



AGENDA

Pursuant to V.T.C.A. Gov. Code Section 551.001 et. seq., the City Council of the City of Mission, Texas will hold a regular meeting on **Monday, August 25, 2025 at 4:30 p.m.** at the Mission Council Chambers, 1201 E. 8th Street, Mission, Texas and by Teleconference to consider the following matters.

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

Time: **Monday, August 25, 2025 04:30 PM Central Time**

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

Meeting ID: 990 466 2781 - Password: 833227

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

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

REGULAR MEETING

CALL TO ORDER AND ESTABLISH QUORUM

INVOCATION AND PLEDGE ALLEGIANCE

DISCLOSURE OF CONFLICT OF INTEREST

PRESENTATIONS

- [1.](#) Proclamation - Childhood Cancer Awareness Month - Tijerina
2. July 2025 Employee of the Month - Munguia
3. Report from the Greater Mission Chamber of Commerce – Brenda Enriquez
4. Presentation of Final Draft of Proposed 2025-2026 Fiscal Year Budget - Perez
- [5.](#) Departmental Reports – Perez
6. Citizen's Participation on Specific Agenda Items – Garza

ANNOUNCEMENTS - CITY COUNCIL / CITY MANAGER

PUBLIC HEARING

PLANNING & ZONING RECOMMENDATIONS

- [7.](#) Conduct a public hearing and consideration of a rezoning request from Single-family Residential District ("R-1") to Townhouse Residential District ("R-1T"), being 14.269 acres out of Lot 27-5, West Addition to Sharyland Subdivision, located along the East side of Holland Avenue approximately 320 feet North of Monte Cruz Street. Applicant:

Mario Reyna c/o Triton Group Ventures, LLC, Adoption of Ordinance #_____ - Cervantes

8. Conduct a public hearing and consideration of a rezoning request from Single-family Residential District (“R-1”) to General Business District (“C-3”), being Lot 19, Block 3, Oakwood Estates Subdivision, located at the Northeast corner of W. Griffin Parkway and River Oak Avenue. Applicant: Eduardo Sanchez, Adoption of Ordinance #_____ - Cervantes
9. Conduct a public hearing and consideration of a Conditional Use Permit for a Home Occupation – Nursery in a property zoned (AO-I) Agricultural Open Interim District, being Lot 2, Lozano Estates Subdivision, located at 1711 W. Mile 3 Road, Applicant: Antonio Arellano, Adoption of Ordinance #_____ - Cervantes
10. Conduct a public hearing and consideration of a Conditional Use Permit for a Home Occupation for the Sale of Firearms – Custom Suppressor Solutions, LLC, in a (R-1A) Large Lot Single Family Residential District, being Lot 26, Rockingham Subdivision, located at 1706 Sandstone Drive, Applicant: Christopher Anderson, Adoption of Ordinance #_____ - Cervantes
11. Conduct a public hearing and consideration of a Conditional Use Permit for an Outdoor Padel Court and other recreational activities as shown in the site plan – IMGN Park in a (C-3) General Retail District, being the Northwest 9.96 acres out of Lot 203, John H. Shary Subdivision, located at 719 Ragland Street. Applicant: Jorge E. Careaga, Adoption of Ordinance #_____ - Cervantes
12. Conduct a public hearing and consideration of a Conditional Use Permit to allow a Mobile Food Unit – Danny’s Place, being the West ½ of Lots 7 & 8, Block 176, Mission Original Townsite Subdivision, in a (C-4) Heavy Commercial District, located at 307 W. Tom Landry Street. Applicant: Daniel Leal, Adoption of Ordinance #_____ – Cervantes
13. Conduct a public hearing and consideration of a Conditional Use Permit to allow a Mobile Food Unit – Martha’s Burgers & More, being the West ½ of Lots 7 & 8, Block 176, Mission Original Townsite Subdivision, in a (C-4) Heavy Commercial District, located at 307 W. Tom Landry Street. Applicant: Martha Avitia, Adoption of Ordinance #_____ - Cervantes
14. Conduct a public hearing and consideration of a Conditional Use Permit Renewal for a Mobile Food Unit – Fiesta Hot Dogs, being Lot 1, Madrigal Subdivision, in a (C-2) Neighborhood Commercial District, located at 208 N. Inspiration Road. Applicant: Federico Garcia, Adoption of Ordinance #_____ - Cervantes
15. Conduct a public hearing and consideration of a Conditional Use Permit Renewal for a Drive-Thru Service Window – Dak’s Snacks in a (C-2) Neighborhood Commercial District, being Lot 1, Sylvia Plaza Subdivision, located at 810 N. Schuerbach Road, Suite D, Applicant: Cristina Salazar, Adoption of Ordinance #_____ - Cervantes
16. Conduct a public hearing and consideration of a Conditional Use Permit Renewal for an Event Center – The Cordelle Events, being Lot 20, Shary Business Center Subdivision, in a (C-3) General Commercial District, located at 2402 Brock Street, Suite C, Applicant: Julio Alaniz, Adoption of Ordinance #_____ - Cervantes

17. Conduct a public hearing and consideration and possible action to approve a resolution for a license to encroach onto a City of Mission Right-of-Way, being a part of Lot 1, Pena Escondida Estates, located at 2211 Betty Drive, for the purpose of building parking spaces for the Waterford Gardens Retirement Community employees. Applicant: Lucille G. Cavazos, Administrator, Approval of Resolution # _____ - 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

18. Approval of Minutes – Carrillo
Regular Meeting – August 11, 2025
19. Acknowledge Receipt of Minutes – Perez
Shary Golf Course Advisory Board – July 2, 2025
Parks & Recreation Board – July 8, 2025
20. Authorization to purchase John Deere Tractor & Rotary Cutter (Shredder) from Tellus Equipment Solutions via Buy Board # 706-23 in the amount of \$43,179.96 - Terrazas
21. Authorization to lease forty five (45) additional 2026 electric golf carts for a term of 60 months (5 years) from Club Car via OMNIA Partners Public Sector Contract Number EV2671-01.in the total monthly amount of \$5,978.25 - Fernuik
22. Authorization to purchase sixty (60) Standard Duty Front Load Containers and ten (10) Standard Duty Slant Front Load Containers from Wastequip via Sourcewell Co-Operative Contract #010825-WQI in the amount of \$66,060 - Mendiola
23. Approval of Resolution #_____, Resolution approving the resolution of Mission Economic Development Corporation authorizing the issuance of bonds on behalf of Permian Basin Water Resources LLC; and matters related thereto – T. Garcia
24. Authorization to enter a participation agreement with the Texas Department of Public Safety and FBI, to access the Law Enforcement Enterprise Portal (LEEP) at no cost to the city – Torres
25. Authorization to enter a memorandum of understanding with CACHSC of Hidalgo and Starr Counties at no cost to the city – Torres
26. Plat Approval Subject to Conditions for the proposed Imperio Vista Subdivision, being a 5.92 acre tract of land out of Lot 97, Mission Acres Subdivision, Developer: Obed Matus, Engineer: Rio Delta Engineering - Cervantes
27. Consideration of the adoption of an ordinance amending the code of ordinances Chapter 98 - Subdivisions, Article VI – Fees and Charges, Section 98-272- Inspection fees by Establishing a Process and Per Hour Fee for Subdivision Infrastructure Inspections and for Geotechnical Lab Testing. Applicant: City of Mission, Adoption of Ordinance #_____ - Cervantes

28. Plat Approval: Sharyland Plantation Village Granada Phase II Subdivision, 10.04 acres of land, more or less, and partially located within Lot 92 & Lot 102, John H. Shary Subdivision, Developer: Charco Land Sales, LLC, Engineer: Mesquite Engineering - Cervantes

APPROVALS AND AUTHORIZATIONS

29. Consideration and possible action to approve a variance to not require off-street parking for a development in a property legally described as a 0.27-acre tract out of the North ½ of Lot 5, Block K, Wright Addition Subdivision, located at 1009 Highland Park Avenue. Applicant – Izaguirre Engineering Group, LLC - Cervantes
30. Plat Approval for El Milagro Subdivision Phase I, being 176.574 acres being a part or all of Lots 9-7, 9-8, 9-10, 10-8, 10-9, 10-10, 11-7, 11-8, 11-9, West Addition to Sharyland, Developer: Charco Land Sales, LLC, Engineer: Melden & Hunt, Inc. - Cervantes
31. Consideration of approval to authorize the city manager to sign an Annexation Service Agreement for the proposed annexation of Lot A, Golden Angel Subdivision, located at the Northeast corner of Doffing and Mile 3 Roads. Applicant: Felix Chavez, Jr. - Cervantes
32. Discussion and action on proposed 2025 Tax Rate, Take Record Vote and Schedule Public Hearing – Roman
33. Discussion and possible action to create an Ad Hoc Committee for Lions Park Phase II Renovation Project and appointment of committee members - Perez

UNFINISHED BUSINESS

34. Tabled 08/11/2025: Consideration of the adoption of an ordinance amending the code of ordinances Chapter 110-Traffic and Vehicles, Article 3, Loading and Unloading, adding Subsection 110-437 thru 441, Queuing & Internal Circulation Routes, Establishing Regulations for the Queuing of Vehicles in New Developments. Applicant: City of Mission, Adoption of Ordinance #_____ - Cervantes

EXECUTIVE SESSION

1. Closed session pursuant to Tex. Gov't Code Section 551.074 (Personnel Matters) Evaluation of City Manager relating to goals and objectives
2. Closed session pursuant to Tex. Gov't Code Section 551.071 (Consultation with Attorney), Section 551.072 (Real Property) related to Cimarron
3. Closed session pursuant to Tex. Gov't Code Section 551.071 (Consultation with Attorney) and 551.074 (Personnel Matters) and Fire Department concerning Meet & Confer Agreement between City of Mission, TX and Mission Firefighters Association International Association of Fire Fighters, Local 3609.

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 22nd day of August, 2025 at 2:30 p.m.



Anna Carrillo, City Secretary

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

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

Notice is hereby given that on the **25th day of August, 2025** the City Council of the City of Mission will hold a regular meeting at 4:30 p.m. at 1201 E. 8th Street, Mission, Texas and by Teleconference to consider the following matters. The subjects to be discussed are listed on the agenda, which is attached to and made a part of this Notice.

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

Texas Government Code Section:

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

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

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

On this the **22nd day of August, 2025** this Notice was emailed to news media who had previously requested such Notice and an original copy was posted on the bulletin board at City Hall, 1201 E. 8th Street at 2:30 p.m. on said date.



Anna Carrillo, City Secretary

Proclamation

City of Mission



WHEREAS, childhood cancer is the leading cause of death by disease in children. 1 in 285 children in the United States will be diagnosed by their 20th birthday. and:

WHEREAS, 46 children per day or 16,790 children per year are diagnosed with cancer in the U.S., there are approximately 40,000 children on active treatment at any given time. and:

WHEREAS, hundreds of non-profit organizations at the local and national level, including Greater Gold Foundation, Super Rami, and the American Childhood Cancer Organization, are helping children with cancer and their families cope through educational, emotional, and financial support. and:

WHEREAS, also observe and declare the month of September as Childhood Cancer Awareness Month, and encourage the wearing of the color gold/yellow to raise awareness of this cancer.

NOW THEREFORE, we, the City Council of the City of Mission, do hereby proclaim September 2025 as Childhood Cancer Awareness Month and invite the community to join us on Sunday, September 7, 2025, at 7:00 p.m. at the Mission Event Center, 200 N. Shary Rd. to the:

Mission March for a Cure Childhood Cancer Event

PROCLAIMED on this the 25th day of August 2025

Norie Gonzalez Garza, Mayor

Jessica Ortega, Councilwoman

Ruben Plata, Mayor Pro Tem

Marissa Ortega Gerlach, Councilwoman

Alberto Vela, Councilman



CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: August 25, 2025
PRESENTED BY: Mike R. Perez, City Manager
AGENDA ITEM: Departmental Reports – Perez

NATURE OF REQUEST:

Mission Event Center – July 2025
Emergency Ambulance Response – July 2025
Mission Fire Department – July 2025
Mission Fire Prevention – July 2025
Sanitation – July 2025
Speer Memorial Library – June, July 2025
Public Works – July 2025
Mission Historical Museum – July 2025
RGV State Veterans Cemetery – July 2025
Human Resources – July 2025

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

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

BID AMOUNT: \$ _____

STAFF RECOMMENDATION: Approval

Departmental Approval: N/A

Advisory Board Recommendation: N/A

City Manager's Recommendation: Approval *MRP*

RECORD OF VOTE: **APPROVED:** _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____

Mission Event Center Revenue Ledger

07/01/2025 - 07/31/2025

Source: RESERVE (event management software)

[illegible]

MISSION FIRE DEPARTMENT

Emergency Ambulance Response Report

July 2025



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



eso



Average Response Time

Item 5.

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

06:51

MM:SS

Avg. Response Time

65%

OF RESPONSES

Response Time 08:00

31

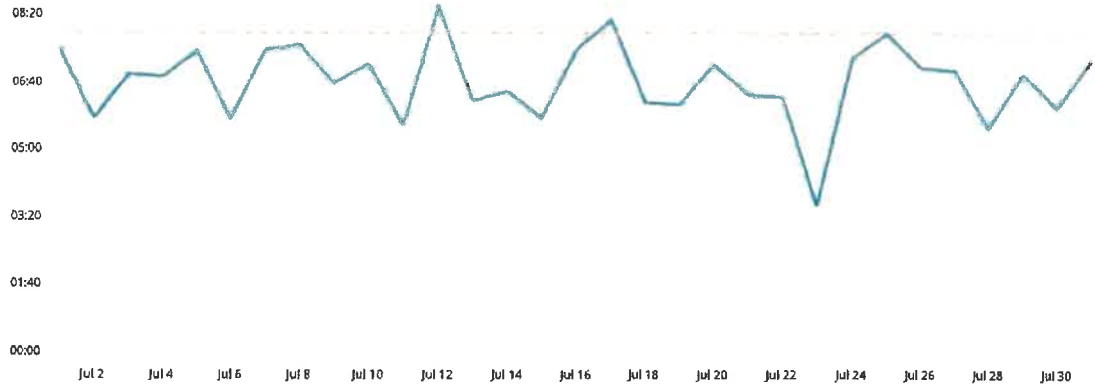
DAYS

In Selected Time

376

UNIT RESPONSES

In Selected Time



Counts

% Rows

% Columns

% All

Week Ending	7/6/25	7/13/25	7/20/25	7/27/25	8/3/25	8/10/25	8/17/25	8/24/25	8/31/25	9/7/25	9/14/25	9/21/25	9/28/25	Total
00:00 - 04:59	5.32%	1.86%	3.72%	4.26%	2.13%									17.29%
05:00 - 07:59	9.84%	10.11%	9.04%	12.5%	6.12%									47.61%
08:00 - 08:59	1.6%	4.26%	4.52%	2.13%	1.06%									13.56%
09:00 - 09:59	0.8%	1.33%	1.86%	1.86%	0.53%									6.38%
10:00 - 11:59	3.72%	1.86%	1.6%	1.6%	0.53%									9.31%
12:00 - 14:59	1.33%	0.53%	1.06%	1.86%										4.79%
15:00 - 16:59		0.27%			0.53%									0.8%
17:00 - 17:59														
18:00 - 19:59	0.27%													0.27%
20:00 - 29:59														
30:00 - 59:59														
Total	22.87%	20.21%	21.81%	24.2%	10.9%									100%
Exceptions														0%



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

Counts

% Rows

% Columns

Alt

Week Ending	7/6/25	7/13/25	7/20/25	7/27/25	8/3/25	8/10/25	8/17/25	8/24/25	8/31/25	9/7/25	9/14/25	9/21/25	9/28/25	Total
Abdominal Pain	1.04%	2.07%	2.07%	2.9%	0.62%									8.7%
Acute Pain, not elsewhere classified		0.21%	0.21%	0.41%										0.83%
Acute Respiratory Distress (Dyspnea)	0.21%	0.83%	2.07%	0.41%										3.52%
Alcohol use			0.21%	0.21%										0.41%
Allergic Reaction	0.21%	0.41%												0.62%
Altered Mental Status	1.04%	1.04%	0.41%	0.62%	0.21%									3.31%
Anxiety reaction/Emot... upset	1.04%	0.62%	0.83%	1.04%	0.21%									3.73%
Back Pain	0.83%	0.41%	0.62%	1.24%	0.41%									3.52%
Cardiac arrest	0.21%	0.41%												0.62%
Cardiac arrhythmia/dy..				0.21%										0.21%
Chest Pain / Discomfort	1.66%	1.04%	0.83%	1.04%	1.45%									6%
Chest pain on breathing					0.21%									0.21%
Common Cold				0.21%										0.21%
Congestive heart failure (CHF)					0.21%									0.21%
Dehydration				0.21%										0.21%
Diabetic Hyperglycemia	0.21%		0.21%	0.21%	0.21%									0.83%
Diabetic Hypoglycemia	0.41%		0.21%		0.21%									0.83%
Dizziness	0.21%	0.83%		0.21%										1.24%
Extremity Pain	1.86%	1.66%	1.24%	0.62%	0.21%									5.59%
Eye Pain	0.21%													0.21%
Fatigue	0.21%			0.21%										0.41%
Fever	0.41%		0.21%	0.41%										1.04%
Gastrointestin.. hemorrhage	0.21%													0.21%
Generalized Weakness	2.9%	1.86%	2.28%	2.07%	0.41%									9.52%
Headache	0.62%			0.41%	0.21%									1.24%

Week Ending	7/6/25	7/13/25	7/20/25	7/27/25	8/3/25	8/10/25	8/17/25	8/24/25	8/31/25	9/7/25	9/14/25	9/21/25	9/28/25	Total
Heat Exhaustion	0.21%													0.21%
Hemorrhage		0.21%	0.21%											0.41%
Hypertension			0.62%	1.04%	0.41%									2.07%
Hypotension	0.21%		0.21%	0.21%	0.21%									0.83%
Injury	4.14%	1.86%	3.73%	3.11%	1.86%									14.7%
Laceration/Ab... (minor surface trauma)	0.41%	0.41%	0.21%	0.21%	0.41%									1.66%
Malaise	0.41%													0.41%
Medical device failure	0.21%				0.21%									0.41%
Mental disorder			0.21%	0.21%										0.41%
Metabolic disorder	0.21%													0.21%
Migraine					0.21%									0.21%
Multiple injuries	0.41%	0.21%	0.62%		0.21%									1.45%
Nausea				0.62%										0.62%
No Complaints or Injury/Illness Noted	1.04%	1.45%	1.24%	1.66%	1.66%									7.04%
Obvious Death		0.41%	0.21%											0.62%
Overdose - Alcohol		0.21%												0.21%
Overdose - Cannabis	0.41%													0.41%
Overdose - Fentanyl	0.21%													0.21%
Overdose - Other opioids			0.21%	0.21%	0.21%									0.62%
Overdose - Unspecified		0.21%	0.21%	0.21%										0.62%
Pain (Non-Traumatic)	0.21%	0.21%	0.41%	0.21%	0.21%									1.24%
Palpitations		0.21%	0.21%		0.21%									0.62%
Pregnancy related conditions			0.21%											0.21%
Respiratory disorder				0.41%	0.21%									0.62%
Seizure	0.62%	0.62%	0.62%	0.41%										2.28%
Seizures with status epilepticus	0.41%													0.41%
Sepsis/Septice..	0.21%	0.21%												0.41%
Stroke		0.83%		0.41%	0.21%									1.45%

Week Ending	7/6/25	7/13/25	7/20/25	7/27/25	8/3/25	8/10/25	8/17/25	8/24/25	8/31/25	9/7/25	9/14/25	9/21/25	9/28/25	Total
Suffocation or Asphyxia			0.21%											0.21%
Suicidal Ideation			0.21%	0.21%										0.41%
Syncope / Fainting	0.62%	0.62%	0.62%	0.83%	0.62%									3.31%
Toothache	0.21%													0.21%
Unconscious	0.21%			0.21%										0.41%
Urinary system disorder				0.41%	0.21%									0.62%
Vomiting	0.21%			0.62%										0.83%
Total	24.02%	19.05%	21.53%	23.81%	11.59%									100%

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

78%

TRANSPORTS
Percentage of Patient
Encounter.



19%

NON TRANSPORTS
Percentage of Patient
Encounter.

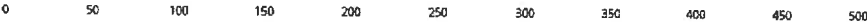
August

2%

OTHER DISPOSITIONS
Percentage of Patient
Encounter.

481

RECORDS
In Selected Time Span



31

DAYS
In Selected Time Span

COUNTS

% Rows

% Columns

% All

Week Ending	7/6/25	7/13/25	7/20/25	7/27/25	8/3/25	8/10/25	8/17/25	8/24/25	8/31/25	9/7/25	9/14/25	9/21/25	9/28/25	Total
July	114	94	101	119	51									479
August					2									2
Total	114	94	101	119	53									481



eso



Transports By Destination Name (Bar)

Item 5.

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

385

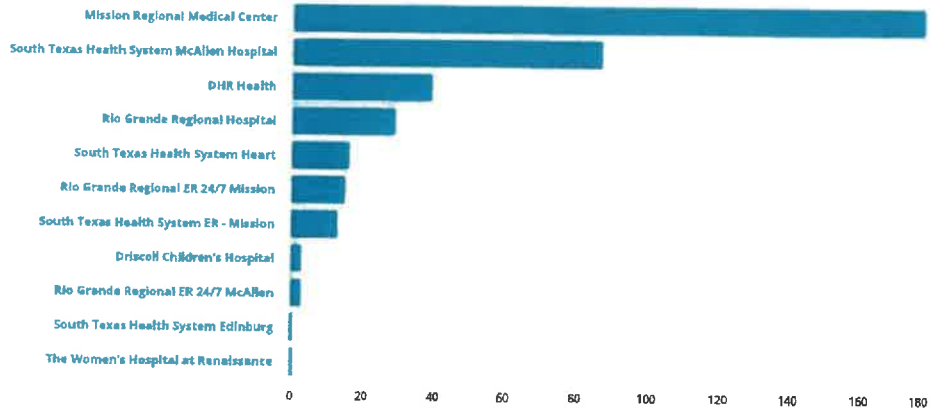
RECORDS

Previous 30 Days

31

DAYS

Previous 30 Days



Counts

% Rows

% Columns

All

Week Ending	7/6/25	7/13/25	7/20/25	7/27/25	8/3/25	8/10/25	8/17/25	8/24/25	8/31/25	9/7/25	9/14/25	9/21/25	9/28/25	Total
DHR Health	1.3%	2.08%	2.08%	3.12%	1.56%									10.13%
Driscoll Children's Hospital	0.26%			0.52%										0.78%
Mission Regional Medical Center	11.17%	8.05%	9.09%	11.95%	5.97%									46.23%
Rio Grande Regional ER 24/7 McAllen		0.26%	0.26%		0.26%									0.78%
Rio Grande Regional ER 24/7 Mission	1.04%	1.3%	0.26%	0.52%	0.78%									3.9%
Rio Grande Regional Hospital	1.3%	2.08%	2.34%	1.3%	0.52%									7.53%
South Texas Health System ER - Mission	0.78%	0.52%	0.26%	1.3%	0.52%									3.38%
South Texas Health System Edinburg	0.26%													0.26%
South Texas Health System Heart	0.52%	1.3%	1.3%	1.04%										4.16%
South Texas Health System McAllen Hospital	6.23%	4.16%	6.23%	4.16%	1.82%									22.6%
The Women's Hospital at Renaissance			0.26%											0.26%
Total	22.86%	19.74%	22.08%	23.9%	11.43%									100%

Balance Report for 216 - Mission - July 2025



Undefined	
Charge Adjustments	(\$24,225.62)
Charges in Period	\$731,908.00
Credits	(\$970,544.58)
Total AR Change for Undefined	(\$262,862.20)
Mission	
AR Previous Balance for Mission	\$3,245,816.37
Charge Adjustments	(\$24,225.62)
Charges in Period	\$731,908.00
Credits	(\$970,544.58)
Accounts Receivable Change for Mission - 202507	(\$262,862.20)
Total Balance Forward for Mission	\$2,982,954.17

Executive Summary for 216 - Mission



	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Grand Total
Gross Charges	\$879,013	\$859,064	\$894,700	\$838,928	\$751,248	\$764,604	\$809,836	\$841,545	\$796,896	\$707,682	\$8,143,518
Cash Collections	(\$242,272)	(\$182,251)	(\$315,376)	(\$178,538)	(\$164,774)	(\$219,555)	(\$198,928)	(\$232,792)	(\$191,109)	(\$249,310)	(\$2,174,906)
Gross Charge per Trip	\$1,894	\$1,909	\$1,884	\$1,894	\$1,907	\$1,869	\$1,990	\$1,904	\$1,934	\$1,872	\$1,905
Cash/Txp (CPT)	\$522	\$405	\$664	\$403	\$418	\$537	\$489	\$527	\$464	\$660	\$509
Payer Mix											
Insurance	19.4%	19.3%	18.3%	18.3%	21.8%	22.7%	21.4%	22.2%	17.0%	7.1%	18.9%
Medicaid	13.8%	12.7%	12.8%	13.3%	17.5%	13.0%	22.6%	16.5%	16.0%	10.3%	14.8%
Medicare	51.1%	47.6%	50.3%	55.8%	47.7%	51.8%	45.0%	48.0%	49.8%	28.6%	47.8%
Private Pay	17.0%	20.2%	17.9%	12.6%	13.7%	12.7%	12.5%	13.3%	9.7%	1.6%	13.4%
Govt Misc	0.0%	1.6%	0.4%	1.4%	0.5%	1.5%	1.5%	2.0%	1.7%	1.9%	1.2%
Payer Research	0.0%	0.2%	0.6%	0.0%	0.0%	0.0%	0.0%	0.0%	7.5%	52.4%	5.1%
Level of Service											
ALS Non-Emergency	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
ALS Emergency	77.4%	73.1%	73.7%	76.5%	79.7%	77.0%	77.1%	76.7%	71.8%	78.6%	76.1%
ALS-2	1.1%	1.6%	3.2%	2.0%	2.5%	1.2%	0.7%	2.0%	3.4%	2.1%	2.0%
BLS Non-Emergency	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
BLS Emergency	21.6%	25.3%	23.2%	21.4%	17.8%	21.8%	22.1%	21.3%	24.8%	19.3%	21.9%
SCT A0429	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Facility Base	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Level of Service Volume											
Total Service Volume	464	450	475	443	394	409	407	442	412	378	4,274
ALS Non-Emergency TXP	0	0	0	0	0	0	0	0	0	0	0
ALS Emergency TXP	359	329	350	339	314	315	314	339	296	297	3,252
ALS-2 Emergency TXP	5	7	15	9	10	5	3	9	14	8	85
BLS Non-Emergency TXP	0	0	0	0	0	0	0	0	0	0	0
BLS Emergency TXP	100	114	110	95	70	89	90	94	102	73	937
Sct A0429 TXP	0	0	0	0	0	0	0	0	0	0	0
Service Others Cnt	0	0	0	0	0	0	0	0	0	0	0
Facility Base TXP	0	0	0	0	0	0	0	0	0	0	0
Ground Mileage	2,735	2,372	2,513	2,579	2,427	2,472	2,543	2,727	2,332	2,313	25,013

08/08/2025 10:27 AM

MISSION FIRE DEPARTMENT

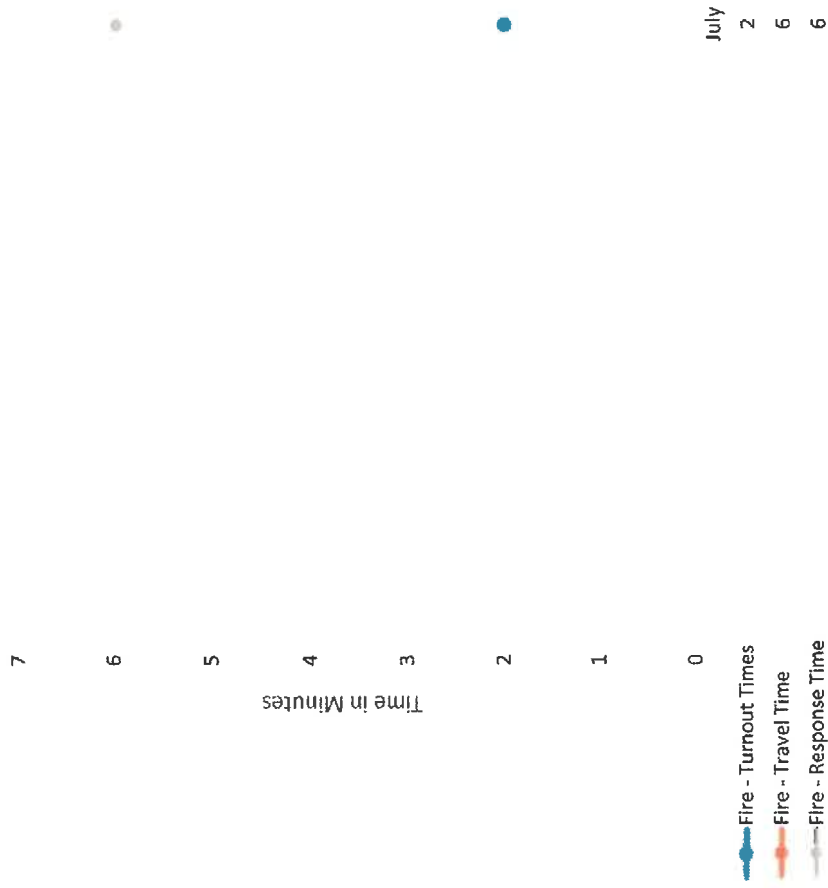
MONTHLY REPORT

July 2025

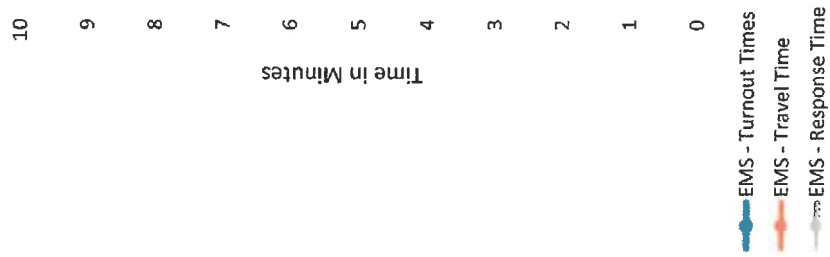


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Fire Response Time



EMS Response Time



Count of Total Incidents & Exposures

Count of Incidents
523

Additional Exposures 0

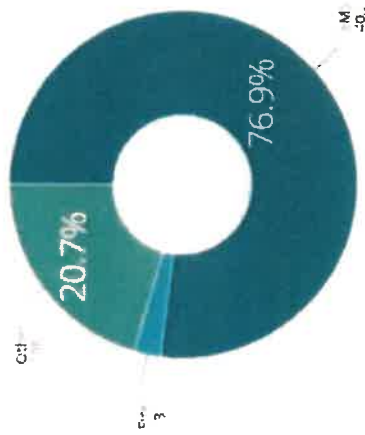
This measure comes from the ESO Fire Index. See national performance at <https://www.eso.com/resources/fire-index/>

Aid Given/Received

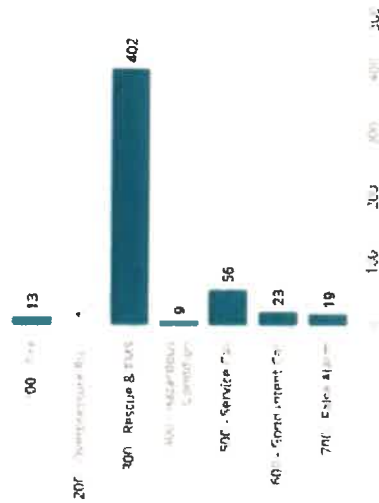
Aid Given
0

Aid Received 4

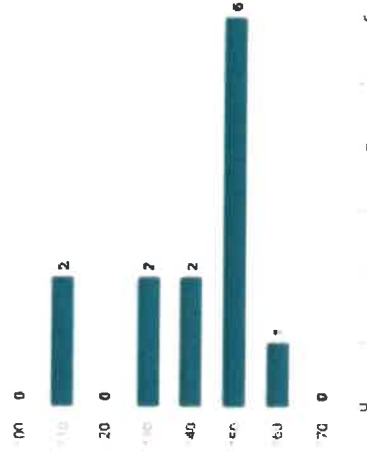
EMS/ Fire Incident Breakdown



Count of Incidents by Incident Type



Count of Fire incidents by Type



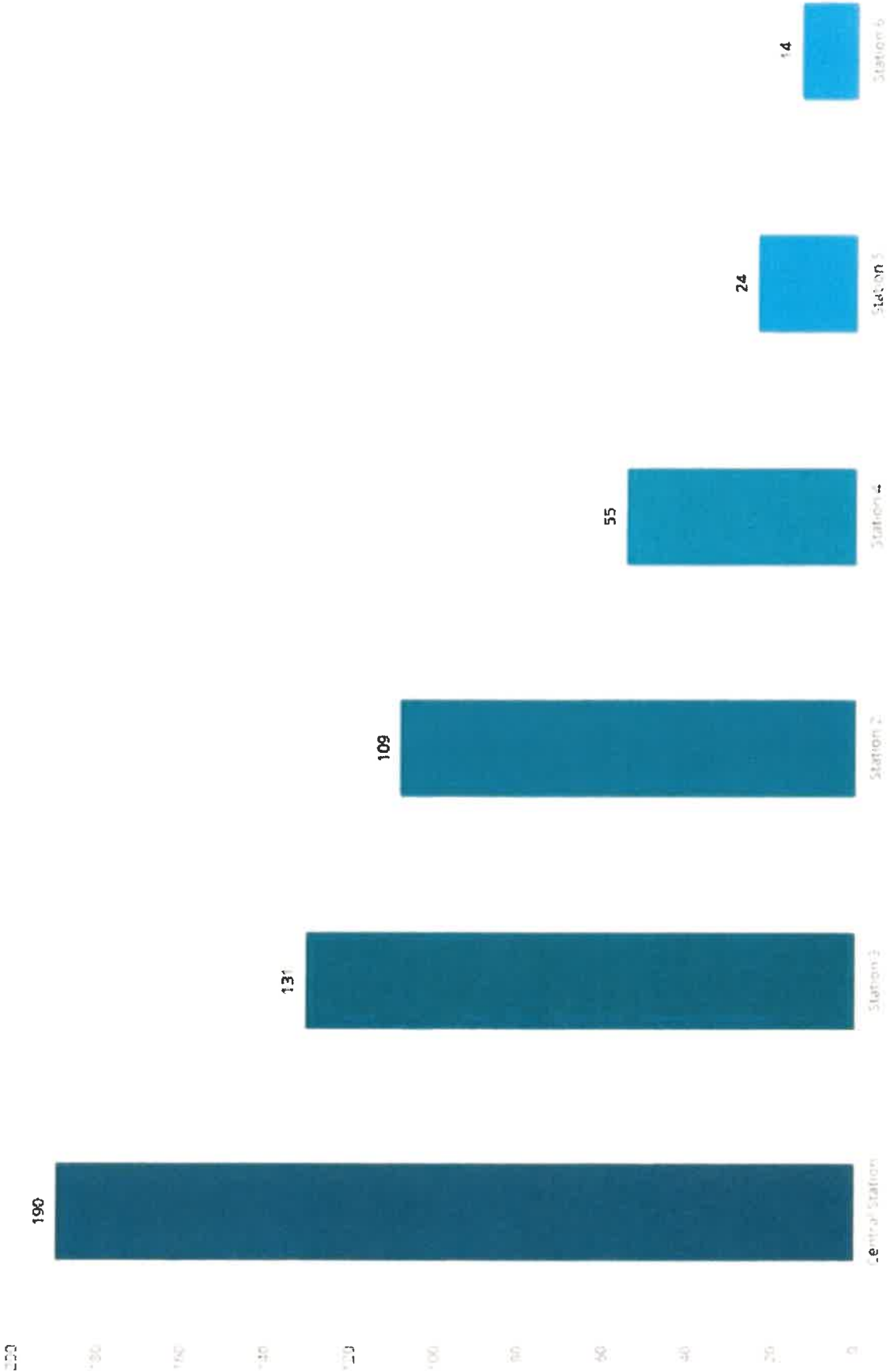


Cancel

Apply

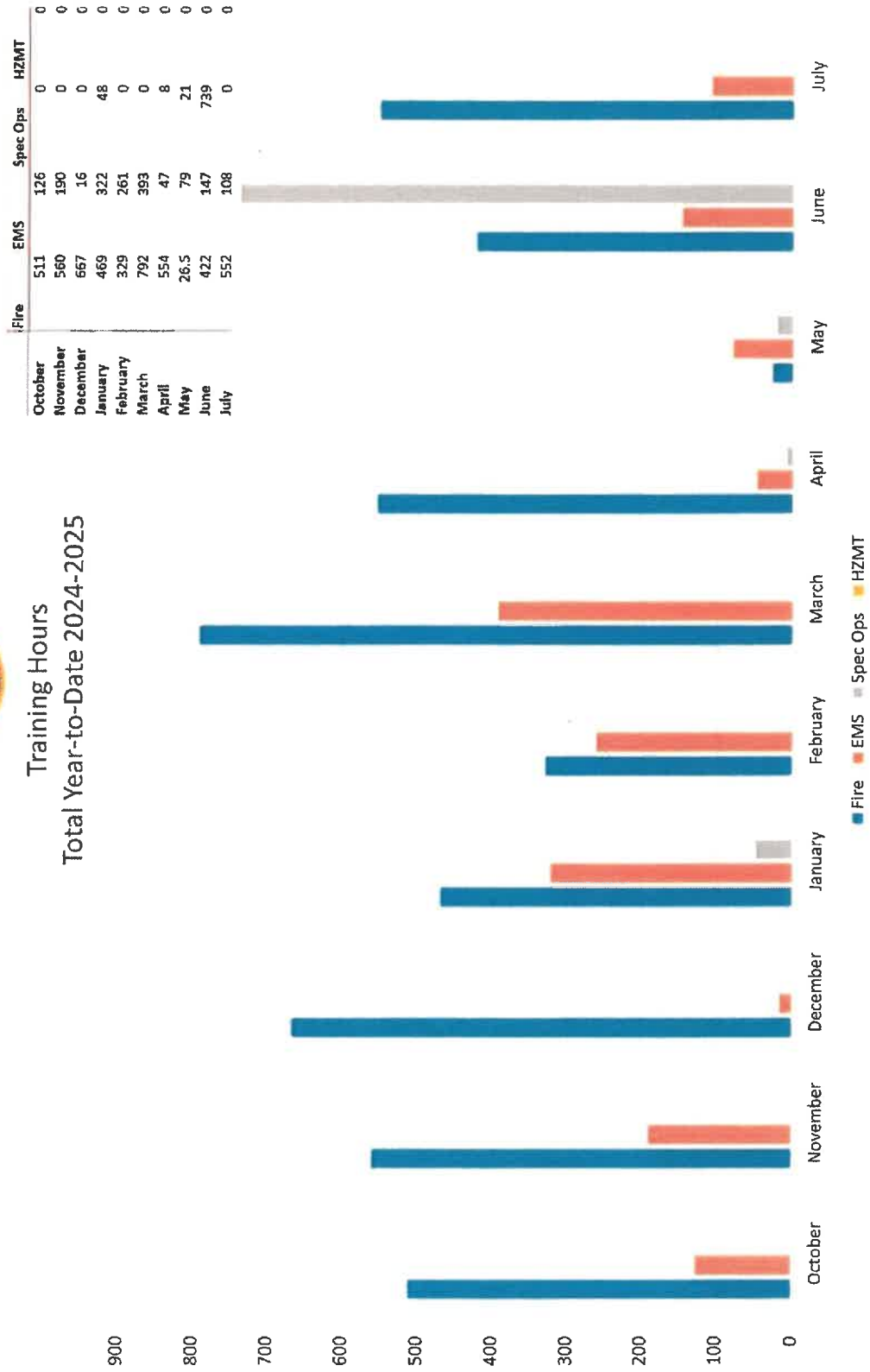
Incident Count by Station

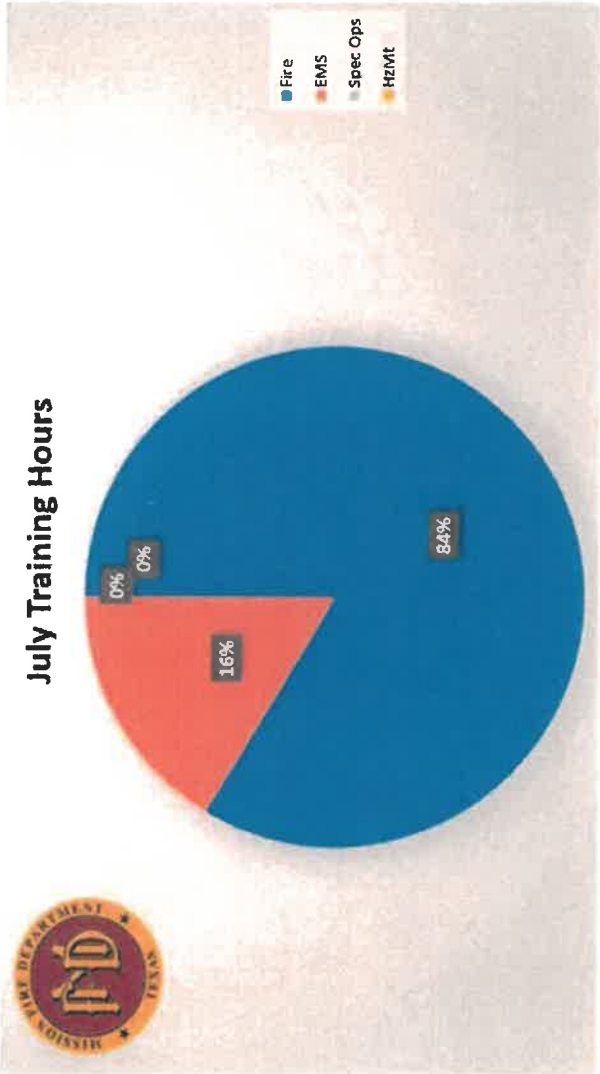
Incident Count by Station





Training Hours Total Year-to-Date 2024-2025





	Fire	EMS	Spec Ops	HzMt
July	552	108	0	0

MISSION FIRE PREVENTION **MONTHLY REPORT**

July 2025



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

FIRE INVESTIGATIONS

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

Full Investigation: 0 Total

Call out to document of Incident: 0 Total

Call out to document of Incident: 0 Total

Year to Date: 17 Total

SOUTH TEXAS ARSON RESPONSE TEAM FIRE INVESTIGATIONS

The Hidalgo County Fire Marshal's Office asked for our assistance in one (1) fire investigations for the month of July.

Our assistance was requested: 1 Total

Assistance Requested by us: 1 Total

- July 17, 2025, at 914 W Tyler Ave. Harlingen Tx, Johnny's True Value

Year to Date: 1 Total

COMPLAINTS

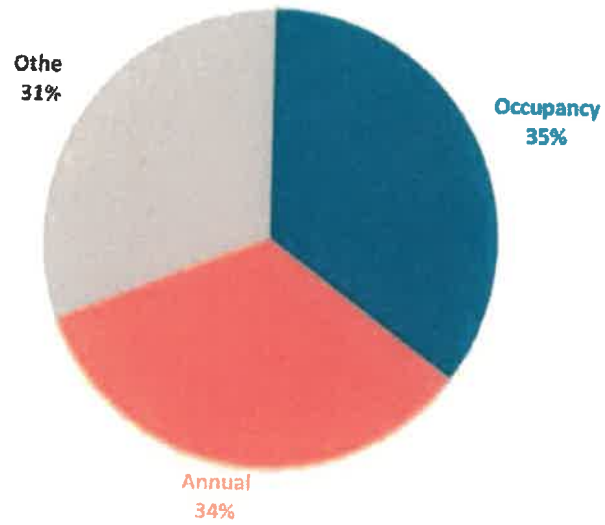
There were two (2) complaints for the month of July.

There were two (2) complaints resolved this month.

- July 8, 2025, at 3009 N. Conway
- July 16, 2025, at 4501 Santa Engracia Rd.

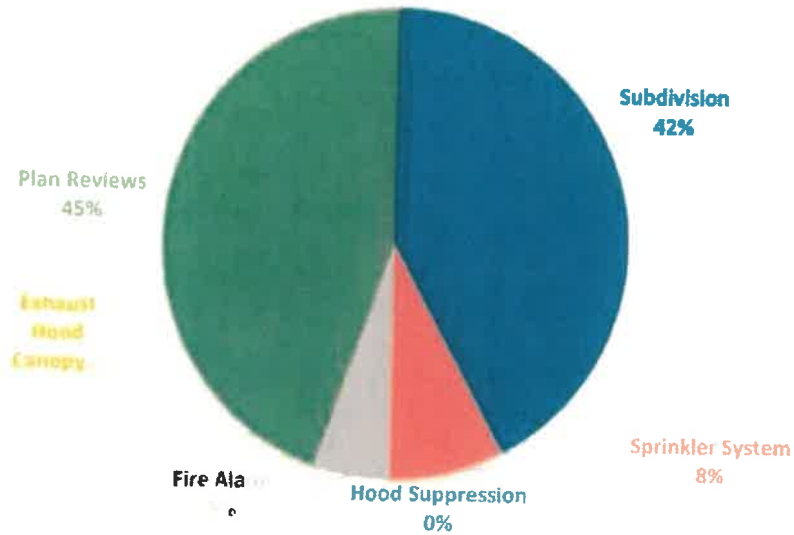
Year to Date: 22 Total

FIRE INSPECTIONS - JULY 2025



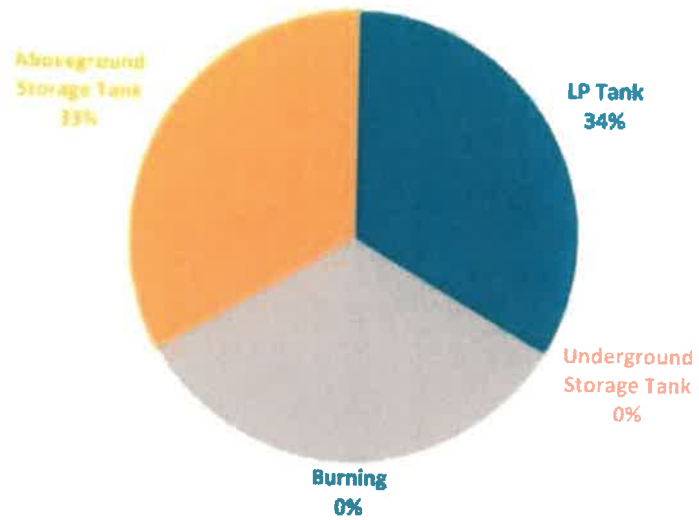
- 59 Occupancy
- 57 Annual
- 52 Other
- Year to Date: 1280 Total
- Inspection rate to date: 54%

PLAN REVIEWS - JULY 2025



- Subdivision Reviews: 16 - Year to Date: 207
- Sprinkler System Plan Reviews: 3 - Year to Date: 31
- Fire Alarm System Plan Reviews: 2 - Year to Date: 24
- Exhaust Hood Canopy Plan Reviews: 0 - Year to Date: 2
- Hood Suppression Plan Reviews: 0 - Year to Date: 15
- Plan Reviews: 17 - Year to Date: 189

PERMITS - JULY 2025



- **LP Tanks Permits: 1 – Year to Date: 6**
- **Underground Storage Tank Removal Permits: 0 – Year to Date: 0**
- **Aboveground Storage Tank Removal Permits: 1 – Year to Date: 4**
- **Burning Permits: 1 – Year to Date: 22**

FIRE DRILLS

There were one (1) fire drills conducted for the month of July.

- July 15, 2025-Practice fire alarm at 1200 E. 8th St.

Year to Date: 1 Total

TRAINING

There were two (2) training courses in the month of July.

- July 19-25, 2025- Lt. Sam Carrion attended Fire and Life Safety Educator training at College Station.
- July 29, 2025, - Fire Marshal Frank Cavazos and all Prevention team attended NFPA Training in Edinburg.

Year to Date: 38 Total

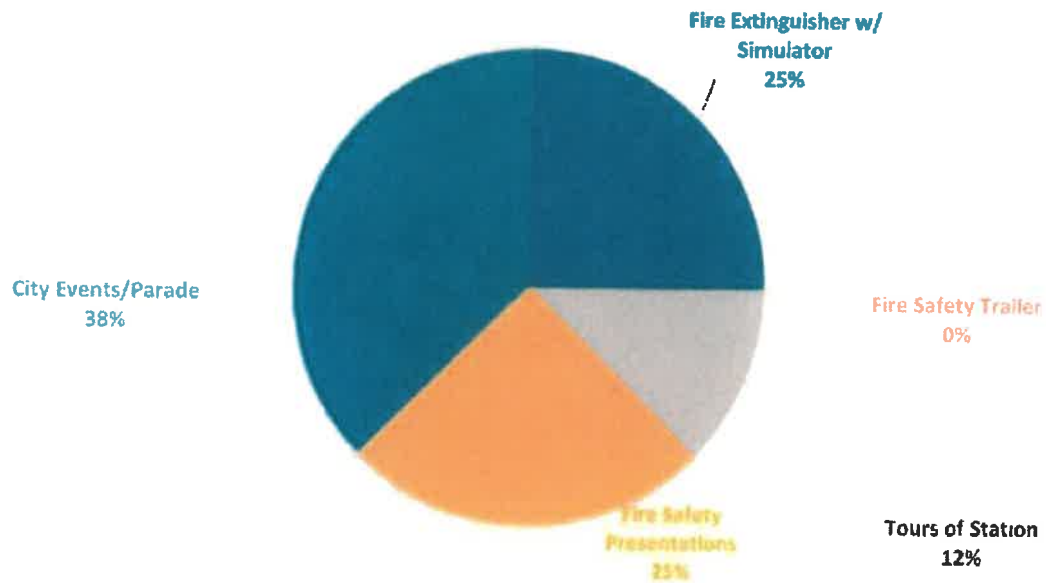
MEETINGS ATTENDED

For the month of July there were eighteen (18) meetings attended by the Fire Prevention Office.

- July 3, 2025- Fire Marshal Frank Cavazos attended SRC meeting at City Hall.
- July 7, 2025-Fire Marshal Frank Cavazos attended End of Probation Review meeting for I. Garcia.
- July 7, 2025-Fire Marshal Frank Cavazos attended Response Matrix discussion meeting at Central Station.
- July 8, 2025-Fire Marshal Frank Cavazos attended New Hire Interviews at Central Station.
- July 9, 2025-Fire Marshal Frank Cavazos attended a meeting at City Hall Executive Room for Utility Billing and Business Licensing.
- July 9, 2025-Fire Marshal Frank Cavazos attended Back to School Logistics meeting at Citrus building.
- July 10, 2025-Fire Marshal Frank Cavazos attended SRC meeting at City Hall.
- July 10, 2025-Fire Marshal Frank Cavazos attended at meeting at City Hall for possible Event Center at 907 N. Conway.
- July 14, 2025-Fire Marshal Frank Cavazos attended meeting at Central Station with Felipe Pedraza reference to TruFit.
- July 14, 2025-Fire Marshal Frank Cavazos attended meeting at Central Station with Roy Olivarez from Phoenix Fire in reference to Tinsel Town.
- July 18, 2025-Fire Marshal Frank Cavazos attended New Hire Interviews at Central Station for dispatch.
- July 21, 2025-Fire Marshal Frank Cavazos attended meeting at Central Station with Univision for Car Fire Safety.
- July 21, 2025-Fire Marshal Frank Cavazos attended meeting at City Hall with Pete Charles for Lions Park Rental for Fire Prevention Week.
- July 24, 2025- Fire Marshal Frank Cavazos attended SRC meeting at City Hall.
- July 24, 2025- Fire Marshal Frank Cavazos and Capt. Mike Reyes met with Villa Homes at Central Station for Plan Review.
- July 28, 2025- Fire Marshal Frank Cavazos and all Prevention staff attended Insurance updates at Central Station training room.
- July 30, 2025- Fire Marshal Frank Cavazos and Capt. Mike Reyes went to a Walk Through for El Milagro subdivision.
- July 31, 2025- Fire Marshal Frank Cavazos attended SRC meeting at City Hall.

Year to Date: 160 Total

PUBLIC EDUCATION - JULY 2025



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

• Year to Date:	63 Presentations	23520 Audience
• Year to Date w/ The Tutor:	0 Presentations	0 Audience
• Year to Date w/ F.S.T.:	7 Presentations	2,507 Audience
• Year to Date w/ City Events:	11 Presentations	121200 Audience
• Year to Date – Other:	2 Presentations	50 Audience
• Year to Date Grand Total:	83 Presentations	38197 Audience

PUBLIC EDUCATION

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

Date	Location	Fire Extinguisher w/Simulator	Fire Safety Trailer	Tours of Stations	Fire Safety Presentation	City Events/ Parade
07/03/2025	Red, White and Blue					2000
07/08/2025	1406 Commerce Dr.	30				
07/09/2025	Innovative Child Development				30	
07/11/2025	The Bridges at Mission					
07/11/2025	Summer Youth Police Academy Career Fair				80	
07/22/2025	Speer Memorial Library					20
07/23/2025	God's Grace Church	10				
07/28/2025	Mission Night Out/Back to School					

Frank Cayazos, Deputy Chief/Fire Marshal



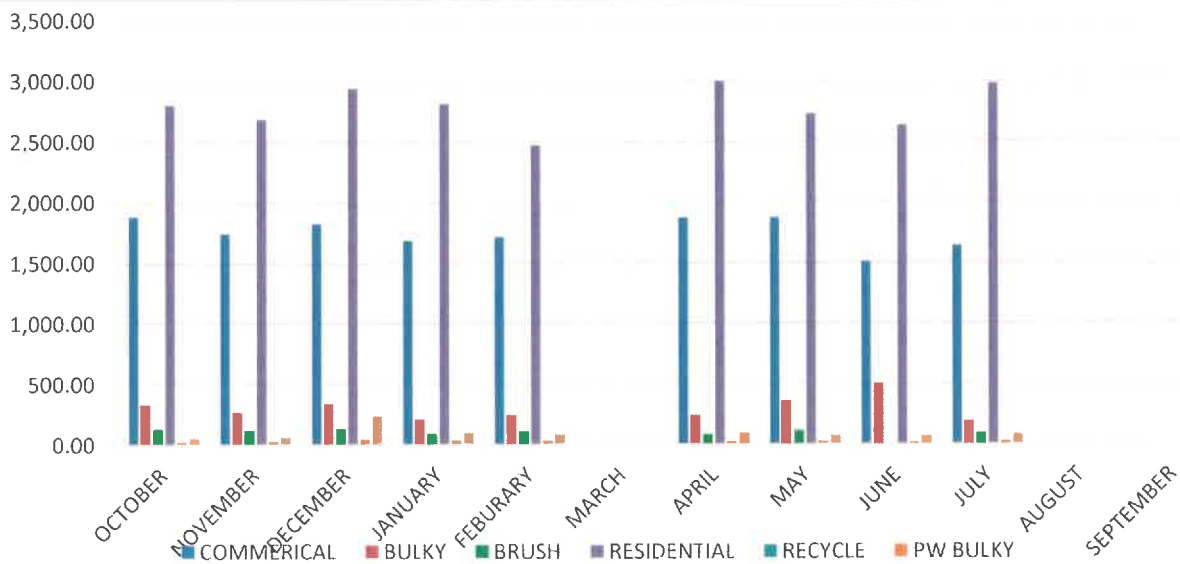
"Dedicated to the Community We Protect... and Serve"

SANITATION DEPARTMENT

For the month of July, the City of Mission Sanitation Department disposed of a combined **4882.51** tons of trash/bulky items. In addition, **6748.00** cubic yards of brush was collected at our sanitation landfill.

Month	TONS RESIDENTIAL	JBIC YARD BRUSH	TONS BULKY	TONS COMMERCIAL	TONS BRUSH	TONS RECYCLE	TONS PW BULKY
OCTOBER	2,805.45	9,268.00	322.85	1,881.00	125.118	18.60	52.23
NOVEMBER	2,685.61	8792.00	266.90	1742.68	118.692	26.98	59.29
DECEMBER	2,939.79	9436.00	329.30	1824.82	127.386	43.85	237.31
JANUARY	2,813.00	6468.00	209.70	1684.15	87.318	35.93	91.55
FEBURARY	2,471.23	8120.00	244.71	1715.43	109.62	30.32	77.94
MARCH					0		
APRIL	2996.55	6020.00	238.79	1872.25	81.27	24.05	91.11
MAY	2729.98	8,232.00	352.32	1874.48	111.132	24.5	67.77
JUNE	2633.31		492.23	1509.32	0	18.84	64.61
JULY	2976.65	6748.0	188.6	1641.9	91.098	24.41	75.36
AUGUST					0		
SEPTEMBER					0		
Total	25051.57	63084	2645.4	15746.03	851.634	247.48	817.17

2024 - 2025 SANITATION PICK UP (TONS)



SPEER MEMORIAL LIBRARY

DOOR COUNT



10,282



JUNE
2025



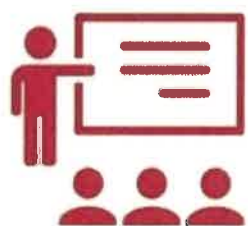
7,092

BOOKS CHECKED OUT



202

Computer Sessions



106

ADULT PROGRAM AUDIENCE



VOLUNTEER HOURS
WORKED

581



TEENS PROGRAM AUDIENCE

243



2,758

GENERAL AUDIENCE

1,369



CHILDREN PROGRAM AUDIENCE

USE OUR
ONLINE RESOURCES

WWW.MISSION.LIB.TX.US



We had a super fun time in our Arts and Crafts. The children were able to be creative while playing with puffy paint. We want to give a huge Thank you to everyone who... See more



Thank you to Carissa from Easterseals for coming in and speaking about the programs they have for the community. Story time had a great turn out. Don't forget if you w... See more



Album: 2025 Teen June Activities

Today was our Auditing for Teens: Library Resource! Learn a Language! Our teens learned about Transparent Language Online, how to access it through our library website... See more



Album: 2025 Teen June Activities

Last week in the Teen Department: Mori-Teens Reading Cafe where we played Jenga and read Teen Animagica Club where the Teens voted to marathon My Hero Academia and played... See more



Thank you to everyone who came and registered for our cooking with kids class! We had a blast making criss out of chicken salad sandwiches. Also a huge thank you to L... See more



This past Saturday we had our Children's gardening activity filled with air plants and more!



