated and agreed to as part of this Agreement.

5. The Agency shall comply with all applicable rules, policies and procedures promulgated by STC governing the use of the Facilities. STC policies and procedures will be made available to the Agency upon request. The Agency shall at all times comply with and observe all federal and state laws, local laws, ordinances, and regulations that are in effect during the period of this Agreement which in any manner affect its conduct or its use of the Facilities including, without limitation, the Americans with Disabilities Act (ADA) and Title IX of the Education Amendments 1972.

6. The Agency shall be responsible for the conduct of the Training participants and anyone else who is in attendance at the Training, excluding employees and agents of STC, and shall, at the Agency's expense, provide for the necessary personnel, as determined by STC, to

provide adequate and appropriate supervision of these attendees and participants in accordance with and adherence to all STC policies and procedures including, but not limited to, the use of alcoholic beverages, consumption of food, and the prohibition of smoking in all STC facilities. Any security services required by STC policy and/or the general statutes of the state of Texas shall be arranged by STC's Police Department at no cost to the Agency unless otherwise agreed by STC and the Agency in writing.

7. In permitting the use of the Facilities, STC does not relinquish control or custody thereof and does hereby specifically retain the right to enforce any and all rules and regulations applicable to the use of the Facilities. All parts of the Facilities will at all times be under the charge and control of STC. STC's representative may enter upon the Facilities at reasonable times to make inspections and to ensure compliance with this Agreement. STC may revoke the privilege of any attendee to use the Facilities, or any STC facility, if, in the sole opinion of STC, the attendee displays behaviors that are injurious or potentially injurious to themselves, others or property of STC. The Agency accepts the risk of loss or damage to its equipment or other personal property brought to or installed in the Facilities during the term of the Agreement. STC shall not be responsible for safeguarding the Agency's property, and shall not be liable for any damage done to the Agency's property by the negligent or intentional acts of any person. Nothing in this section shall operate to bar the Agency from seeking recovery for any losses caused by those individuals responsible for any theft or damage of equipment.

8. The Agency shall utilize only the parking areas designated for all automotive parking of the Training participants, the Agency's employees and agents, and guests, if any, and agrees to instruct all Training participants, employees, guests and other attendees to comply with this requirement.

9. The Agency shall use only its own cellular phone(s) to conduct any business while using the Facilities, unless there is an emergency.

10. The Agency shall not permit the vending or distribution of any merchandise and/or service in the Facilities or on STC premises.

11. STC shall not be responsible for providing, for use of the Agency, any spaces or venues that are not subject to this Agreement. If the Agency should decide not to utilize the Facilities, or any portion thereof, that have been reserved for the Agency at the Agency's request, STC shall not be obligated to reduce or deduct any fees corresponding to their use.

12. The Agency shall not over-subscribe the Training in such a way as to

exceed the legal fire capacity of the Facilities. If requested, the Agency shall provide to STC a list of participants as well as any guests of the Training to verify that no such over-subscriptions have occurred.

13. Any additional custodial overtime services, additional technical assistance, additional security services, or any other unforeseen and unavoidable expenses, resulting from the Training and that are not part of the estimated costs, shall be borne by the Agency.

14. Any equipment provided to or rented by the Agency from STC as part of this Agreement is for use only in the Facilities herein contracted and under the supervision, and operation where appropriate, of STC personnel. The Agency shall ensure that any equipment provided by STC pursuant to this Agreement shall be used appropriately and returned in good working order to its proper location following use each day. Under no circumstances shall any equipment be moved from the Facilities and/or removed from campus without the express written approval of STC. The Agency agrees that equipment not specified as part of this Agreement shall not be used by the Agency or Training participants.

15. The Agency shall ensure that all refuse and waste will be deposited in proper receptacles each day.

16. The Agency shall complete an STC accident report for any incident requiring administration of first aid. Said accident reports shall be provided to STC within twenty-four (24) hours of any incident.

17. The Agency agrees that if, because of any "act of God," riot, war, public emergency or calamity, fire, flood, weather related college closing, earthquake, epidemic, labor disturbance or strike, any act of public authority, or any other cause similar or dissimilar beyond STC's control, STC is unable to provide any of the Facilities and/or services herein contracted on the date(s) specified, performance of this Agreement, with the exception of monies already due and owing, shall be suspended and excused to the extent commensurate with such interrupting occurrence, and STC shall not be liable for any damages that the Agency, its representatives, or the participants in the Training might suffer.

18. To the fullest extent permitted by Texas or federal law, the Agency shall be responsible for any and all loss of, or damage or injury to, any property owned by STC resulting from the negligent and/or intentional acts of its officers, employees, agents, Training participants, or other attendees.

19. All written materials or advertising materials to be utilized by the Agency that refer in any way to STC must be reviewed and approved by STC prior to publication. Under no circumstances shall the Agency use the name of STC and/or any of its institutional insignia or logos without STC's prior written consent.

20. Except as specifically provided in this Agreement, STC hereby disclaims with respect to all services, equipment, Facilities or other deliverables provided hereunder, all express or implied warranties, including implied warranties of merchantability, quality, or fitness for a particular purpose.

21. If the Agency fails to perform, keep or observe any of the terms, covenants or conditions of this Agreement, STC shall give notice of default. If the default is not remedied to the satisfaction and approval of STC within the time specified in the notice, the Agency may be declared in default, and all of the Agency's rights hereunder shall terminate. At the direction of STC, the Agency shall forfeit all rights under this Agreement to any monies paid to STC in the form of deposits, advance payments, etc., and be further responsible for any additional monies owed which STC deems necessary to cover expenses incurred due to the cancellation of the Agency's event.

22. To the fullest extent permitted by Texas or federal law, the Agency agrees to indemnify, defend and hold STC, its officers, employees and agents, harmless from any and all costs, losses, damages, claims, suits or any liability whatsoever, including attorneys' fees, resulting from injury, including death, to person or damage to property arising out of, or in any manner connected with the Agency's use of the Facilities or any other property belonging to STC.

23. Nothing contained herein is intended or shall be construed as a waiver of either party's right to assert, in connection with any claim, demand or legal action arising under this Agreement, any privilege, immunity or defense conferred upon or otherwise available to the party as a state or federal governmental entity or agency or as a political subdivision of the State of Texas.

24. This Agreement and the performance of the services described herein does not create any agency, partnership, or joint venture between STC

and the Agency. This Agreement does not confer any benefits on any third party unless it expressly states that it does.

25. The Agency agrees that all electrical connections must be made by STC personnel and all STC equipment must be operated by STC personnel. Further, the Agency agrees that no equipment, device or fixture may be used which, in STC's opinion, endangers the structural integrity of the Facilities.

26. This Agreement may be executed in separate counterparts, each of which when so executed shall be an original, but all of such counterparts shall together constitute but one and the same instrument. This Agreement constitutes the entire agreement between the parties relating to use of the Facilities and supersedes any previous agreements or understandings. If any provision of this Agreement, or the application of any provision to any party or circumstance, is found to be invalid, unenforceable or illegal in any respect, the remainder of the Agreement, and the application of the provision to other parties or circumstances, shall remain valid and in full force and effect. Any failure of STC, at any time, to enforce or require the strict keeping and performance of any of the terms and conditions of the Agreement shall not constitute a waiver of such terms, conditions, or rights, and shall not affect or impair same, or the right of STC at any time to avail itself of same.

Executed as of the date first above written.

STC:	**AGENCY:**
South Texas College	City of Mission Fire Department
Signature:	Signature:
Dr. Ricardo J. Solis	Mike Silva
President	Fire Chief

Exhibit A
Participant Release and Waiver

I, the undersigned, hereby release, waive, discharge and covenant not to sue South Texas College, including its officers, trustees, agents, volunteers, and employees, collectively referred to as the "Releasees," from or for all liability to the undersigned for any and all loss, liability damage, or cost, or any claim or demands therefor, on account of injury to the person of the undersigned, whether caused by the negligence of the Releasees or otherwise, while the undersigned is in or upon the property of South Texas College, including the Facilities.

I, the undersigned, hereby agree to indemnify and save and hold harmless the Releasees from any and all loss, liability, damage, or cost that the Releasees, or any one of them, may incur due to or in connection with the presence of the undersigned in or upon the property of South Texas College including the Facilities, regardless of whether such loss, liability, damage, or cost was caused by the negligence of the Releasees.

I, the undersigned, hereby assume full responsibility for and risk of bodily injury due to the negligence of the Releasees or otherwise while in or upon the property of South Texas College including the Facilities.

I, the undersigned, agree that any dispute related to this Participant Release and Waiver will be governed by the laws of the State of Texas and will be adjudicated exclusively in the state courts of Hidalgo County, Texas.

I, the undersigned, acknowledge and agree that the activities that take place on the property of South Texas College, including the Facilities, are very dangerous and involve the risk of serious injury and/or death, and that I have read and signed this Participant Release and Waiver voluntarily.

I have read the above statements and understand the contents.

PRINT NAME _____

SIGNATURE _____

AGENCY (if applicable) _____

DATE _____/_____/_____

Exhibit B
Confirmation of Charges
Two Story Training Structure

Recovery Cost	Fee	Usage	Cost	Total
Training Structure*	$50/hr			
Air Trailer*	$25/hr			
SCBA*	$5 per pack/hr			
Fire Engine*	$25/hr			
Forcible Entry Door*	$7/hr			
Computer Lab*	$14/hr			
Trainer*	$40/hr			
Administrative Fee	$100	-	-	$100
Fuels				
Liquid Smoke	$28/Gallon			
Propane	Current Market Value per Gallon			

*Minimum of 4 hours will be charged for all usages

TOTAL COST $

Agency Representative Print Name

Agency Representative Signature

Date

CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: January 13, 2026

PRESENTED BY: Cesar Torres, Chief of Police

AGENDA ITEM: Approval of Ordinance No. ____ providing for a No Parking Zone signs at the 700 Block of South Glasscock Road and the 700 Block of Union Avenue. – Torres

NATURE OF REQUEST:

The Mission Police Department received a request for a No Parking Zone at the 700 Block of South Glasscock Road and the 700 Block of Union Avenue. On December 11, 2025, the Mission Traffic Safety Committee met to review the request and recommended implementing the requested "No Parking Zone" at the 700 Block of South Glasscock Road and the 700 Block of Union Avenue.

BUDGETED: _____ **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

RECORD OF VOTE:

APPROVED: _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____

ORDINANCE NO._____

AN ORDINANCE PROHIBITING PARKING IN THE AREA OF 700 BLOCK OF SOUTH GLASSCOCK ROAD AND 700 BLOCK OF UNION AVENUE; PROVIDING FOR INSTALLATION OF SAID TRAFFIC CONTROL DEVICES BEING NO PARKING ZONE SIGNS AND MAKING PROVISIONS OF THE STATE TRANSPORTATION CODE AND TRAFFIC ORDINANCES OF THE CITY OF MISSION IN REGARD TO PENALTY FOR VIOLATION APPLICABLE THERETO:

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

SECTION 1: From and after the passage of this ordinance, it shall be unlawful for any motor vehicle to park in the 700 block of South Glasscock Road and 700 block of Union Avenue.

SECTION 2: The City of Mission shall place proper signage in all directions in the area of 700 block of South Glasscock Road and 700 block of Union Avenue, in accordance with the standards adopted by the State Department of Highways and Public Transportation.

SECTION 3: The provisions of the State of Texas Transportation Code and the Traffic Ordinances of the City of Mission shall be applicable in regard to penalties for violation of said traffic control devices, signs and markings.

SECTION 4: The ordinance shall become effective when said traffic control devices are installed and when same has been published as prescribed by law.

READ, CONSIDERED AND APPROVED on this, the 13th day of January, 2026.

_____
Norie Gonzalez Garza, Mayor

ATTEST:

_____
Anna Carrillo, City Secretary

NO PARKING

NO PARKING

NO PARKING

NO PARKING

Glasscock

NO PARKING

NO PARKING

NO PARKING

NO PARKING

UNION

CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: January 13, 2026

PRESENTED BY: Cesar Torres, Chief of Police

AGENDA ITEM: Approval of Resolution No. _____ authorizing the Mission Police Department to submit an Agreement for the Temporary Closure of State Right-of-Way to the Texas Department of Transportation for the Walk with Christ event on Saturday, January 24, 2026 - Torres

NATURE OF REQUEST:

The Walk with Christ event is scheduled for January 24th, 2026 from 12pm to 2:30pm. The agreement is required by the Texas Department of Transportation for the closure of the northbound shoulder and outer lane of State Highway 107 (Conway Ave – SH 107) from the 2200 block to the 3600 block of North SH 107. The Mission Police Department will be responsible for securing the route, inside the City of Mission limits, to ensure the safety of both motorists and pedestrians.

BUDGETED:_____ **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 JPT

RECORD OF VOTE:

APPROVED: _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING_____

Resolution No. _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS, AUTHORIZING THE SUBMITTAL TO THE TEXAS DEPARTMENT OF TRANSPORTATION BY THE MISSION POLICE DEPARTMENT OF AN AGREEMENT FOR THE TEMPORARY CLOSURE OF THE STATE HIGHWAY 107 (CONWAY AVE.) STATE RIGHT OF WAY FOR THE WALK WITH CHRIST EVENT AND AUTHORIZING THE ISSUANCE OF A PUBLIC PERMIT THEREFORE:

WHEREAS, the state owns and operates a system of highways for public use and benefit including Mission, in Hidalgo County; and

WHEREAS, the City has requested the temporary closure of northbound shoulder and outer lane of State Highway 107 (Conway Ave – SH 107) from the 2200 block to the 3600 block of North SH 107 in the attached as described in "Exhibit A" to the attached agreement hereinafter identified as the "Event," and

WHEREAS, the Event will be located within the City's incorporated area; and

WHEREAS, the State, in recognition of the public purpose of the event, wishes to cooperate with the City so long as the safety and convenience of the traveling public is ensured and that the closure of the State's right-of-way will be performed within the State's requirement, and in connection there with, the State requires an agreement between the City and the State in regard thereto; and

WHEREAS, 43 TAC, Section 22.12 establishes the rules and procedures for the temporary closure of a segment of the State Highway System; and

WHEREAS, the attached agreement has been developed in accordance with the rules and procedures of 43 TAC, Section 22.12

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MISSION, TEXAT THAT:

SECTION 1: The Walk with Christ event is an event that serves a public purpose.

SECTION 2: The attached agreement which is made a part hereof for all purposes is approved and the City Manager is authorized to sign same on behalf of the City.

SECTION 3: Pursuant to said agreement, the City will close sections of the State Right-of-Way being: the northbound shoulder and outer lane of State Highway 107 (Conway Ave – SH 107) from the 2200 block to the 3600 block of North SH 107.

SECTION 4: The City Manager is authorized to issue a parade permit for the Walk with Christ event.

READ, CONSIDERED AND APPROVED on this, the 13TH day of January 2026.

_____
Norie Gonzalez Garza, Mayor

ATTEST:

_____
Anna Carrillo, City Secretary

Agreement No._____

STATE OF TEXAS §

COUNTY OF §

AGREEMENT FOR THE TEMPORARY CLOSURE OF STATE RIGHT-OF-WAY

THIS AGREEMENT is made by and between the State of Texas, acting by and through the Texas Department of Transportation, hereinafter called the "State," and the City of Mission, a municipal corporation, acting by and through its duly authorized officers, hereinafter called the "City."

W I T N E S S E T H

WHEREAS, the State owns and operates a system of highways for public use and benefit, including Mission, in Hidalgo, County; and

WHEREAS, the City has requested the temporary closure of the northbound shoulder and outer lane of State Highway 107 (Conway Ave – SH 107) from the 2200 block to the 3600 block of North SH 107 for the purpose of Walk with Christ Event, as described in the attached "Exhibit A," hereinafter identified as the "Event;" and

WHEREAS, the Event will be located within the City's incorporated area; and

WHEREAS, the State, in recognition of the public purpose of the Event, wishes to cooperate with the City so long as the safety and convenience of the traveling public is ensured and that the closure of the State's right-of-way will be performed within the State's requirements; and

WHEREAS, on the 13th day of January of 2026, the Mission City Council passed Resolution / Ordinance No._____, attached hereto and identified as "Exhibit B," establishing that the Event serves a public purpose and authorizing the City to enter into this agreement with the State; and

WHEREAS, 43 TAC, Section 22.12 establishes the rules and procedures for the temporary closure of a segment of the State highway system; and

WHEREAS, this agreement has been developed in accordance with the rules and procedures of 43 TAC, Section 22.12;

NOW, THEREFORE, in consideration of the premises and of the mutual covenants and agreements of the parties hereto, to be by them respectively kept and performed as hereinafter set forth, it is agreed as follows:

A G R E E M E N T

Article 1. CONTRACT PERIOD

This agreement becomes effective upon final execution by the State and shall terminate upon completion of the Event or unless terminated or modified as hereinafter provided.

Article 2. EVENT DESCRIPTION

The description of the Event, including the proposed schedule of start and stop times, approximate number of people attending the Event, and equipment involved shall be attached hereto and identified as “Exhibit C.”

Article 3. OPERATIONS OF THE EVENT

A. The City shall assume all costs for the operations associated with the Event, to include but not limited to, plan development, materials, labor, public notification, providing protective barriers and barricades, protection of highway traffic and highway facilities, and all traffic control and temporary signing.

B. The City shall submit to the State for review and approval the construction plans, if construction or modifications to the State’s right-of-way is required, the traffic control and signing plans, traffic enforcement plans, and all other plans deemed necessary by the State.

C. The City will not initiate closure prior to 24 hours before the scheduled Event and all barriers and barricades will be removed and the highway reopened to traffic within 24 hours after the completion of the Event.

D. The City will provide adequate enforcement personnel to prevent vehicles from stopping and parking along the main lanes of highway right-of-way and otherwise prevent interference with the main lane traffic by both vehicles and pedestrians. The City will prepare a traffic enforcement plan, to be approved by the State in writing at least 48 hours prior to the scheduled Event. Additionally, the City shall provide to the State a letter of certification from the law enforcement agency that will be providing traffic control for the Event, certifying that they agree with the enforcement plan and will be able to meet its requirements.

E. The City hereby assures the State that there will be appropriate passage allowance for emergency vehicle travel and adequate access for abutting property owners during construction and closure of the highway facility. These allowances and accesses will be included in the City’s traffic control plan.

F. The City will avoid or minimize damage, and will, at its own expense, restore or repair damage occurring outside the State’s right-of-way and restore or repair the State’s right-of-way, including roadway and drainage structures, signs, and pavement, etc. to a condition equal to that existing before the closure, and, to the extent practicable, restore the natural environment, including landscape features.

Article 4. OWNERSHIP OF DOCUMENTS

Upon completion or termination of this agreement, all documents prepared by the City will remain the property of the City. All data prepared under this agreement shall be made available to the State without restriction or limitation on their further use.

Article 5. TERMINATION

A. This agreement may be terminated by any of the following conditions:

(1) By mutual written agreement and consent of both parties.

(2) By the State upon determination that use of the State’s right-of-way is not feasible or is not in the best interest of the State and the traveling public.

(3) By either party, upon the failure of the other party to fulfill the obligations as set forth herein.

(4) By satisfactory completion of all services and obligations as set forth herein.

B. The termination of this agreement shall extinguish all rights, duties, obligations and liabilities of the State and City under this agreement. If the potential termination of this agreement is due to the failure of the City to fulfill its contractual obligations as set forth

herein, the State will notify the City that possible breach of contract has occurred. The City must remedy the breach as outlined by the State within ten (10) days from receipt of the State's notification. In the event the City does not remedy the breach to the satisfaction of the State, the City shall be liable to the State for the costs of remedying the breach and any additional costs occasioned by the State.

Article 6. DISPUTES

Should disputes arise as to the parties' responsibilities or additional work under this agreement, the State's decision shall be final and binding.

Article 7. RESPONSIBILITIES OF THE PARTIES

The State and the Local Government agree that neither party is an agent, servant, or employee of the other party and each party agrees it is responsible for its individual acts and deeds as well as the acts and deeds of its contractors, employees, representatives, and agents.

Article 8. INSURANCE

A. Prior to beginning any work upon the State's right-of-way, the City and/or its contractors shall furnish to the State a completed "Certificate of Insurance" (TxDOT Form 1560, latest edition) and shall maintain the insurance in full force and effect during the period that the City and/or its contractors are encroaching upon the State right-of-way.

B. In the event the City is a self-insured entity, the City shall provide the State proof of its self-insurance. The City agrees to pay any and all claims and damages that may occur during the period of this closing of the highway in accordance with the terms of this agreement.

Article 9. AMENDMENTS

Any changes in the time frame, character, agreement provisions or obligations of the parties hereto shall be enacted by written amendment executed by both the City and the State.

Article 10. COMPLIANCE WITH LAWS

The City shall comply with all applicable federal, state and local environmental laws, regulations, ordinances and any conditions or restrictions required by the State to protect the natural environment and cultural resources of the State's right-of-way.

Article 11. LEGAL CONSTRUCTION

In case one or more of the provisions contained in this agreement shall for any reason be held invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions hereof and this agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

Article 12. NOTICES

All notices to either party by the other required under this agreement shall be delivered personally or sent by certified U.S. mail, postage prepaid, addressed to such party at the following respective addresses:

Agreement No._____

City:	State:
City of Mission 1201 East 8th Street, Mission, Tx	Texas Department of Transportation

All notices shall be deemed given on the date so delivered or so deposited in the mail, unless otherwise provided herein. Either party hereto may change the above address by sending written notice of such change to the other in the manner provided herein.

Article 13. SOLE AGREEMENT
This agreement constitutes the sole and only agreement between the parties hereto and supersedes any prior understandings or written or oral agreements respecting the within subject matter.

IN TESTIMONY WHEREOF, the parties hereto have caused these presents to be executed in duplicate counterparts.

THE CITY OF MISSION
Executed on behalf of the City by:

By_____ Date_____
City Official

Typed or Printed Name and Title _____

_____

THE STATE OF TEXAS
Executed for the Executive Director and approved for the Texas Transportation Commission for the purpose and effect of activating and/or carrying out the orders, established policies or work programs heretofore approved and authorized by the Texas Transportation Commission.

By_____ Date_____
District Engineer

By_____ Date_____
Director of Maintenance

Exhibit A

ROAD CLOSURE EVENT NAME AND DATE

NAME: Walk with Christ Event
DATE OF CLOSURE: Saturday, January 24, 2026
TIME OF CLOSURE: 12:00 pm through 2:30 pm

(SEE ATTACHED ROUTE MAP AND ROAD CLOSURES)

Agreement No._____

Exhibit B

RESOLUTION

Agreement No._____

Exhibit C

CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: January 13, 2026

PRESENTED BY: Cesar Torres, Chief of Police

AGENDA ITEM: Authorization to continue purchases for FY 2025–2026 from vendors with forecasted expenditures exceeding the $25,000 threshold through cooperative contracts and sole source. - Torres

NATURE OF REQUEST:

Based on current and projected operational needs for the fiscal year, the Mission Police Department is seeking authorization to continue purchases during Fiscal Year 2025–2026, as cumulative expenditures are anticipated to exceed the City's purchasing threshold of $25,000. The vendors provide a range of essential goods and services, including police uniforms, information technology, and related services in support of departmental operations. In accordance with the City's Procurement Policy, City Council approval is required. Exhibit "A" lists all vendors, the purpose of each purchase, and the applicable procurement method.

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

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

BID AMOUNT: _____

STAFF RECOMMENDATION:

Approval

Departmental Approval: Finance, Purchasing

Advisory Board Recommendation: N/A

City Manager's Recommendation: Approval *JPT*

RECORD OF VOTE:

APPROVED: _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING_____

Vendor Contract Information Summary

Vendor	Dana Safety Supply, Inc.
Contact	Mark Sevigny
Phone	8133484866
Email	bids@danasafetysupply.com
Vendor Website	https://danasafetysupply.com/
TIN	27-1557226
Address Line 1	7800 Breen Drive
Address Line 2	Bldg B
Vendor City	Houston
Vendor Zip	77064
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	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	No
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

Vendor Contract Information Summary

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

Vendor Contract Information Summary

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	Uniforms and Accessories
Contract No.	773-25
Effective	07/01/2025
Expiration	06/30/2028
Accepts RFQs	Yes

One Tyler Drive
Yarmouth, ME 04096

P: 800.772.2260
F: 207.781.2459

www.tylertech.com

April 23, 2025

Abram Ramirez
Information Technology Director
City of Mission
1201 East 8th Street
Mission, TX 78572

RE: Sole Source for Procurement

Dear Mr. Ramirez:

Please accept this letter as confirmation that Tyler Technologies, Inc. is the sole developer, provider, and implementer of the Tyler ERP Pro (formerly Incode Financials), Municipal Justice (formerly Incode Court), Enterprise Public Safety (formerly New World Public Safety), Public Safety Pro (formerly Incode Public Safety) and Enforcement Mobile (formerly Brazos) software. Additionally, Tyler is the only party authorized to support, and update or modify the software.

Please let me know if you have any questions.

Regards,

Sherry Clark
Sherry Clark
Group General Counsel

HGACBuy (/)

Radio Communications/Emergency Response Equipment

Contract Information

Contract Number

RA05-21

Effective Dates

08/01/2021 - 07/31/2027

Contract Details

Program contracts include a wide variety of Radio Communication Equipment, Command & Control Equipment, Mobile Satellite Communications Equipment and Integrated Services.

View Contacts (/contracts/contact-information?contractid=124)

View Documents (/contracts/documents?contractid=124)

Return to Products & Services (/products-and-services?contractid=124)

All Products

Search Products

Description	Code	Manufacturer	Price	Discount
A Manufacturer of test equipment used to maintain and service Land-Mobile Radio technology (/products-and-services/view-product?productid=30537)	XA-3	Astronics Test Systems, Inc		

Activu Software, services and integration (/products-and-services/view-product?productid=30531)	WB	Activu Corporation
BK portable radio, mobile radio, and base station radios (/products-and-services/view-product?productid=30533)	XA-1	BK Technologies, Inc.
EF Johnson will be offering a complete line of P25 radio equipment including: Land Mobile Radios and Accessories, Base Stations and Accessories, Communication Control Console Systems; Portable Radios and Accessories, and Radio Trunking Systems. (/products-and-services/view-product?productid=30535)	FD, NA	E. F. Johnson Company
Interoperability and Optimization Services. List of microwave OEMs, Network (routing and Wi-Fi) OEMs and varied Computer Aided Dispatch (CAD) OEMs. MPLS Internet Protocol (IP) Enternet network, application transport and Project 25 (P25) LMR networks (/products-and-services/view-product?productid=30539)	D	IPKeys Power Partners, Inc.
Land Mobile Radio, SNV-12 modular receiver, RoIP, WAIS (Wide Area Interoperability System), ACU-1000 units (/products-and-services/view-product?productid=30540)	MC	JPS Interoperability Solutions, Inc.
Microwave Networks Incorporated is a trusted global provider of wireless infrastructure and last-mile transmission solutions. We design, manufacture, install, and service licensed and unlicensed, point-to-point and point-to-multipoint microwave systems. We offer full backhaul wireless and complete turnkey solutions for public safety, mobile carriers, private communication networks, next generation IP and LTE/4G networks. A US corporation, Microwave Networks is headquartered in the Greater Houston Metropolitan Area with global sales services and support locations. (/products-and-services/view-product?productid=30542)	OA	Microwave Networks Incorporated

Mobile and Portable radios, Base stations, Trunking Systems, Dispatch Consoles, Mobile Data Systems, Mobile Data Subscribers, Mobile Computing Devices, Broadband Wireless Mesh Infrastructure and Subscribers, Video and Biometrics, Radio Infrastructure (Towers, Shelters, UPSs and, Generators), LTE Equipment/Services, Next Gen 911 Equipment/Services, Intelligent LED Policing, Real Time Video Solutions, CAD and Records Management Integrated Command Control Equipment, System Integration Services Emergency Trailers, System Integration Services, Command Vehicles Project Management, System Engineering, System Technologist,Training, Advanced Services, Video and Network Management (/products-and-services/view-product?productid=30544)	PA, PB, PC, PD	Motorola Solutions, Inc.
Nokia of America Corporation offers equipment used for Microwave, Packetized Radio Transmission, back haul first mile/last mile and equipment to furnish an end to end MPLS Network Solution. With all the installation and support services for ongoing support. (/products-and-services/view-product?productid=30545)	AA, AD	Nokia of America Corporation dba Nokia Innovations US LLC
P25-Phase 25 technology, Land Mobile Radio devices that adhere to TIA/EIA P25 standards (/products-and-services/view-product?productid=30541)	GA	L3Harris Technologies, Inc.
Professional and Commercial Radio, Project 25 Systems , Radio Equipment, Two-way radio subscriber units and infrastructure (/products-and-services/view-product?productid=30532)	PA, XD	Advantage Communications
Radios; Receivers; Aviation; Marine; P25; Portables; Base Stations; Repeaters; Trunking Systems (/products-and-services/view-product?productid=30536)	HA, HB	First In Software
SIAE is an acknowledged world leader in the microwave communicaion and millimeter wave customer apllicaions. (/products-and-services/view-product?productid=30548)	XA-5	SIAE Microelettronica, Inc.

The Tait Communications solution portfolio of Unified Critical Communication radio technology includes P25, DMR and MPT portables, mobiles, base stations, repeaters and networks with peripheral options and accessories. Tait technology delivers decades of experience in Private Mobile Radio systems—trunked MPT 1327 and P25 conventional, trunked, simulcast and DMR Digital Mobile Radio Tier 2 and Tier 3 Network technology. Tait Tough solutions provide mission critical communications for public safety, public services, public transportation, the utility industry, local government and nationwide government organizations. (/products-and-services/view-product?productid=30549)	TA, TD	Tait Communications
Zetron Dispatch Products MAX Dispatch Pro is an end-to-end IP based telecommunications console system designed for mission-critical dispatch applications. Because MAX Dispatch employs the latest, standards-based IP protocols and IT best practices, it offers the highest levels of interoperability, scalability, and usability. This product is packaged to meet the needs of medium to larger sized systems that utilize an extensive console feature set. Our dispatch solution offers products for MAX Dispatch Pro, MAX Dispatch Standard, IP Fire Station Alerting System, Pathway Product Family, MAX Solutions CAD and GIS, Logging Recorders, M6300 RoIP Gateway. The upgrade option is our ACOM Advanced Communications Systems solution." Zetron Services Zetron offers a range of services that help ensure that systems are installed and configured to run optimally and to best support their operational needs. Services include Customer Fulfillment Technical Support, Miscellaneous Services, Warranties, Product Service Plans, and Training." (/products-and-services/view-product?productid=30550)	VA, VD	Zetron, Inc.

January, 14th, 2025

To Whom It May Concern:

This letter is to confirm that the Certified Licensee, Phazzer LLC, is the Sole Source Distributor of PhaZZer brand products in the USA. Products include but not limited to:

- PhaZZer@ Enforcer™ conductive energy weapons (CEWs), Models: 1-EBLK and 1-EYLW, 1-EYLW DP, 1-EBLK-DP, 1-SEBLK, 1-SEBLK-DP, 1-SEYLW, 1-SEYLW-DP, 1-LEPD-BLK, 1-LEPD-BLK-DP, 1-LEPD YLW, 1- LEPD-YLW-DP , : 1-LEU-YLW-DP, 1-LEU-BLK-DP
- PhaZZer® Dart Cartridges: New Design 15-foot cartridges, Model 1-NDC15; New Design 21-foot cartridges, Model 1-NDC21; New Design 25-foot cartridges, Model 1-NDC25; New Design 21- foot Training cartridge, Model 1-NTC21. The cartridges are required for the Enforcer CEW to function in the probe deployment mode.
- PhaZZer@ Level II Ambidextrous Duty Belt Holster Model 1-PHZ-HOL-RH, 1-PHZ-HOL-LS
- PhaZZer Single and Double Cartridge Pouch Models 1-DCP and 1-SCP
- PhaZZer@Wireless Data Port Receiver 1-DPR

PhaZZer operators/users must be trained by a Certified PhaZZer Instructor.

The Sole Authorized Distributor for the USA is as follows:

PhaZZer LLC
30 N. Gould St. Suite 5368
Sheridan, WY 82801
(833) 742-9937
Sales@phazzerus.com

Sincerely,

Diana B. Robinson
PhaZZer LLC
(402) 913-6035 / controller@phazzerus.com

PhaZZer LLC is a licensee of the PhaZZer® brand intellectual property. . PhaZZerUS.com and PhaZZer LLC is not endorsed, sponsored by or affiliated in any way with PhaZZer Electronics Inc.

tyler technologies

One Tyler Drive
Yarmouth, ME 04096

P: 800.772.2260
F: 207.781.2459

www.tylertech.com

September 18, 2025

City of Mission
Attn: Abram Ramirez, IT Director
1201 E. 8th St.
Mission, TX 78572

RE: Sole Source for Procurement

Dear Mr. Ramirez:

Please accept this letter to confirm that Tyler Technologies is the sole source of its Tyler ERP Pro (formerly Incode Financials), Municipal Justice (formerly Incode Court), Enterprise Public Safety (formerly New World Public Safety), Public Safety Pro (formerly Incode Public Safety) and Enforcement Mobile (formerly Brazos) software. Tyler is the only party authorized to implement, support and update such software.

Tyler appreciates the trust that the City of Mission has placed in our company and products, and we will continue to work diligently to ensure your complete satisfaction with our software, service and support throughout the life of this partnership.

Please do not hesitate to contact me with any questions regarding the foregoing.

Regards,

Sherry Clark

Sherry Clark
Group General Counsel
Sherry.clark@tylertech.com

Vendor Contract Information Summary

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

EXHIBIT A

VENDOR NAME	PROCUREMENT METHOD - Coop, State Contract, Sole Source, Etc.	NOTES: Reason for the Purchase	ACCOUNTS FOR PURCHASES		
Brazos Technologies	Sole Source Vendor	Court/Police Citations Software	01-430-44640		
Dana Safety Supply	Buyboard	Police Units and Equipment & Unit Outfitting	01-430-44645		
Galls LLC	Buyboard	Police Equipment & Uniforms	01-430-64280 & 01-430-64270		
Go Car Wash	N/A - Approved Vendor	Police Vehicle Maintenance	01-430-44645		
GT Distributors	Buyboard	Police Units and Equipment & Unit Outfitting	01-430-44645		
Mission Paint & Body	N/A - Approved Vendor	Police Units Repair	01-430-44645		
Motorola Solutions	HGAC	Radio Communications/Emergency Response Equipment	01-430-44645		
Phazzer	Sole Source Vendor	Police Equipment	01-430-64390		
RGV Communications	N/A - Approved Vendor	Radio Subscriptions	01-430-94730		
Rimage USA	N/A - Approved Vendor	ID Tech/Evidence CD Burner	01-430-64140 or 01-430-64280		
SafeGuard	TIPS	Alarms/Access Control/Intercom Systems	01-430-44610		
Soard Solutions	Vendor from Bidding	Drones & Maintence/Training	01-430-64390 & 01-430-74950		
South Texas Communication	HGAC	Radios	01-430-44645		
TelePro Communications	TIPS	Video surveillance/Access Control, Etc.	01-430-64390		
Tyler Technologies	Sole Source Vendor	Police Records/Information System	01-430-44640		

*Some purchases may be completed
using the state or federal forfeiture accounts.

*This does not override the individual request for approval
before purchases are made.

CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: January 13, 2026

PRESENTED BY: Cesar Torres, Chief of Police

AGENDA ITEM: Authorization to purchase twenty-two (22) Body Worn Cameras from Motorola Solutions, via 17724 - HGAC (TX)-RA05-21, in the total amount of $36,669.16, using FY 2026 Body Worn Camera Program (BWC) grant funds, with a 25% cash match from the City in the amount of $9,167.29 – Torres

NATURE OF REQUEST:

The Mission Police Department is seeking authorization to purchase seventeen (17) Body Worn Cameras to be used by police officers. The FY 2026 Body Worn Camera Program (BWC) grant funds grant award is for $37,500.00. This expenditure is a total of $36,669.16. The purchase will be made from Motorola Solutions, via 17724 – HGAC (TX)-RA05-21, using grant funds. There is a 25% cash match from the city, totaling $9,167.29. A corresponding budget amendment will be introduced at midyear

BUDGETED: No **FUND:** Designated **ACCT. #:** 15-424-64390

BUDGET: $28,125 **EST. COST:** $28,125 **CURRENT BUDGET BALANCE:** $28,125

BUDGETED: Yes **FUND:** Federal **ACCT. #:** 11-410-64390

BUDGET: $50,000 **EST. COST:** $9,167.29 **CURRENT BUDGET BALANCE:** $23,368

BID AMOUNT: $

STAFF RECOMMENDATION:

Approval.

Departmental Approval: Finance, Purchasing

Advisory Board Recommendation: N/A

City Manager's Recommendation: Approval JP

RECORD OF VOTE:

APPROVED: _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____

MOTOROLA SOLUTIONS

QUOTE-3327165
MISS PD - V700 (17) - 25-100540

Billing Address:
MISSION, CITY OF
1201 E EIGHTH ST
MISSION, TX 78572
US

Quote Date:12/12/2025
Expiration Date:02/10/2026
Quote Created By:
Sid Basaldua
sidb@stcradios.com

End Customer:
MISSION, CITY OF
CHIEF CESAR TORRES
CHIEFCTORRES@MISSIONPOLICE.ORG
956-655-5981

Contract: 17724 - HGAC (TX)-RA05-21

Line #	Item Number	Description	Qty	Term	Sale Price	Ext. Sale Price
	V700					
1	WGP02950	V700 BATTERY, 3.8V, 4180MAH, REMOVABLE	22		$104.50	$2,299.00
2	WGA00640-KIT1	V300/V700, DESKTOP USB DOCK CHGR/UPLD KIT	22		$190.00	$4,180.00
3	LSV07S03512A	ESSENTIAL SERVICE W/ACC DMG AND ADV REPLACEMENT - V700	22	5 YEARS	$441.60	$9,715.20
4	WGB-0862A	V700 BWC 1080P VZW READY W/REM BATT JM	22		$735.68	$16,184.96
	VideoManager EL or EX: Video Evidence Management					
5	WCM000111-020	INTEGRATION VIDEOMANAGER EL WITH MOTOROLA CAD/RMS*	1		$0.00	$0.00
6	PSV00S05490A	MOBILE VIDEO REMOTE EQUIPMENT ADD ON	1		$0.00	$0.00
7	SSV00S01450B	LEARNER LXP SUBSCRIPTION	44	1 YEAR	$0.00	$0.00
8	WGP02400-520	VIDEOMANAGER EL, BODY WORN CAMERA ANNUAL LICENSE	22	1 YEAR	$195.00	$4,290.00

Grand Total $36,669.16(USD)

Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the ""Underlying Agreement"") that authorizes Customer to purchase equipment and/or services or license software (collectively ""Products""). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.
Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

MOTOROLA SOLUTIONS

QUOTE-3327165
MISS PD - V700 (17) - 25-100540

Notes:

- The Pricing Summary is a breakdown of costs and does not reflect the frequency at which you will be invoiced.
- Additional information is required for one or more items on the quote for an order.
- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.
- Unless otherwise noted in this quote / order, installation of equipment is not included.

Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the ""Underlying Agreement"") that authorizes Customer to purchase equipment and/or services or license software (collectively ""Products""). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

MOTOROLA SOLUTIONS

QUOTE-3327165
MISS PD - V700 (17) - 25-100540

Line #	Item Number	Parametric Data
5	WCM000111-020	Incomplete
7	SSV00S01450B	SALECON = Sid Basaldua,SALEADR = SIDB@STCRADIOS.COM,EMAILADR = ASSTCHIEFPEREZ@missionpolice.org,ADMEMAIL = ASSTCHIEFPEREZ@missionpolice.org,ADMUSER = ASST CHIEF PEREZ,ADMPHONE = 956-584-5016,AGDOMAIN = missiontx.us,NEW_EXP = EVIDENCE LIBRARY ON PREMISE (EL5)
8	WGP02400-520	ADMEMAIL = ASSTCHIEFPEREZ@missionpolice.org,ADMUSER = ASST CHIEF PEREZ

Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the ""Underlying Agreement"") that authorizes Customer to purchase equipment and/or services or license software (collectively ""Products""). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

VIDEOMANAGER EL SOLUTION DESCRIPTION

VideoManager EL simplifies evidence management, automates data maintenance and facilitates management of your department's devices.

It is compatible with V300 and VISTA body-worn cameras, as well as M500 and 4RE in-car video systems, enabling you to upload video evidence quickly and securely.

The optional SmartControl and SmartConnect smart device applications support live video streaming from body-worn cameras, allowing personnel to view footage captured by the cameras in the app.

VIDEO EVIDENCE MANAGEMENT

VideoManager EL delivers benefits to all aspects of video evidence management. From streamlining the evidence review process to automatically maintaining your stored data, VideoManager EL makes evidence management as efficient as possible. With VideoManager EL, you minimize the amount of time spent manually managing evidence, allowing your team to spend more time in the field.

Simplified Evidence Review

VideoManager EL makes evidence review easier by allowing you to upload captured video and audio from your in-field devices, sharing important information that groups relevant evidence together. This information includes a recording's date and time, device used to capture, event ID, officer name and event type. Incidents recorded from several devices can be found easily and viewed at the same time, eliminating the task of reviewing irrelevant footage.

Its built-in media player includes a visual display of incident data, allowing you to view moments of interest, such as when lights, sirens or brakes were activated during the event timeline, status of cameras and microphones and patrol speed graph.

Other relevant files, such as PDFs, spreadsheets, reports, third-party videos, audio recordings, pictures, drawings and applicable external files can also be grouped together and stored under a specific case entry, allowing all pertinent information to be stored together in Evidence Library.

Easy Evidence Sharing

VideoManager EL empowers you to easily share information in the evidence review or judiciary sharing process by exporting evidence data. It is capable of searching for data using various criteria, including import, export, playback, download, share and modification dates, allowing users to quickly find relevant evidence.

Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the ""Underlying Agreement"") that authorizes Customer to purchase equipment and/or services or license software (collectively ""Products""). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.
Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

Automatic Data Maintenance

VideoManager EL lets you automatically organize the evidence data you store, allowing you to save time that would be spent manually managing it. It can schedule the automatic movement or purging of events on any basis, based on how you want to configure the system.

Security groups and permissions are easily set up in VideoManager EL, allowing you to grant individuals access to evidence on an as-needed basis.

Integration with In-Car and Body-Worn Cameras

Officers on the road are able to automatically upload encrypted video from in-car systems and body cameras. This eliminates the need for trips to and from the station solely for uploading data into the system.

Video and audio captured by M500, V300, 4RE and VISTA camera systems are automatically linked in VideoManager EL based on time and location. You can then utilize synchronized playback and export of video and audio from multiple devices in the same recording group, where video and audio streams can be matched together.

Optional Live Video Streaming

VideoManager EL integrates with SmartControl, an optional mobile application for Android and iOS that allows officers to review video evidence from their smartphone or tablet while they're still in the field.

SmartControl also allows officers to categorize recordings using event tags, stream live video from and change camera settings, such as adjusting field of view, brightness, and audio levels.

SmartConnect, an optional smartphone application, provides VISTA body-worn camera users with immediate in-field access to their body cameras. SmartConnect includes the ability to pair with VISTA cameras, adjust officer preferences, categorize recordings with incident IDs and case numbers, and play back recordings.

DEVICE MANAGEMENT

Agencies using VideoManager EL can assign users to devices, track them and streamline shift changes. You can easily manage, configure, update firmware and deploy in-car and body-worn cameras. Individual preference settings can be configured based on user profiles, allowing quick device transactions within a pooled or assigned device system. VideoManager EL also enables devices to be quickly exchanged between officers during shift changes. This minimizes the number of devices needed for your fleet.

Device Tracking

You can easily manage, configure and deploy your in-car and body-worn cameras in VideoManager EL. Devices can be assigned to personnel within VideoManager EL and tracked, helping agencies keep track of which users have specific devices.

Faster Shift Changes

VideoManager EL's Rapid Checkout Kiosk feature allows agencies using a pooled camera system to use fewer cameras. Cameras can be checked out at the start of a shift using an easy-to-use interface.

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At the end of the shift, the camera can be returned to its dock, where the video is automatically uploaded and the camera is made ready to be checked out and used for the next shift.

Devices can also be configured to remember individual preference settings for each user, including haptic and audible alert volume level, screen brightness and camera aim. These settings are applied whenever a device is assigned to a specific officer. A variety of settings within VideoManager EL also enable you to configure devices to operate in alignment with your agency’s policies and procedures.

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MOBILE VIDEO PRODUCTS NEW SYSTEM STATEMENT OF WORK

OVERVIEW

This Statement of Work (SOW) outlines the responsibilities of Motorola Solutions, Inc. (Motorola) and the Customer for the implementation of body-worn camera(s) and/or in-car video system(s) and your digital evidence management solution. For the purpose of this SOW, the term “Motorola” may refer to our affiliates, subcontractors, or certified third-party partners. A third-party partner(s) (Motorola-certified installer) will work on Motorola’s behalf to install your in-car video system(s) (if applicable).

This SOW addresses the responsibilities of Motorola and the Customer that are relevant to the implementation of the hardware and software components listed in the Solutions Description. Any changes or deviations from this SOW must be mutually agreed upon by Motorola and the Customer and will be addressed in accordance with the change provisions of the Contract. The Customer acknowledges any changes or deviations from this SOW may incur additional cost.

Motorola and the Customer will work to complete their respective responsibilities in accordance with the Project Schedule. Any changes to the Project Schedule must be mutually agreed upon by both parties in accordance with the change provisions of the Contract.

Unless specifically stated, Motorola will perform the work remotely. The Customer will provide Motorola personnel with access to their network and facilities so Motorola is able to fulfill its obligations. All work will be performed during normal business hours based on the Customer’s time zone (Monday through Friday from 8:00 a.m. to 5:00 p.m.).

The number and type of software subscription licenses, products, or services provided by Motorola are specifically listed in the Contract and referenced in the SOW. Services provided under this SOW are governed by the mutually executed Contract between the parties, or Motorola’s Master Customer Agreement and applicable addenda (“Contract”).

AWARD, ADMINISTRATION, AND PROJECT INITIATION

Project Initiation and Planning will begin following the execution of the Contract between Motorola and the Customer. At the conclusion of Project Planning, Motorola’s Project Manager (PM) will begin status meetings and provide status reports on a regular cadence with the Customer’s PM. The status report will provide a summary of activities completed, activities planned, progress against the project schedule, items of concern requiring attention, as well as, potential project risks and agreed upon mitigation actions.

Motorola utilizes Google Meet as its teleconference tool. If the Customer desires to use an alternative teleconferencing tool, any costs incurred from the use of this alternate teleconferencing tool will be the responsibility of the Customer.

FBI-CJIS SECURITY POLICY – CRIMINAL JUSTICE INFORMATION

CJIS Security Policy Compliance

Motorola does not believe our Mobile Video offerings (i.e. in-car/body-worn cameras) require compliance with the FBI-CJIS Security Policy (CJISSECPOL) based on the definition in Section 4 of CJISSECPOL and how the FBI-CJIS defines Criminal Justice Information. However, Motorola does design its products with the CJISSECPOL

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security controls as a guide. Motorola's Mobile Video system design and features support best practice security controls and policy compliance. In the event of a CJIS technical audit request, Motorola will support the Customer throughout this process.

Personnel Security – Background Screening

Motorola will assist the Customer with completing the CJIS Security Policy Section 5.12 Personnel Security related to authorized personnel background screening when requested to do so by the Customer. Based on Section 5.12, a Motorola employee is defined as someone who is required to be on the Customer's property with unescorted access. Motorola employees will also have access to the Customer's network(s) and stored information. Motorola has remote access tools to support virtual escorted access to on-premises customer assets.

Additionally, Motorola performs independent criminal background investigations including name based background checks, credential and educational vetting, credit checks, U.S. citizen and authorized worker identity verification on its employees.

Motorola will support the Customer in the event of a CJIS audit request to validate employees assigned to the project requiring CJIS Section 5.12 Personnel Security screening and determine whether this list is up to date and accurate. Motorola will notify the Customer within 24 hours or next business day of a personnel status change.

Security Awareness Training

Motorola requires all employees who will support the Customer to undergo Level 3 Security Awareness Training provided by Peak Performance and their CJIS online training platform. If the Customer does not have access to these records, Motorola can facilitate proof of completion. If the Customer requires additional and/or separate training, Motorola will work with the Customer to accommodate this request at an additional cost.

CJIS Security Addendum

Motorola requires all employees directly supporting the Customer to sign the CJIS Security Addendum if required to do so by the Customer.

Third Party Installer

The Motorola-certified third party installer will work independently with the Customer to complete the Section 5.12 Personnel Security checks, complete Security Awareness Training and execute the CJIS Security Addendum.

COMPLETION CRITERIA

The project is considered complete once Motorola has completed all responsibilities listed in this SOW. The Customer's task completion will occur based on the Project Schedule to ensure Motorola is able to complete all tasks without delays. Motorola will not be held liable for project delays due to incomplete Customer tasks.

The Customer must provide Motorola with written notification if they do not accept the completion of Motorola responsibilities. Written notification must be provided to Motorola within ten (10) business days of task completion. The project will be deemed accepted if no written notification is received within ten (10) business days.

In the absence of written notification for non-acceptance, beneficial use will occur thirty (30) days after functional demonstration of the system.

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SUBSCRIPTION SERVICE PERIOD

If the contracted system includes a subscription, the subscription service period will begin upon the Customer's receipt of credentials for access. The provision and use of the subscription service is governed by the Contract.

PROJECT ROLES AND RESPONSIBILITIES OVERVIEW

Motorola Project Roles and Responsibilities

The Motorola Project Team will be assigned to the project under the direction of the Motorola PM. Each team member will be engaged in different phases of the project as necessary. Some team members will be multi-disciplinary and may fulfill more than one role.

In order to maximize effectiveness, the Motorola Project Team will provide various services remotely by teleconference, web-conference, or other remote method in order to fulfill our commitments as outlined in this SOW.

Our experience has shown customers who take an active role in the operational and educational process of their system realize user adoption sooner and achieve higher levels of success with system operation. The subsections below provide an overview of each Motorola Project Team Member.

Project Manager (PM)

The PM will be the principal business representative and point of contact for Motorola. The PM's responsibilities may include but are not limited to:

- Manage Motorola responsibilities related to the delivery of the project.
- Maintain the Project Schedule, and manage assigned Motorola personnel, subcontractors, and suppliers as applicable.
- Coordinate schedules of assigned Motorola personnel, subcontractors, and suppliers as applicable.
- Conduct equipment inventory if applicable.
- Maintain project communications with the Customer.
- Identify and manage project risks.
- Coordinate collaboration of Customer resources to minimize project delays.
- Evaluate project status against Project Schedule.
- Conduct status meetings on mutually agreed upon dates to discuss project status.
- Provide timely responses to Customer inquiries and issues related to project progress.
- Conduct daily status calls with the Customer during Go-Live.

Post Sales Engineer

The Post Sales Engineer will work with the Customer's Project Team on:

- Discovery validation.
- System provisioning.
- Covers the IT portion of the Project Kickoff Call with the Customer.
- Contracted data migration between two disparate digital evidence management systems (if applicable).

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System Technologist (ST)

The ST will work with the Customer's Project Team on:

- Configure Customer's digital evidence management system.
- Inspect installation and configure hardware devices.
- Provide instructions to the Customer on how to configure the hardware.
- Review Deployment Checklist with the Customer.
- Develop and submit a Trip Report.
- Update Customer IP Map.

Professional Services Engineer (if applicable)

The Professional Services Engineer is engaged on projects that include integration between Motorola's digital evidence management system and the Customer's third-party software application. Their responsibilities include:

- Delivery of the interface between Motorola's digital evidence management system and the Customer's third-party software (e.g. CAD).
- Work with the Customer to access required systems/data.

Application Specialist (if applicable)

The Application Specialist will work with the Customer Project Team on system provisioning and education. The Application Specialist's responsibilities include but are not limited to:

- Deliver provisioning education and guidance to the Customer for operating and maintaining their system.
- Provide product education as defined by this SOW and described in the Education Plan.
- Provide on-site training based on the products the Customer purchased.

Technical Trainer / Instructor

The Technical Trainer / Instructor provides training on-site or remote depending on the training topic and deployment services purchased.

Motorola-Certified Installer

The Motorola-certified installer is primarily responsible for installing in-car video systems (ICVs) into Customer vehicles. There are specific requirements the 3rd party partner must meet in order to be considered a Motorola-certified installer, and they include the following:

- **Required Training**
  - WTG0501 - M500 Vehicle Installation Certification (Remote) or WTG0503 - M500 Vehicle Installation Certification (Live)
    - Needs to be renewed yearly.
    - Needs to be submitted to the PM by the technician completing the installation no less than thirty (30) days prior to the installation.
  - Review of any previous Motorola Solutions Technical Notifications (MTNs).
- **Optional Training**
  - WGD00186 - M500 Installation Overview and Quick Start (NA)
    - Not required for installation. Available for the installing technician.
  - WGD00177 - M500 In-Car Video System Installation Guide
    - Not required for installation. Available for the installing technician.
  - MN010272A01 - M500 In-Car Video System Basic Service Manual

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- Not required for installation. Available for the installing technician.

Other responsibilities the Motorola-certified installer may be involved in include the installation of cellular routers or Access Points. These activities will only be completed by Motorola if Motorola quotes these services; otherwise, the completion of these services are solely the responsibility of the Customer.

Customer Support Services Team

The Customer Support Services Team will provide on-going support to the Customer following Go-Live and final acceptance of the project.

Customer Project Roles and Responsibilities

Motorola has defined key resources that are critical to this project and must participate in all the activities defined in this SOW. During the Project Planning phase, the Customer will be required to provide names and contact information for the roles listed below. It is critical that these resources are empowered to make decisions based on the Customer's operational and administration needs. The Customer Project Team will be engaged from Project Initiation through Beneficial Use of the system. In the event the Customer is unable to provide the resources identified in this section, Motorola may be able to supplement these resources at an additional cost.

Project Manager

The PM will act as the primary point of contact for the duration of the project. In the event the project involves multiple locations, Motorola will work exclusively with the Customer's primary PM. The PM's responsibilities will include, but are not limited to:

- Communicate and coordinate with other project participants.
- Manage the Customer Project Team including subcontractors and third-party vendors. This includes timely facilitation of tasks and activities.
- Maintain project communications with the Motorola PM.
- Identify tasks required of Customer staff that are outlined in this SOW and the Project Schedule.
- Consolidate all project inquiries from Customer staff to present to Motorola PM.
- Approve a deployment date offered by Motorola.
- Review Project Schedule with the Motorola PM and finalize tasks, dates, and responsibilities.
- Measure and evaluate progress against the Project Schedule.
- Monitor project to ensure resources are available as required.
- Attend status meetings.
- Provide timely responses to issues related to project progress.
- Liaise and coordinate with other agencies, Customer vendors, contractors, and common carriers.
- Review and administer change control procedures, hardware and software certification, and all related project tasks required to meet the deployment date.
- Ensure Customer vendors' readiness ahead of the deployment date.
- Assign one or more personnel to work with Motorola staff as needed for the duration of the project, including one or more representatives from the IT department.
- Identify a resource with authority to formally acknowledge and approve milestone recognition certificates, as well as, approve and release payments in a timely manner.
- Provide Motorola personnel with access to all Customer facilities where system equipment is to be installed. Temporary identification cards are to be issued to Motorola personnel, if required for access.
- Ensure remote network connectivity and access for Motorola resources.

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- Assume responsibility for all fees pertaining to licenses, inspections and any delays associated with inspections due to required permits as applicable to this project.
- Provide reasonable care to prevent equipment exposure from contaminants that may cause damage to the equipment or interruption of service.
- Ensure a safe working environment for Motorola personnel.
- Identify and manage project risks.
- Provide signature(s) of Motorola-provided milestone recognition certificate(s) within ten (10) business days of receipt.

IT Support

IT Support manages the technical efforts and ongoing activities of the Customer's system. IT Support will be responsible for managing Customer provisioning and providing Motorola with the required information for LAN, WAN, server and client infrastructure.

The IT Support Team responsibilities include but are not limited to:

- Participate in delivery and training activities to understand the software and functionality of the system.
- Participate with Customer Subject Matter Experts (SMEs) during the provisioning process and associated training.
- Authorize global provisioning decisions and be the Point of Contact (POC) for reporting and verifying problems.
- Maintain provisioning.
- Implement changes to Customer infrastructure in support of the proposed system.

Video Management Point of Contact (POC)

The Video Manager POC will educate users on digital media policy, participate in Discovery tasks, and complete the Video Management Administration training. The Customer is responsible for its own creation and enforcement of media protection policies and procedures for any digital media created, extracted, or downloaded from the digital evidence management system.

Subject Matter Experts (SMEs)

SMEs are a core group of users involved with the analysis, training and provisioning process, including making decisions on global provisioning. The SMEs should be experienced users in their own respective field (evidence, dispatch, patrol, etc.) and should be empowered by the Customer to make decisions based on provisioning, workflows, and department policies related to the proposed system.

Training POC

The Training POC will act as the course facilitator and is considered the Customer's educational monitor. The Training POC will work with Motorola when policy and procedural questions arise. They will be responsible for developing any agency specific training material(s) and configuring new users on the Motorola Learning eXperience Portal (LXP) system. This role will serve as the first line of support during Go-Live for the Customer's end users.

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General Customer Responsibilities (if applicable)

In addition to the Customer responsibilities listed above, the Customer is responsible for the following:

- All Customer-provided equipment, including third-party hardware and software needed for the proposed system but not listed as a Motorola deliverable. Examples include end user workstations, network equipment, etc.
- Configure, test, and maintain third-party system(s) that will interface with the proposed system.
- Establish an Application Programming Interface (API) for applicable third-party system(s) and provide documentation that describes the integration to the Motorola system.
- Coordinate and facilitate communication between Motorola and Customer third-party vendor(s) as required.
- Motorola-certified installers must be certified through LXP for remote or in person installation training. The Customer is responsible for work performed by non-certified installers.
- Upgrades to Customer's existing system(s) in order to support the proposed system.
- Mitigate the impact of upgrading Customer third-party system(s) that will integrate with the proposed system. Motorola strongly recommends working with the Motorola Project Team to understand the impact of such upgrades prior to taking action.
- Active participation of Customer SMEs during the course of the project.
- Electronic versions of any documentation associated with business processes identified.
- Providing a facility with the required computer and audio-visual equipment for training and work sessions.
- Ability to participate in remote project meetings using Google Meet or a mutually agreed upon Customer-provided remote conferencing tool.

Motorola is not responsible for any delays that arise from Customer's failure to perform the responsibilities outlined in this SOW or delays caused by Customer's third-party vendor(s) or subcontractor(s).

NETWORK AND HARDWARE REQUIREMENTS

The following requirements must be met by the Customer prior to Motorola installing the proposed system:

- Provide network connectivity for the transfer and exchange of data for the proposed system.
- Provide Virtual Private Network (VPN) remote access for Motorola personnel to configure the system and conduct diagnostics.
- Provide Internet access to server(s).
- Provide devices such as workstations, tablets, and smartphones with Internet access for system usage. Chrome is the recommended browser for optimal performance. The workstations must support MS Windows 11 Enterprise.
- Provide and install antivirus software for workstation(s).
- Provide Motorola with administrative rights to Active Directory for the purpose of installation, configuration, and support.
- Provide all environmental conditions such as power, uninterruptible power sources (UPS), HVAC, firewall and network requirements.
- Ensure required traffic is routed through Customer's firewall.

Motorola is not responsible for any costs or delays that arise from Customer's failure to meet network and hardware requirements.

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PROJECT PLANNING

A clear understanding of the needs and expectations of Motorola and the Customer is critical to fostering a collaborative environment of trust and mutual respect. Project Planning requires the gathering of specific information to set clear project expectations and guidelines, as well as lay the foundation for a successful implementation.

PROJECT PLANNING SESSION

A Project Planning Session will be scheduled after the Contract has been executed. The Project Planning Session is an opportunity for the Motorola and Customer PM to meet prior to the Project Kickoff Meeting and review key elements of the project and expectations. Depending on the items purchased, the agenda will typically include:

- A high level review of the following project elements:
  - Contract documents.
  - A summary of contracted applications and hardware as purchased.
  - Customer's involvement in project activities to confirm understanding of scope and required time commitments.
  - A high level Project Schedule with milestones and dates.
- Confirm CJIS background investigations and fingerprint requirements for Motorola employees and/or subcontractors.
- Determine Customer location for Motorola to ship their equipment for installation.

Motorola Responsibilities

- Schedule the remote Project Planning Session.
- Request the assignment of Customer Project Team and any additional Customer resources that are instrumental to the project's success.
- Provide the initial Project Schedule.
- Baseline the Project Schedule.
- Review Motorola's delivery approach and its reliance on Customer-provided remote access.
- Document mutually agreed upon Project Kickoff Meeting Agenda.
- Request user information required to establish the Customer in LXP.

Customer Responsibilities

- Identify Customer Project Team and any additional Customer resources that are instrumental to the project's success.
- Acknowledge the mutually agreed upon Project Kickoff Meeting Agenda.
- Provide approval to proceed with the Project Kickoff Meeting.

Motorola Deliverables

- Project Kickoff Meeting Agenda.

PROJECT KICKOFF

Motorola will work with the Customer to understand the impact of introducing a new solution and the preparedness needed for a successful implementation.

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Note – The IT Questionnaire is completed during the pre-sales process and prior to Contract award. The IT Questionnaire is given to Motorola at the time of offer acceptance. Delay in completing the IT Questionnaire may delay shipment of equipment. Motorola will not be responsible for any delays associated with or related to the completion of the IT Questionnaire.

Motorola Responsibilities

- Review Contract documents including project delivery requirements as described in this SOW.
- Discuss the deployment start date and deliver the Deployment Checklist.
- Discuss vehicle equipment installation activities and responsibilities.
- Discuss the equipment inventory process (if applicable).
- Discuss project team participants and their role(s) in the project with fulfilling the obligations of this SOW.
- Review resource and scheduling requirements.
- Discuss Motorola remote system access requirements (24-hour access to a secured two-way Internet connection through the Customer's firewall for the purpose of deployment and maintenance).
- Discuss and deliver the Business Process Review (BPR) Workbook.
- Complete all necessary documentation (i.e. fingerprints, background checks, card keys, etc.) required for Motorola resources to gain access to Customer facilities.
- Discuss the LXP training approach.
- Provide designated Customer administrator with access to LXP.
- Review and agree on completion criteria and the process for transitioning to support.

Customer Responsibilities

- Provide feedback on project delivery requirements.
- Review the Deployment Checklist.
- Review the roles of project participants to identify decision-making authority.
- Provide VPN access to Motorola personnel to facilitate delivery of services described in this SOW.
- Validate non-disclosure agreements, approvals, and other related items are complete (if applicable).
- Provide all documentation (i.e. fingerprints, background checks, card keys, etc.) required for Motorola resources to gain access to Customer facilities.
- Provide Motorola with names and contact information to the designated LXP Administrator(s).

Motorola Deliverables

- Project Kickoff Meeting Minutes.
- BPR Workbook.
- Deployment Checklist.

DISCOVERY TELECONFERENCE

During the Discovery Teleconference, Motorola will meet with the Customer to define system configuration, as well as, agency recording and retention policies. This information will be documented in the Business Process Review (BPR) Workbook, which is used as a guide for configuration and provisioning decisions.

Motorola Responsibilities

- Facilitate Discovery Teleconference(s).
- Review and complete BPR Workbook with the Customer.

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- Confirm Customer-provided configuration inputs.