Album: 2025 Teen June Activities

For our final Summerween event, local author Jonathan Jello visited our library and spoke to our patrons and the Bingo and Gink Club of Mountain Activities about his book... See more



Album: 2025 Teen June Activities

A huge thank you to our teens for helping the Teen Department decorate our shelves for the Summer Reading Program! You are so creative and talented and we are so proud... See more



Cooking with kids had an amazing outcome today. Thank you so much to the bank Sandra and Kim for taking the time to host our classes for the summer.



Album: 2025 Teen June Activities

For our third week of the Teens' Summer Reading Program, we checked out our little gardening area for inspiration on how to reuse bubble wrap for a painting, etc. ramer... See more



Album: 2025 Teen June Activities

For Father's Day, the Teen Department hosted Teens' Gamer Night: Teens vs. Dads! where teens and father figures were invited to race against each other to win a Father... See more



Album: 2025 Teen June Activities

Last week was our Summerween week! Our teens participated in Gravity Falls themed activities like creating a journal, and a Dungeons & Dragons inspired role-playing sce... See more



SPEER MEMORIAL LIBRARY

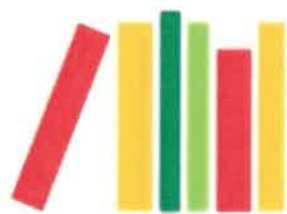
DOOR COUNT



11,257



JULY
2025



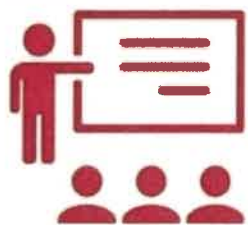
6,431

BOOKS CHECKED OUT



1,491

Computer Sessions



82

ADULT PROGRAM AUDIENCE



VOLUNTEER HOURS
WORKED

204



TEENS PROGRAM AUDIENCE

168



690

GENERAL AUDIENCE

1,173



CHILDREN PROGRAM AUDIENCE

USE OUR
ONLINE RESOURCES

WWW.MISSION.LIB.TX.US



Spicer Memorial Library
 @ Facebook · July 17 at 11:00 AM · 48

We want to give a huge Thank you to the Office of Judge Conzel for coming to create an amazing atmosphere with a puppet show. They spoke about what to do when weather is. See more

Spicer Memorial Library
 @ Facebook · July 16 at 11:00 AM · 48

Today's cooking with kids class had one to remember. The food plan prepared some delicious mango respect for the children. Not only were they delicious but they were fun. See more

Spicer Memorial Library
 @ Facebook · July 16 at 11:00 AM · 48

Thank you everybody who came to another successful arts and crafts day. The kids had so much fun painting today. Don't forget that you do need to register this day off. See more

Spicer Memorial Library
 @ Facebook · July 16 at 11:00 AM · 48

Thank you to all the parents that arrived at the booker time this thanks to Mrs. Gina Rodriguez that came to educate our children.

Item 5.

Spicer Memorial Library
 @ Facebook · July 16 at 11:00 AM · 48

Today's time was a blast! Thank you to Easterns for teaching and creating fun activities for the children to learn about shapes.

Spicer Memorial Library
 @ Facebook · July 16 at 11:00 AM · 48

Today was a great day with kids, stories, songs, and crafts. Can't wait to see you next week! Today's time is over, Wednesday at 10 AM.

Spicer Memorial Library
 @ Facebook · July 16 at 11:00 AM · 48

For our final event of Teams 1 & 2, we had local author **Sharon Linnell** stop by our library and spoke to our teens about her books and upcoming new book **The Last D.** See more

Spicer Memorial Library
 @ Facebook · July 16 at 11:00 AM · 48

During our Reading for Teams 1 & 2, we had the Fire Department come to our library and teach our teens and see more

Spicer Memorial Library
 @ Facebook · July 16 at 11:00 AM · 48

Today for fun and crafts the children were able to customize the first letter of their name. We had so much fun and look forward to more crafts to come! Don't forget. See more

Spicer Memorial Library
 @ Facebook · July 16 at 11:00 AM · 48

During story time we had an amazing time with Miss Ladeana the author of **Polly the Postman**. Read her book and the children enjoyed seeing, listening, and interacting with author.

Spicer Memorial Library
 @ Facebook · July 16 at 11:00 AM · 48

Today was our Summer Reading 2025 Party! Thank you to all the parents, children, and staff for making this possible. We had so much fun and we can't wait until next year!

Spicer Memorial Library
 @ Facebook · July 16 at 11:00 AM · 48

Don't know what to say, excited and miss every single child in our classes. Today marks the last day for our summer reading and craft class. We love each and every one. See more

Spicer Memorial Library
 @ Facebook · July 16 at 11:00 AM · 48

Thank you to all the parents that brought their children today to our last class of cooking with kids. We had such a great time and the children loved making their candy sauce.

Spicer Memorial Library
 @ Facebook · July 16 at 11:00 AM · 48

On our 2025 July Teen Activities, we had a great time with the teens. They created a rubber band robot and we had a friendly race during our STEAM Cottagecore robot. Rubber B. See more

Spicer Memorial Library
 @ Facebook · July 16 at 11:00 AM · 48

During our water night of Teams Summer Reading Program, our teens played a friendly, exciting game where our teams teamed up and answered questions during our Teen Announcements. See more

Spicer Memorial Library
 @ Facebook · July 16 at 11:00 AM · 48

Thank you very much to the Arbor Tapers from Texas A&M forest service for coming out with the Bee. See more

Spicer Memorial Library
 @ Facebook · July 16 at 11:00 AM · 48

On our July's second week of Teams Summer Reading Program activities, we had a 1 & 2 theme week. Our first event was a Popcorn & Alien Horror Movie Night: A Quiet Place. See more

Spicer Memorial Library
 @ Facebook · July 16 at 11:00 AM · 48

On the first week of July of our Teams Summer Reading Program, we had a 1 & 2 theme week. Our first event was a Popcorn & Alien Horror Movie Night: A Quiet Place. See more

Spicer Memorial Library
 @ Facebook · July 16 at 11:00 AM · 48

For our first week of Teams Summer Reading Program we had a week full of fun games and watching movies. We had a great time with the teens. See more

Spicer Memorial Library
 @ Facebook · July 16 at 11:00 AM · 48

A huge thank you to every teen who participated in the year's Summer Reading Program by reading and attending our two months of summer events. We hope you got into. See more



Public Works

**July 2025
Monthly Report**

Water Distribution - Water Line Break Repair Projects



Glasscock / 2 1/2 Mi



217 Tecate



2304 Palmetto



Grapefruit / 28th



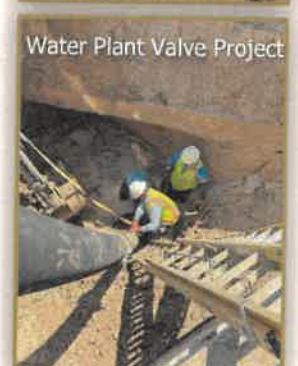
2210 Summer Breeze



Kika / 11th



Water Plant Valve Project



Water Plant Valve Project

Street Paving Projects



Rumorosa Street



CWV Walking Trail



Public Works Projects



PUBLIC WORKS
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July 2025

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Utility Billing and Collection

ANALYTICAL STATISTICAL COMPARISON				
‡ UTILITY BILLING ACCRUALS ‡				
BILLING TYPE	JUL - 2025	JUL - 2024	FYTD 24-25	FYTD 23-24
Water Consumption (Gals.)	377,391,000	362,598,000	3,503,655,000	3,564,934,000
Number of Customers	31,053	30,408		
WATER & WASTEWATER				
Water Sales	\$ 1,249,914	\$ 1,205,605	\$ 11,890,401	\$ 12,134,603
Water Sales - <i>Granjeno</i>	2,435	2,436	22,876	24,172
Water Connections	49,020	20,926	464,034	245,221
Reconnect Fees	8,200	14,325	97,750	93,875
Sewage Service	711,192	690,414	6,870,873	6,768,384
Sewage Service - <i>Granjeno</i>	1,280	1,226	12,520	12,490
Industrial Sewer Surcharge	290	452	14,683	9,474
Wastewater Connections	12,810	9,330	123,845	89,810
Service Charge	10,025	8,467	94,613	86,116
Total	\$ 2,045,166	\$ 1,953,181	\$ 19,591,595	\$ 19,464,145
SANITATION				
Garbage Fees	\$ 703,049	\$ 684,063	\$ 6,995,541	\$ 6,744,158
Brush Fees	107,985	103,485	1,070,349	1,041,919
Total	\$ 811,034	\$ 787,548	\$ 8,065,890	\$ 7,786,077
DRAINAGE ASSESSMENT FEE				
Drainage Assessment Fee	\$ 108,722	\$ 106,517	\$ 1,078,143	\$ 1,058,770
Total	\$ 108,722	\$ 106,517	\$ 1,078,143	\$ 1,058,770
Total Billing	\$ 2,964,922	\$ 2,847,246	\$ 28,735,628	\$ 28,308,992
‡ UTILITY COLLECTIONS CASH ‡				
COLLECTIONS	JUL - 2025	JUL - 2024	FYTD 24-25	FYTD 23-24
Total Collections	\$ 2,029,607	\$ 2,053,680	\$ 19,247,927	\$ 19,726,668

Water Distribution

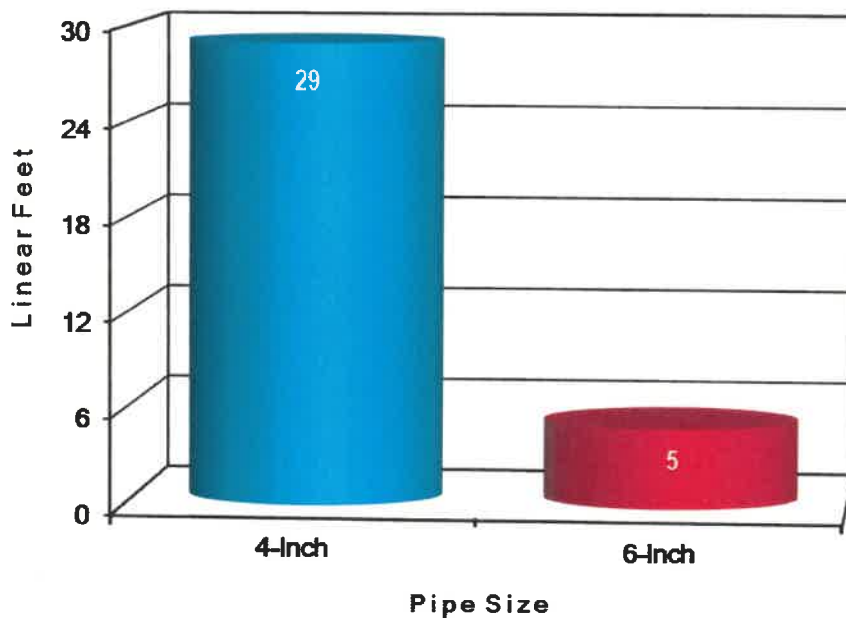
Utility Line Installation

Water Distribution Crews installed 34 Linear Feet of Utility Line. Below are the locations where the broken line repairs took place. There were 20 (twenty) major water line breaks repaired.

Water Distribution July 2025 Utility Line Installation

4-Inch		6-Inch	
502 E 4 th Street	5'	1729 W Gastel	5'
1113 Garcia Street	15'		
2111 E 19 th Street	2'		
2217 Lawndale Road	2'		
2102 E 20 th Street	2'		
1510 Betty Drive	3'		
29 LF		5 LF	

July 2025 Utility Pipe Line Installation

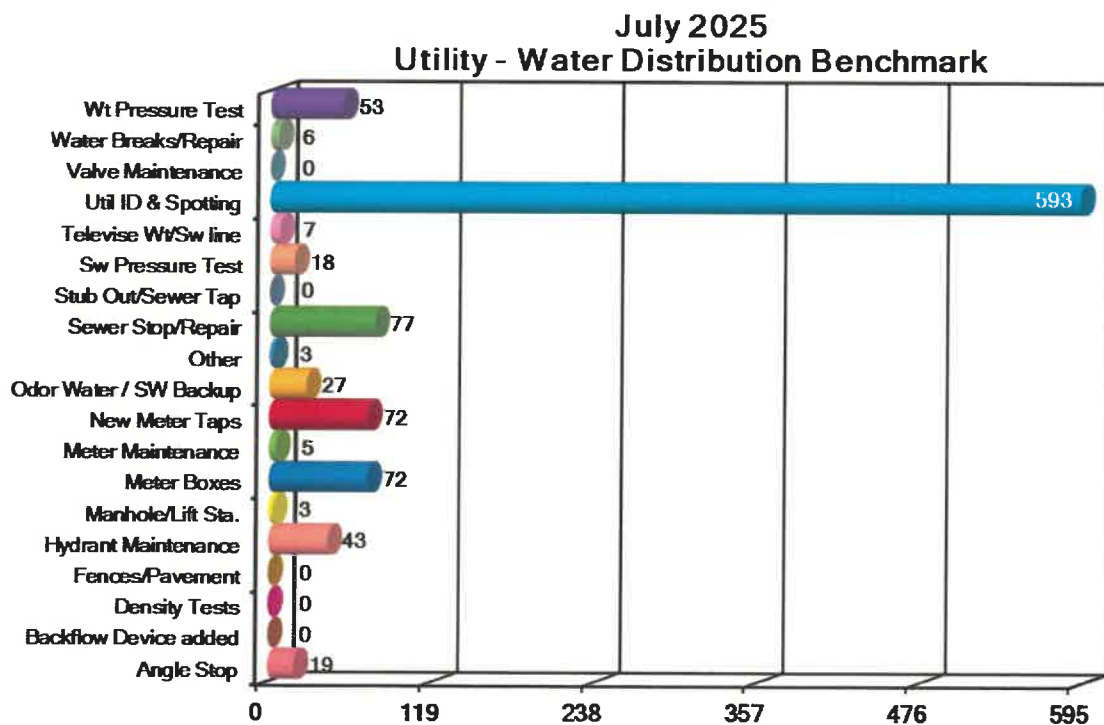


Water Distribution

Water Distribution - Maintenance Benchmark Summary

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

Service Type	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	FYTD 24-25	FY 23-24
Angle Stop	4	13	17	13	3	9	8	12	13	19	111	155
Backflow Device	0	0	1	0	0	0	0	0	0	0	1	1
Density Tests	18	10	25	10	25	30	30	57	29	0	234	144
Fences/Pavement	0	0	0	0	0	0	0	0	0	0	0	0
Hydrant Maintenance	2	0	0	1	3	2	2	2	1	43	56	505
Manhole/Lift Station	1	4	4	11	0	7	1	2	3	3	36	76
Meter Boxes	22	61	55	52	113	75	78	51	58	72	637	711
Meter Maintenance	1	3	5	0	1	2	2	3	10	5	32	127
New Meter Taps	29	72	56	59	113	74	78	53	60	72	666	744
Odor Water	7	17	20	22	11	20	22	11	15	27	172	190
Other	0	1	6	1	8	2	9	10	4	3	44	232
Sewer Stop/Repair/Tap	9	21	6	21	7	20	3	4	30	77	198	150
Stub Out Sewer	0	0	0	0	0	0	0	0	0	0	0	10
Sewer Pressure Test	5	2	28	27	3	3	15	8	16	18	125	89
Televise Sewer line	6	3	9	21	6	14	3	2	6	7	77	28
Utility ID & Spotting	720	533	451	512	388	278	270	320	420	593	4,485	7,764
Valve Maintenance	1	1	1	1	0	0	0	0	0	0	4	27
Water Break/Repair	50	27	28	28	14	9	14	19	21	6	216	450
Water Pressure Test	11	5	29	25	3	3	6	9	12	53	156	36
Totals	886	773	741	804	698	548	541	563	698	998	7,250	11,439



Water Distribution - Utility Inspections Mr. Lupe Vela and Mr. Charlie Fuentes, Utility Inspectors, conducted inspections on thirty-seven (37) sites; performed 17 Air Sewer Tests, 6 Hydrostatic Tests, and 1 Mandrel Test. Inspectors worked on 673 line locates.

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

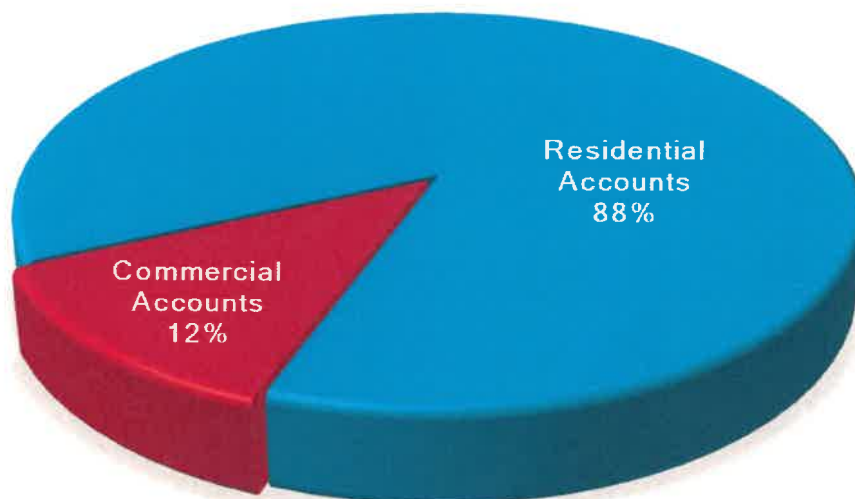
Water Distribution - Backflow Prevention Inspections

The table and graph below show the thirty-two (32) Backflow Prevention Assembly Inspections performed by Mr. Ignacio Salazar through access of the Envirotrax BPAT System in order to keep our water lines free from back siphonages and water pressure backflow contamination.

2024-25 Backflow Inspections

Tests / Surveys	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	FYTD 24-25	FY 23-24
Inspection of <i>Commercial Accts</i>	4	6	5	7	6	17	15	22	12	4	98	71
Inspection of <i>Residential Accts</i>	16	10	14	16	7	5	9	3	1	28	109	137

July 2025 Backflow Prevention Inspections



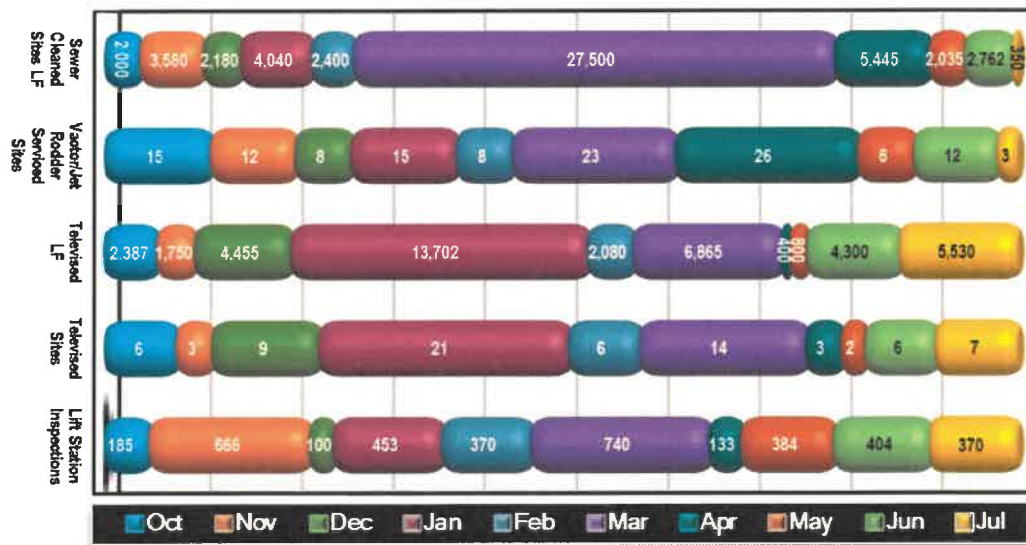
Water Distribution - Sewer Collection

Our Sewer Collection Crews inspected and maintained monthly the City's 40 active Sewer Lift Stations and approximately 374.58 miles of sewer lines by responding to 27 sewer backups, 7 sewer line sites televised, cleaned 3 sewer line sites (Jet Rodder) and 370 lift station work orders for this month.

Sewer Lift Station Inspections Vactor / Jet Rodder Cleaning Services

Service Type	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	FYTD 24-25	FY 23-24
Lift Stations Inspections	185	666	100	453	370	740	133	384	404	370	3805	5889
Televised Serviced Sites	6	3	9	21	6	14	3	2	6	7	77	28
Televised Linear Feet	2387	1750	4455	13702	2080	6865	400	800	4300	5530	42269	15519
Vactor/Jet Rodder Serviced Sites	15	12	8	15	8	23	26	8	12	3	130	23
Vactor/Jet Rodder Serviced Linear Feet	2000	3580	2180	4040	2400	27500	5445	2035	2762	350	52292	4428

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



Water Treatment Plant

Water Production

Water Plant Operators at our North and South Water Treatment Plants treated 434.710 million gallons of water.

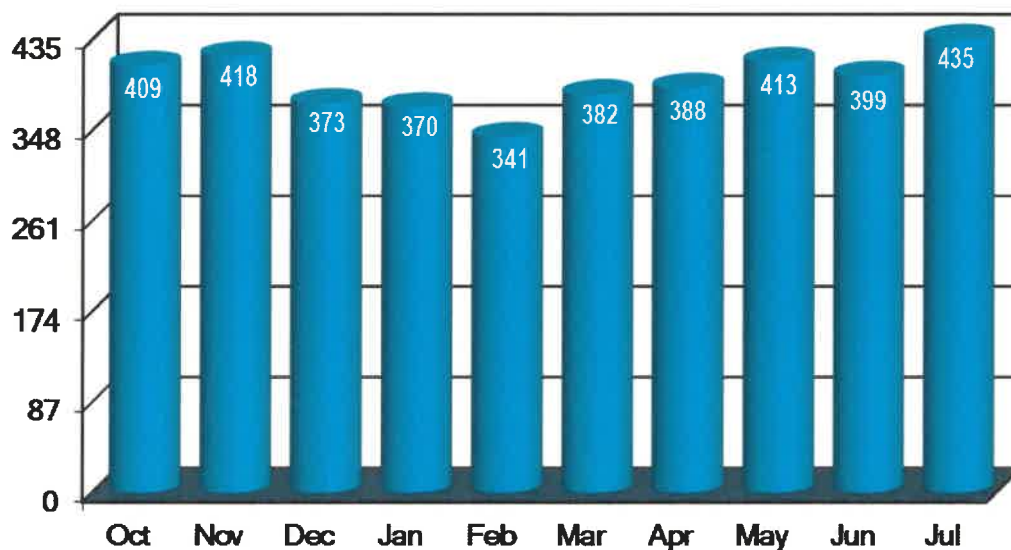
2024-25 Water Million Gallons (MG)

Avg	Max	Min	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	FYTD 24-25	FY 23-24
14	18	10	409	418	373	370	341	382	388	413	399	435	3,928	4,915

Parameters Exceeded: N/A

Rainfall: 2.2"

2024-25 Water Production Million Gallons (MG)



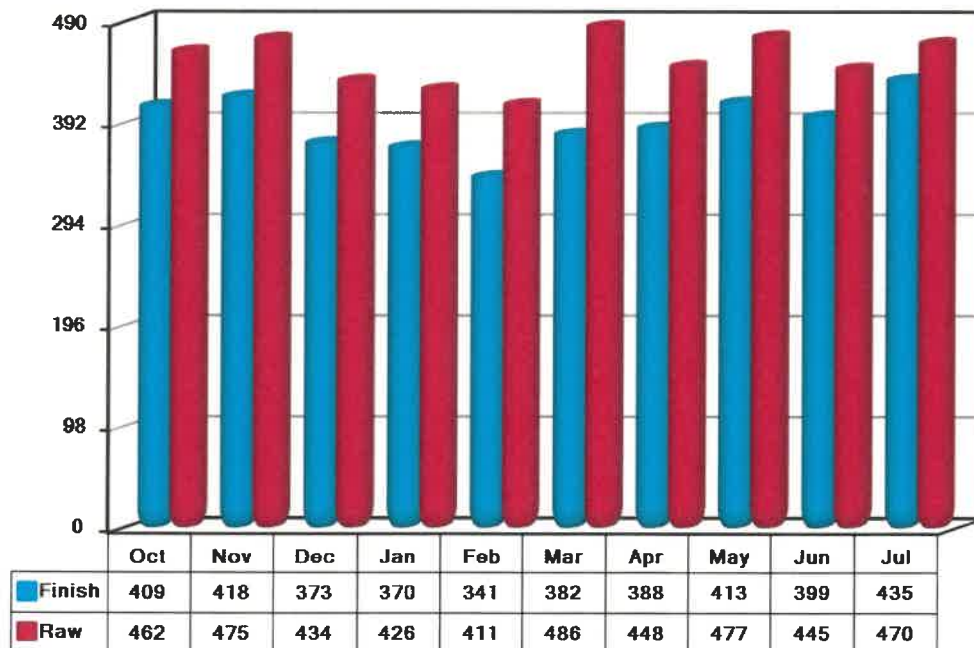
Operations and Maintenance - North Water Treatment Plant

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

Operations and Maintenance - South Water Treatment Plant

- The International Dioxide Company (IDI) collected the monthly chlorite samples.
- Operators continued with regular maintenance of pump and motors, as well as, kept up with mowing grass in the facilities and towers.
- As of August 11, 2025, the Falcon Reservoir water level is at 15.6% and the Amistad Reservoir water level is at 33.9%, respectively. According to the Brownsville Area Reservoirs Monitor, the average of both reservoir levels is at 25.5%.
- Operators performed daily and monthly water lab analysis, backwashed and cleaned required filters.
- Staff performed necessary Water Plant and Reservoir adjustments; such as water influent, water effluent, water levels and chemical adjustments.
- Staff maintained grass trimmed at two treatment plants, reservoirs and distribution Water Towers.
- Initiated preventive maintenance on equipment as deemed necessary and exercised Emergency Generators weekly.

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



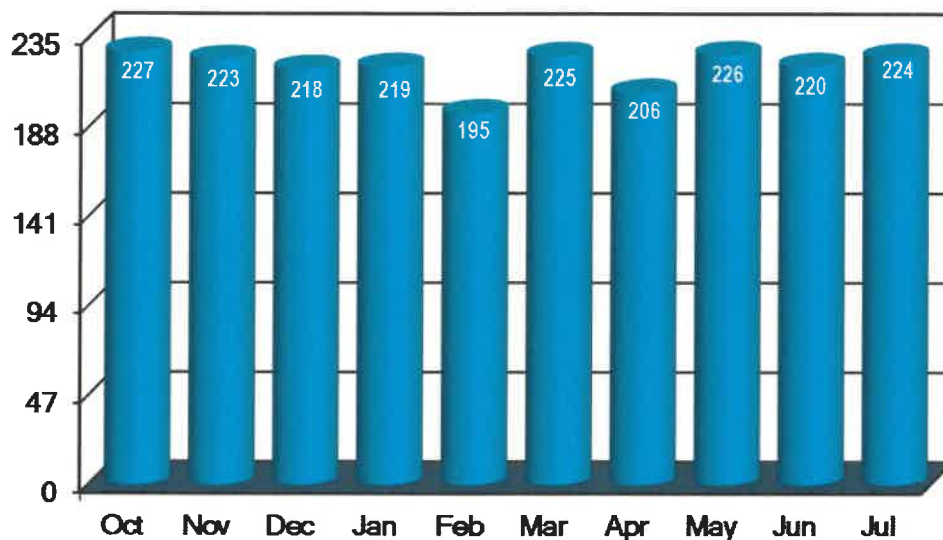
Wastewater Treatment Plant

Wastewater - Treatment Wastewater Plant staff treated 224.400 million gallons of Wastewater.

2024-25 Wastewater Million Gallons (MG)

Avg	Max	Min	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	FYTD 24-25	FY 23-24
7.2	8.7	6.8	227	223	218	219	195	225	206	226	220	224	2,183	2,719

2024-25 Treated Wastewater Million Gallons (MG)



Wastewater - Wastewater Plant Status Violations for July are pending, will be reported in August; and there were no violations for June 2025 that was pending. Plant operated at 53.53% capacity; Plant is rated at 13.5 mgd; and Plant Yearly Averaged was 7.227 mgd. There was 2.75 inches of rainfall.

Wastewater - Risk Management Program Staff followed the suggested CDC Guidelines for COVID-19, as well as, all employees received Proper Protection Equipment when needed. All cleaning and disinfection are done by janitorial staff. Facilities checked all filters for buildings with climate control systems and also checked safety equipment for fire hazard preparation. New training from the IT Department for Cyber Security was assigned to our Staff.

Wastewater - Staff Developments David Garza was recently promoted from Laborer to Operator Trainee. Eric Hernandez passed his first required exam and is now being trained for other process control operations; he will take the Wastewater Treatment class to help him obtain knowledge for different types of 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. Staff worked belt press augur for repairs needed for proper function.
10. Grounds keeping was done by all Operators and Grounds Keeper.

Wastewater - Contract Work

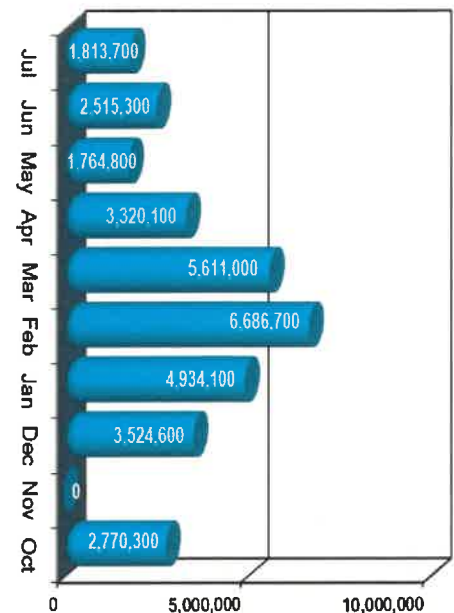
City's Contracted out electricians worked on the following.

1. J&E worked on RAS Pump 4.
2. Hill-Tex work done at the Plant was as follows.
 - Worked on Grit System and on Belt Press VFD.
 - Worked on UV hoist for old side disinfection system.
 - Worked on two Lift Station pump assemblies.
 - Worked on quote for July 21st breaker replacement.
 - Worked on Lift Station tank level sensors.

Wastewater - Other Contract Work

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

2024-25
Pretreatment Flow (MG)



Wastewater - Lab Status All equipment and supplies met TCEQ standards for analysis and are concurrent with Standard Method Procedures. ERA annual testing was completed and the City's Lab passed all analysis categories. Reports were finalized and sent to TCEQ for annual compliance. Plant Supervisor continues using the EPA Discharge Monitoring Report Federal Reporting System to comply with TCEQ regulations; Plant is dedicated to the cleaning and disinfection of water and its reintroduction back to the environment.

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

Pretreatment Four surface Aerators and motors are operational. Clarifier at Pretreatment was cleaned up of debris on the surface. All industrial flows to the Plant continue to be accounted for by meter totalizers and truck tickets. The Lone Star Citrus Company transported 36 truckloads of 180,000 gallons of citrus wastewater to the Pretreatment System. Pretreatment flow of waste from Rio Grande Juice Company and MPI (Metal Plating Industry) was 1,813,700 million gallons. Total grit (14cu) and sludge (490cu) hauled was 504 cubic yards equivalent to 36 roll off containers.

2024-25 Sludge Removal

Month	Roll Offs	Cu/Yds
Oct	39	546
Nov	43	602
Dec	63	1,134
Jan	61	1,220
Feb	49	980
Mar	41	820
Apr	61	854
May	39	546
Jun	31	434
Jul	36	504
FYTD 24-25	463	7,640
FY 23-24	530	7,365

2024-25 Sludge Removal - Cubic Yards



Street Division - Benchmark Summary

Our Street Crews paved 745 linear feet of Rumorosa Street (341 LF) and El Dorado Street (404 LF) and paved 2600 linear feet of walking trail at Catholic War Veteran Park; patched approximately 860 Potholes; placed a total of 31 Signs and 23 Poles (cemented); inspected and repaired 101 Traffic Lights and Street Lamps; 531 Street Miles was swept; removed 367 Tires; and Demolished 4 Houses. Street Crews cleared right-of-way tree limb obstructions. There were 264 customers and a monetary Collection of Debris totaling \$ 8,781.

Street Improvement & Construction Projects

Project Name	Linear Feet	Construction % Completion	Current Status	Project Cost	Contractor
Rumorosa St 120 tons	341' x 24'	100%	100%	\$ 8,400	Street Department
El Dorado St 150 tons	404' x 24'	100%	100%	\$ 10,500	Street Department
CWV Walking Trail 220	2600' x 8'	100%	100%	\$ 15,400	Street Department

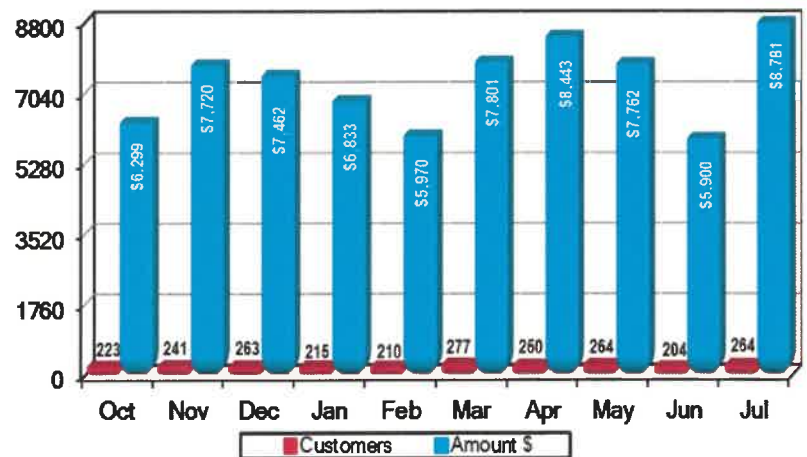
Collection of Debris

There were 264 City of Mission customers with a monetary collection of debris totaling \$ 8,781.

Collection of Debris

Month	Customers	Amount \$
Oct	223	\$ 6,299
Nov	241	\$ 7,720
Dec	230	\$ 7,462
Jan	215	\$ 6,833
Feb	210	\$ 5,970
Mar	277	\$ 7,801
Apr	250	\$ 8,443
May	264	\$ 7,762
Jun	204	\$ 5,900
Jul	264	\$ 8,781
24-25	2,378	\$ 72,971
23-24	2,582	\$ 71,496

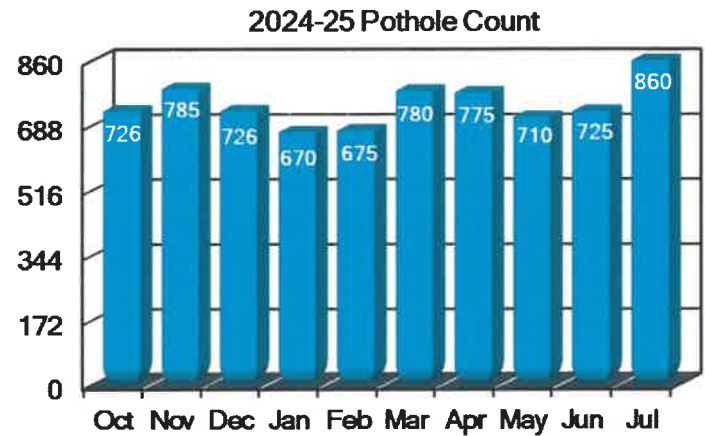
2024-25 Collection of Debris



City Pothole Maintenance

Street Crews filled a total of 860 potholes.

Month	23-24	24-25
Oct	767	726
Nov	789	785
Dec	675	726
Jan	780	670
Feb	787	675
Mar	775	780
Apr	664	775
May	721	710
Jun	720	725
Jul	721	860
Totals	7,399	7,432



City Street Miles Swept

Mr. Torres, Mr. Gutierrez, Mr. Medina, Sweeper Operators, cleaned 531 street miles.

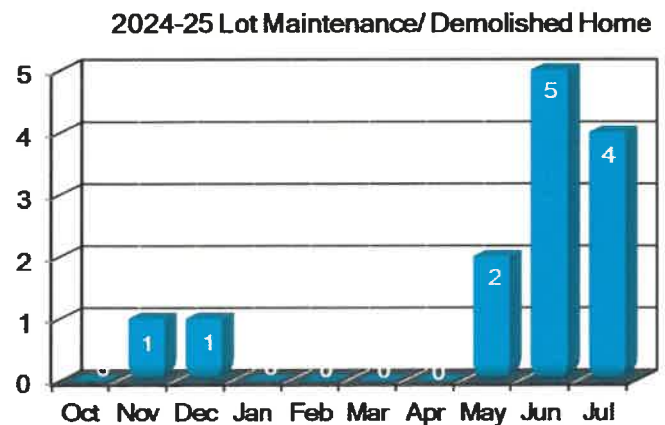
Month	23-24	24-25
Oct	1,048	1,662
Nov	837	1,497
Dec	1,239	1,258
Jan	1,043	1,330
Feb	985	1,159
Mar	735	1,238
Apr	888	1,408
May	1,252	1,203
Jun	1,056	1,014
Jul	1,094	531
Totals	10,177	12,300



Lot Maintenance / Demolished Home

There were four (4) Demolished Homes this month.

Month	23-24	24-25
Oct	0	0
Nov	0	1
Dec	0	1
Jan	1	0
Feb	0	0
Mar	0	0
Apr	0	0
May	0	2
Jun	0	5
Jul	0	4
Totals	1	13

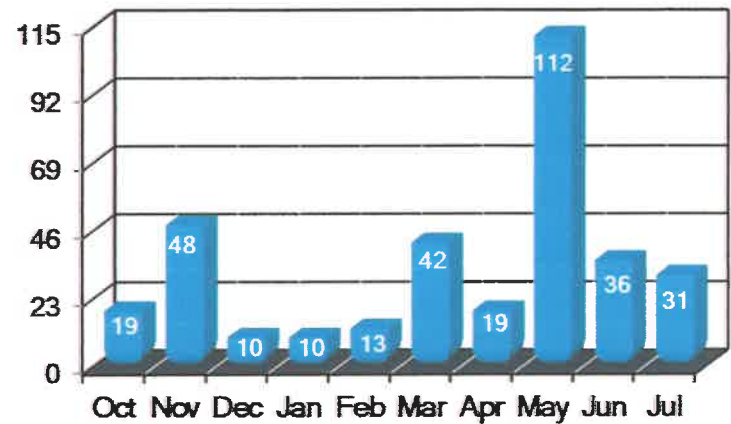


Sign Shop Output Measures

Crews installed 31 signs (19 stop signs) and 23 poles.

Month	23-24	24-25	Posts
Oct	33	19	11
Nov	24	48	28
Dec	50	10	13
Jan	23	10	10
Feb	19	13	8
Mar	52	42	32
Apr	43	19	21
May	32	112	44
Jun	22	36	21
Jul	15	31	23
Totals	313	340	211

2024-25 Sign Installations

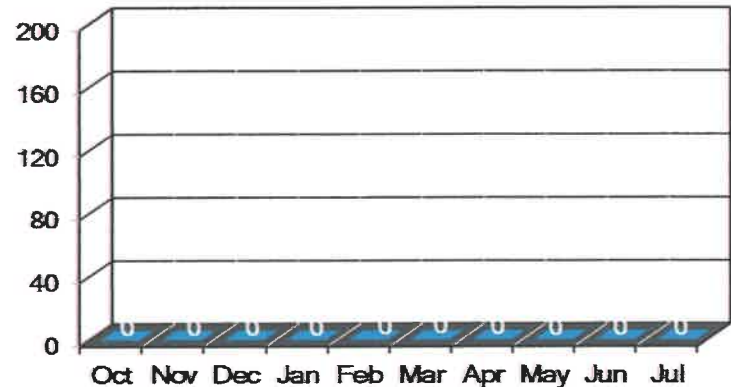


Street Light Maintenance

There were no Street Light inspections this month.

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

2024-25 Street & Expressway Light Outages



Traffic Signal Maintenance

Reset Mission, Shary, IDEA, Brillante School flashers. Assisted with SB road closures on Holland/ FM495.

School Zone				Traffic Signals Light Changes							
Month	Light Bulb Replacement	Re-set Controller	School Maint	Green	Red	Amber	Walk / Don't Walk	Trouble shoot Controller	Reg Maint	Misc	Total
Oct	0	0	8	1	1	0	0	6	37	45	98
Nov	0	0	0	2	0	2	1	5	28	23	61
Dec	2	2	2	1	0	3	0	7	24	28	69
Jan	1	2	8	0	2	1	3	5	18	36	76
Feb	0	2	11	1	1	1	2	5	20	17	60
Mar	0	1	6	1	1	1	2	11	15	38	76
Apr	2	0	13	0	2	0	1	1	26	44	89
May	0	0	0	4	17	15	18	16	130	44	244
Jun	4	3	9	2	2	3	3	4	25	31	86
Jul	0	10	10	1	2	2	3	0	44	29	101
24-25	9	20	67	13	28	28	33	60	367	335	960
23-24	19	43	146	14	14	15	29	60	365	459	1,164

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

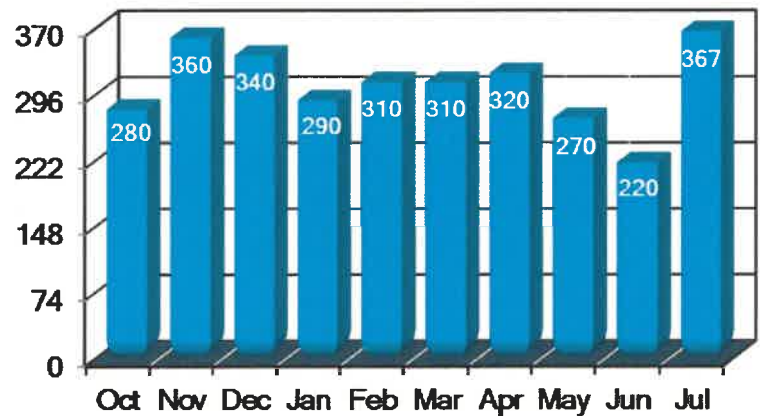
City Crew Collect Debris Our Alley Crew cleaned alleyways and averaged 5 trailer loads daily and mowed an average of 2 miles of alleyway.

Tire Removal Our Streets Crew removed 367 tires from the City this month.

2024-25 Tire Collection

Month	FYTD 23-24	FYTD 24-25
Oct	210	280
Nov	432	360
Dec	210	340
Jan	80	290
Feb	210	310
Mar	225	310
Apr	118	320
May	267	270
Jun	265	220
Jul	226	367
Totals	2,243	3,067

2024-25 Tire Removal



2024-25 Fleet Maintenance & Cost Summary

Charge Code	Work Orders	Preventive Maintenance	Cost \$
Oil Changes / PM	48	48	\$ 16,000
Repairs	13	0	\$ 10,500
July 2025	61	48	\$ 26,500
FYTD 24-25	684	535	\$ 415,900
FY 23-24	1,012	717	\$ 492,800

2024-25 Fleet Work Order Benchmark

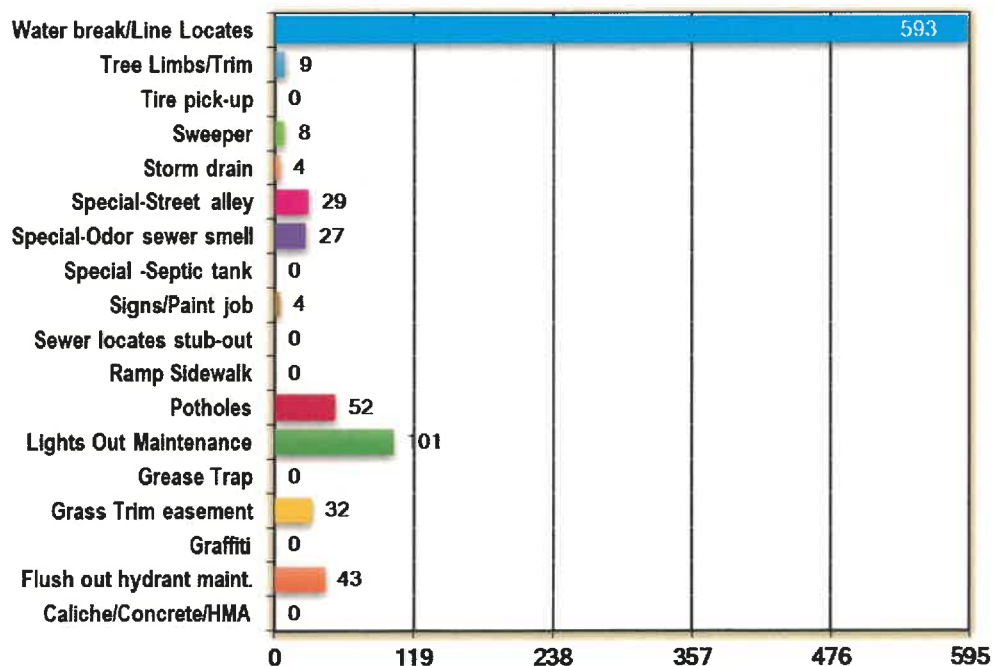


Administration Request for Service Calls

2024-25 Request for Service Calls

Service Type	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	24-25	23-24
Caliche/Concrete/HMA	0	0	0	0	0	0	0	0	0	0	0	8
Flush Hydrant Maint.	2	0	0	1	3	2	2	2	1	43	56	505
Graffiti	0	0	0	0	0	0	0	0	0	0	0	0
Grass Trim easement	9	1	1	0	3	2	4	3	6	32	61	115
Grease Trap	0	0	0	0	0	0	0	0	0	0	0	0
Lights Out Maintenance	90	61	69	76	60	76	89	244	86	101	952	1,164
Potholes	121	53	61	38	72	32	37	28	49	52	543	592
Ramp Sidewalk	1	0	0	4	4	0	0	2	0	0	11	11
Sewer locates stub-out	0	0	0	0	0	0	0	0	0	0	0	9
Signs/Paint job	6	1	8	1	4	4	1	0	1	4	30	43
Special -septic tank	0	0	0	0	0	0	0	0	0	0	0	0
Special-Odor smell	7	17	20	22	11	20	22	11	15	27	172	189
Special-Street alley	9	1	5	4	2	4	7	6	3	29	70	75
Storm drain	8	4	2	6	2	8	11	0	6	4	51	79
Sweeper	11	3	6	1	2	23	11	8	6	8	79	109
Tire pick-up	0	19	0	0	0	6	0	0	0	0	25	62
Tree Limbs/Trim	19	4	4	2	3	8	9	4	6	9	68	204
Water break/Line locates	770	560	479	540	402	287	284	339	441	593	4,695	8,214
Total	1053	724	655	695	568	472	477	647	620	902	6,813	11,379

July 2025 - Request for Service Calls

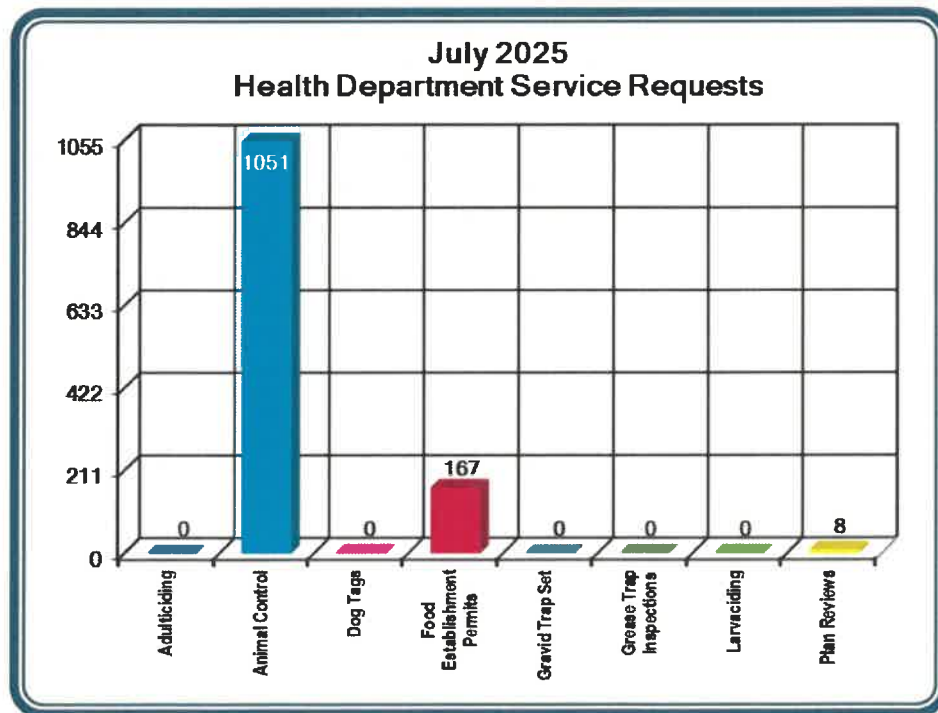


Health Department

Health Department Benchmark Summary

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

Service Type	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	24-25	23-24
Adulticiding	0	0	0	0	0	0	13	0	0	0	13	123
Animal Control	970	770	791	748	761	852	1058	940	895	1051	8,836	9,269
Dog Tags	0	0	0	10	3	16	1	1	0	0	31	33
Food Est. Permits	231	220	188	172	114	222	190	151	221	167	1,876	1,054
Gravid Trap Set	0	0	0	0	0	0	0	0	0	0	0	0
Grease Trap Inspections	0	0	0	0	0	0	1	0	0	0	1	0
Larvaciding	0	0	0	0	0	0	9	0	0	0	9	12
Plan Reviews	7	10	8	6	8	6	10	13	12	8	88	87
Total	1208	1000	987	936	886	1096	1282	1105	1128	1226	10,854	10,578

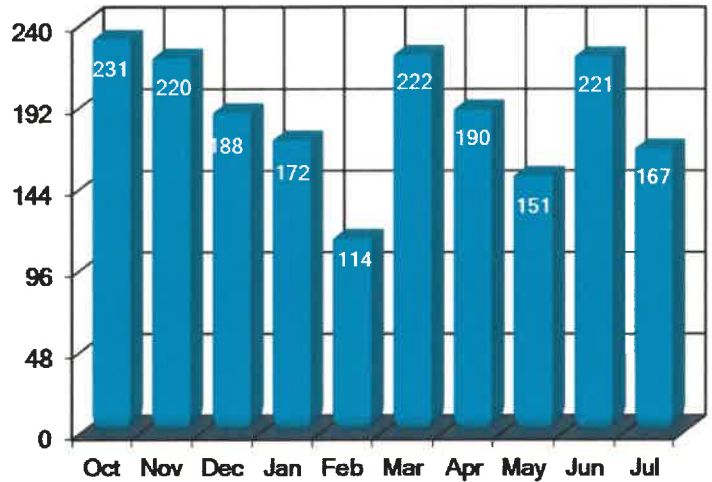


Health Permits

A total of 167 Food Establishment permits were issued this month.

Food Establishment Permits		
Month	FY 23-24	FY 24-25
Oct	114	231
Nov	66	220
Dec	41	188
Jan	96	172
Feb	70	114
Mar	47	222
Apr	105	190
May	54	151
Jun	62	221
Jul	88	167
Totals	743	1,876

2024-25 Health Permits

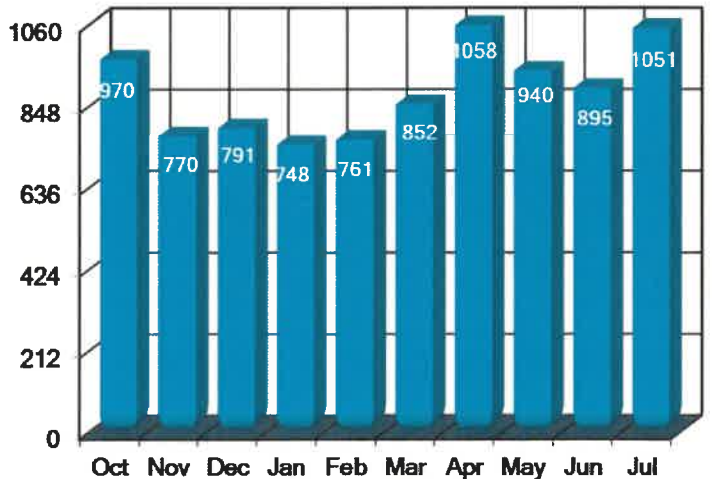


Animal Control Service Calls

Citizens called (1,051 calls) regarding Animal Control concerns.

Animal Control Calls		
Month	FY 23-24	FY 24-25
Oct	756	970
Nov	560	770
Dec	600	791
Jan	644	748
Feb	675	761
Mar	894	852
Apr	974	1,058
May	858	940
Jun	689	895
Jul	955	1,051
Totals	7,605	8,836

2024-25 Animal Control Service Calls



Health Department Animal Control

Our City's Animal Wellness Officers, Jesus and Ivan reported the following Animal Control for July. The staff from Alton and Palmview did not report. There were 34 requests for intake service orders completed by City staff this month.

Dogs

CITY	Stray	Bite Case	Seized	D.O.A.	Owner Surrender	Escape, Lost, Etc.	July	YTD 24-25
Mission	7	3	1	0	3	2	16	499
Alton	0	0	0	0	0	0	0	1
Palmview	0	0	0	0	0	0	0	0
July	7	3	1	0	3	2	16	
YTD 24-25	337	54	1	85	14	9		500
FY 23-24	1067	86	7	173	61	0		1394

Cats

CITY	Stray	Bite Case	Seized	D.O.A.	Owner Surrender	Escape, Lost, Etc.	July	YTD 24-25
Mission	14	0	0	0	0	4	18	328
Alton	0	0	0	0	0	0	0	0
Palmview	0	0	0	0	0	0	0	0
July	14	0	0	0	0	4	18	
YTD 24-25	170	8	0	142	0	8		328
FY 23-24	799	5	3	253	8	0		1068

Wildlife

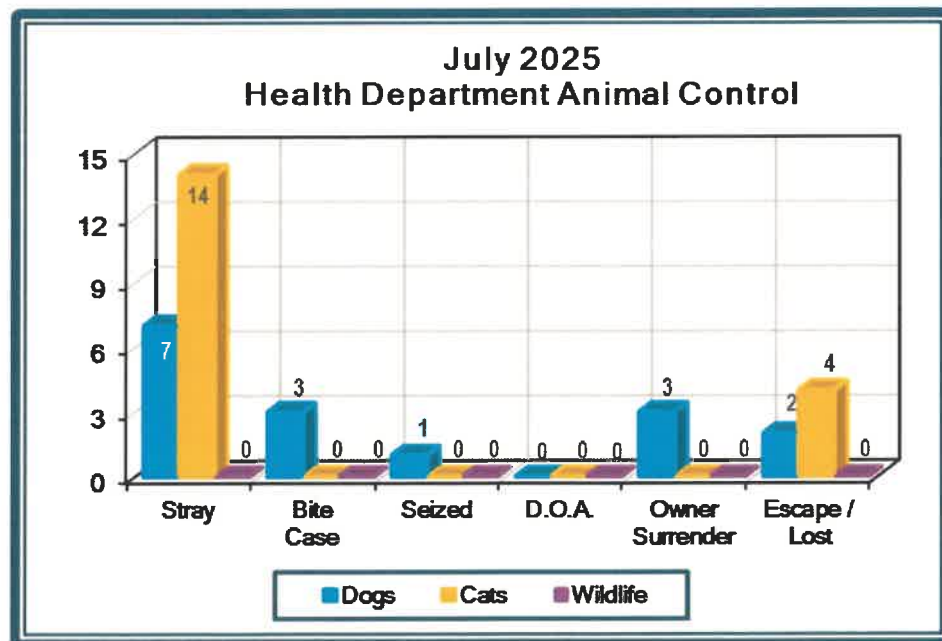
CITY	Stray	Bite Case	Seized	D.O.A.	Owner Surrender	Escape, Lost, Etc.	July	YTD 24-25
Mission	0	0	0	0	0	0	0	76
Alton	0	0	0	0	0	0	0	0
Palmview	0	0	0	0	0	0	0	0
July	0	0	0	0	0	0	0	
YTD 24-25	0	0	0	76	0	0		76
FY 23-24	23	0	0	143	0	0		166

Health Department Animal Control Summary

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

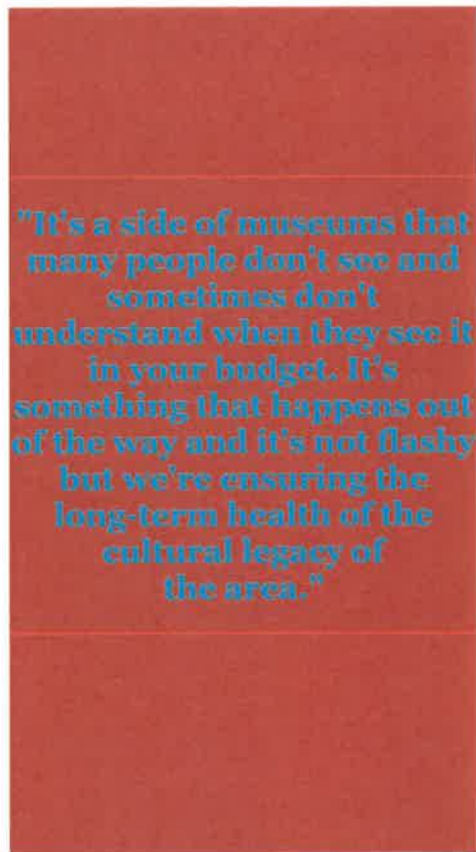
July 2025 Health Department Animal Control

Animal Type	Stray	Bite Case	Seized	D.O.A.	Owner Surrender	Escape / Lost	July	YTD 24-25
Dogs	7	3	1	0	3	2	16	500
Cats	14	0	0	0	0	4	18	328
Wildlife	0	0	0	0	0	0	0	76
July	21	3	1	0	3	6	34	
YTD 24-25	507	62	1	303	14	17		904
FY 23-24	1,889	91	10	569	69	0		2,628



MISSION HISTORICAL MUSEUM

Departmental Report July 2025



PERFORMANCE INDICATORS:

FY 2024-2025										
Performance Indicators	October	November	December	January	February	March	April	May	June	July
General Attendance	101	270	67	176	256	145	45	30	123	102
Programs	13	750	82	100	190	156	19	43	126	172
Tours	23	0	0	0	0	0	0	0	8	0
Social Media	10,100	7000	7,100	14,500	14,600	7,000	2,300	4,700	7,300	4,400
Outreach	0	0	0	0	0	1270	455	750	30	800
Meetings Hosted	7	0	0	0	0	0	5	5	0	0
Total:	10,244	8,020	7,249	14,776	15,046	8,571	2,824	5,528	7,587	5,474

(# of people served July 1– July 31)

Public and Educational Programs/Events

Past Programs/Events:

November 2	Dia de los Muertos Folklife Festival
November 9	MHM Lecture Series (cancelled due to parade)
December 14	MHM Lecture Series
December	Christmas Craft Day
January 11 th	MHM Lecture Series
January 15 th	Quilt Show Opening
January 21 & 22	She Came to the Valley Movie Screenings
January 28 & 29	She Came to the Valley Movie Screenings
February 8 th	MHM Lecture Series
February 13 th	Time capsule ceremony
March 8 th	MHM Lecture Series
March 18 & 19	Stacycation
March 17-24	Spring Break Scavenger Hunt
April 14 th	MHM Lecture Series
May 2 nd	Hosting MHS Student Art Show
June 2 nd	She Came to the Valley Summer Exhibit
June	Boys & Girls Club Summer Tour
June	National Butterfly Center Staff Tour
June-July	Summer Craft days (every Wednesday)
July 18 th	Back to School Event w/Pct. 3

Upcoming Programs/Events:

Summer	Ancient Landscapes Exhibit (UTRGV)
September 13	MHM Lecture Series: Manuel Hinojosa
September 18 th	Leadership Mission
September 22	Museum Expo

Other Items:

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



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 July

July - 2025	Double Depth	Standard	Columbarium	In Ground	Scatter Garden	Memorial Garden	Total
Veterans	1	9	5	4			19
Spouses	5	5	4				14
Family Members							0
Total	6	14	9	4	0	0	33
Percentage of Total	18.18%	42.42%	27.27%	12.12%	0.00%	0.00%	100.00%

Rio Grande Valley State Veterans Cemetery - Plot Availability and Utilization Report						
	Total Plots	Plots Utilized	Plots Available	% Utilized	% Available	
Estimate of Total Plots Planned for RGV SVC	25,090	4,291	20,799	17.10%	82.90%	
RGV SVC - Total Plots in Developed Areas	9,255	4,291	4,964	46.36%	53.64%	
RGV SVC - Availability of Casketed Burial Option in Developed Areas	Total Plots 4,430	Plots Utilized 2,463	Plots Available 1,967	% Utilized 55.60%	% Available 44.40%	
RGV SVC - Availability of Cremation Burial Option in Developed Areas	Total Plots 3,825	Plots Utilized 1,788	Plots Available 2,037	% Utilized 46.75%	% Available 53.25%	
RGV SVC - Availability of Memorial Plot Option in Developed Areas	Total Plots 1,000	Plots Utilized 40	Plots Available 960	% Utilized 4.00%	% Available 96.00%	



RGV State Veterans Cemetery

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



Events and Ceremonies Information:
No events for August

Upcoming Events:

Veterans Day Event November 11, 2025, Time TBD
Wreath Laying Ceremony December 13, 2025 @ 9am



RGV State Veterans Cemetery

2520 South Inspiration Road • Mission, Texas 78572

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



Completed Projects:

Irrigation Audit for September 2024 completed
2020 File Migration Completed- pending VLB direction
2021 File Migration Completed- pending VLB direction
Water Conservation Action Plan –On-going 4/2024
Electronic Reporting on IPADs- for all staff (7)
VLB Approved Road work inside the cemetery 4/28/2025
Working on Section MS1–Realingment & Resetting
Budget review and approval for FY 2025-2026

Ongoing Projects Pending- VLB OAR- Funded:

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

Ongoing Projects Pending:

Monthly Irrigation Audit-replace broken lines/equipment
100% Pre-registration eligibility review-on going project
Headstone setting vehicle – revamp 4/2024 in use
Staff cross-training -2025
Clearing/Mowing of 43.17 acres on the NW side-48% done
Digital reporting option (for staff)- currently testing samples
2022 File Migration pending completion 1/2025
Water Conservation Action Plan –On-going 1/2025
Irrigation Audit for September 2025 on-going
Maintenance Plan for 2025 on-going
Electronic Reporting on IPADs- PM Reporting for equipment
Current interments 5144 as August 2025

VLB Funded (In-Progress)

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

VLB Funded (Pending)

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

VLB Funded (Approved)

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

VLB Funded (Received)

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

VA Grant Applications Pending:

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

HUMAN RESOURCES DEPARTMENT
MONTHLY REPORT
JULY 2025

Item 5.

PERSONNEL								Monthly Totals	YTD Totals
Number of Employees, Volunteers, and Others:									
	HIRED	TRANSFERRED	RESIGNED	DISMISSED	RETIRED	DECEASED	OTH		
Regular Full-Time (566 budgeted slots for fiscal year)	12		13	1				703	806
Regular Part-Time (65 budgeted slots for fiscal year)	3		2					49	60
Temporary Full-Time								12	13
Temporary Part-Time				6				55	63
Fiscal YTD Totals:	209		89	13	21	1		819	942
Reserve Police Officers								13	13
Volunteer Firefighters								12	15
Texas Workforce Solutions/Work Experience								1	3
AARP Participants								9	27
Volunteers							7	252	315
Volunteers Fiscal YTD Totals:							87	287	373
Staffing									
Request for Positions Processed								20	168
Positions Advertised								86	360
Application for Employment Processed								121	1302
Volunteer Applications Processed								7	91
Interviews Processed								50	334
Job Offers Processed								15	215
New Hire Enrollments Processed								15	213
Turnover Rate						13/703			1.90%
Retention Rate						794/806			98.00%
Pre-Employment Screenings									
Driver License Checks (MVR)								14	156
Mission Police/Mission Municipal Court Record Check								14	156
Hidalgo County Courthouse								14	156
Criminal History Background/Sex Offender Check (DPS)								18	226
Drug Testing, Physical and Pre-placement Screening								15	188
PERSONNEL, con't									
Human Resources Department Visitors:									
Employees, Citizens, Vendors/Representatives Assisted								446	4470
Exit Interviews Conducted:									
Employee Exit Interview								3	17
Supervisor Exit Interview								12	82
Forms Processed									
Employee Change of Status Forms Processed								75	751
Employee Requests for Personnel Information Processed								0	21
Employee Disciplinary Forms Processed								3	55
Employment Verifications Processed								11	106
Unemployment Claims Processed								1	7
Public Information Requests Processed								1	49
Family and Medical Leave Act (FMLA) Forms Processed:									
FMLA Requests								6	63
-- Employee's Serious Health Condition								4	37
-- Family Member's Serious Health Condition								1	15
-- Birth of a Child								1	11
-- Military Family Leave								0	0
-- Injury or Illness of Covered Servicemember								0	0
FMLA Approvals								6	59
FMLA Denials/Withdrawals								0	9
FMLA Return-to-Work								4	47
Employees out on FMLA								15	70
PERSONNEL TRAINING SEMINARS								Training Seminars	Employees Attended
10/18/2024 - Live2Lead								1	20
11/19/2024 - HR Consortium Supervisor's Training								1	30
12/03/2024 - Director's Workshop								1	45
01/16/2025 - Risk Management Essentials for Supervisors								1	36

**HUMAN RESOURCES DEPARTMENT
MONTHLY REPORT
JULY 2025**

Item 5.

05/07/2025 - Workers' Compensation - Navigating the Process	1	12
06/06/2025 - TML Safe Driving	1	17
07/24/2025 - Excel Training	2	50
Fiscal YTD Totals:	8	210
HEALTH & WELLNESS SEMINARS/EVENTS	Training Seminars	Employees Attended
10/02/2024 - Breast Cancer Awareness Luncheon	1	106
10/10/2024 - Airrosti - Is Sitting A Pain	1	3
10/15/2024 - Airrosti - Is Sitting A Pain	1	3
10/17/2024 - Airrosti - Is Sitting A Pain	1	3
10/22/2024 - Airrosti - Is Sitting A Pain	1	4
10/22//2024 - Annual Health & Benefits Fair	1	160
11/18/2024 - Health and Wellness Seminar - Diabetes - Parks	1	10
11/18/2024 - Health and Wellness Seminar - Diabetes - City Hall	1	15
11/18/2024 - Health and Wellness Seminar - Diabetes - Public Works	1	46
02/13/2025 - Airrosti - Don't Let Knee Pain Hold You Back	1	3
02/21/2025 - Heart Health Seminar - Parks	1	33
02/21/2025 - Heart Health Seminar - Public Works	1	58
02/26/2027 - Heart Saver - CT Screening	1	19
02/26/2027 - Heart Saver - CT Screening	1	21
03/11/2025 - Airrosti - Don't Let Back Pain Hold you Back	1	3
03/13/2025 - Airrosti - Don't Let Back Pain Hold you Back	1	3
03/25/2025 - Airrosti - Don't Let Back Pain Hold you Back	1	5
03/27/2025 - Airrosti - Don't Let Back Pain Hold you Back	1	2
05/01/2025 - Airrosti - Lower Back Pain	1	30
05/01 /2025 - Airrosti - Lower Back Pain	1	6
05/01 /2025 - Airrosti - Lower Back Pain	1	14
05/01 /2025 - Airrosti - Lower Back Pain	1	36
05/13/2025 - Airrosti - Step into a Pain-Free Life	1	4
05/20/2025 - Mental Health Awareness Lunch and Learn	1	34
05/20/2025 - Self Defense Class	1	9
07/08/2025 - TMRS Retirement Seminar	1	200
07/28/2025 - Open Enrollment Informational Session	1	30
07/29/2025 - Open Enrollment Informational Session	5	75
07/30/2025 - Open Enrollment Informational Session	5	105
Fiscal YTD Totals:	37	1040
EMPLOYEE RECOGNITION/EVENTS		Employees Attended
11/06/2024 - Veterans Appreciation Luncheon	1	73
11/20/2024 - Employee Appreciation Luncheon	1	650
12/02/2024 - Service Awards Breakfast	1	94
02/28/2025 - Employee of the Month Luncheon	1	19
03/04/2025 - Employee Appreciation Lunch	1	400
Fiscal YTD Totals:	5	1236
RISK MANAGEMENT		
	Monthly Totals:	
Workers' Compensation	5	
General Liability	3	
Property	0	
Auto Property	1	
Cyber	0	
Law Enforcement	1	
Fiscal YTD Totals:	10	



CITY OF
MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: August 25, 2025

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 Townhouse Residential District ("R-1T"), being 14.269 acres out of Lot 27-5, West Addition to Sharyland Subdivision, located along the East side of Holland Avenue approximately 320 feet North of Monte Cruz Street. Applicant: Mario Reyna c/o Triton Group Ventures, LLC, Adoption of Ordinance #_____ - Cervantes

NATURE OF REQUEST:

Project Timeline:

- July 22, 2025 – Application for rezoning submitted for processing.
- August 8, 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.
- August 20, 2025 – Public hearing and consideration of the requested rezoning by the Planning and Zoning Commission.
- August 25, 2025 – Public hearing and consideration of the requested rezoning ordinance by the City Council.

Summary:

- The applicant is requesting to rezone the subject property from Single-family Residential District ("R-1") to Townhouse Residential District ("R-1T") to develop a townhouse residential development.
- The irregular-shaped tract of land has 14.269 acres in area and measures 274.53 feet along N. Holland Avenue and has a depth of 1,260 feet.
- The surrounding zones are Agricultural Open Interim (A-OI) to the South and East, Agricultural Open Interim (A-OI) and Mobile & Modular Home (R-4) to the West, and Single-family Residential (R-1) to the North.
- The surrounding land uses include single-family homes to the North and West, a mobile home subdivision to the West and East, a drain ditch and the IDEA Mission North school to the South.
- The subject property is vacant along.
- The Future Land Use Map shows the property designated for low density residential uses, but staff believes the property is in transition to medium-density residential land uses.

- Notices were mailed to 40 surrounding property owners. Planning staff received no phone calls from the surrounding property owners.

STAFF RECOMMENDATION:

Staff recommends approval to the rezoning request.

Departmental Approval: Approval

Advisory Board Recommendation: Denial

City Manager's Recommendation: Approval *MRP*

RECORD OF VOTE: **APPROVED:** _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS GRANTING A REZONING FOR 14.269 ACRES OUT OF LOT 27-5, WEST ADDITION TO SHARYLAND SUBDIVISION, LOCATED ALONG THE EAST SIDE OF HOLLAND AVENUE APPROXIMATELY 320 FEET NORTH OF MONTE CRUZ STREET, FROM R-1 (SINGLE FAMILY RESIDENTIAL) TO R-1T (TOWNHOME RESIDENTIAL)

WHEREAS, the City Council of the City of Mission finds that during consideration of the rezoning request of Wednesday, August 20, 2025, the Planning and Zoning Commission of the City of Mission upon duly recognized motion and second, voted to recommend to the City Council that the rezoning shown below be granted.

WHEREAS, The City Council of the City of Mission, held a public hearing at 4:30 p.m. Monday, August 25, 2025, in the Council Chambers of the City Hall to consider the following rezoning:

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

Legal Description	From	To
14.269 acres out of Lot 27-5, West Addition to Sharyland Subdivision	R-1	R-1T

READ, CONSIDERED AND PASSED, this the 25th day of August, 2025.

Norie Gonzalez Garza, Mayor

ATTEST:

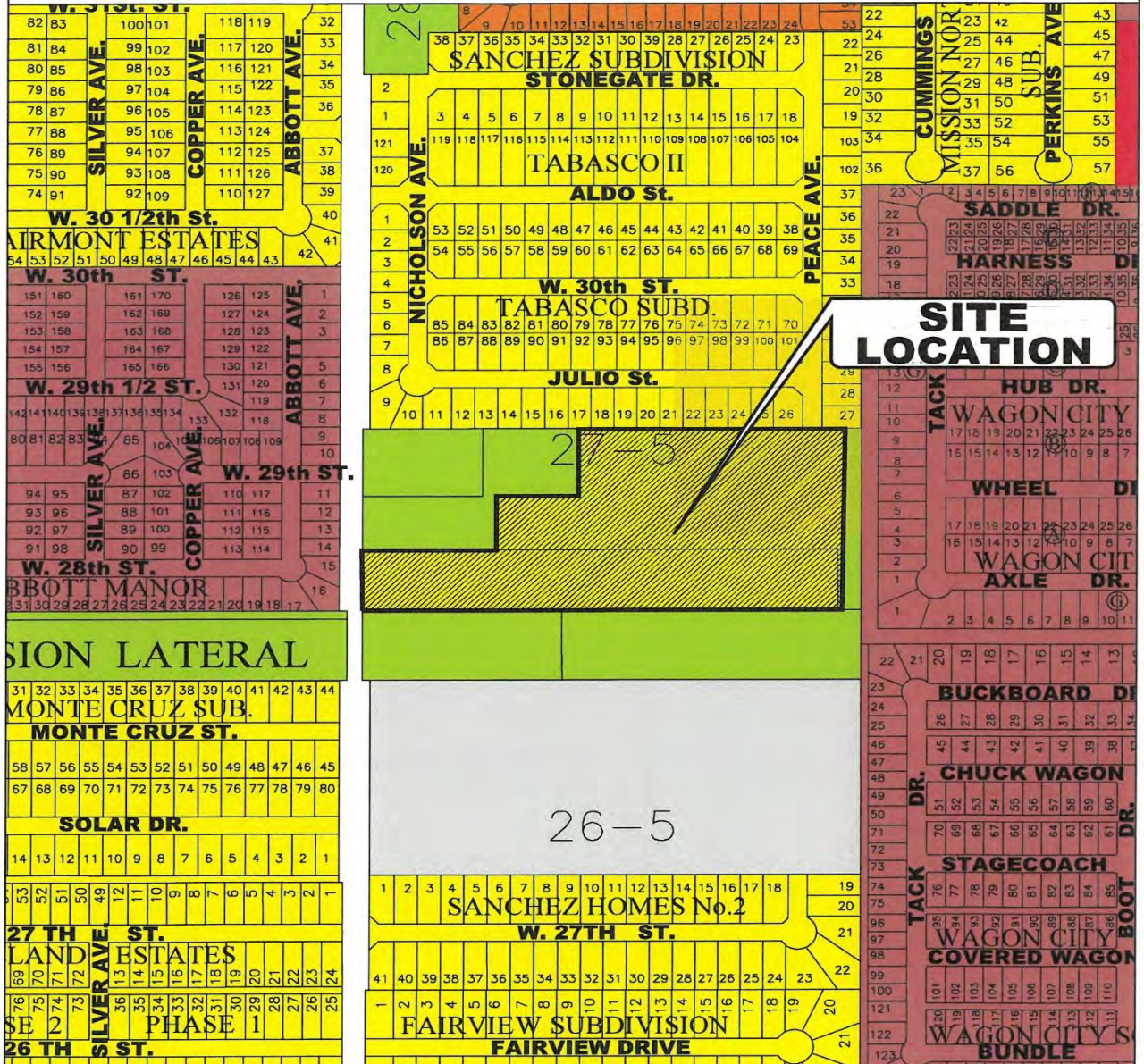
Anna Carrillo, City Secretary

EXHIBT "A"



[illegible]

ZONING MAP



ZONING LEGEND

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

AERIAL



PROPERTY SURVEY

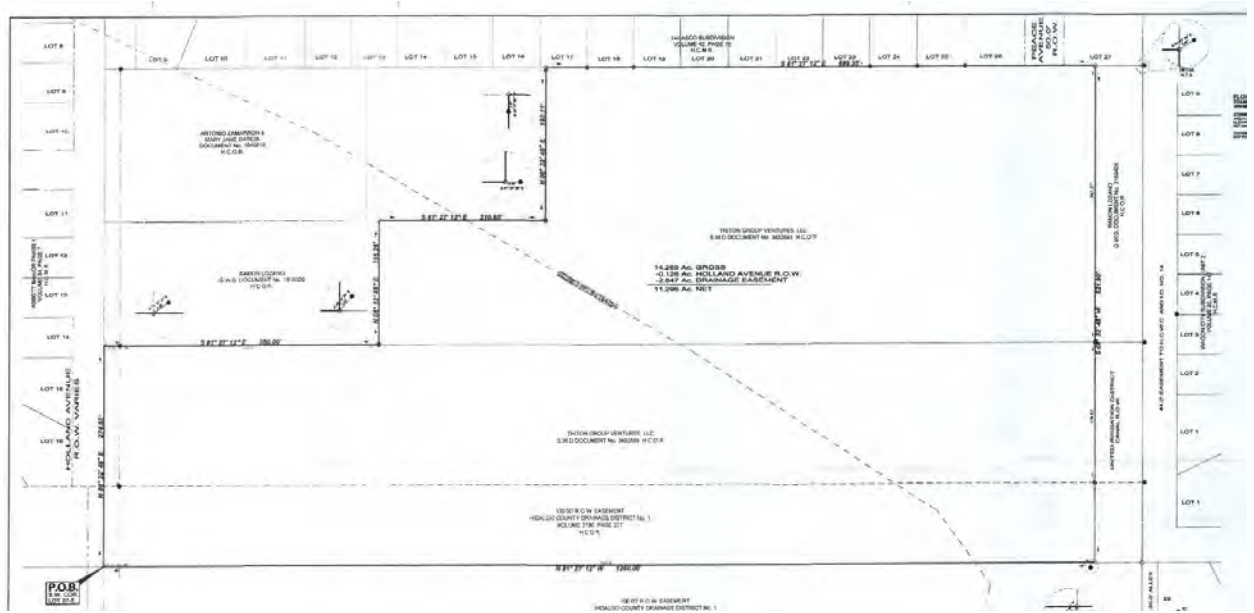
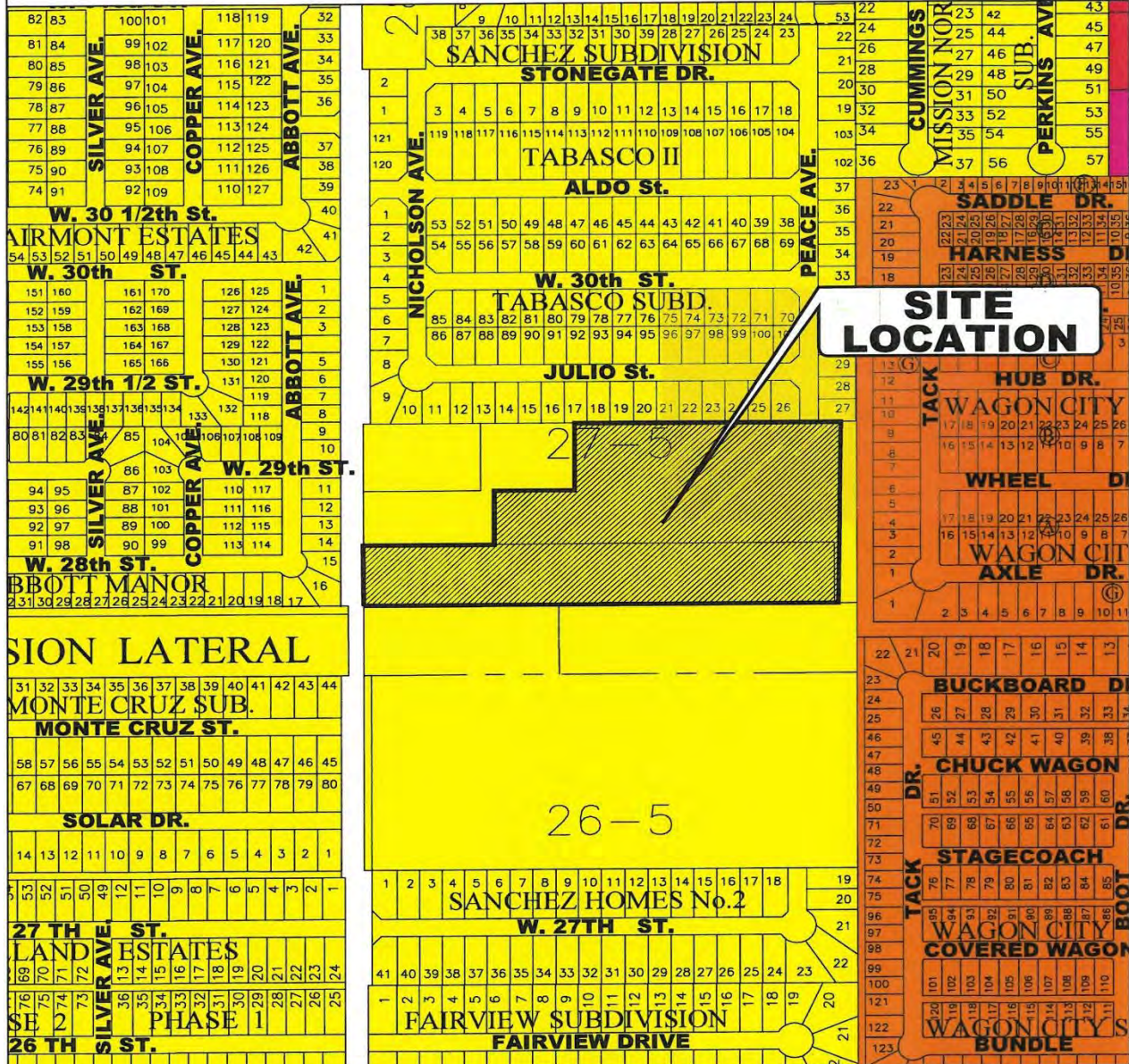


PHOTO OF THE SUBJECT PROPERTY



FUTURE LAND USE MAP



FUTURE LAND USE MAP

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

MAILOUT LIST

PROP_ID	name	addrDelive	addrCity	addrState	addrZip
320071	LARSON DAVID & SUZANNE LARSON	2707 N CONWAY UNIT 520	MISSION	TX	78574-2135
320072	CERVANTES JULIO & IRMA I GALVAN	2707 N CONWAY AVE	MISSION	TX	78574-2135
658564	SANTIAGO MIRNA E & LUIS C PEREZ NARRO	701 JULIO ST	MISSION	TX	78574-4007
658565	A P INVESTMENTS COMPANY LLC	11916 N BRYAN RD	MISSION	TX	78573-6763
658566	MELARA MARIA INEZ	617 JULIO ST	MISSION	TX	78574-4011
658567	MARTINEZ JUAN & MARIA	615 JULIO ST	MISSION	TX	78574
658568	RIVERA JUAN JR	2703 E MILE 3 RD	PALMHURST	TX	78573-0731
319988	MARLOW WAYNE A & KAREN M	2645 QUASQUETON DIAGONAL BLVD LOT 2	INDEPENDENCE	IA	50644-9328
319996	BLACKWELL TIMOTHY C	8187 S PEOGA RD	TRAFALGAR	IN	46181-8712
319998	MCMANUS D GRANT & BONNIE L	4810 52ND AVE	MOLINE	IL	61265-7558
319987	MICHAEL BILLY L & THEO ANN	2905 N CONWAY AVE UNIT 100	MISSION	TX	78574-2129
319989	RODRIGUEZ NORA OLVERA	2905 N CONWAY AVE UNIT 253	MISSION	TX	78574-2134
319995	OTTERNESS GARY	17276 OTTERNESS RD	SPRING GROVE	MN	55974-2505
319997	ARTHAUD SANDRA	2905 N CONWAY AVE UNIT 200	MISSION	TX	78574-2132
319990	BROWN BENNY RAY	2905 N CONWAY AVE UNIT 205	MISSION	TX	78574-2133
319992	GINGER MARY & WILLIAM A LUHRS	2905 N CONWAY AVE UNIT 207	MISSION	TX	78574-2133
319993	GARNES DENNIS	2905 N CONWAY UNIT 3	MISSION	TX	78574-2127
319994	AGUILAR SYLVIA	2905 N CONWAY AVE UNIT 74	MISSION	TX	78574-2129
658561	RODRIGUEZ JOSE JR	707 JULIO ST	MISSION	TX	78574-4007
658560	SANCHEZ JUAN JOSE	709 JULIO ST	MISSION	TX	78574-4007
658562	RICHARDS ELMA A & BRADLEY	705 JULIO ST	MISSION	TX	78574-4007
658569	ZENDEJAS MYRNA	9932 VIRGINIA AVE APT L	SOUTH GATE	CA	90280-6068
658571	CORTINAS GUILLERMO GUADALUPE II & EGLAEN LERMA	607 JULIO ST	MISSION	TX	78574-4011
658637	DICKINSON LYUDMYLA	1908 W 41 1/2 ST	MISSION	TX	78573-5001
658639	RODRIGUEZ ROSA ELVIA	700 JULIO ST	MISSION	TX	78574-4006
658644	ZENDEJAS MYRNA	2221 HACKBERRY AVE	MISSION	TX	78572-3395
658646	VASQUEZ LUCIA	1702 N OAK ST	ALTON	TX	78573-4051
658563	PERALTA ANNE	703 JULIO ST	MISSION	TX	78574-4007
658570	FUENTES ARTURO & FLORENCIA T	609 JULIO ST	MISSION	TX	78574-4011
658572	FLORES ROBERTO Q	605 JULIO ST	MISSION	TX	78574-4011
658636	TJERINA STEPHANY LISSBETH	706 JULIO ST	MISSION	TX	78574-4006
658638	MORFIN CHRISTIAN	702 JULIO ST	MISSION	TX	78574-4006
658645	FERNANDEZ ANGEL ERNESTO	608 JULIO ST	MISSION	TX	78574-4008
658647	HERRERA JAZMIN & MARTIN	2105 WESTWAY AVE	MCALLEN	TX	78501-6169
317101	HIDALGO COUNTY DRAINAGE DIST NO. 1	902 N DOOLITTLE RD	EDINBURG	TX	78542
317054	HIDALGO COUNTY DRAINAGE DIST NO. 1	902 N DOOLITTLE RD	EDINBURG	TX	78542
320010	HORAK VALERA E & JOSEPH F	913 W 13 ST	YANKTON	SD	57078-2734
320011	GARCIA JULIO C & ODILIA	2905 N CONWAY AVE UNIT 243	MISSION	TX	78574-2134
598598	MONTES FRANCISCO JAVIER CABALLERO	2805 GOLD AVE	MISSION	TX	78574-7636
598596	STATEWIDE MOBILE HOMES LLC	1409 N MAIN ST	MCALLEN	TX	78501-4335
598602	CEPEDA JAIME JAVIER M & MARILU MENDOZA RIVERA	803 W 28TH ST	MISSION	TX	78574-7641
598597	GOMEZ JOSE	2806 ABBOTT AVE	MISSION	TX	78574-7643
598601	ELIZONDO JESUS	801 W 28TH ST	MISSION	TX	78574-7641
598600	LAGUNA VICTOR L & LILIA M DURAN	2800 ABBOTT AVE	MISSION	TX	78574-7643
598599	REPA PROPERTIES LLC	3805 PLANTATION GROVE BLVD STE 31	MISSION	TX	78572-6223
658558	ALANIS RENE ROLANDO	713 JULIO ST	MISSION	TX	78574-4007
658559	CASTRO BEATRIZ & JORGE ANTONIO	711 JULIO ST	MISSION	TX	78574-4007
658575	MATIAS HERSON & YOLANDA	2910 PEACE AVE	MISSION	TX	78574-4040
658576	LOPEZ AMY D	2912 PEACE AVE	MISSION	TX	78574-4040
658640	MARTINEZ NANCY	618 JULIO ST	MISSION	TX	78574-4008
658641	RAMIREZ MARIA T	616 JULIO ST	MISSION	TX	78574-4008
658642	APARICIO MOISES R & ENEREYDA R	1404 TIFFANY DR	MISSION	TX	78573-0175
658643	ZENDEJAS MYRNA	2221 HACKBERRY AVE	MISSION	TX	78572-3395
688402	HIDALGO COUNTY DRAINAGE DIST NO. 1	902 N DOOLITTLE RD	EDINBURG	TX	78542
319999	SCARBOROUGH STEVEN HUGH & KAREN JEAN	2401 E HARRIET LEA	SIOUX FALLS	SD	57103-4628
1015002	IDEA PUBLIC SCHOOLS INC	505 ANGELITA DR	WESLACO	TX	78599-8693
658574	CARRIZALES ERIC E & KARISSA A TJERINA	2908 PEACE AVE	MISSION	TX	78574-4040
317098	LOZANO RAMON	2806 HOLLAND ST	MISSION	TX	78574-3759
550544	ZAMARRON ANTONIO	2902 HOLLAND ST	MISSION	TX	78574-1361
658573	GARCIA ALYSSA S	2906 PEACE AVE	MISSION	TX	78574-4040
1314029	TRITON GROUP VENTURES LLC	2317 S 48TH ST	MCALLEN	TX	78503
567423	ZAMARRON ANTONIO	2902 HOLLAND ST	MISSION	TX	78574-1361
317099	TRITON GROUP VENTURES LLC	2317 S 48TH ST	MCALLEN	TX	78503
591534	CITY OF MISSION	1201 E 8TH ST	MISSION	TX	78572-5812
20872702	LOZANO RAMON	2806 HOLLAND ST	MISSION	TX	78574-3759



CITY OF
MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: August 25, 2025

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 General Business District ("C-3"), being Lot 19, Block 3, Oakwood Estates Subdivision, located at the Northeast corner of W. Griffin Parkway and River Oak Avenue. Applicant: Eduardo Sanchez, Adoption of Ordinance #_____ - Cervantes

NATURE OF REQUEST:

Project Timeline:

- July 29, 2025 – Application for rezoning submitted for processing.
- August 8, 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.
- August 20, 2025 – Public hearing and consideration of the requested rezoning by the Planning and Zoning Commission.
- August 25, 2025 – Public hearing and consideration of the requested rezoning ordinance by the City Council.

Summary:

- The applicant is requesting to rezone the subject property from Single-family Residential District ("R-1") to General Business District ("C-3") for a possible commercial development.
- The lot of record measures 65 feet by 120 feet. According to the Hidalgo County Appraisal District the lot has an area of 0.1771 acres.
- The surrounding zones are Single-family Residential (R-1) to the North and East, and General Retail district (C-3) to the West and South.
- The surrounding land uses are a commercial plaza to the west, Tropical Breeze Snow Cones to the West, The Little Club Dependent Center to the South and a single family home to the North.
- The subject property is vacant.
- The Future Land Use Map shows the subject property as General Commercial. The requested zoning is in line with the future land use map designation for the property.
- Notices were mailed to 22 surrounding property owners. Planning staff has not received any phone calls from the surrounding property owners.

STAFF RECOMMENDATION:

Staff recommends approval to the rezoning request.

Departmental Approval: Approval

Advisory Board Recommendation: Approval

City Manager's Recommendation: Approval *MRP*

RECORD OF VOTE:**APPROVED:**

DISAPPROVED:

TABLED:

 AYES

 NAYS

 DISSENTING

ORDINANCE NO. ____**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS GRANTING A REZONING FOR LOT 19, BLOCK 3, OAKWOOD ESTATES SUBDIVISION, LOCATED AT THE NORTHEAST CORNER OF W. GRIFFIN PARKWAY AND RIVER OAK AVENUE, FROM R-1 (SINGLE FAMILY RESIDENTIAL) TO C-3 (GENERAL BUSINESS)**

WHEREAS, the City Council of the City of Mission finds that during consideration of the rezoning request of Wednesday, August 20, 2025, the Planning and Zoning Commission of the City of Mission upon duly recognized motion and second, voted to recommend to the City Council that the rezoning shown below be granted.

WHEREAS, The City Council of the City of Mission, held a public hearing at 4:30 p.m. Monday, August 25, 2025, in the Council Chambers of the City Hall to consider the following rezoning:

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

Legal Description	From	To
Lot 19, Block 3, Oakwood Estates Subdivision	R-1	C-3

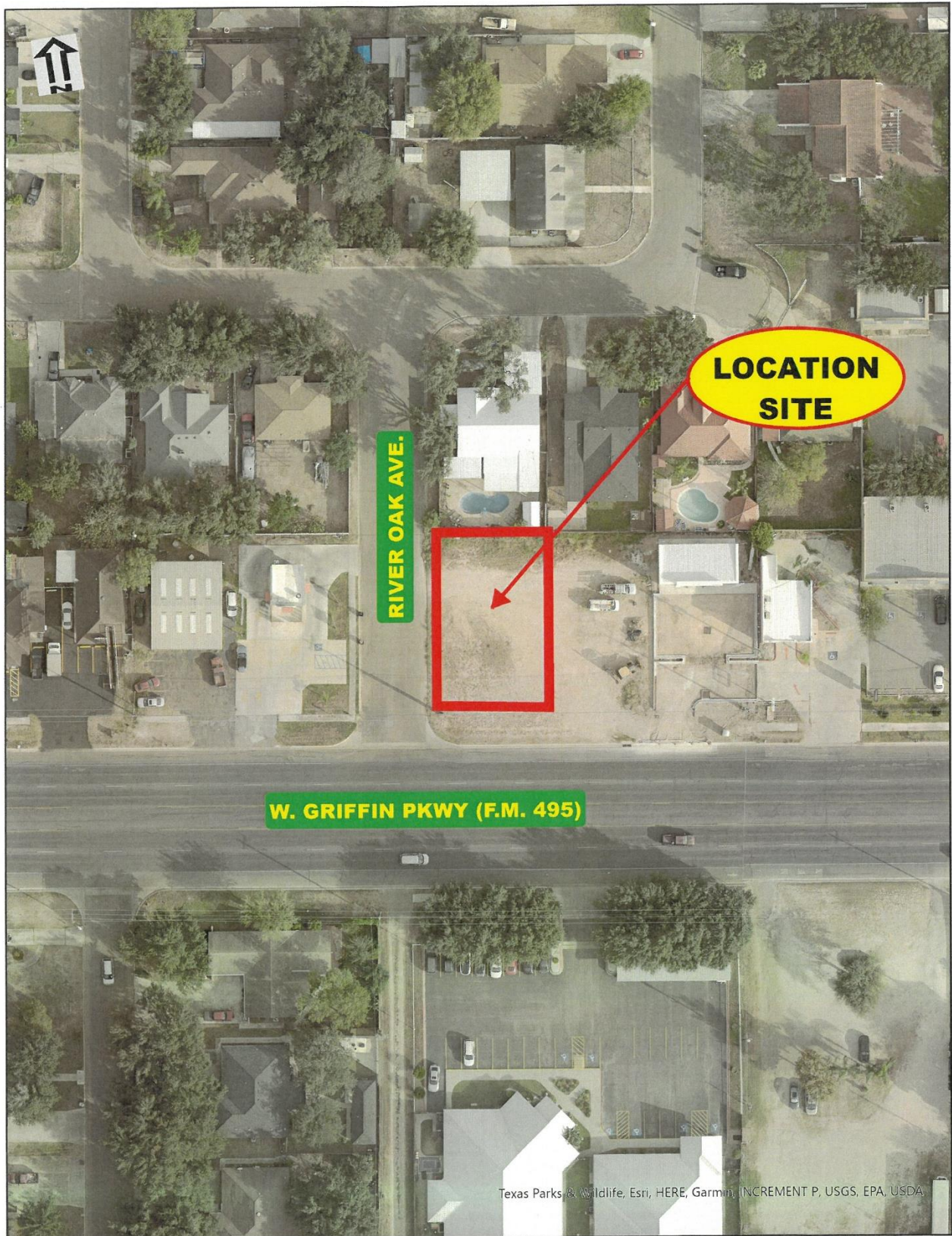
READ, CONSIDERED AND PASSED, this the 25th day of August, 2025.

Norie Gonzalez Garza, Mayor

ATTEST:

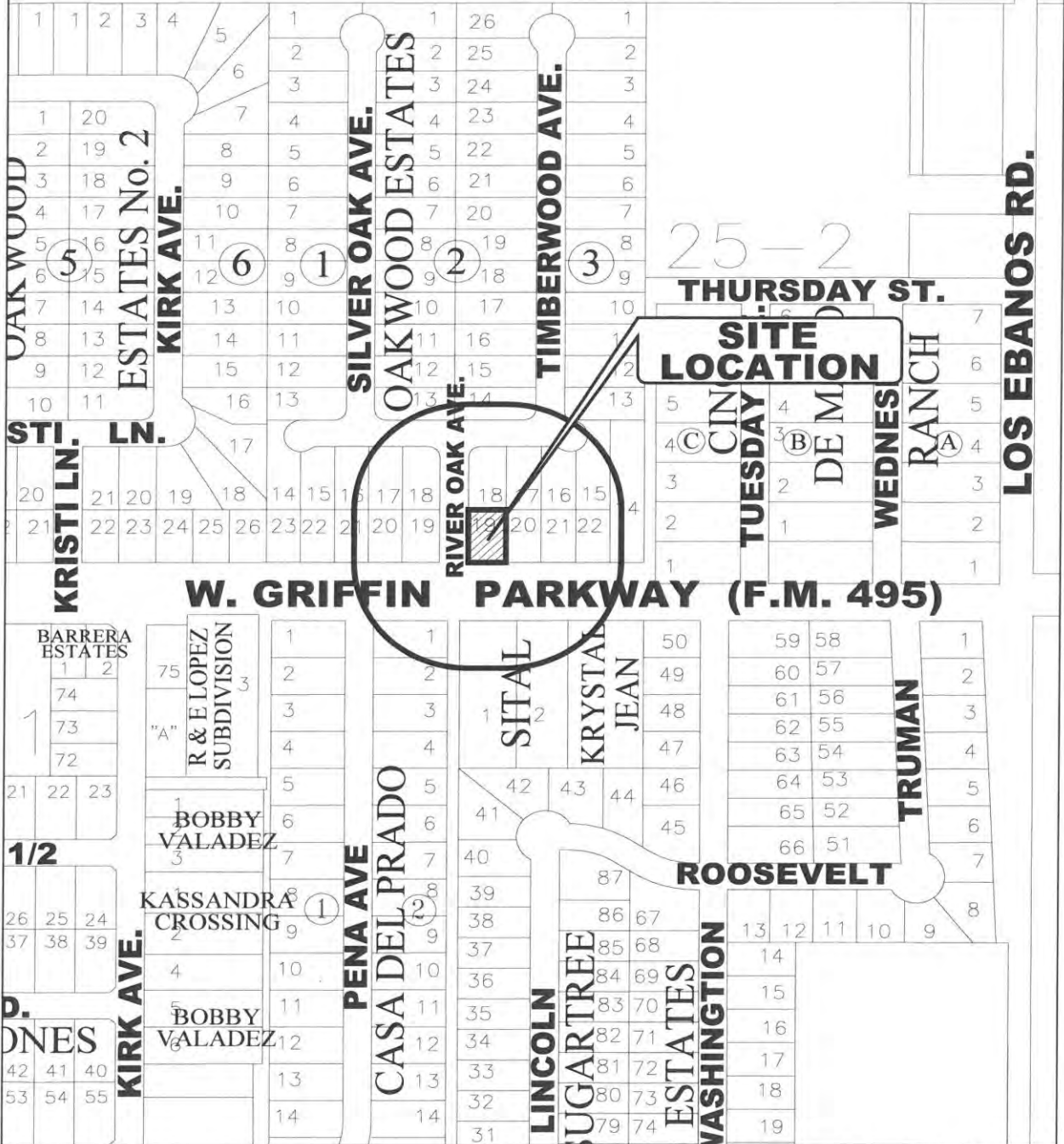
Anna Carrillo, City Secretary

EXHIBIT "A"



LEGAL NOTICE MAP

EDINBURG MAIN CANAL R.O.W.



200' RADIUS MAILOUT



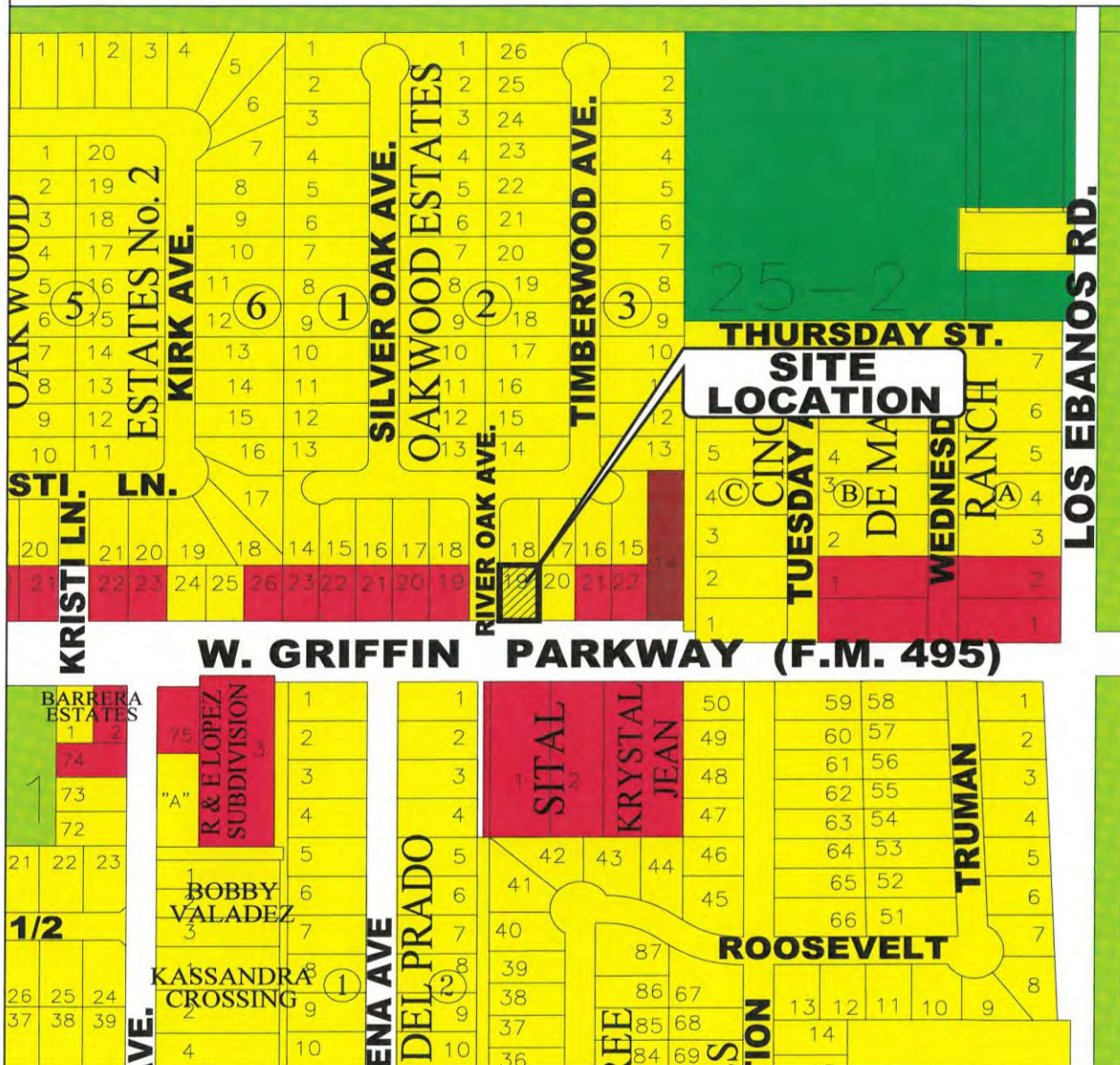
CITY OF MISSION
HIDALGO COUNTY, TEXAS

1201 E. 8th Street
MISSION, TX 78572

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

No.

ZONING MAP



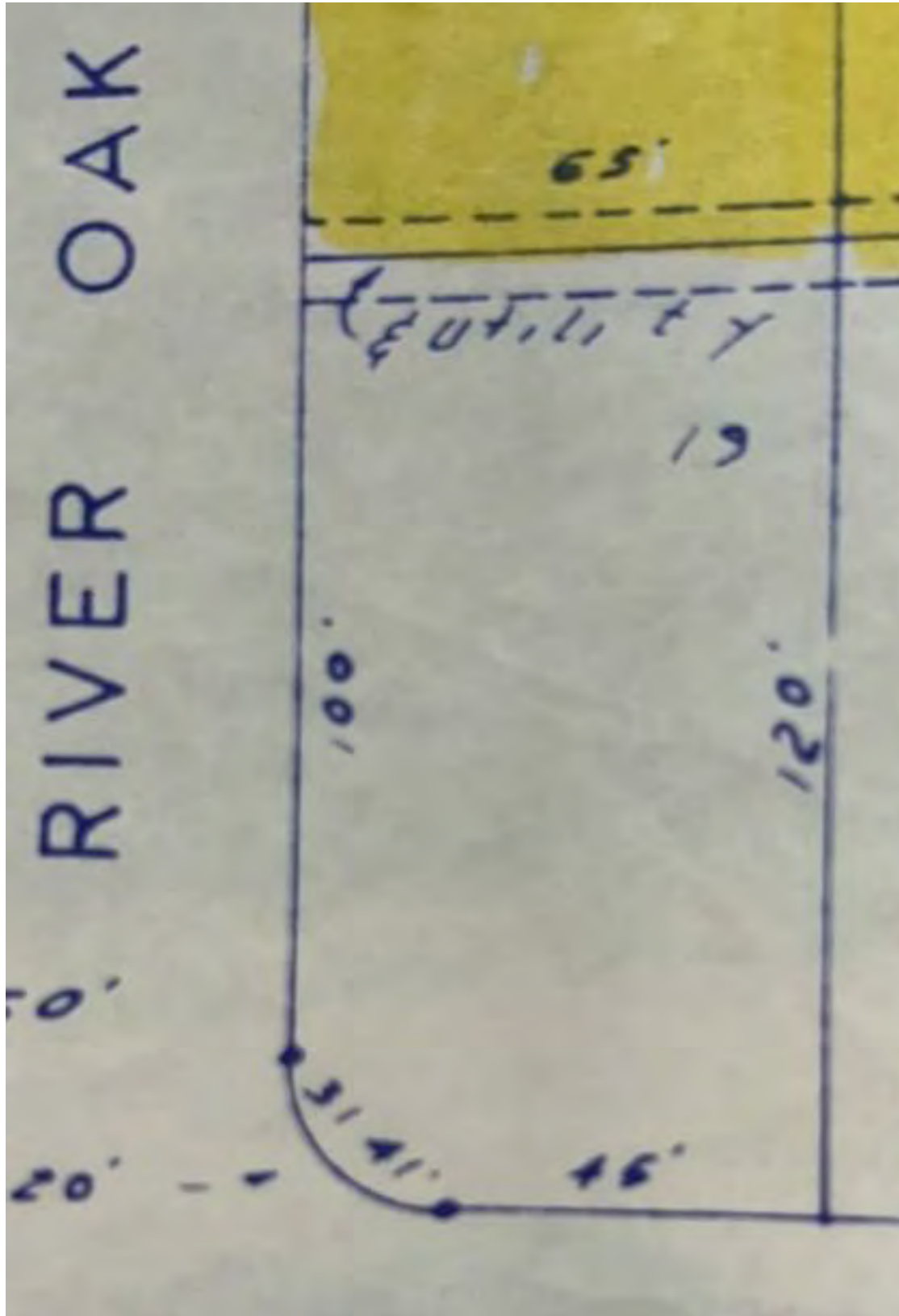
ZONING LEGEND

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

AERIAL



SUBJECT PROPERTY FROM THE RECORDED PLAT



OAKWOOD ESTATES

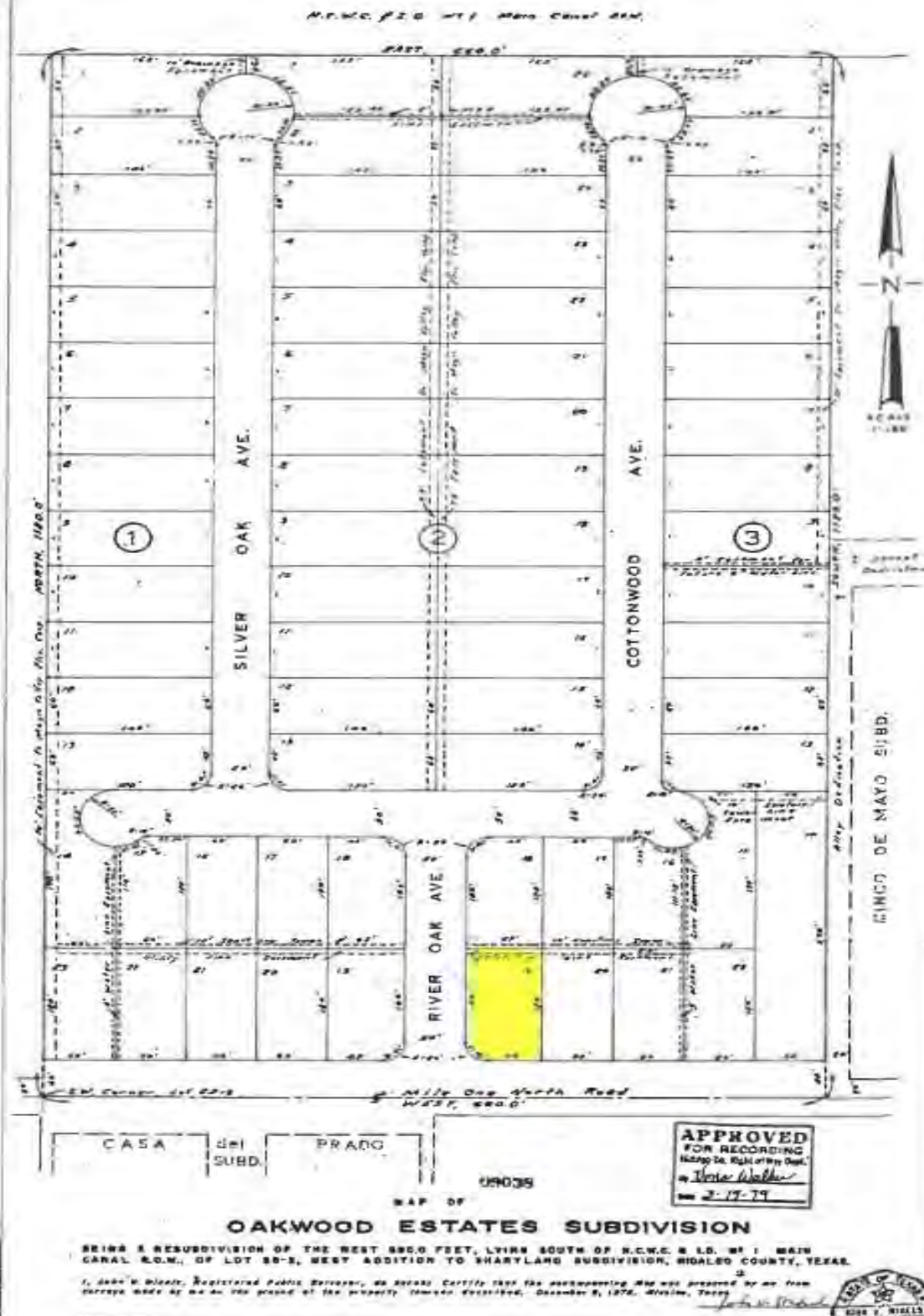
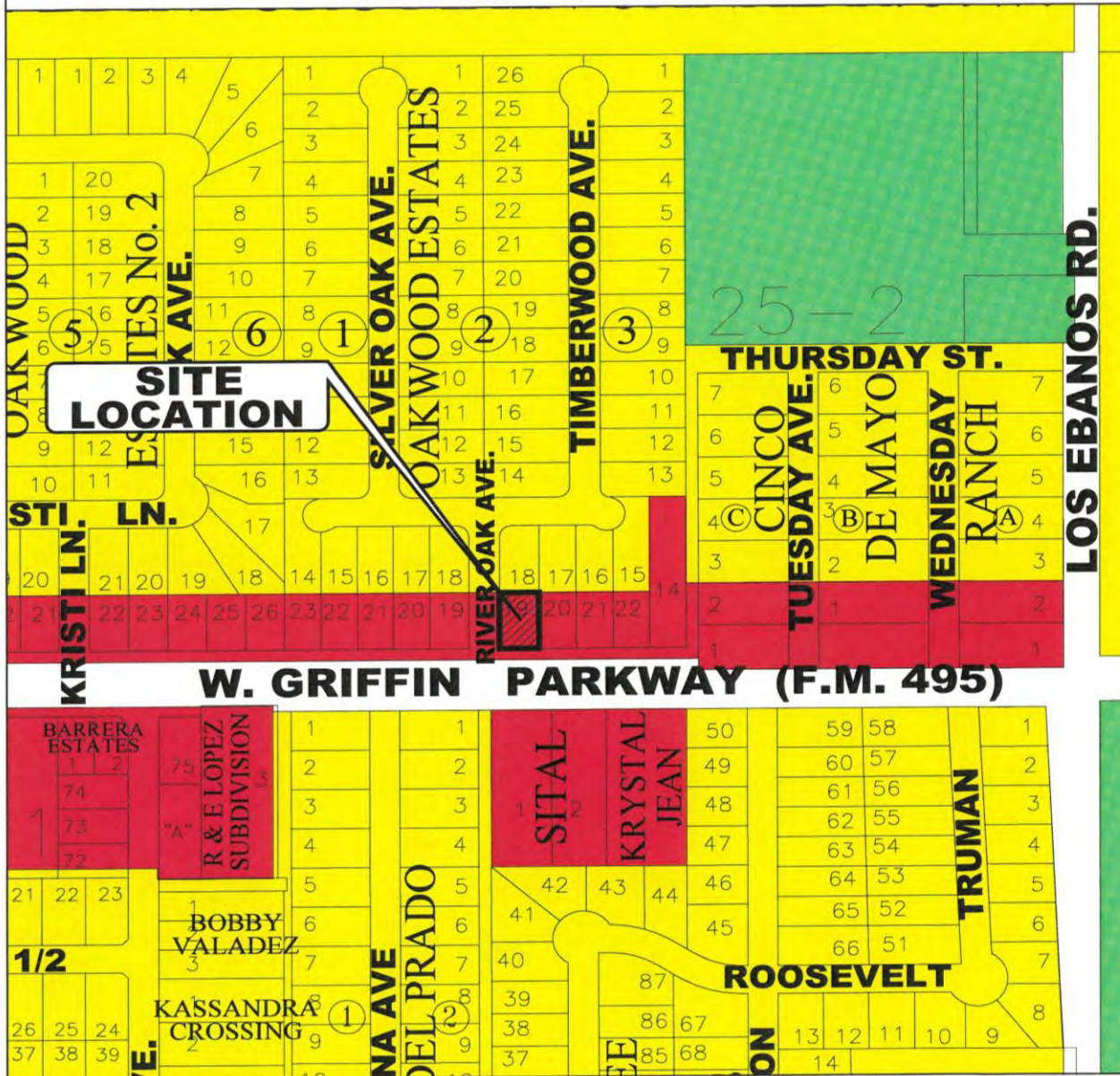


PHOTO OF THE PROPERTY



FUTURE LAND USE MAP



FUTURE LAND USE MAP

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

MAILOUT LIST

PROP_ID	name	addrDelive	addrCity	addrState	addrZip
250376	NAVARRO ADRIANNA M & MARIA G	2401 SILVER OAK	MISSION	TX	78574-2578
686138	LITTLE CLUB YOUTH FOUNDATION	1605 W GRIFFIN PKWY	MISSION	TX	78572
686137	LITTLE CLUB YOUTH FOUNDATION	1605 W GRIFFIN PKWY	MISSION	TX	78572
250427	GUTIERREZ JUAN JOSE III	2116 ROMAN ST	MISSION	TX	78573-8204
250428	GRACIA SERGIO HOMERO CERDA & NALLELY CERDA	1907 S 48TH LN	MCALLEN	TX	78503-0023
250426	SANCHEZ HOMES INC	6901 W INTERSTATE HWY 2	MISSION	TX	78572-1868
250429	ADAME JUAN ANTONIO	1811 W 30TH ST	MISSION	TX	78574-8289
250379	JNG1422 LLC	1210 ZARATE ST	SAN JUAN	TX	78589-3881
250422	TRONCOSO OLGA	2406 TIMBERWOOD AVE	MISSION	TX	78574-2502
250423	LONGORIA GLORIA A	2404 TIMBERWOOD AVE	MISSION	TX	78574-2502
250374	LOZANO NOEMI	2405 SILVER OAK AVE	MISSION	TX	78574-2578
250377	BRISENO MARGIE J	1805 W 21ST ST	MISSION	TX	78572-0716
250375	RAMON ROGELIO R & SANDRA K SANCHEZ	2403 SILVER OAK AVE	MISSION	TX	78574-2578
250378	SALINAS SERGIO	2503 SEQUOIA DR	MISSION	TX	78572-4712
250394	GARCIA IRENE	710 BLUE QUAIL	LYTLE	TX	78052
250425	MENDOZA EDUARDO	2400 TIMBERWOOD AVE	MISSION	TX	78574-2502
250395	GARCIA EMILIO Jr	2401 TIMBERWOOD AVE	MISSION	TX	78574-2501
250424	GARZA MAGDALENA	2402 TIMBERWOOD	MISSION	TX	78574-2502
715668	LITTLE CLUB YOUTH FOUNDATION	1605 W GRIFFIN PKWY	MISSION	TX	78572
133341	CANO ENRIQUE	2034 PENA ST	MISSION	TX	78572-7524
133342	SANDOVAL JOEL & YOLANDA	2032 PENA ST	MISSION	TX	78572-7524
250421	ROSAS ANDRES E & NELLY M	4405 SANTA LYDIA	MISSION	TX	78572-9636



CITY OF
MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: August 25, 2025

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

AGENDA ITEM: Conduct a public hearing and consideration of a Conditional Use Permit for a Home Occupation – Nursery in a property zoned (AO-I) Agricultural Open Interim District, being Lot 2, Lozano Estates Subdivision, located at 1711 W. Mile 3 Road, Applicant: Antonio Arellano, Adoption of Ordinance #_____ - Cervantes

NATURE OF REQUEST:

Project Timeline:

- July 25, 2025 – Application for Conditional Use Permit (“CUP”) submitted to the City for processing.
- August 8, 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.
- August 20, 2025 – Public hearing and consideration of a Conditional Use Permit by the Planning and Zoning Commission.
- August 25, 2025 – Public hearing and consideration of a Conditional Use Permit by the City Council.