Customer Responsibilities

- Gather and review information required to complete the BPR Workbook during the Discovery Teleconference.
- Schedule Customer Project Team and SMEs to attend the Discovery Teleconference. SMEs should be present to weigh-in on hardware, software and network components. Customer attendees should be empowered to convey policies and make modifications to policies as necessary.
- Return completed BPR Workbook no later than five (5) business days after the conclusion of the Discovery Teleconference.

Motorola Deliverables

- Completed BPR Workbook.

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PROJECT EXECUTION

HARDWARE PROCUREMENT AND INSTALLATION

Motorola will procure contracted hardware as part of the ordering process. The hardware will be configured with a basic profile in line with the information provided by the IT Questionnaire or Discovery Teleconference for installation and configuration of the system. The Customer is responsible for providing an installation environment that meets manufacturer's specifications for the hardware, which includes but is not limited to:

- Power
- Heating and Cooling
- Network Connectivity
- Access and Security
- Conduit and Cabling

Motorola Responsibilities

- Procure contracted equipment and ship to the Customer's designated location.
- Inventory equipment after arrival at Customer location (if applicable).
- Install backend server in Customer's designated area (if applicable).
- Conduct a power-on test to validate the installed hardware and software are ready for configuration.
- Verify remote connection to hardware.
- For an on-site deployment, Motorola will be responsible for verifying the body-worn camera Transfer Stations are connected to the Customer's network. The Customer is responsible for ensuring Motorola has the correct IP address(es) for configuring the Transfer Stations, and the Customer's network is operational.
- The installer will be responsible for installing the Access Point(s) (APs) if provided by Motorola (if applicable).
- The ST will verify whether the AP(s) are properly installed and connected to the network (if applicable).
- Create a Trip Report outlining the activities completed during configuration and testing of system hardware.

Customer Responsibilities (if applicable)

- Procure Customer-provided equipment and make it available at the installation location.
- Confirm the server room complies with environmental requirements (i.e. power, uninterruptible power, surge protection, heating/cooling, etc.).
- Verify the server is connected to the Customer's network.
- Provide, install, and maintain antivirus software for server(s) and/or workstation(s).
- Enable outgoing network connection (external firewall) to the CommandCentral cloud by utilizing the Customer's Internet connection (if applicable).
- Install Customer-supplied APs (if applicable).
- Verify APs are properly installed and connected to the network (if applicable).
- For remote deployments, the Customer is responsible for verifying the body-worn camera Transfer Stations are connected to their network.
- Confirm access to installed software on Customer-provided workstation(s).
- For body-worn cameras, the Customer will verify whether the Transfer Station(s) are connected to their network.

Motorola Deliverables

- Contracted Equipment.

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- Equipment Inventory (if applicable).

In-Car Video System Configuration (if applicable)

The Motorola-certified installer will complete the installation of the in-car video (ICV) system(s) within the Customer-provided vehicle(s). The installer may also be responsible for installing cellular routers or WiFi radios inside the vehicle(s) for wireless upload of video to the Customer's digital evidence management system.

The Customer vehicles must be available for the ST to complete the configuration and testing of the contractual number of ICVs. If the Customer does not have all vehicles available during the agreed upon date and time, the Customer may opt to sign-off on the number of ICV configurations completed. If the Customer requires the ST to complete the full contractual number of ICVs at a later date and time, additional cost may be incurred. **Table 1-1** shows the number of ICVs an ST is contractually obligated to configure and test based on the number of ICVs purchased.

Table 1-1: Number of Contractual ICV Configurations

Number of ICV Purchased	Number of ICV to Test
1	1
2	2
3	3
4	4
5 - 25	5
26 - 50	10
51 - 75	15
76 - 100	20
101 - 150	30
151 - 200	40
201+	20%

Note – The Pricing Page will reflect in-car video installation services by Motorola if Motorola is responsible for the vehicle installations.

Motorola Responsibilities

- Setup server for ICV digital video recorder (DVR) configuration.
- Create configuration USB used to complete ICV hardware configuration and validation.
- Travel to the Customer site to conduct configuration and testing of ICVs.
- Complete ICV configuration on a single vehicle, and validate the configuration with the Customer.
- Receive Customer approval to proceed with remaining ICV configurations.
- Complete remaining contracted vehicle configurations.
- Test a subset of completed ICV hardware configurations.

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- For Motorola-certified installer, complete the installation of cellular router and confirm placement of antenna mounting with Customer (if applicable).
- The Motorola-certified installer will install Customer-provided SIM card into cellular router and connect cellular router to ICV (if applicable).
- Activities surrounding ICV (M500) interface to Automatic License Plate Recognition (ALPR) (if applicable).
  - Install Car Detector Mobile MDC Software on Customer-provided mobile data terminal (MDT) within the vehicle.
  - Configure MDC Network Card.

Customer Responsibilities

- Provide Motorola with remote connection and access credentials to complete ICV hardware configuration.
- Notify Motorola of the vehicle installation location.
- Coordinate and schedule date and time for ICV hardware configuration(s).
- Make ICV hardware available to Motorola for configuration and testing in accordance with the Project Schedule.
- Provide cellular SIM Card for Internet connectivity to the installer at time of vehicle installation.

Motorola Deliverables

- Complete Functional Validation Plan as it applies to the proposed solution.

NOTE - The Customer is responsible for having all vehicles and devices available for installation per the Project Schedule. All cellular data fees and Internet connectivity charges are the responsibility of the Customer. If a Motorola-certified installer is not used to install the ICV(s), Motorola is not responsible for any errors in hardware installation, performance or delays in the Project Schedule. In the event the Customer takes on the responsibility of installing the ICV(s) through a Motorola-certified installer, Motorola is also not responsible for any errors in hardware installation, performance or delays in the Project Schedule. For ALPR installations, an MDT is required for all vehicles (if applicable).

Body Worn Camera Configuration (if applicable)

The Transfer Station will be utilized to configure each body-worn camera according to the Business Process Review. In order for this process to be successfully completed, the Transfer Station must be connected to the Customer's digital evidence management system. The table below shows the number of body-worn cameras an ST is contractually obligated to configure and test based on the number of body-worn cameras purchased.

Table 1-2: Number of Contractual Body-Worn Camera Configurations

Number of BWC Purchased	Number of BWC to Test
1	1
2	2
3	3
4	4
5 - 25	5
26 - 50	10

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Number of BWC Purchased	Number of BWC to Test
51 - 75	15
76 - 100	20
101 - 150	30
151 - 200	40
201+	20%

Motorola Responsibilities

- Configure Transfer Station(s) for connectivity to the digital evidence management system.
- Verify the Transfer Station(s) is configured properly and connected to the network.
- Configure body-worn camera(s) within the digital evidence management system.
- Check out body-worn camera(s) and create a test recording.
- Verify completion of upload from body-worn camera(s) after it is docked in a Transfer Station or USB dock.
- Install and provide a demonstration of client software as part of the same on-site engagement as Go-Live, unless otherwise outlined in this SOW.

Customer Responsibilities

- Select physical location(s) for Transfer Station(s).
- Provide and install workstation hardware.
- Complete installation of client software on remaining workstations and mobile devices.
- Validate functionality of components and solution utilizing the Deployment Checklist.
- Provide Motorola remote connection information and necessary credentials.

Automatic License Plate Recognition (ALPR) Commissioning (if applicable)

This section highlights the responsibilities of Motorola and the Customer when an in-car video system interfaces with the Law Enforcement Archival Report Network (LEARN) database.

Motorola Responsibilities

- Create a Customer account in the LEARN system with user emails.
- Verify the Customer has installed and launched the Vigilant Car Detector Mobile Software per the Vigilant LEARN Quickstart Guide.
- Provide Mobile LPR - Officer Safety Basic and Advanced Pre-Installation Checklist.
- Provide Agency Manager with Training Materials and Car Detector Mobile MDC software installation guide.
- Advise Agency Manager of different options available to add new users.
- Confirm Agency Manager is aware of registration required for Hotlists.
- Confirm Agency Manager understands how to set up data-sharing.

Customer Responsibilities

- Identify the Agency Manager.
- Register to receive access to Hotlists.

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SOFTWARE INSTALLATION AND CONFIGURATION

Motorola will install VideoManager Evidence Library (EL) software on a specified number of workstations dictated by the Contract. The Customer will be responsible for installing the software on the remaining workstations. Provisioning of VideoManager EL software will be done in accordance with the information contained in the BPR Workbook.

Installation of VideoManager EL software consists of the following activities:

- Delivery and installation of server hardware (if applicable).
- Network discovery.
- Operating system and software installation.
- Onboarding user / group identity set up.
- Provide access to the application.

VideoManager EL (if applicable)

The VideoManager EL software is an on-premises solution that requires an onsite server and supports both body worn cameras and in-car video systems.

Motorola Responsibilities

- Install software on a specified number of customer workstations and/or mobile devices.
- Use information provided in the BPR Workbook to configure VideoManager EL software.
- Test software using applicable portions of the Functional Validation Plan.
- Provide instruction on client software USB utility.

Customer Responsibilities

- Provide a network environment that conforms to the requirements presented in the Solution Description.
- Procure and install server and storage hardware at desired location in accordance with Solution Description requirements.
- Perform a power on test with Motorola.
- Provide assigned Motorola System Administrator with access to SQL database for installation purposes (Motorola’s access will be revoked upon conclusion of the installation).
- For Active Directory integration, provide domain user (service account), security group (for application administrators including service account), and domain read access (if applicable).
- Provide workstation and/or mobile device hardware in accordance with specifications listed in the Solution Description.
- Complete online training.
- Complete installation of client software on remaining workstations and/or mobile devices.

VideoManager ELC (if applicable)

VideoManager ELC software is a cloud solution that does not require an onsite server and supports both body-worn cameras and in-car video systems.

Motorola Responsibilities

- Use information provided in BPR Workbook to configure VideoManager ELC software.
- Based on Customer feedback, perform the following activities:

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  - Create users, groups, and setup permissions.
  - Create event categories.
  - Set retention policies.
- Test software using applicable portions of the Functional Validation Plan.
- Ensure training POC can access the system.

Customer Responsibilities

- Verify traffic can be routed through Customer's firewall and reaches end user workstations.

CloudConnect Installation and Configuration (applicable for CommandCentral Aware purchase)

Motorola Responsibilities

- Verify remote access capability.
- Remotely configure CloudConnect Virtual Machine within the Cloud Anchor Server.
- Configure network connectivity and test connection to the CloudConnect Virtual Machine.
- Create an IPSEC tunnel.
- Provide Customer with the information for setting up the IPSEC tunnel.

Customer Responsibilities

- Provide Motorola with two static IP addresses, corresponding subnet masks/default gateway, and available NTP and DNS IP for the CloudConnect Virtual Machine and the Cloud Anchor Server.
- Confirm with Motorola the network performance requirements are met.
- Configure firewall to allow traffic from IPSEC tunnel.

Completion Criteria

- CloudConnect Virtual Machine configuration is complete and accessible throughout the network.

CommandCentral Evidence (if applicable)

Motorola will work with the Customer to determine best industry practices, current operations environment, and subsystem integration to ensure optimal configuration of your CommandCentral Evidence solution.

Motorola Responsibilities

- Use the CommandCentral Admin Portal to provision users, groups, and rules based on Customer Active Directory data.
- Guide the Customer in the configuration of CommandCentral Evidence.

Customer Responsibilities

- Supply access and credentials to Customer's Active Directory for the purpose of Motorola conducting CommandCentral Evidence provisioning.
- Respond to Motorola's inquiries regarding users, groups and agency mapping to CommandCentral Evidence.
- Provision policies, procedures, and user permissions.
- Configure evidence as directed by Motorola.

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DATA MIGRATION SERVICES (IF APPLICABLE)

The Customer is responsible for partitioning data to be converted from a legacy or on-premises digital evidence management system to an on-cloud solution as part of this offer. The Customer will have ten (10) business days to provide feedback after Motorola validates the migrated data. If feedback is not received on or before ten (10) business days, Motorola will assume the migration is complete.

Motorola Responsibilities

- Receive access to Customer video data.
- Perform contracted data migration and validation.

Customer Responsibilities

- Provide remote access to partitioned data to be migrated.
- Validate migrated dataset, and provide Motorola with feedback within ten (10) business days.

Completion Criteria

- A migrated dataset as defined in the Contract.

DEMS INTEGRATIONS AND THIRD-PARTY INTERFACES (IF APPLICABLE)

The integration between Motorola's digital evidence management system and the Customer's third-party system may consist of an iterative series of activities depending on the complexity of accessing the third-party system. Interfaces will be installed and configured in accordance with the Project Schedule. The Customer is responsible for engaging third-party vendors as required to facilitate connectivity and testing of the interface(s).

Motorola Responsibilities

- Develop and configure interface(s) to support the functionality described in the Solution Description.
- Establish and validate connectivity between Motorola and third-party systems.
- Perform functional demonstration to confirm the interface(s) can transmit and receive data to the Customer's digital evidence management system.

Customer Responsibilities

- Act as liaison between Motorola and third-party vendor(s) as required to establish connectivity to the digital evidence management system.
- Provide personnel authorized to make changes to the network and third-party systems to support Motorola's integration efforts.
- Provide network connectivity between digital evidence management system and the third-party system(s).
- Provide information on API, SDKs, data scheme, and any documentation necessary to establish interfaces with all local and remote systems. This information should be provided to the Motorola PM within ten (10) business days of the Interface Engagement Meeting.

NOTE - At the time of initial design, unknown circumstances, requirements or anomalies may present difficulties with interfacing Motorola products to a third-party application. These difficulties could result in a poorly performing or a non-functional interface. By providing Motorola with this information early in the deployment process, will put us in the best position to mitigate these potential issues. If the resolution requires additional third-party integration, application upgrades, APIs, and/or additional software licenses, the Customer is responsible for addressing these issues at their cost. Motorola is not responsible for any delays or costs associated with third-party applications or Customer-provided third-party hardware or software.

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SYSTEM TRAINING

The objective of this section is to prepare for and deliver training. Motorola training consists of computer-based (online) and instructor-led (on-site or remote) depending on what is purchased. Our training delivery methods will vary depending on course content. Training will be delivered in accordance with the Education Plan. As part of our training delivery, Motorola will provide user guides and training materials in an electronic format.

ONLINE TRAINING (IF APPLICABLE)

Online training is made available to the Customer through LXP. This subscription service provides customers with unlimited access to our online training content and provides users with the flexibility of learning the content at their own pace. Training content is added and updated on a regular basis to keep information current.

Through LXP, a list of available online training courses, Motorola User Guides, and Training Material are accessible in electronic format.

Motorola Responsibilities

- Designate a LXP Administrator to work with the Customer.
- Establish an accessible instance of LXP for the Customer.
- Configure a Customer-specific portal view.
- Organize content to align with Customer’s selected technologies.
- Create initial Customer user accounts and a single Primary Administrator account.
- During onboarding, assist the Customer with LXP usage.
- Provide technical support for user account and access issues, LXP functionality, and Motorola managed content.
- Provide instruction to Customer LXP Administrator on building groups.

Customer Responsibilities

- Provide user information for the initial creation of accounts.
- Complete LXP Administrator training.
- Ensure network and Internet connectivity for Customer access to LXP.
- Customer's primary LXP Administrator is required to complete the following self-paced training: LXP Introduction (LXP0001), LXP Primary Site Administrator Overview (LXP0002), and LXP Group Administrator Overview (LXP0003).
- Advise users on the availability of training through LXP.
- Ensure users complete LXP training in accordance with the Project Schedule.
- Build groups as needed.

INSTRUCTOR-LED TRAINING (ON-SITE AND REMOTE, IF APPLICABLE)

Instructor-led courses are based on products purchased and the Customer’s Education Plan.

Motorola Responsibilities

- Deliver User Guides and training materials in an electronic format.
- Perform training in accordance with the Education Plan.

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- Provide the Customer with training attendance rosters and summarize any pertinent information that may impact end user training.

Customer Responsibilities

- Supply classroom(s) based on the requirements listed in the Education Plan.
- Designate training representatives who will work with the Motorola trainer(s) to deliver the training content.
- Facilitate training of all Customer end users in accordance with the Customer's Education Plan.

Motorola Deliverables

- Electronic versions of User Guides and training materials.
- Attendance rosters.

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PROJECT GO-LIVE, CLOSURE, AND HANDOVER TO SUPPORT

Motorola will utilize the Deployment Checklist throughout the deployment process to verify features and functionality are in line with installation and configuration requirements. The Customer will witness the ST demonstrating the Deployment Checklist and provide feedback as features and functionality are demonstrated. The Customer is considered Live on the system after the equipment has been installed, configured, and made available for use, and training has been delivered or made available to the Customer.

Upon the conclusion of Go-Live, the project is prepared for closure. Project closure is defined as the completion of tasks and the Customer's receipt of contracted components. The Deployment Checklist serves as the artifact that memorializes a project closure. A System Acceptance Certificate will be provided to the Customer for signature to formally close out the project. The Customer has ten (10) business days to provide Motorola with a signed System Acceptance Certificate. If the Customer does not sign off on this document or provide Motorola written notification rejecting project closure, the project will be deemed closed. Upon project closure, the Customer will engage with Technical Support for on-going needs in accordance with the Customer's specific terms and conditions of support.

Motorola Responsibilities

- Provide the Customer with Motorola Technical Support engagement process and contact information.
- Provide Technical Support with the contact information of Customer users who are authorized to engage Technical Support.
- Ensure Deployment Checklist is complete.
- Obtain Customer signature on the System Acceptance Certificate.
- Provide Customer survey upon closure of the project.

Customer Responsibilities

- Within ten (10) business days of receiving the System Acceptance Certificate, provide signatory approval signifying project closure.
- Provide Motorola with the contact information of users who are authorized to engage Motorola's Technical Support.
- Engage Technical Support as needed.

Motorola Completion Criteria

Provide Customer with survey upon closure of the project.

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ASSUMPTIONS

This SOW is based on the following list of assumptions (if applicable):

- Videomanager EL Cloud (VMELC) must be connected to the Microsoft Entra ID (formally known as Microsoft Azure Active Directory) for user authentication to the VMELC application. Microsoft Entra ID can be synchronized with the Customer's on-premises Active Directory using Azure AD Connect. If the Customer is using Microsoft Office 365, Motorola will be able to integrate with this Microsoft Entra ID.
- Must be 2003 or later for Microsoft Entra ID integration.
- Upload Speed Requirements for Hardware Devices
  - 5 Mbps + 3 Mbps per additional device.
    - This assumes it will take 8 hours to upload 5 GB of video on a device.
  - 40-50 Mbps per concurrent uploading device.
    - This assumes video is required to upload within 30-40 minutes with approximately 5 GB to upload.
- If the Customer is supplying an upload server to temporarily store video, please verify the server complies with the specifications provided in the Solutions Description.
- By default, M500 ICVs and V300/V700 BWCs do not need an upload server for cloud deployments. An upload server may be required depending on how many devices are uploading concurrently and the need for the Customer to upload video evidence at a given speed.
- Upload appliance required if using 4REs or VISTA body worn cameras connected to VideoManager EL Cloud
- Cellular upload of ICVs and BWCs (if applicable) requires an Ethernet connection to an LTE modem in the vehicle.
- If the Customer is supplying a server for VideoManager EL (On-premises) solution, the Customer must verify the server is not a Domain Controller.
- VideoManager EL for on-premises cannot be installed on a server running Active Directory or Exchange applications on the Customer’s network.
- The ICVs are configured with a hidden SSID and WPA2-AES Security with a 128-bit Pre-shared Key. If another type of security is desired, the Customer will be responsible for configuring these security requirements into the ICVs. This information must be supplied through the IT Questionnaire in order for the factory to configure the correct security requirements.
- If the Customer is supplying their own Access Point, it must be 5 GHz 802.11n compatible.

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Purchase Order Checklist NA OM

Marked as PO/ Contract/ Notice to Proceed on Company Letterhead **(PO will not be processed without this)**
PO Number/ Contract Number
PO Date
Vendor = Motorola Solutions, Inc.
Payment (Billing) Terms/ State Contract Number
Bill-To Name on PO must be equal to the *Legal* Bill-To Name
Bill-To Address
Ship-To Address (If we are shipping to a MR location, it must be documented on PO)
Ultimate Address (If the Ship-To address is the MR location then the Ultimate Destination address must be documented on PO)
PO Amount must be equal to or greater than Order Total
Non-Editable Format (Word/ Excel templates cannot be accepted)
Tax Exemption Status
Signatures (As required)

NOTE: When an email order is submitted a confirmation is sent from Motorola AutoNotify referencing a **case number**.
Once checklist is complete, order still must go through **Order Validation/Credit Approval**

V700 BODY-WORN CAMERA SOLUTION DESCRIPTION

The V700 body-worn camera captures clear video and audio of every encounter from the user's perspective. Its continuous-operation capabilities allow constant recording, helping the user to capture every detail of each situation and create a reliable library of evidence for case building and review. The V700 can stream live video and report real time GPS location through a built-in LTE modem, directly to the suite of CommandCentral applications.

The V700 is easy to operate, with four control buttons. Its innate Record-After-the-Fact® (RATF) technology enables the device to capture important video evidence that can be retrieved hours or days after an incident occurs, even if a recording is not triggered by the user or sensor. With RATF, officers can prioritize response to immediate threats versus manually activating their camera.

KEY FEATURES OF THE V700

- **Detachable Battery –** The V700's detachable battery allows officers to switch to a fully-charged battery if their shift goes longer than expected. Since the battery charges without being attached to the V700, the battery is kept fully charged in the dock ready for use. This feature is especially helpful for agencies that share body-worn cameras with multiple officers.
- **Wireless Uploading –** Recordings made by the V700 are uploaded to the agency's evidence management system via LTE or WiFi. This enables easy transfer of critical recordings to headquarters for immediate review or long-term storage.
- **Real-time Location and Video Streaming –** With built-in LTE connectivity, the V700 paired with CommandCentral Aware will send location updates and stream live video to a dispatch center or Real Time Crime Center (RTCC) giving the agency a complete and accurate view of their officers for better coordination and quicker response times.
- **LTE Service Ready –** The V700 is approved for use on Verizon and FirstNet networks in the U.S. and Bell Mobility in Canada. The V700 will ship with a pre-installed SIM from both carriers, ready for service activation upon arrival with a data plan that best suits the agency's needs. LTE service activation would be on the agency's carrier account.
- **Data Encryption –** The V700 uses FIPS-140-2 compliant encryption at-rest and in-transit. This ensures recordings made by the agency's officers are secure from unauthorized access.
- **Record-After-The-Fact® –** Our patented Record-After-the-Fact® technology captures footage even when the recording function is not engaged. The camera user or admin can request video footage from a specific point in the past to be uploaded to the evidence management system, hours or even days after the event occurred.
- **Natural Field of View –** The V700 eliminates the fisheye effect from wide-angle lenses that warps video footage. Distortion correction ensures a clear and complete evidence review process. The V700's high quality, low light sensor captures an accurate depiction of recorded events, even in challenging lighting conditions.
- **SmartControl Application –** To maximize efficiency in the field, the Motorola Solutions SmartControl app enables V700 users to preview video recordings, add or edit tags, change camera settings and view live video from the camera. The app is available for both iOS and Android phones.
- **In-Field Tagging –** The V700 enables easy in-field event tagging. It allows officers to view event tags and save them to the appropriate category directly from the body-worn camera or via the SmartControl app.
- **Auto Activation –** The V700 body-worn camera(s) paired with an M500 or 4RE in-car video system(s) can form a recording group, which automatically starts recording when one of the devices begins to record. Each device can be configured to initiate a group recording using triggers like lights, sirens, doors, gun racks, and other auxiliary inputs. Up to eight V700s can form a recording group and collaborate on recordings, without a

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corresponding in-car video system, using similar triggers. Group recordings are uploaded and automatically linked to the evidence management system as part of one event.

V700 AND IN-CAR VIDEO INTEGRATION

The V700 integrates seamlessly with the M500 or 4RE in-car video systems, capturing video of an incident from multiple vantage points. This integration includes the following features:

- **Distributed Multi-Peer Recording –** Multiple V700 body-worn cameras and in-car video systems can form a recording group and based on the configuration, automatically start recording when one of the devices begins to record. Group recordings are uploaded and automatically linked to the evidence management system as part of one incident.
- **Automatic Tag Pairing –** Recordings captured by integrated V700 body-worn cameras and in-car video systems can be uploaded to the evidence management system with the same tags. From the in-car video system's display, videos can be saved under the appropriate tag category. The tag is then automatically shared with the V700 video and uploaded as part of one incident along with the officer's name.
- **Evidence Management Software –** When V700 body-worn cameras and in-car video systems record the same incident, the Motorola Solutions evidence management software automatically links those recordings based on officer name, date, and time overlap.
- **Additional Audio Source –** The V700 can serve as an additional audio source when integrated with the in-car video system. The V700 also provides an additional view of the incident and inherits the event properties of the in-car video system's record, such as officer name, event category, and more, based on configuration.
- V700 and APX Radio Integration

Motorola Solutions' APX two-way radios can pair with V700 body-worn cameras to automate video capture through Bluetooth. When the APX's emergency mode button is pressed, or the Man Down feature is activated, the V700 is triggered to start recording immediately. The recording will continue until manually stopped by the officer via the start/stop button on the V700 or group in-car video system.

HOLSTER AWARE™ INTEGRATION

The V700 integrates with a Holster AwareTM sensor through Bluetooth. If configured, the sensor automatically prompts the V700 to record the moment the holstered equipment is drawn. The holster sensor information is stored with the V700 user profile and uploaded to the evidence management system. If the user is assigned to a different camera, the holster sensor information will be applied to the new camera. The holster sensor allows officers to record high-stress events as they unfold, without having to sacrifice situational awareness by manually activating the V700.

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DOCKING STATIONS

The V700 has three docking options:

Transfer Station – The Transfer Station is built for large, multi-location agencies with large numbers of V700 cameras in service at any given time. It can charge up to eight fully assembled body-worn cameras or individual batteries. The eight docking slots include an LED indication of a battery charging and upload status. While the V700 charges, the Transfer Station can automatically offload recordings from the camera to the evidence management system via an integrated 2.5Gb switch. The Transfer Station connects directly to the LAN for fast offload of recorded events to storage, while charging the body-worn camera battery. The Transfer Station supports comprehensive device management capabilities, such as camera configuration, checkout and officer assignment options; rapid checkout, kiosk, and individual camera checkout; automatic firmware and configuration updates.

USB Base – The USB Base charges the battery of a single V700 or standalone battery pack. The USB Base can be mounted in a vehicle or attached to a desktop or Mobile Data Computer with 12V or USB connection for power. The USB Base has LED indications for battery charging status and upload, and an ambient light sensor for optimal LED brightness control from bright sunlight to the dim interior of a patrol car. When connected to a laptop or desktop computer, the USB Base can be used to upload recordings to the evidence management system, as well as, receive firmware and configuration updates.

Wi-Fi Base – The Wi-Fi Base is mounted in a vehicle. It facilitates V700 upload of video evidence to the evidence management system, firmware updates, communication between V700 and in-car video system group devices and charges fully assembled V700s or individual battery packs. It has LED indications of battery charging status and upload, and an ambient light sensor for optimal LED brightness control, from bright sunlight to the dim interior of a patrol car.

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MOUNTING SOLUTIONS

V700 is compatible with the entire line of V300 mounting solutions as depicted below.

WGP02798	WGA00669	WGA00668	WGP02697	WGP03088	WGP03085
Magnetic Center Shirt Mount	Tek-Lok Belt Mount	Molle Locking Mount	Shirt Clip	Heavy Jacket Clip	Heavy Jacket Magnetic Mount

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LEARNING SUBSCRIPTION STATEMENT OF WORK

OVERVIEW

This Statement of Work ("SOW") defines the principal activities and responsibilities of all parties for enabling access to Motorola Solutions' Learning eXperience Portal ("LXP") with a Learning Subscription. The LXP will be accessible once the Customer is on-boarded within the system and both parties have fulfilled their responsibilities noted below. It will remain available through the contracted term.

This SOW, including all of its subsections and attachments, is an integral part of the Subscription Services Agreement or other signed agreement ("Agreement") between Motorola Solutions, Inc. ("Motorola Solutions") and the Customer ("Customer") and is subject to the terms and conditions set forth in the Agreement.

DESCRIPTION OF SERVICE

Motorola Solutions provides access to an agency-specific version of the LXP as part of the Learning Subscription. The Learning Subscription consists of technology-specific hubs. The LXP serves as a Learning Management System ("LMS"), providing the Customer with a central repository for training content. Motorola Solutions and the Customer will take the actions described in Section 1.5: Motorola Solutions Responsibilities and Section 1.7: Customer Responsibilities to establish and maintain the Learning Subscription for the Customer.

DEFINITIONS

Learning eXperience Portal ("LXP") - An agency-specific learning platform that is administered autonomously for the duration of this agreement.

Learning Subscription - Includes access to the LXP and access to a technology-specific hub.

Online Content - Includes multiple types of digital instruction in which the learning material is presented via the internet. Online content can be enrolled in, completed, and tracked via the system.

Instructor Led/Virtual Instructor Led Content - A live session conducted by a Motorola Solutions or Customer instructor. The LXP will be used to schedule the session, enroll users for it, and track users' progress.

Learning Path - A set of pages used to navigate and display content. This content can be grouped by role, phase, or another grouping that learners and managers can use to assist in planning curriculum.

Group - A more granular segmentation of LXP users for the purpose of content access and management.

Account Management - The act of loading individual user account details into the Motorola Solutions authentication system and using this to allow the Customer access to the LXP.

Primary Administrator - The individual responsible for coordinating group administrators, organizing users, and setting up a custom site header image. The Customer may use a unique Customer-provided image, like a County seal or badge, as the site header image. The Primary Administrator is provided by the Customer.

Group Administrator - Individuals that can edit the list of users included in groups and determine individual content assignments. They will have access to user activity reports. The Group Administrator is provided by the Customer.

Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the ""Underlying Agreement"") that authorizes Customer to purchase equipment and/or services or license software (collectively ""Products""). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Produ

Motorola Solutions Hub - Training and documentation created and maintained by Motorola Solutions. Motorola Solutions Hub content is accessed through the LXP. By subscribing, a user has access to a technology-specific hub.

Bring your own Training ("BYOT") - Training and documentation content that are created and maintained by the Customer.

LMS Administrator - A Motorola Solutions Worldwide Education employee assigned to assist the Customer's administrators with LXP usage. This person is also responsible for any non-Customer enabled activities like setting up LXP Publisher that was provided by the Customer.

LXP Publisher - individual who can upload, manage and archive BYOT content. The LXP Publisher is provided by the Customer.

SCOPE

This service includes unlimited access to Motorola Solutions' LXP for the subscription duration. The LXP is a central tool for administering training courses and providing teams with easy access to learning content and documents they need to perform their role. The Customer will receive the Learning Subscription, which will include Motorola Solutions technology-specific training content organized in a Hub. The Customer may supplement this content with additional courses created by the Customer.

Here are the actions Motorola Solutions take to support the Customer:

- Hosting LXP content in Chicago, and backing that content up regularly.
- Providing 24/7 access to Motorola Solutions' Customer Managed Support Operations ("CMSO"). A Motorola Solutions representative will log the Customer's support requests in Motorola Solutions' Case Management System.
- Providing security patches, as they are developed, to maintain LXP server integrity.
- In the event of a failure, implementing disaster recovery for the system.

Motorola Solutions will perform regularly scheduled maintenance, during which the LXP will be unavailable.

MOTOROLA SOLUTIONS RESPONSIBILITIES

- Designate a LMS Administrator to work with the Customer.
- Establish an instance of the LXP for the Customer.
- Organize content to align with the Customer's selected technologies.
- Create initial Customer user accounts and a single Primary Administrator account.
- During on-boarding, assist the Customer with LXP usage by providing training and job aids as needed.
- Create and maintain user role Learning Paths defined by the Customer.
- Install security patches when available.
- Perform scheduled maintenance. The LXP will alert the Customer 48 hours in advance of scheduled maintenance.
- Provide technical support for user account and access issues, base system functionality, and Motorola Solutions-managed content. Section 1.8: Technical Support Incident Priority Levels and Restoration Times describes technical support priorities.
- Monitor the Learning Subscription server. Provide support for server incidents in accordance with the priority levels defined in Section 1.8: Technical Support Incident Priority Levels and Restoration Times.