Summary:

- The subject site is located approximately 1,000 east of Inspiration Road along the south side of Mile 3 Road. The applicant has a large agricultural lot fronting 114.63 feet along W. Mile 3 Road, with a depth of 516.36 feet.
- Per Code of Ordinance, a nursery requires the approval of a Conditional Use Permit by the City Council.
- The applicant is requesting a conditional use permit to have a nursery on his lot where he has his homestead. Access to the site is off W. Mile 3 Road. The applicant proposes to have the plants displayed on a designated area along the front of the property, behind the fence.
- The proposed days and hours of operation are Monday–Saturday from 9:00 am to 6:00 pm and Sunday from 9:00 am to 3:00 pm
- Staff: 5 employees
- Parking: The applicant has a long driveway that could easily stack up 4 to 5 vehicles and a circular driveway in front of the property for at least 5 vehicles.
- The Planning staff has not received any objections to the request from the surrounding property owners. Staff mailed out (20) legal notices to surrounding property owners.
- In accordance with the zoning ordinance, the P&Z and City Council may impose requirements and conditions of approval to ensure that a use requested by a Conditional Use Permit is compatible and complementary to adjacent properties.

STAFF RECOMMENDATION:

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

1. 1 year permit to continue to assess this conditional use permit.
2. Continued compliance with all City Codes (Building, Fire, Sign codes, etc.).
3. No vehicles will be allowed to park on the lawn or the Mile 3 right-of-way.
4. CUP is not transferable to others.
5. Hours of operation to be as follows: Monday – Saturday from 9:00 am to 6:00 pm, and Sunday from 9:00 am to 3:00 pm

Departmental Approval: Approval

Advisory Board Recommendation: Approval

City Manager's Recommendation: Approval *MRP*

RECORD OF VOTE:

APPROVED: _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS GRANTING A CONDITIONAL USE PERMIT FOR A HOME OCCUPATION – NURSERY IN A PROPERTY ZONED (AO-I) AGRICULTURAL OPEN INTERIM DISTRICT, BEING LOT 2, LOZANO ESTATES SUBDIVISION, LOCATED 1711 W. MILE 3 ROAD

WHEREAS, the City Council of the City of Mission finds that during consideration of the conditional use permit request of August 20, 2025, the Planning and Zoning Commission of the City of Mission upon duly recognized motion and second, voted to recommend to the City Council that the conditional use permit shown below be granted.

WHEREAS, The City Council of the City of Mission, held a public hearing at 4:30 p.m. on Monday, August 25, 2025, in the Council Chambers of the City Hall to consider the following conditional use permit:

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

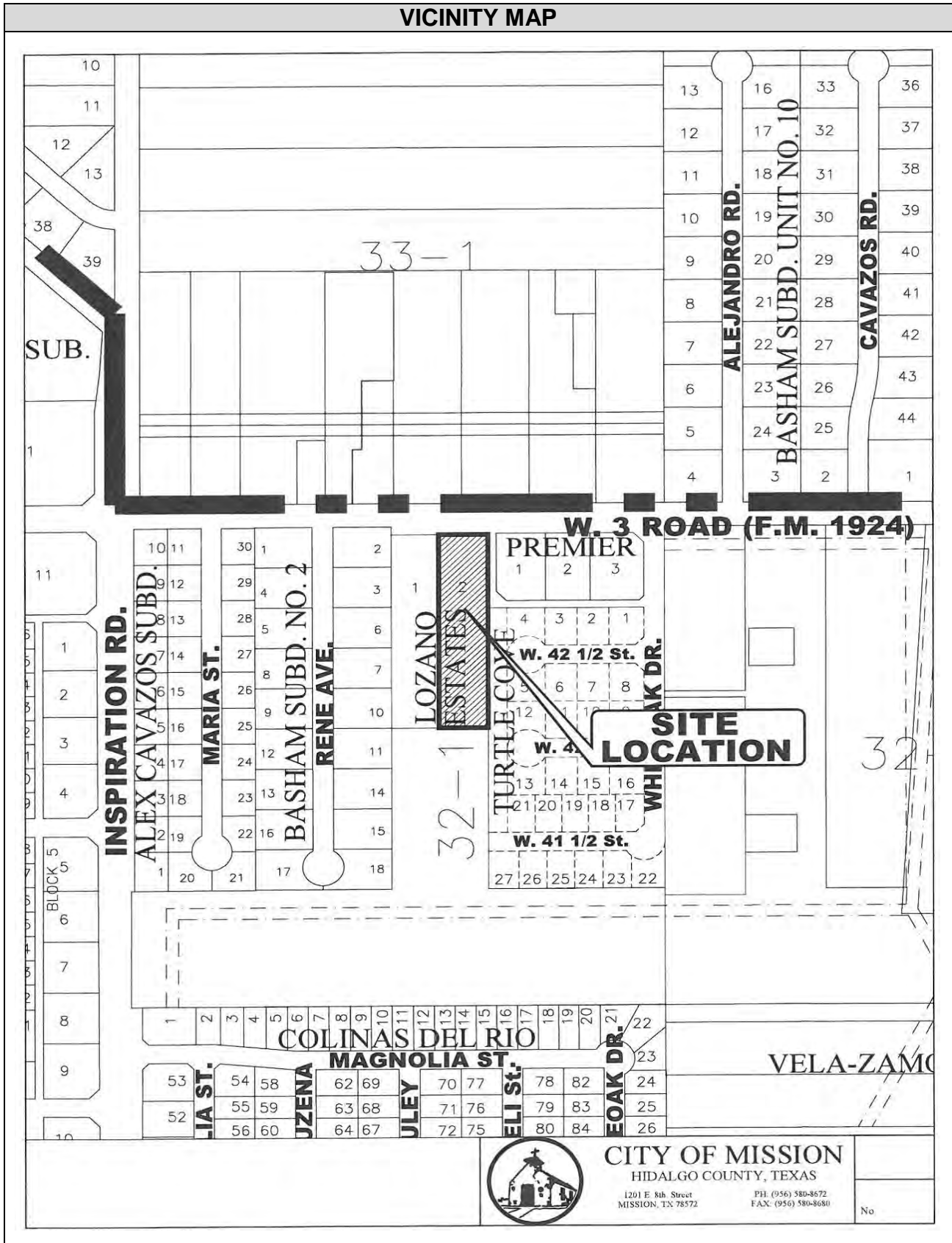
Legal Description	Type	Conditions of Approval
1711 W. Mile 3 Road Lot 2, Lozano Estates Subdivision	Nursery in a Property Zoned (AO-I) Agricultural Open Interim District	<ul style="list-style-type: none"> - 1-year permit to continue to assess this conditional use permit. - Continued compliance with all City Codes (Building, Fire, Sign codes, etc.) - No vehicles will be allowed to park on the lawn or the Mile 3 right-of-way - CUP is not transferable to others - Hours of operation to be as follows: Monday – Saturday from 9:00 am – 6:00 pm, and Sunday from 9:00 am to 3:00 pm

READ, CONSIDERED AND PASSED, this the 25th day of August, 2025.

Norie Gonzalez Garza, Mayor

ATTEST:

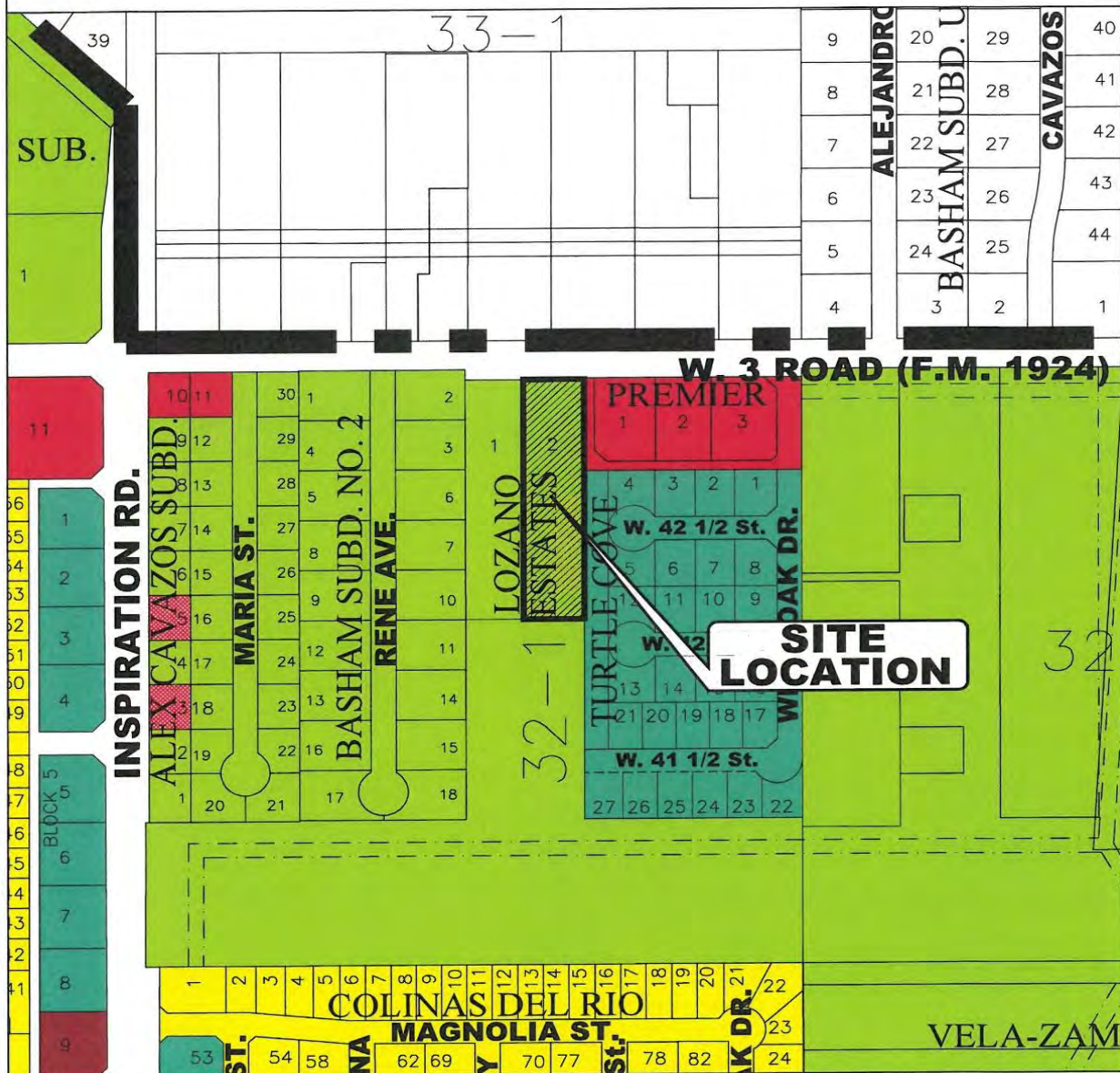
Anna Carrillo, City Secretary



ARIEL MAP



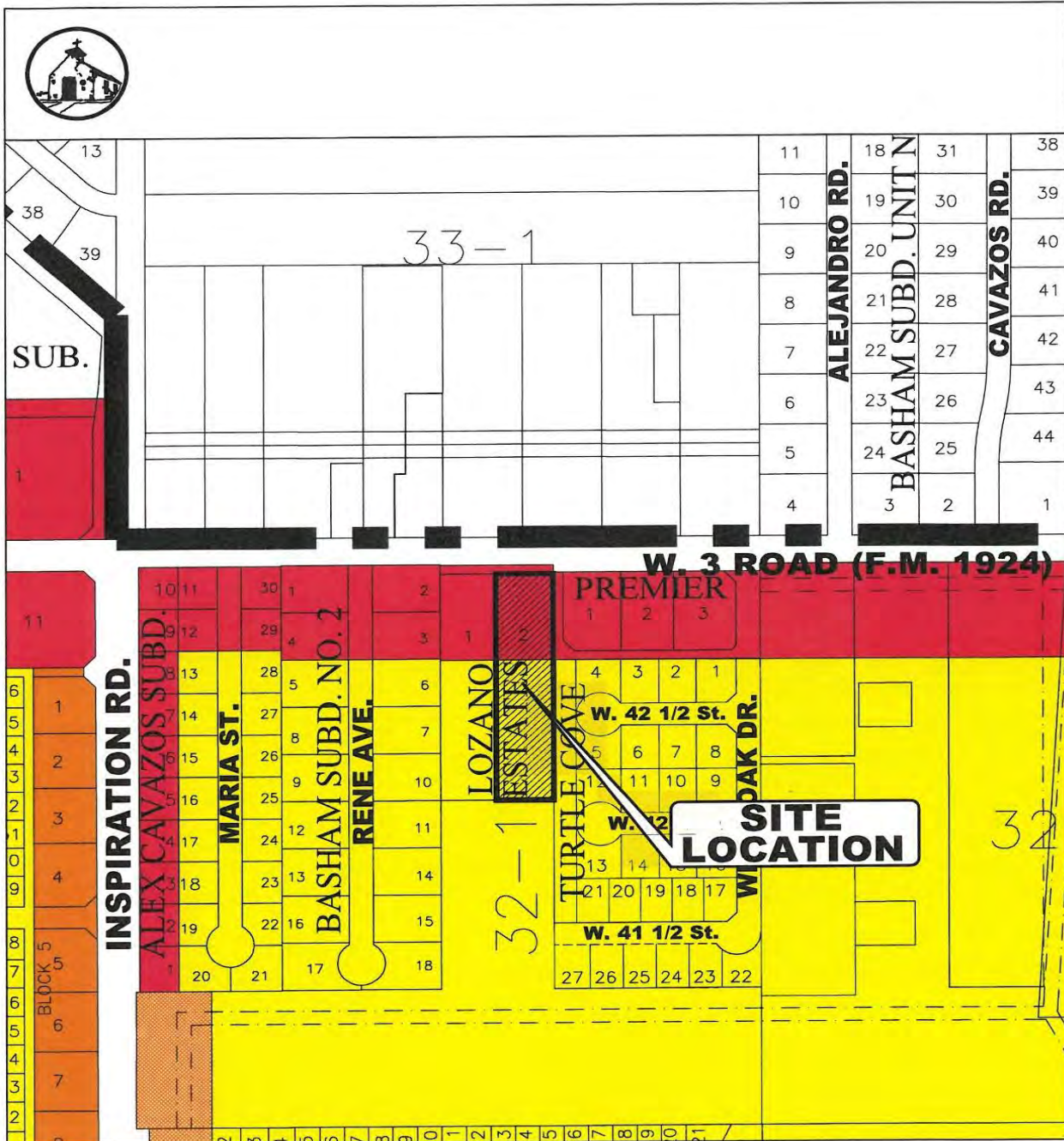
ZONING MAP



ZONING LEGEND

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

ATTACHMENTS



FUTURE LAND USE MAP

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

ATTACHMENTS



Site Plan

Plants will be sold in the boxed designated area.

Customer parking will be designated under the trees on the green areas to make sure the driveway is cleared of parking at all times.

ATTACHMENTS



ATTACHMENTS**Antonio Arellano**

1711 W Mile 3 Rd

Mission, TX 78573

Phone: 956 638 8202

Email: arellano001c2v@gmail.com

August 1, 2025

Planning and Zoning Department

City of Mission

Mission, TX

Subject: Conditional Use Permit Request – Nursery Plant Business at 1711 W Mile 3 Rd

Dear Planning and Zoning Commission,

I am writing to formally request a **Conditional Use Permit (CUP)** for the operation of a retail nursery business on my property, located at **1711 W Mile 3 Rd, Mission, TX 78573**, legally described as **Lozano Estates Lot 2**, with **Tax ID 3-20574-6543-0**.

The purpose of this permit is to allow the retail sale of high-quality, locally grown nursery plants to the community. Our mission is to promote sustainable gardening practices while offering a diverse selection of plants that thrive in our local environment.

Business Details:

- **Proposed Use:** Retail Nursery Plant Sales
- **Days of Operation:** Monday – Saturday, 9:00 AM to 6:00 PM
- **Sunday Hours:** 9:00 AM to 3:00 PM
- **Requested Duration of CUP:** 5+ years
- **Number of Employees:** 5 (Myself – Antonio Arellano, my wife – Lorena Cantu, and our children – Gael, Ximena, and Alexandra)
- **Property Size:** 1.35 acres

The property has ample space for the proposed nursery, including sufficient parking for customers and visitors. It is situated in a high-traffic area with existing commercial activity both in front of and next to our location. We believe that adding a nursery business will not only complement the surrounding commercial environment but also provide a valuable, eco-friendly service to the residents of Mission.

ATTACHMENTS

We are committed to maintaining the character of the area, complying with all applicable zoning regulations, and addressing any conditions required by the city.

Please let me know if additional documentation, is needed to process this request. We look forward to the opportunity to contribute to the growth and beauty of Mission through this venture.

Thank you for your time and consideration.

Sincerely,

Antonio Arellano

Property Owner & Applicant

1711 W Mile 3 Rd

Mission, TX 78573

MAILOUT LIST

PROP_ID	geolD	name	addrDelive	addrCity	addrState	addrZip
122583	B1900-02-000-0007-00	CUELLAR TOMAS G & RAMONA	4202 RENE AVE	MISSION	TX	78573-9191
122582	B1900-02-000-0006-00	CASTILLO MARIA AZUCENA L	21414 RAVELLO VISTA	SAN ANTONIO	TX	78259-1761
122586	B1900-02-000-0010-00	BAUTISTA ALBERTO JR & LORENA	4200 RENE AVE	MISSION	TX	78573
122590	B1900-02-000-0014-00	DE LEON ROSALBA	4106 RENE AVE	MISSION	TX	78573-9190
122587	B1900-02-000-0011-00	PENA RAMIRO CESAR & GRACIELA	4108 RENE AVE	MISSION	TX	78573-9190
122579	B1900-02-000-0003-00	GARZA JOHN & MARIA GARZA	4206 RENE AVE	MISSION	TX	78573-9191
614240	L6677-00-000-0001-00	LOZANO ARMANDO JR	1715 W MILE 3 RD	MISSION	TX	78573-4025
614241	L6677-00-000-0002-00	CANTU LORENA & ANTONIO ARELLANO	1711 W MILE 3 RD	MISSION	TX	78573-4025
122578	B1900-02-000-0002-01	NUNEZ ESMERALDA	1429 RICCO ST	EDINBURG	TX	78539-2178
122577	B1900-02-000-0002-00	VILLARREAL NORMA ALICIA	4208 RENE AVE	MISSION	TX	78573-9191
732680	P8325-00-000-0002-00	LAND GRABBER LLC	550 W 3 MILE LINE	PALMHURST	TX	78573
732678	P8325-00-000-0001-00	LAND GRABBER LLC	550 W 3 MILE LINE	PALMHURST	TX	78573
521781	W0100-00-032-0001-09	BAZAN LYDIA E	2405 REDWOOD AVE	MCALLEN	TX	78501-6413
521780	W0100-00-032-0001-07	CANTU MANUEL	4106 RENE AVE	MISSION	TX	78573-9190
317527	W0100-00-032-0001-03	TOWN & COUNTRY MCALLEN LLC	1602 W EXPY 83	ALAMO	TX	78516-3500
317628	W0100-00-033-0001-00	VELA ALBA ET AL	1708 W MILE 3 RD	MISSION	TX	78573-6773
317635	W0100-00-033-0001-07	MONTALVO MARIA ESPERANZA	1718 W MILE 3 RD	MISSION	TX	78573-6773
317636	W0100-00-033-0001-08	PCSV INVESTMENTS LLC	221 N 48TH ST	MCALLEN	TX	78501-4197
902170	W0100-00-033-0001-29	VELA ALBA	1708 W MILE 3 RD	MISSION	TX	78573-6773
317637	W0100-00-033-0001-09	AUBRY DAVID L	1806 W 3 MILE RD	MISSION	TX	78574



CITY OF
MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: August 25, 2025

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

AGENDA ITEM: Conduct a public hearing and consideration of a Conditional Use Permit for a Home Occupation for the Sale of Firearms – Custom Suppressor Solutions, LLC, in a (R-1A) Large Lot Single Family Residential District, being Lot 26, Rockingham Subdivision, located at 1706 Sandstone Drive, Applicant: Christopher Anderson, Adoption of Ordinance #_____ - Cervantes

NATURE OF REQUEST:

Project Timeline:

- July 28, 2025 – Application for Conditional Use Permit (“CUP”) submitted to the City for processing.
- August 8, 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.
- August 20, 2025 – Public hearing and consideration of a Conditional Use Permit by the Planning and Zoning Commission.
- August 25, 2025 – Public hearing and consideration of a Conditional Use Permit by the City Council.

Summary:

- The subject site is located at the southwest corner of Sandstone Drive and Tulip Avenue.
- Per Code of Ordinance, a home occupation requires the approval of a Conditional Use Permit by the City Council.
- The applicant proposes to operate a federally licensed firearm business at his residence. The proposed use will provide limited firearm transfers, online sales processing, and/or gunsmithing services with no retail showroom. The conditional use permit is a requirement for his application with the Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF) for a Federal Firearm License. The business will function entirely from a secure, dedicated room within their home. Their proposed business will operate without signage or exterior advertising; store all firearms in locked, bolted-down safes, utilize a monitored alarm system and video surveillance; comply fully with all federal, state, and local regulations, ensure that all transfers require background checks via the NICS system; and restrict access to the secure business area to the owners only.

- The proposed days and hours of operation are Fridays from 5:00 pm to 6:00 pm by appointment only. (They expect minimal customer traffic, typically fewer than 3 visits per week)
- Staff: Husband and wife only
- Parking: There is a two-car driveway, a garage, and a circular driveway that could easily stack up two vehicles.
- Staff mailed out (22) legal notices to surrounding property owners. The applicant provided letters of support from two of his neighbors. There was public opposition at the P&Z Meeting.
- In accordance with the zoning ordinance, the P&Z and City Council may impose requirements and conditions of approval to ensure that a use requested by a Conditional Use Permit is compatible and complementary to adjacent properties.

STAFF RECOMMENDATION:

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

1. 1 year permit to continue to assess this conditional use permit.
2. Compliance with Section 1.56-1 (Home Occupations) of the Zoning Ordinance
3. Compliance with all City Codes (Building, Fire, Sign Codes, etc.)
4. Acquire a business license
5. CUP is not transferable to others
6. Hours of operation: Fridays from 5:00 pm to 6:00 pm, by appointment only

Departmental Recommendation: Approval

Advisory Board Recommendation: Denial

City Manager's Recommendation: Denial *MRP*

RECORD OF VOTE:

APPROVED: _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS GRANTING A CONDITIONAL USE PERMIT FOR A HOME OCCUPATION FOR THE SALE OF FIREARMS – CUSTOM SUPPRESSOR SOLUTIONS, LLC, IN A (R-1A) LARGE LOT SINGLE FAMILY DISTRICT, BEING LOT 26, ROCKINGHAM SUBDIVISION, LOCATED AT 1706 SANDSTONE DRIVE

WHEREAS, the City Council of the City of Mission finds that during consideration of the conditional use permit request of August 20, 2025, the Planning and Zoning Commission of the City of Mission upon duly recognized motion and second, voted to recommend to the City Council that the conditional use permit shown below be granted.

WHEREAS, The City Council of the City of Mission, held a public hearing at 4:30 p.m. on Monday, August 25, 2025, in the Council Chambers of the City Hall to consider the following conditional use permit:

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

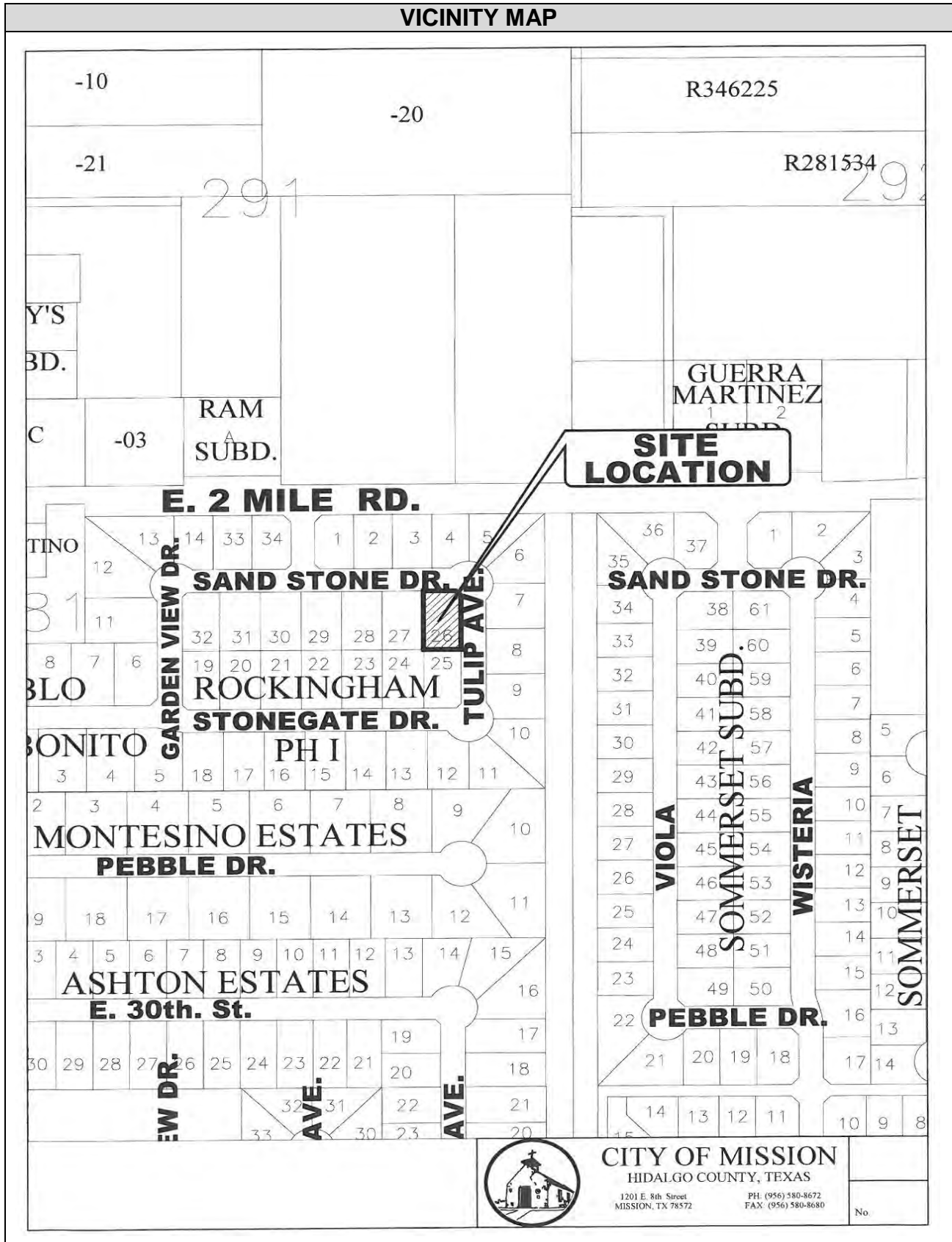
Legal Description	Type	Conditions of Approval
1706 Sandstone Drive Lot 26, Rockingham Subdivision	Home Occupation for the Sale of Firearms – Custom Suppressor Solutions, LLC in a (R-1A) Large Lot Single Family Residential District	<ul style="list-style-type: none"> - 1 year permit to continue to assess this conditional use permit - Compliance with Section 1.56-1 (Home Occupations) of the Zoning Ordinance - Continued compliance with all City Codes (Building, Fire, Sign codes, etc.) - Acquire a business license - CUP is not transferable to others - Hours of operation: Fridays from 5:00 pm – 6:00 pm, by appointment only

READ, CONSIDERED AND PASSED, this the 25th day of August, 2025.

Norie Gonzalez Garza, Mayor

ATTEST:

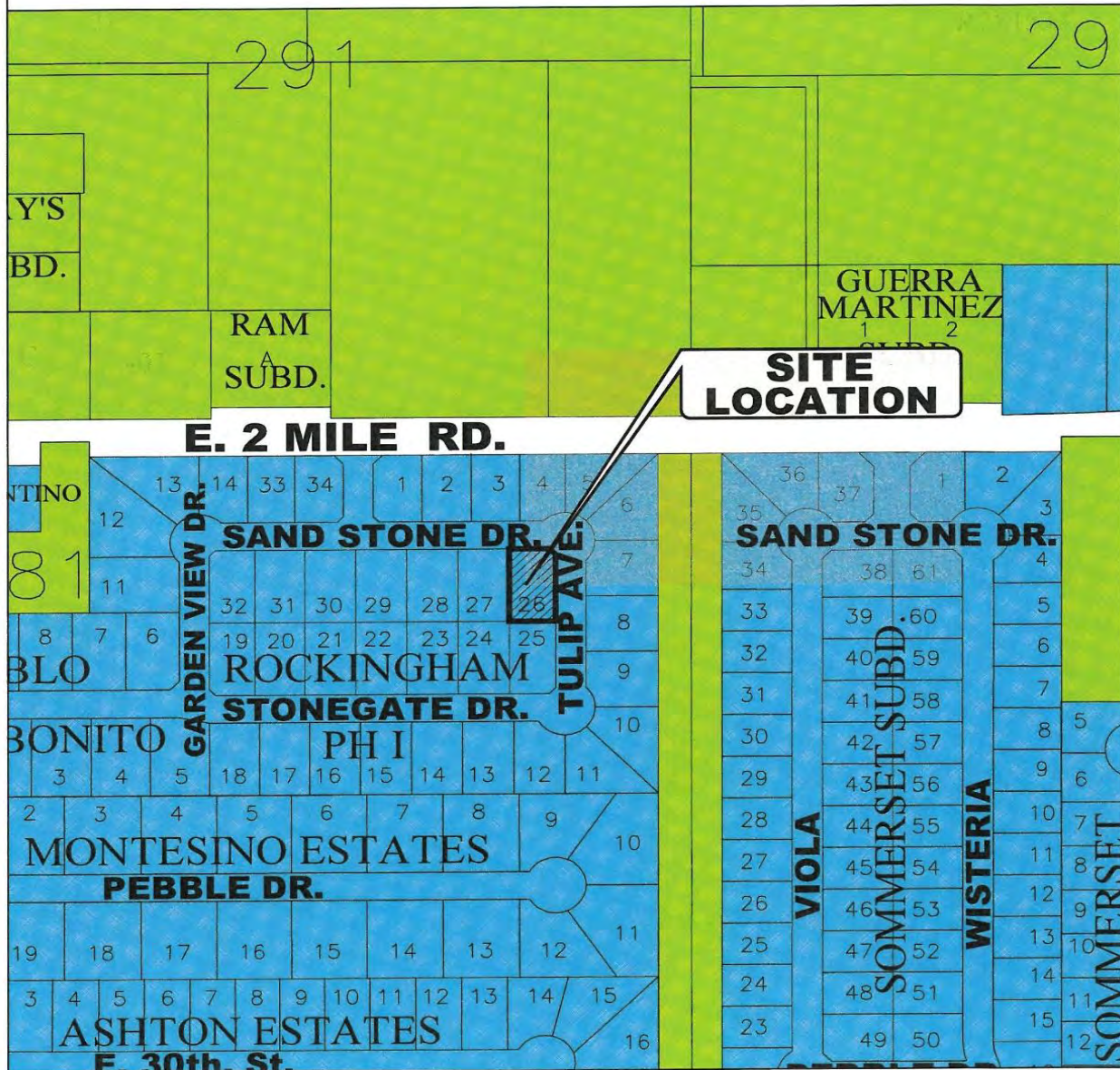
Anna Carrillo, City Secretary



ARIEL MAP



ZONING MAP



ZONING LEGEND

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

ATTACHMENTS



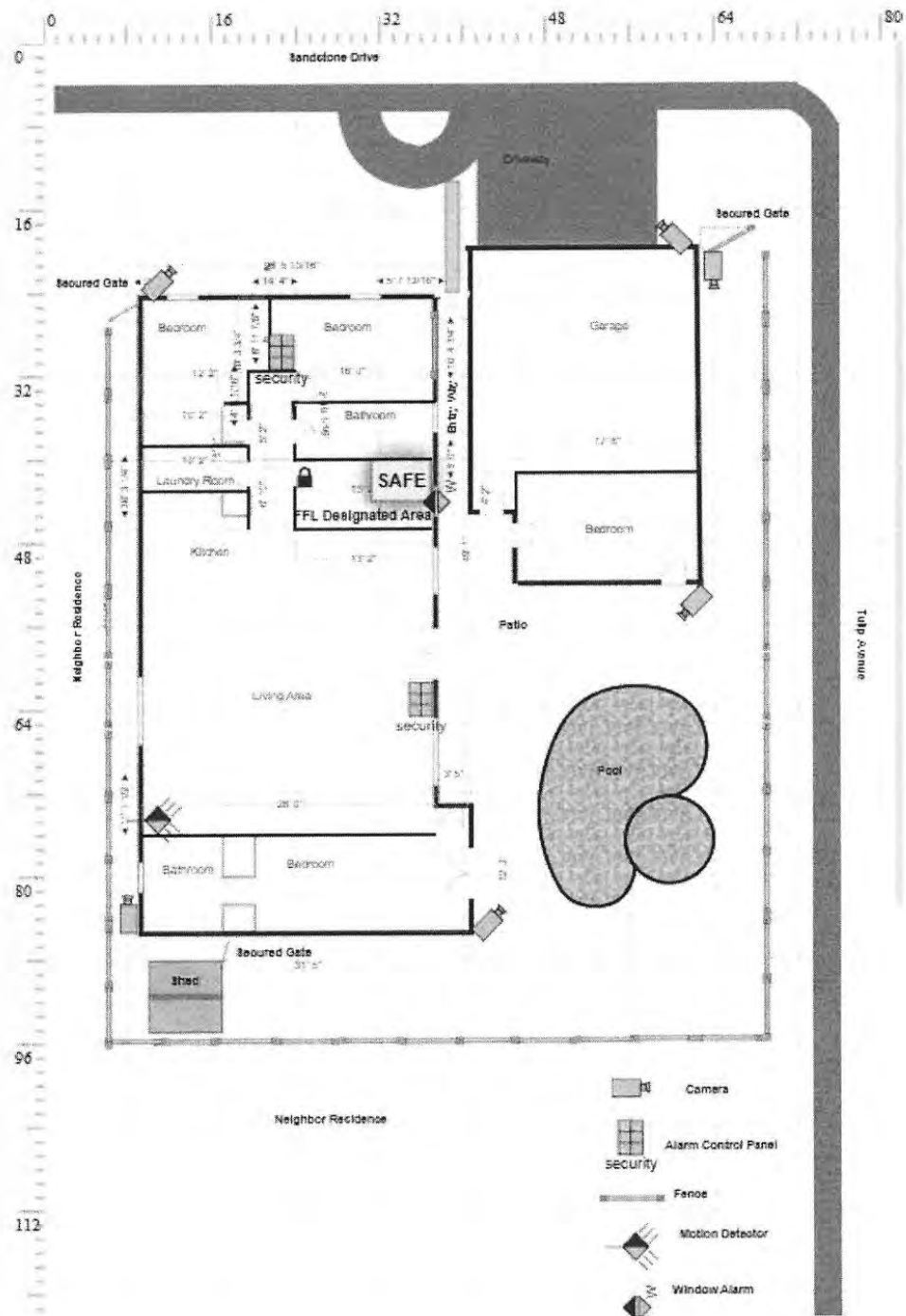
ATTACHMENTS



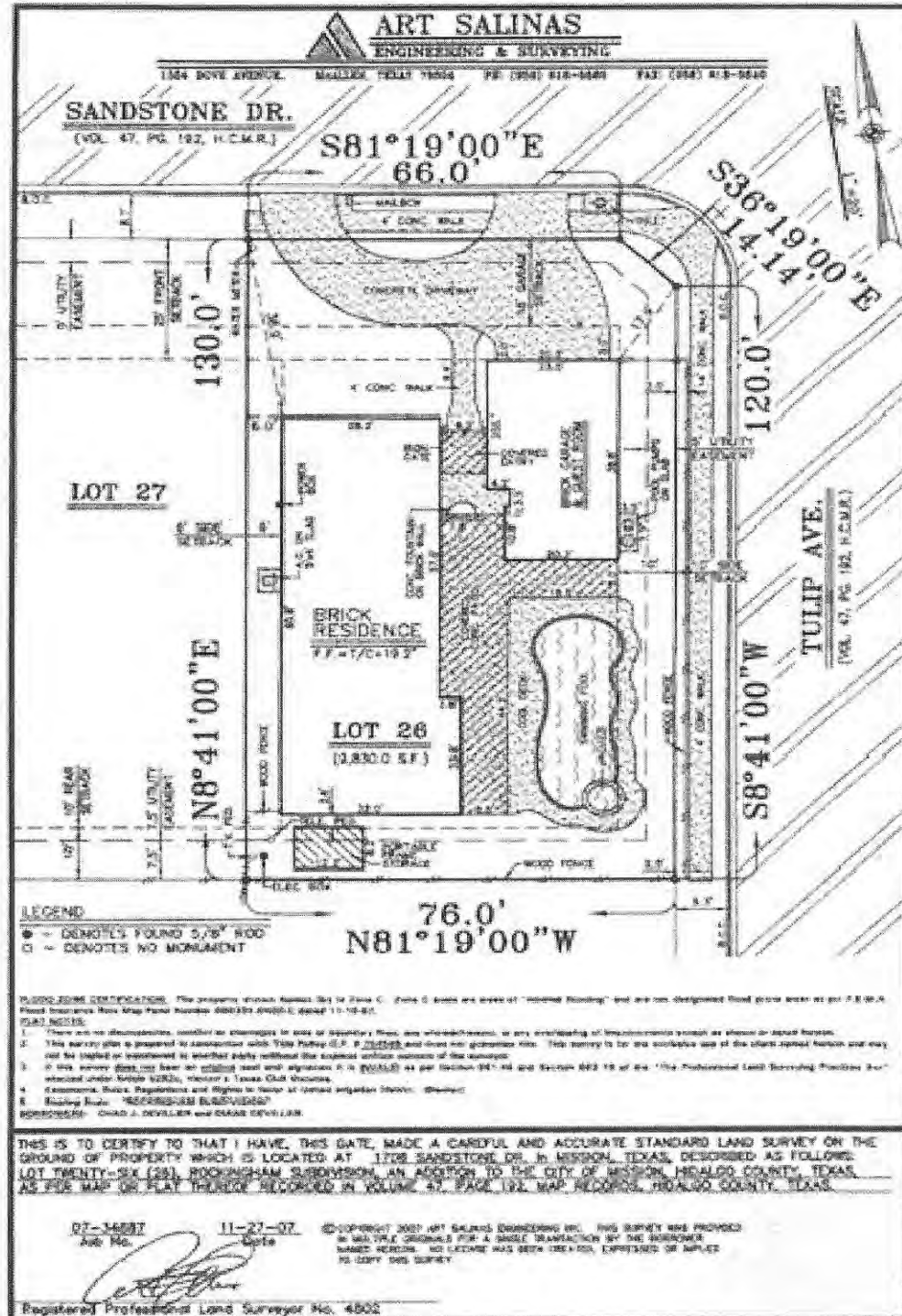
ATTACHMENTS



ATTACHMENTS



ATTACHMENTS



ATTACHMENTS

Business Description – Home-Based Federal Firearms License (FFL)

Business Name: Custom Suppressor Solutions, LLC

FEIN: 39-2772138

Texas Taxpayer Number: 32100751133

Applicant Name: Christopher Anderson and Tracy Anderson

Proposed Business Address: 1706 Sandstone Drive, Mission, Texas 78574

FFL Type Requested: Type 01 – Dealer in Firearms Other Than Destructive Devices

Location Type: Home-Based (No retail storefront)

Overview:

Custom Suppressor Solutions, LLC is a small, home-based business applying for a Federal Firearms License (FFL) to operate lawfully in accordance with all applicable federal, state, and local regulations. The business will be conducted from a secured, dedicated area within the private residence located at 1706 Sandstone Drive, Mission, Texas 78574, and will not be open to the general public.

The business will be operated solely by the husband and wife team, **Christopher Anderson and Tracy Anderson**, with **no outside employees**.

This FFL is intended for limited firearm transfers, online sales processing, and/or gunsmithing services. It is not a retail storefront, and there will be minimal foot traffic to the property.

Primary Business Activities:

- Facilitating firearm transfers for online purchases (FFL-to-FFL transfers)
- Selling firearms through online platforms (e.g., GunBroker), with local pickups by appointment only

Business Operations & Hours:

Operations will be by **appointment only**, between the hours of 5:00 p.m. to 6:00 p.m., on Friday. Customers will visit only after background checks are approved and appointments are scheduled.

Estimated customer traffic: fewer than 3 visits per week, depending on transaction volume.

No firearm discharge, testing, or range activity will occur on the premises.

ATTACHMENTS

Staffing & Roles:

- The business is co-owned and operated by **Christopher Anderson and Tracy Anderson**.
- Both individuals will be listed as **Responsible Persons** with the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF).
- No other individuals will have access to the firearms or participate in business operations.
- Duties will be shared between the owners, including customer communication, recordkeeping, and inventory control.

Use of Space:

All business activities will be confined to a secured area within the residence, such as a locked office or basement room. Firearms and related inventory will be stored in locked safes, inaccessible to unauthorized persons or children.

No signage will be installed on the property, and the residential character of the neighborhood will be preserved.

Security Measures:

- Locked firearm safes bolted to floor
- Monitored alarm system with motion and entry sensors
- 24/7 video surveillance of all access points
- Secure storage of ATF-required records
- Restricted access to the FFL area by household members

Compliance:

The business will strictly comply with all ATF regulations, including:

- Maintaining an up-to-date bound book
- Completing ATF Form 4473 for all transfers

ATTACHMENTS

- Conducting NICS background checks
- Submitting records and inspections upon request

All required business licenses, permits, and zoning authorizations will be obtained prior to operation.

Conclusion:

Custom Suppressor Solutions, LLC will be a low-impact, home-based operation focused on compliance, safety, and responsible firearms transactions. The business will have no retail signage, minimal traffic, and enhanced security, ensuring no disruption to the neighborhood or violation of local zoning rules.

ATTACHMENTS

Mr. Peter Nielsen
1705 Stonegate Dr.
Mission Tx 78574

07/22/2025

Planning and Zoning Dept
City of Mission, Texas
1201 E 8th St.
Mission Tx 78572

Re: Conditional Use Permit application - Home Based FFL Business at 1706 Sandstone Dr. Mission, Tx 78572

To Whom It May Concern:

I understand that Christopher & Tracy Anderson are applying for a Conditional Use Permit for a home-based Federal Firearms License (FFL) at the above location. I know that they will conduct this business in a professional and discreet manner. There will be no signage and it will be by limited appointment only.

Because I know them to be excellent neighbors I have no concerns about this business. There are no concerns regarding any disruption to the residential character of this area. I have no objection to the issuance of a CUP for this use and believe it is appropriate for consideration within the scope of local zoning and permitting regulations.

Sincerely,



Peter Nielsen
Pete.Nielsen@att.net

ATTACHMENTS

Ricardo Saenz

1705 Sandstone Dr. Mission, TX
Mobile: (956) 222-9385
Email: r.saenz254@gmail.com

July 25, 2025

Re: Support for Conditional Use Permit – Home Based FFL Business at
1706 Sandstone Dr. Mission, TX 78574

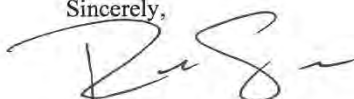
To Whom It May Concern:

I am writing in support of a Federal Firearms License (FFL) at the residence referenced above.

I understand this will be a home-based, low-traffic business operated by appointment only, with no signage, no discharge of firearms on the property, and secure storage protocols in place. As a neighbor, I have no concerns about this operation. I believe it will be handled discreetly and in full compliance with federal, state, and local regulations while maintaining the peaceful character of the neighborhood.

I am fully in favor of this application and believe it represents a responsible, law-abiding member of our community taking steps to expand their business in a safe and compliant way. If you need further information, I am happy to be contacted regarding this letter of support.

Sincerely,



Ricardo Saenz
Mobile: (956) 222-9385

ATTACHMENTS

Rubi Saenz

1705 Sandstone Dr. Mission, TX
Mobile: (956) 205-8114
Email: r.saenz254@gmail.com

July 25, 2025

Re: Support for Conditional Use Permit – Home Based FFL Business at
1706 Sandstone Dr. Mission, TX 78574

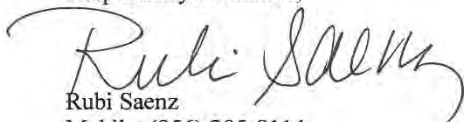
To Whom It May Concern:

I am writing in support of the Conditional Use Permit application for a home-based Federal Firearms License (FFL) business at the above-referenced address.

Based on the details provided, I understand this business will operate discreetly and professionally without signage or walk-in customers and by appointment only. It will maintain the quiet, residential nature of the neighborhood.

I have no concerns regarding noise, traffic, or parking. I believe the proposed use is appropriate and consistent with local zoning and permitting standards, and I do not oppose approval of this CUP.

Respectfully submitted,


Rubi Saenz
Mobile: (956) 205-8114

MAILOUT LIST

PROP_ID	geolD	name	addrDelive	addrCity	addrState	addrZip
695983	R3490-00-000-0024-00	NIELSEN PETER C	1705 STONEGATE DR	MISSION	TX	78574
695987	R3490-00-000-0028-00	TALBERT LINCOLN S & ANNA L	1702 SANDSTONE DR	MISSION	TX	78574-3367
695971	R3490-00-000-0012-00	FLORES AGUSTIN JR	1706 STONEGATE DR	MISSION	TX	78574-2760
695964	R3490-00-000-0005-00	RAMIREZ FELIX GUZMAN	4116 COSENTINO DR	MISSION	TX	78574
695962	R3490-00-000-0003-00	SAENZ RICARDO & RUBI E	303 WAGON TRAIL	PALMHURST	TX	78573-3971
695970	R3490-00-000-0011-00	CRAIG RUSSELL & PATRICIA	1708 STONEGATE DR	MISSION	TX	78574
695965	R3490-00-000-0006-00	RAMIREZ MARCO A & MAYRA L	3114 TULIP AVE	MISSION	TX	78574-0225
695985	R3490-00-000-0026-00	ANDERSON TRACY & CHRISTOPHER	1706 SANDSTONE DR	MISSION	TX	78574-3367
695961	R3490-00-000-0002-00	MORALES JESSE	3314 N STEWART RD	MISSION	TX	78573-8401
695960	R3490-00-000-0001-00	LE KEVIN & PHU T VO	1701 SANDSTONE DR	MISSION	TX	78574-3319
695984	R3490-00-000-0025-00	GONZALEZ JORGE ALBERTO & PERLA	1707 STONEGATE DR	MISSION	TX	78574-2760
695986	R3490-00-000-0027-00	MARTINEZ JESUS III & SELINA G	1704 SANDSTONE DR	MISSION	TX	78574
695972	R3490-00-000-0013-00	MORALES JESSE & MARIA A	3314 N STEWART RD	MISSION	TX	78573-8401
695963	R3490-00-000-0004-00	CADENCE BANK TRUSTEE	901 S MOPAC EXPY STE 355	AUSTIN	TX	78746-6052
695973	R3490-00-000-0014-00	MARTINEZ JUAN JOSE	1702 STONEGATE DR	MISSION	TX	78574-2760
695982	R3490-00-000-0023-00	MOCHOGE MARTIN & ANA EDITH LEAL	8501 BOUGAINVILLEA DR	MISSION	TX	78573-1403
695981	R3490-00-000-0022-00	SOZA OFILIA IRENE	200 SOLAR DR	MISSION	TX	78574-2332
695988	R3490-00-000-0029-00	LEAL BELINDA & ABELINO	1700 SANDSTONE DR	MISSION	TX	78574-3367
695967	R3490-00-000-0008-00	BAZAN DAVID	806 W PALMA VISTA DR	PALMVIEW	TX	78572-2144
695966	R3490-00-000-0007-00	LERMA ARTURO JR & CARMEN O	3112 TULIP AVE	MISSION	TX	78574-0225
695969	R3490-00-000-0010-00	VEGA ARNOLD	3100 TULIP AVE	MISSION	TX	78574-0225
695968	R3490-00-000-0009-00	CANO ADRIANA	3104 TULIP AVE	MISSION	TX	78574-0225



CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: August 25, 2025

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

AGENDA ITEM: Conduct a public hearing and consideration of a Conditional Use Permit for an Outdoor Padel Court and other recreational activities as shown in the site plan – IMGN Park in a (C-3) General Retail District, being the Northwest 9.96 acres out of Lot 203, John H. Shary Subdivision, located at 719 Ragland Street. Applicant: Jorge E. Careaga, Adoption of Ordinance #_____ - Cervantes

NATURE OF REQUEST:

Project Timeline:

- August 1, 2025 – Application for Conditional Use Permit submitted to the City.
- August 8, 2025 – In accordance with State and local law, notice of the required public hearings mailed to all the property owners within 200 feet of the subject tract and notice of public hearings was published in the Progress Times.
- August 20, 2025 – Public hearing and consideration of the Conditional Use Permit by the Planning and Zoning Commission.
- August 25, 2025 – Public hearing and consideration of the Conditional Use Permit ordinance by the City Council

Summary:

- Mr. Jorge E. Careaga, the applicant, is requesting a Conditional Use Permit for the IMGN Park that has outdoor padel courts and an outdoor soccer field. The business is located 800' South of US Business 83 along the west side of Ragland Street. The business has been in operation since 2022.
- Section 1.43-C-3 (General Business) (3) (g) states that "Amusement parks, circus or carnival grounds, commercial amusement, or recreational development, or other temporary structure used for temporary purposes" are allowed with a conditional use permit.
- The site no longer has a restaurant but has a kitchen and contains three (3) outdoor padel courts and an outdoor soccer field with restrooms for men and women. There are 26 parking spaces (4 ADA spaces) available for the patrons.
- Hours of operation are Monday to Sunday from 9:00 a.m. to 11 p.m.
- Notices were mailed out to 31 surrounding property owners within 200 feet of the subject property. Staff has not received any phone calls in opposition to the request.

STAFF RECOMMENDATION:

Staff recommends approval of the request subject to:

1. The permit to be for a two-year period.
2. Must comply with the building, fire and health codes.
3. Must maintain the 6' buffer requirement.
4. Must obtain a new business license.
5. Must comply with the noise ordinance.
6. Hours of operation are limited to Monday to Sunday from 9:00 a.m. to 11:00 p.m.

Departmental Approval: Approval

Advisory Board Recommendation: Approval

City Manager's Recommendation: Approval *MRP*

RECORD OF VOTE: **APPROVED:** _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS GRANTING A CONDITIONAL USE PERMIT FOR AN OUTDOOR PADEL COURT AND OTHER RECREATIONAL ACTIVITIES AS ASHOWN IN THE SITE PLAN – IMGN PARK IN A (C-3) GENERAL BUSINESS DISTRICT, BEING THE NORTHWEST 9.96 ACRES OUT OF LOT 203, JOHN H. SHARY SUBDIVISION, LOCATED AT 719 RAGLAND STREET

WHEREAS, the City Council of the City of Mission finds that during consideration of the conditional use permit request of August 20, 2025, the Planning and Zoning Commission of the City of Mission upon duly recognized motion and second, voted to recommend to the City Council that the conditional use permit shown below be granted.

WHEREAS, The City Council of the City of Mission, held a public hearing at 4:30 p.m. on Monday, August 25, 2025, in the Council Chambers of the City Hall to consider the following conditional use permit:

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS, THAT THE FOLLOWING CONDITIONAL USE PERMIT BE GRANTED: AS SHOWN IN EXHIBT “A”

Legal Description

719 Ragland Street
Being the Northwest 9.96
acres out of Lot 203,
John H. Shary subdivision

Type

Outdoor Padel Court and
other Recreational Activities
– IMGN Park

Conditions of Approval

- The permit to be for a two year period
- Must comply with the Building, Fire, and Health codes
- Must maintain the 6’ buffer requirement
- Must obtain a new business license.
- Must comply with noise ordinance
- Hours of operation are limited to Monday to Sunday from 9:00 a.m. to 11:00 p.m.

READ, CONSIDERED AND PASSED, this the 25th day of August, 2025.

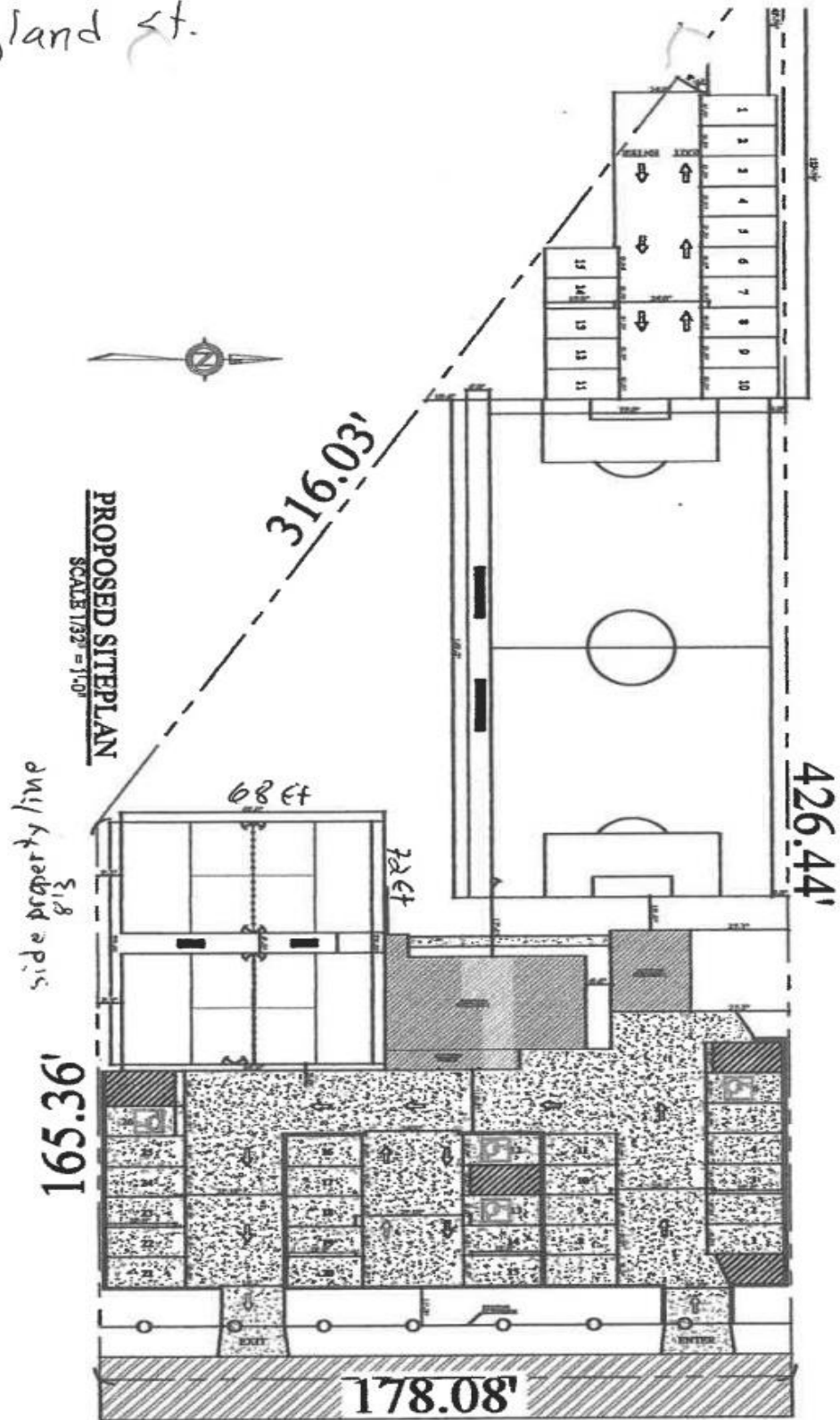
Norie Gonzalez Garza, Mayor

ATTEST:

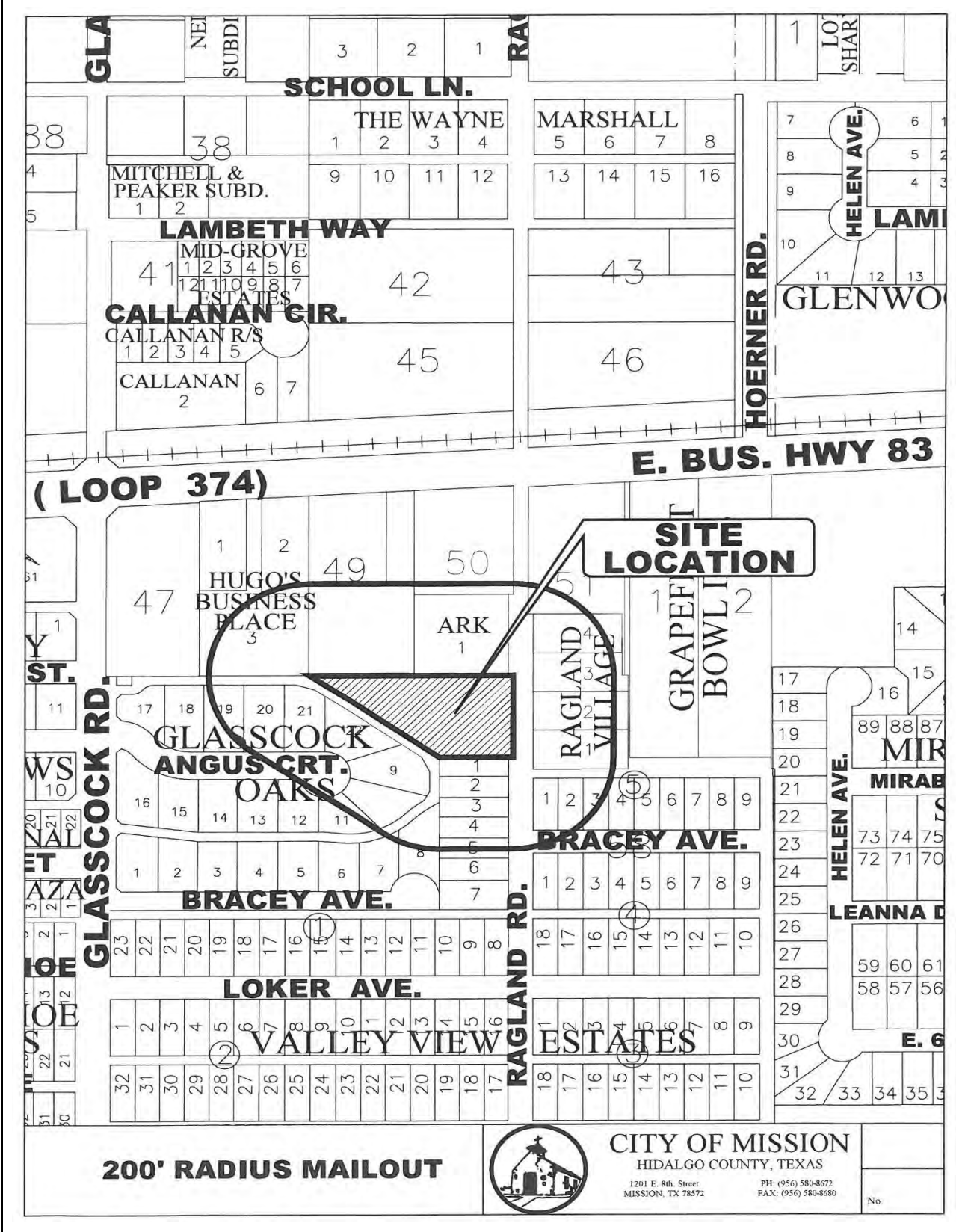
Anna Carrillo, City Secretary

EXHIBIT "A"

719 Ragland St.



LEGAL NOTICE MAP

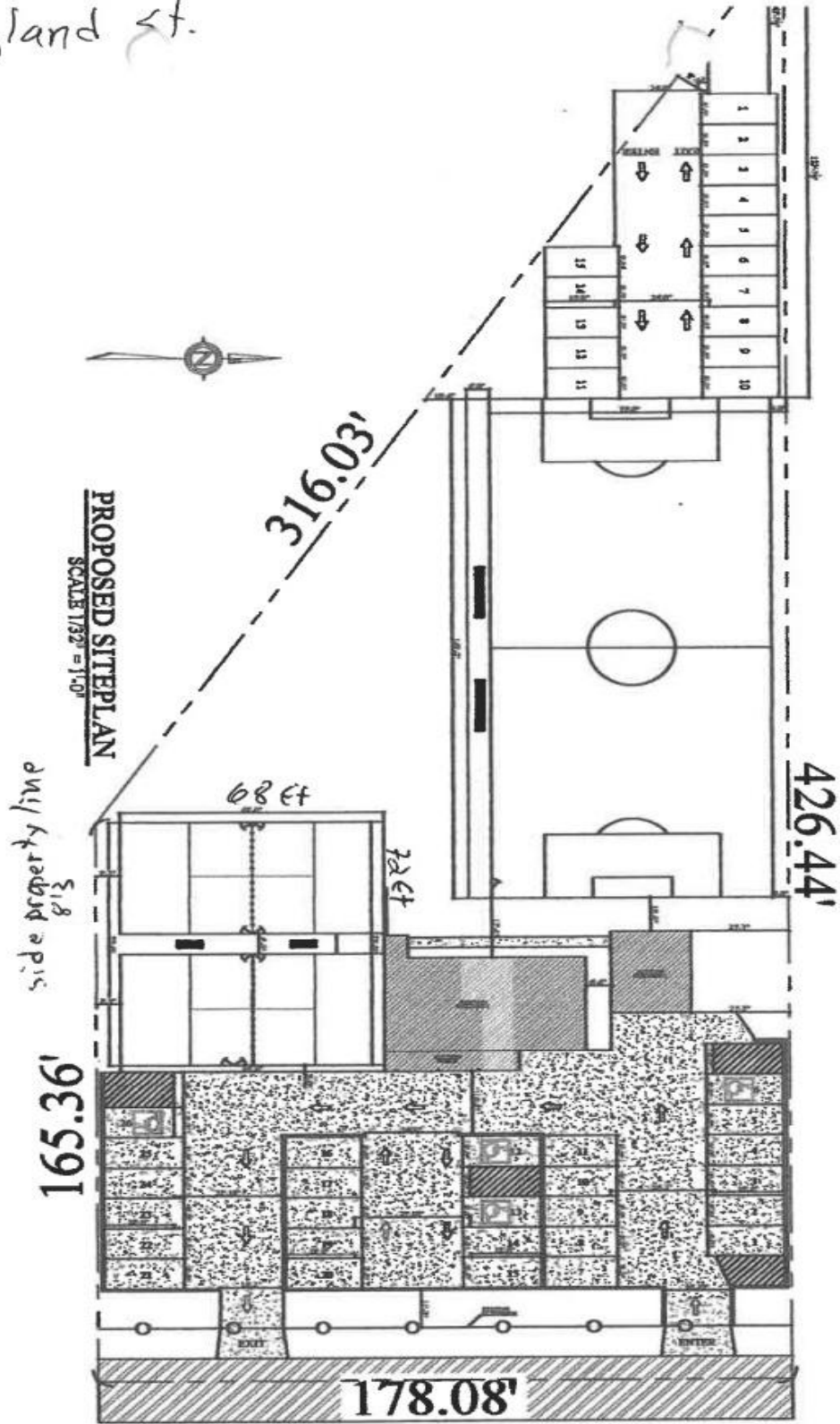


AERIAL PHOTO

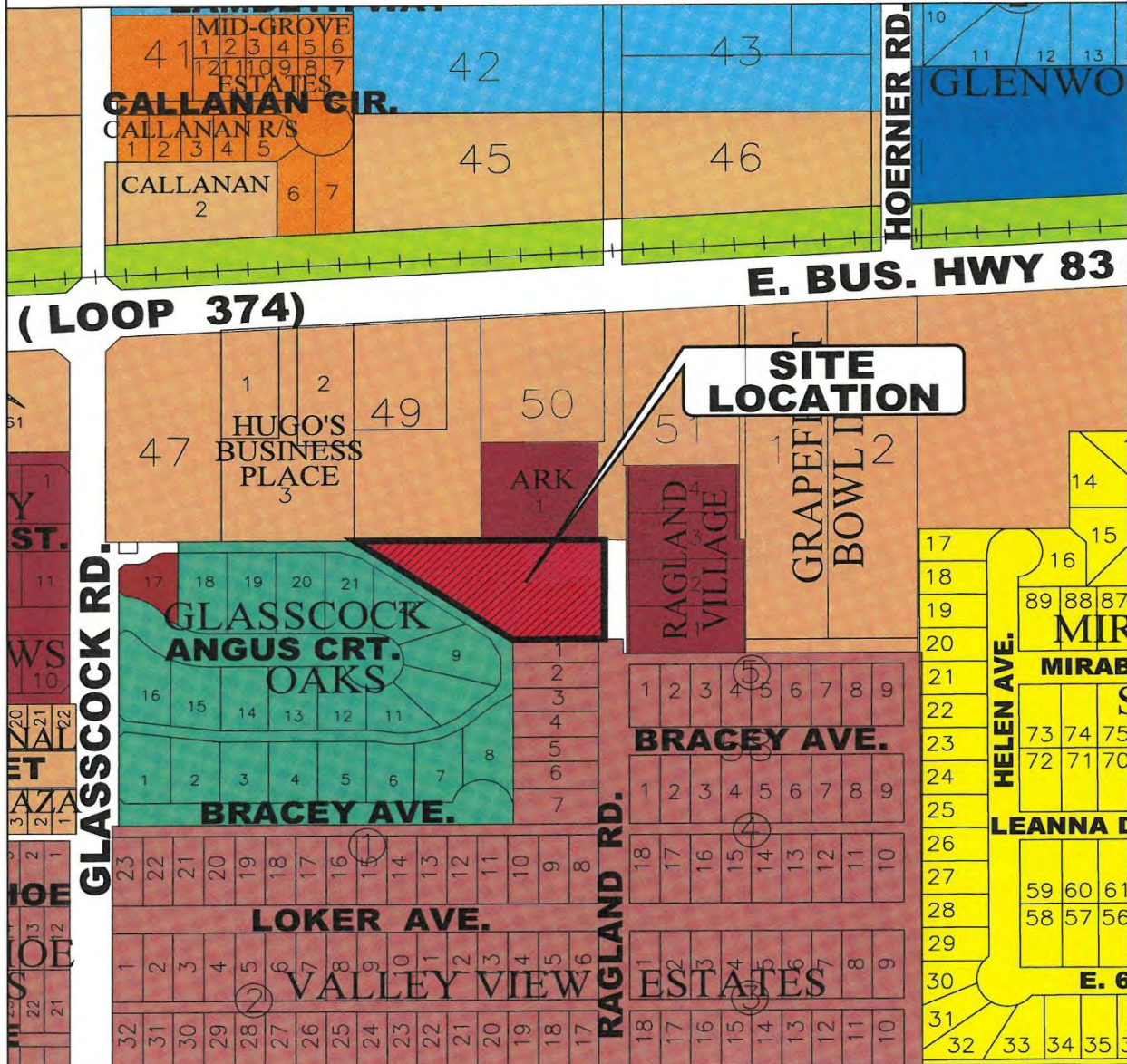


SITE PLAN

719 Ragland St.



ZONING MAP



ZONING LEGEND

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

PHOTO OF THE PROPERTY



PHOTO OF THE PROPERTY



MAILOUT LIST

PROP_ID	geolD	name	addrDelive	addrCity	addrState	addrZip
313451	V2000-00-001-0004-00	SALGUERO JAIRO	707 RAGLAND ST	MISSION	TX	78572-9247
313540	V2000-00-005-0002-00	ROC ENTERPRISES LLC	PO BOX 5605	MCALLEN	TX	78502-5605
613454	G4053-00-000-0019-00	QURAIISHI AADAM	3401 IVY AVENUE	MCALLEN	TX	78501-6634
613455	G4053-00-000-0020-00	HAY DULCE P	5111 N MCCOLL RD	MCALLEN	TX	78504-2331
613456	G4053-00-000-0021-00	GARZA BERTA	3716 STEVENSEN AVE	MISSION	TX	78573-6317
613457	G4053-00-000-0022-00	GARZA BERTHA A	3716 STEVENSEN AVE	MISSION	TX	78573-6317
613442	G4053-00-000-0007-00	KESTER LETICIA MARGARITA JARAMILLO ETAL	420 ROSE ELLEN CR	MCALLEN	TX	78501
613443	G4053-00-000-0008-00	CANTU TOMAS JR & MARIA DEL CARMEN	2015 BRACEY ST	MISSION	TX	78572-9215
313542	V2000-00-005-0004-00	STUART KENNETH & GLORIA	11284 STATE ROAD 38	GREENS FORK	IN	47345-9712
622805	H5130-00-000-0002-00	R H TIJERINA INC	719 N 23RD ST	MCALLEN	TX	78501-6848
281112	S2950-00-000-0203-10	CAREAGA JORGE EDUARDO	1604 LILA BETH LN	MISSION	TX	78572-3188
613446	G4053-00-000-0011-00	CORPUS GIOVANNA	2010 ANGUS ST	MISSION	TX	78572
613444	G4053-00-000-0009-00	JIM & MARY KAY MOFFITT FAMILY LTD	1128 PECAN BLVD	MCALLEN	TX	78501-7872
613445	G4053-00-000-0010-00	JIM & MARY KAY MOFFITT FAMILY LTD	1128 PECAN BLVD	MCALLEN	TX	78501-7872
613447	G4053-00-000-0012-00	MURPHY MICHAEL SCOTT	4716 N MAIN ST	MCALLEN	TX	78504-3614
622806	H5130-00-000-0003-00	SHARYLAND STORAGE LLC	4313 SOUTH L ST	MCALLEN	TX	78503-1878
313541	V2000-00-005-0003-00	TIJERINA CARLOS	808 S SHARY RD 5 PMB NO 163	MISSION	TX	78572
313539	V2000-00-005-0001-00	RAMIREZ MARIA OLIVIA BARRERA	2101 BRACEY ST	MISSION	TX	78572-9252
0						
313450	V2000-00-001-0003-00	PULIDO APOLONIO & ESPERANZA ANITA	709 RAGLAND RD	MISSION	TX	78572-9247
313452	V2000-00-001-0005-00	GONZALEZ ROSAMARIA	2900 W LARK AVE	VISALIA	CA	93291-8099
313449	V2000-00-001-0002-00	BLANCO MARTHA	711 RAGLAND ST	MISSION	TX	78572-9247
313448	V2000-00-001-0001-00	MASON DEBORAH SUE	713 RAGLAND ST	MISSION	TX	78572-9247
118797	A5571-00-00A-0001-00	KELLY AVENUE APARTMENTS LLC	1800 CYNTHIA LN	PALMHURST	TX	78573-8508
283442	S3000-00-000-0050-20	PAB MANAGEMENT LLC	1902 E GRIFFIN PKWY	MISSION	TX	78572
283441	S3000-00-000-0050-01	MATA PRISCILLA A	2312 NICOLE DR	MISSION	TX	78574
790044	S3015-00-000-0001-00	SHARYLAND STORAGE LLC	4313 SOUTH L ST	MCALLEN	TX	78503-1878
283439	S3000-00-000-0049-00	O'REILLY AUTO ENTERPRISES LLC	PO BOX 9167	SPRINGFIELD	MO	65801-9167
517910	A5570-00-000-0001-01	GRANNY'S ATTIC INC	1400 N MCCOLL RD STE 201	MCALLEN	TX	78501-9613
118798	A5571-00-00B-0002-00	KELLY AVENUE APARTMENTS LLC	1800 CYNTHIA LN	PALMHURST	TX	78573-8508
118799	A5571-00-00B-0003-00	KELLY AVENUE APARTMENTS LLC	1800 CYNTHIA LN	PALMHURST	TX	78573-8508
118800	A5571-00-00B-0004-00	KELLY AVENUE APARTMENTS LLC	1800 CYNTHIA LN	PALMHURST	TX	78573-8508
118801	A5571-00-00B-0005-00	KELLY AVENUE APARTMENTS LLC	1800 CYNTHIA LN	PALMHURST	TX	78573-8508
118802	A5571-00-00B-0006-00	KELLY AVENUE APARTMENTS LLC	1800 CYNTHIA LN	PALMHURST	TX	78573-8508
118803	A5571-00-00B-0007-00	KELLY AVENUE APARTMENTS LLC	1800 CYNTHIA LN	PALMHURST	TX	78573-8508
118804	A5571-00-00B-0008-00	KELLY AVENUE APARTMENTS LLC	1800 CYNTHIA LN	PALMHURST	TX	78573-8508
118805	A5571-00-00B-0009-00	KELLY AVENUE APARTMENTS LLC	1800 CYNTHIA LN	PALMHURST	TX	78573-8508
118806	A5571-00-00B-0010-00	KELLY AVENUE APARTMENTS LLC	1800 CYNTHIA LN	PALMHURST	TX	78573-8508
118807	A5571-00-00B-0011-00	KELLY AVENUE APARTMENTS LLC	1800 CYNTHIA LN	PALMHURST	TX	78573-8508
1557917	S3000-00-000-0051-05	DELBARRO CHRISTOPHER	3611 GRAND CANAL DR	MISSION	TX	78572
20834401	R0406-00-000-0001-00	DALS INVESTMENTS LLC	3900 N 10TH ST	MCALLEN	TX	78501
20834402	R0406-00-000-0002-00	DALS INVESTMENTS LLC	3900 N 10TH ST	MCALLEN	TX	78501
20834403	R0406-00-000-0003-00	BLUE STELLER ENTERPRISES LLC	315 N SHARY	MISSION	TX	78572
20834400	R0406-00-000-0004-00	BLUE STELLER ENTERPRISES LLC	315 N SHARY	MISSION	TX	78572



CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: August 25, 2025

PRESENTED BY: Xavier Cervantes, Director of Planning

AGENDA ITEM: Conduct a public hearing and consideration of a Conditional Use Permit to allow a Mobile Food Unit – Danny’s Place, being the West ½ of Lots 7 & 8, Block 176, Mission Original Townsite Subdivision, in a (C-4) Heavy Commercial District, located at 307 W. Tom Landry Street. Applicant: Daniel Leal, Adoption of Ordinance #_____ – Cervantes

NATURE OF REQUEST:

Project Timeline:

- July 14, 2025 – Application for a Conditional Use Permit (“CUP”) submitted to the City.
- August 08, 2025 – Following State and local law, notice of the required public hearings mailed to all property owners within 200 feet of the subject tract.
- August 20, 2025 - Public hearing and consideration of the requested Conditional Use Permit by the Planning and Zoning Commission (P&Z)
- August 25, 2025 – Public hearing and consideration of the requested Conditional Use Permit by the City Council.

Summary:

- The site is located 75 feet West of N. Perkins Avenue along the North side of W. Tom Landry Street.
- Pursuant to Section 1.56 (11)(H) of the City of Mission Code of Ordinances, a Mobile Food Park requires the approval of a conditional use permit by the City Council.
- The applicant proposes to place a mobile food unit in a mobile food park to sell their products.
- The proposed hours of operation are as follows: Monday through Saturday from 6:00 am to 12:00 am.
- Staff: 2 employees
- Parking: The site has 9 parking stalls and 5 additional parking stalls with written approval behind the West Side Liquor Store to use their parking lot in case of any overflow. Staff notes that this property is located within the Mission Central Business District, thus exempt from parking requirements.
- The Planning Staff has not received any objections to the request from the surrounding property owners. Staff mailed out (19) legal notices to the surrounding property owners.

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

STAFF RECOMMENDATION:

- Approval for a 1-year re-evaluation in order to assess this new operation;
- Must comply with all City Codes (Building, Fire, Health, etc.),
- Hours of operation are Monday through Saturday from 6:00 am to 12:00 am;
- Must comply with the noise ordinance
- Acquisition of a business license prior to occupancy for each mobile food unit;
- CUP is not transferable to others.

Departmental Approval: Approval

Advisory Board Recommendation: Approval

City Manager's Recommendation: Approval *MRP*

RECORD OF VOTE: **APPROVED:** _____

DISAPPROVED:

TABLED: _____

_____AYES

_____ DAYS

DISSENTING

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS GRANTING A CONDITIONAL USE PERMIT FOR A MOBILE FOOD UNIT-DANNY'S PLACE, BEING THE WEST ½ OF LOTS 7 & 8, BLOCK 176, MISSION ORIGINAL TOWNSITE SUBDIVISION, LOCATED AT 307 W. TOM LANDRY STREET

WHEREAS, the City Council of the City of Mission finds that during consideration of the conditional use permit request of August 20, 2025 Planning and Zoning Commission of the City of Mission upon duly recognized motion and second, voted to recommend to the City Council that the conditional use permit shown below be granted.

WHEREAS, the City Council of the City of Mission, held a public hearing at 4:30 p.m. on Monday, August 25, 2025, in the Council Chambers of the City Hall to consider the following conditional use permit:

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

Legal Description

307 W. Tom Landry Street
Being the west ½ of lots 7 & 8,
Block 176, Mission Original
Townsite Subdivision

Type

Mobile Food Unit –
Danny's Place

Conditions of Approval

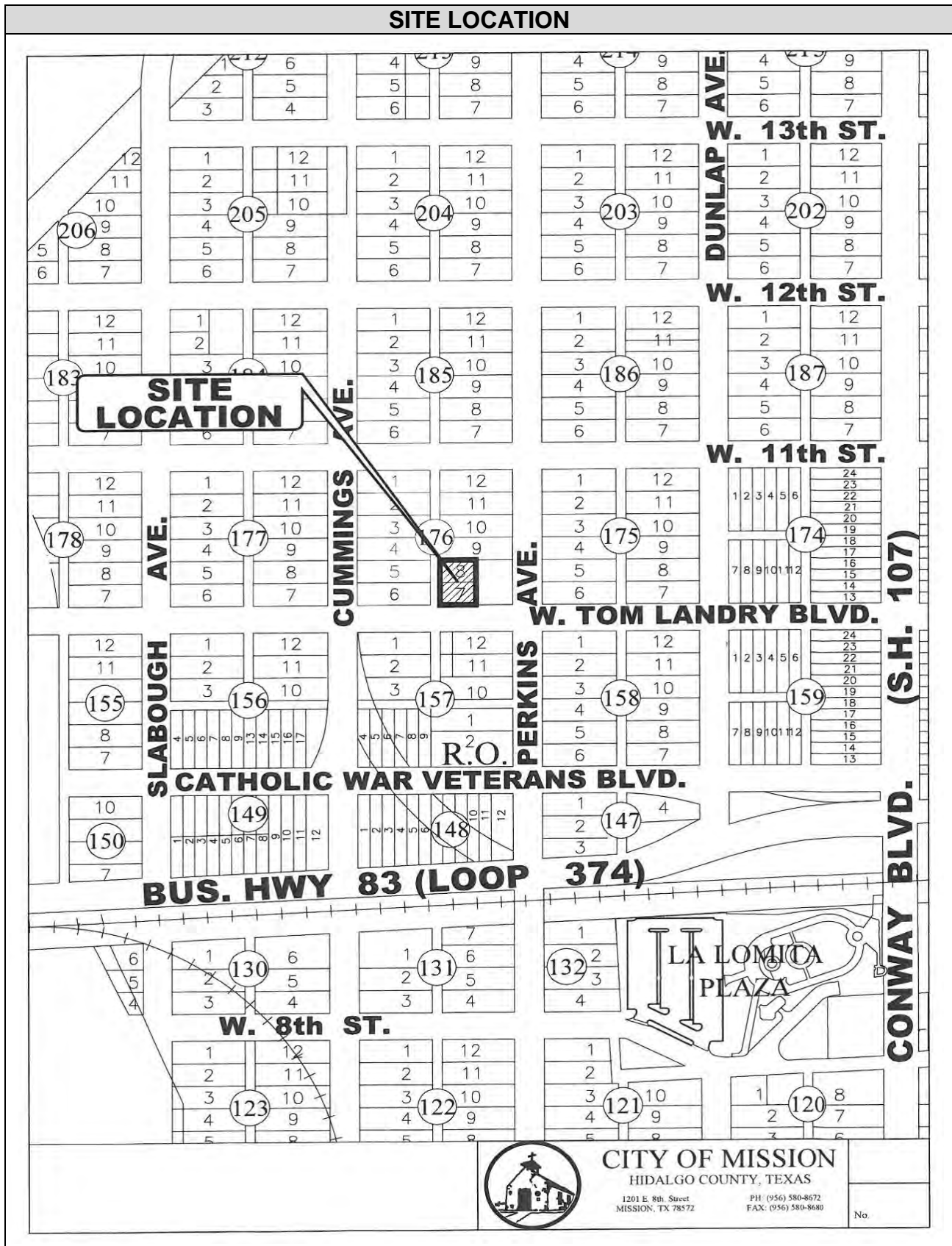
- 1-year re-evaluation,
- Must comply with all City Codes (Building, Fire, Health, etc.),
- Hours of operation are Monday thru Saturday from 6:00 am to 12:00 am.
- Must comply with the noise ordinance,
- Acquisition of a business license prior to occupancy for each mobile food unit
- CUP is not transferable to others

READ, CONSIDERED AND PASSED, this the 25th day of August, 2025.

Norie Gonzalez Garza, Mayor

ATTEST:

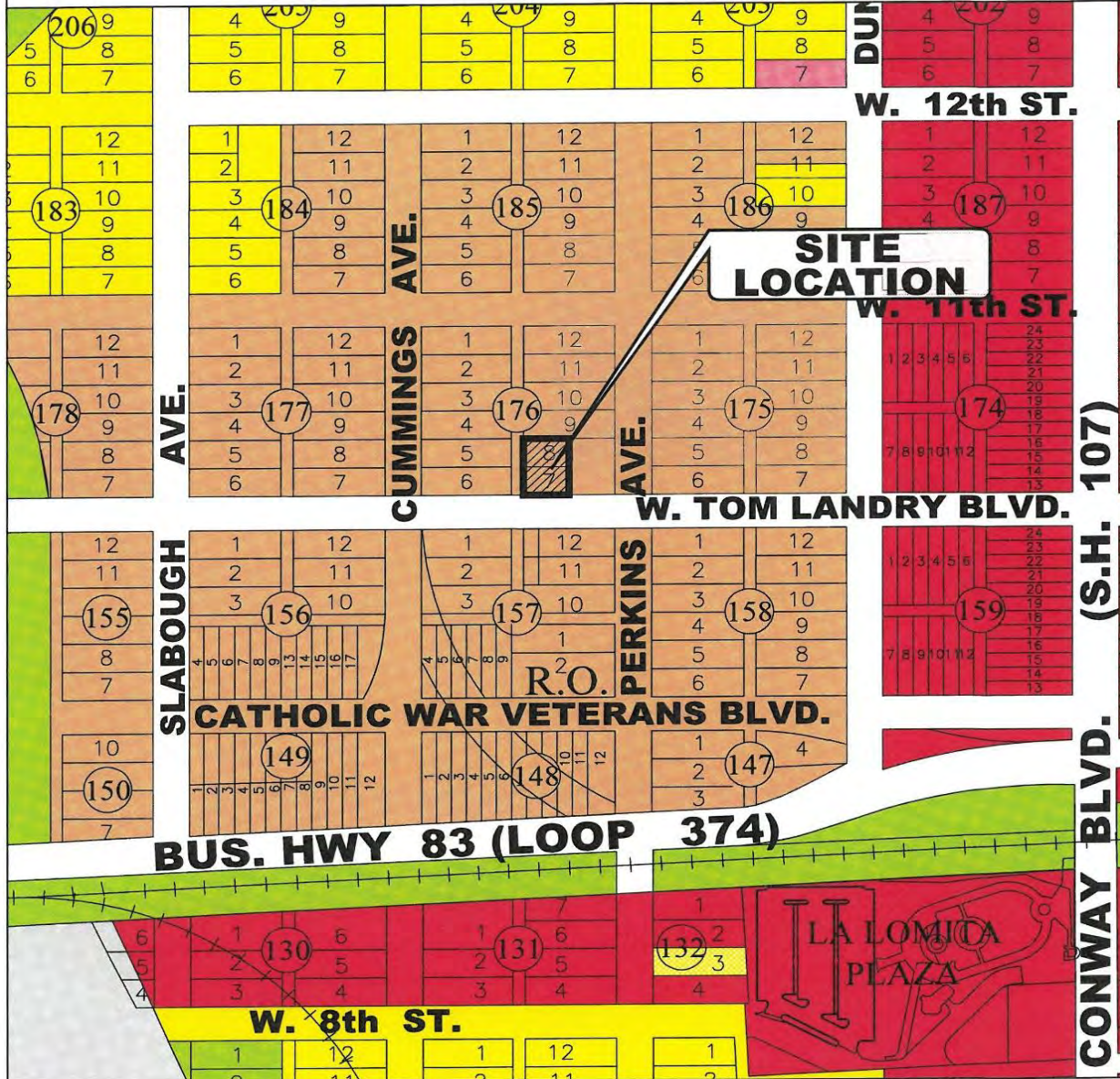
Anna Carrillo, City Secretary



AERIAL MAP

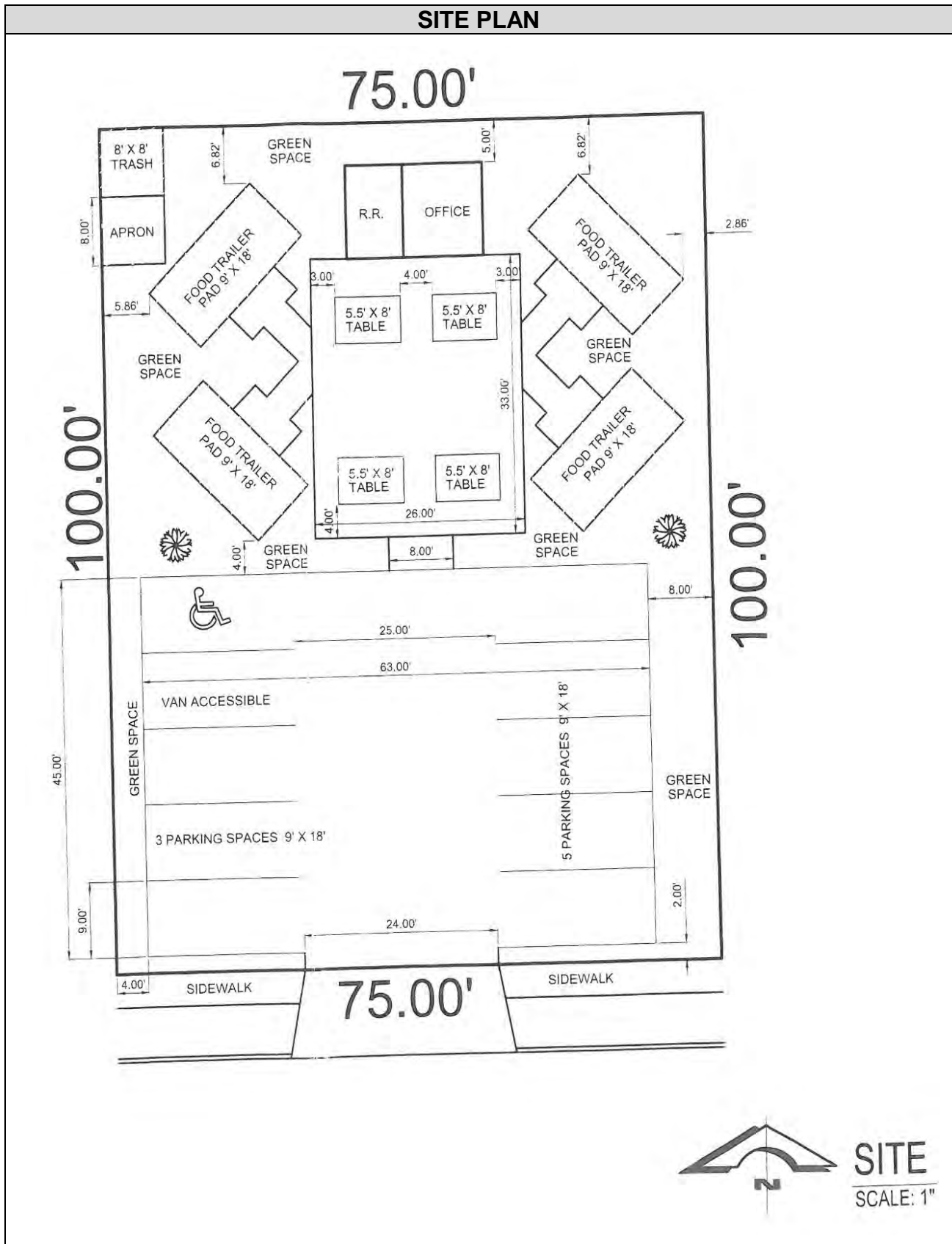


ZONING MAP



ZONING LEGEND

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



PICTURES



PICTURES



ADDITIONAL PARKING PICTURE



MAILOUT LIST

PROP_ID	geolD	name	addrDelive	addrCity	addrState	addrZip
239868	M5200-00-176-0009-00	GUERRA LITA ANNE	2214 REBEL RD	AUSTIN	TX	78704-5245
239853	M5200-00-175-0003-00	PASCUAL JORGE A & SILVIA B SCUDELETTI PASCUAL TRUSTEETS	4109 SAN GERARDO	MISSION	TX	78572-7377
239689	M5200-00-158-0000-00	SEGLER INTERESTS LLC	20212 CHAMPIONS FOREST DR STE 700-369	SPRING	TX	77379
239852	M5200-00-175-0002-10	MARTINEZ CARLOS & CRUZ OLIVIA	1016 PERKINS AVE	MISSION	TX	78572-3934
239860	M5200-00-176-0001-00	CANTU JORGE LUIS & MARIA DE LA LUZ	901 PERKINS AVE STE A	MISSION	TX	78572-3940
239865	M5200-00-176-0006-00	WSLS INC	311 W TOM LANDRY ST	MISSION	TX	78572-3911
239863	M5200-00-176-0005-10	RIVAS RUBEN	313A W TOM LANDRY ST	MISSION	TX	78572-3911
239864	M5200-00-176-0005-15	WEST LIQUOR	311 W TOM LANDRY ST	MISSION	TX	78572-3911
239866	M5200-00-176-0007-00	GONZALEZ ROBERTO & TERESA C GONZALEZ	1714 N BRYAN RD	MISSION	TX	78572-3022
239867	M5200-00-176-0008-00	TIME WARNER COMMUNICATIONS RGV	PO BOX 7467	CHARLOTTE	NC	28241-7467
239872	M5200-00-176-0012-10	GARCIA FRANKE	2119 LIBERTY ST	MISSION	TX	78573-9862
239871	M5200-00-176-0012-00	HERNANDEZ JAVIER	1111 W NOLANA AVE	MCALLEN	TX	78504-3747
239861	M5200-00-176-0005-00	SALINAS GUADALUPE	319 WEST TOM LANDRY	MISSION	TX	78572
239686	M5200-00-157-0011-00	DOLIFKA LAND COMPANY	PO BOX 444	BRIGHTON	CO	80601-0444
239685	M5200-00-157-0010-00	D L LIGHTING & AUDIO LLC	3616 N 43RD ST	MCALLEN	TX	78501-3473
239681	M5200-00-157-0001-00	CITY OF MISSION	1201 E 8TH ST	MISSION	TX	78572-5812
239687	M5200-00-157-0012-00	GONZALEZ RUBEN	1803 AZALEA ST	MISSION	TX	78573-9166
0						
239870	M5200-00-176-0011-00	ROCHA ESTEVAN GABRIEL	1015 PERKINS	MISSION	TX	78572-3935
239869	M5200-00-176-0010-00	CANTU ROSA SALINAS	1015 PERKINS AVE	MISSION	TX	78572-3935
0						



CITY OF
MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: August 25, 2025

PRESENTED BY: Xavier Cervantes, Director of Planning

AGENDA ITEM: Conduct a public hearing and consideration of a Conditional Use Permit to allow a Mobile Food Unit – Martha’s Burgers & More, being the West ½ of Lots 7 & 8, Block 176, Mission Original Townsite Subdivision, in a (C-4) Heavy Commercial District, located at 307 W. Tom Landry Street. Applicant: Martha Avitia, Adoption of Ordinance #_____ - Cervantes

NATURE OF REQUEST:

Project Timeline:

- July 14, 2025 – Application for a Conditional Use Permit (“CUP”) submitted to the City.
- August 08, 2025 – Following State and local law, notice of the required public hearings mailed to all property owners within 200 feet of the subject tract.
- August 20, 2025 - Public hearing and consideration of the requested Conditional Use Permit by the Planning and Zoning Commission (P&Z)
- August 25, 2025 – Public hearing and consideration of the requested Conditional Use Permit by the City Council.

Summary:

- The site is located 75 feet West of N. Perkins Avenue along the North side of W. Tom Landry Street.
- Pursuant to Section 1.56 (11)(H) of the City of Mission Code of Ordinances, a Mobile Food Park requires the approval of a conditional use permit by the City Council.
- The applicant proposes to place a 9-foot by 18-foot mobile food unit in a mobile food park to sell their products.
- The proposed hours of operation are as follows: Monday through Sunday from 7:00 am to 12:00 am.
- Staff: 3 employees
- Parking: The site has 9 parking stalls and 5 additional parking stalls with written approval behind the West Side Liquor Store to use their parking lot in case of any overflow. Staff notes that this property is located within the Mission Central Business District, thus exempt from parking requirements.
- The Planning Staff has not received any objections to the request from the surrounding property owners. Staff mailed out (19) legal notices to the surrounding property owners.

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

STAFF RECOMMENDATION:

- Approval for a 1-year re-evaluation in order to assess this new operation;
- Must comply with all City Codes (Building, Fire, Health, etc.),
- Hours of operation are Monday through Sunday from 7:00 am to 12:00 am;
- Must comply with the noise ordinance
- Acquisition of a business license prior to occupancy for each mobile food unit;
- CUP is not transferable to others.

Departmental Approval: Approval

Advisory Board Recommendation: Approval

City Manager's Recommendation: Approval *MRP*

RECORD OF VOTE: **APPROVED:** _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS GRANTING A CONDITIONAL USE PERMIT FOR A MOBILE FOOD UNIT-MARTHA’S BURGERS AND MORE, BEING THE WEST ½ OF LOTS 7 & 8, BLOCK 176, MISSION ORIGINAL TOWNSITE SUBDIVISION, LOCATED AT 307 W. TOM LANDRY STREET

WHEREAS, the City Council of the City of Mission finds that during consideration of the conditional use permit request of August 20, 2025 Planning and Zoning Commission of the City of Mission upon duly recognized motion and second, voted to recommend to the City Council that the conditional use permit shown below be granted.

WHEREAS, the City Council of the City of Mission, held a public hearing at 4:30 p.m. on Monday, August 25, 2025, in the Council Chambers of the City Hall to consider the following conditional use permit:

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

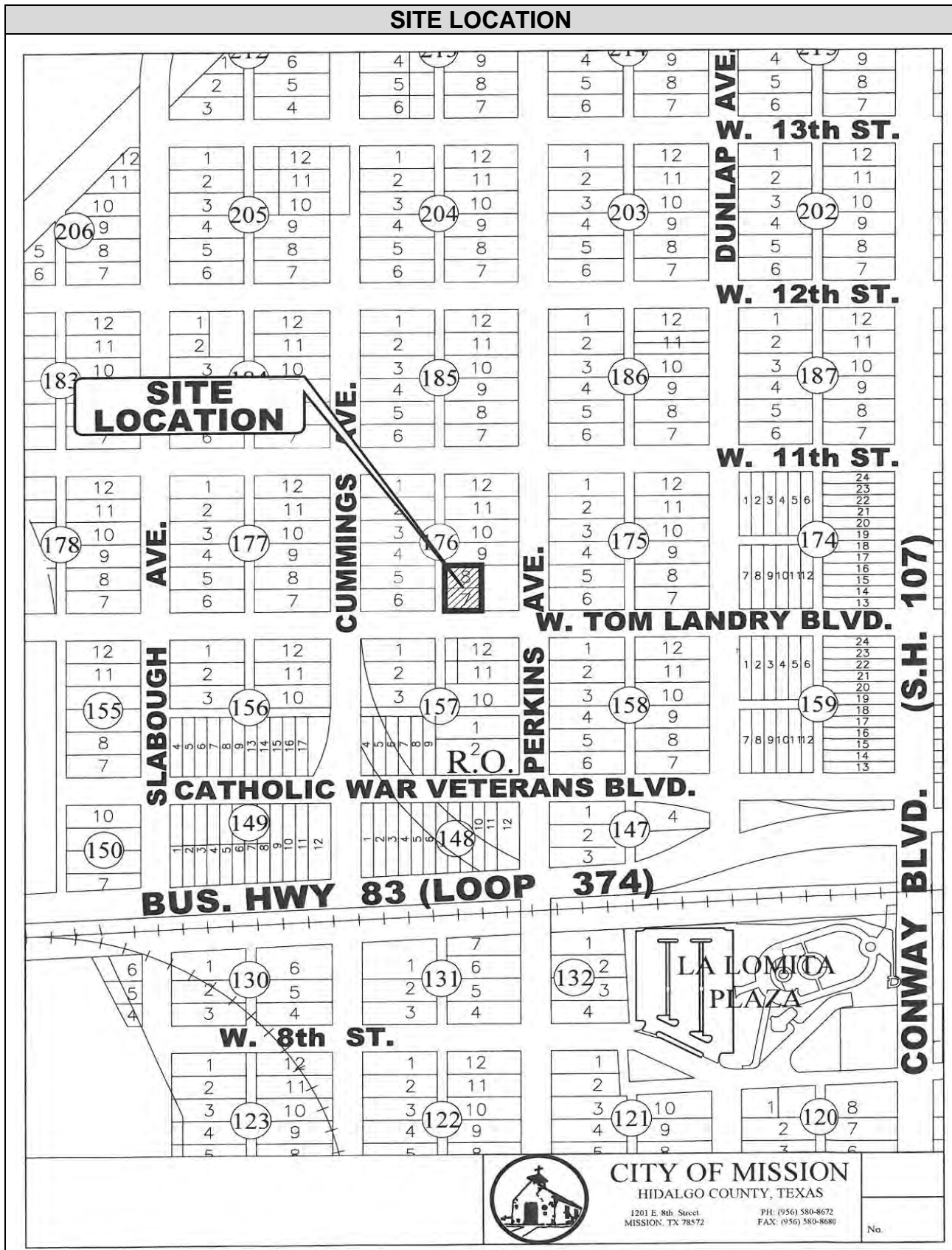
Legal Description	Type	Conditions of Approval
307 W. Tom Landry Street Being the west ½ of lots 7 & 8, block 176, Mission Original Townsite	Mobile Food Unit – Martha Burgers & More	<ul style="list-style-type: none"> • Approval for 1-year re-evaluation, • Must comply with all City Codes (Building, Fire, Health, etc.), • Hours of operation are Monday thru Sunday from 7:00 am to 12:00 am. • Must comply with the noise ordinance, • Acquisition of a business license prior to occupancy for each mobile food unit • CUP is not transferable to others

READ, CONSIDERED AND PASSED, this the 25th day of August, 2025.

Norie Gonzalez Garza, Mayor

ATTEST:

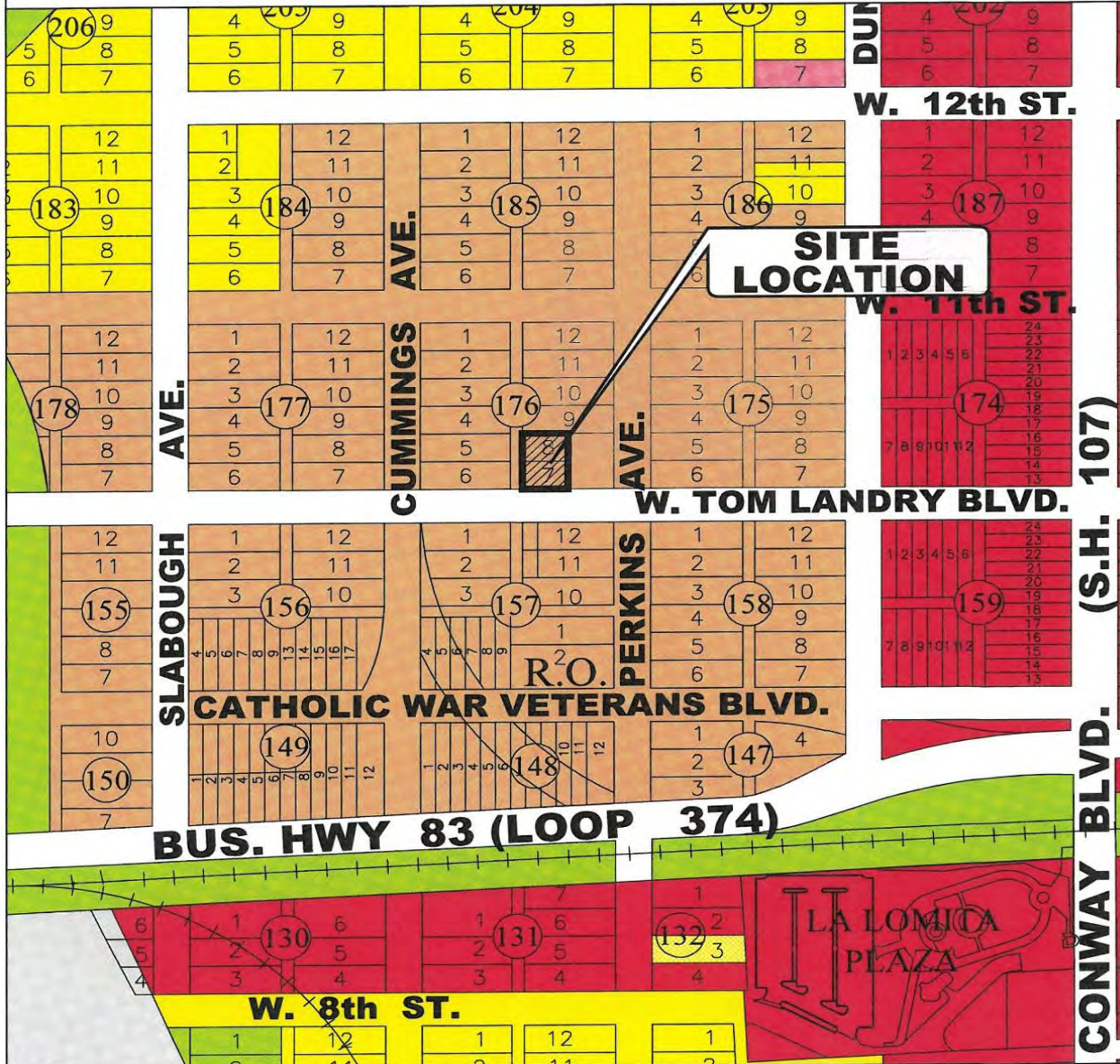
Anna Carrillo, City Secretary



AERIAL MAP

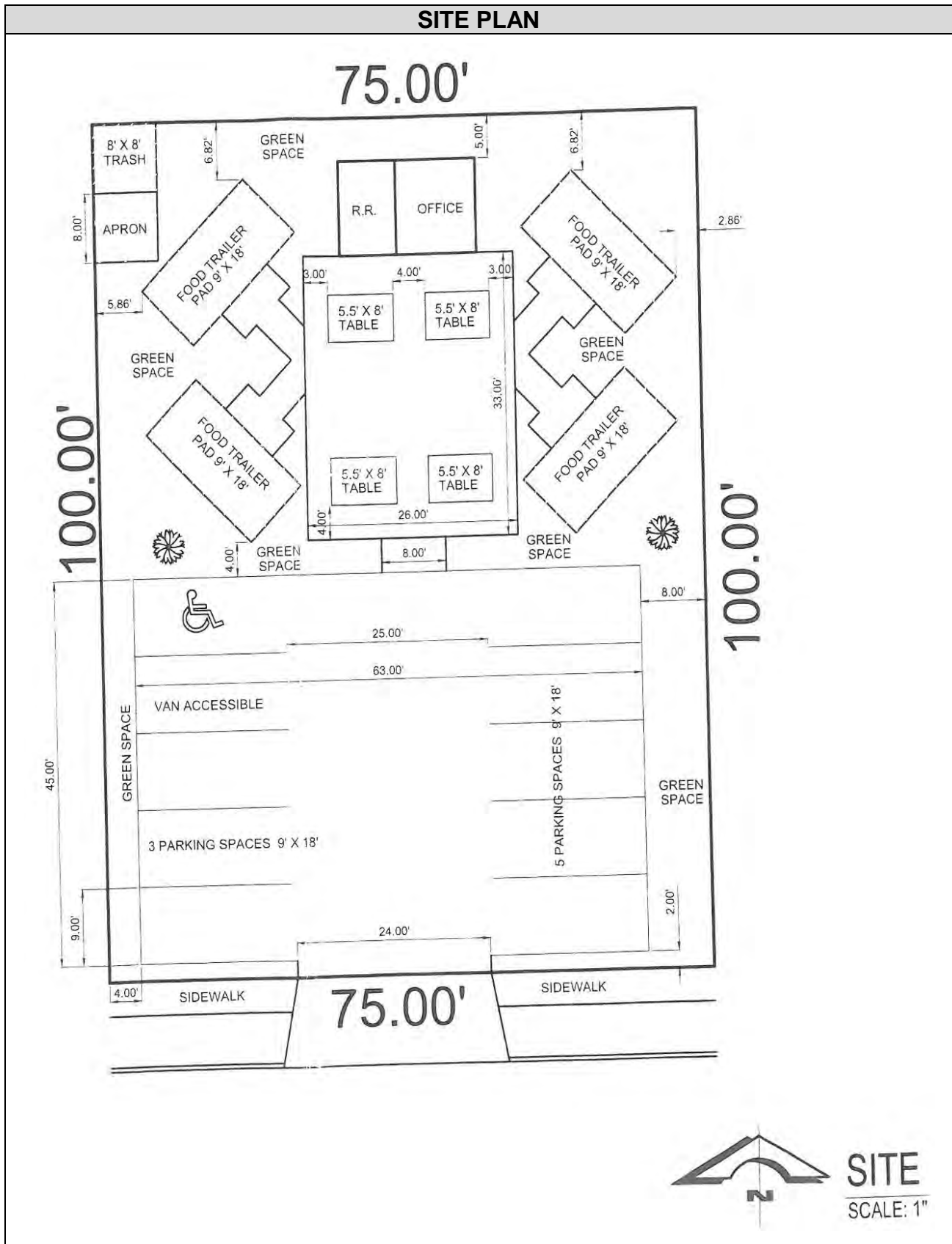


ZONING MAP



ZONING LEGEND

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



PICTURES



PICTURES



PICTURES



Martha's Burgers y Mas



Tacos
Bistec y Al Pastor
 (Maíz 5 o Harina 4)

Sencillos \$7.00

(cilantro, cebolla cruda y
 asada, limon y salsa)

Especiales \$8.50

(cilantro, cebolla cruda y
 asada, queso blanco,
 aguacate, salsa y Limón)

Nachos \$3.50

Papas Especiales \$5.75

(Nacho Cheese, Carne y
 Chilli)

Frijoles Charros \$2.50

Frijoles Especiales \$4.50

(Carne y Queso Blanco)

Tortas

Sencilla \$6.50

(Cilantro, cebolla
 asada y cruda)

Especial \$8.50

(Jamon,
 Queso, Aguacate, Cilantro,
 Cebolla Cruda y Asada)

Bebidas

Refresco de lata \$1.50

(Coca, sprite, Dr

Pepper, Coca-Cola zero)

Coca Mexicana \$3.00

(Coca, ponche, manzana)

Limonada \$3.00

Botella de Agua \$1.00

Papas Fritas \$2.75

Elote Amarillo Entero \$2.75

Extras \$50c

Tocino \$75c



Aceptamos Tarjeta !!

Ordena para llevar !!