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LIMITATIONS AND EXCLUSIONS

The following activities are outside the scope of Motorola Solutions' responsibilities for this service:

- Creating or maintaining unique Customer BYOT Content.
- Providing updates or access to the Customer's published files and source files.
- Assisting the Customer with adapting or adjusting Customer-provided content for use as BYOT Content on the LXP.
- Motorola Solutions is not responsible for the BYOT content provided by the Customer.
- Gathering, tracking, or maintaining users' Personally Identifiable Information ("PII") data, apart from data gathered to support access to Motorola Solutions training and documentation. This data includes: name, email address, company name, company location, and phone number.
- The Customer will only receive access to transcripts and user reports provided through the user interface. Other types of data reporting will not be available to Customers.

CUSTOMER RESPONSIBILITIES

- Provide user information for initial creation of accounts.
- Provide network and internet connectivity for the Customer's users to access the LXP.
- Complete the onboarding tutorials for LXP end users in all the roles.
- Order and maintain subscription to access Motorola Solutions' LXP.
- Contact Motorola Solutions to engage Technical Support when needed. Acknowledge that incidents will be handled in accordance with the priority definitions and times included in Section 1.8: Technical Support Incident Priority Levels and Restoration Times.
- Remove your BYOT content from the system within 60 days after the end of the term. Motorola Solutions will be archiving your BYOT content 60 days after the end of term and will not be responsible for producing Customer content after that date.

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TECHNICAL SUPPORT INCIDENT PRIORITY LEVELS AND RESOLUTION TIMES

Priority	Example	Target Response Times	Resolution Times
Urgent	A widespread outage of the system. Any problem where more than 5 users are unable to complete learning modules due to widespread outages.	1 hour	4 hours
High	A situation which affects 1 to 5 users, no workaround available. For example, site outage due to technical issue within the LMS which means 1 to 5 users cannot access the learning module.	1 business day	2 business days
Normal	A situation which affects fewer than 5 people where a workaround is available. For example, site is still functioning but for fewer than 5 people and there are issues which prevent learners accessing individual progress reports.	2 business days	5 business days
Low	No effect on learners accessing the system. For example, request to add an LMS plugin such as the quiz module.	2 business days	2 weeks

YOUR CONTENT

You may upload Content to the Service in connection with Your use of the Service. The purpose is to host technology training that supports your Motorola Solutions ecosystem and not to host compliance training or competitors' training.

Motorola does not verify, endorse, or claim ownership of any Content, and You retain all right, title, and interest in and to the Content. Your Content and the Content of Participants may be stored on Motorola's servers at Your request, as necessary for Motorola to provide the Service. You are solely responsible for making and keeping backup copies of Content. Motorola shall use commercially reasonable efforts to block the uploading of Content to the Service that contains viruses detected by using industry standard virus detection software. Except as provided herein, Motorola has no responsibility or liability for the deletion or accuracy of Content, the failure to store, transmit or receive transmission of Content (whether or not processed by the Service), or the security, privacy, storage, or transmission of other communications originating with or involving use of the Service. Certain features of the Service enable you to specify the level at which such Service restricts access to Your Content. You are solely responsible for applying the appropriate level of access to Your Content.

YOUR REPRESENTATIONS AND WARRANTIES REGARDING CONTENT

You represent and warrant that (a) You are the owner, licensor, or authorized user of all Content; and (b) You or your authorized user will not upload, record, publish, post, link to, or otherwise transmit or distribute Content that: (i) advocates, promotes, incites, instructs, assists or otherwise encourages violence or any illegal activities; (ii) infringes or violates the copyright, patent, trademark, service mark, trade name, trade secret, or other intellectual property rights of any third party or Motorola, or any rights of publicity or privacy of any party; (iii) attempts to mislead others about Your identity or the origin of a message or other communication, or impersonates or

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otherwise misrepresents Your affiliation with any other person or entity, or is otherwise materially false, misleading, or inaccurate; (iv) promotes, solicits or comprises inappropriate, harassing, abusive, profane, defamatory, libelous, threatening, hateful, obscene, indecent, vulgar, pornographic or otherwise objectionable or unlawful content or activity; (v) is harmful to minors; (vi) contains any viruses, Trojan horses, worms, time bombs, or any other similar software, data, or programs that may damage, detrimentally interfere with, surreptitiously intercept, or expropriate any system, data, Information, or property of another; or (vii) violates any law, statute, ordinance, or regulation (including without limitation the laws and regulations governing export control, unfair competition, anti-discrimination, or false advertising).

MOTOROLA ACCESS TO CONTENT

You acknowledge that the Service is automated (e.g., Content is uploaded using software tools) and that Motorola personnel will not access, view, or listen to any Content, except as reasonably necessary to perform the Service, including but not limited to the following: (a) respond to support requests; (b) detect, prevent, or otherwise address fraud, security, or technical issues; (c) as deemed necessary or advisable by Motorola in good faith to conform to legal requirements or comply with legal process; or (d) enforce this Agreement, including investigation of potential violations hereof, as further described in Section 3.4 (Investigations).

WIND DOWN OF SUBSCRIPTION SOFTWARE

In addition to the termination rights in the MCA, Motorola may terminate any Ordering Document and Subscription Term, in whole or in part, in the event Motorola plans to cease offering the applicable Learning Subscription or Service to customers.

MODIFICATIONS

In addition to other rights to modify the Products and Services set forth in the MCA, Motorola may modify the Learning Subscription, any associated recurring Services and any related systems so long as their functionality (as described in the applicable Ordering Document) is not materially degraded. Documentation for the Learning Subscription may be updated to reflect such modifications. For clarity, new features or enhancements that are added to any Learning Subscription may be subject to additional Fees.

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HGACBuy (/)

Radio Communications/Emergency Response Equipment

Contract Information

Contract Number

RA05-21

Effective Dates

08/01/2021 - 07/31/2027

Contract Details

Program contracts include a wide variety of Radio Communication Equipment, Command & Control Equipment, Mobile Satellite Communications Equipment and Integrated Services.

View Contacts (/contracts/contact-information?contractid=124)

View Documents (/contracts/documents?contractid=124)

Return to Products & Services (/products-and-services?contractid=124)

All Products

Search Products

Description	Code	Manufacturer	Price	Discount
A Manufacturer of test equipment used to maintain and service Land-Mobile Radio technology (/products-and-services/view-product?productid=30537)	XA-3	Astronics Test Systems, Inc		

Activu Software, services and integration (/products-and-services/view-product?productid=30531)	WB	Activu Corporation
BK portable radio, mobile radio, and base station radios (/products-and-services/view-product?productid=30533)	XA-1	BK Technologies, Inc.
EF Johnson will be offering a complete line of P25 radio equipment including: Land Mobile Radios and Accessories, Base Stations and Accessories, Communication Control Console Systems; Portable Radios and Accessories, and Radio Trunking Systems. (/products-and-services/view-product?productid=30535)	FD, NA	E. F. Johnson Company
Interoperability and Optimization Services. List of microwave OEMs, Network (routing and Wi-Fi) OEMs and varied Computer Aided Dispatch (CAD) OEMs. MPLS Internet Protocol (IP) Enternet network, application transport and Project 25 (P25) LMR networks (/products-and-services/view-product?productid=30539)	D	IPKeys Power Partners, Inc.
Land Mobile Radio, SNV-12 modular receiver, RoIP, WAIS (Wide Area Interoperability System), ACU-1000 units (/products-and-services/view-product?productid=30540)	MC	JPS Interoperability Solutions, Inc.
Microwave Networks Incorporated is a trusted global provider of wireless infrastructure and last-mile transmission solutions. We design, manufacture, install, and service licensed and unlicensed, point-to-point and point-to-multipoint microwave systems. We offer full backhaul wireless and complete turnkey solutions for public safety, mobile carriers, private communication networks, next generation IP and LTE/4G networks. A US corporation, Microwave Networks is headquartered in the Greater Houston Metropolitan Area with global sales services and support locations. (/products-and-services/view-product?productid=30542)	OA	Microwave Networks Incorporated

Mobile and Portable radios, Base stations, Trunking Systems, Dispatch Consoles, Mobile Data Systems, Mobile Data Subscribers, Mobile Computing Devices, Broadband Wireless Mesh Infrastructure and Subscribers, Video and Biometrics, Radio Infrastructure (Towers, Shelters, UPSs and, Generators), LTE Equipment/Services, Next Gen 911 Equipment/Services, Intelligent LED Policing, Real Time Video Solutions, CAD and Records Management Integrated Command Control Equipment, System Integration Services Emergency Trailers, System Integration Services, Command Vehicles Project Management, System Engineering, System Technologist,Training, Advanced Services, Video and Network Management (/products-and-services/view-product?productid=30544)	PA, PB, PC, PD	Motorola Solutions, Inc.
Nokia of America Corporation offers equipment used for Microwave, Packetized Radio Transmission, back haul first mile/last mile and equipment to furnish an end to end MPLS Network Solution. With all the installation and support services for ongoing support. (/products-and-services/view-product?productid=30545)	AA, AD	Nokia of America Corporation dba Nokia Innovations US LLC
P25-Phase 25 technology, Land Mobile Radio devices that adhere to TIA/EIA P25 standards (/products-and-services/view-product?productid=30541)	GA	L3Harris Technologies, Inc.
Professional and Commercial Radio, Project 25 Systems , Radio Equipment, Two-way radio subscriber units and infrastructure (/products-and-services/view-product?productid=30532)	PA, XD	Advantage Communications
Radios; Receivers; Aviation; Marine; P25; Portables; Base Stations; Repeaters; Trunking Systems (/products-and-services/view-product?productid=30536)	HA, HB	First In Software
SIAE is an acknowledged world leader in the microwave communicaion and millimeter wave customer apllicaions. (/products-and-services/view-product?productid=30548)	XA-5	SIAE Microelettronica, Inc.

The Tait Communications solution portfolio of Unified Critical Communication radio technology includes P25, DMR and MPT portables, mobiles, base stations, repeaters and networks with peripheral options and accessories. Tait technology delivers decades of experience in Private Mobile Radio systems—trunked MPT 1327 and P25 conventional, trunked, simulcast and DMR Digital Mobile Radio Tier 2 and Tier 3 Network technology. Tait Tough solutions provide mission critical communications for public safety, public services, public transportation, the utility industry, local government and nationwide government organizations. (/products-and-services/view-product?productid=30549)	TA, TD	Tait Communications
Zetron Dispatch Products MAX Dispatch Pro is an end-to-end IP based telecommunications console system designed for mission-critical dispatch applications. Because MAX Dispatch employs the latest, standards-based IP protocols and IT best practices, it offers the highest levels of interoperability, scalability, and usability. This product is packaged to meet the needs of medium to larger sized systems that utilize an extensive console feature set. Our dispatch solution offers products for MAX Dispatch Pro, MAX Dispatch Standard, IP Fire Station Alerting System, Pathway Product Family, MAX Solutions CAD and GIS, Logging Recorders, M6300 RoIP Gateway. The upgrade option is our ACOM Advanced Communications Systems solution." Zetron Services Zetron offers a range of services that help ensure that systems are installed and configured to run optimally and to best support their operational needs. Services include Customer Fulfillment Technical Support, Miscellaneous Services, Warranties, Product Service Plans, and Training." (/products-and-services/view-product?productid=30550)	VA, VD	Zetron, Inc.

SAM.GOV®

Item 42.

MOTOROLA SOLUTIONS, INC.

Unique Entity ID	CAGE / NCAGE	Purpose of Registration
G2LUXP8ND8U6	**7H229**	**All Awards**
Registration Status	Expiration Date	
Active Registration	**Sep 4, 2026**	
Physical Address	Mailing Address	
500 W Monroe ST FL 44 **Chicago, Illinois 60661-3781** **United States**	**2100 Progress Parkway** **Attn: Contracts** **Schaumburg, Illinois 60196-4041** **United States**	

Business Information

Doing Business as	Division Name	Division Number
(blank)	**Motorola Solutions, Inc.**	**(blank)**
Congressional District	State / Country of Incorporation	URL
Illinois 07	**Delaware / United States**	**https://www.motorolasolutions.com/en_us.html**

Registration Dates

Activation Date	Submission Date	Initial Registration Date
Sep 4, 2025	**Sep 4, 2025**	**Mar 13, 2002**

Entity Dates

Entity Start Date	Fiscal Year End Close Date
Sep 25, 1928	**Dec 31**

Immediate Owner

CAGE	Legal Business Name
(blank)	**(blank)**

Highest Level Owner

CAGE	Legal Business Name
(blank)	**(blank)**

Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

Proceedings Questions

Registrants in the System for Award Management (SAM.gov) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2. C.F.R. 200 Appendix XII. Their responses are displayed in the responsibility/qualification section of SAM.gov. Maintaining an active registration in SAM.gov demonstrates the registrant responded to the proceedings questions.

Exclusion Summary

Active Exclusions Records?

No

SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes

Entity Types

Business Types

Entity Structure	Entity Type	Organization Factors
Corporate Entity (Not Tax Exempt)	**Business or Organization**	**Manufacturer of Goods**
Profit Structure		
For Profit Organization		

392

Socio-Economic Types

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

Financial Information

Accepts Credit Card Payments	Debt Subject To Offset
Yes	**No**

EFT Indicator	CAGE Code
0000	**7H229**

Points of Contact

Electronic Business

MATTHEW WEST

2100 Progress Parkway
Schaumburg, Illinois 60196
United States

JON PADISH

2100 Progress Parkway
Attn: Contracts
Schaumburg, Illinois 60196
United States

Government Business

MATTHEW WEST

2100 Progress Parkway
Schaumburg, Illinois 60196
United States

JON PADISH

2100 Progress Parkway
Attn: Contracts
Schaumburg, Illinois 60196
United States

Service Classifications

NAICS Codes

Primary	NAICS Codes	NAICS Title
Yes	**334220**	**Radio And Television Broadcasting And Wireless Communications Equipment Manufacturing**
	334111	**Electronic Computer Manufacturing**
	334290	**Other Communications Equipment Manufacturing**
	334413	**Semiconductor And Related Device Manufacturing**
	334418	**Printed Circuit Assembly (Electronic Assembly) Manufacturing**
	334511	**Search, Detection, Navigation, Guidance, Aeronautical, And Nautical System And Instrument Manufacturing**
	335999	**All Other Miscellaneous Electrical Equipment And Component Manufacturing**
	541330	**Engineering Services**
	541380	**Testing Laboratories And Services**
	541511	**Custom Computer Programming Services**
	541512	**Computer Systems Design Services**
	541519	**Other Computer Related Services**
	541690	**Other Scientific And Technical Consulting Services**
	541715	**Research And Development In The Physical, Engineering, And Life Sciences (Except Nanotechnology And Biotechnology)**
	541990	**All Other Professional, Scientific, And Technical Services**
	811210	**Electronic And Precision Equipment Repair And Maintenance**

Disaster Response

This entity does not appear in the disaster response registry.

CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: January 13, 2026

PRESENTED BY: Andy Garcia, Co-Interim City Manager

AGENDA ITEM: Approval of Ordinance # _____ repealing Ordinance 5506 and creating and establishing an Audit Committee, providing for composition, authority, duties reporting structure and limitations – Garcia

NATURE OF REQUEST:
The Audit committee shall consist of three (3) voting members, one member shall be a member of the City Council appointed by majority vote of the city council. The City Council shall also appoint one (1) alternate Council member to serve in the absence of the primary Council appointee. Two (2) members shall be members of the community appointed by the Mayor with the approval and consent of the City Council.

The Audit Committee shall have no rule-making authority, no quasi-judicial authority, and shall not have authority to enter into contracts, authorize expenditures, or otherwise obligate the City financially, except as expressly provided by this ordinance or by action of the City Council

BUGETED: 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 *AG*

RECORD OF VOTE:

APPROVED: _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING_____

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS, REPEALING ORDINANCE NO. 5506 IN ITS ENTIRETY AND REPLACING WITH THIS ORDINANCE; CREATING AND ESTABLISHING AN AUDIT COMMITTEE; PROVIDING FOR COMPOSITION, AUTHORITY, DUTIES, REPORTING STRUCTURE, AND LIMITATIONS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the voters of the City of Mission approved a Charter Amendment on May 4, 2024 to establish the Office of the Internal Auditor to report to the City Council by means of an Audit Committee to provide independent oversight of the financial reporting processes, internal controls, and audit functions of the municipality; and

WHEREAS, it is necessary to implement the provisions of said Charter Amendment;

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Mission, as follows:

Section 1. Establishment of Audit Committee
Pursuant to the Charter Amendment approved by the voters on May 4, 2024 the City Council hereby establishes the Internal Audit function and the Audit Committee of the City of Mission.

Section 2. Purpose
The purpose of the Internal Audit function and Audit Committee is to provide independent oversight of the financial reporting processes, internal controls, and audit functions of the municipality, thereby enhancing the accountability and transparency of the municipality's financial operations.

Section 3. Composition
The Audit Committee shall consist of three (3) voting members.

1. One (1) member shall be a member of the City Council, appointed by majority vote of the City Council. The City Council shall also appoint one (1) alternate Council member to serve in the absence of the primary Council appointee, with full voting authority during such absence.
2. Two (2) members shall be members of the community, to be recommended by the Audit Committee Chairman and appointed and approved by the Mayor and City Council, and shall possess demonstrated experience or expertise in accounting, finance, auditing, or governmental financial management.
3. Members shall serve three-year terms and shall continue to serve until their successors are appointed.
4. Vacancies shall be filled in the same manner as original appointments for the unexpired term.
5. Two (2) members shall constitute a quorum for the transaction of business.
6. The Audit Committee Chairman may recommend to the Mayor and City Council the removal or replacement of any committee member who, in the judgment of the Chair, is not adequately performing the duties and responsibilities of the Audit Committee.

Section 4. Meetings
The Audit Committee shall meet at least once quarterly or as needed to perform its duties. All meetings of the Audit Committee shall be open to the public, except as otherwise provided by law. A majority of the members of the Audit Committee shall constitute a quorum for the transaction of business. The Audit committee shall keep minutes of its proceedings, showing the vote of each member, and shall keep records of its examinations and other official actions, all of which shall be public record.

Section 5. Duties and Responsibilities
The duties and responsibilities of the Audit Committee shall include those as listed below. The Audit Committee shall also carry out other duties and responsibilities as may be assigned by the City Council.

1. Review the City Internal Auditor's audit plan annually.
2. Perform regular evaluations of the City's annual internal audit plan and provide suggestions and comments for the annual audit plan.
3. Review and approve the annual audit plan.
4. Perform evaluations of City audit function, ensure audits are performed in accordance with applicable standards, and make recommendations to the City Council.
5. Review financial statements, audit reports, and management letters.
6. Monitor and follow-up on reported findings to assure corrective action is taken by management.
7. Ensure compliance with applicable laws, regulations, and policies.
8. Report its findings and recommendations to the City Council and City Manager at least quarterly.
9. Make recommendations to the City Council for the selection and oversight of the external auditing firm conducting the annual financial statement audits.
10. Perform Audit functions as outlined in the City's Internal Audit Plan
11. Approving decisions regarding the appointment and removal of the Internal Auditor subject to City Council approval.

Section 6. Audit Function, Scope, and Oversight
The City Council directs the Internal Audit function and Audit Committee to oversee the City Internal Auditor's financial and performance audits of all departments, offices, boards, activities, outside agencies and programs of the City. Such audits shall be conducted in accordance with recognized government auditing standards. The goals of such audits are to independently and objectively determine whether:

1. Activities and programs being implemented have been authorized by government Charter or Code, state law, or applicable federal law or regulations, and are being conducted and funds expended in compliance with applicable laws;
2. The department, office, or outside agency is acquiring, managing, protecting, and using its resources, including public funds, personnel, property, equipment, and space, economically, efficiently, equitably, and effectively and in a manner consistent with the objectives intended by the authorizing entity or enabling legislation;
3. The entity, programs, activities, functions, or policies are effective, including the identification of any causes or inefficiencies or uneconomical practices;
4. The desired result or benefits are being achieved;
5. Financial and other reports are being provided that disclose fairly, accurately, and fully all information required by law, to ascertain the nature and scope of programs

and activities, and to establish a proper basis for evaluating the programs and activities including the collection of, accounting for, and depositing of, revenues and other resources;

6. Management has established adequate operating and administrative procedures and practices, systems or accounting internal control systems and internal management controls;
7. Indications of fraud, abuse or illegal acts are valid and need further investigation; and;
8. Any additional audit-related goals as assigned by the City Council or City Manager.

Section 6(a). Internal Auditor Reporting and Administrative Structure
The City Internal Auditor shall function under a dual reporting relationship. For purposes of audit policy, audit planning, audit results, independence, and accountability, the City Internal Auditor shall direct reporting to the City Council by means of the City's Audit Committee (as per Section 3.15 of the City of Mission Home Rule Charter). For purposes of day-to-day administration, including personnel administration, budgeting implementation, facilities, equipment, and other routine operational matters, the City Internal Auditor shall report to the City Manager.

Nothing in this section shall be construed to impair the independence of the City Internal Auditor in the performance of audit responsibilities.

Section 6(b). Limitations on Authority of Audit Committee
The Audit Committee shall have no rule-making authority, no quasi-judicial authority, and shall not have authority to enter into contracts, authorize expenditures, or otherwise obligate the City financially, except as expressly provided by this ordinance or by action of the City Council.

Section 6(c). Confidentiality
The Audit Committee and the Internal Auditor shall strictly maintain the confidentiality of all audit-related information as required by law and professional standards. This includes Texas Local Government Code §552.116, which provides that audit working papers of a local governmental entity are confidential and exempt from public disclosure, and applicable requirements of the Texas Open Meetings Act. Additionally, all audit activities shall be performed in accordance with the Institute of Internal Auditors' Code of Ethics and Professional Standards, which require that audit information be safeguarded, disclosed only with proper authority, and used solely for legitimate audit purposes.

Section 7. Audit Schedule
The audit Committee shall review and comment on the Internal Auditor's one-year audit schedule. The schedule shall include the proposed plan, and the rationale for the selections, for auditing departments, offices, boards, activities, subcontractors and outside agencies for the period. This schedule may be amended after review with the Audit Committee.

Section 8. Contract Auditors, Consultants, and Experts
The Audit Committee may recommend to the City Internal Auditor to procure services of Certified Public Accountants, qualified management consultants, or other professional

experts necessary to perform audit work, other than the City's annual audit. An Audit that is performed by contract must be conducted by persons who have no financial interests in the affairs of the City of Mission or its officers. As directed by the Audit Committee, the City Internal Auditor will coordinate and monitor auditing performed by certified public accounting firms or other organizations employed under contract by the City of Mission to assist with the audit related activities. Contracting for any recommended audit activities will follow City of Mission's normal procurement processes.

Section 9. Reporting
The Audit Committee shall require the City Internal Auditor to prepare and submit an annual report to the City Council indicating audits completed, major findings, corrective actions taken by City staff, and significant issues which have not been fully addressed by management. Any preliminary audit findings or other draft documents and work papers of the auditors or Audit Committee shall be confidential and shall not be released.

Section 10. Severability Should any section or provision of this ordinance be declared by a court of competent jurisdiction to be invalid, that decision will not affect the validity of the ordinance as a whole or any part thereof, other than the part so declared to be invalid.

Section 11. Effective Date This ordinance will be and remain in full force and effect following its passage, approval and adoption by the City Council.

Section 12. Open Meetings Compliance The City Council finds and determines that the meetings at which this ordinance was passed, approved and adopted were open to the public and that public notice of the time, place, and purpose of said meetings were duly given as required by the Texas Open Meetings Act.

Section 13. Repealer
Ordinance No. 5506 is hereby repealed in its entirety.

CONSIDERED, PASSED, AND APPROVED this 13th day of January, 2026, at a regular meeting of the City Council of the City of Mission, Texas, at which a quorum was present and which was held in accordance with Chapter 551, Texas Government Code.

_____
Norie Gonzalez Garza, Mayor

ATTEST:

_____
Anna Carrillo, City Secretary

CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: January 13, 2026

PRESENTED BY: Vidal Roman, Finance Director

AGENDA ITEM: Consideration and possible action to approve an interlocal agreement between the City of Mission and the City of Fort Worth for participation in the City of Fort Worth's Purchasing Card (P-Card) program administered through J.P. Morgan - Roman

NATURE OF REQUEST:

The City of Mission continually seeks opportunities to improve efficiency, strengthen internal controls, and streamline purchasing and payment processes. The City of Fort Worth maintains an established Purchasing Card (P-Card) program administered through J.P. Morgan, supported by documented policies, procedures, and oversight mechanisms.

Texas law, including the Texas Interlocal Cooperation Act (Chapter 791 of the Texas Government Code) and Subchapter F of Chapter 271 of the Texas Local Government Code, allows local governments to enter into interlocal agreements to participate in cooperative purchasing programs when such arrangements are mutually beneficial.

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

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

BID AMOUNT: _____

STAFF RECOMMENDATION:

Departmental Approval: Finance, Purchasing

Advisory Board Recommendation: N/A

City Manager's Recommendation: Approval *AG*

RECORD OF VOTE:

APPROVED: _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING_____

COOPERATIVE PURCHASING AGREEMENT

This Cooperative Purchasing Agreement ("Agreement") is made and entered into between the City of Mission ("Hidalgo") and the City of Fort Worth, Texas ("Fort Worth").

WHEREAS, both City of Mission and Fort Worth have each determined a need for a cooperative agreement to purchase like goods and services to avoid duplicate procurement efforts and obtain the benefits of volume purchasing; and

WHEREAS, City of Mission and Fort Worth are authorized by Section 271.102 of the Local Government Code to pursue mutually beneficial and cooperative purchasing programs.

NOW, THEREFORE, for and in consideration of the mutual obligations and benefits contained herein, City of Mission and Fort Worth agree as follows:

SECTION 1. The purpose of this Agreement is to provide City of Mission and Fort Worth with additional purchasing options by satisfying the provisions of Section 271.102 of the Local Government Code.

SECTION 2. The Parties agree that each shall respectively designate a person to act under the direction of, and on behalf of, the designating party (the "Designated Representative").

SECTION 3. At the request of the other Party, a Party that enters into a contract with a vendor for goods or services (the "First Purchasing Party") shall attempt to obtain the vendor's agreement to offer those goods and services to the other Party (the "Second Purchasing Party") for the same price and on the same terms and conditions as have been offered to the First Purchasing Party. If the vendor so agrees, and if the Second Purchasing Party is agreeable to such terms and conditions, the Second Purchasing Party may enter into its own separate contract with the vendor for the purchase of such goods or services.

SECTION 4. Unless otherwise agreed between the Designated Representatives, payments for a purchase made by the Second Purchasing Party shall be paid directly to the vendor and not to the First Purchasing Party. The Second Purchasing Party shall have the responsibility of determining whether the vendor has complied with any provisions in its contract with the vendor, including but not limited to those relating to the quality of items and terms of delivery, and shall be responsible for enforcement of its contract against the vendor, including all cost of enforcement.

SECTION 5. This Agreement will be subject to all applicable federal, state and local laws, ordinances, rules and regulations.

SECTION 6. This Agreement may be terminated by either Party, without cause or penalty, upon not less than thirty days written notice to the other Party.

SECTION 7. The Parties acknowledge that each Party and, if it so chooses, its counsel have reviewed and revised this Agreement and that the normal rule of construction to the effect that any

ambiguities are to be resolved against the drafting Party must not be employed in the interpretation of this Agreement or any amendments or exhibits hereto.

SECTION 8. If any action, whether real or asserted, at law or in equity, arises on the basis of any provision of this Agreement, venue for such action shall lie in state courts located in Tarrant County, Texas or the United States District Court for the Northern District of Texas – Fort Worth Division. This Agreement shall be construed in accordance with the laws of the State of Texas.

SECTION 9. If any term or provision of this Agreement is held to be illegal, invalid or unenforceable, the legality, validity or enforceability of the remaining terms or provisions of this Agreement shall not be affected thereby, and in lieu of each such illegal, invalid or unenforceable term or provision, the Parties shall endeavor to agree to a legal, valid or enforceable term or provision as similar as possible to the term or provision declared illegal, invalid or unenforceable.

SECTION 10. Execution of this Agreement does not obligate City of Mission or Fort Worth to make any purchase, to pay any membership fee or to otherwise or in any manner incur any cost or obligation.

SECTION 11. This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, and all of which shall constitute but one and the same instrument.

SECTION 12. The undersigned officers and/or agents are properly authorized to execute this Agreement on behalf of the Parties hereto and each Party hereby certifies to the other that any necessary actions extending such authority have been duly passed and are now in full force and effect.

SECTION 13. All notices, requests, demands, and other communications which are required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given upon the delivery or receipt thereof, as the case may be, if delivered personally or sent by registered or certified mail, return receipt requested, postage prepaid, to the respective city representative set out below, or his/her designee.

AGREE AND EXECUTED:

CITY OF FORT WORTH
100 Fort Worth Trail
Fort Worth, Texas 76102

By: _____

Title: Chief Procurement Officer

Date: _____

CITY OF MISSION
1201 E. 8th Street
Mission, Texas 78572

By: _____

Title: _____

Date: _____

CONTRACT COMPLIANCE MANAGER:
By signing I acknowledge that I am the person responsible for monitoring and administration of this contract, including ensuring all performance and reporting requirements.

By: _____
Title: Management Analyst II

APPROVED AS TO FORM AND LEGALITY:

_____
Assistant City Attorney

_____
Assistant City Attorney

M&C: N/A
Contract Authorization

_____
, City Secretary

_____
, City Secretary

CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: January 13, 2026

PRESENTED BY: Roel Mendiola, Sanitation Director

AGENDA ITEM: Approval of Resolution # ____ authorizing to enter into a Lease-Purchase Agreement with Government Capital Corporation for the purpose of financing a Front-End Loader Unit - Mendiola

NATURE OF REQUEST:

Staff is requesting to enter into a Lease Purchase Agreement with Government Capital Corporation for the purpose of financing a Front Loader Unit for the Sanitation Department. The first payment will be made in fiscal year 2025-2026. The loan is for seven (7) years at 5.224% annual interest, with yearly payments of $69,498.15 totaling $398,898.00. This item was presented and approved by City Council on December 9, 2025.

This expenditure would be under General Exemption 271.005 of the Texas Local Government Code: Authority to Contract for Personal Property.

BUGETED: Yes **FUND:** Solid Waste **ACCT. #:** 05-410-74950

BUDGET: $ **EST. COST:** $398,898.00 **CURRENT BUDGET BALANCE:** $

BID AMOUNT: $

STAFF RECOMMENDATION:

Approval

Departmental Approval: Finance

Advisory Board Recommendation: N/A

City Manager's Recommendation: Approval JPT

RECORD OF VOTE:

APPROVED: _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING_____

RESOLUTION

A RESOLUTION REGARDING A CONTRACT FOR THE PURPOSE OF FINANCING A
"FRONT LOADER".

WHEREAS, City of Mission (the "Issuer") desires to enter into that certain Finance Contract by and between the Issuer and Government Capital Corporation ("GCC") for the purpose of financing a "Front Loader".

WHEREAS, the City desires to designate this Finance Contract as a "qualified tax-exempt obligation'' of the Issuer for the purposes of Section 265 (b) (3) of the Internal Revenue Code of 1986, as amended.

WHEREAS, the City desires to designate Andy Garcia, Interim City Manager, as an authorized signer of the Finance Contract.

NOW THEREFORE, BE IT RESOLVED BY City of Mission:

Section 1. That the Issuer will enter into a Finance Contract with Government Capital Corporation for the purpose of financing a "Front Loader".

Section 2. That the Finance Contract by and between the City of Mission and Government Capital Corporation is designated by the Issuer as a "qualified tax-exempt obligation" for the purposes of Section 265 (b) (3) of the Internal Revenue Code of 1986, as amended.

Section 3. That the Issuer appoints the Interim City Manager, or designee, as the authorized signer of the Finance Contract by and between the City of Mission and Government Capital Corporation as well as any other ancillary exhibit, certificate, or documentation needed for the Contract.