(956) 432-3491

PICTURES



PICTURES



ADDITIONAL PARKING PICTURE



MAILOUT LIST

PROP_ID	geolD	name	addrDelive	addrCity	addrState	addrZip
239868	M5200-00-176-0009-00	GUERRA LITA ANNE	2214 REBEL RD	AUSTIN	TX	78704-5245
239853	M5200-00-175-0003-00	PASCUAL JORGE A & SILVIA B SCUDELETTI PASCUAL TRUSTEETS	4109 SAN GERARDO	MISSION	TX	78572-7377
239689	M5200-00-158-0000-00	SEGLER INTERESTS LLC	20212 CHAMPIONS FOREST DR STE 700-369	SPRING	TX	77379
239852	M5200-00-175-0002-10	MARTINEZ CARLOS & CRUZ OLIVIA	1016 PERKINS AVE	MISSION	TX	78572-3934
239860	M5200-00-176-0001-00	CANTU JORGE LUIS & MARIA DE LA LUZ	901 PERKINS AVE STE A	MISSION	TX	78572-3940
239865	M5200-00-176-0006-00	WSLS INC	311 W TOM LANDRY ST	MISSION	TX	78572-3911
239863	M5200-00-176-0005-10	RIVAS RUBEN	313A W TOM LANDRY ST	MISSION	TX	78572-3911
239864	M5200-00-176-0005-15	WEST LIQUOR	311 W TOM LANDRY ST	MISSION	TX	78572-3911
239866	M5200-00-176-0007-00	GONZALEZ ROBERTO & TERESA C GONZALEZ	1714 N BRYAN RD	MISSION	TX	78572-3022
239867	M5200-00-176-0008-00	TIME WARNER COMMUNICATIONS RGV	PO BOX 7467	CHARLOTTE	NC	28241-7467
239872	M5200-00-176-0012-10	GARCIA FRANKE	2119 LIBERTY ST	MISSION	TX	78573-9862
239871	M5200-00-176-0012-00	HERNANDEZ JAVIER	1111 W NOLANA AVE	MCALLEN	TX	78504-3747
239861	M5200-00-176-0005-00	SALINAS GUADALUPE	319 WEST TOM LANDRY	MISSION	TX	78572
239686	M5200-00-157-0011-00	DOLIFKA LAND COMPANY	PO BOX 444	BRIGHTON	CO	80601-0444
239685	M5200-00-157-0010-00	D L LIGHTING & AUDIO LLC	3616 N 43RD ST	MCALLEN	TX	78501-3473
239681	M5200-00-157-0001-00	CITY OF MISSION	1201 E 8TH ST	MISSION	TX	78572-5812
239687	M5200-00-157-0012-00	GONZALEZ RUBEN	1803 AZALEA ST	MISSION	TX	78573-9166
0						
239870	M5200-00-176-0011-00	ROCHA ESTEVAN GABRIEL	1015 PERKINS	MISSION	TX	78572-3935
239869	M5200-00-176-0010-00	CANTU ROSA SALINAS	1015 PERKINS AVE	MISSION	TX	78572-3935
0						



CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: August 25, 2025

PRESENTED BY: Xavier Cervantes, Director of Planning

AGENDA ITEM: Conduct a public hearing and consideration of a Conditional Use Permit Renewal for a Mobile Food Unit – Fiesta Hot Dogs, being Lot 1, Madrigal Subdivision, in a (C-2) Neighborhood Commercial District, located at 208 N. Inspiration Road. Applicant: Federico Garcia, Adoption of Ordinance #_____ - Cervantes

NATURE OF REQUEST:

Project Timeline:

- July 14, 2025 – Application for a Conditional Use Permit (“CUP”) submitted to the City.
- August 08, 2025 – Following State and local law, notice of the required public hearings mailed to all property owners within 200 feet of the subject tract.
- August 20, 2025 - Public hearing and consideration of the requested Conditional Use Permit by the Planning and Zoning Commission (P&Z)
- August 25, 2025 – Public hearing and consideration of the requested Conditional Use Permit by the City Council.

Summary:

- The site is located 130 feet North of W. 2nd. Street along the East side of N. Inspiration Road.
- Pursuant to Section 1.56 (11)(H) of the City of Mission Code of Ordinances, a Mobile Food Unit requires the approval of a conditional use permit by the City Council.
- The applicant proposes to renew the conditional use permit of the mobile food unit to sell their products.
- The hours of operation are as follows: Monday through Thursday from 6:00 p.m. to 12:00 a.m. and Friday through Sunday from 6:00 pm to 1:00 am.
- Staff: 4 employees
- Parking: The site has 14 parking stalls available for the grocery store which would be shared with the mobile food unit.
- The Planning Staff has not received any objections to the request from the surrounding property owners. Staff mailed out (34) legal notices to the surrounding property owners.
- In accordance with the zoning ordinance, the P&Z and City Council may impose requirements and conditions of approval as are needed to ensure that a use requested by a conditional use permit is compatible and complementary to adjacent properties.

STAFF RECOMMENDATION:

- Approval for 2 year re-evaluation to assess this operation;
- Must comply with all City Codes (Building, Fire, Health, etc.),
- Hours of operation are Monday through Thursday from 6:00 p.m. to 12:00 a.m. and Friday through Sunday from 6:00 pm to 1:00 am.;
- Must comply with the noise ordinance
- CUP is not transferable to others.

Departmental Approval: Approval

Advisory Board Recommendation: Approval

City Manager's Recommendation: Approval *MRP*

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

_____ AYES

_____ NAYS

_____ DISSENTING _____

ORDINANCE NO. ____**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS GRANTING A CONDITIONAL USE PERMIT RENEWAL FOR A MOBILE FOOD UNIT-FIESTA HOT DOGS, BEING LOT 1, MADRIGAL SUBDIVISION, LOCATED AT 208 N. INSPIRATION ROAD**

WHEREAS, the City Council of the City of Mission finds that during consideration of the conditional use permit request of August 20, 2025 Planning and Zoning Commission of the City of Mission upon duly recognized motion and second, voted to recommend to the City Council that the conditional use permit shown below be granted.

WHEREAS, the City Council of the City of Mission, held a public hearing at 4:30 p.m. on Monday, August 25, 2025, in the Council Chambers of the City Hall to consider the following conditional use permit:

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

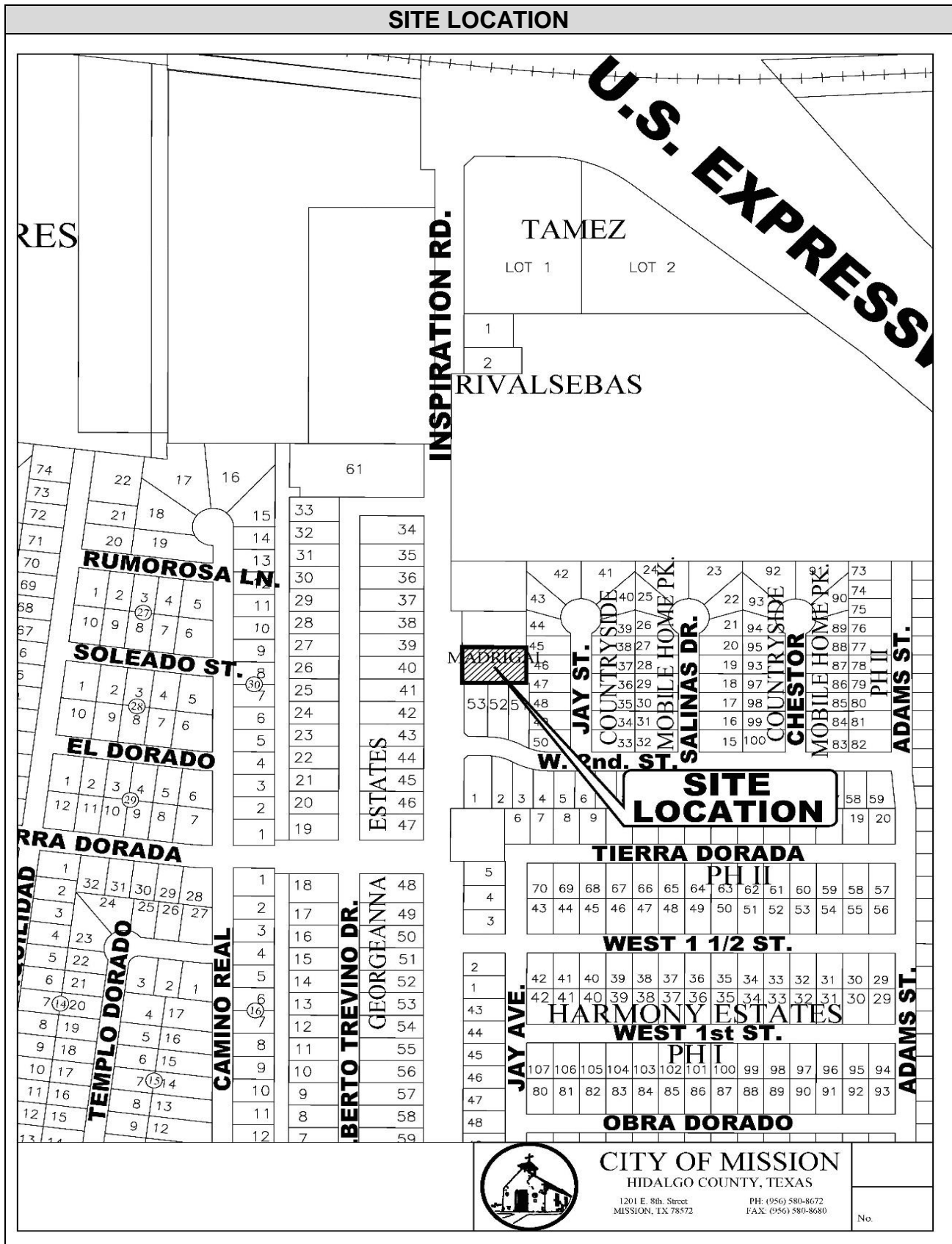
Legal Description	Type	Conditions of Approval
208 N. Inspiration Road Being Lot 1, Madrigal Subdivision	Mobile Food Unit – Fiesta Hotdogs	<ul style="list-style-type: none"> • 2 year re-evaluation to assess this operation, • Must comply with all City Codes (Building, Fire, Health, etc.), • Hours of operation are Monday thru Thursday from 6:00 p.m. to 12:00 a.m. and Friday thru Sunday from 6:00 p.m. to 1:00 am. • Must comply with the noise ordinance, • CUP is not transferable to others.

READ, CONSIDERED AND PASSED, this the 25th day of August, 2025.

Norie Gonzalez Garza, Mayor

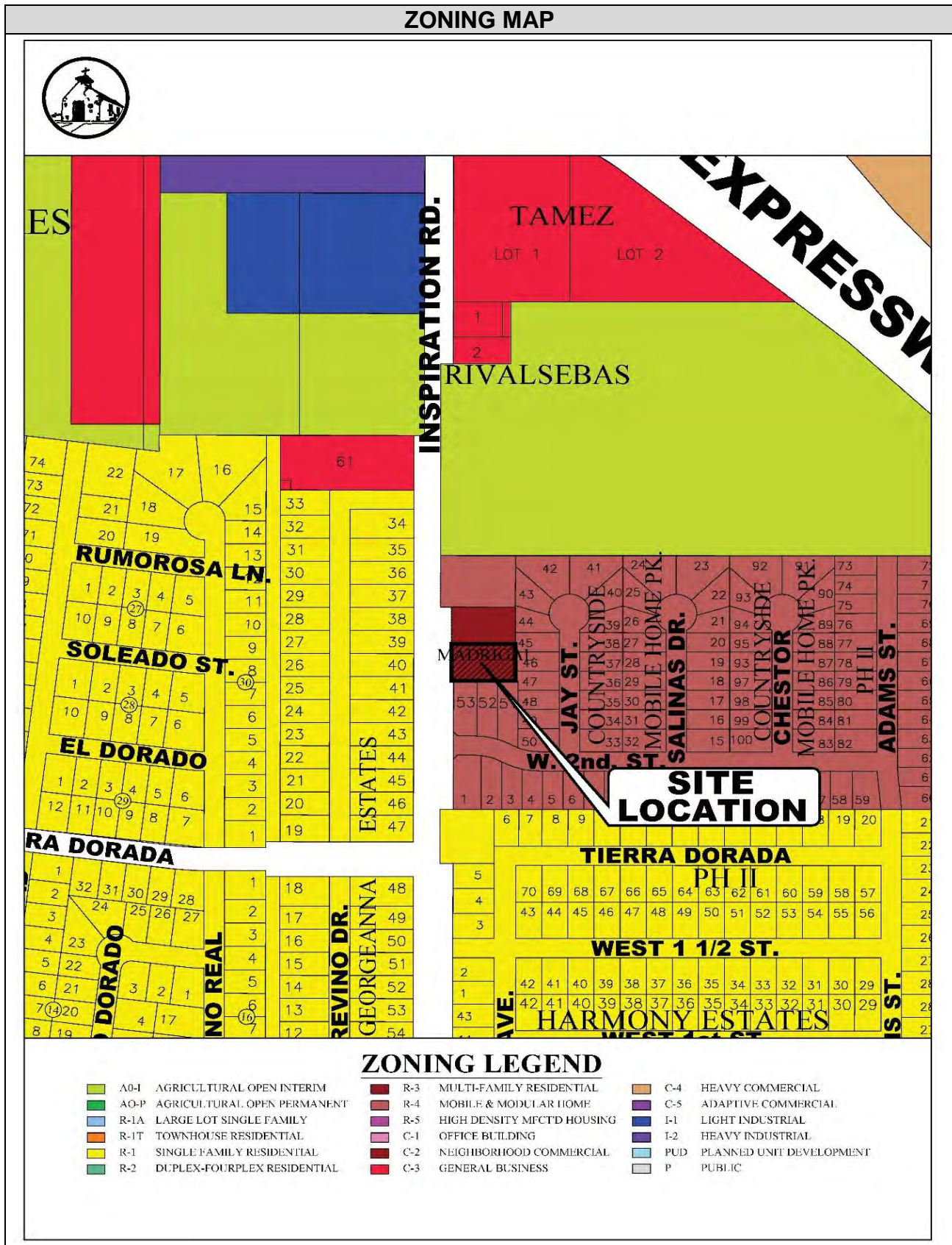
ATTEST:

Anna Carrillo, City Secretary



AERIAL MAP





SITE PLAN



PICTURES



PICTURES



MAILOUT LIST

PROP_ID	geoID	name	addrDelive	addrCity	addrState	addrZip
599053	C9045-01-000-0044-00	BOWYER INVESTMENTS LTD	PO BOX 1269	MCALLEN	TX	78505-1269
599044	C9045-01-000-0035-00	BOLANOS SERGIO EDWARD	204 JAY AVE	MISSION	TX	78572-7703
599045	C9045-01-000-0036-00	BOLANOS MERCEDES DEL CARMEN	206 JAY AVE	MISSION	TX	78572-7703
599046	C9045-01-000-0037-00	DE LEON ROMEO	400 ASH AVE	MCALLEN	TX	78501-2557
599047	C9045-01-000-0038-00	AVILA OTILIA & MELISSA C	1612 JAIME DR	YUBA CITY	CA	95993
599054	C9045-01-000-0045-00	GARZA CLAUDIA	211 JAY AVE	MISSION	TX	78572-7705
599057	C9045-01-000-0048-00	GONZALEZ SILVIA E	205 JAY AVE	MISSION	TX	78572-7705
599056	C9045-01-000-0047-00	MACIEL ERNESTO L & MARIA T GARCIA	207 JAY AVE	MISSION	TX	78572-7705
599055	C9045-01-000-0046-00	KEATTS LAURA QUINTANILLA	209 JAY AVE	MISSION	TX	78572-7705
599062	C9045-01-000-0053-00	BARRIERE CARLOS	2110 W 2ND ST	MISSION	TX	78572-6861
599061	C9045-01-000-0052-00	RODRIGUEZ MARITZA A	PO BOX 1269	MCALLEN	TX	78505-1269
599060	C9045-01-000-0051-00	PENA JOEL R	2106 W 2ND ST	MISSION	TX	78572
599051	C9045-01-000-0042-00	DE HOYOS JUAN JOSE	217 JAY AVE	MISSION	TX	78572-7705
599058	C9045-01-000-0049-00	GARCIA MARTHA DELIA	203 JAY AVE	MISSION	TX	78572-7705
599048	C9045-01-000-0039-00	BAUTISTA LUIS ROBERTO & BRENDA	212 JAY AVE	MISSION	TX	78572-7703
599050	C9045-01-000-0041-00	QUINTANILLA BLANCA	216 JAY AVE	MISSION	TX	78572-7703
599043	C9045-01-000-0034-00	SOLIS JOSE V CANTU & CLAUDIA E GNZ GONZALEZ	202 JAY AVE	MISSION	TX	78572-7703
599052	C9045-01-000-0043-00	CASTRO JUAN E	215 JAY AVE	MISSION	TX	78572
599059	C9045-01-000-0050-00	PENA RAUL & ELIZABETH	201 MINA DE ORO ST	MISSION	TX	78572-6766
599049	C9045-01-000-0040-00	QUINTANILLA BLANCA ESTHELA	214 JAY AVE	MISSION	TX	78572-7703
598702	M0358-00-000-0001-00	LAMAD LLC	1808 RIVER BEND DR	MISSION	TX	78572
534537	G3185-00-000-0037-00	VILLANUEVA GERARDO	220 ALBERTO TREVINO ST	MISSION	TX	78572-6786
534543	G3185-00-000-0042-00	REYNA RENATO	210 ALBERTO TREVINO DR	MISSION	TX	78572-6786
534545	G3185-00-000-0044-00	RAMIREZ SILVESTRE & GRACIELA	206 ALBERTO TREVINO ST	MISSION	TX	78572-6786
534535	G3185-00-000-0036-00	CORTEZ PEDRO & GRACIELA H	222 ALBERTO TREVINO ST	MISSION	TX	78572-6786
534544	G3185-00-000-0043-00	SALGADO ADRIANA	208 ALBERTO TREVINO ST	MISSION	TX	78572-6786
534538	G3185-00-000-0038-00	LOPEZ SYLVIA N	218 ALBERTO TREVINO ST	MISSION	TX	78572-6786
534539	G3185-00-000-0039-00	GUILLLEN LUCILA CANO	216 ALBERTO TREVINO DR	MISSION	TX	78572-6786
534541	G3185-00-000-0040-00	CARDOZA CLAUDIA	214 ALBERTO TREVINO ST	MISSION	TX	78572-6786
534542	G3185-00-000-0041-00	GARCIA JOSE G & BERTHA	212 ALBERTO TREVINO ST	MISSION	TX	78572-6786
599011	C9045-01-000-0002-00	RIVAS EDWIN A & SANTA ELVIRA G CASTRO	2109 W 2ND ST	MISSION	TX	78572-6858
599010	C9045-01-000-0001-00	VELA JUAN JOSE & IRMA HILDA	2605 PELICAN AVE	MCALLEN	TX	78504
316716	W0100-00-019-0001-00	MADRIGAL OMAR & ROSA B	85 E CALDWOOD DR APT 19	BEAUMONT	TX	77707-1947
316717	W0100-00-019-0001-01	BOWYER INVESTMENTS	PO BOX 1269	MCALLEN	TX	78505-1269



CITY OF
MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: August 25, 2025

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

AGENDA ITEM: Conduct a public hearing and consideration of a Conditional Use Permit Renewal for a Drive-Thru Service Window – Dak's Snacks in a (C-2) Neighborhood Commercial District, being Lot 1, Sylvia Plaza Subdivision, located at 810 N. Schuerbach Road, Suite D, Applicant: Cristina Salazar, Adoption of Ordinance #_____ - Cervantes

NATURE OF REQUEST:

Project Timeline:

- July 30, 2025 – Application for Conditional Use Permit (“CUP”) submitted to the City for processing.
- August 8, 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.
- August 20, 2025 – Public hearing and consideration of a Conditional Use Permit by the Planning and Zoning Commission.
- August 25, 2025 – Public hearing and consideration of a Conditional Use Permit by the City Council.

Summary:

- The subject site is located at the southeast corner of Schuerbach Road and Business 83.
- Per Code of Ordinance, Drive-Thru Service Windows require the approval of a Conditional Use Permit by the City Council.
- There is an existing 24' x 35' (840 sq. ft.) snack shop with a drive-thru service window that has been in existence since July 2021. Access to the site is provided off Schuerbach Road with a 45' driveway. The service window is located approximately 15' from the corner of the building, which provides stacking for approximately two vehicles.
- The proposed days and hours of operation are Monday–Sunday from 11:00 am to 11:00 pm
- Staff: 2 employees
- Parking: the 840 sq. ft. site requires 5 parking spaces. It is noted that the parking area is held in common (35 existing parking spaces, inclusive of gas pump stalls) and is shared with other businesses.

- The last conditional use permit approved for the drive-thru service window for this location was on September 26, 2022 for a period of 2 years. Staff notes that this would be the 3rd renewal.
- The Planning staff has not received any objections to the request from the surrounding property owners. Staff mailed out (9) legal notices to surrounding property owners.
- In accordance with the zoning ordinance, the P&Z and City Council may impose requirements and conditions of approval to ensure that a use requested by a Conditional Use Permit is compatible and complementary to adjacent properties.

STAFF RECOMMENDATION:

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

1. Life of use with the understanding that the permit can be revoked due to noncompliance.
2. Continued compliance with all City Codes (Building, Fire, Health, Sign codes, etc.).
3. CUP is not transferable to others
4. Hours of operation to be as follows: Monday – Sunday from 11:00 am to 11:00 pm

Departmental Approval: Approval

Advisory Board Recommendation: Approval

City Manager's Recommendation: Approval *MRP*

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

_____ AYES

_____ NAYS

_____ DISSENTING _____

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS GRANTING A CONDITIONAL USE PERMIT RENEWAL FOR A DRIVE-THRU SERVICE WINDOW – DAK’S SNACKS IN A (C-2) NEIGHBORHOOD COMMERCIAL DISTRICT, BEING LOT 1, SYLVIA PLAZA SUBDIVISION, LOCATED AT 810 N. SCHUERBACH ROAD, SUITE D

WHEREAS, the City Council of the City of Mission finds that during consideration of the conditional use permit request of August 20, 2025, the Planning and Zoning Commission of the City of Mission upon duly recognized motion and second, voted to recommend to the City Council that the conditional use permit shown below be granted.

WHEREAS, The City Council of the City of Mission, held a public hearing at 4:30 p.m. on Monday, August 25, 2025, in the Council Chambers of the City Hall to consider the following conditional use permit:

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

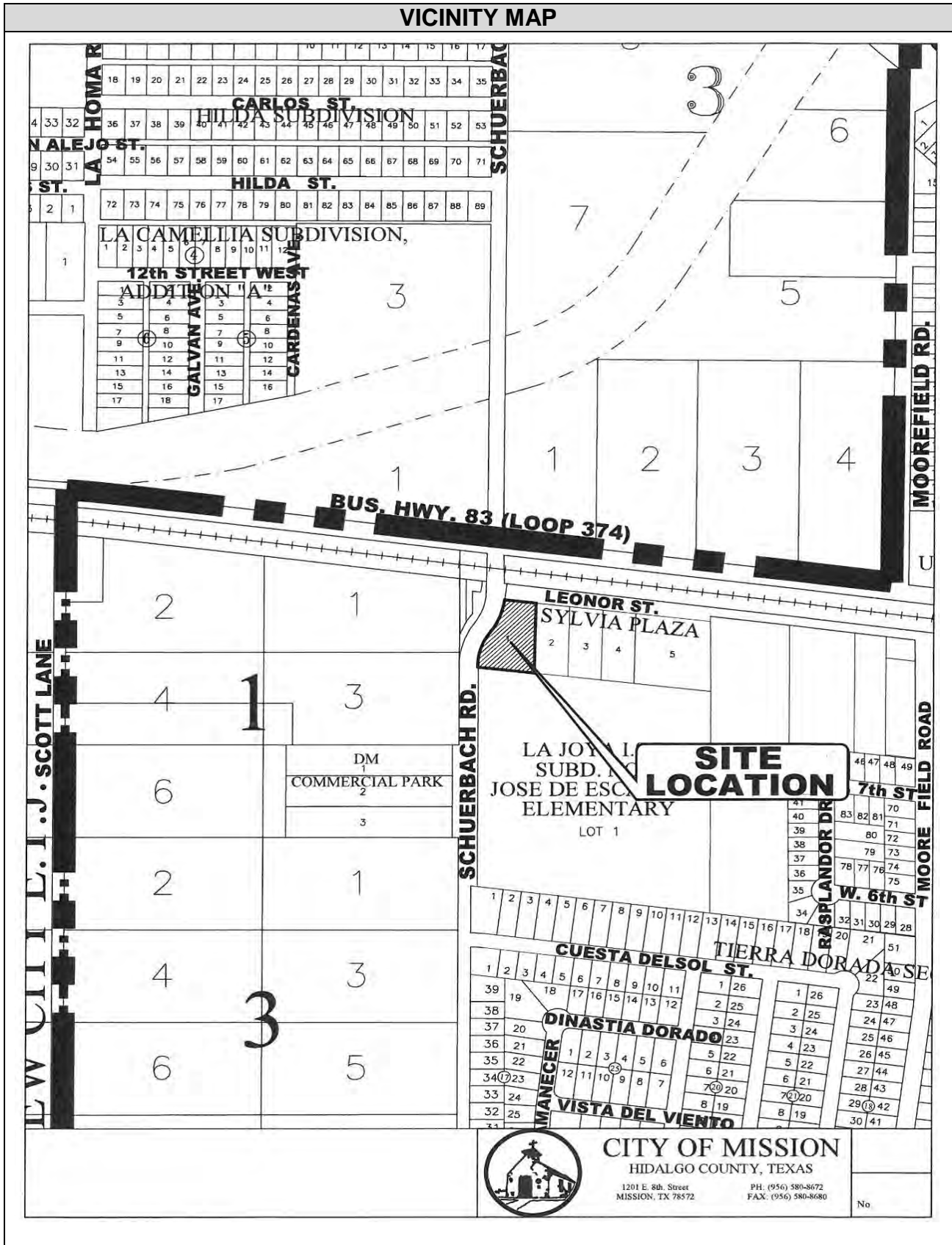
Legal Description	Type	Conditions of Approval
810 N. Schuerbach Road, Suite D Lot 1, Sylvia Plaza Subdivision	Drive-Thru Service Window – Dak’s Snacks in a (C-2) Neighborhood Commercial District	<ul style="list-style-type: none"> - Life of use with the understanding that the permit can be revoked due to noncompliance. - Continued compliance with all City Codes (Building, Fire, Health, Sign codes, etc.) - CUP is not transferable to others - Hours of operation to be as follows: Monday – Sunday from 11:00 am – 11:00 pm

READ, CONSIDERED AND PASSED, this the 25th day of August, 2025.

Norie Gonzalez Garza, Mayor

ATTEST:

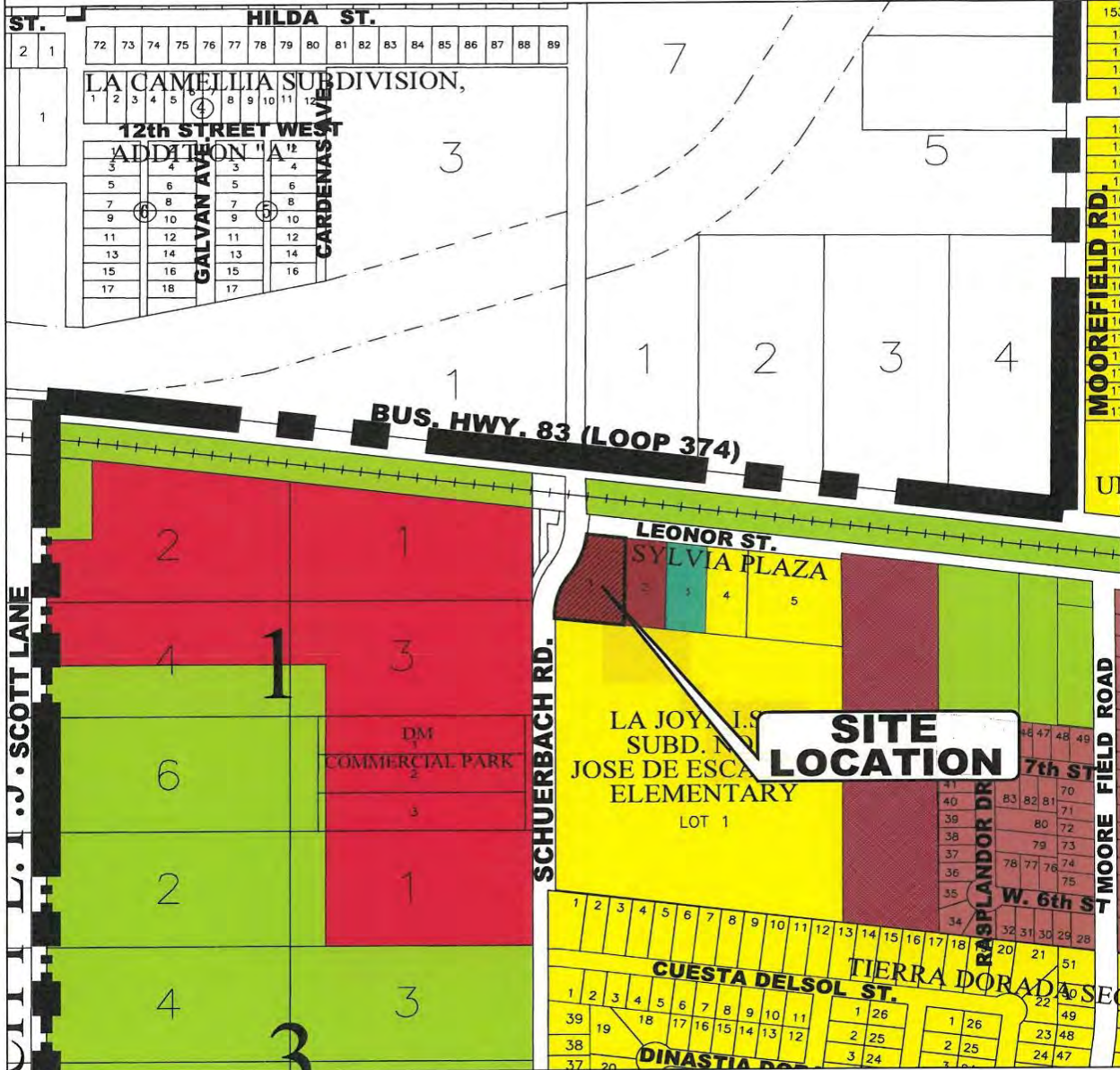
Anna Carrillo, City Secretary



ARIEL MAP



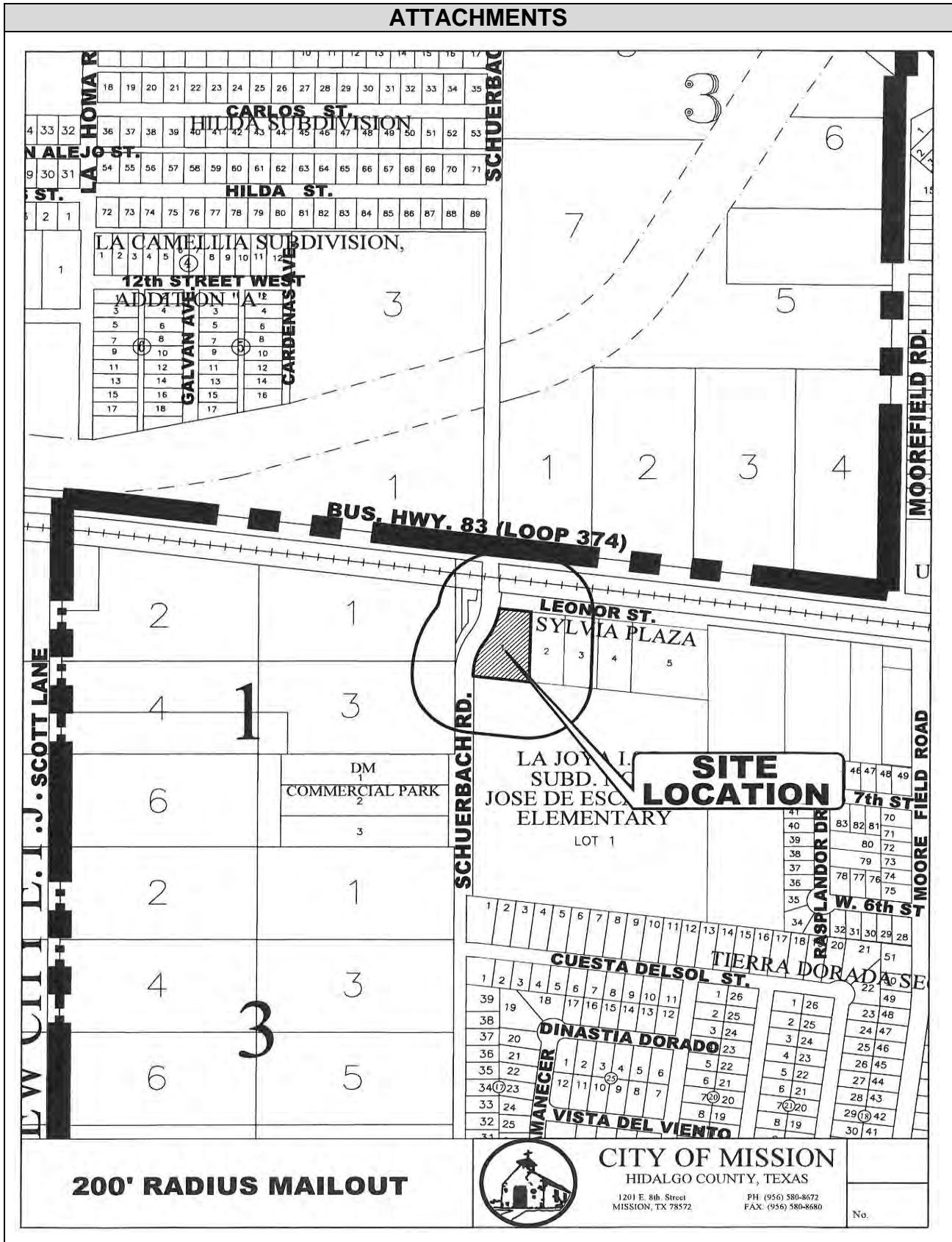
ZONING MAP



ZONING LEGEND

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

ATTACHMENTS



ATTACHMENTS



ATTACHMENTS



MAILOUT LIST

PROP_ID	geolD	name	addrDelive	addrCity	addrState	addrZip
705850	L1186-09-000-0001-00	LA JOYA IND SCH DIST	PO BOX J	LA JOYA	TX	78560-0136
705853	S7910-00-000-0003-00	RODRIGUEZ RODRIGO & SYLVIA	2805 LEONOR ST	MISSION	TX	78572-9429
705852	S7910-00-000-0002-00	RODRIGUEZ RODRIGO & SYLVIA	2805 LEONOR ST	MISSION	TX	78572-9429
705851	S7910-00-000-0001-00	RODRIGUEZ RODRIGO & SYLVIA	2805 LEONOR ST	MISSION	TX	78572-9429
860518	10052-00-000-0000-10	RODRIGUEZ JUAN RODRIGO	2805 LEONOR ST	MISSION	TX	78572-9429
528192	F4350-00-000-0001-05	LA JOYA IND SCH DIST	PO BOX J	LA JOYA	TX	78560-0136
157631	D2800-00-001-0001-00	CENTRO CRISTIANO DE RESTAURACION FAMILIAR	713 N SCHUERBACH RD	MISSION	TX	78572-6992
332114	Z2050-00-000-0000-00	MISSOURI PACIFIC RAILROAD	1400 DOUGLAS ST	OMAHA	NE	68179-0002
332115	Z2050-00-000-0000-05	STATE OF TEXAS	PO BOX EE	PHARR	TX	78577



CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: August 25, 2025

PRESENTED BY: Xavier Cervantes, Director of Planning

AGENDA ITEM: Conduct a public hearing and consideration of a Conditional Use Permit Renewal for an Event Center – The Cordelle Events, being Lot 20, Shary Business Center Subdivision, in a (C-3) General Commercial District, located at 2402 Brock Street, Suite C, Applicant: Julio Alaniz, Adoption of Ordinance #_____ - Cervantes

NATURE OF REQUEST:

Project Timeline:

- August 04, 2025 – Application for a Conditional Use Permit (“CUP”) submitted to the City.
- August 08, 2025 – Following State and local law, notice of the required public hearings mailed to all property owners within 200 feet of the subject tract.
- August 20, 2025 - Public hearing and consideration of the requested Conditional Use Permit by the Planning and Zoning Commission (P&Z)
- August 25, 2025 – Public hearing and consideration of the requested Conditional Use Permit by the City Council.

Summary:

- The site is located 130 feet East of Shary Road F.M. 494 along the South side of Brock Street.
- Pursuant to Section 1.43 (3)(F) of the City of Mission Code of Ordinances, an Events Center requires the approval of a conditional use permit by the City Council.
- The applicant proposes a renewal of the conditional use permit for the Event Center.
- The hours of operation are as follows: Sunday through Saturday from 8:00 a.m. to 12:00 am.
- Staff: 3 employees
- Parking: Due to the total of 48 seating spaces, which requires 16 parking spaces (48 seats/ 1 space for every 3 seats = 16 parking spaces. It is noted that the parking area is held in common (142 existing parking spaces) and shared with other businesses.
- The Planning Staff has not received any objections to the request from the surrounding property owners. Staff mailed out (11) legal notices to the surrounding property owners.

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

STAFF RECOMMENDATION:

- Approval for 2 years re-evaluation subject to;
- Hours of operation are Sunday through Saturday from 6:00 a.m. to 12:00 a.m.
- Maximum occupancy being 71
- Must comply with the noise ordinance
- CUP is not transferable to others.
- Must have security cameras inside and outside with a minimum 30-day retention.

Departmental Approval: Approval

Advisory Board Recommendation: Approval

City Manager's Recommendation: Approval *MRP*

RECORD OF VOTE: **APPROVED:** _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS GRANTING A CONDITIONAL USE PERMIT RENEWAL FOR AN EVENT CENTER – THE CORDELLE EVENTS, BEING LOT 20, SHARY BUSINESS CENTER SUBDIVISION, LOCATED AT 2402 BROCK STREET, SUITE C

WHEREAS, the City Council of the City of Mission finds that during consideration of the conditional use permit request of August 20, 2025 Planning and Zoning Commission of the City of Mission upon duly recognized motion and second, voted to recommend to the City Council that the conditional use permit shown below be granted.

WHEREAS, the City Council of the City of Mission, held a public hearing at 4:30 p.m. on Monday, August 25, 2025, in the Council Chambers of the City Hall to consider the following conditional use permit:

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

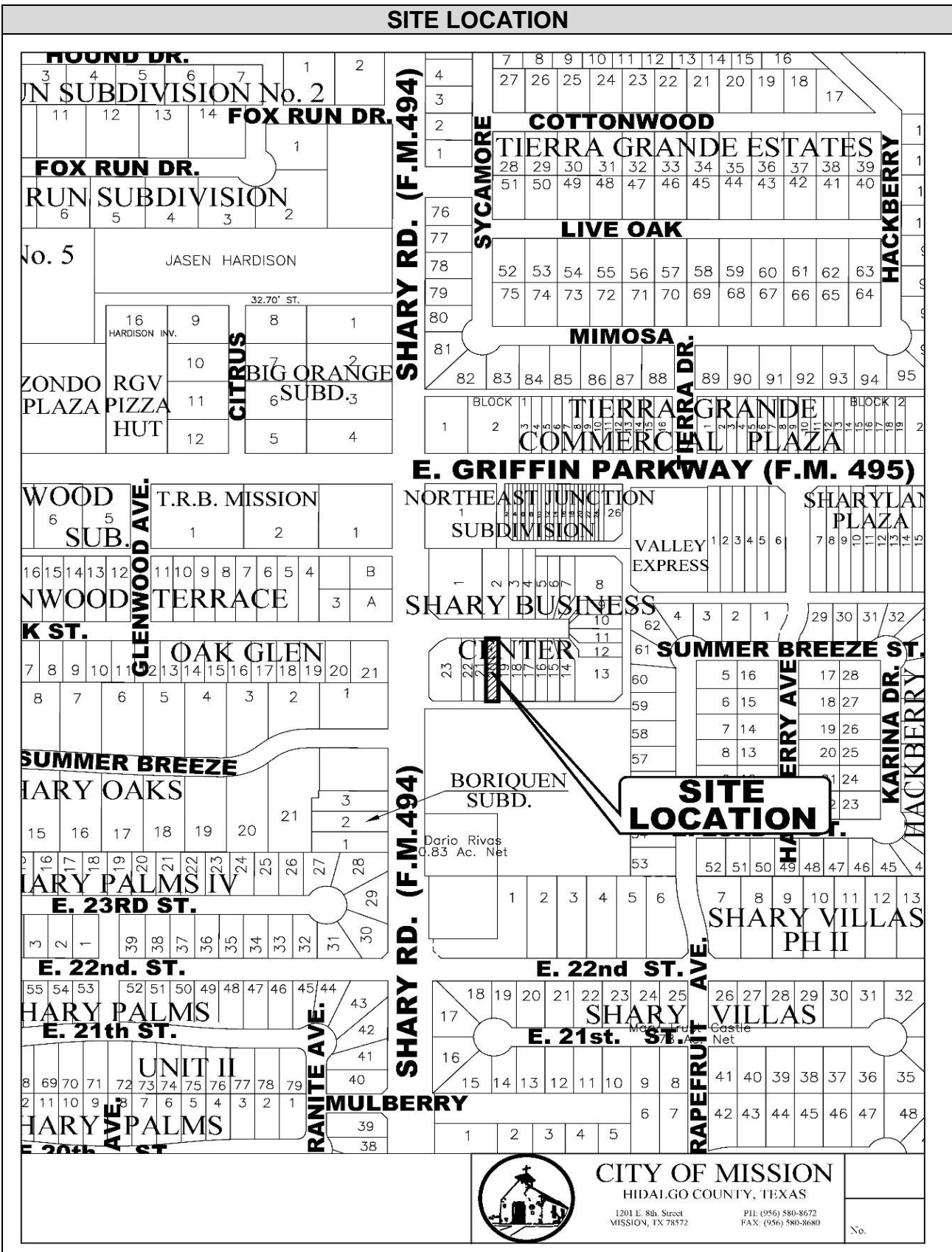
Legal Description	Type	Conditions of Approval
2402 Brock Street, Suite C Being Lot 20, Shary Business Center Subdivision	Event Center – The Cordelle	<ul style="list-style-type: none"> • 2 year re-evaluation, • Must comply with all City Codes (Building, Fire, Health, etc.), • Hours of operation are Sunday thru Saturday from 6:00 a.m. to 12:00 a.m. • Must comply with the noise ordinance, • CUP is not transferable to others • Must have security cameras inside and outside with a minimum 30-day retention • Maximum occupancy being 71

READ, CONSIDERED AND PASSED, this the 25th day of August, 2025.

Norie Gonzalez Garza, Mayor

ATTEST:

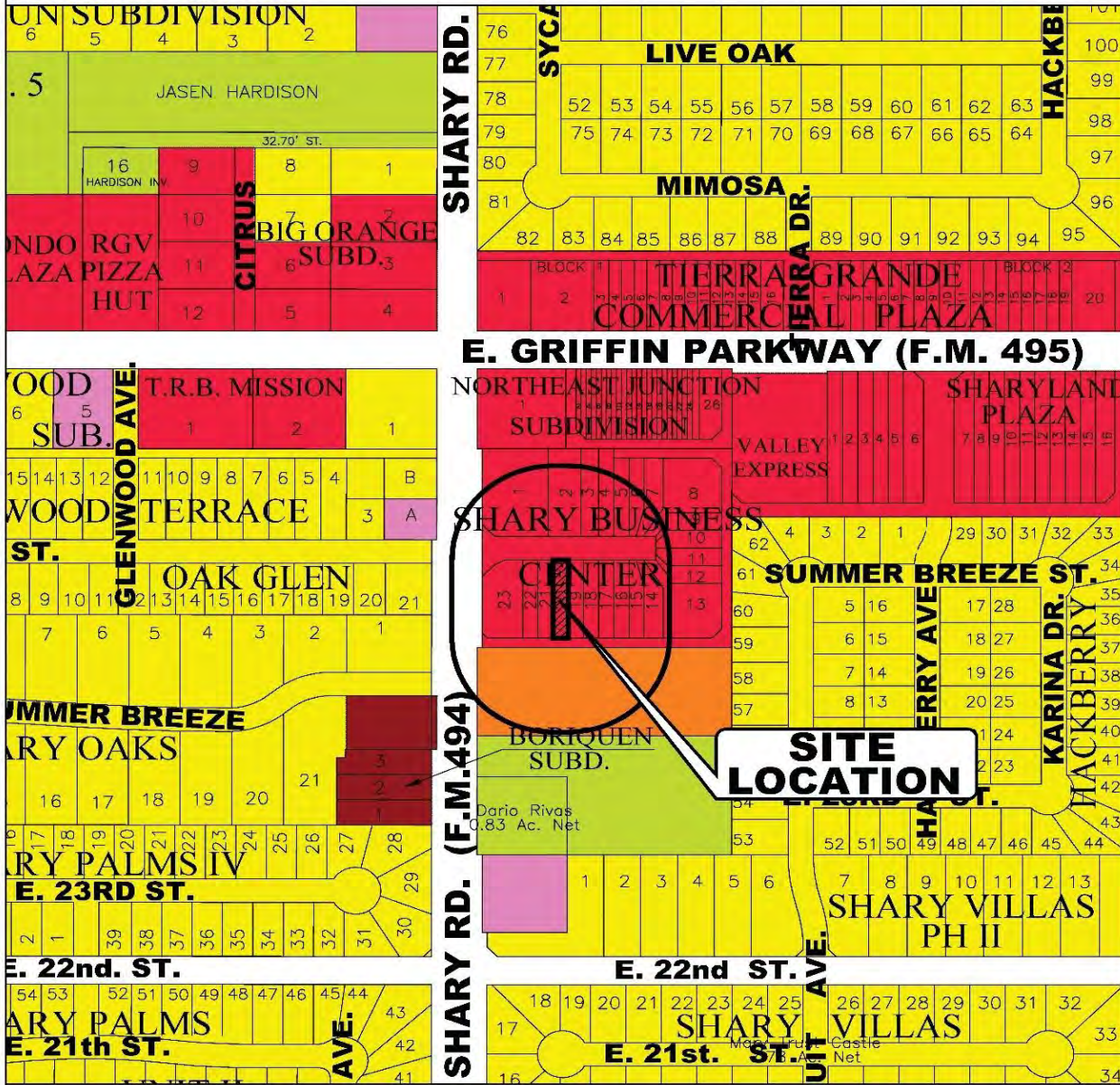
Anna Carrillo, City Secretary



AERIAL MAP



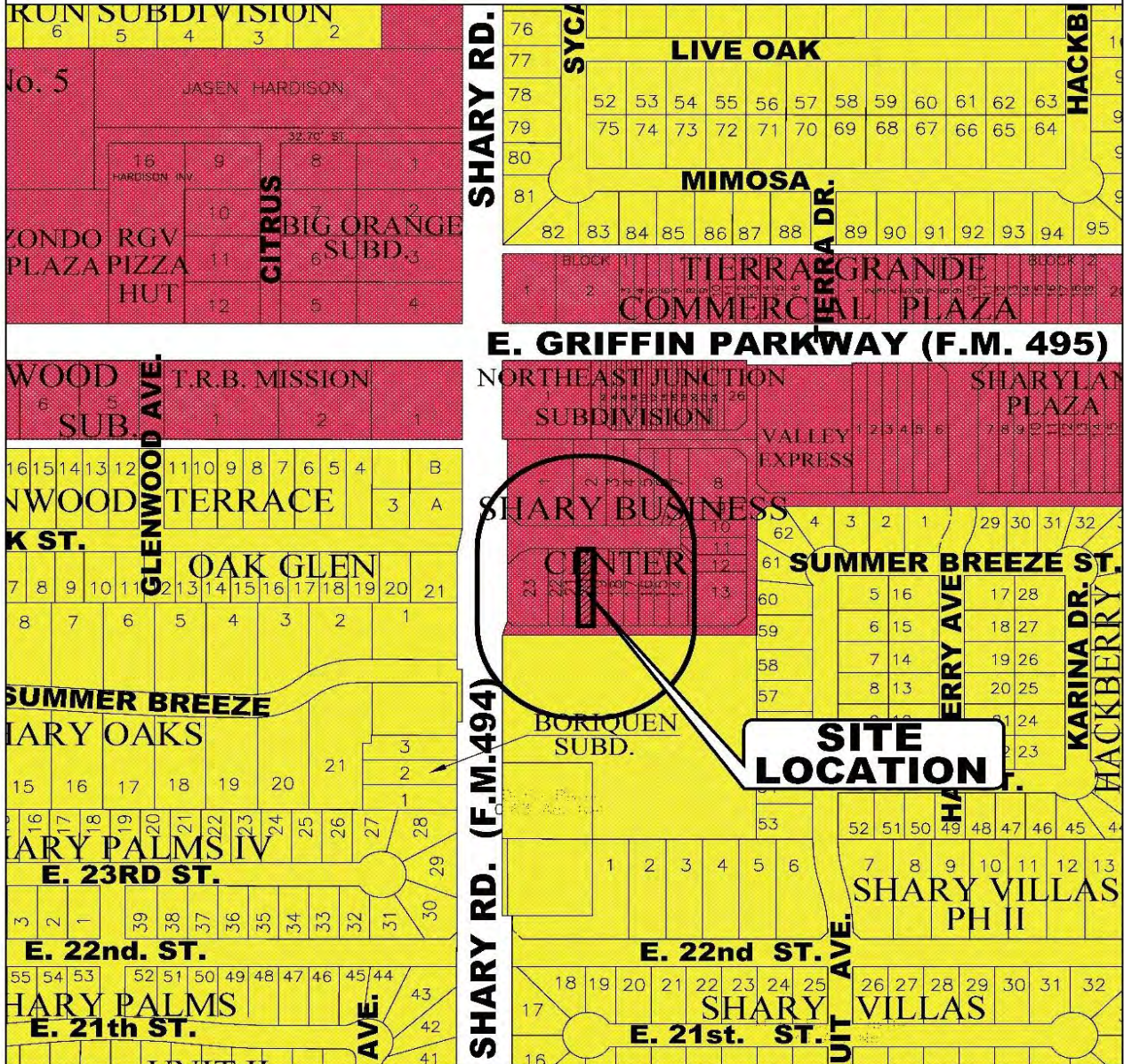
ZONING MAP



ZONING LEGEND

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

FUTURE LAND USE MAP



FUTURE LAND USE MAP

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

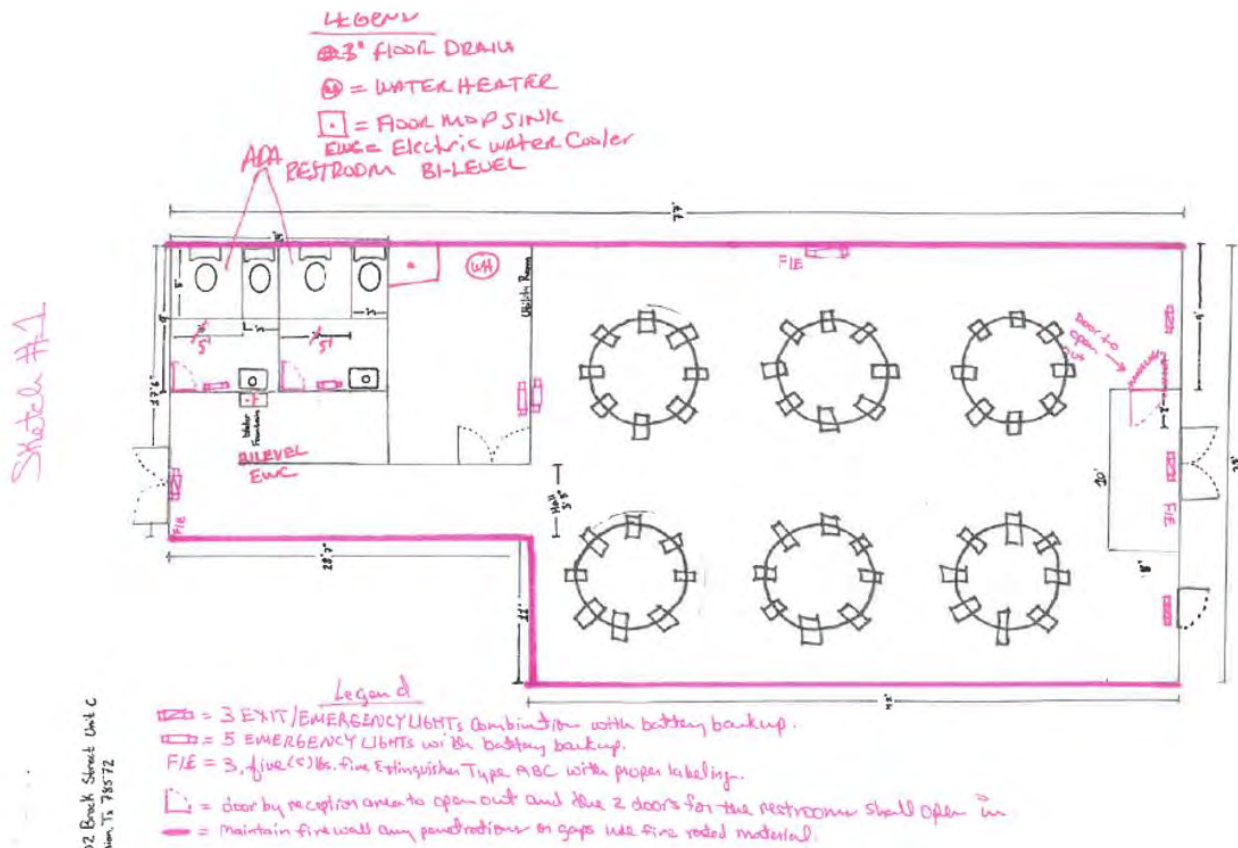
PICTURES

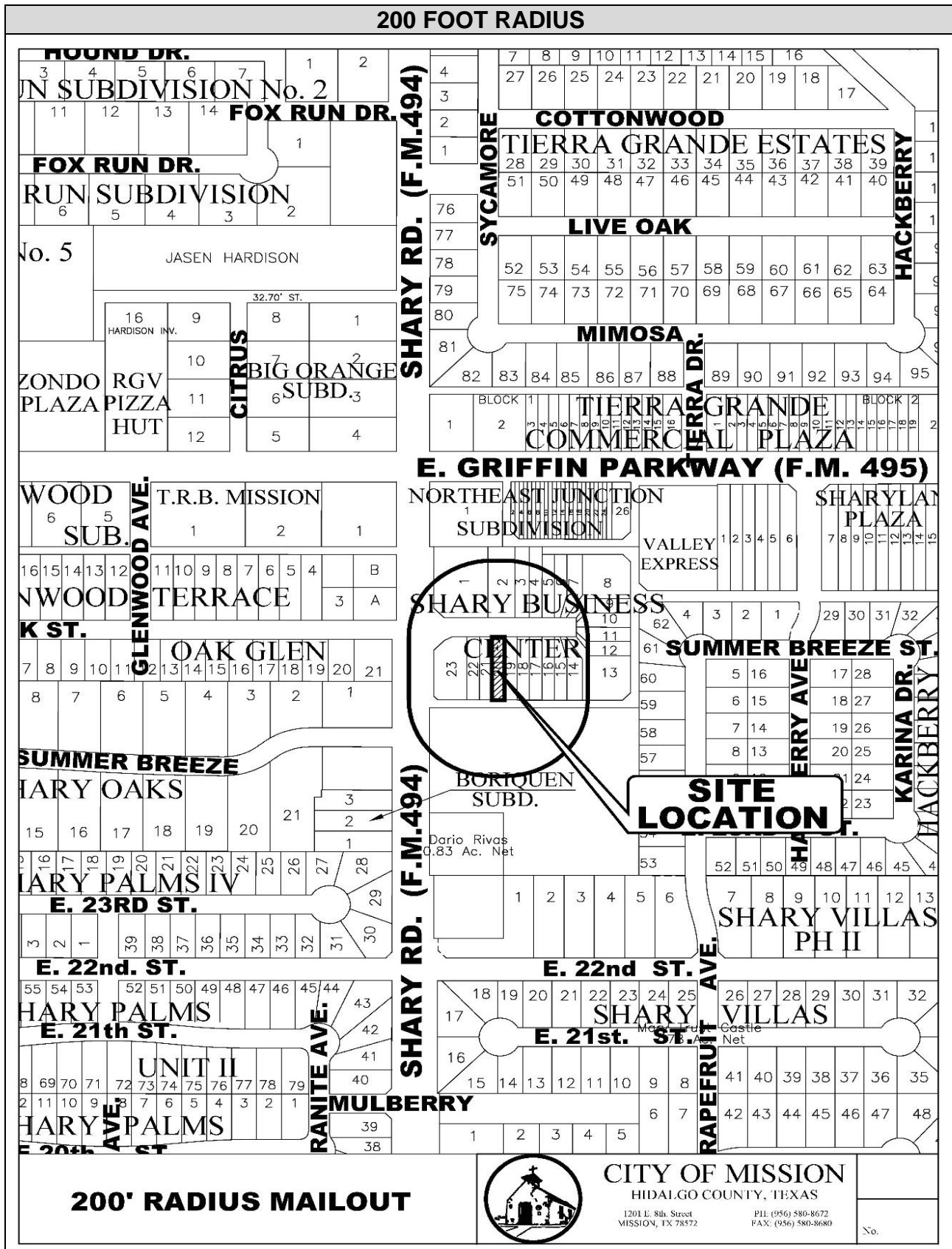


PICTURES



FLOOR PLAN





MAILOUT LIST

PROP_ID	geoid	name	addrDelive	addrCity	addrState	addrZip
624486	S2741-00-000-0010-00	SAN INVESTMENTS LLC	321 S MAIN ST	MCALLEN	TX	78501-4806
624478	S2741-00-000-0002-00	SAN INVESTMENTS LLC	321 S MAIN ST	MCALLEN	TX	78501-4806
624479	S2741-00-000-0003-00	HSU SHERRY & TON TU	708 CHELSEA DR	MISSION	TX	78573-8614
624480	S2741-00-000-0004-00	SAN INVESTMENT LLC	321 S MAIN ST	MCALLEN	TX	78501-4806
624481	S2741-00-000-0005-00	SAN INVESTMENTS LLC	321 S MAIN ST	MCALLEN	TX	78501-4806
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
624474	S2741-00-000-0001-00	HSU SHERRY & TON TU	708 CHELSEA DR	MISSION	TX	78573-8614
624482	S2741-00-000-0006-00	SAN INVESTMENTS LLC	321 S MAIN ST	MCALLEN	TX	78501-4806
0						
568332	S2740-00-000-0001-00	TEXAS STATE BANK	300 FIFTH AVENUE 21ST FLOOR, ATTN: PNC CORPORATE TAX	PITTSBURGH	PA	15222
281240	S2950-00-000-0245-20	JOHNSON DARRELL E & IRMA Z TRUSTEE	2200 N SHARY RD	MISSION	TX	78572-3239



CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: August 25, 2025

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

AGENDA ITEM: Conduct a public hearing and consideration and possible action to approve a resolution for a license to encroach onto a City of Mission Right-of-Way, being a part of Lot 1, Pena Escondida Estates, located at 2211 Betty Drive, for the purpose of building parking spaces for the Waterford Gardens Retirement Community employees. Applicant: Lucille G. Cavazos, Administrator, Approval of Resolution # _____ - Cervantes

NATURE OF REQUEST:

Project Timeline:

- July 3, 2025 – Application submitted to the City for the construction of concrete parking stalls within the City's Right-of-Way.
- July 7, 2025 – A site visit and meeting took place with the Waterford Gardens Administrator to inspect and discuss the proposed parking area along the Right-of-Way of Lot 1, Pena Escondida Estates property.
- July 28, 2025 – Received formal letter from the Administrator requesting the use of the ROW as instructed by City Staff.
- August 5, 2025 – Initiated the public notice for the public hearing scheduled for August 25th.
- August 25, 2025 – Consideration and possible action to execute License Agreement by the City

Summary:

- Ms. Lucille Cavazos, the applicant, is requesting a license to encroach onto the City's right-of-way by building parking area for the Waterford Gardens Assisted Living employees.
- The right-of-way for Lot 1, Pena Escondida Estates has frontage to Betty Drive along the 50 feet radius cul-de-sac with a length of 97.19 feet.
- Based on the site plan, the applicant is requesting to pour a concrete slab on the right-of-way where the employees will be able to park.
- The request has been reviewed by the Staff Review Committee. There is no objection to the requested license to encroach with conditions.
- The Waterford Gardens have been granted a Life of Use Conditional Use Permit for non-residential facilities on Lot 1, Pena Escondida Estates dated March 27th, 2017.