Section 4. 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 _____, 2025.

Issuer: City of Mission

_____
Norie Gonzalez Garza, Mayor

Witness Signature

_____
Anna Carrillo, City Secretary

CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: January 13, 2026

PRESENTED BY: Xavier Cervantes, Director of Planning

AGENDA ITEM: Plat Approval for Conway Village Subdivision, being 19.118 acres out of Lot 36-6, West Addition to Sharyland Subdivision, located at the Southwest corner of W. Francis (Mile 4 North Road) and North Conway Ave. (S.H. 107), Suburban ETJ. Developer: Rimaga, LLC., Engineer: Lopez Engineering Designs - Cervantes

NATURE OF REQUEST:

Project Timeline:

- April 22, 2024 – City Council convened to approve Preliminary Plat Approval.
- December 14, 2024 – Preconstruction meeting held for this subdivision and the issuance of the Notice -to-Proceed to the developer.
- November 26, 2025 - Conducted final walk-through at the site with all parties present.
- January 13, 2026 – Consideration of plat approval by the City Council.

Summary:

- The property is located at the Southwest corner of W. Francis (Mile 4 North Road) and North Conway Ave. (S.H. 107)
- This development consists of 36 duplex-fourplex lots and 1 commercial site.
- Water will be provided by the Sharyland Water Supply Corporation and sewer services will be provided by the City of Mission. There is a total of 6 fire hydrants via direction of the Fire Marshall.
- The internal streets are 32 feet back-to-back within a 50 feet right-of-ways. Access is from W. St. Francis Ave. (Mile 4 North Road) for the multifamily section and Conway Ave for the commercial lot.
- The storm water detention with the on-site detention channel will discharge into the TxDot R.O.W. on North Conway Avenue per the approved drainage report.
- The subdivision is ready for recording upon ultimate approval from the County Planning Department.
- Sewer fees will be collected through an existing agreement with Sharyland Water Supply

STAFF RECOMMENDATION:

Staff recommends approval.

Departmental Approval: N/A

Advisory Board Recommendation: Approval

City Manager's Recommendation: Approval JPT

RECORD OF VOTE:

APPROVED: _____

DISAPPROVED: _____

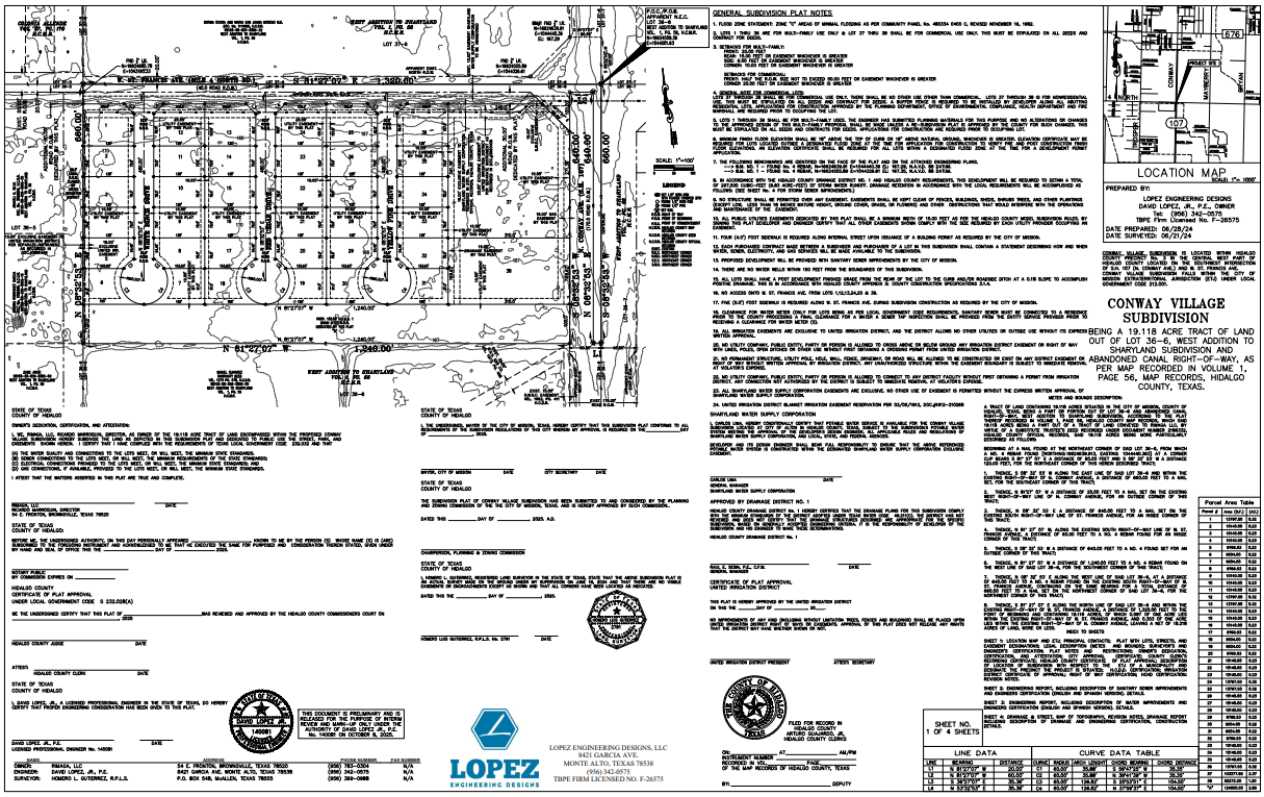
TABLED: _____

_____ AYES

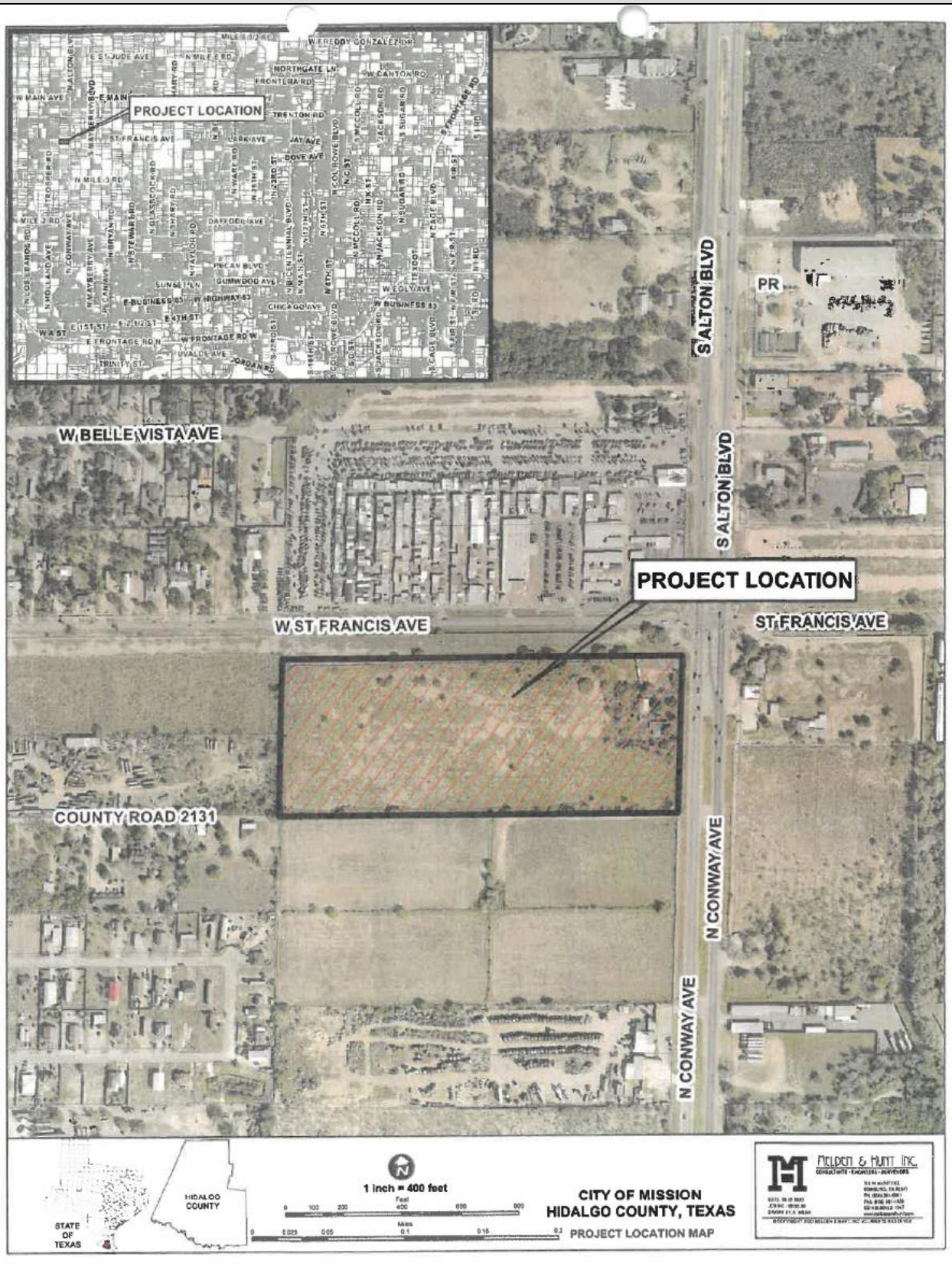
_____ NAYS

_____ DISSENTING_____

PLAT

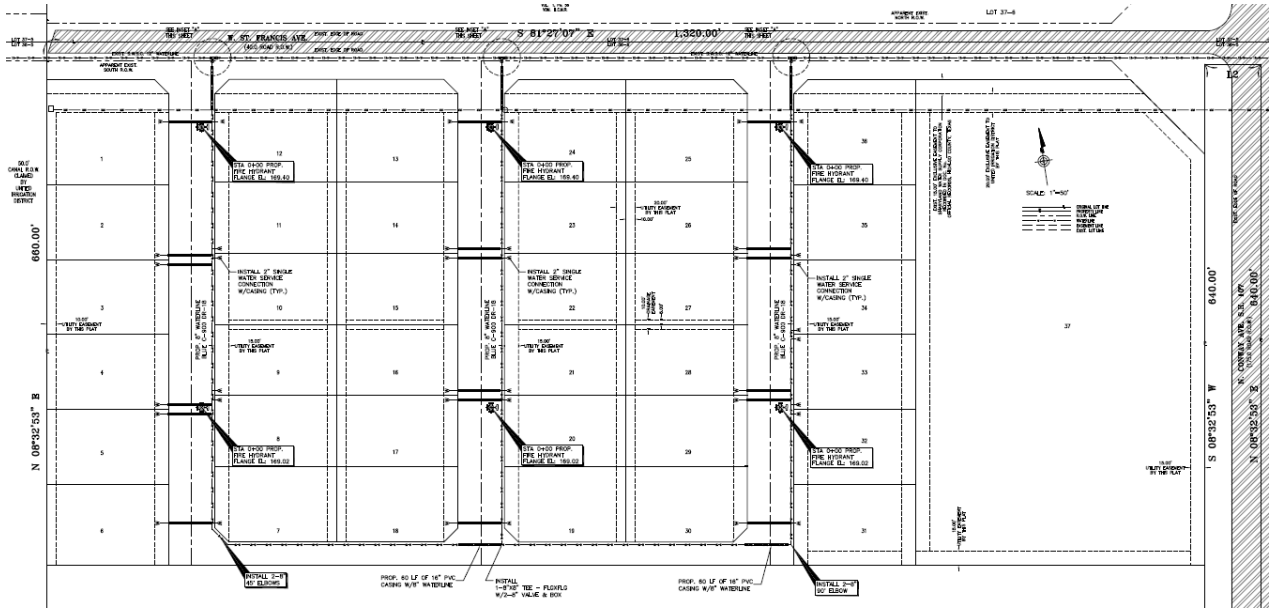

CONWAY VILLAGE SUBDIVISION
BEING A 19.118 ACRE TRACT OF LAND OUT OF LOT 36-6, WEST ADDITION TO SHARYLAND SUBDIVISION AND ABANDONED CANAL RIGHT-OF-WAY, AS PER MAP RECORDED IN VOLUME 1, PAGE 56, MAP RECORDS, HIDALGO COUNTY, TEXAS.
LOCATION MAP
GENERAL SUBDIVISION PLAT NOTES
LOPEZ ENGINEERING DESIGNS, LLC
8421 GARCIA AVE.
MONTE ALTO, TEXAS 78538
(956)342-0575
TBPE FIRM LICENSED NO. F-26575
LOPEZ
ENGINEERING DESIGNS
SHEET NO. 1 OF 4 SHEETS
LINE DATA
CURVE DATA TABLE

AERIAL

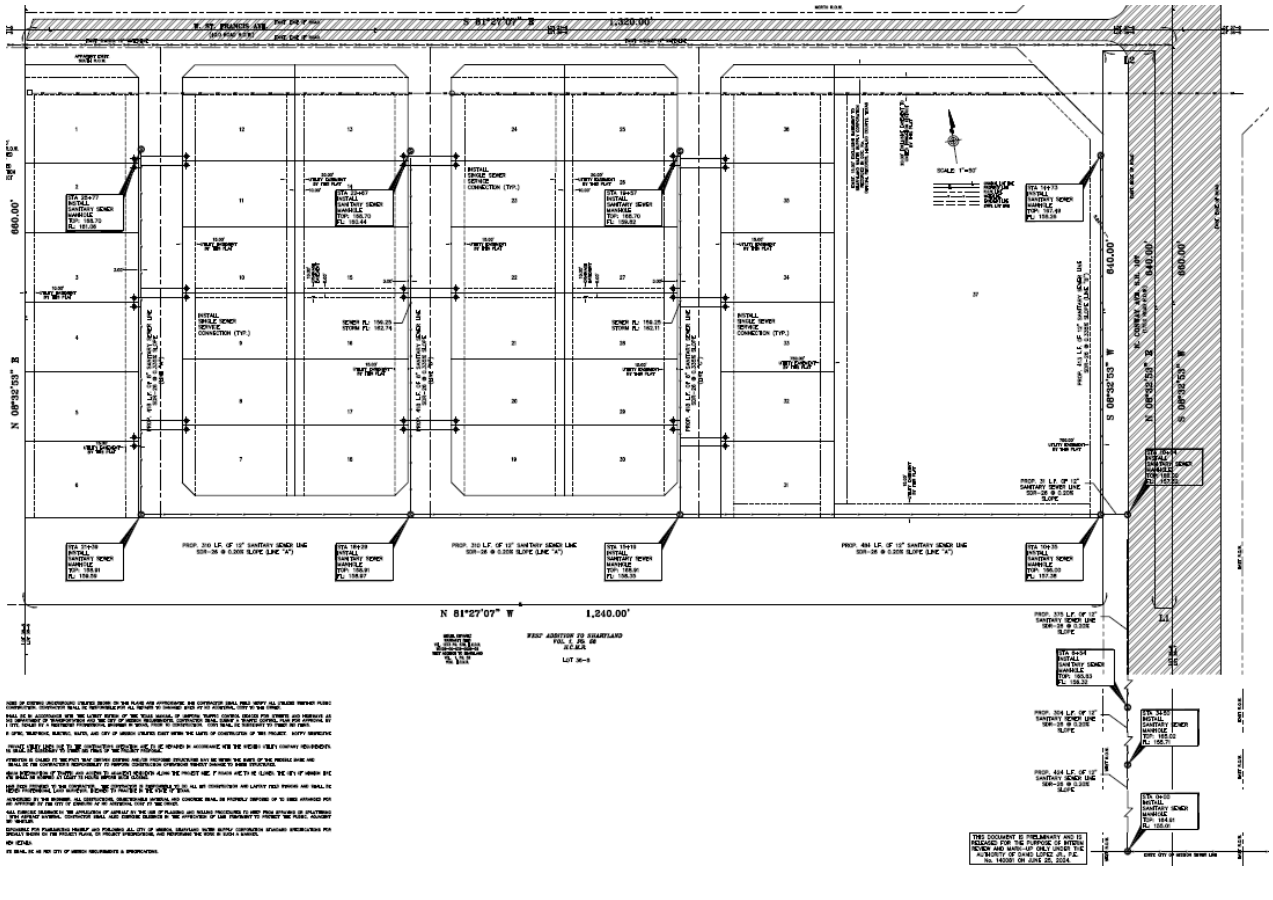

PROJECT LOCATION
S ALTON BLVD
PR
W BELLE VISTA AVE
PROJECT LOCATION
W ST FRANCIS AVE
ST FRANCIS AVE
COUNTY ROAD 2131
N CONWAY AVE
N CONWAY AVE
HIDALGO COUNTY
STATE OF TEXAS
1 inch = 400 feet
Feet
Miles
CITY OF MISSION
HIDALGO COUNTY, TEXAS
PROJECT LOCATION MAP
MELDEN & HUNT INC.

UTILITY LAYOUTS

WATER LAYOUT



SEWER LAYOUT



DRAINAGE REPORT

DRAINAGE REPORT
FOR
CONWAY VILLAGE SUBDIVISION
CITY OF MISSION

PROJECT LOCATION

The proposed Conway Village Subdivision is a 19.118-acre tract of land out of Lot 36-6, West Addition to Sharyland Subdivision, as per map recorded in Volume 1, Page 56 Map Records of Hidalgo County, Texas. It is physically located at the Southwest corner of West Saint Francis Avenue and North Conway Avenue (SH 107) in the Mission, Texas.

FLOOD PLAIN

This tract of land is located within Zone "C" according to FIRM Flood Insurance Rate Map Community Panel 480334 0400 C, dated November 16, 1982. Zone "C" are areas of minimal flooding (No Shading).

SOIL CONDITIONS

According to the soil survey report for Hidalgo County by the U.S.D.A. Soil Conservation Service, there is (3) Brennan fine sandy loam, (25) Hidalgo fine sandy loam, and (28) Hidalgo Sandy Clay. The (3) Brennan fine sandy loam, (25) Hidalgo fine sandy loam, and (28) Hidalgo Sandy Clay Loam soils are within Hydrological Group B. Soil (28) are made up of Fine Sandy Loam (SC-SM), Sandy Clay Loam (SC) and Clay Loam (CL). These soils have a moderate infiltration rate when thoroughly wet. These consist chiefly of moderately deep or deep, moderately well drained or well drained soils that have moderately fine texture or fine texture. These soils have a slow rate of transmission. Plasticity Index has a range of 1-8 for the Fine Sandy Soil and 11-22 for the Sandy Clay Loam. Natural slopes are of 0 to 1 percent.

EXISTING CONDITIONS

Existing on the proposed site is open grassland with brush. The site has a very slight slope from west to southeast. The existing R.O.W. North Conway Avenue (SH 107) has an existing ditch that flows south towards 3 Mile Road. The existing runoff for the proposed subdivision is Q=10.74 ft^3/sec based on a 10-year storm. However, due to TxDOT bleeder line requirements a proposed 8" PVC Bleeder Line will bleed the proposed flowrate, Q=1.24 ft^3/sec.

PROPOSED CONDITIONS

The entire subdivision being 19.118 acres with Lot 1-36 being 14.10 acres being multi-family and Lot 37 being 5.02 acres being commercial. After development, the runoff will increase to Q=70.67 ft^3/sec as calculation show, the detention required will be 159,060 ft^3 or 3.65 Ac-Ft. These calculations were based on a 50-year storm event for Hidalgo County. However, the City of Mission requires a 100-year storm event for their ultimate required detention will be 294,404 ft^3 or 6.76 Ac-Ft. The ultimate detention required for Lot 1-36 is 217,108 ft^3 and Lot 37 is 77,296 ft^3 with onsite detention channel that will discharge into the TxDOT R.O.W. on North Conway Avenue (SH 107). This ditch will be owned by H.C.D.D. #1. Cross sections and earthwork quantities of the proposed construction of the ditch channel widening are attached.

☐ REJECTED
☑ APPROVED FOR SUBMITTAL
☐ TO H.C. PLANNING DEPT.
☐ TO CITY
☑ DISCHARGE PERMIT REQUIRED
☐ DISTRICT FACILITY
☐ CITY FACILITY
☐ OTHER TxDOT

HIDALGO COUNTY DRAINAGE DISTRICT NO. 1

H.C.D.D. NO. 1 — DATE 11-20-24

STATE OF TEXAS
DAVID LOPEZ JR.
140081
LICENSED
PROFESSIONAL ENGINEER

10/24/24

STATEMENT OF COMPLETION

Public Works Department

To:	Xavier Cervantes	Planning Director
	Project/Subdivision	Conway Village
	Project/Subdivision Contractor	Total Commitment
	Project/Subdivision Engineer	Lopez Engineering Designs
From:	Juan Pablo "JP" Terrazas, P.E., CPM	Assistant City Manager
Date:	November 26, 2025	

STATEMENT OF COMPLETION

The infrastructure installed has been, inspected and accepted by the City of Mission (Public Works) Utility, Streets & Drainage Department. As-builts are due for review.

Water:

Conway Village has been inspected by ☐ Guadalupe Vela and or ☒ Carlos Fuentes. The infrastructure installed by Total Commitment and the methods for testing and approval have complied with the City Subdivision Standards Manual revised March 1998

Sewer:

Conway Village has been inspected by ☐ Guadalupe Vela and or ☒ Charlie Fuentes. The infrastructure installed by Total Commitment and the methods for testing and approval have complied with the City Subdivision Standards Manual revised March 1998.

Inspector (s)

Juan Pablo "JP" Terrazas, P.E., CPM

2801 N Holland 2 Mission, TX 78574 2 Phone: 956-580-8780 2 Fax: 956-580-8782

CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: January 13, 2026

PRESENTED BY: Cesar Torres, Chief of Police

AGENDA ITEM: Authorization to purchase (106) Rifle Resistant Body Armor with plates from GT Distributors, via Buyboard #698-23, in the total amount of $194,860.48 using FY26 Rifle Resistant Body Armor grant funds from the Office of the Governor with no cash match – Torres

NATURE OF REQUEST:

The Mission Police Department is seeking authorization to purchase (106) Rifle Resistant Body Armor with plates and patches. This expenditure is a total of $194,860.48. The purchase will be made from GT Distributors via Buyboard #698-23. The total amount will derive from FY26 Rifle Resistant Body Armor grant funds.

BUDGETED: No **FUND:** Designated Purpose **ACCT. #:** 15-460-74950

BUDGET: $194,862.48 **EST. COST:** $194,860.48 **CURRENT BUDGET BALANCE:** $194,862.48

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_____

Quote	QTE0218212
Date	12/31
Page:	1

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

Bill To:

Mission Police Dept. (TX)
1200 East 8th St
Mission TX 78572

Ship To:

Mission Police Dept. (TX)
1200 East 8th St
Mission TX 78572

Purchase Order No.	Customer ID	Salesperson ID	Shipping Method	Payment Terms	Req Ship Date	Master No.
12312025	000048	KE	U	NET 15	0/0/0000	3,130,324

Quantity	Item Number	Description	UOM	Unit Price	Ext. Price
106	PTA-1315022*	TAC PR Traditional Molle Webbing, First Spear	EA	$361.00	$38,266.00
212	PTA-1350923*	Hardwire 9000 Type III 10X12 Multi Curve Shoc	EA	$701.00	$148,612.00
212	GT-HEATSTAMP	Custom Heatstamp BLACK Backing MISSION POLICE on two lines White Lettering	EA	$24.00	$5,088.00
212	SBA-1223589-BL	ID PATCHES - BLANK 8.5" x 3" Black in Color MISSION POLICE (on two lines) White Lettering	EA	$13.00	$2,756.00
1	NOTE	 Quotation reflects BuyBoard Contract 698-23. Contract period 4/1/23-3/31/26. Email BuyBoard PO's to info@buyboard.com	Each	$0.00	$0.00

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

Subtotal	$194,722.00
Misc	$0.00
Tax	$0.00
Freight	$138.48
Total	$194,860.48

Your salesperson is Sonny Villarreal.
Virginia Passamentt
<vpassamentt0741@missiontexas.us>

Vendor Contract Information Summary

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

SAM.GOV®

Item 47.

G T DISTRIBUTORS, INC.

Unique Entity ID	CAGE / NCAGE	Purpose of Registration
D32KV5FGFZ51	**1BMY6**	**All Awards**
Registration Status	Expiration Date	
Active Registration	**Sep 5, 2026**	
Physical Address	Mailing Address	
1124 New Meister LN STE 100 **Pflugerville, Texas 78660-6937** **United States**	**1124 New Meister LN STE 100** **Pflugerville, Texas 78660-6937** **United States**	

Business Information

Doing Business as	Division Name	Division Number
(blank)	**Gt Distributors, Inc**	**(blank)**
Congressional District	State / Country of Incorporation	URL
Texas 17	**Texas / United States**	**http://www.gtdist.com/**

Registration Dates

Activation Date	Submission Date	Initial Registration Date
Sep 9, 2025	**Sep 5, 2025**	**Sep 27, 2001**

Entity Dates

Entity Start Date	Fiscal Year End Close Date
Apr 1, 1972	**Apr 30**

Immediate Owner

CAGE	Legal Business Name
(blank)	**(blank)**

Highest Level Owner

CAGE	Legal Business Name
(blank)	**(blank)**

Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

Proceedings Questions

Registrants in the System for Award Management (SAM.gov) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2. C.F.R. 200 Appendix XII. Their responses are displayed in the responsibility/qualification section of SAM.gov. Maintaining an active registration in SAM.gov demonstrates the registrant responded to the proceedings questions.

Exclusion Summary

Active Exclusions Records?

No

SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes

Entity Types

Business Types

Entity Structure	Entity Type	Organization Factors
Corporate Entity (Not Tax Exempt)	**Business or Organization**	**(blank)**
Profit Structure		
For Profit Organization		

415

Socio-Economic Types

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

Financial Information

Accepts Credit Card Payments	Debt Subject To Offset
Yes	**No**

EFT Indicator	CAGE Code
0000	**1BMY6**

Points of Contact

Electronic Business

DAVID CURTIS, BIDS MANAGER

1124 New Meister LN., STE. 100
Pflugerville, Texas 78660
United States

DEEDEE ORR

P.O. Box 16080
Austin, Texas 78761
United States

Government Business

DAVID CURTIS, BIDS MANAGER

1124 New Meister LN., STE. 100
Pflugerville, Texas 78660
United States

DAVID CURTIS

2545 Brockton DRIVE, Suite 100
Austin, Texas 78758
United States

Service Classifications

NAICS Codes

Primary	NAICS Codes	NAICS Title
Yes	**459999**	**All Other Miscellaneous Retailers**
	332999	**All Other Miscellaneous Fabricated Metal Product Manufacturing**
	334220	**Radio And Television Broadcasting And Wireless Communications Equipment Manufacturing**
	339920	**Sporting And Athletic Goods Manufacturing**
	423120	**Motor Vehicle Supplies And New Parts Merchant Wholesalers**
	441330	**Automotive Parts And Accessories Retailers**
	458110	**Clothing And Clothing Accessories Retailers**

Disaster Response

This entity does not appear in the disaster response registry.

CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: January 13, 2026

PRESENTED BY: Cesar Torres, Chief of Police

AGENDA ITEM: Authorization to purchase (3) three Chevy pickup trucks from SAMES Laredo Chevrolet INC (TIPS #240901) and radio equipment from Motorola Solutions (HGACBuy RA05-21), in the amount of $200,164.65, using the FY26 Operation Lone Star Grant funds – Torres

NATURE OF REQUEST:

The Mission Police Department is seeking authorization to purchase (3) three Chevy pickup trucks from SAMES Laredo Chevrolet INC (TIPS #240901). The total award amount is for $350,040.00, separated into $200,040.00 for equipment and $150,000.00 for overtime costs. The pickup truck and radio equipment expenditure amount is for $200,164.65. The purchase will be made with $200,040.00 deriving from the FY26 Operation Lone Star Grant funds and the remaining $124.65 deriving from the asset forfeiture account.

BUDGETED: No **FUND:** Designated Purpose **ACCT. #:** 15-486-74950

BUDGET: $200,040 **EST. COST:** $200,040 **CURRENT BUDGET BALANCE:** $200,040

BUDGETED: Yes **FUND:** Asset Forfeiture **ACCT. #:** 11-410-74950

BUDGET: $50,000 **EST. COST:** $124.65 **CURRENT BUDGET BALANCE:** $32,378

BID AMOUNT: $

STAFF RECOMMENDATION:

Approval.

Departmental Approval: Finance, Purchasing

Advisory Board Recommendation: N/A

City Manager's Recommendation: Approval JP

RECORD OF VOTE:

APPROVED: _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____

QUOTE

THE ULTIMATE FLEET MANAGEMENT SOLUTION PROVIDER

Sames Texas' Oldest Dealership

Governm Fleet Sales

QUOTE#: SAG1951
DATE: 12/12/2025
EXPIRES: 01/31/2026

QUOTE FROM:
Sames Laredo Chevrolet

OUTSIDE SALES MANAGER: JORGE FUENTES | 956-330-1502 |
JFUENTES@SAMES.NET
EMAIL: QUOTES@SAMES.NET

QUOTE FOR:
City Of Mission

VEHICLE INFORMATION:

YEAR|MAKE|MODEL	CONTRACT#	COLOR	QUANTITY	PRICE	TOTAL
2026 Chevrolet 4WD Crew Cab Short Box WT PPV CK10543	TIPS 240901	STERLING SILVER METALLIC	2	$51500.00	$103,000.00

DESCRIPTION:
2026 Chevrolet Silverado 1500 (CK10543) 4WD Crew Cab 147" Work Truck

3GCUK4ED7TG144109
3GCUK4ED9TG144113

OPTIONS | UPGRADE

DESCRIPTION	QUANTITY	PRICE	TOTAL
CK10543: 2026 Chevrolet Silverado 1500 4WD Crew Cab 147" Work Truck			$0.00
1WT: Work Truck Preferred Equipment Group			
L84: Engine, 5.3L EcoTec3 V8			
MI2: Transmission, 10-speed automatic, electronically controlled			
FE9: Emissions, Federal requirements			
GXD: Sterling Gray Metallic (Paint)			
HOU: Jet Black, Cloth seat trim			
C5Y: GVWR, 7100 lbs. (3221 kg)			
GU5: Rear axle, 3.23 ratio			
IOR: Audio system, Chevrolet Infotainment 3 system			
AZ3: Seats, front 40/20/40 split-bench			
Packages and Mechanical Equipment			
9C1: Police Pursuit Package			
PEB: WT Value Package			
PQA: WT Safety Package			
PCV: WT Convenience Package			
AMF: Remote Keyless Entry Package			
Z71: Z71 Off-Road Package			
Z82: Trailering Package			
JHD: Hill Descent Control			
NQH: Transfer case, two-speed			
G80: Auto-locking rear differential			
KC4: Cooling, external engine oil cooler			
KNP: Cooling, auxiliary external transmission oil cooler			
K47: Air filter, heavy-duty			
JL1: Trailer brake controller, integrated			
NZZ: Skid Plates			
J55: Brakes, Heavy-Duty 4-wheel antilock, 4-wheel disc			
Exterior Equipment			
PXT: Wheels, 20" x 9" (50.8 cm x 22.9 cm) Black painted steel			

DESCRIPTION	QUANTITY	PRICE	TOTAL

QAE: Tires, 275/60R20SL all-terrain, blackwall

RMW: Tire, spare 275/60R20 all-terrain, blackwall

RNQ: Wheel, full-size spare, matching 20" (50.8 cm) steel wheel without center cap

V46: Bumper, front chrome

VJH: Bumper, rear chrome

U12: Lighting, perimeter

DLF: Mirrors, outside heated power-adjustable

DP6: Mirror caps, painted

AKO: Glass, deep-tinted

VK3: License plate kit, front

QT5: Tailgate, gate function manual with EZ Lift

5J9: Calibration, Taillamp Flasher, Red/White

5LO: Calibration, Taillamp Flasher, Red/Red

6J7: Flasher System

6J3: Wiring Provisions for grille lamps and siren speakers

6J4: Wiring Horn and siren circuit

Interior and Safety Equipment

A2X: Seat adjuster, driver 10-way power including lumbar

VZ2: Speedometer calibration

KGU: Universal Vehicle Module

9L7: Upfitter switch kit, (5)

K14: Power outlet, interior power outlet, 120-volt

UBI: USB ports, rear, dual, charge-only

KC9: Power outlet, bed mounted, 120-volt

C49: Defogger, rear-window electric

5Y1: Seats, Driver and passenger front individual seats

5T5: Seats Front cloth and second row vinyl

5J1: Calibration, keyless remote panic button exterior lights/horn disable

5J3: Calibration, Surveillance Mode Interior & Exterior Lighting

UTQ: Alarm, Horn Content Theft Deterrent, Disabled

6E2: Key, common

UFB: Rear Cross Traffic Braking

UD5: Front and Rear Park Assist, ultrasonic

CTT: Hitch Guidance

UKC: Lane Change Alert with Side Blind Zone Alert

UKK: Rear Pedestrian Alert

Ship Thru Code
GEZ: Ship Thru, Produced in Silao Assembly and shipped to Kerr Industries (Arlington).
Returned to Arlington Assembly for shipping to final destination.

UPFITTER INFORMATION

QUOTE#	CONTRACT #	QUANTITY	PRICE	TOTAL
DANA Safety 602336-A		2	$10122.59	$20,245.18

DESCRIPTION:

MISSION PD CID TRUCKS

2025 SILVERADO 2INFOFRONT

EVP EMERGENCY VEHICLE PACKAGE

XSM2-BRW-USFEDSIG SPECTRALUX THREE COLOR,

FRON VISOR
FED-PF400HFED SIG SIREN, 400WATT, HANDHELD, Siren/Light Controller with Handheld controller/microphone, 400 W 6

ES100CFED ES100/DYNAMAX 100W CLASS A SPEAKER 7ESB-UVEHICLE SPECIFIC MOUNTING BRACKETS ARE SOLD SEPERATELY

FED DYNAMAX/ES100C UNIVERSAL SPEAKER BRACKET

OBDCABLE20-5FED SIG 20FT OBDII CABLE, 2024 SILVERADO PPV

EXPMOD32FED SIG 32-CHANNEL EXPANSION MODULE

MPS63U-RBWFEDSIG MICRO PULSE UL RA R/B/W

MPSM6-LBFED SINGLE MPS600 OR MPS600U L-BRACKET KIT

FHL-CHGFED Flasher, Headlight, 2006-newer, Dodge Charger and

INFOSIDE

MPS63U-RBWFEDSIG MICRO PULSE ULTRA R/B/W, SIDE WINDOW, 2- PER SIDE WINDOW

MPSM6-LBFED SINGLE MPS600 OR MPS600U L-BRACKET KIT

INFOREAR

XSM2-BRW-USFEDSIG SPECTRALUX THREE COLOR

FED-416918-RBWFED SIG CORNER LED, R/B/W, rear upper side, REVERSE

FHL-TAILFED UNIVERSAL TAIL LIGHT FLASHER-18" LEADS

416309-RBWFED SIG CIRCLE (3) LED, TRI COLOR, RED/BLU/WHT, FRONT FACING REAR STEPPER

GS19C-270-DX270 | Rugged Black | All-New '19-up Silver, DiamondBack

CUSTOMER SUPPLIEDCUSTOMER SUPPLIED EQUIPMENT

TES-338265HAND HELD RADIO / TESSCO ANTENNA 3/4" Mount, 25' RG58/U Mini-UHF loose, MFG PART #: NMO-60-300-M1-N

TRAB7603Tessco-760-870 MHz Phantom Antenna

5032BBLUE SEA SYSTEM FUSE BLOCK ST BLADE

5025BBlueSea 6 Circuit ST Fuse Block w/ Cover & Ground Bus

INSTALL KITMISC INSTALLATION SUPPLIES I.E. LOOM, WIRE, HARDWARE, CONNECTORS, ETC ***

INSTALLDSS INSTALLATION OF EQUIPMENT, Smoke all light.

TRADE-IN INFORMATION

YEAR|MAKE|MODEL	VIN#	TOTAL
		-
		-

TRANSPORT (200 MILES)	**$998.00**
GRAND TOTAL	**$124,243.18**

TERMS AND CONDITIONS:

BALANCE ON THE VEHICLE IS DUE 30 DAYS AFTER DELIVERY TO THE UPFITTER OR CUSTOMER. $500 MONTHLY FLOOR PLAN INTEREST WILL BE ADDED TO ANY UNPAID BALANCE BEYOND THE NET 30 TERMS. PRICES PROVIDED IN THIS QUOTE ARE BASED ON CURRENT MARKET CONDITIONS AND ARE SUBJECT TO CHANGE. PRICES MAY BE AFFECTED BY CHANGES IN TARIFFS, TRADE REGULATIONS, AND OTHER FACTORS BEYOND OUR CONTROL. ANY RESULTING PRICE ADJUSTMENTS WILL BE COMMUNICATED PRIOR TO FINAL PURCHASE.

QUOTE

THE ULTIMATE FLEET MANAGEMENT SOLUTION PROVIDER

Sames Texas' Oldest Dealership

Governm Fleet Sales

QUOTE#: SAG1715
DATE: 12/12/2025
EXPIRES: 01/31/2026

QUOTE FROM:
Sames Laredo Chevrolet

OUTSIDE SALES MANAGER: JORGE FUENTES | 956-330-1502 |
JFUENTES@SAMES.NET
EMAIL: QUOTES@SAMES.NET

QUOTE FOR:
City Of Mission

VEHICLE INFORMATION:

YEAR|MAKE|MODEL	CONTRACT#	COLOR	QUANTITY	PRICE	TOTAL
2026 Chevrolet 4WD Crew Cab Short Box CUSTOM TB CK10543	TIPS 240901	STERLING SILVER METALLIC	1	$51500.00	$51,500.00

DESCRIPTION:
2026 Chevrolet Silverado 1500 (CK10543) 4WD Crew Cab 147" Custom Trail Boss
VIN #: 3GCUKCED5TG124967
UNIT #3

OPTIONS | UPGRADE

DESCRIPTION	QUANTITY	PRICE	TOTAL
FE9: Emissions, Federal requirements			
L84: Engine, 5.3L EcoTec3 V8			
MHT: Transmission, 10-speed automatic, electronically controlled			
C5Y: GVWR, 7100 lbs. (3221 kg)			
GU5: Rear axle, 3.23 ratio			
2CX: Custom Trail Boss Preferred Equipment Group			
RD1: Wheels, 18" x 8.5" (45.7 cm x 21.6 cm) High gloss Black painted aluminum			
R30: Tires, LT275/65R18C blackwall Goodyear Wrangler Territory MT			
XCQ: Tire, spare 265/70R17SL all-season, blackwall			$0.00
GXD: Sterling Gray Metallic (Paint)			
AZ3: Seats, front 40/20/40 split-bench			
HOU: Jet Black, Cloth seat trim			
IOR: Audio system, Chevrolet Infotainment 3 system			
KC4: Cooling, external engine oil cooler			
KNP: Cooling, auxiliary external transmission oil cooler			
KW7: Alternator, 170 amps			
N10: Exhaust, dual with polished outlets			
VK3: License plate kit, front			

UPFITTER INFORMATION

QUOTE#	CONTRACT #	QUANTITY	PRICE	TOTAL
DANA Safety 602336-A		1	$10112.59	$10,112.59

DESCRIPTION:

MISSION PD CID TRUCKS

2025 SILVERADO 2INFOFRONT

EVP EMERGENCY VEHICLE PACKAGE

XSM2-BRW-USFEDSIG SPECTRALUX THREE COLOR,

FRON VISOR
FED-PF400HFED SIG SIREN, 400WATT, HANDHELD, Siren/Light Controller with Handheld controller/microphone, 400 W 6

ES100CFED ES100/DYNAMAX 100W CLASS A SPEAKER 7ESB-UVEHICLE SPECIFIC MOUNTING BRACKETS ARE SOLD SEPERATELY

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OBDCABLE20-5FED SIG 20FT OBDII CABLE, 2024 SILVERADO PPV

EXPMOD32FED SIG 32-CHANNEL EXPANSION MODULE

MPS63U-RBWFEDSIG MICRO PULSE UL RA R/B/W

MPSM6-LBFED SINGLE MPS600 OR MPS600U L-BRACKET KIT

FHL-CHGFED Flasher, Headlight, 2006-newer, Dodge Charger and

INFOSIDE

MPS63U-RBWFEDSIG MICRO PULSE ULTRA R/B/W, SIDE WINDOW, 2- PER SIDE WINDOW

MPSM6-LBFED SINGLE MPS600 OR MPS600U L-BRACKET KIT

INFOREAR

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FED-416918-RBWFED SIG CORNER LED, R/B/W, rear upper side, REVERSE

FHL-TAILFED UNIVERSAL TAIL LIGHT FLASHER-18" LEADS

416309-RBWFED SIG CIRCLE (3) LED, TRI COLOR, RED/BLU/WHT, FRONT FACING REAR STEPPER

GS19C-270-DX270 | Rugged Black | All-New '19-up Silver, DiamondBack

CUSTOMER SUPPLIEDCUSTOMER SUPPLIED EQUIPMENT

TES-338265HAND HELD RADIO / TESSCO ANTENNA 3/4" Mount, 25' RG58/U Mini-UHF loose, MFG PART #: NMO-60-300-M1-N

TRAB7603Tessco-760-870 MHz Phantom Antenna

5032BBLUE SEA SYSTEM FUSE BLOCK ST BLADE

5025BBlueSea 6 Circuit ST Fuse Block w/ Cover & Ground Bus

INSTALL KITMISC INSTALLATION SUPPLIES I.E. LOOM, WIRE, HARDWARE, CONNECTORS, ETC ***

INSTALLDSS INSTALLATION OF EQUIPMENT, Smoke all light.

TRADE-IN INFORMATION

YEAR|MAKE|MODEL	VIN#	TOTAL
		-
		-

TRANSPORT (200 MILES)	**$499.00**
GRAND TOTAL	**$62,111.59**

TERMS AND CONDITIONS:

BALANCE ON THE VEHICLE IS DUE 30 DAYS AFTER DELIVERY TO THE UPFITTER OR CUSTOMER. $500 MONTHLY FLOOR PLAN INTEREST WILL BE ADDED TO ANY UNPAID BALANCE BEYOND THE NET 30 TERMS. PRICES PROVIDED IN THIS QUOTE ARE BASED ON CURRENT MARKET CONDITIONS AND ARE SUBJECT TO CHANGE. PRICES MAY BE AFFECTED BY CHANGES IN TARIFFS, TRADE REGULATIONS, AND OTHER FACTORS BEYOND OUR CONTROL. ANY RESULTING PRICE ADJUSTMENTS WILL BE COMMUNICATED PRIOR TO FINAL PURCHASE.

SAM.GOV®

Item 48.

SAMES LAREDO CHEVROLET, INC.

Unique Entity ID	CAGE / NCAGE	Purpose of Registration
YHC3J5RLQQG1	**9TMU6**	**All Awards**
Registration Status	Expiration Date	
Active Registration	**May 20, 2026**	
Physical Address	Mailing Address	
3701 E Saunders ST **Laredo, Texas 78041-5463** **United States**	**PO Box 879** **Laredo, Texas 78042** **United States**	

Business Information

Doing Business as	Division Name	Division Number
(blank)	**(blank)**	**(blank)**
Congressional District	State / Country of Incorporation	URL
Texas 28	**Texas / United States**	**https://www.sameslaredochevrolet.com**

Registration Dates

Activation Date	Submission Date	Initial Registration Date
May 22, 2025	**May 20, 2025**	**Feb 7, 2024**

Entity Dates

Entity Start Date	Fiscal Year End Close Date
Sep 21, 2021	**Dec 25**

Immediate Owner

CAGE	Legal Business Name
(blank)	**(blank)**

Highest Level Owner

CAGE	Legal Business Name
(blank)	**(blank)**

Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

Proceedings Questions

Registrants in the System for Award Management (SAM.gov) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2. C.F.R. 200 Appendix XII. Their responses are displayed in the responsibility/qualification section of SAM.gov. Maintaining an active registration in SAM.gov demonstrates the registrant responded to the proceedings questions.

Exclusion Summary

Active Exclusions Records?

No

SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes

Entity Types

Business Types

Entity Structure	Entity Type	Organization Factors
Corporate Entity (Tax Exempt)	**Business or Organization**	**Subchapter S Corporation**
Profit Structure		
For Profit Organization		

Socio-Economic Types

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

Financial Information

Accepts Credit Card Payments	Debt Subject To Offset
Yes	**No**

EFT Indicator	CAGE Code
0000	**9TMU6**

Points of Contact

Electronic Business

Liza Gonzalez, Controller

3701 E. Saunders ST.
Laredo, Texas 78041
United States

David Lowry

6001 San Dario AVE
Laredo, Texas 78041
United States

Government Business

Chris Collins, Government Fleet Manager

3701 E. Saunders ST.
Laredo, Texas 78041
United States

David Lowry

6001 San Dario AVE
Laredo, Texas 78041
United States

Past Performance

Chris Collins, Government Fleet Manager

3701 E. Saunders ST.
Laredo, Texas 78041
United States

David Lowry

6001 San Dario AVE
Laredo, Texas 78041
United States

Service Classifications

NAICS Codes

Primary	NAICS Codes	NAICS Title
Yes	**441110**	**New Car Dealers**
	441120	**Used Car Dealers**
	441330	**Automotive Parts And Accessories Retailers**

Disaster Response

This entity does not appear in the disaster response registry.

The Interlocal Purchasing System
Purchasing Made Personal

Printed 15 December 2025

Sames Texas' Oldest Dealership Government Fleet Sales

www.samesauto.com/government-

Sames Laredo Chevrolet INC

EMAIL PO & VENDOR QUOTE TO: TIPSPO@TIPS-USA.COM
PO MUST REFERENCE VENDOR'S TIPS CONTRACT NUMBER

PAYMENT TO	
ADDRESS	3701 E Saunders St
CITY	Laredo
STATE	TX
ZIP	78041

TIPS CONTACT	
NAME	Charlie Martin
PHONE	(866) 839-8477
FAX	(866) 839-8472
EMAIL	tips@tips-usa.com

DISADVANTAGED/MINORITY/WOMAN BUSINESS ENTERPRISE: N HUB: N

SERVING STATES

AL | AK | AZ | AR | CA | CO | CT | DE | DC | FL | GA | HI | ID | IL | IN | IA | KS | KY | LA | ME | MD | MA | MI | MN | MS | MO | MT | NE | NV | NH | NJ | NM | NY | NC | ND | OH | OK | OR | PA | RI | SC | SD | TN | TX | UT | VT | VA | WA | WI | WV | WY

Overview

Sames Laredo Chevrolet is a leading automotive dealership in Laredo, Texas, specializing in the sale and service of Chevrolet vehicles. We offer a wide range of new and used Chevrolet cars, trucks, SUVs, and vans, catering to diverse customer needs and preferences.Sames Laredo Chevrolet is committed to providing exceptional customer service and ensuring customer satisfaction throughout the entire car-buying and ownership experience.

AWARDED CONTRACTS "View EDGAR Doc" on Website

Contract	Comodity	Exp Date	EDGAR
240901	Transportation Vehicles	11/30/2027	See EDGAR Certification Doc.

CONTACTS BY CONTRACTS

240901

David Lowry	Government Fleet	(956) 482-7507	dlowry@sames.net
Chris Collins	Government Fleet	(956) 482-7506	chris.collins@sames.net

MOTOROLA SOLUTIONS

QUOTE-3395836
MISS PD - APX 6500 - 25-100639

Billing Address:
MISSION, CITY OF
1201 E EIGHTH ST
MISSION, TX 78572
US

Quote Date:11/18/2025
Expiration Date:01/17/2026
Quote Created By:
Sid Basaldua
sidb@stcradios.com

End Customer:
MISSION POLICE DEPT
SGT REYES PEREZ
ASSTCHIEFPEREZ@missionpolice.org
956-584-5016

Contract: 17724 - HGAC (TX)-RA05-21

Line #	Item Number	Description	Qty	Sale Price	Ext. Sale Price
	APX™ 6500 / Enh Series	ENHANCEDAPX6500			
1	M25URS9PW1BN	APX6500 ENHANCED 7/800 MHZ MOBILE	2	$2,747.72	$5,495.44
1a	G806BL	ENH: ASTRO DIGITAL CAI OP APX	2	$443.11	$886.22
1b	G51AU	ENH: SMARTZONE OPERATION APX6500	2	$1,030.76	$2,061.52
1c	G361AH	ENH: P25 TRUNKING SOFTWARE APX	2	$257.69	$515.38
1d	QA01648AA	ADD: HW KEY SUPPLEMENTAL DATA	2	$4.69	$9.38
1e	GA01670AA	ADD: APX E5 CONTROL HEAD	2	$559.91	$1,119.82
1f	G444AH	ADD: APX CONTROL HEAD SOFTWARE	2	$0.00	$0.00
1g	G67DT	ADD: REMOTE MOUNT E5 APXM	2	$255.50	$511.00
1h	GA01693AA	ADD : LEGACY TRUNNION SCREW KIT	2	$8.76	$17.52
1i	W22BA	ADD: STD PALM MICROPHONE APX	2	$62.05	$124.10
1j	B18CR	ADD: AUXILIARY SPKR 7.5 WATT APX	2	$51.83	$103.66
1k	G174AD	ADD: ANT 3DB LOW-PROFILE 762-870	2	$36.50	$73.00
1l	GA00226AA	ADD: GPS ANTENNA	2	$64.97	$129.94
1m	GA01576AB	ADD: SMA TO QMA ADAPTER	2	$16.06	$32.12

Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the ""Underlying Agreement"") that authorizes Customer to purchase equipment and/or services or license software (collectively ""Products""). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

MOTOROLA SOLUTIONS

QUOTE-3395836
MISS PD - APX 6500 - 25-100639

Line #	Item Number	Description	Qty	Sale Price	Ext. Sale Price
1n	G996AS	ENH: OVER THE AIR PROVISIONING	2	$86.14	$172.28
1o	QA03399AA	ADD: ENHANCED DATA APX	2	$129.21	$258.42
1p	G843AH	ADD: AES ENCRYPTION AND ADP	2	$408.80	$817.60
1q	W969BG	ADD: MULTIKEY OPERATION	2	$283.24	$566.48
1r	G78AT	ENH: 3 YEAR ESSENTIAL SVC	2	$288.00	$576.00
1s	QA09113AB	ADD: BASELINE RELEASE SW	2	$0.00	$0.00
	Product Services				
2	LSV01Q00387A	DEVICE TEMPLATE	1	$100.00	$100.00
3	LSV00Q00202A	DEVICE PROGRAMMING	2	$120.00	$240.00

Grand Total $13,809.88(USD)

Notes:

- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.

Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the ""Underlying Agreement"") that authorizes Customer to purchase equipment and/or services or license software (collectively ""Products""). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

Purchase Order Checklist NA OM

Marked as PO/ Contract/ Notice to Proceed on Company Letterhead **(PO will not be processed without this)**
PO Number/ Contract Number
PO Date
Vendor = Motorola Solutions, Inc.
Payment (Billing) Terms/ State Contract Number
Bill-To Name on PO must be equal to the *Legal* Bill-To Name
Bill-To Address
Ship-To Address (If we are shipping to a MR location, it must be documented on PO)
Ultimate Address (If the Ship-To address is the MR location then the Ultimate Destination address must be documented on PO)
PO Amount must be equal to or greater than Order Total
Non-Editable Format (Word/ Excel templates cannot be accepted)
Tax Exemption Status
Signatures (As required)

NOTE: When an email order is submitted a confirmation is sent from Motorola AutoNotify referencing a **case number**.
Once checklist is complete, order still must go through **Order Validation/Credit Approval**

HGACBuy (/)

Radio Communications/Emergency Response Equipment

Contract Information

Contract Number

RA05-21

Effective Dates

08/01/2021 - 07/31/2027

Contract Details

Program contracts include a wide variety of Radio Communication Equipment, Command & Control Equipment, Mobile Satellite Communications Equipment and Integrated Services.

View Contacts (/contracts/contact-information?contractid=124)

View Documents (/contracts/documents?contractid=124)

Return to Products & Services (/products-and-services?contractid=124)

All Products

Search Products

Description	Code	Manufacturer	Price	Discount
A Manufacturer of test equipment used to maintain and service Land-Mobile Radio technology (/products-and-services/view-product?productid=30537)	XA-3	Astronics Test Systems, Inc		

Activu Software, services and integration (/products-and-services/view-product?productid=30531)	WB	Activu Corporation
BK portable radio, mobile radio, and base station radios (/products-and-services/view-product?productid=30533)	XA-1	BK Technologies, Inc.
EF Johnson will be offering a complete line of P25 radio equipment including: Land Mobile Radios and Accessories, Base Stations and Accessories, Communication Control Console Systems; Portable Radios and Accessories, and Radio Trunking Systems. (/products-and-services/view-product?productid=30535)	FD, NA	E. F. Johnson Company
Interoperability and Optimization Services. List of microwave OEMs, Network (routing and Wi-Fi) OEMs and varied Computer Aided Dispatch (CAD) OEMs. MPLS Internet Protocol (IP) Enternet network, application transport and Project 25 (P25) LMR networks (/products-and-services/view-product?productid=30539)	D	IPKeys Power Partners, Inc.
Land Mobile Radio, SNV-12 modular receiver, RoIP, WAIS (Wide Area Interoperability System), ACU-1000 units (/products-and-services/view-product?productid=30540)	MC	JPS Interoperability Solutions, Inc.
Microwave Networks Incorporated is a trusted global provider of wireless infrastructure and last-mile transmission solutions. We design, manufacture, install, and service licensed and unlicensed, point-to-point and point-to-multipoint microwave systems. We offer full backhaul wireless and complete turnkey solutions for public safety, mobile carriers, private communication networks, next generation IP and LTE/4G networks. A US corporation, Microwave Networks is headquartered in the Greater Houston Metropolitan Area with global sales services and support locations. (/products-and-services/view-product?productid=30542)	OA	Microwave Networks Incorporated

Mobile and Portable radios, Base stations, Trunking Systems, Dispatch Consoles, Mobile Data Systems, Mobile Data Subscribers, Mobile Computing Devices, Broadband Wireless Mesh Infrastructure and Subscribers, Video and Biometrics, Radio Infrastructure (Towers, Shelters, UPSs and, Generators), LTE Equipment/Services, Next Gen 911 Equipment/Services, Intelligent LED Policing, Real Time Video Solutions, CAD and Records Management Integrated Command Control Equipment, System Integration Services Emergency Trailers, System Integration Services, Command Vehicles Project Management, System Engineering, System Technologist,Training, Advanced Services, Video and Network Management (/products-and-services/view-product?productid=30544)	PA, PB, PC, PD	Motorola Solutions, Inc.
Nokia of America Corporation offers equipment used for Microwave, Packetized Radio Transmission, back haul first mile/last mile and equipment to furnish an end to end MPLS Network Solution. With all the installation and support services for ongoing support. (/products-and-services/view-product?productid=30545)	AA, AD	Nokia of America Corporation dba Nokia Innovations US LLC
P25-Phase 25 technology, Land Mobile Radio devices that adhere to TIA/EIA P25 standards (/products-and-services/view-product?productid=30541)	GA	L3Harris Technologies, Inc.
Professional and Commercial Radio, Project 25 Systems , Radio Equipment, Two-way radio subscriber units and infrastructure (/products-and-services/view-product?productid=30532)	PA, XD	Advantage Communications
Radios; Receivers; Aviation; Marine; P25; Portables; Base Stations; Repeaters; Trunking Systems (/products-and-services/view-product?productid=30536)	HA, HB	First In Software
SIAE is an acknowledged world leader in the microwave communicaion and millimeter wave customer apllicaions. (/products-and-services/view-product?productid=30548)	XA-5	SIAE Microelettronica, Inc.

The Tait Communications solution portfolio of Unified Critical Communication radio technology includes P25, DMR and MPT portables, mobiles, base stations, repeaters and networks with peripheral options and accessories. Tait technology delivers decades of experience in Private Mobile Radio systems—trunked MPT 1327 and P25 conventional, trunked, simulcast and DMR Digital Mobile Radio Tier 2 and Tier 3 Network technology. Tait Tough solutions provide mission critical communications for public safety, public services, public transportation, the utility industry, local government and nationwide government organizations. (/products-and-services/view-product?productid=30549)	TA, TD	Tait Communications
Zetron Dispatch Products MAX Dispatch Pro is an end-to-end IP based telecommunications console system designed for mission-critical dispatch applications. Because MAX Dispatch employs the latest, standards-based IP protocols and IT best practices, it offers the highest levels of interoperability, scalability, and usability. This product is packaged to meet the needs of medium to larger sized systems that utilize an extensive console feature set. Our dispatch solution offers products for MAX Dispatch Pro, MAX Dispatch Standard, IP Fire Station Alerting System, Pathway Product Family, MAX Solutions CAD and GIS, Logging Recorders, M6300 RoIP Gateway. The upgrade option is our ACOM Advanced Communications Systems solution." Zetron Services Zetron offers a range of services that help ensure that systems are installed and configured to run optimally and to best support their operational needs. Services include Customer Fulfillment Technical Support, Miscellaneous Services, Warranties, Product Service Plans, and Training." (/products-and-services/view-product?productid=30550)	VA, VD	Zetron, Inc.

SAM.GOV®

Item 48.

MOTOROLA SOLUTIONS, INC.

Unique Entity ID	CAGE / NCAGE	Purpose of Registration
G2LUXP8ND8U6	**7H229**	**All Awards**
Registration Status	Expiration Date	
Active Registration	**Sep 4, 2026**	
Physical Address	Mailing Address	
500 W Monroe ST FL 44 **Chicago, Illinois 60661-3781** **United States**	**2100 Progress Parkway** **Attn: Contracts** **Schaumburg, Illinois 60196-4041** **United States**	

Business Information

Doing Business as	Division Name	Division Number
(blank)	**Motorola Solutions, Inc.**	**(blank)**
Congressional District	State / Country of Incorporation	URL
Illinois 07	**Delaware / United States**	**https://www.motorolasolutions.com/en_us.html**

Registration Dates

Activation Date	Submission Date	Initial Registration Date
Sep 4, 2025	**Sep 4, 2025**	**Mar 13, 2002**

Entity Dates

Entity Start Date	Fiscal Year End Close Date
Sep 25, 1928	**Dec 31**

Immediate Owner

CAGE	Legal Business Name
(blank)	**(blank)**

Highest Level Owner

CAGE	Legal Business Name
(blank)	**(blank)**

Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

Proceedings Questions

Registrants in the System for Award Management (SAM.gov) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2. C.F.R. 200 Appendix XII. Their responses are displayed in the responsibility/qualification section of SAM.gov. Maintaining an active registration in SAM.gov demonstrates the registrant responded to the proceedings questions.

Exclusion Summary

Active Exclusions Records?

No

SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes

Entity Types

Business Types

Entity Structure	Entity Type	Organization Factors
Corporate Entity (Not Tax Exempt)	**Business or Organization**	**Manufacturer of Goods**
Profit Structure		
For Profit Organization		

Socio-Economic Types

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

Financial Information

Accepts Credit Card Payments	Debt Subject To Offset
Yes	**No**

EFT Indicator	CAGE Code
0000	**7H229**

Points of Contact

Electronic Business

MATTHEW WEST

2100 Progress Parkway
Schaumburg, Illinois 60196
United States

JON PADISH

2100 Progress Parkway
Attn: Contracts
Schaumburg, Illinois 60196
United States

Government Business

MATTHEW WEST

2100 Progress Parkway
Schaumburg, Illinois 60196
United States

JON PADISH

2100 Progress Parkway
Attn: Contracts
Schaumburg, Illinois 60196
United States

Service Classifications

NAICS Codes

Primary	NAICS Codes	NAICS Title
Yes	**334220**	**Radio And Television Broadcasting And Wireless Communications Equipment Manufacturing**
	334111	**Electronic Computer Manufacturing**
	334290	**Other Communications Equipment Manufacturing**
	334413	**Semiconductor And Related Device Manufacturing**
	334418	**Printed Circuit Assembly (Electronic Assembly) Manufacturing**
	334511	**Search, Detection, Navigation, Guidance, Aeronautical, And Nautical System And Instrument Manufacturing**
	335999	**All Other Miscellaneous Electrical Equipment And Component Manufacturing**
	541330	**Engineering Services**
	541380	**Testing Laboratories And Services**
	541511	**Custom Computer Programming Services**
	541512	**Computer Systems Design Services**
	541519	**Other Computer Related Services**
	541690	**Other Scientific And Technical Consulting Services**
	541715	**Research And Development In The Physical, Engineering, And Life Sciences (Except Nanotechnology And Biotechnology)**
	541990	**All Other Professional, Scientific, And Technical Services**
	811210	**Electronic And Precision Equipment Repair And Maintenance**

Disaster Response

This entity does not appear in the disaster response registry.

Print This Page

Agency Name: Mission, City of
Grant/App: 5193502 **Start Date:** 9/1/2025 **End Date:** 8/31/2026

Project Title: Operation Lone Star - FY2026
Status: Active Grant

Budget Details Information

Budget Information by Budget Line Item:

CATEGORY	SUB CATEGORY	DESCRIPTION	OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL	UNIT/%
Personnel	Overtime for All Peace Officers	Overtime hours of law enforcement officers working Operation Lone Star. Law Enforcement Agency working OLS Grant 48 Officers at $55.00 hr. each, with fringe rate at 21.11%.= $150,000	$150,000.00	$0.00	$0.00	$0.00	$150,000.00	100
Equipment	Police / Sheriff Department Vehicle (from a single vendor with law enforcement equipment installed)	2025 Chevy Silverado Truck 1500: Qty: 3 at $66,680.00 each = $200,040 total	$200,040.00	$0.00	$0.00	$0.00	$200,040.00	3

You are logged in as **User Name**: Vpassamentt

CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: January 13, 2025

PRESENTED BY: Michael Silva – Fire Chief

AGENDA ITEM: Authorization to Purchase (2) Two Ranger Crew XD 1500 and (1) One Polaris Xpedition ADV UTVs from Polaris Sales Inc. via Sourcewell Contract #091024 – PSI for a total cost of $185,690.04. Purchase will be made using the Border Zone Grant with no cash match - Silva

NATURE OF REQUEST:

The Mission Fire Department is seeking authorization to purchase (2) Two Ranger Crew XD 1500 and (1) One Polaris Xpedition ADV UTVs from Polaris Sales Inc. via Sourcewell Contract #091024 – PSI for a total cost of $185,690.04. Purchase will be made using the Border Zone Grant.

These utility terrain vehicles will enhance operational capabilities by supporting response efforts in areas that are difficult to access with standard vehicles, improving efficiency and safety during emergency and operational activities.