STAFF RECOMMENDATION:

Staff recommends approval of the request subject to:

1. Ownership of the property shall remain accessible to the city at all times

2. The City reserves the right at any time now or in the future to remove the proposed improvements within the property for any reason, and shall not be required to provide reimbursement for the improvements
3. The proposed improvements shall conform to City standards and shall not be constructed in such a manner as to cause a nuisance or storm water runoff onto adjacent properties
4. That Waterford Gardens, its representatives, heirs, administrators, successors and assigns shall indemnify and hold the CITY OF MISSION harmless from any claim, suit, demand, or judgement arising from the encroachment of said items as described in this Revocable License To Encroach regardless of whether or not such claim, suit demand, or judgement results from injuries, death or property damage caused by the sole, joint or concurrent negligence or gross negligence of the CITY OF MISSION.
5. The Licensee must obtain all necessary permits and approvals prior to the use of the property.
6. The Licensee must maintain the said property area in a safe and clean condition.

Departmental Approval: Approval

Advisory Board Recommendation: N/A

City Manager's Recommendation: Approval *MRP*

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

_____ AYES

_____ NAYS

_____ DISSENTING _____

RESOLUTION NO. _____

STATE OF TEXAS
COUNTY OF HIDALGO

KNOW ALL MEN BY THESE PRESENTS:

REVOCABLE LICENSE TO ENCROACH

The CITY OF MISSION, TEXAS a home rule municipal corporation of 1208 E. 8th Street, Mission Texas 78572, herein after referred to as grantor has hereby GRANTED, AND CONVEYED and by these present does GRANT, AND CONVEY unto Lucille G. Cavazos a Revocable License to Encroach by allowing the use of the City's Right-of-Way of Lot 1, Pena Escondida Estates located at 2211 Betty Drive, City of Mission, Hidalgo County, Texas, said encroachment consisting of the construction of a concrete parking pad on said strip of land as described on the attached map hereto and incorporated herein by reference as EXHIBIT "A".

As a condition precedent to the granting of this license to encroach:

1. Ownership of the property shall remain accessible to the city at all times
2. The City reserves the right at any time now or in the future to remove the proposed improvements within the property for any reason, and shall not be required to provide reimbursement for the improvements
3. The proposed improvements shall conform to City standards and shall not be constructed in such a manner as to cause a nuisance or storm water runoff onto adjacent properties
4. That Waterford Gardens, its representatives, heirs, administrators, successors and assigns shall indemnify and hold the CITY OF MISSION harmless from any claim, suit, demand, or judgement arising from the encroachment of said items as described in this Revocable License To Encroach regardless of whether or not such claim, suit demand, or judgement results from injuries, death or property damage caused by the sole, joint or concurrent negligence or gross negligence of the CITY OF MISSION.
5. The Licensee must obtain al necessary permits and approvals prior to the use of the property.

The Licensee must maintain the said property area in a safe and clean condition

The License to Encroach granted hereby is revocable at the will and pleasure of the CITY OF MISSION.

CONSIDERED AND APPROVED THIS _____ day of _____
_____, 2025 at a regular meeting of the City of Mission City Council.

CITY OF MISSION

Norie Gonzalez Garza, Mayor

ATTEST:

Anna Carrillo, City Secretary

ACKNOWLEDGEMENT

STATE OF TEXAS
COUNTY OF HIDALGO

This instrument was acknowledged before me on _____
_____, 2025 by Norie Gonzalez Garza, Mayor of the City of Mission.

Notary Public, State of Texas

My Commission Expires:_____

ACKNOWLEDGEMENT

STATE OF TEXAS
COUNTY OF HIDALGO

This instrument was acknowledged before me on _____
_____, 2025 by Lucille G. Cavazos.

Notary Public, State of Texas

My Commission Expires:_____



REQUEST BY APPLICANT



I, Lucille Cavazos am requesting a possible acceptance to pour a driveway at 2218 Betty Dr Mission Texas as per plans attached.

Thank You

A handwritten signature in black ink, appearing to read "Lucille Cavazos", is written over a horizontal line. Below the line, the name "Lucille Cavazos" is printed in a small, black, sans-serif font.

1522 E. Griffin Parkway, Mission, Texas 78572 • Telephone: 956.584.1984

AERIAL PHOTO



PROPOSED SITE PLAN

**PENA ESCONDIDA
ESTATES LOT 1**

**PENA ESCONDIDA
ESTATES LOT 1**

BETTY DR.

EXISTING
DRIVEWAY

CEDAR
FENCE

 -PROP. CONCRETE PAD
FOR PARKING

14'

20'

20'

20'

PHOTO OF PROPERTY



PHOTO OF PROPERTY

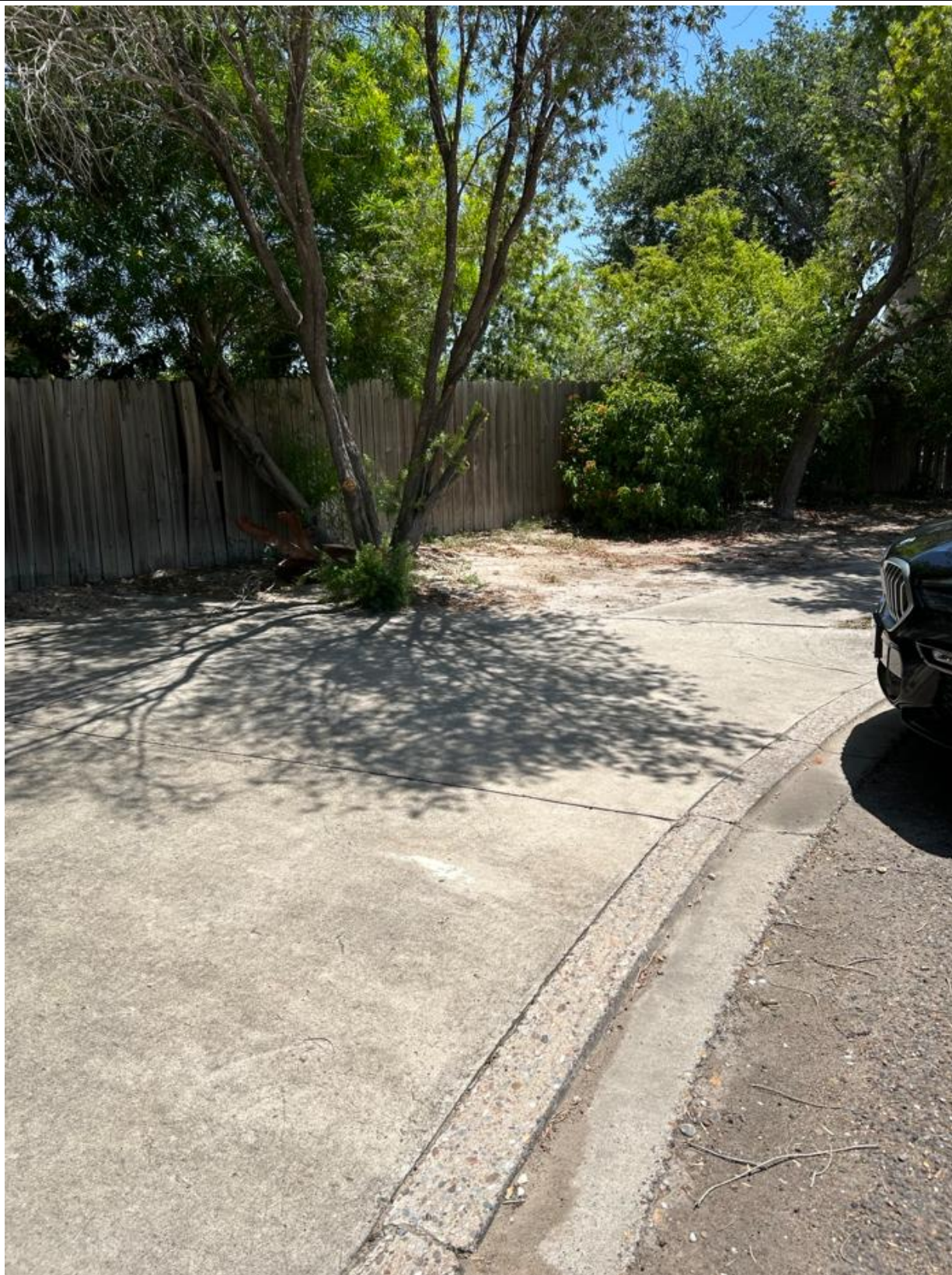


PHOTO OF PROPERTY





CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: August 25, 2025
PRESENTED BY: Anna Carrillo, City Secretary
AGENDA ITEM: Approval of Minutes – Carrillo
 Regular Meeting – August 11, 2025

NATURE OF REQUEST:

See attached minutes

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

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

BID AMOUNT: \$ _____

STAFF RECOMMENDATION:

Approval

Departmental Approval: N/A

Advisory Board Recommendation: N/A

City Manager's Recommendation: Approval *MRP*

RECORD OF VOTE: **APPROVED:** _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____



MINUTES

PRESENT:

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

ABSENT:

ALSO PRESENT:

Julio Gutierrez
Jason Ander
Karen Prewitt
Mei Pentecost
Alma Santos
Julio Cerda
Leo Longoria
Pastor Bill Duke
Marylou Johnson
Eloisa Farias
Dolores Salinas
Joey Williams
Maria Gonzalez
Antonio O'caña
Gerardo Cabello

STAFF PRESENT:

Anais Chapa, Assistant City Secretary
Juan Pablo Terrazas, Asst. City Manager
Andy Garcia, Assistant City Manager
Edgar Gonzalez, Engineer
Aida Lerma, Event Center Director
Susie De Luna, Assistant Planning Director
Xavier Cervantes, Planning Director
Alex Hernandez, Planning Director
Abram Ramirez, IT Director
Yenni Espinoza, Library Director
Ruben Hernandez, Media Relations
Brad Bentsen, Parks & Rec Director
Judith E. Garcia, Deputy Media Relations Dir.
Humberto Garcia, Media Relations
Roel Mendiola, Sanitation Director
Cesar Torres, Chief of Police
Mike Silva, Fire Chief
Teclo Garcia, MEDC CEO
Steven Kotsatos, Health Director
Casey Venegas, Police Officer
Brenda Casarez, Police Officer
R. Cano, Police Officer

REGULAR MEETING

CALL TO ORDER AND ESTABLISH QUORUM

With a quorum being present, Mayor Norie Gonzalez Garza called the meeting to order at 4:42 p.m.

INVOCATION AND PLEDGE ALLEGIANCE

Pastor Bill Duke led the invocation and Pledge of Allegiance

DISCLOSURE OF CONFLICT OF INTEREST

Mayor Pro Tem Ruben Plata had one on file for executive session item #2.

Councilman Alberto Vela had one on file for executive session item #31.

PRESENTATIONS

1. Presentation of Summer Golf Program Participants and Coaches – Hernandez

Sydney Hernandez, Media Relations Director, introduced the coaches and participants for this year's Golf Summer Program. These students were not only building skills but also earning national recognition for their success. Out of 20 students recognized at the national level, 7 were from Mission. Their discipline, sportsmanship, and talent have made us proud on and off the green. Special thanks to Coach Tony O'caña for guiding these young athletes every step of the way.

2. Presentation of Parks & Recreation TAAF Athletes and Coaches - Bentsen

Brad Bentsen, Parks & Recreation Director, introduced this year's summer, TAAF Athletes and Coaches for Track, Swim and Tennis. Their outstanding efforts and performances at the TAAF Games of Texas in College Station were celebrated. They represented our city with passion, skill and determination bringing home a total of 45 medals which placed Mission 3rd in the State of Texas.

3. Report from Mission Economic Development Corporation - Teclo Garcia

Teclo Garcia, MEDC CEO, gave an update on the operations of the Mission Economic Development Corporation. Mr. Garcia reminded everyone that the Downtown Assistance Program was still available and that applications would be closing on September 2, 2025. Junior's, the supermarket chain, was now leasing a bigger space within the CEED building. Anzaldua's Bridge has proven to be on the higher end of traffic with the amount of vehicles that commute through there. Donations were made to three of Mission's non-profit organizations from local businesses as part of their performance agreement.

4. Departmental Reports – Perez

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

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

Karen Prewitt, 2101 Mauve Drive, spoke in reference to Agenda Item 30 for the approval of the plat for 3 tracts of land in Meadow Creek. She stated that on April 8, 2024, when this was rezoned to R-1, it was stated that a plat note would be included to restrict the homes to 1-story. She asked that the council require that they include the 1-story home restriction on the plat.

ANNOUNCEMENTS - CITY COUNCIL / CITY MANAGER

City Manager – With the school year beginning, Mr. Perez just asked for everyone to be mindful of the school traffic, busses, and crossing guards.

Council Members – Councilwoman Ortega wished everyone the best of luck for the 2025-2026 school year. Councilwoman Marissa Gerlach and Councilman Vela both wished all students and teachers best of luck with the new school year.

Mayor – Mayor Garza also wished all students and teachers best of luck for this new school year. She also invited the community to attend the prayer event that would be held on August 30th at the Mission Event Center.

PUBLIC HEARING

6. Public Hearing on FY 2025-2026 Preliminary Budget – Perez

The City's preliminary budget for FY 2025-2026 has been made available to the public for review at the City Secretary's office, Speer Memorial Library and on the City's website as required.

This is the opportunity for citizens to speak on the preliminary budget

There were no comments.

No Action; Public Hearing Only

PLANNING & ZONING RECOMMENDATIONS

7. Conduct a public hearing and consideration of a rezoning request from Agricultural Open Interim District ("AO-I") to General Business District ("C-3"), being 1.50 acres out of Lot 64, New Caledonia Unit No. 1 Subdivision, located at the Southeast corner of W. Mile 3 and La Homa Roads. Applicant: CEI Engineering Associates, Inc. and Murphy Oil USA, Inc., Adoption of Ordinance # 5688- Cervantes

The applicant was requesting to rezone the subject property from Agricultural Open Interim District ("AO-I") to General Business District ("C-3") for the proposed development of a Murphy Convenience Store with a Gas Station. The tract of land measured 233.68 feet along W. Mile 3 Road and 226.45 feet along La Homa Road. The surrounding zones were Agricultural Open Interim (A-OI) in all directions. The surrounding land uses were agricultural land to the north, south and east and the La Joya ISD East Academy and a Sharyland Water Supply Corporation Water Tower were both located to the west. The subject property was used as farmland. The Future Land Use Map showed the subject property as General Commercial. The requested zoning was in line with the future land use map designation for the property. Notices were mailed to 4 surrounding property owners. Planning staff has not received any phone calls from the surrounding property owners.

Staff and City Manager recommended approval.

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

There were no comments.

Mayor Pro Tem Plata moved to approve the rezoning request from Agricultural Open Interim District ("AO-I") to General Business District ("C-3"), being 1.50 acres out of Lot 64, New Caledonia Unit No. 1 Subdivision, located at the Southeast corner of W. Mile 3 and La Homa Roads. Applicant: CEI Engineering Associates, Inc. and Murphy Oil USA, Inc., Adoption of Ordinance #5688. Motion was seconded by Councilman Vela and approved unanimously 5-0.

ORDINANCE NO. 5688

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS GRANTING A REZONING FOR 1.50 ACRES OUT OF LOT 64, NEW CALEDONIA UNIT NO. 1 SUBDIVISION, LOCATED AT THE SOUTHEAST CORNER OF W. 3 MILE AND LA HOMA ROADS, FROM AO-I (AGRICULTURAL OPEN INTERIM DISTRICT) TO C-3 (GENERAL BUSINESS DISTRICT)

8. Conduct a Public hearing and consideration of a Conditional Use Permit to allow a convenience store and fuel station in a General Business (C-3) District – Murphy USA, being 1.50-acres out of Lot 64, New Caledonia Unit No. 1 Subdivision, located at the

Southeast corner of W. Mile 3 and La Homa Roads. Applicant: CEI Engineering Associates, Inc. and Murphy Oil USA, Inc., Adoption of Ordinance #5689 - Cervantes

The site was located at the Southeast corner of W. Mile 3 Road and La Homa Road. The site would include a 2,824 sq. foot building and 6 fuel pumps. Access to the proposed building would be via a 36-foot-wide driveway off La Homa Road and W. Mile 3 Road. Pursuant to Section 1.43 (3)(b) of the City of Mission Code of Ordinances, a gasoline service station or retail outlets where gasoline products are sold required the approval of a conditional use permit by the City Council. The proposed hours of operation were as follows: Monday – Sunday, 24Hours. The working staff would be 3 employees in different shifts. Parking: In reviewing the floor plan, there were 15 parking spaces. The Planning Staff had not received any objections to the request from the surrounding property owners. Staff mailed out (4) legal notices to surrounding property owners. In accordance with the zoning ordinance, the P&Z and City Council may impose requirements and conditions of approval as are needed to ensure that a use requested by a conditional use permit is compatible and complementary to adjacent properties.

Staff and City Manager recommended approval subject to the following conditions: for Life of Use with the understanding that the permit can be revoked; Must apply for a building and sign permit; Must comply with all City Codes (Building, Fire, Health, etc.); Must obtain a business license prior to occupancy; and CUP was not transferable to others.

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

There were no comments.

Mayor Pro Tem Plata moved to approve the Conditional Use Permit to allow a convenience store and fuel station in a General Business (C-3) District – Murphy USA, being 1.50-acres out of Lot 64, New Caledonia Unit No. 1 Subdivision, located at the Southeast corner of W. Mile 3 and La Homa Roads. Applicant: CEI Engineering Associates, Inc. and Murphy Oil USA, Inc., Adoption of Ordinance #5689. Motion was seconded by Councilman Vela and approved unanimously 5-0.

ORDINANCE NO. 5689

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS GRANTING A CONDITIONAL USE PERMIT FOR A GASOLINE SERVICE STATION – MURPHY USA, BEING 1.50 ACRES OUT OF LOT 64, NEW CALEDONIA UNIT NO. 1 SUBDIVISION

9. Conduct a public hearing and consideration of a Conditional Use Permit Renewal to keep three (3) portable buildings in a (P) Public Zoning District, being Lot 1, Nido De Aguila Subdivision, located at 915 W. Expressway 83, Applicant: Excellence in Leadership Academy, Adoption of Ordinance #5690 - Cervantes

The subject site was located at the southwest corner of S. Olmo Street and the south side of U.S. Expressway 83 Frontage Road. Per Code of Ordinance, portable buildings required the approval of a Conditional Use Permit by the City Council. The applicant was requesting to keep (3) 24' x 70' portable buildings for Excellence in Leadership Academy a public charter school. As a public charter school, the funding was solely determined by student enrollment and attendance. Like many other schools, they experienced a significant decline in enrollment during the COVID-19 pandemic, which affected both revenues and long-term capital planning.

The school currently had 167 students and used the buildings as classrooms. The portable buildings accommodate 2 classrooms each for a total of 6, which would allow for 20 students per classroom. Access to the facility is available from Expressway 83 and South Olmo Street. Student drop-off would be located along the east side of the building. The proposed days and hours of operation were Monday–Friday from 8:00 am to 5:00 pm on regular days and during the summer 8:00 am to 12:00 pm. Staff: 4 teachers; Parking: The educational component of the church would operate during the non-church hours and utilize the existing 239 parking spaces on-site. The last conditional use permit for this location was approved on July 22, 2024 for 1 year, at which time the applicant would need to apply for a permit to construct a permanent structure at this location. The applicant was currently leasing the facility from the Luz para las Naciones Church. They plan to acquire land and build a permanent campus however; the pandemic delayed this timeline due to funding reductions. They were not requesting a permanent exemption, only time and flexibility to rebuild responsibly. Removing the portable buildings at this time would disrupt instruction and possibly require them to reduce enrollment as well. The Planning staff had not received any objections to the request from the surrounding property owners. Staff mailed out (44) legal notices to surrounding property owners. In accordance with the zoning ordinance, the P&Z and City Council may impose requirements and conditions of approval to ensure that a use requested by a Conditional Use Permit is compatible and complementary to adjacent properties.

Staff and City Manager recommended approval subject to the following conditions: 1-year permit to continue to assess this conditional use permit. Continued compliance with all City Codes (Building, Fire, Sign codes, etc.). CUP was not transferable to others; Hours of operation to be as followed: Monday – Friday from 8:00 am to 5:00 pm for regular days & 8:00 am to 12:00 pm during the summer

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

Elizabeth Lopez, Interim Superintendent, would like to for this item to be approved in order to be able to serve the students for this new school year which is quickly approaching.

Councilwoman Ortega moved to approve the Conditional Use Permit Renewal to keep three (3) portable buildings in a (P) Public Zoning District, being Lot 1, Nido De Aguila Subdivision, located at 915 W. Expressway 83, Applicant: Excellence in Leadership Academy, Adoption of Ordinance #5690. Motion was seconded by Councilman Vela and approved unanimously 5-0.

ORDINANCE NO. 5690

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS GRANTING A CONDITIONAL USE PERMIT RENEWAL TO KEEP THREE (3) PORTABLE BUILDINGS, IN A (P) PUBLIC ZONING DISTRICT, BEING LOT 1, NIDO DE AGUILA SUBDIVISION, LOCATED AT 915 W. EXPRESSWAY 83

10. Conduct a public hearing and consideration of a Conditional Use Permit Renewal for the Sale & On-Site Consumption of Alcoholic Beverages – Moon Restaurant Mixology in a property zoned General Business (C-3) District, being Lot 11, Block 3, Shary Gardens Subdivision, located at 1603 E. Griffin Parkway. Applicant: American Restaurants, LLC c/o Lourdes Lerma, Adoption of Ordinance #5691 – Cervantes

The subject site was located at 1603 E. Griffin Parkway 83 within the Shary Gardens Commercial Plaza. Per the Code of Ordinance, the Sale & On-Site Consumption of Alcoholic Beverages required the approval of a Conditional Use Permit by the City Council. This business had been in operation since August 2024 and had a bar component. According to the applicant, 70 percent of the total sales are food related, and 30 percent are alcoholic beverages related. The hours of operation were as follows: Monday thru Tuesday from 4:00 p.m. to 12 a.m., Wednesday thru Saturday from 4:00 p.m. to 2:00 a.m. and Sundays from 10:00 a.m. to 12:00 a.m. Staff: 18 employees in different shifts; Parking: There were a total of 170 seating spaces available, which required 57 parking spaces. It was noted that the parking was held in common and there were 119 parking spaces that were shared with the other businesses within the commercial plaza. The business was in compliance with Chapter 6, Section 6-4 of the code of ordinances which required that no alcoholic beverages be sold within 300' of a church, public or private school, or public hospital. The last conditional use permit use approved for this location was on August 26, 2024 for a period of one (1) year. The Planning staff had not received any objections to the request from the surrounding property owners. Staff mailed out (22) legal notices to the surrounding property owners. In accordance with the zoning ordinance, the P&Z and City Council may impose requirements and conditions of approval to ensure that a use requested by a Conditional Use Permit is compatible and complementary to adjacent properties. There was a residential subdivision within 300 feet, however P&Z and City Council have waved this separation requirement in previous conditional use permits.

Staff and City Manager recommended approval subject to the following conditions: Permit for two (2) years to continue to assess this business. 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. Must comply with the noise ordinance. Maximum occupancy to be 200 people at all times. Hours of operation: Monday thru Tuesday from 4:00 p.m. to 12 a.m., Wednesday thru Saturday from 4:00 p.m. to 2:00 a.m. and Sundays from 10:00 a.m. to 12:00 a.m.

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

There were no comments.

Mayor Pro Tem Plata moved to approve the Conditional Use Permit Renewal for the Sale & On-Site Consumption of Alcoholic Beverages – Moon Restaurant Mixology in a property zoned General Business (C-3) District, being Lot 11, Block 3, Shary Gardens Subdivision, located at 1603 E. Griffin Parkway. Applicant: American Restaurants, LLC c/o Lourdes Lerma, Adoption of Ordinance #5691. Motion was seconded by Councilwoman Gerlach and approved unanimously 5-0.

ORDINANCE NO. 5691

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS GRANTING A CONDITIONAL USE PERMIT RENEWAL FOR THE SALE & ON-SITE CONSUMPTION OF ALCOHOLIC BEVERAGES – MOON RESTAURANT MXOLOGY IN A PROPERTY ZONED GENERAL BUSINESS (C-3) DISTRICT, BEING LOT 11, BLOCK 3, SHARY GARDENS SUBDIVISION, LOCATED AT 1603 E. GRIFFIN PARKWAY

CONSENT AGENDA

11. Approval of Minutes – Carrillo

Regular Meeting – July 28, 2025

12. Acknowledge Receipt of Minutes – Perez

Mission Redevelopment Authority Board – May 29, 2025

Mission Tax Increment Reinvestment Zone – May 29, 2025

Mission Economic Development Corporation – June 18, 2025

Mission Education Development Council Inc. – April 16, 2025

Mission Economic Development Authority, Inc. – April 16, 2025

Mission Civil Service Commission – July 10, 2025

Citizen's Advisory Committee – June 25, 2025

13. Approval of City-Wide Nonprofit Fee Waiver and Discounted Rate Policy – A. Garcia

The City of Mission proposed a citywide policy outlining procedures for nonprofit organizations, government agencies, and educational institutions to request fee waivers or discounted rates for facility rentals and city services. The policy aimed to limit the use of public facilities as general public forums while ensuring priority access for residents and clients conducting official business with the City.

This policy applied to all City departments offering rental spaces or services, including but not limited to:

- Boys and Girls Club facility rentals
- Speer Memorial Library meeting and event room rentals
- Parks and Recreation facility rentals
- Golf course facility rentals and tournament fees
- Permits and support services for 5K runs and community events
- Mission Event Center facility rentals

Eligible organizations may apply for the following discount tiers:

- **50% Discounted Rate:** For events that are open to the public, free of charge, provide a public benefit, and are non-partisan, non-commercial, not-for-profit, and non-controversial.
- **20% Discounted Rate:** Intended for internal, revenue-generating events, trainings, seminars, or meetings not open to the public.
- **100% Fee Waiver:** Reserved for organizations in an official partnership with the City of Mission for joint events. Organizations seeking a 100% fee waiver must secure Council approval for the partnership.

Eligible organizations may submit one (1) request annually for consideration of either a fee waiver or discounted rate.

14. Consideration and possible action to approve the Speedy 5K and Mission Pink 5K as official City of Mission partnerships under the City-Wide Nonprofit Fee Waiver and Discounted Rate Policy – A. Garcia

Staff recommended approval of the Speedy 5K and the Mission Pink 5K events as official City partnerships under the City-Wide Nonprofit Fee Waiver and Discounted Rate Policy. Approval of this item would authorize a 100% waiver of applicable city fees associated with these events,

including but not limited to facility rentals, park use fees, police and fire support services, and other city-related event costs.

As official City partnerships, the City of Mission would serve as a co-host for each event. The associated organizations must maintain their nonprofit status and ensure the events remain nonprofit in nature. This action reinforced the City's ongoing commitment to community health, wellness, and charitable engagement.

15. Authorization to execute Second and Final renewal for Sludge Management Services for Water Treatment Plants, Wastewater Treatment Plant, & Pre-Treatment Plant – Terrazas

Seeking authorization to exercise the Second and Final Renewal with C&C Waste Management DBS CB3 Hauling Sludge Management Services with a 5% increase as per contract outlined. The recommendation was based solely on estimated quantities and orders would be placed on as needed basis. This agreement would extend Bid No. 23-466-07-14 from August, 2025 through August, 2026.

16. Authorization to award contract for Meter Connect Supplies – Solicitation No. RFB 25-596-07-14 for Public Works Department – Terrazas

The City of Mission had accepted and opened 3 Bid responses for Meter Connect Supplies. Staff recommended awarding bid to Core & Main who was the lowest responsible bidder meeting all specifications. The term of this contract would be for one (1) year with two (2) one-year renewal options. Recommendation was based solely on estimated quantities and orders would be placed on as needed basis.

17. Authorization to extend First One-Year Renewal for Roadside Mowing and Litter Removal Services -RFB 24-581-07-17 for Public Works Department – Terrazas

Staff was seeking authorization to exercise the First One-Year Renewal with Alvarado's Maintenance Services; this was the First of Two renewals. The agreement would renew for the period of August 15th, 2025, through August 14th, 2026. Roadside Mowing \$50/acre, with 2.5% increase \$51.25/acre. Litter Removal \$25/acre, with 2.5% increase \$25.63/acre.

18. Authorization to Award contract for Flexible Base Commercial Caliche Services Solicitation No. RFB 25-597-07-15 for the Public Works Department – Terrazas

The City of Mission had accepted and opened two (2) Bid responses for Flexible Base Commercial Caliche. Staff recommended awarding bid to Frontera Materials, Inc., who was the lowest responsible bidder meeting all specifications, with a bid of \$13.21/ton. The term of this contract would be for one (1) year with two (2) one-year renewal options. Recommendation was based solely on estimated quantities and orders would be placed on as needed basis.

19. Authorization to Solicit Bids for construction services pertaining to TXGLO 2018 South Texas Flood Grant Award for the La Cuchilla Drainage Improvement Project 23-252-003-E070 – Terrazas

Staff was seeking authorization to solicit bids for construction services pertaining to TXGLO 2018 South Texas Flood Grant Award for the La Cuchilla Drainage Improvement Project 23-252-003-E070. There was \$853,415 available in the grant budget, with a \$10,000 local match to be provided by the City.

20. Authorization to Solicit Bids for construction services pertaining to TXGLO 2019 Disasters HUD MID Infrastructure Competition Grant Award for the Astroland Drainage Improvement Project 24-067-006-E193 – Terrazas

Staff was seeking authorization to solicit bids for construction services pertaining to TXGLO 2019 Disasters HUD MID Infrastructure Competition Grant Award for the Astroland Drainage Improvement Project 24-067-006-E193. There was \$845,045 available in the grant budget, with a \$10,000 local match to be provided by the City.

21. First Extension to Mutual Aid Agreement with Skyline E.M.S., LLC for EMS Provider Services – Silva

The Mission Fire Department entered into a Mutual Aid Agreement with Skyline E.M.S., LLC for EMS Provider Services in 2023. The first extension would be effective from August 15, 2025 and continue through the August 14, 2026. The CITY reserved the right to extend, the term of this agreement for an additional (1) one-year term with a maximum of two additional such extensions.

22. Approval of Resolution No. 1996 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 Paws Fur Help 5k on Saturday, October 4th, 2025 – Torres

The Paws Fur Help 5k was scheduled for October 04, 2025 from 6:00 a/m to 10:00a/m. The agreement was required by the Texas Department of Transportation for the closure of one southbound lane and shoulder of Texas Hwy 107 (Conway Ave.) from Abelino Farias Street to the 1800 block of Conway (SH 107). The Mission Police Department was responsible for securing the route to ensure the safety of both motorists and pedestrians.

RESOLUTION NO. 1996

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 STATE RIGHT OF WAY FOR THE PAWS FUR HELP 5K AND AUTHORIZING THE ISSUANCE OF A PUBLIC PERMIT THEREFORE:

23. Approval of Resolution #1997 of the City Council of the City of Mission declaring Drainage Infrastructure as the City's top priority and directing city staff to pursue strategic planning, project development, and funding opportunities to address critical drainage needs – Perez

The City of Mission had experienced recurring flooding events that continue to pose risks to public health, safety, property, and the overall well-being of its residents and recognized that substantial investment in drainage infrastructure was essential to support sustainable growth, protect neighborhoods, and improve quality of life. The City sought to leverage federal, state, and regional grant programs—particularly those administered by the Texas General Land Office (GLO), Texas Water Development Board (TWDB), and the U.S. Department of Housing and Urban Development (HUD)—to fund and implement comprehensive drainage solutions. Prioritizing drainage infrastructure allows the City of Mission to better align internal resources, planning efforts, and intergovernmental partnerships to expedite impactful improvements.

RESOLUTION NO. 1997

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS, DECLARING DRAINAGE INFRASTRUCTURE AS THE CITY'S TOP PRIORITY AND DIRECTING CITY STAFF TO PURSUE STRATEGIC PLANNING, PROJECT DEVELOPMENT, AND FUNDING OPPORTUNITIES TO ADDRESS CRITICAL DRAINAGE NEEDS.

24. Acceptance of IT Policies, Procedures and updated Disaster Recovery Plan – Ramirez

The City of Mission's Information Technology (IT) Department had developed a comprehensive set of IT policies and procedures, including updated Disaster Recovery Plan, to standardize technology usage, enhance data security, define acceptable use, and ensure effective IT governance across all departments. These policies aligned with industry best practices and regulatory requirements to protect city assets and ensure continuity of operations.

25. Authorize Mayor to execute a First Amendment to Reimbursement Agreement between the City of Mission and Mission Redevelopment Authority related to the elevator and remodeling for the building located at 1301 E. 8th Street for– T. Garcia

The public improvements consisted of the construction management of an elevator and necessary American with Disabilities Act (ADA) standard improvements at the property leased to the City by the Authority located at 1301 E. 8th Street. The project cost shall be the actual costs of the Public Improvements that were eligible for financing by the Authority, in an amount not to exceed \$659,850.00. The First Amendment to Reimbursement Agreement was approved by the MRA on July 21, 2025. A budget amendment was required to recognize revenue from the TIRZ First Amendment to Reimbursement Agreement and the construction costs.

26. Request authorization to replace five (5) 2022 Chevrolet Tahoe PPV 2WD 1WT leased units and approve the lease/purchase of five (5) 2025 Chevrolet Tahoe units from D&M Leasing Company, utilizing BuyBoard Contract #744-24, in an amount not to exceed \$105,942.52. – Torres

The Mission Police Department was seeking authorization to replace five (5) 2022 Chevrolet Tahoe PPV 2WD 1WT leased units and to proceed with the lease/purchase of five (5) new 2025 Chevrolet Tahoe units from D&M Leasing Company, utilizing BuyBoard Contract #744-24.

The current 2022 Tahoe units were leased under a 36-month term. Monthly debt service payments (including principal and interest) for all units totaled \$14,542.65. The total cost for the lease extension and replacement amounted to \$105,942.52.

27. Authorization to lease/purchase a 2025 Ford Transit Passenger Van for the Mission Police Department fleet from D&M Leasing Company, via Buyboard contract #744-24, funded through Stonegarden FY2024 Grant funds totaling \$98,377.20 – Torres

The Mission Police Department was seeking authorization to lease/purchase one (1) 2025 Ford Transit Passenger Van for the department's fleet from D&M Leasing Company, under BuyBoard Contract #744-24.

The vehicle would be leased for a 12-month period and fully paid off at the conclusion of the lease term. The principal purchase cost of the vehicle was \$95,181.10, with an interest amount of \$3,197.10, resulting in a total lease/purchase cost of \$98,377.20.

This lease expenditure would be funded entirely through the Stonegarden FY2024 Grant.

28. Consideration and action to approve first amendment to an “Agreement regarding the construction and repayment of costs for the City of Mission Event Center”, dated November 27, 2017, between the Mission Economic Development Corporation and the City of Mission, Texas – T. Garcia

The Mission Economic Development Corporation (MEDC) is requesting an amendment to the existing agreement between the City of Mission and MEDC regarding the use of excess proceeds from the sale of MEDC-owned land adjacent to the Mission Event Center. The current agreement required that excess proceeds be applied toward reducing the City's outstanding 2016 Certificates of Obligation related to the Mission Event Center. The proposed amendment would remove this requirement, thereby allowing MEDC to retain and utilize the proceeds for any lawful purpose. The MEDC Board approved the amendment at a special meeting held on August 11, 2025.

29. Authorization to purchase banquet chairs for the Mission Event Center from Worthington Direct via Buy Board Contract 767-25 in the amount of \$107,680.67 with respective budget amendment – A. Lerma

Staff was requesting authorization to purchase six hundred (600) new banquet chairs to replace the current inventory, which has significantly deteriorated due to normal wear and tear of frequent use. This investment was critical to the general operations of the Event Center. Chairs would be purchased from Worthington Direct – Buy Board Contract 767-25 in the amount of \$107,680.67.

Mayor Pro Tem Plata moved to approve all consent agenda items 11 thru 29 as presented. Motion was seconded by Councilman Vela and approved unanimously 5-0.

APPROVALS AND AUTHORIZATIONS

30. Plat Approval Subject to Conditions for the proposed Meadow Way at Meadow Creek Subdivision, A 0.551-acre, 0.615-acre, and 0.611-acre tracts of land, forming part of Meadow Creek Country Club Subdivision Phase 1-B, Developer: LAC Enterprises, Engineer: Benavides Engineering, - Cervantes

Meadow Way at Meadow Creek Subdivision consisted of a fourteen single family residential lots and it was located within the Meadow Creek Country Club Subdivision Phase 1-B. This subdivision would have access to existing streets (Crystal Drive for tracts 2 & 3; Meadow Way Drive for tract 1), sewer and water main lines, and access to drainage detention ponds within the neighborhood. The Engineering Department had reviewed and approved the drainage report. These tracts of land were rezoned from AO-I to R-1 on February 14, 2024 by P&Z and approved by City Council on February 26, 2024. All the lots were more than 5,000 square feet in area. The required Capital Sewer Recovery Fees (\$200xlot), Park Fees (\$650xlot), Conveyance or Payment of Water Rights (\$3000xac.), and all other format findings 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.

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

Patricia Rigney, City Attorney, stated that the City could not add a plat note stating that only one story homes could be built. An association or developer would be able to make those type of notes/set those requirements. The city would not be able to add the plat note or be able to enforce it.

Councilwoman Ortega moved to approve the Plat Subject to Conditions for the proposed Meadow Way at Meadow Creek Subdivision, A 0.551-acre, 0.615-acre, and 0.611-acre tracts of land, forming part of Meadow Creek Country Club Subdivision Phase 1-B, Developer: LAC Enterprises, Engineer: Benavides Engineering. Motion was seconded by Mayor Pro Tem Plata and approved unanimously 5-0.

Councilwoman Ortega stepped out of the meeting at 5:43 p.m.

31. Plat Approval Subject to Conditions and Consideration of a Variance for a lot without frontage to a public street for Izagi Oaks Subdivision, a 2.5-acre tract of land, more or less, being the West 726 feet of the North 10 acres of the South 20 acres of Lot 293, John H. Shary Subdivision, AO-I, Developer: Diana Izaguirre, Engineer: Izaguirre Engineering Group, LLC – Cervantes

Meadow Way at Meadow Creek Subdivision consisted of a fourteen single family residential. The proposed subdivision was a 2 single family residential lot development located on the East side of N. Glasscock Road, approximately 500 feet North of E. Mile 2 Road. The land use for this subdivision was consistent with surrounding single-family residential lots. The site would have frontage to N. Glasscock Road and through a 30 feet private access driveway along the South property line. A Variance Request had been submitted to allow the development to proceed without Lot 2 having access to a public street as defined in the Code of Ordinances / Chapter 98-Subdivisions / Article I. Sec. 98-1 Definitions. Lot meant an undivided tract or parcel of land having frontage on a public street and which was, or in the future may be, offered for sale, conveyance, transfer or improvement; which was designated as a distinct and separate tract, and which was identified by a tract or lot number or symbol in a duly-approved subdivision plat which as been property filed of record. Water and sewer services would be provided by the City. There was an existing fire hydrant accessible to this site and acknowledged by the Fire Marshall. The required Capital Sewer Recovery Fees (\$200xlot), Park Fees (\$650xlot), Conveyance or Payment of Water Rights (\$3000xac.), Street widening improvements or escrows, and all other format findings will be complied with prior to plat recording.

Staff and City Manager recommended approval subject to the following conditions: Payment of Capital Sewer Recovery Fees, Payment of Park Fees, Conveyance or Payment of Water Rights, Glasscock street widening improvements or escrows, approval of the infrastructure from the different City departments as per the approved construction plans, and the granting of the Variance as requested.

Mayor Pro Tem Plata moved to approve the Plat Subject to Conditions and Consideration of a Variance for a lot without frontage to a public street for Izagi Oaks Subdivision, a 2.5-acre tract of land, more or less, being the West 726 feet of the North 10 acres of the South 20 acres of Lot 293, John H. Shary Subdivision, AO-I, Developer: Diana Izaguirre, Engineer: Izaguirre Engineering Group, LLC. Motion was seconded by Councilwoman Gerlach and approved 3-0 with Councilman Vela abstaining.

32. Plat Approval for Las Misiones de San Jorge Subdivision Phase I being a 23.48-acre tract of land, more or less, out of and forming a part of lots 9-6, West Addition to

Sharyland, Developer: Cabe Investment, L.P., Engineer: MAS Engineering, LLC – Cervantes

The subdivision was located along the South side of W. Military Parkway approximately 400 feet west of S. Conway Avenue. This development consisted of 63 multi-family residential lots. Water and sewer services are provided by the City. There is a total of 5 fire hydrants via direction of the Fire Marshall. The internal public streets were 32 feet back-to-back within 50 feet right-of-ways. This subdivision was only accessible from W. Military Parkway. The 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 S Conway Ave. The City's Engineering department had reviewed and approved the drainage report and design. The subdivision was ready for recording.

Staff and City Manager recommended approval.

Mayor Pro Tem Plata moved to approve the Plat for Las Misiones de San Jorge Subdivision Phase I being a 23.48-acre tract of land, more or less, out of and forming a part of lots 9-6, West Addition to Sharyland, Developer: Cabe Investment, L.P., Engineer: MAS Engineering, LLC. Motion was seconded by Councilman Vela and approved unanimously 4-0.

33. Consideration of the adoption of an ordinance amending the code of ordinances Chapter 110-Traffic and Vehicles, Article 3, Loading and Unloading, adding Subsection 110-437 thru 441, Queuing & Internal Circulation Routes, Establishing Regulations for the Queuing of Vehicles in New Developments. Applicant: City of Mission, Adoption of Ordinance #_____ - Cervantes

Due to safety concerns the City of Mission desired to adopt an ordinance for the proper development of new schools and the expansion of schools within the city limits. Due to the installation of gates by the school districts many schools that had space for queuing now force the vehicles to que outside the gates within the public streets causing traffic concerns to the general public. The attached ordinance would require queuing areas, based on the size of the new school or the expansion of existing schools, to be located within the school property outside of the gates. The ordinance review committee met on June 26, 2025. They approved the ordinance but made some recommendations.

Below are the committee's recommendations:

- 1) Require security personnel at the entrance of every gate at each entrance to a major city street
- 2) Make it retroactive to all the existing schools if possible

Staff and City Manager recommended approval.

Mr. Perez asked that this item be tabled and be seen at the next Council Meeting.

Mayor Pro Tem Plata moved to table this item to be seen at the next meeting. Motion was seconded by Councilwoman Gerlach and approved unanimously 4-0.

Councilwoman Ortega rejoined the meeting at 5:46 pm.

34. Approval of Ordinance #5692 Amending Chapter 14- Animals, Article III-Dogs, Cats, Other Domestic, Captive Animals. Division 2- License, Section 14-102-Fe Levied, Amending Article IV-Impoundment, Section 14-142 Notice, Section 14-143 Time for Redemption, and Adding Section 14-144- Kotsatos

Amendments were needed to Establish an Annual License Fee of \$5.00 per dog and \$5.00 per cat. Replacing City Police Department with Animal Control Department. Specifying time within which dog may be redeemed and adding Section 14-144 Fees which stated whenever any dog animal was impounded, an additional fee of \$10.00 per day shall be charged for each day, or fraction thereof, of impoundment, for feeding and caring for such animal. This also applied to quarantined animals at the shelter for a 10-day period. Adding Microchip will be \$10.00 per dog or cat.

Staff and City Manager recommended approval.

Mayor Pro Tem Plata moved to approve Ordinance #5692 Amending Chapter 14- Animals, Article III-Dogs, Cats, Other Domestic, Captive Animals. Division 2- License, Section 14-102-Fee Levied, Amending Article IV-Impoundment, Section 14-142 Notice, Section 14-143 Time for Redemption, and Adding Section 14-144. Motion was seconded by Councilman Vela and approved unanimously 5-0.

ORDINANCE NO. 5692

AN ORDINANCE AMENDING THE CITY OF MISSION CODE OF ORDINANCES, CHAPTER 14- ANIMALS, ARTICLE III - DOGS, CATS, OTHER DOMESTIC, CAPTIVE ANIMALS, DIVISION 2. LICENSE, SECTION 14-102, FEE LEVIED, ESTABLISHING AN ANNUAL LICENSE FEE; AMENDING ARTICLE IV-IMPOUNDMENT, SECTION 14-142 NOTICE, REPLACING CITY POLICE DEPARTMENT WITH ANIMAL CONTROL DEPARTMENT; SECTION 14-143 TIME FOR REDEMPTION, SPECIFYING TIME WITHIN WHICH DOG MAY BE REDEEMED; AND ADDING SECTION 14-144 FEES, PROVIDING REPEALER CLAUSE; PROVIDING SEVRABILITY CLAUSE; PROVIDING EFFECTIVE DATE; AND PROVIDING FOR PUBLICATION

35. Approval of Ordinance #5693 of the City Council of the City of Mission establishing the Rates and Fees for the Shary Municipal Golf Course for Fiscal Year 2025–2026; Repealing prior rate Ordinances; and providing for an effective date - Fernuik

The Golf Course Advisory Board convened to review and discuss comparative rates of surrounding municipal golf courses. As part of the discussion, proposed rates for night operations were also considered and approved. A summary of the rate comparisons and the proposed rate adjustments, including the Night Operation Rates, was provided in Exhibit A.

Staff and City Manager recommended approval.

Mayor Pro Tem Plata moved to approve Ordinance # 5693 of the City Council of the City of Mission establishing the Rates and Fees for the Shary Municipal Golf Course for Fiscal Year 2025–2026; Repealing prior rate Ordinances; and providing for an effective date. Motion was seconded by Councilman Vela and approved unanimously 5-0.

ORDINANCE NO. 5693

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS, ESTABLISHING THE RATES AND FEES FOR THE SHARY MUNICIPAL GOLF COURSE FOR FISCAL YEAR 2025–2026; REPEALING PRIOR RATE ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE

36. Approval of 5K Run Site Locations - Bentsen

Seeking approval of two 5K Run Site Locations. Site location for smaller 5K Runs not to exceed 300 runners at Mission Hike and Bike Trail at 1414 S. Conway Ave. Site location for larger 5K

Runs exceeding 301 Runners to be held at vicinity of South Bryan Road @ Los Indios Rd / San Mateo Rd exchange.

Staff and City Manager recommended approval.

Mr. Perez stated that this was being recommended to ensure the safety of the runners and to be able to provide them with a safe and fun location for these types of events.

Mayor Pro Tem Plata moved to approve 5K Run Site Locations. Motion was seconded by Councilwoman Gerlach and approved unanimously 5-0.

UNFINISHED BUSINESS

Mayor Pro Tem Plata moved to remove items 37-39 from the table. Motion was seconded by Councilwoman Ortega and approved unanimously 5-0.

37. Tabled 07/28/2025: Conduct a public hearing and consideration of a rezoning request from Agricultural Open Interim District (“AO-I”) to Light Industrial District (“I-1”), being a 17.13 acre tract of land out of 18.39 acres out of Lot 5-9, West Addition to Sharyland Subdivision, located along the South side of E. Military Highway approximately 1,390 feet West of S. Bryan Road. Applicant: Victor Trevino, Adoption of Ordinance #5694 - Cervantes

The applicant was requesting to rezone the subject property from Agricultural Open Interim District (“AO-I”) to Light Industrial District (“I-1”) for a proposed industrial development. The tract of land measured 273 feet along E. Military Highway and has a depth of 1,200 feet. The surrounding zones were Agricultural Open Interim (A-OI) to the South, East and West and Light Industrial District (I-1) to the North. The surrounding land uses were agricultural land in all directions. The subject property was used as farmland. The Future Land Use Map showed the subject property as General Commercial but, during the workshops held in February and March of 2025, the Planning and Zoning Commission labeled the subject property in the working map as future Industrial. The requested zoning was in line with the future land use map designation for the property from the workshops working map. The Future 365 Toll Road cut through a portion of the property as shown in the attached RMA map and reflected in the Future Land Use Map exhibit. Notices were mailed to 14 surrounding property owners. Planning staff had not received any phone calls from the surrounding property owners.

Staff and City Manager recommended approval.

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

Julio Cerda, 2800 N. Stewart Rd, stated that they had pushed back the item at the last meeting to see if they would have any response from the RMA. At this point, they have not been able to contact them. Mr. Cerda also stated that they were not against the proposed future loop; however, they would just like to note for the record that they do not want it to go through this property. Also, the RMA had not sent out notices advising of any future projects nor having a Plan A, B, or C.

J.P. Terrazas, Assistant City Manager, noted that this section had been environmentally cleared.

Mr. Perez stated that these items were being presented so that it could be on record that the applicants were informed that these properties could be looked at on a later date by RMA for future projects.

Mayor Garza stated that this was strictly a rezoning request and that no conditions could be added at this time. The focus was the rezoning request.

Mayor Pro Tem Plata moved to approve the rezoning request from Agricultural Open Interim District (“AO-I”) to Light Industrial District (“I-1”), being a 17.13 acre tract of land out of 18.39 acres out of Lot 5-9, West Addition to Sharyland Subdivision, located along the South side of E. Military Highway approximately 1,390 feet West of S. Bryan Road. Applicant: Victor Trevino, Adoption of Ordinance #5694. Motion was seconded by Councilwoman Jessica Ortega and approved unanimously 5-0.

ORDINANCE NO. 5694

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS GRANTING A REZONING FOR A 17.13 ACRE TRACT OF LAND OUT OF 18.39 ACRES OUT OF LOT 5-9, WEST ADDITION TO SHARYLAND SUBDIVISION, LOCATED ALONG THE SOUTH SIDE OF E. MILITARY HIGHWAY APPROXIMATELY 1,390 FEET WEST OF S. BRYAN ROAD, FROM AO-I (AGRICULTURAL OPEN INTERIM DISTRICT) TO I-1 (LIGHT INDUSTRIAL DISTRICT)

38. Tabled 07/28/2025: Conduct a public hearing and consideration of a rezoning request from Agricultural Open Interim District (“AO-I”) to Light Industrial District (“I-1”), being a 9.853 acre tract of land out of 35.72 acres out of Lot 5-10, West Addition to Sharyland Subdivision, located along the North side of Old Military Highway approximately 700 feet West of S. Bryan Road. Applicant: Victor Trevino, Adoption of Ordinance #5695 - Cervantes

The applicant was requesting to rezone the subject property from Agricultural Open Interim District (“AO-I”) to Light Industrial District (“I-1”) for a proposed industrial development. The tract of land measured 580 feet along Old Military Highway and has a depth of 740 feet. The surrounding zones are Agricultural Open Interim (A-OI) to the West and Light Industrial District (I-1) to the North, East and South. The surrounding land uses were agricultural land in all directions. The subject property was used as farmland. The Future Land Use Map showed the subject property as General Commercial but, during the workshops held in February and March of 2025, the Planning and Zoning Commission labeled the subject property in the working map as future industrial. The requested zoning was in line with the future land use map designation for the property from the workshops working map. The future 365 Toll Road cut through the majority of the property as shown in the attached RMA map and reflected in the Future Land Use Map exhibit. Notices were mailed to 3 surrounding property owners. Planning staff had not received any phone calls from the surrounding property owners.

Staff and City Manager recommended approval.

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

There were no comments.

Mayor Pro Tem Plata moved to approve the rezoning request from Agricultural Open Interim District (“AO-I”) to Light Industrial District (“I-1”), being a 9.853 acre tract of land out of 35.72 acres out of Lot 5-10, West Addition to Sharyland Subdivision, located along the North side of Old Military Highway approximately 700 feet West of S. Bryan Road. Applicant: Victor Trevino,

Adoption of Ordinance #5695. Motion was seconded by Councilwoman Ortega and approved unanimously 5-0.

ORDINANCE NO. 5695

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS GRANTING A REZONING FOR A 9.853 ACRE TRACT OF LAND OUT OF 35.72 ACRES OUT OF LOT 5-10, WEST ADDITION TO SHARYLAND SUBDIVISION, LOCATED ALONG THE NORTH SIDE OF OLD MILITARY HIGHWAY APPROXIMATELY 700 FEET WEST OF S. BRYAN ROAD, FROM AO-I (AGRICULTURAL OPEN INTERIM DISTRICT) TO I-1 (LIGHT INDUSTRIAL DISTRICT)

39. Tabled 07/28/2025: Conduct a public hearing and consideration of a rezoning request from Agricultural Open Interim District (“AO-I”) to Light Industrial District (“I-1”), being a 18.56 acre tract of land situated in Porcion 56, and being out of the residue of Lot 6-8, West Addition to Sharyland Subdivision, located along the North side of E. Military Highway approximately 2,630 feet West of S. Bryan Road. Applicant: Victor Trevino, Adoption of Ordinance #5696 - Cervantes

The applicant was requesting to rezone the subject property from Agricultural Open Interim District (“AO-I”) to Light Industrial District (“I-1”) for a proposed industrial development. A draft master plan for the proposed industrial development of this property was shown in this packet. The tract of land measured approximately 1,250 feet along E. Military Highway and had a depth of approximately 1,100 feet. The surrounding zones are Agricultural Open Interim (AO-I) on all directions. The surrounding land uses included single-family homes to the Northwest and agricultural land to the East and South. The subject property was used as farmland. The Future Land Use Map showed the subject property as General Commercial with the Northwest corner designated as Planned Unit Development. During the workshops held in February and March of 2025, the Planning and Zoning Commission labeled the subject property in the working map as future industrial. The requested zoning was in line with the future land use map designation for the property from the workshops working map. The future 365 Toll Road missed this property completely as shown in the attached RMA map. Notices were mailed to 10 surrounding property owners. Planning staff had not received any phone calls from the surrounding property owners.

Staff and City Manager recommended approval.

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

Julio Cerda, 2800 N. Stewart Rd, wanted for it be stated on record that they were against what the RMA was proposing as future projects. This was for all three items presented.

Councilwoman Ortega moved to approve the rezoning request from Agricultural Open Interim District (“AO-I”) to Light Industrial District (“I-1”), being a 18.56 acre tract of land situated in Porcion 56, and being out of the residue of Lot 6-8, West Addition to Sharyland Subdivision, located along the North side of E. Military Highway approximately 2,630 feet West of S. Bryan Road. Applicant: Victor Trevino, Adoption of Ordinance #5696. Motion was seconded by Mayor Pro Tem Plata and approved unanimously 5-0.