BUGETED: No **FUND:** Designated Purpose **ACCT. #:** 15-468-74950

BUDGET: $234,605 **EST. COST:** 185,690.04 **CURRENT BUDGET BALANCE:** $234,605

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_____

POLARIS

Polaris Sales Inc., Medina, MN 55340
gov.info@polaris.com
Phone: 866-468-7783
www.polaris.com/gov

QUOTE

Contact Information

Name: Douglas Williams
Email: dwilliams@missiontexas.us
Phone: 9565808705
Fax:

Bill To: Mission Fire Department
415 W. Tom Landry

Mission, TX 78572

Ship To: Mission Fire Department
415 W. Tom Landry

Mission, TX 78572

Quote Number: QUO-74248-C7F2X1
Revision #: 1
Date: 12/16/2025 3:45 PM
Quote Expires: 1/15/2026

Contract Name: Sourcewell
Contract #: 091024-PSI
Expiration Date: 11/13/2028

Cage: 3FP69
Duns#: 123399383
Tax ID#: 41-1921490
Customer#:

Freight	Delivery Terms	Payment Terms	Payment Methods
FOB Destination-CONUS US Continental (CONUS) Only	180 Days	Net 30	Visa Mastercard Wire Check

Item #	QTY	Description	MSRP	Discount Price	Extended	Install Amount
G26GZW99AS	1	Polaris XPEDITION ADV 5 NorthStar - Performance Red - 49 State	$45,499.00	$42,613.71	$42,613.71	$0.00
2884491	1	Polaris XPEDITION Folding Side Mirrors	$199.99	$171.28	$171.28	$75.00
2884497-458	1	Polaris XPEDITION 5 HD Extreme Kick-Out Rock Sliders	$579.99	$496.72	$496.72	$75.00
2884715	1	Polaris XPEDITION Rear A-Arm Guards (not compatible with Polaris tracks)	$299.99	$256.92	$256.92	$75.00
2884783	1	Polaris XPEDITON Rigid Scene Lights (no harness/mounts required)	$549.99	$471.02	$471.02	$150.00
2885169	1	Polaris XPEDITION ADV 5 Rear Row and Cargo Light	$129.99	$111.33	$111.33	$112.50

POLARIS

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gov.info@polaris.com
Phone: 866-468-7783
www.polaris.com/gov

QUOTE

Freight	Delivery Terms	Payment Terms	Payment Methods
FOB Destination-CONUS US Continental (CONUS) Only	180 Days	Net 30	Visa Mastercard Wire Check

Item #	QTY	Description	MSRP	Discount Price	Extended	Install Amount
2889237	1	Crew Full-Size Roof Rack - requires mount	$589.99	$505.28	$505.28	$37.50
2889452	1	Polaris XPEDITION Large Roof Rack Mount	$579.99	$496.72	$496.72	$75.00
2889331-458	1	Polaris XPEDITION HD Rear Bumper	$504.99	$432.49	$432.49	$75.00
2889567	1	Rigid RDS SR-Series 50 in Curved Single Row Combo Bar	$1,899.99	$1,627.20	$1,627.20	$37.50
2889591	1	Polaris XPEDITION 50 in. Light Bar Harness	$124.99	$107.04	$107.04	$37.50
2889643	1	Polaris XPEDITION Front Roof Light Bar Mounts	$44.99	$38.53	$38.53	$37.50
2889996	1	K-WH/TR -AT 15 - HARVESTER 30 -BLK	$1,759.99	$1,507.30	$1,507.30	$150.00
2890542	1	Polaris XPEDITION Recovery Shackles (for std. or HD Front Bumper	$44.99	$38.53	$38.53	$37.50
2890638	1	K-ACCY -FENDER - FLARE	$449.99	$385.38	$385.38	$150.00
2890645	1	K-ACCY -AWNING	$349.99	$299.74	$299.74	$300.00
2891009-458	1	Polaris XPEDITION HD Front Bumper	$764.99	$655.16	$655.16	$75.00
2884839	1	Polaris XPEDITION Pro HD High-Mount 6000 LB winch (req. HD Front Brushguard)	$1,049.99	$899.24	$899.24	$150.00
2889794	2	Pro Armor Dual Row Cube Spot (1500 lumens) - white light - req. Y Harness if installed as pair	$104.99	$89.92	$179.84	$75.00
2889885	1	Polaris XPEDTION HD Bumper Cube Light Harness	$139.99	$119.89	$119.89	$37.50

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QUOTE

Freight	Delivery Terms	Payment Terms	Payment Methods
FOB Destination-CONUS US Continental (CONUS) Only	180 Days	Net 30	Visa Mastercard Wire Check

Item #	QTY	Description	MSRP	Discount Price	Extended	Install Amount
2889731	1	Polaris XPEDITION Rigid SR-M Pro Driving LED Lights (no harness/mounts required)	$499.99	$428.20	$428.20	$150.00
2889820	1	Polaris XPEDTION HD Bumper Cube Light Mounts	$24.99	$21.40	$21.40	$37.50

Comments: Light bar to be mounted on the roof in the front, forward facing

Cube lights to be mounted on the front bumper

Vehicle model year and color are subject to change dependent upon delivery date.

SUBTOTAL	$51,862.92
INSTALL*	$1,950.00
FREIGHT	$0.00
TAX	$0.00
TOTAL	$53,812.92

Acceptance and Payment Information

To accept the above quotation, please provide a purchase order via email (gov.info@polaris.com) and include the following:

- Bill to Address
- Billing Phone Number
- Ship to Address
- Point of Contact for Delivery
- Point of Contact E-Mail
- Point of Contact Phone
- Quote Number
- Alternate Point of Contact (Required)
- Do you have a loading dock, ramps, or forklift for offloading
- Tax exempt form for state we are shipping (or inform if taxable)

If you would like to submit payment via credit card, please call (866) 468-7783 to process payment during our hours of operation from 8:30 AM to 4:30 PM CST Monday through Friday. We accept Visa, Mastercard & American Express.

MASTER AGREEMENT #091024
CATEGORY: Utility, Transport, Golf, and Recreation Vehicles with Related Accessories, Equipment and Services
SUPPLIER: Polaris Sales Inc.

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 Polaris Sales Inc., 2100 Hwy. 55, Medina, MN 55340 (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 November 13,2028, 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 RFP# 091024 to Participating Entities. In Scope solutions include:

   a) Utility vehicles, task vehicles, cargo quad cycles, cargo tri cycles , golf carts, low-speed vehicles (LSV);
   b) Parking enforcement, patrol and EMS solutions;
   c) Passenger shuttles, burden carriers, tow tractors, baggage trucks;
   d) Side–by-sides, all-terrain vehicles (ATV), snowmobiles, motorcycles, personal watercraft, amphibious vehicles, autonomous vehicles;
   e) Food and beverage solutions, athletic and campus-use vehicles.

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.

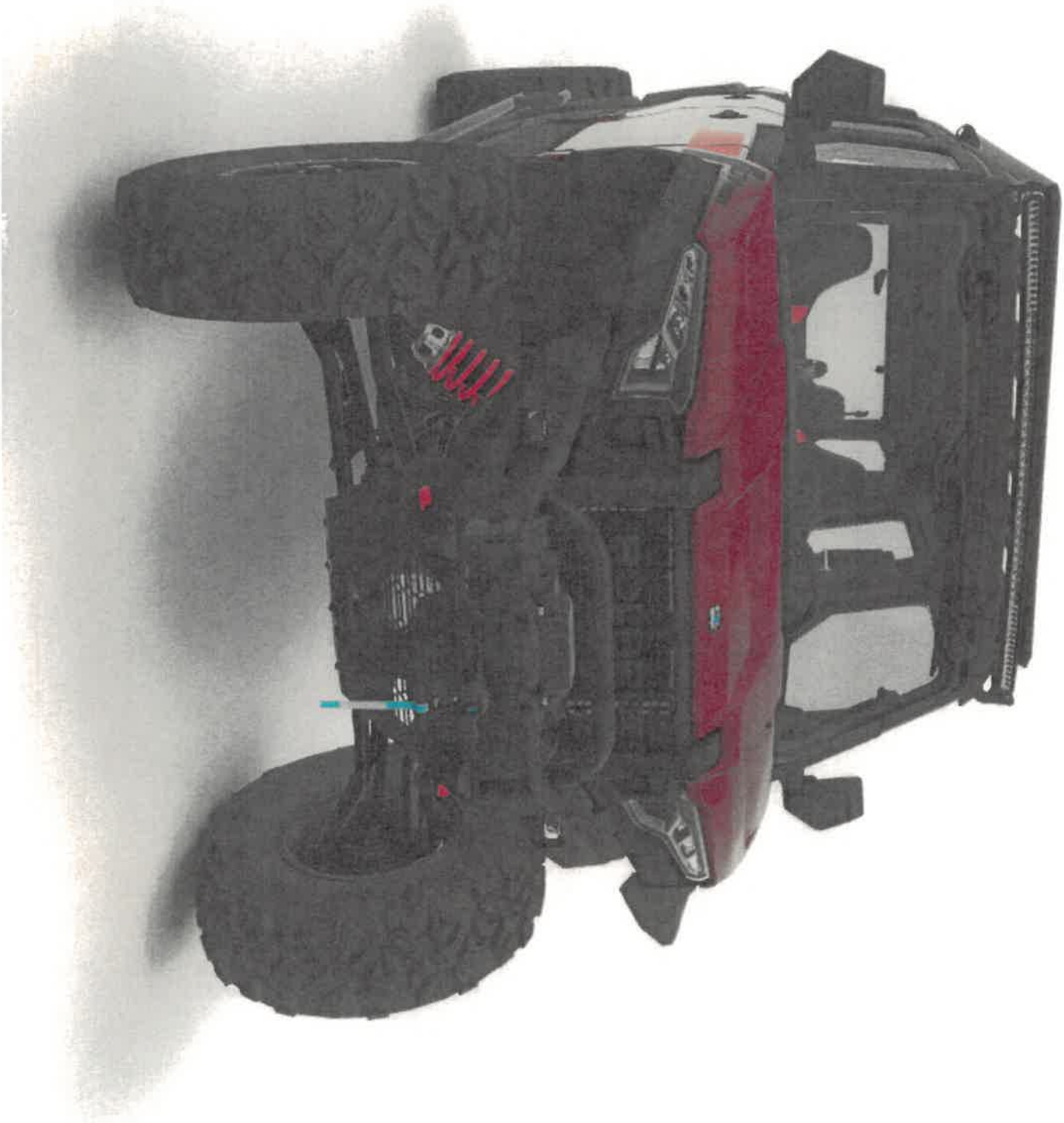
9) **Indefinite Quantity.** This Master Agreement defines an indefinite quantity of sales to eligible Participating Entities.

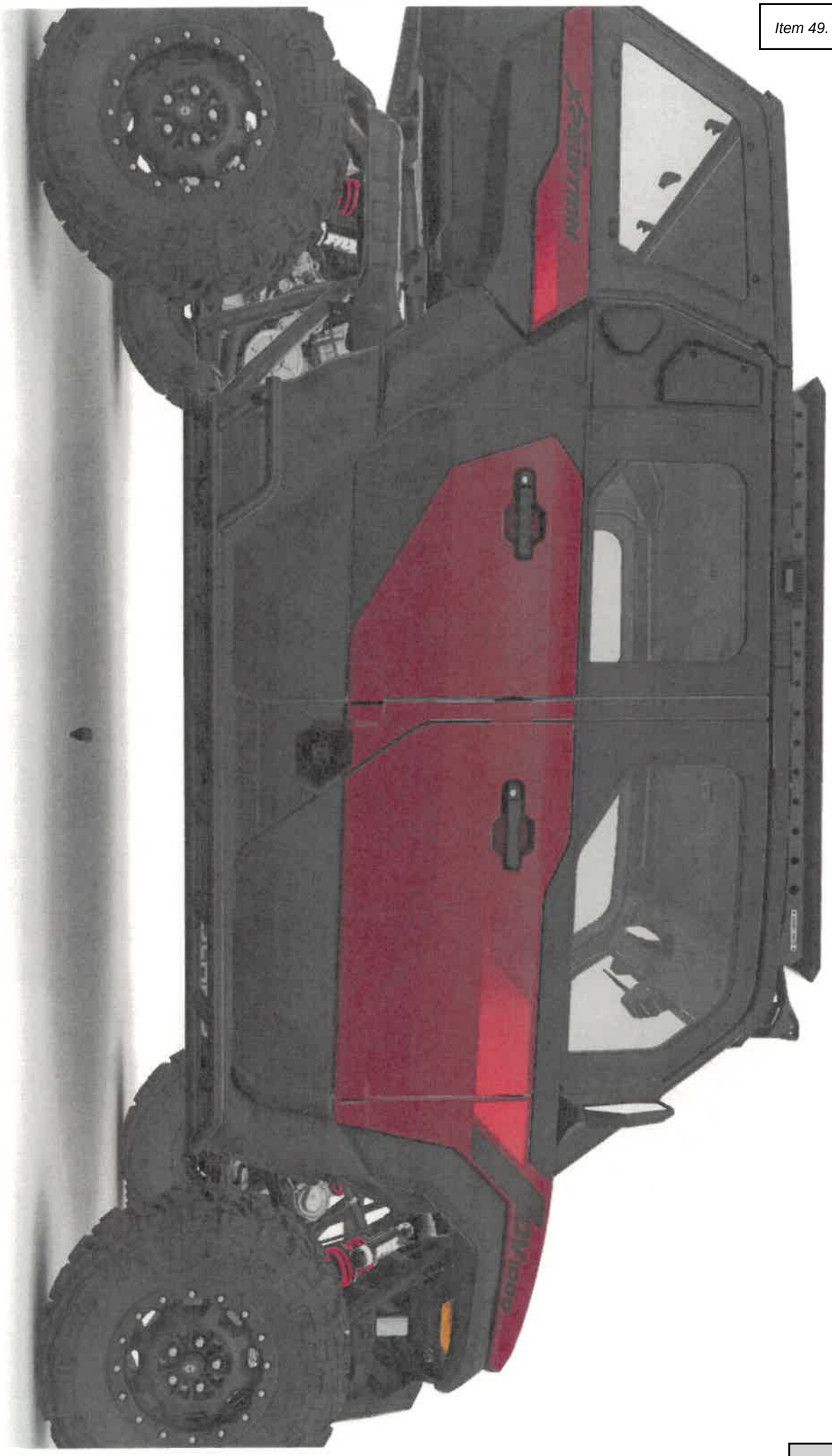
10) **Pricing.** Pricing information (including Pricing and Delivery and Pricing Offered tables) for all Included Solutions within Supplier's Proposal is incorporated into this Master Agreement.

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 form 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:





POLARIS

Polaris Sales Inc., Medina, MN 55340
gov.info@polaris.com
Phone: 866-468-7783
www.polaris.com/gov

QUOTE

Contact Information

Name: Douglas Williams
Email: dwilliams@missiontexas.us
Phone: 9565808705
Fax:

Bill To: Mission Fire Department
415 W. Tom Landry

Mission, TX 78572

Ship To: Mission Fire Department
415 W. Tom Landry

Mission, TX 78572

Quote Number: QUO-74249-H3G9X5
Revision #: 3
Date: 12/16/2025 3:43 PM
Quote Expires: 1/15/2026

Contract Name: Sourcewell
Contract #: 091024-PSI
Expiration Date: 11/13/2028

Cage: 3FP69
Duns#: 123399383
Tax ID#: 41-1921490
Customer#:

Freight	Delivery Terms	Payment Terms	Payment Methods
FOB Destination-CONUS US Continental (CONUS) Only	180 Days	Net 30	Visa Mastercard Wire Check

Item #	QTY	Description	MSRP	Discount Price	Extended	Install Amount
R26X6L1RBJ	2	RANGER Crew XD 1500 NorthStar Premium - Super Graphite Smoke - 50 State	$44,999.00	$42,769.88	$85,539.76	$0.00
2889862	2	XD Door Mount Sideview Mirrors	$179.99	$154.15	$308.30	$75.00
2884872	2	XD Upper Front Brushguard	$449.99	$385.38	$770.76	$150.00
2884875	2	Crew XD Rockguard with Step	$629.99	$539.54	$1,079.08	$150.00
9990007	2	Upgrade to Sunset Red Body Panels		$2,499.99	$4,999.98	$600.00
2891420	2	QTAC Firefighting Skid 9 HP Electric Start (req. installation package and power harness)	$10,295.00	$10,061.61	$20,123.22	$0.00
2891472	2	XD 1500 NorthStar Installation Package	$600.00	$513.85	$1,027.70	$375.00

Polaris Sales Inc., Medina, MN 55340
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QUOTE

Freight	Delivery Terms	Payment Terms	Payment Methods
FOB Destination-CONUS US Continental (CONUS) Only	180 Days	Net 30	Visa Mastercard Wire Check

Item #	QTY	Description	MSRP	Discount Price	Extended	Install Amount
2891474	2	Power Harness for Electric Skid Components	$229.99	$196.97	$393.94	$375.00
2891330	2	Action - XD 1500 Standard Emergency Light Kit	$6,089.99	$5,215.61	$10,431.22	$0.00
2891329	2	Action - XD 1500 30W Siren & PA System (works with Std or Dlx light package)	$862.99	$739.08	$1,478.16	$0.00

Comments: NOTE:
Color quoted is Sunset red and requires Body Panel Kit upgrade

Vehicle model year and color are subject to change dependent upon delivery date.

SUBTOTAL	$126,152.12
INSTALL*	$1,725.00
FREIGHT	$4,000.00
TAX	$0.00
TOTAL	$131,877.12

Acceptance and Payment Information

To accept the above quotation, please provide a purchase order via email (gov.info@polaris.com) and include the following:

- Bill to Address
- Billing Phone Number
- Ship to Address
- Point of Contact for Delivery
- Point of Contact E-Mail
- Point of Contact Phone
- Quote Number
- Alternate Point of Contact (Required)
- Do you have a loading dock, ramps, or forklift for offloading
- Tax exempt form for state we are shipping (or inform if taxable)

If you would like to submit payment via credit card, please call (866) 468-7783 to process payment during our hours of operation from 8:30 AM to 4:30 PM CST Monday through Friday. We accept Visa, Mastercard & American Express.

MASTER AGREEMENT #091024
CATEGORY: Utility, Transport, Golf, and Recreation Vehicles with Related Accessories, Equipment and Services
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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 RFP# 091024 to Participating Entities. In Scope solutions include:

   a) Utility vehicles, task vehicles, cargo quad cycles, cargo tri cycles , golf carts, low-speed vehicles (LSV);
   b) Parking enforcement, patrol and EMS solutions;
   c) Passenger shuttles, burden carriers, tow tractors, baggage trucks;
   d) Side–by-sides, all-terrain vehicles (ATV), snowmobiles, motorcycles, personal watercraft, amphibious vehicles, autonomous vehicles;
   e) Food and beverage solutions, athletic and campus-use vehicles.

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.

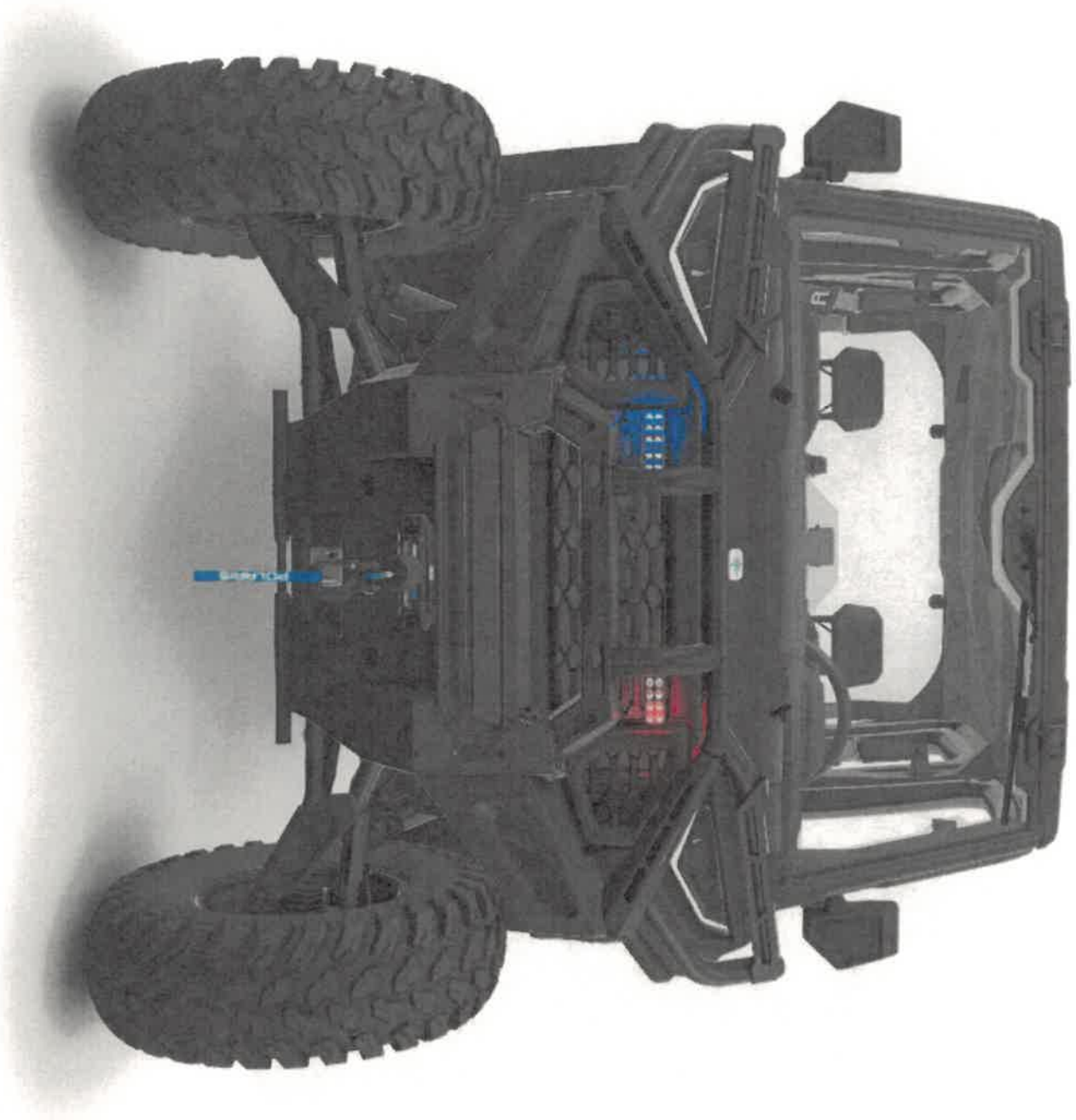
9) **Indefinite Quantity.** This Master Agreement defines an indefinite quantity of sales to eligible Participating Entities.

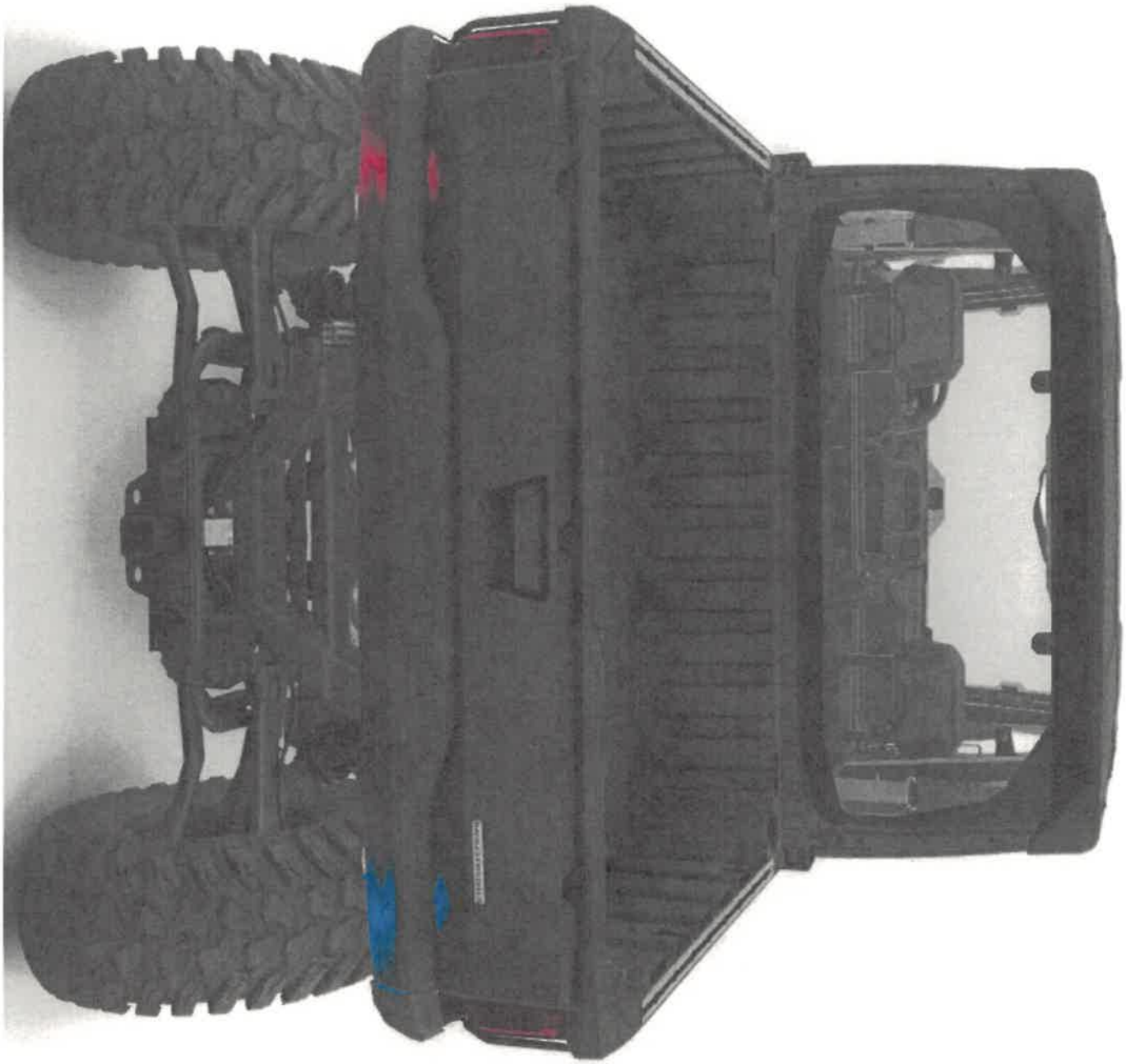
10) **Pricing.** Pricing information (including Pricing and Delivery and Pricing Offered tables) for all Included Solutions within Supplier's Proposal is incorporated into this Master Agreement.

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 form Supplier during the negotiation and execution of any transaction.

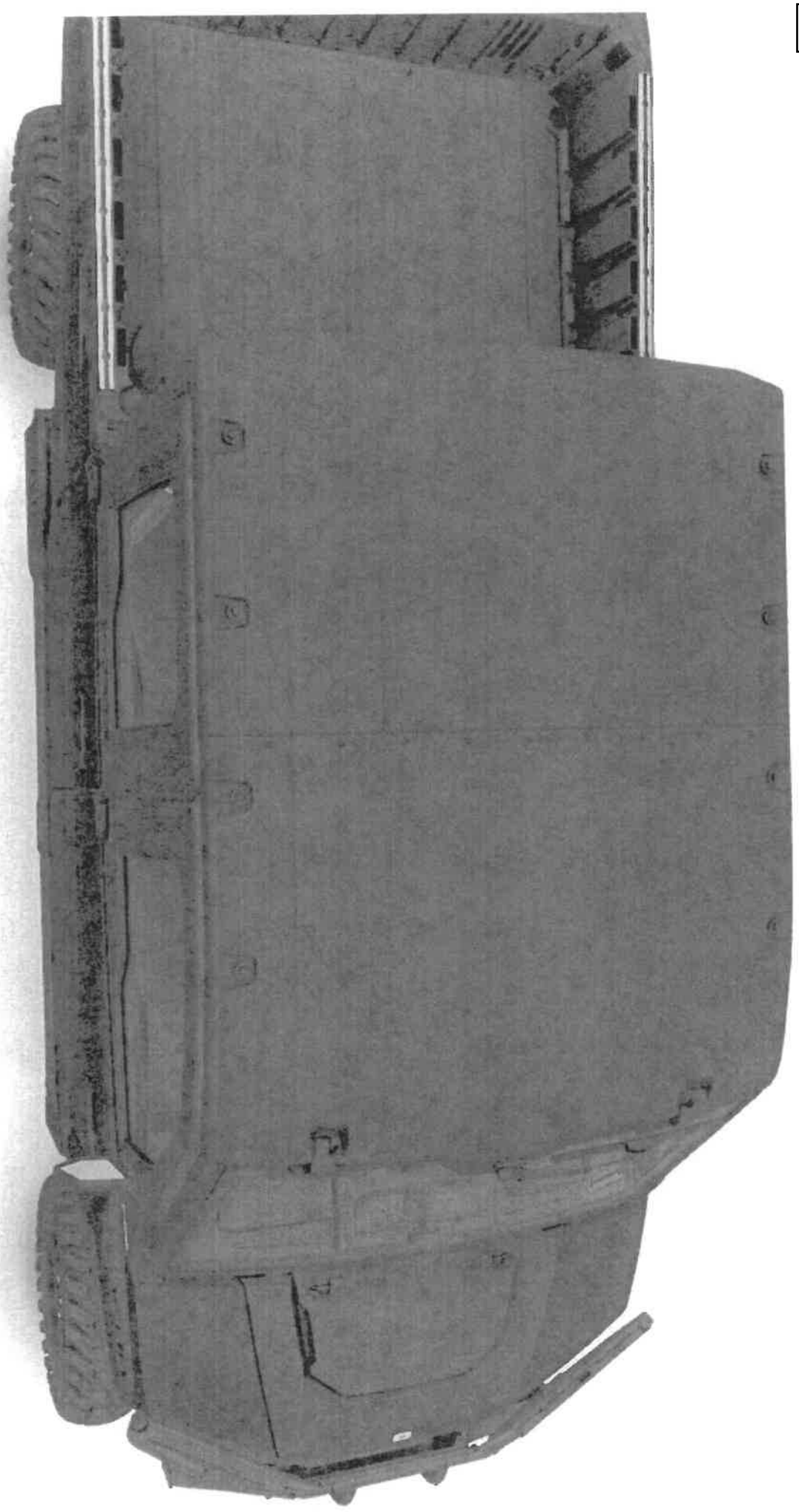
12) **Open Market.** Supplier's open market pricing process is included within its Proposal.

13) Supplier Representations:





RANGER
POLARIS



SAM.GOV®

Item 49.

POLARIS SALES INC

Unique Entity ID	CAGE / NCAGE	Purpose of Registration
EL5SEMJZ2N39	**3FP69**	**All Awards**
Registration Status	Expiration Date	
Active Registration	**Nov 5, 2026**	
Physical Address	Mailing Address	
2100 Highway 55 **Hamel, Minnesota 55340-9770** **United States**	**2100 Highway 55** **Hamel, Minnesota 55340-9770** **United States**	

Business Information

Doing Business as	Division Name	Division Number
POLARIS SALES, INC	**(blank)**	**(blank)**
Congressional District	State / Country of Incorporation	URL
Minnesota 03	**Minnesota / United States**	**www.polaris.com**

Registration Dates

Activation Date	Submission Date	Initial Registration Date
Nov 7, 2025	**Nov 5, 2025**	**May 28, 2003**

Entity Dates

Entity Start Date	Fiscal Year End Close Date
Oct 23, 1998	**Dec 31**

Immediate Owner

CAGE	Legal Business Name
1RE78	**POLARIS INDUSTRIES INC**

Highest Level Owner

CAGE	Legal Business Name
(blank)	**(blank)**

Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

Proceedings Questions

Registrants in the System for Award Management (SAM.gov) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2. C.F.R. 200 Appendix XII. Their responses are displayed in the responsibility/qualification section of SAM.gov. Maintaining an active registration in SAM.gov demonstrates the registrant responded to the proceedings questions.

Exclusion Summary

Active Exclusions Records?

No

SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes

Entity Types

Business Types

Entity Structure	Entity Type	Organization Factors
Corporate Entity (Not Tax Exempt)	**Business or Organization**	**Manufacturer of Goods**
Profit Structure		
For Profit Organization		

458

Socio-Economic Types

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

Financial Information

Accepts Credit Card Payments
Yes

Debt Subject To Offset
No

EFT Indicator
0000

CAGE Code
3FP69

Points of Contact

Electronic Business

SARA AASERUD, Sales Administrator

2100 Highway 55
Hamel, Minnesota 55340
United States

Mike Conrad

2100 Highway 55
Medina, Minnesota 55340
United States

Government Business

Jim Burk, Sales Administrator

2100 Highway 55
Hamel, Minnesota 55340
United States

Past Performance

Michael Conrad

2100 HWY 55
Hamel, Minnesota 55340
United States

Service Classifications

NAICS Codes

Primary	NAICS Codes	NAICS Title
Yes	**336999**	**All Other Transportation Equipment Manufacturing**
	336991	**Motorcycle, Bicycle, And Parts Manufacturing**

Disaster Response

Yes, this entity appears in the disaster response registry.

Bonding Levels	Dollars
(blank)	**(blank)**

States
Any

Counties
(blank)

Metropolitan Statistical Areas
(blank)

An official website of the United States government Here's how you know

Item 49.

Financial Assistance Listing Data Field Updates Coming Soon Show Details
Dec 16, 2025

See All Alerts

Revolutionary FAR Overhaul Impacts to SAM.gov Show Details
Aug 15, 2025

SAM.GOV

Requests Notifications Workspace Sign Out

Home Search Data Bank Data Services Help

Exclusions

- Entity Registration
- Exclusions
  - Active Exclusions
- Responsibility / Qualification

Entity Information

POLARIS SALES INC

Active Registration

Unique Entity ID
EL5SEMJZ2N39

CAGE/NCAGE
3FP69

Expiration Date
Nov 5, 2026

Physical Address
2100 Highway 55
Hamel, Minnesota
55340-9770, United States

Mailing Address
2100 Highway 55
Hamel, Minnesota
55340-9770, United States

Purpose of Registration
All Awards

Version
Current Record

EXCLUSIONS

There may be instances when an individual or firm has the same or similar name as your search criteria, but is actually a different party. Therefore, it is important that you verify a potential match

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with the excluding agency identified in the exclusion's details. To confirm or obtain additional information, contact the federal agency that took the action against the listed party. Agency points of contact, including name and telephone number, may be found by navigating to the Agency Exclusion POCs page within Help.

Active Exclusions

There are no active exclusion records associated to this entity by its Unique Entity ID.

Feedback

⚠ WARNING

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SAM.gov
An official website of the U.S. General Services Administration

CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: January 13, 2026

PRESENTED BY: Jesse Mares, Facility Maintenance Supervisor

AGENDA ITEM: Authorization to complete the reroof project for the Children's Advocacy Center in the amount of $153,311.47 by the vendor American Contracting, U.S.A., Inc. via Choice Partners Cooperative Contract #25/035MR-03 subject to approval of MEDC Reimbursement Agreement - Mares

NATURE OF REQUEST:
Staff is seeking authorization for the vendor American Contracting U.S.A., Inc**.** to complete the reroofing of the Children's Advocacy Center located at 1116 N. Conway, Mission, Texas. in the amount of $153,311.47 utilizing Choice Partners Cooperative Contract #25/035MR-03.

The project includes removal of the existing roofing system down to the deck (approximately 71 squares); installation of two layers of 2.2-inch polyisocyanurate insulation with a ¼-inch cover board; installation of a mechanically fastened 50-mil PVC roofing membrane; and installation of new coping, scuppers, and downspouts. All necessary MEP and HVAC-related work required to obtain the manufacturer's warranty is included.

The project includes a 2-year workmanship warranty and a 20-year manufacturer's warranty**.**

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

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

BID AMOUNT: $153,311.47

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 _____

UPDATED PROPOSAL

AMERICAN Contracting U.S.A., Inc.

1606 S. Reynolds • Rio Hondo, TX 78583
Tel: (956) 748-4030
Fax (956) 748-2891
Email: chris@americancontracting.org

PROPOSAL SUBMITTED TO	PHONE	DATE
City of Mission	956-580-8650	12/16/2025
STREET	**JOB NAME**	
1201 E 8th St	Children's Advocacy Center	
CITY, STATE AND ZIP CODE	**JOB LOCATION**	
Mission TX, 78572	1116 N Conway	
ARCHITECT/CONSULTANT	**ATTENTION**	
N/A	Jesse Mares	

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:

Remove existing system down to deck (Total area equals 71 squares)

Install two layers of 2.2" polyiso, 1/4" cover board all mechanically fastened

Install 50 Mil PVC Membrane mechanically fastened

Install new coping, scuppers and downspouts

Includes all MEP and HVAC work needed to provide the manufacturers warranty

Includes a 2-year workmanship warranty

Includes a 20-year manufacturers warranty

Unit Price for metal deck replacement $18sqft, Unit Price for Plywood deck replacement $7

Choice Partners Contract Number: 25/035MR-03

Exclusions: Any item not mentioned above.

We Propose hereby to furnish material and labor - complete in accordance with above specifications for the sum of:

One Hundred Fifty-Three Thousand Three Hundred Eleven & 47/100 Dollars **($ 153,311.47)**

Applicable Taxes Not Included

Payment to be made as follows:
Payment Upon Completion

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

THIS PROPOSAL IS VALID FOR 30 DAYS.

Date of Acceptance_____

Authorized Signature_____

American Contracting USA, Inc.

Contract Category:

Contract Number: 25/035MR-03

Contract Terms:

Initial Award Date: September 10, 2025
Current Expiration Date: September 9, 2026
Renewals Remaining: 3

CP Contract Manager:

Michael Robles
Michael@choicepartners.org
713-316-4254

Contract Partner: American Contracting USA, Inc.

Contract Partner Web Site:
http://host.trustab.org/americancontractingusa

Approved Market Area: TX

APPROVED PRODUCT OR SERVICE:

7 - Thermal and Moisture Control

MWBE/HUB Status: Certified

ABOUT THIS PARTNER:

American Contracting U.S.A., Inc. is a roofing contractor dedicated to quality work and friendly customer service. For all of your residential and commercial roofing needs, you can count on the professionals at American Contracting, U.S.A., Inc.

CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: January 13, 2026

PRESENTED BY: Vidal Roman, Finance Director

AGENDA ITEM: Approval of Resolution # _____ authorizing to liquidate surplus city-owned real property by soliciting and receiving offers for its sale pursuant to Texas Local Government Code Chapter 272 - Roman

NATURE OF REQUEST:

The City of Mission owns certain real property that has been determined to be surplus to the City's current and future municipal needs. Texas Local Government Code Chapter 272 authorizes a municipality to sell municipal real property in accordance with statutory requirements, including public notice and competitive bidding or proposals.

The City Council desires to entertain offers for the sale of the following City-owned properties:

- Lot 2, Block 2, Tolle #2 R/S LT 22-1 U/R Tolle Subdivision #2 (Adam Street)
- Carlos G. Leal Subdivision, Lot 19, Block 6 (919 Rankin)
- Mission Palms Estates East, Lot 144 (1733 Dalobo Drive)
- Nell Tolle Subdivision, Lot 14 (1400 West Ray Circle)

BUGETED: N/A **FUND:** _____ **ACCT. #:** _____

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

BID AMOUNT: $ _____

STAFF RECOMMENDATION:

Approval

Departmental Approval: Finance, Purchasing

Advisory Board Recommendation: N/A

City Manager's Recommendation: Approval *AG*

RECORD OF VOTE:

APPROVED: _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS, AUTHORIZING TO LIQUIDATE SURPLUS CITY-OWNED REAL PROPERTY BY SOLICITING AND RECEIVING OFFERS FOR ITS SALE PURSUANT TO TEXAS LOCAL GOVERNMENT CODE CHAPTER 272; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City of Mission, Texas owns certain real property that has been determined to be surplus to the City's current and future municipal needs; and

WHEREAS, Texas Local Government Code Chapter 272 authorizes a municipality to sell municipal real property in accordance with statutory requirements, including public notice and competitive bidding or proposals, unless an exception applies; and

WHEREAS, the City Council desires to entertain offers for the sale of the following City-owned properties:

1. **Lot 2, Block 2, Tolle #2 R/S LT 22-1 U/R Tolle Subdivision #2 (Adam Street)**
2. **Carlos G. Leal Subdivision, Lot 19, Block 6 (919 Rankin)**
3. **Mission Palms Estates East, Lot 144 (1733 Dalobo Drive)**
4. **Nell Tolle Subdivision, Lot 14 (1400 West Ray Circle)**

WHEREAS, the City Council finds that entertaining offers for the sale of these properties is in the best interest of the City and its residents.

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

SECTION 1. The City Council hereby authorizes City staff to entertain offers for the sale of the City-owned real properties described above in compliance with Texas Local Government Code Chapter 272, City policies, and all applicable laws.

SECTION 2. City staff is authorized to take all necessary actions to solicit, receive, and evaluate offers, including providing any required public notice.

SECTION 3. Any sale of the properties shall be subject to final approval by the City Council through separate Council action.

SECTION 4. This Resolution shall take effect immediately upon adoption.

PASSED AND APPROVED by the City Council of the City of Mission, Texas, on this 13th day of January, 2026.

_____
Norie Gonzalez Garza, Mayor

ATTEST:

_____
Anna Carrillo, City Secretary

CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: January 13, 2026

PRESENTED BY: Vidal Roman, Finance Director

AGENDA ITEM: Authorization to solicit Request for Qualifications (RFQ) for Real Estate Broker Services for the marketing and sale of certain City-owned real property - Roman

NATURE OF REQUEST:

The City owns certain real properties that have been identified as surplus and appropriate for sale in accordance with Texas Local Government Code Chapter 272. In order to ensure the City engages qualified and experienced professionals to assist with the marketing and disposition of these properties, staff proposes issuing a Request for Qualifications for real estate broker services.

The RFQ will solicit Statements of Qualifications from licensed real estate brokers with experience in municipal or comparable real estate transactions. Following evaluation of qualifications, staff will negotiate commission percentages and contract terms with the most qualified respondent(s) for City Council consideration and approval.

BUGETED: N/A **FUND:** _____ **ACCT. #:** _____

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

BID AMOUNT: $ _____

STAFF RECOMMENDATION:

Approval

Departmental Approval: Finance, Purchasing

Advisory Board Recommendation: N/A

City Manager's Recommendation: Approval *AG*

RECORD OF VOTE:

APPROVED: _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____

Solicitation for Real Estate Broker Services

City of Mission, Texas

Notice of Request for Qualifications (RFQ)

The City of Mission, Texas, is soliciting sealed Statements of Qualifications (SOQs) from qualified, licensed real estate brokers or brokerage firms to provide real estate brokerage services for the marketing and sale of City-owned real property. This Request for Qualifications is issued in accordance with applicable provisions of Texas Local Government Code, Chapter 272, and all other applicable federal, state, and local laws.

This RFQ is intended to identify the most qualified broker(s). Commission percentages may be negotiated with the most qualified respondent(s) and approved by the City Council.

I. Scope of Services

The selected broker(s) shall provide professional real estate brokerage services, which may include but are not limited to:

- Evaluation of each property's market conditions and pricing recommendations;
- Preparation and execution of a marketing plan for each property;
- Listing properties on appropriate Multiple Listing Services (MLS) and other marketing platforms;
- Conducting site visits and coordinating showings;
- Receiving, reviewing, and presenting offers to the City;
- Assisting with negotiations, contract execution, and coordination through closing;
- Compliance with all City policies, ethical standards, and statutory requirements.

The City reserves the right to award a single contract for all properties or separate contracts per property.

II. Commission Structure:

- Commission shall be expressed as a percentage of the final gross sales price for each individual property.
- Commission is payable only upon successful closing of a sale.
- No retainers, upfront fees, or marketing costs will be paid by the City unless expressly approved in writing.

III. Minimum Qualifications

Respondents must:

- Be licensed real estate brokers in good standing with the Texas Real Estate Commission (TREC);
- Have demonstrated experience in marketing and selling municipal, public-sector, or comparable real estate;
- Possess adequate staff, resources, and capacity to perform the required services;
- Be free from conflicts of interest that would impair performance.

IV. Statement of Qualifications Requirements

Statements of Qualifications shall include the following information:

1. Firm name, address, and primary contact information;
2. Proof of current Texas real estate broker licensure;
3. Description of relevant experience, including municipal or public-sector real estate transactions (if applicable);
4. Description of marketing approach and sales strategy;
5. Proposed commission percentage structure (may be provided as a range or proposed percentage per property);
6. Disclosure of any potential conflicts of interest;
7. References from at least three (3) comparable clients;
8. Any additional information deemed relevant by the respondent.

V. Evaluation Criteria

Statements of Qualifications will be evaluated based on, but not limited to, the following criteria:

- Experience and demonstrated competence in real estate brokerage services;
- Experience with municipal or comparable public-sector property sales;
- Qualifications of assigned personnel;
- Marketing approach and sales strategy;
- Past performance and references;
- Overall responsiveness to this RFQ.

The City may select one or more firms as most qualified and may enter into negotiations regarding commission percentages and contract terms.

VI. Contract Term

The anticipated contract term shall be for one year, with the option to extend for two (2) additional one (1) year terms.

VIII. Reservation of Rights

The City reserves the right to:

- Cancel this solicitation at any time;
- Request clarification or additional information from respondents;
- Award contracts in the best interest of the City;
- Reject any or all proposals.

CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: January 13, 2026

PRESENTED BY: Juan Pablo "JP" Terrazas, P.E., Co Interim City Manager

AGENDA ITEM: Approval of Resolution No. _____ granting consent to the addition of land in the El Milagro Management District to include Lot A of Sharyland Plantation Village Las Placitas Subdivision Phase I - Terrazas

NATURE OF REQUEST:

The City of Mission, Texas previously consented to the creation of a municipal management district with powers and authorities of a municipal management district operating pursuant to Chapter 375, Texas Local Government Code.

Section 42.042 of the Texas Local Government Code provides that land within a city's extraterritorial jurisdiction or corporate boundaries may not be included within a municipal management district without the city's consent.

The addition is Lot A of the Plat of Sharyland Plantation Village Las Placitas Subdivision Phase I.

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 JP7

RECORD OF VOTE:

APPROVED: _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____

RESOLUTION NO. ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS, GRANTING CONSENT TO THE ADDITION OF LAND IN THE EL MILAGRO MANAGEMENT DISRICT

WHEREAS, the City of Mission, Texas (the "City"), previously consented to the creation of a municipal management district with powers and authorities of a municipal management district operating pursuant to Chapter 375, Texas Local Government Code; and

WHEREAS, a portion of the Land is currently located is currently within the corporate boundaries of the City; and

WHEREAS, Section 42.042 of the Texas Local Government Code provides that land within a city's extraterritorial jurisdiction or corporate boundaries may not be included within a municipal management district without the city's consent; and

WHEREAS, the City desires to grant consent to the inclusion of the Land in the district; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS, as follows:

Section 1. The facts and opinions in the preamble of this Resolution are true and correct.

Section 2. The "Petition for Consent to Annex Land into El Milagro Management District" (the "Petition") is attached hereto as **Exhibit A** and made a part hereof for all purposes. The City hereby consents to the annexation of the land by the District.

Section 3. It is hereby found, determined and declared that a sufficient written notice of the date, hour, place, and subject of this meeting of the City Council was posted at a place convenient to the public at the City Hall of the City for the time required by law preceding this meeting, as required by the Open Meetings Law, Chapter 551, Texas Government Code, and that this meeting has been open to the public as required by law at all times during which this Resolution and the subject matter thereof has been discussed, considered, and formally acted upon. The City Council further ratifies, approves, and confirms such written notice and the contents and posting thereof.

Section 4. This resolution shall take effect immediately from and after its passage and approval by the Mayor of the City of Mission, Texas.

PASSED AND APPROVED the 13th day of January, 2026.

_____
Norie Gonzalez Garza, Mayor

ATTEST:

_____
Anna Carrillo, City Secretary

APPROVED:

_____
Patricia A. Rigney, City Attorney

4923-4675--3670 v.1

EXHIBIT "A"
Petition

PETITION FOR CONSENT TO ANNEX LAND INTO
EL MILAGRO MANAGEMENT DISTRICT

THE STATE OF TEXAS §
§
COUNTY OF HIDALGO §

TO THE HONORABLE MAYOR AND CITY COUNCIL OF THE CITY OF MISSION, TEXAS:

The undersigned, EL MILAGRO MANAGEMENT DISTRICT (the "District"), and CHARCO LAND SALES, LLC, a Texas limited liability company (the "Petitioner"), acting pursuant to the provisions of Chapter 49, Texas Water Code, particularly Section 49.301, together with all amendments and additions thereto, respectfully petition the City Council of the City of Mission, Texas (the "City"), for its written consent to the annexation by the District of approximately 1.904 acres of land described as **Lot A of the Plat of Sharyland Plantation Village Las Placitas Subdivision Phase I recorded in Volume 46 Page 149 of the map records of Hidalgo County** and further shown in **Exhibit A** (the "Land"), which is attached hereto and incorporated herein for all purposes. In support of this petition, the undersigned would show the following:

I.

The District is a municipal management district duly created under the laws of the State of Texas by the Texas Commission on Environmental Quality. The District was created and organized under the terms and provisions of Article XVI, Section 59, of the Constitution of Texas, and is governed by the provisions of Chapters 49 and 54, Texas Water Code, as amended, and Chapter 375 of the Local Government Code.

II.

The Petitioner holds fee simple title to the Land, as indicated by the certificate of ownership provided by the Hidalgo Central Appraisal District.

III.

The Petitioner represents that there are no lienholders on the Land.

IV.

The Land is situated wholly within Hidalgo County, Texas. All of the Land is within the corporate limits of the City of Mission, Texas.

V.

The general nature of the work to be done within the Land maintenance and operation of roadway and landscaping improvements.

VI.

There is, for the following reasons, a necessity for the above-described work. The Land, which has been developed for commercial purposes, is within the growing environs of the City, is in close proximity to populous and developed sections of Hidalgo County, Texas, which will in the immediate future will experience a substantial and sustained residential and commercial growth. Because the health and welfare of the present and future inhabitants of the Land and of lands adjacent thereto require the maintenance and operation of a roadway system and landscaping improvements, a public necessity exists for the annexation of the Land into the District, to provide for the purchase, extension, improvement, maintenance and operation of such facilities and the public health and welfare of the community.

VII.

The District conditions this Petition upon the conditions contained in the landowner petition to the District.

WHEREFORE, the undersigned respectfully pray that this petition be heard and granted in all respects and that the City give its written consent to the annexation of the Land into the District.

[EXECUTION PAGES FOLLOW]

RESPECTFULLY SUBMITTED on December 29, 2025.

EL MILAGRO MANAGEMENT DISTRICT

By: _____

Name: Gerardo Sanchez

Title: Secretary

ATTEST:

By: _____

Name: Ricardo Solis

Title: Vice President

(SEAL)

THE STATE OF TEXAS §
§
COUNTY OF Hidalgo §

This instrument was acknowledged before me on December 29th, 2025, by Gerardo Sanchez, as Secretary, and Ricardo Solis, as Vice President, of the Board of Directors of EL MILAGRO MANAGEMENT DISTRICT, a political subdivision of the State of Texas, on behalf of said political subdivision.

CARLA P. DAVILA
Notary Public, State of Texas
Comm. Expires 03-29-2026
Notary ID 125612247

(NOTARY SEAL)

Carla P. Davila
Notary Public, State of Texas

1068022

4915-3456-8833 v.1

RESPECTFULLY SUBMITTED on this 30th day of December, 2025.

CHARCO LAND SALES, LLC,
a Texas limited liability company

By: Killam Management, L.C.,
a Texas limited liability company,
its Sole Voting Member

By: _____
Radcliffe Killam II, President and CEO

THE STATE OF TEXAS §
§
COUNTY OF Webb §

This instrument was acknowledged before me on December 30, 2025, by Radcliffe Killam II, President and CEO of Killam Management, L. C., a Texas limited liability company, Sole Voting Member of CHARCO LAND SALES, LLC, a Texas limited liability company, on behalf of said limited liability companies.

CORINA LILIA MELENDEZ
Notary Public, State of Texas
Comm. Expires 05-15-2028
Notary ID 4885949

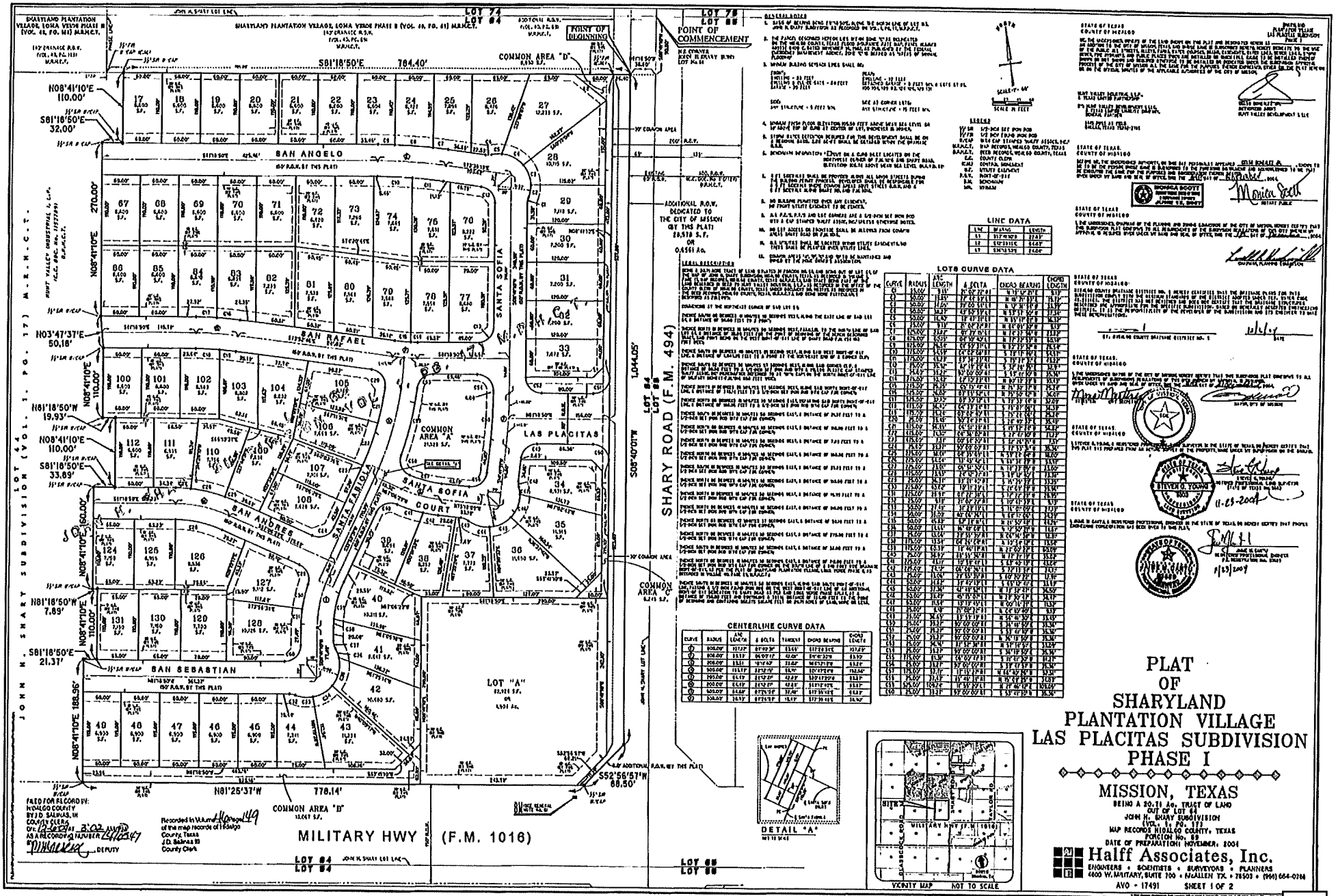
(NOTARY SEAL)

_____
Notary Public, State of Texas

Attachment: Exhibit A: Description of the Land

EXHIBIT A

Lot A of the Plat of Sharyland Plantation Village Las Placitas Subdivision Phase I recorded in Volume 46 Page 149 of the map records of Hidalgo County.


PLAT
OF
SHARYLAND
PLANTATION VILLAGE
LAS PLACITAS SUBDIVISION
PHASE I
MISSION, TEXAS
BEING A 50.11 Ac. TRACT OF LAND
OUT OF LOT 84
JOHN H. SHARY SUBDIVISION
VOL. 1, PG. 177
MAP RECORDS HIDALGO COUNTY, TEXAS
PORCION No. 69
DATE OF PREPARATION: NOVEMBER, 2004
Halff Associates, Inc.
ENGINEERS • SCIENTISTS • SURVEYORS • PLANNERS
4600 W. MILITARY, SUITE 700 • McALLEN TX. • 78503 • (956) 664-0788
AVO - 17491 SHEET 1 OF 2
MILITARY HWY (F.M. 1016)
SHARY ROAD (F.M. 494)
SAN ANGELO
SAN RAFAEL
SAN ANDRES
SAN SEBASTIAN
SANTA SOFIA
SANTA FABIOLA
LAS PLACITAS
POINT OF BEGINNING
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LINE DATA
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LOTS CURVE DATA

CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: January 13, 2026

PRESENTED BY: Teclo Garcia, Executive Director, Mission Redevelopment Authority (MRA)

AGENDA ITEM: Discussion and Action Regarding Extension of the City's Existing Tax Increment Reinvestment Zone (TIRZ) – A. Garcia

NATURE OF REQUEST:

The City Council will consider approval of the extension of the City's existing Tax Increment Reinvestment Zone (TIRZ) for an additional 15 years, moving the expiration date from December 31, 2030 to December 31, 2045. The proposed action maintains a single TIRZ without adding additional properties to the existing TIRZ footprint. The proposed extension will also transition the City's participation from 100% to 50% of its levy in the TIRZ. The resulting TIRZ extension will allow for a current capacity of $22 million for its first bond issuance. Proposed projects are attached.

BUDGETED: 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 JPT

RECORD OF VOTE:

APPROVED: _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____

MISSION REDEVELOPMENT AUTHORITY (TIRZ #1)

POTENTIAL 2025 BOND PROJECTS*

PROJECT	COST	CATEGORY
1. Bryan Road Reconstruction	$6.2M	Infrastructure
2. Taylor Road Construction	$4.0M	Infrastructure
3. Treated Water Line/Cimarron	$2.1M	Infrastructure
4. South Water Plant Feasibility	$4.0M	Infrastructure
5. Citriana Street Drainage	$1.3M	Infrastructure
6. Horner Street	$1.6M	Infrastructure
7. Bentsen Palm Park Renovation	$1.0M	Recreation
8. Los Ebanos Road	$1.5M	Infrastructure
TOTAL	**$21.7M**	**Infrastructure/Recreation**

Last updated on Thursday January 8, 2026

***TIRZ #1 proposed 15-year extension. 2031-2045. $22M Project Fund.**

***Based on 50% participation rate from City of Mission, and 0% participation rate from Hidalgo Co.**

DRAFT

CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: January 13, 2026

PRESENTED BY: Andy Garcia, Co-Interim City Manager

AGENDA ITEM: Tabled 12/09/2025 - Discussion regarding Section 500.06 of the City of Mission Personnel Policy related to Vacation leave – Garcia

NATURE OF REQUEST:
Staff is requesting discussion regarding Section 500.06 of the City of Mission Personnel Policy, which governs vacation leave. This item is presented to allow for a comprehensive review of the current provisions, address any operational concerns or inconsistencies, and determine whether amendments, clarifications, or updates to the policy are warranted to ensure uniform application across all City departments and alignment with organizational needs.

BUGETED: 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 *AG*

RECORD OF VOTE:

APPROVED: _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____

Policy: Vacation	**Policy No.** 500.06
Chapter: 500.00 Benefits and Services	**Effective Date:** 10/01/2025

STATEMENT OF PURPOSE:

Vacation leave is an earned benefit intended to provide regular full-time employees with paid time away from the work environment to pursue activities that will promote the well-being of the individual.

PROCEDURES:

A. ACCRUALS

1. Regular full-time employees begin to accrue vacation hours upon date of hire and are eligible to use accrued leave upon successful completion of Initial Employment Period (minimum of 180 days).
2. Employees with 0-5 years of service will accrue vacation biweekly at the rate of 3.08 hours, not to exceed eighty (80) hours per fiscal year. Employees with 6+ years of service will accrue vacation biweekly at the rate of 4.62 hours, not to exceed one-hundred twenty (120) hours per fiscal year. Refer to Leave Accrual table (Appendix E).
3. Vacation accrual of Civil Service employees shall be in accordance with the provisions of the Texas Local Government Code Chapter 143, Local Civil Service Rules and departmental policies.
4. **Vacation leave accrued prior to 10/01/2012, will be available to the employee and may be used as per this policy.**

B. USE AND SCHEDULING OF VACATION

1. Effective October 1 of each fiscal year, or after the completion of the Initial Employment Period (minimum of 180 days), employees will be eligible to take accrued leave. Advance use of leave is no longer available.
2. Non-civil service employees, with less than six (6) years of service, are required to take up to five (5) work days or forty (40) hours of vacation, per fiscal year. Employees shall forfeit up to five (5) work days of accrued vacation leave if not utilized by September 30 of each fiscal year. Non-civil service employees, with six (6) years of service or more, are required to take up to ten (10) work days or eighty (80) hours of vacation, per fiscal year. Employees shall forfeit up to ten (10) work days of accrued vacation leave if not utilized by September 30 of each fiscal year.
3. Civil Service employees are required to take up to ten (10) work days of vacation per fiscal year. For police personnel, this equals to eighty (80) hours of vacation. For fire personnel, this equals to eighty (80) hours or one-hundred twenty (120) hours of vacation, depending on assignment. Civil Service employees shall forfeit up to eighty (80) or one-hundred twenty (120) hours respectively, of accrued vacation leave if not utilized by September 30 of each fiscal year.
4. All employees will be eligible to carry over a total of five (5) work days or forty (40) hours of vacation leave per fiscal year, for a maximum carry over amount of twenty-five (25) days. These banked hours are not eligible for pay-out at separation of employment and will be forfeited. All accrued hours must be exhausted prior to using new banked hours.

5. Vacation leave may be used to attend to personal business, extension of sick leave when sick leave is exhausted, inability to attend work because of inclement weather, or for other purposes. During the month of September, vacation hours eligible during the current fiscal year may be used in place of sick leave if the employee is on family and medical leave.
6. Employees may request vacation in hourly increments.
7. Unless otherwise approved by the Department Director, an employee must submit a request at least five (5) working days in advance.
8. Vacation is to be scheduled at times that are convenient to the department and with consideration of the employee's preference.
9. The Department Director or designee shall be responsible for scheduling vacation to allow for adequate staffing to meet the departmental work load. This scheduling may specify periods during which some or all employees may not take vacation leave. All vacation requests are subject to prior approval of the Department Director. The maximum continuous vacation that can be authorized is three (3) calendar weeks, unless otherwise approved by the City Manager.

C. COMPENSATION FOR VACATION LEAVE

1. Vacation is paid at the employee's base rate at the time of vacation. It does not include overtime or any special forms of compensation. Vacation time is paid only for hours the employee would ordinarily have worked.
2. Official City observed holidays occurring while an employee is on approved paid leave are considered paid holidays and do not affect vacation leave balances. Refer to *Holidays* policy.
3. Paid vacation leave is not considered hours worked for purposes of performing overtime calculations. Refer to *Overtime/Compensatory Time* policy.
4. To ensure proper payment of vacation pay, employees must ensure their vacation leave request is approved before leaving for vacation.
5. If an employee is called to work while on an approved day of vacation leave, the actual hours worked will not be charged to the employee's vacation leave balance.

CI. VACATION LEAVE DISBURSEMENT AT SEPARATION FROM EMPLOYMENT

1. Upon separation from employment (resignation, dismissal, retirement, or death) an employee **hired on or after 10/01/2012,** shall be paid for accrued vacation as per the following provisions:
    i. An employee must have completed a minimum of one (1) year service with the City to be entitled to this payout provision upon separation.
    ii. An employee shall be paid in a lump sum for accrued vacation, not to exceed one-hundred twenty (120) hours. Banked hours are not eligible for payout.
2. Upon separation from employment (resignation, dismissal, retirement, or death) an employee **hired prior to 10/01/2012,** shall be paid for accrued vacation as per the following provisions:

i. An employee must have completed a minimum of one (1) year service with the City to be entitled to this payout provision upon separation.

ii. An employee with one (1) through twenty-nine (29) years of service with the City shall be paid in a lump sum for accrued vacation, not to exceed two hundred and fifty (250) hours. New banked hours are not eligible for payout.

iii. Upon retirement, an employee with a minimum of thirty (30) years of employment with the City shall be paid in a lump sum for the entirety of accrued vacation.

iv. Please refer to Leave Disbursement table (Appendix F).