ORDINANCE NO. 5696

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS GRANTING A REZONING FOR A 9.853 ACRE TRACT OF LAND OUT OF 35.72 ACRES OUT OF LOT 5-10, WEST ADDITION TO SHARYLAND SUBDIVISION, LOCATED ALONG THE NORTH SIDE OF OLD MILITARY HIGHWAY APPROXIMATELY 700 FEET WEST OF S. BRYAN ROAD, FROM AO-I (AGRICULTURAL OPEN INTERIM DISTRICT) TO I-1 (LIGHT INDUSTRIAL DISTRICT)

At 6:00 p.m., Mayor Pro Tem Plata moved to convene into Executive Session. Motion was seconded by Councilwoman Ortega and approved unanimously 5-0.

EXECUTIVE SESSION

Upon conclusion of Executive Session at 8:52 p.m., Councilwoman Ortega moved to reconvene the regular meeting. Motion was seconded by Councilman Vela and approved unanimously 5-0.

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

No Action

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

No Action

3. Closed session pursuant to Tex. Gov't Code Section 551.071 (Consultation with Attorney), regarding Parcel No. 15 - A tract of Land being the South 7.8 acres of the North 103.8 acres of a certain 203.8-acre tract of land known as the Fernandez Strip out of Porcion 52, Hidalgo County Texas. related to Inspiration Road Project

Mayor Pro Tem Plata moved to purchase Right-of-Way as discussed in executive session. Motion was seconded by Councilwoman Ortega and approved unanimously 5-0.

4. Closed session pursuant to Tex. Gov't Code Section 551.071 (Consultation with Attorney), regarding North Water Treatment Plant Generator Project

Councilwoman Ortega moved to proceed pursuant to Chapter 252 of the Local Government Code for installation and financing and give authority to the City Manager for financing purposes and purchase of generator for the North Water Treatment Plant. Motion was seconded by Councilwoman Gerlach and approved unanimously 5-0.

ADJOURNMENT

At 8:54 p.m., Mayor Pro Tem Plata moved for adjournment. Motion was seconded by Councilman Vela and approved unanimously 5-0.

Norie Gonzalez Garza, Mayor

ATTEST:

Anna Carrillo, City Secretary



CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: August 25, 2025
PRESENTED BY: Mike R. Perez, City Manager
AGENDA ITEM: Acknowledge Receipt of Minutes – Perez
 Shary Golf Course Advisory Board – July 2, 2025
 Parks & Recreation Board – July 8, 2025

NATURE OF REQUEST:

See attached minutes.

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

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

BID AMOUNT: \$ _____

STAFF RECOMMENDATION:

Approval

Departmental Approval: N/A

Advisory Board Recommendation: N/A

City Manager's Recommendation: Approval *MRP*

RECORD OF VOTE: **APPROVED:** _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____

SHARY GOLF COURSE ADVISORY BOARD MINUTES
JULY 2ND, 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. Introduction of new board member Nacho Pecina who replaces Martin Flores.
 - The following board members were absent: Thomas Lee, Javi Barrera
 - The following staff members and others were present: Michael Fernuik Golf Director, Carl Davis MEDC Board Member.
- **Approval of Minutes**
 - The minutes from the June 4th, 2025 were approved as written. Motion made to accept Joe Salinas, seconded Ben Lau, approved unanimously.
- **Golf Director's Report**
 - Progress Report on Holes 19 to 27 Renovation. The July report from VM Golf Services was supplied to the board for their review. The progress report was broken down into four parts; Work Completed, Work in Progress, Work Planned, and finally Pending Items. The project is progressing as planned. The next site visit is scheduled during the greens finish phase to get final grades approved by the golf architect for grassing. The grass selection has been completed, along with cart path replacement, tree removal approx. 39 total. Gravel for greens construction is being stockpiled on abandoned holes in preparation for the greens mix material. The layout of the course was provided that outlined the areas going to be sprigged with paspalum. Architect Jerry Lemons laid out the plan what will be our responsibility to spray herbicide on holes 19 to 27 in preparation of VM Golf Services sprigging the fairways. Mr. Martinez brought up possible uses for the excess dirt including driving range target greens. Mr. Garza asked about MUSCO lighting and their plans of when they will begin as well as location of poles. GPS each of the 55 pole locations will be first, then trenching of the electric. There is some concern of location of our irrigation wires vs where they will be trenching. They are working on an overlay between the irrigation plans and pole placement plans with a CAD file. VM Golf Services and MUSCO are familiar with each other as they worked together on the FIREFLY course in Corpus Christi.
 - Holes 19 to 27 Naming. There was little to no discussion on this item. It was decided to leave to a later date.
 - Report on Holes 1 to 18 Sod Project. Greens 1-18 were sodded on areas that had bare spots. It took 32 pallets of Tif Eagle sod at \$1200 a pallet. This also included the big putting green and part of the small putting green. The greens are going to

take some time to blend into other parts of the greens. They will need to adapt to a new height of cut. Sodding of #1 fairway and in front of the #1 bunker as was #16 tee with the Tif Tuf Sod. There was not enough sod to do the nursery, but going to move most of #25 green to the nursery area. It was decided, that grass should only be used for fairway patchwork and not for the greens. Once, that sod is used up then we can bring Tif-Eagle sod to the nursery area.

- Revenue Rate Assessment. The new rate structure to go into effect October 1st, 2025 was presented along with the new night golf rates. Night rates to be \$29.83 per person with ½ cart, 9 hole private cart trail fee \$7.00, junior 9 hole green fee \$11.50. Discussion points arose concerning when the night rates go into effect during the day, winter Texan play, the need to specify what times the night rates will go into effect, no memberships. Our current rates are way to low compared to other public courses. These new rates will bring us closer to being in line with McAllen Champion Lakes, Pharr Tierra Del Sol and Edinburg Los Lagos. The importance of the 9 hole renovation for day play will have a huge impact on the bottom line just like the night portion. Along with everything else comes a new set of challenges regarding course maintenance for the night. Golf course superintendent Gutierrez is aware of these challenges and working on solutions. The proposed new rates to go into effect October 1st, 2025 as presented was approved by Mr. Ben Lau, seconded by Toby Garza and passed unanimously.

- **Public Participation**

- None

- **Unfinished Business**

- Fernuik stated that the following three areas will stay on the agenda until complete. They are on course restrooms, pro shop relocation and perimeter fencing. A quote for a 2-station restroom trailer was presented as an option for a on course restroom with a total cost of \$41,580.00. Different points were brought up like leasing, utility location, septic tanks, chances of vandalism, existing water lines from years ago along with the location of restroom facility around holes 22 and 23 from years ago. Mr. Martinez brought up the perimeter fencing being owed back to the golf course from when it was taken down. After a discussion majority of the board felt a chain link fence would be the best choice for a perimeter fence.

- **Chairman's Comments**

- Chairman Mr. Martinez commented on the poor sod job on #16 tee box. It looks like it was just "thrown down" with little preparation. More time was spent on preparation of the greens and #1 fairway. Mr. Martinez also mentioned about his concerns regarding the night staff. What is the status, how many, etc. Fernuik mentioned he will have the details regarding the "night shift" staffing at the next board meeting. Mr. Ben Lau mentioned pushing the pro shop relocation. The use of hanging walls like the Mission Event Center for separation was a possibility.

Mr. Martinez brought up the timing of the fairway aerification and when that will happen.

- **Adjournment**
 - Meeting was adjourned at 6:45 pm.

PARKS AND RECREATION BOARD MEETING

July 8, 2025

<u>BOARD MEMBERS PRESENT</u>	<u>STAFF</u>
Tony Guerrero	Brad Bentsen
Chris Voss	Pete Lopez
Maggie Guajardo Pena	Pete Charles
Julissa Martin	Taylor Cavazos
Diego Gutierrez	Rick Contreras
Jesus Mendiola	JC Calderon

Call to Order

Tony Guerrero called the meeting to order.

Roll Call

Roll call was taken and quorum was met.

Prayer

Diego Gutierrez led us in prayer.

Approval of Minutes

The Board Members approved the minutes for the June 10, 2025 Board meeting. Motion to approve the minutes was made by Chris Voss and seconded by Jesus Mendiola. The motion to approve minutes passed unanimously.

CITIZEN PARTICIPATION

N/A

UPDATE OF PARKS

The Parks Department provided employees to assist with several community events this month: RGV Cemetery Event with the set up of tables, chairs, and the PA system, Mission PD's Memorial Day Event, Donuts with the Chief event. Other events included, a CTA Tennis Tournament at Birdwell Tennis Center, a Track Meet at Sharyland High School, and the unveiling event of the Communication Board at the Bannworth Park.

Current projects the Parks Crews have been working on are the new signs for the entrances of the Hike and Bike Trails and Bentsen Palm Community Park. Improvements to the Parks restrooms such as painting and roofs of the restrooms at La Lomita, Nell Tole, and CWV Parks have been changed to metal roofs.

Graffiti and vandalism of park restrooms continues. Staff has painted over graffiti and replaced hand towel dispensers that were damaged. Signs have been made and displayed at Park restrooms to encourage park goers to take care of restrooms.

At Bannworth Park, the process to start removing the pier has begun.

At Lions Park, a large BBQ pit was installed to be used for those that rent the and “No Dogs Allowed” signs were put up at Lions Park.

UPDATE OF AQUATICS

This past weekend, the Bannworth Pool hosted a swim meet with 9 teams competing. Currently preparing for the upcoming swim meet this weekend which will be the Region 2 T.A.A.F meet.

The Learn to Swim program has been successful this year, and will be ending soon with only a few weeks left of the program.

The Splash Pad at Lions Park has improved but is still having issues. The cartilage/filter that was initially installed at the Lions Park splash pad is mostly used for residential splash pads, not commercial splash pads, therefore it is not made to properly filter the water for the amount of people using the splash pad on a daily basis. For other cities splash pads, they use fresh water that comes in and out and does not have to be filtered or reused.

Rick Contreras, suggested that the best solution for the splash pad is changing the filter to a sand filter which is more expensive but more effective for the amount of people using the splash pad. The current problem at the splash pad, is the standing water that is not getting filtered properly and is left standing and forming algae. This algae has caused kids to slip and fall, even one fall having the ambulance come out to Lions Park. The pool tech has been having to clean and power wash more frequently to remove algae. The sand filter would be an estimate of \$20,000 more and is not in the current budget.

Still pending meeting with the Architect, City Manager, and JP Terrazas to do a walk through of Lions Park to address issues that are still pending such as the standing water/algae problem with the splash pad, and concrete issues of the sidewalks.

UPDATE OF RECREATION:

Our 8-team basketball league is coming to an end, and now starting the playoff league.

Rentals of our facilities this month have included the Bentsen Palm Park and the Hike and Bike Trials for three 5K's. The Recreation Center for an indoor market and a wrestling event. The Recreation Center also hosted a table tennis tournament of about 40 players.

Our summer program participants for tennis and track have increased this summer and have had successful practices and meets.

NEW BUSINESS/OLD BUSINESS:

Slowly converting all parks restrooms from the brown neutral colors to blue and white paint, and replacing the roofing of some restrooms along with other needed upgrades.

Locking Park restrooms every night to try to minimize vandalism, even during the day we are still having a problem with vandalism of these restrooms.

Brad Bentsen discussed with the Board how during his presentation of City Park improvements to City Council, the removal of the playground at Lopez Park was questioned. The Council wanted to know what would replace the playground at that Park. The Parks Advisory Board gave several suggestions such as a swing set, skate park, basketball court, or possibly even a tennis court. Due to the park being named after a medal of honor recipient, it was also suggested to install a monument or memorial.

Currently working on an interlocal agreement with Mission CISD for the Northside Pool. Mission CISD has agreed to provide lifeguards and maintenance of the pool to host our swim program for those swimmers on the west side of Mission that can not attend the Bannworth Pool practices. Discussion if the Tom Landry Stadium will now have to be rented to Parks and Recreation for our programs, if this does happen the program will stay at the Sharyland High School stadium.

B. Bentsen gave recognition to Board member Jesus Mendiola for his effort of cleaning up the Hike and Bike Trails with his volunteers. Parks staff also took a weekend to clean up the perimeter of the Hike and Bike Trails.

Previously, the Board had discussed fee adjustments for our facility rentals. Approved rates were adjusted, but rental prices for nonprofit organizations and churches were still pending discussion from the Board. The Board agreed to charge ½ of the original rental rate for these organizations/churches.

Ongoing issues of soccer academies using the parks for their training and practices was discussed with the Board. The academies constant use of these fields/areas in the parks is destroying the grass. The Department is still struggling to get these coaches to go by the office and pay the rental fee, and with most of these academies practicing after hours, it is hard to manage or keep track of these rentals without a Park Ranger.

The Board agreed that since these academies are generating a profit, an increase in the rental fee is needed. From \$25 a day to \$50 per hour at a max of 2 hours per day and limited to only 5 days a week, that way it will give the fields time to rest and also give the general public time to use the fields. Hopefully with the price increase, additional income can be used to hire a part-time Park Ranger to monitor the rentals. On the contract signed by those renting, it will also let them know we have the right to refuse a rental if rules and regulations are not followed. Chris Voss made a motion for the increase in price, limitation of the use of fields, and a right to refuse a rental, this was seconded by Jesus Mendiola. The motion to approve was passed unanimously.

After many years as Chairman of the Board, Tony Guerrero announced he will be stepping down as Chairman. Chairman Tony Guerrero recommended consideration of Maggie and Julissa as chair and co-chair of the Parks Advisory Board. An official vote will take place at our next monthly meeting.

In October, Brad Bentsen got the approved budget to start the trail rehab from the Texas Parks and Wildlife grant. We were awarded \$250,000. Texas Parks and Wildlife gave us \$200,000 and we were responsible for the other \$50,000 in the meantime. Majority of the project will be in house and consists of trail overlay and to restructure the shoulders. Currently there are three areas on the east side of the trail that are collapsing and going into neighboring properties. For the areas that are eroding from the canal across the trail, either we will create more of a retaining wall at base of the canal bank or what was presented is hydroseeding with wild grass native grass mix. A young lady that is currently working on her Boy Scout Eagle Award, will be sandblasting the trailhead names and choosing the mile markings

The connectivity trail we partnered with Precinct 2 will cost about 1.8 million and will start on Los Ebanos Rd and end at Taylor Rd. On the east side of Bryan, they are digging the soil down for tunnels to transcend to a trail. They had to go back and redesign it because they are going to widen the mission lateral north of 495. They are hoping to have the groundbreaking once all designs have been approved in a month or so.

For the Adopt A Park Program, B. Bentsen would like to create some sort of profile to move forward with the program and is open to suggestions and recommendations for rules and regulations for the program from the Board to be discussed in the next meeting.

B. Bentsen was given the verbal okay to begin the covering up of the pond at the Bannworth Park. He did advise Council he would like something in writing or public Council approval for this action. There will be a workshop with Council Friday morning to discuss different parks, and is hoping to further discuss the pond and ducks at Bannworth. B. Bentsen informed the Board he did discuss the changes with Texas Parks and Wildlife, and was advised there were areas of the grant that had a little bit of a gray area and if we were to cover up the pond, it would need to be replaced with something amiable. The Board suggested replacing the pond with a garden area, but the final plans

of what will happen to Bannworth will have to come from Council and not the Department. Council is also looking for recommendations from the Board on what would be the replacement for the playground that was moved from Lopez Park.

ADJOURNMENT:

Motion to adjourn was made by Julissa Barrera and was seconded by Diego Gutierrez.

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

Parks Department assisted Sharyland ISD with their events, the Sharyland High School's Softball team worked on a project for the butterfly garden at the Bannworth Park by replacing several native butterfly plants. Provided bleachers for Sharyland Academic Academy for a winter festival, and provided portable restrooms for Sharyland Pioneer High School for their first annual BBQ cook off.

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

Parks employees are currently installing playground from Lopez Park to Hinojosa Park.

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

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

x

UPDATE OF RECREATION

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

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

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

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

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

Pete Charles suggested increases fees on the parks, la placita, tennis court, and BPP tournament fees. For tennis tournaments he suggested to increase the rates from \$500 to \$800, Bentsen Palm Park Tournaments from \$1,100 to \$1,500, and La Placita from \$300 to \$800.
SO

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

Aquatics Update

Lap swimming continues at the Bannworth Pool.

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

No update on homeschool students using the pool facility.

New Business

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

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

Currently looking to install lights at Hinojosa School Park.

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

For the coaching problem at the Birdwell tennis courts, it was suggested to have a meeting with all three coaches to come to an agreement on the pricing and time slots available for coaching. A

new rental contract should be made with new restrictions and consequences/strikes if the coaches do not follow these rules.

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

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

Old Business

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

Adjournment

Recorder did not record the Adjournment.



CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: August 25, 2025

PRESENTED BY: Juan Pablo "JP" Terrazas, P.E., Asst. City Manager

AGENDA ITEM: Authorization to purchase John Deere Tractor & Rotary Cutter (Shredder) from Tellus Equipment Solutions via Buy Board # 706-23 in the amount of \$43,179.96 - Terrazas

NATURE OF REQUEST:

Staff is requesting to purchase a John Deere Tractor & Rotary Cutter (Shredder) from Tellus Equipment Solutions Buy Board Vendor 706-23. Tractor and Rotary Cutter (Shredder) will be used to cut grass at North & South Reservoirs and Water Towers.

BUGETED: Yes **FUND:** Utility – South Plant **ACCT. #:** 02-413-74950

BUDGET: \$150,000 **EST. COST:** \$43,179.96 **CURRENT BUDGET BALANCE:** \$140,190

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

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

BID AMOUNT: \$43,179.96

STAFF RECOMMENDATION:

Approval

Departmental Approval: Finance, Purchasing

Advisory Board Recommendation: N/A

City Manager's Recommendation: Approval *MRP*

RECORD OF VOTE:

APPROVED: _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____



JOHN DEERE

Item 20.



ALL PURCHASE ORDERS MUST BE MADE OUT
TO (VENDOR):
Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580
UEID: FNSWEDARMK53

ALL PURCHASE ORDERS MUST BE SENT
TO DELIVERING DEALER:
Tellus Equipment Solutions
409 East Us Expressway 83
Mission, TX 78572
956-585-1618
OnlineSales@tellusequip.com

Quote Summary

Prepared For:

CITY OF MISSION
900 DOHERTY AVE
MISSION, TX 78572
Business: 956-580-8650

Delivering Dealer:

Tellus Equipment Solutions
Francisco Leyta
409 East Us Expressway 83
Mission, TX 78572
Phone: 956-585-1618
Mobile: 956-888-7206
fleyta@tellusequip.com

Quote Id: 33280702
Created On: 06 August 2025
Last Modified On: 06 August 2025
Expiration Date: 29 August 2025

Equipment Summary	Suggested List	Selling Price	Qty	Extended
JOHN DEERE 5060E Cab Utility Tractor	\$ 44,507.00	\$ 38,721.09 X	1 =	\$ 38,721.09
Contract: TX BuyBoard Grounds Mtnc Equip, Irrigation 706-23 (PG 67 CG 70) Price Effective Date: August 5, 2025				
Equipment Total				\$ 38,721.09

Trade In Total

\$ 0.00

* Includes Fees and Non-contract items

Quote Summary

Equipment Total	\$ 38,721.09
Trade In	
SubTotal	\$ 38,721.09
Est. Service	\$ 0.00
Agreement Tax	
Total	\$ 38,721.09
Balance Due	\$ 38,721.09

Salesperson: X _____

Accepted By: X _____



JOHN DEERE



TELLUS

Selling Equipment

Quote Id: 33280702

Customer Name: CITY OF MISSION

ALL PURCHASE ORDERS MUST BE MADE OUT
TO (VENDOR):
Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580
UEID: FNSWEDARMK53

ALL PURCHASE ORDERS MUST BE SENT
TO DELIVERING DEALER:
Tellus Equipment Solutions
409 East Us Expressway 83
Mission, TX 78572
956-585-1618
OnlineSales@tellusequip.com

JOHN DEERE 5060E Cab Utility Tractor

Contract: TX BuyBoard Grounds
Mtn Equip, Irrigation 706-
23 (PG 67 CG 70)
Price Effective Date: August 5, 2025

Suggested List *
\$ 44,507.00
Selling Price *
\$ 38,721.09

* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
06C1LV	5060E Cab Utility Tractor	1	\$ 39,571.00	13.00	\$ 5,144.23	\$ 34,426.77	\$ 34,426.77
Standard Options - Per Unit							
183N	JDLink™ Modern	1	\$ 0.00	13.00	\$ 0.00	\$ 0.00	\$ 0.00
0202	United States	1	\$ 0.00	13.00	\$ 0.00	\$ 0.00	\$ 0.00
0409	English Operator's Manual	1	\$ 0.00	13.00	\$ 0.00	\$ 0.00	\$ 0.00
0500	Less Package	1	\$ 0.00	13.00	\$ 0.00	\$ 0.00	\$ 0.00
1381	PowrReverser™ 12F/12R Transmission with 540/540E PTO	1	\$ 3,421.00	13.00	\$ 444.73	\$ 2,976.27	\$ 2,976.27
1799	Less Loader Prep Package	1	\$ 0.00	13.00	\$ 0.00	\$ 0.00	\$ 0.00
2050	Standard Cab	1	\$ 0.00	13.00	\$ 0.00	\$ 0.00	\$ 0.00
3310	Single Mechanical Stackable Rear SCV	1	\$ 0.00	13.00	\$ 0.00	\$ 0.00	\$ 0.00
3420	Dual Mid Valves with Mechanical Joystick Control	1	\$ 1,485.00	13.00	\$ 193.05	\$ 1,291.95	\$ 1,291.95
5101	14.9-28 In. 6PR R1 Bias	1	\$ 0.00	13.00	\$ 0.00	\$ 0.00	\$ 0.00
6020	Two-Wheel Drive (2WD)	1	\$ 0.00	13.00	\$ 0.00	\$ 0.00	\$ 0.00
6113	11L-15 In. 10PR F3 (Truck Type) Bias	1	\$ 30.00	13.00	\$ 3.90	\$ 26.10	\$ 26.10
Standard Options Total			\$ 4,936.00		\$ 641.68	\$ 4,294.32	\$ 4,294.32
Value Added Services Total			\$ 0.00		\$ 0.00	\$ 0.00	\$ 0.00
Total Selling Price			\$ 44,507.00		\$ 5,785.91	\$ 38,721.09	\$ 38,721.09



JOHN DEERE

Customer:

Quotes are valid for 30 days from the creation date or upon contract expiration, whichever occurs first.

A Purchase Order (PO) or Letter of Intent (LOI) including the below information is required to proceed with this sale. The PO or LOI will be returned if information is missing.

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Vendor: Deere & Company 2000 John Deere Run Cary, NC 27513 <input type="checkbox"/> Signature on all LOIs and POs with a signature line <input type="checkbox"/> Contract name or number; or JD Quote ID <input type="checkbox"/> Sold to street address <input type="checkbox"/> Ship to street address (no PO box) <input type="checkbox"/> Bill to contact name and phone number <input type="checkbox"/> Bill to address <input type="checkbox"/> Bill to email address (required to send the invoice and/or to obtain the tax exemption certificate) <input type="checkbox"/> Membership number if required by the contract | <p>For any questions, please contact:</p> <p>Francisco Leyta</p> <p>Tellus Equipment Solutions 409 East Us
Expressway 83
Mission, TX 78572</p> <p>Tel: 956-585-1618
Mobile Phone: 956-888-7206
Fax: 956-585-3252
Email: fleyta@tellusequip.com</p> |
|---|--|

Quotes of equipment offered through contracts between Deere & Company, its divisions and subsidiaries (collectively "Deere") and government agencies are subject to audit and access by Deere's Strategic Accounts Business Division to ensure compliance with the terms and conditions of the contracts.

**ALL PURCHASE ORDERS MUST BE MADE OUT
TO (VENDOR):**

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580
UEID: FNSWEDARMK53

**ALL PURCHASE ORDERS MUST BE SENT
TO DELIVERING DEALER:**

Tellus Equipment Solutions
409 East Us Expressway 83
Mission, TX 78572
956-585-1618
OnlineSales@tellusequip.com

Quote Summary**Prepared For:**

CITY OF MISSION
900 DOHERTY AVE
MISSION, TX 78572
Business: 956-580-8650

Delivering Dealer:

Tellus Equipment Solutions
Francisco Leyta
409 East Us Expressway 83
Mission, TX 78572
Phone: 956-585-1618
Mobile: 956-888-7206
fleyta@tellusequip.com

Quote Id: 33280594**Created On:** 06 August 2025**Last Modified On:** 06 August 2025**Expiration Date:** 05 September
2025

Equipment Summary	Suggested List	Selling Price	Qty	Extended
JOHN DEERE RC6M LIFT TYPE ROTARY CUTTER 540 RPM PTO Contract: TX BuyBoard Grounds Mtnc Equip, Irrigation 706-23 (PG 67 CG 70) Price Effective Date: August 5, 2025	\$ 5,781.00	\$ 4,458.87 X	1 =	\$ 4,458.87
Equipment Total				\$ 4,458.87

Trade In Total**\$ 0.00**

* Includes Fees and Non-contract items

Quote Summary

Equipment Total	\$ 4,458.87
Trade In	
SubTotal	\$ 4,458.87
Est. Service	\$ 0.00
Agreement Tax	
Total	\$ 4,458.87
Balance Due	\$ 4,458.87

Salesperson: X

Accepted By: X



JOHN DEERE



TELLUS

Selling Equipment

Quote Id: 33280594

Customer Name: CITY OF MISSION

ALL PURCHASE ORDERS MUST BE MADE OUT
TO (VENDOR):

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580
UEID: FNSWEDARMK53

ALL PURCHASE ORDERS MUST BE SENT
TO DELIVERING DEALER:

Tellus Equipment Solutions
409 East Us Expressway 83
Mission, TX 78572
956-585-1618
OnlineSales@tellusequip.com

JOHN DEERE RC6M LIFT TYPE ROTARY CUTTER 540 RPM PTO

Contract: TX BuyBoard Grounds
Mtn Equip, Irrigation 706-
23 (PG 67 CG 70)

Price Effective Date: August 5, 2025

Suggested List *
\$ 5,781.00

Selling Price *
\$ 4,458.87

* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
22K4P	RC6M LIFT TYPE ROTARY CUTTER 540 RPM PTO	1	\$ 5,031.00	23.00	\$ 1,157.13	\$ 3,873.87	\$ 3,873.87
Standard Options - Per Unit							
0202	United States	1	\$ 0.00	23.00	\$ 0.00	\$ 0.00	\$ 0.00
Standard Options Total			\$ 0.00		\$ 0.00	\$ 0.00	\$ 0.00
Dealer Attachments/Non-Contract/Open Market							
NON	A001 set and fittings KI112	1	\$ 750.00	22.00	\$ 165.00	\$ 585.00	\$ 585.00
CONTRA							
CT							
Dealer Attachments Total			\$ 750.00		\$ 165.00	\$ 585.00	\$ 585.00
Value Added Services Total			\$ 0.00			\$ 0.00	\$ 0.00
Total Selling Price			\$ 5,781.00		\$ 1,322.13	\$ 4,458.87	\$ 4,458.87



JOHN DEERE

Customer:

Quotes are valid for 30 days from the creation date or upon contract expiration, whichever occurs first.

A Purchase Order (PO) or Letter of Intent (LOI) including the below information is required to proceed with this sale. The PO or LOI will be returned if information is missing.

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Vendor: Deere & Company 2000 John Deere Run Cary, NC 27513 <input type="checkbox"/> Signature on all LOIs and POs with a signature line <input type="checkbox"/> Contract name or number; or JD Quote ID <input type="checkbox"/> Sold to street address <input type="checkbox"/> Ship to street address (no PO box) <input type="checkbox"/> Bill to contact name and phone number <input type="checkbox"/> Bill to address <input type="checkbox"/> Bill to email address (required to send the invoice and/or to obtain the tax exemption certificate) <input type="checkbox"/> Membership number if required by the contract | <p>For any questions, please contact:</p> <p>Francisco Leyta</p> <p>Tellus Equipment Solutions 409 East Us
Expressway 83
Mission, TX 78572</p> <p>Tel: 956-585-1618
Mobile Phone: 956-888-7206
Fax: 956-585-3252
Email: fleyta@tellusequip.com</p> |
|---|--|

Quotes of equipment offered through contracts between Deere & Company, its divisions and subsidiaries (collectively "Deere") and government agencies are subject to audit and access by Deere's Strategic Accounts Business Division to ensure compliance with the terms and conditions of the contracts.



Vendor Contract Information Summary

Item 20.

Vendor	Deere & Company (John Deere)
Contact	Order Management Team
Phone	800-358-5010
Phone Extension	2
Email	SABDSupport@JohnDeere.com
Vendor Website	www.deere.com
TIN	36-2382580
Address Line 1	2000 John Deere Run
Vendor City	Cary
Vendor Zip	27513
Vendor State	NC
Vendor Country	USA
Delivery Days	10
Freight Terms	FOB Destination
Payment Terms	Net 30 after receipt of i
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	Grounds Maintenance Equipment, Parts, and Supplies
Contract No.	706-23
Effective	06/01/2023
Expiration	05/31/2026
Accepts RFQs	Yes
Return Policy	Aside from a piece of equipment being defective, John Deere does not have a return policy for commercial equipment.



CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: August 25, 2025

PRESENTED BY: Michael Fernuik, Golf Director

AGENDA ITEM: Authorization to lease forty five (45) additional 2026 electric golf carts for a term of 60 months (5 years) from Club Car via OMNIA Partners Public Sector Contract Number EV2671-01.in the total monthly amount of \$5,978.25 - Fernuik

NATURE OF REQUEST:

Staff is seeking authorization to add 45 additional golf carts to its existing 70 cart fleet in anticipation of the opening of our new lit 9 holes for evening play. Our current fleet of 70 carts will not be able to handle the demand of golfers playing during the day and now at night. These carts will have lithium batteries that will allow them to charge more quickly, be equipped with fleet management controls, like geo fencing and car tracking. The lease on these carts are of a longer term compared to our current 36 month lease. This is due to the longer life span of lithium batteries. The cost of these additional carts will be covered by the added revenue from cart rental during the night operation. The monies to cover this lease were added into the upcoming FY25-26 budget as an additional department request.

BUGETED: Yes FY25-26 **FUND:** Golf Course **ACCT. #:** 03-410-44660

BUDGET: \$ 168,000 **EST. COST:** \$ 71,739.00 **CURRENT BUDGET BALANCE:** \$ 168,000

BID AMOUNT: \$ N/A

STAFF RECOMMENDATION:

Approval

Departmental Approval: Finance, Purchasing

Advisory Board Recommendation: Approval

City Manager's Recommendation: Approval *MRP*

RECORD OF VOTE: **APPROVED:** _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____



Club Car LLC
4125 Washington Road
Evans, GA 30809
TEL (706) 863-3000
TOLL FREE (800) 227-0739
www.ClubCar.com

Item 21.

July 30, 2025
Expiration Date: August 31, 2025
Quote # Q-23363

For:
Mr. Michael Fernulk, PGA

Shary Municipal Golf Course - TX
2201 North Mayberry St.
Mission, TX 78572 US

On Behalf of:
Randy Jones, PGA
682-308-9509
randyd.jones@clubcar.com
CLUB CAR, LLC

Dear Mr. Michael Fernulk, PGA,

Please find attached a quotation for the following vehicles:
2026 Club Car Tempo 2 Passenger Next GEN Lithium (45)

Please find attached a quotation for Shary Municipal Golf Course - TX.

The pricing is based on OMNIA Partners - Public Sector Contract Number EV2671-01.
City of Mission - Public Sector member Id is 4034594.

You can expect delivery in October/November 2025 as requested after receipt of order and Club Car Financial Services Approval.



UTILITY, TRANSPORTATION AND GOLF VEHICLES PLUS RELATED ACCESSORIES, EQUIPMENT, PARTS AND SERVICES
Executive Summary

Lead Agency: City of Kansas City, Missouri

Solicitation: EV2671

RFP Issued: June 12, 2019

Pre-Proposal Date: June 25, 2019

Response Due Date: July 23, 2019

Proposals Received: #2

Awarded to:

The City of Kansas City, Missouri issued RFP EV2671 on June 12, 2019, to establish a national cooperative contract for Utility, Transportation and Golf Vehicles Plus Related Accessories, Equipment, Parts and Services.

The solicitation included cooperative purchasing language in Scope of National Cooperative Contract, section 1.1 (RFP, Page 36):

(RFP, Page 36) NATIONAL CONTRACT

The City of Kansas City, MO (hereinafter defined and referred to as "Principal Procurement Agency"), on behalf of itself and the National Intergovernmental Purchasing Alliance Company, a Delaware corporation d/b/a OMNIA Partners, Public Sector ("OMNIA Partners"), is requesting proposals for Utility, Transportation and Golf Vehicles and Related Accessories, Equipment, Parts and Services. The intent of this Request for Proposal is any contract between Principal Procurement Agency and Supplier resulting from this Request for Proposal ("Master Agreement") be made available to other public agencies nationally, including state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit ("Public Agencies"), through OMNIA Partners' cooperative purchasing program. The Principal Procurement Agency has executed a Principal Procurement Agency Certificate with OMNIA Partners, an example of which is included as Exhibit D, and has agreed to pursue the Master Agreement. Use of the Master Agreement by any Public Agency is preceded by their registration with OMNIA Partners as a Participating Public Agency in OMNIA Partners' cooperative purchasing program. Registration with OMNIA Partners as a Participating Public Agency is accomplished by Public Agencies entering into a Master Intergovernmental Cooperative Purchasing Agreement, an example of which is attached as Exhibit C. The terms and pricing established in the resulting Master Agreement between the Supplier and the Principal Procurement Agency will be the same as that available to Participating Public Agencies through OMNIA Partners.

Notice of the solicitation was sent to potential offerors, as well as advertised in the following:

- City of Kansas City, Missouri website
- OMNIA Partners, Public Sector website
- USA Today, nationwide
- Arizona Business Gazette, AZ
- San Bernardino Sun, CA
- Honolulu Star-Advertiser, HI
- The Advocate – New Orleans, LA
- New Jersey Herald, NJ
- Times Union, NY
- Daily Journal of Commerce, OR
- The State, SC
- Houston Community Newspapers, Cy Creek Mirror, TX
- Deseret News, UT
- Richmond Times, VA
- Seattle Daily Journal of Commerce, WA
- Helena Independent Record, MT

On July 24, 2019 proposals were received from the following offerors:

- Club Car, LLC
- Columbia Vehicle Group, Inc.

The proposals were evaluated by an evaluation committee. Using the evaluation criteria established in the RFP, the committee determined that the two (2) companies demonstrated the ability to provide the products and services outlined in the solicitation while offering competitive pricing to members.

- Club Car, LLC
- Columbia Vehicle Group, Inc.

City of Kansas City, Missouri executed agreements with a contract effective date of January 1, 2020.

Contract includes:

Utility Vehicles, transportation vehicles, golf vehicles, low-speed vehicles, accessories and equipment, parts, and related products and services.

Term:

Initial seven-year agreement from January 1, 2020 through December 31, 2026 with up to four (4) additional one (1) year options renew (through December 31, 2030).

**Conditional Sale w/Balloon Lease Options for Term - 60 Months**

Car Type	Transaction Type	Term	Qty	Payment Stream	Monthly Payment	Total Payment
Tempo 2 Passenger Next GEN Lithium	Lease	60	45		104.71	4,711.95

Connectivity Add on Options:

Visage V4 (60-months: \$15.14 per car/per month)

Pricing includes: New 10" Visage 4 Trident Touchscreen, mounting bracket, hardware & (1) fleet management module. (Car Control & Car Tracking)

Optional A la carte modules:

Add 2nd Module: \$13 per car/per month

Total for (2) modules: \$28.14 per car/per month

Note: please see page 3 for Visage Fleet Management details

All credit terms must be approved by CLUB CAR, Inc. prior to delivery. Customer is to submit required information for credit approval upon request. Taxes are estimated or additional if applicable. Final tax calculations will be determined based on tax qualifications and submittal of certificates.



Fleet Management Modules

Golfer Experience	Car Tracking	Car Control
<ul style="list-style-type: none"> Hole views w/ GPS Yardage Approach views and detailed greens maps Dynamic distances to pins and POIs Touch screen for linear & scope adjusted yardages Tee shot distance Blind tee shot / car ahead Pin placement manager Food & Beverage ordering and reports Max Holes 	<ul style="list-style-type: none"> VCC course map displays real - time car locations Fleet utilization / rotation Vehicle drive history Vehicle tracks (breadcrumbs) Pace of Play monitoring, reporting and notifications Round reports Find car (last known location) Two-Way messaging Message logs Email & text notifications 	<ul style="list-style-type: none"> Variable Speed Control Action zone messaging On-screen Action zone visibility for golfers Fleet lock down Geofence Cart path only Anti-tamper Set vehicle top speed Car Staging & Lockdown Vehicle drive history

Standard Connectivity <i>VCC Access - \$10 pcpm value (Included w/ Visage Lease or Rental)</i>	Add-Ons
<ul style="list-style-type: none"> Static hole images Battery level status On charge status Service notifications <ul style="list-style-type: none"> Fault codes; charge failures One-Way Messaging 	<ul style="list-style-type: none"> Weather Alert Car Odometer + Amp Hour Reporting Custom welcome message Player names Electronic scorecard Integrated mounting console with Bluetooth Speakers (\$8 pcpm) Tournament Connect (\$4 pcpm) <ul style="list-style-type: none"> Golf Genius Vision Perfect (ViPer) 3D Hole Flyovers (\$2 pcpm)

AdMan <i>(included w/ Std. Connectivity)</i>	AdMan Pro <i>(\$5 pcpm)</i>
<ul style="list-style-type: none"> Access to 18 fairway spot ads (Insert, Full page and Video – No par 3's) Pre-configure and schedule ad campaigns for Auto-Publish 	<ul style="list-style-type: none"> Access to all inventory – tee, fairway, green, and green to tee Video Ads + Action Zone Ads Schedule multiple campaigns for Auto-Publish



**(45) 2026 Club Car Tempo 2 Passenger Next
GEN Lithium**



Qty	Product
45	Tempo 2 Passenger Next GEN Lithium
45	Connect Rental with Baskets Direct and Distribution
45	White Body Color
45	Golf Package
45	Beige Seat Color
45	Standard Wheel Cover
45	Shelf charger 650W, 9' DC Cord
45	Kenda Hole-N-1 18x8.50x8 4 Ply Steel Wheel(Front)
45	Gold Club Car Nameplate
45	Std Gold Domed Number Decal, Side of Body, Drvr Side, Loc 3
45	Std Gold Domed Number Decal, Side of Body, Psgr Side, Loc 6
45	Kenda Hole-N-1 18x8.50x8 4 Ply Steel Wheel (Rear)
45	Upper Center Storage, Cell Phone Holder
45	Visage Console Install with Baskets
45	Visage Front Strut, On Car
45	Lower Center Storage, Left Side & Right Side Dual Wireless Charging Pads
45	Side Storage, Standard Golf Ball & Golf Tee Holders
45	12.0 MPH
45	6 ft AC Power Cord with US NEMA Plug
45	Normal Acceleration Drive Profile
45	Pedal Up Braking- Normal
45	1A Keyswitch Lithium
45	Onward Premium Clear Windshield Kit
45	Custom Logo, Cowl Front Center, Location 1
45	Sand Bottle, Driver Side
45	Sand Bottle, Passenger Side
45	Permanent, Deluxe/Self Contained Onboard
45	Differential Guard
45	2 Passenger Canopy with Handles - Black
45	INFO HOLDER-GLUE ON
45	DC/DC Converter Installation (300W)
45	Standard Cup Holders with No Rubberized Inserts
45	Golf Comfort grip / premium consumer steering wheel with scorecard clip electric car
45	Console Assembly required for Connect Install Lithium Ion
45	Keyswitch Cap
45	DBR
45	Lithium Ion Optimized Battery Gen III Installation
45	Installation Powertrain AC Induction Motor
45	Installation Motor Controller Unit 235A



Quote #Q-23363 for Shary Municipal Golf Course - TX

Page 5 of 11

45	Base, No Lights, CAN display
45	AC Wireless Charger Harness No lights



CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: August 25, 2025

PRESENTED BY: Roel Mendiola, Sanitation Director

AGENDA ITEM: Authorization to purchase sixty (60) Standard Duty Front Load Containers and ten (10) Standard Duty Slant Front Load Containers from Wastequip via Sourcewell Co-Operative Contract #010825-WQI in the amount of \$66,060 - Mendiola

NATURE OF REQUEST:

Staff is seeking authorization to purchase sixty (60) standard duty front load containers (10- 2 Cubic Yard, 20- 4 Cubic Yard, 20- 6 Cubic Yard, and 10- 8 Cubic Yard) and ten (10) 8 Cubic Yard standard duty slant front load containers for our Commercial Division. Due to the city's rapid growth, the Sanitation Department is requesting these commercial containers to keep up with the demand and the city's current services. These containers will be purchased from Wastequip via Sourcewell Co-Operative Contract #010825-WQI.

BUGETED: Yes **FUND:** Solid Waste **ACCT. #:** 05-410-64237

BUDGET: \$140,000 **EST. COST:** \$66,060 **CURRENT BUDGET BALANCE:** \$66,464

BID AMOUNT: \$66,060

STAFF RECOMMENDATION:

Approval

Departmental Approval: Finance, Purchasing

Advisory Board Recommendation: N/A

City Manager's Recommendation: Approval *MRP*

RECORD OF VOTE: **APPROVED:** _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____

Sell To:

Contact Name	Yaritza Pena	Ship To Name	City of Mission
Bill To Name	City of Mission	Ship To	105 Abelino Farias St
Bill To	1201 E 8th St		Mission, TX 78572
	Mission, TX 78572		USA
	USA	Quick Ship	<input type="checkbox"/>
Email	ypena@missiontexas.us		
Phone	(956) 575-0056		

Quote Information

Salesperson	Rebecca Delander	Expiration Date	8/17/2025
Salesperson Email	rdelander@wastequip.com	Quote Number	WQ-10355665
Salesperson Phone	(651) 358-7136		Please Reference Quote Number on all Purchase Orders

Product	Product Description	Quantity	Sales Price	Total Price
Container - TT - 125540	2 Cubic Yard Standard Duty Flat Nestable Front Load Container - Floor: 10 gauge, Walls: 12 gauge , Pockets: Heavy Duty withThree Way Fork Entry Guide, Top Channels: Interlocking, Bottom Runners: 2 1/2" Tall Formed, Primed and Painted Any Standard Color	10.00	\$554.00	\$5,540.00
Container - TT - 125533	4 Cubic Yard Standard Duty Flat Front Load Container,Floor: 10 gauge, Walls: 12 gauge, Pockets: Heavy Duty with Three Way Fork Entry Guide, Interlocking Top Channels with formed 10 gauge Bottom Runners, Primed and Painted Any Standard Color	20.00	\$711.00	\$14,220.00
Container - TT - 125536	6 Cubic Yard Standard Duty Flat Front Load Container - Floor: 10 gauge, Walls: 12 gauge with Horizontal V-Crimps for Added Strength, Doors: (2) 30"x 30" Sliding, Pockets: Heavy Duty withThree Way Fork Entry Guide, Top Channels: Interlocking, Bottom Runners: 2 1/2" Tall Formed, Primed and Painted Any Standard Color	20.00	\$948.00	\$18,960.00
Container - TT - 125535	8 Cubic Yard Standard Duty Slant Front Load Container - Floor: 10 gauge, Walls: 12 gauge, Pockets: Heavy Duty with Three Way Fork Entry Guide, Interlocking Top Channels with formed 10 gauge Bottom Runners, Primed and Painted Any Standard Color	10.00	\$1,056.00	\$10,560.00
Container - TT - 125537	8 Cubic Yard Standard Duty Flat Front Load Container - Floor: 10 gauge, Walls: 12 gauge with Horizontal V-Crimps for Added Strength, Doors: (2) 30"x 30" Sliding, Pockets: Heavy Duty with Three Way Fork Entry Guide, Top Channels: Interlocking, Bottom Runners: 2 1/2" Tall Formed, Primed and Painted Any Standard Color	10.00	\$1,078.00	\$10,780.00

Payment Terms	Net 30 Days if credit has been established	Subtotal	\$60,060.00
Shipping Terms	FOB Origin	Shipping	\$6,000.00
		Tax	\$0.00
		Grand Total	\$66,060.00

Special Instructions

Special Instructions Shipping TBA after actual quantity is chosen

Additional Information

Additional Terms Our Quote serves as an offer to provide Products and/or services at the quantities and prices shown and is a good faith estimate, based on our understanding of your needs. By signing below, you indicate your acceptance of our offer which is expressly subject to the Wastequip Terms & Conditions of Sale ("Wastequip's Terms") located at: <https://www.wastequip.com/terms-conditions-sale>, as of the date set forth in Section 1(b) of the WQ T&C, which are made

a part of this Quote. Wastequip's Terms may be updated from time to time and are available by hard copy upon request. Any changes or deviations to the terms of this Quote, including any different terms in an Order submitted by you, must be agreed upon in writing by both parties.

**Additional
Information**

Pricing is based on your acceptance prior to the expiration of this Quote, including product specifications, quantities, and timing. Any differences to your Order may result in different pricing, freight or other costs. Due to volatility in petrochemical, steel and related Product material markets, actual prices and freight, are subject to change. We reserve the right, by providing notice to you at any time before beginning Product manufacturing, to increase the price of the Product(s) to reflect any increase in the cost to us which is due to any factor beyond our control (such as, without limitation, any increase in the costs of labor, materials, or other costs of manufacture or supply). Unless otherwise stated, materials and container sizes indicated on sales literature, invoices, price lists, quotations and delivery tickets are nominal sizes and representations – actual volume, Products and materials are subject to manufacturing and commercial variation and Wastequip's practices, and may vary from nominal sizes and materials. All prices are in US dollars; this Quote may not include all applicable taxes, brokerage fees or duties. If customer is not tax exempt, final tax calculations are subject to change. Pursuant to California Section 26275 of the Health and Safety Code, certain trash receptacles and storage containers must be marked with reflectors. Customers must disclose if such receptacles and containers are intended for use in California – if not disclosed, the receptacles and containers are not intended for use in California.

**Special Contract
Information**

Sourcewell-Pricing & Product offerings are based on the Sourcewell Co-Operative Contract with Wastequip Manufacturing Company LLC (#010825-WQI, eff. 05/29/2025) and such Contract terms & conditions are incorporated herein by reference. Pricing & Product (& related) changes may occur at any time with proper documentation, & subject to Sourcewell approval; therefore, offerings may change without written prior notice. Wastequip Product Limited Warranties, Disclaimers, Limitation of Liability & Remedies, & Limited Warranty Provisions apply to all purchases thereunder.

Signatures

Accepted By: _____

Company Name: _____

Date: _____

Purchase Order: _____

Please Reference Quote Number on all Purchase Orders

**MASTER AGREEMENT # 010825****CATEGORY: Bulk Solid Waste and Recycling Equipment****SUPPLIER: Wastequip Manufacturing Company LLC**

This Master Agreement (Agreement) is between Sourcewell, a Minnesota service cooperative located at 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and Wastequip Manufacturing Company LLC, 6525 Carnegie Blvd., Suite 300, Charlotte, NC 28211 (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 May 19, 2029, unless it is cancelled or extended as defined in this Agreement.
- a) **Extensions.** Sourcewell and Supplier may agree to up to three (3) additional one-year extensions beyond the original four-year term. The total possible length of this Agreement will be seven (7) years from the effective date.
- b) **Exceptional Circumstances.** Sourcewell retains the right to consider additional extensions as required under exceptional circumstances.
- 6) **Survival of Terms.** Notwithstanding the termination of this Agreement, the obligations of this Agreement will continue through the performance period of any transaction entered between Supplier and any Participating Entity before the termination date.
- 7) **Scope.** Supplier is awarded a Master Agreement to provide the solutions identified in (RFP #010825) to Participating Entities. In Scope solutions include:
- a. Commercial and institutional-sized refuse and recycling containers roll-off containers, collection bins, and dumpsters of metal construction;
 - b. Knuckleboom and grapple loaders;
 - c. Hook and hoist dumpster loaders;
 - d. Roll-off trucks; and
 - e. Refuse and recyclable material balers and compactors.
- Proposers may include related equipment, accessories, and services to the extent that these solutions are complementary and directly related to the equipment, products, or services being proposed in 1. a. - e. above.
- 8) **Included Solutions.** Supplier's Proposal to the above referenced RFP is incorporated into this Master Agreement. Only those Solutions included within Supplier's Proposal and within Scope (Included Solutions) are included within the Agreement and may be offered to Participating Entities.
- 9) **Indefinite Quantity.** This Master Agreement defines an indefinite quantity of sales to eligible Participating Entities.
- 10) **Pricing.** Pricing information (including Pricing and Delivery and Pricing Offered tables) for all Included Solutions within Supplier's Proposal is incorporated into this Master Agreement.
- 11) **Not to Exceed Pricing.** Suppliers may not exceed the prices listed in the current Pricing List on file with Sourcewell when offering Included Solutions to Participating Entities. Participating Entities may request adjustments to pricing directly from Supplier during the negotiation and execution of any transaction.
- 12) **Open Market.** Supplier's open market pricing process is included within its Proposal.

13) Supplier Representations:

Wastequip

Waste and recycling equipment and containers

#010825-WQI

Maturity Date: 5/19/2029

Website: <https://www.wastequip.com/resources/sourcewell-cooperative-purchasing> 

Contact Information 

Products & Services

Sourcewell contract 010825-WQI gives access to the following types of goods and services:

- Wastequip® compactors and balers
- Galbreath® cable and hook hoists
- Galbreath® trailers and container handlers
- Amrep® cable and hook hoists
- Amrep® pull and pup trailers
- Mountain Tarp® tarping systems
- Wastebuilt® OEM and aftermarket parts
- Wastequip® waste containers, dumpsters, and roll-offs
- Confab® waste containers, dumpsters, and roll-offs
- Containerpros® waste container delivery, retrieval and maintenance services
- Wastequip WRX® container installation and service

Contact us



CITY OF
MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: August 25, 2025
PRESENTED BY: Teclo J. Garcia, CEO
AGENDA ITEM: Approval of Resolution #_____, Resolution approving the resolution of Mission Economic Development Corporation authorizing the issuance of bonds on behalf of Permian Basin Water Resources LLC; and matters related thereto – T. Garcia

NATURE OF REQUEST:

Lee McCormick, President of Community Development Associates, has facilitated the issuance of revenue bonds by the Mission Economic Development Corporation for the purpose of financing and refinancing projects for Permian Basin Water Resources LLC, under the assistance of MEDC's Private Activity Bond program.

Attached is a staff report and the proposed resolution.

Mr. McCormick will be available to answer any questions City Council members may have.

BUGETED: N/A **FUND:** _____ **ACCT. #:** _____

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

BID AMOUNT: \$ _____

STAFF RECOMMENDATION:

Approval

Departmental Approval: N/A

Advisory Board Recommendation: Approval

City Manager's Recommendation: Approval *MRP*

RECORD OF VOTE: **APPROVED:** _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____

CERTIFICATE FOR RESOLUTION

I, the undersigned, City Secretary of the City of Mission, Texas (the “Unit”), do hereby certify as follows:

1. The City Council (the “Governing Body”) of the Unit convened in regular session at its designated meeting place in Mission, Texas on August 25, 2025 (the “Meeting”), and the roll was called of the duly constituted members of the Governing Body, to-wit:

Norie Gonzalez Garza	Mayor
Ruben Plata	Mayor Pro Tem, Councilmember, Place 2
Jessica Ortega	Councilmember, Place 1
Marissa Ortega Gerlach	Councilmember, Place 3
Jose Alberto Vela	Councilmember, Place 4

All of such persons were present, except the following absentees: _____, thus constituting a quorum. Whereupon a written:

RESOLUTION APPROVING THE RESOLUTION OF MISSION ECONOMIC DEVELOPMENT CORPORATION AUTHORIZING THE ISSUANCE OF BONDS ON BEHALF OF PERMIAN BASIN WATER RESOURCES, LLC; AND MATTERS RELATED THERETO

(the “Resolution”) was duly moved and seconded and, after due discussion, said motion, carrying with it the adoption of the Resolution, prevailed and carried by the following votes:

AYES: ____ NOES: ____ ABSTENTIONS: ____

2. A true, full and correct copy of the Resolution is attached to and follows this Certificate; the Resolution has been duly recorded in the minutes of the Meeting; the above and foregoing paragraph is a true, full, and correct excerpt from the minutes of the Meeting pertaining to the adoption of the Resolution; the persons named in the above and foregoing paragraph are the duly elected, qualified and acting members of the Governing Body; each of such members was duly and sufficiently notified officially and personally, in advance, of the time, place, and purpose of the Meeting, and that the Resolution would be introduced and considered for adoption at the Meeting, and each of such members consented, in advance, to the holding of the Meeting for such purpose; and the Meeting was open to the public, and public notice of the time, place, and purpose of the Meeting was given, all as required by Chapter 551, Texas Government Code.

SIGNED AND SEALED this 25th day of August, 2025.

By: _____
Anna Carrillo, City Secretary, Mission, Texas

(SEAL)

RESOLUTION # _____

RESOLUTION APPROVING THE RESOLUTION OF MISSION ECONOMIC
DEVELOPMENT CORPORATION AUTHORIZING THE ISSUANCE OF
BONDS ON BEHALF OF PERMIAN BASIN WATER RESOURCES, LLC;
AND MATTERS RELATED THERETO

WHEREAS, the Mission Economic Development Corporation (the “Issuer”) was created by the City Council of the City of Mission, Texas (the “Unit”) pursuant to the provisions of the Development Corporation Act, Texas Local Government Code, Chapter 501 (formerly Article 5190.6, Vernon’s Texas Civil Statutes), as amended (the “Act”); and

WHEREAS, on August 11, 2025, the Issuer adopted a resolution (in the form attached hereto as **Exhibit A**), among other things, (i) authorizing the issuance of one or more series of revenue bonds in an aggregate principal amount not to exceed \$28,000,000 (the “Bonds”), pursuant to the terms and provisions of one or more trust indentures (whether one or more, the “Indentures”); (ii) providing for the payment of the principal of and premium, if any, and interest on the Bonds with revenues derived from the loan of the proceeds of the sale of the Bonds to Permian Basin Water Resources, LLC, and/or its subsidiaries or affiliates (the “User”); (iii) approving the loan of the proceeds of the Bonds to the User to be used to finance a portion of the costs of acquisition, construction, improving and /or equipping of certain facilities for the furnishing of water as described and defined in the Issuer Resolution (defined below) (the “Project”), to pay capitalized interest, the costs of issuance of the Bonds and/or to fund any reserve funds with respect to the Bonds and for such other purposes as set forth in the Issuer’s resolution; and (iv) authorizing certain other actions in connection with the foregoing; and

WHEREAS, Section 501.204 of the Act requires that the governing body of the Unit approve the resolution of the Issuer providing for the issuance of the Bonds no more than 60 days prior to the delivery of the Bonds; and

WHEREAS, the City Council of the Unit (the “City Council”) is the governing body of the Unit and deems it necessary and advisable that this Resolution be adopted; and

WHEREAS, Section 147(f) of the Internal Revenue Code of 1986, as amended (the “Code”), further requires that the plan of finance, including the Bonds and the Project, be approved (such approval, the “AER Approval”) by an “applicable elected representative” (the “AER”) of a governmental unit in which the Issuer is located after a public hearing following reasonable public notice; and

WHEREAS, with respect to the Bonds, either the City Council or the Mayor of the Unit is an AER for the Unit; and

WHEREAS, a telephonic public hearing with respect to the plan of finance, the Bonds and the Project (as further described in **Exhibit B** attached hereto) has been held (the “Public Hearing”) and notice of such Public Hearing was posted no less than 7 days before the date of such Public Hearing in and all comments from interested persons were taken at such Public Hearing, all as shown in **Exhibit B** attached hereto; and

WHEREAS, the City Council desires to: (i) approve the issuance of the Bonds by the Issuer as authorized pursuant to the resolution attached hereto and (ii) approve the plan of finance, including the Bonds and the Project, as required by Section 147(f) of the Code;

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

Section 1. *The Resolution Of Mission Economic Development Corporation Authorizing The Issuance Of One Or More Series Of Revenue Bonds and the Loan Of the Proceeds Thereof To Permian Basin Water Resources, LLC; Approving Documents Relating Thereto; And Approving Other Matters In Connection Therewith* adopted by the Issuer on August 20, 2025 (the "Issuer Resolution"), a copy of which is attached hereto as **Exhibit A** and made a part hereof for all purposes, is hereby approved.

Section 2. The approval herein given is in accordance with the provisions of Section 501.204 of the Act, and is not to be construed as an undertaking by the Unit. The Bonds shall never constitute an indebtedness or pledge of the Unit or the State of Texas, within the meaning of any constitutional or statutory provision, and the holders of the Bonds shall never be paid in whole or in part out of any funds raised or to be raised by taxation or any other revenues of the Issuer, the Unit, or the State of Texas except those revenues assigned and pledged by the Issuer in the Indentures that will be executed and delivered in connection with the Bonds.

Section 3. The programs and expenditures authorized and contemplated by the Issuer Resolution are hereby in all respects approved.

Section 4. The Public Hearing with respect to the Bonds and the Project held by the hearing officer, the posting of notice of such Public Hearing on the Unit's public website and the certificate of the hearing officer regarding such Public Hearing, all as shown in **Exhibit B** attached hereto, are hereby approved and ratified.

For the purpose of satisfying the requirements of Section 147(f) of the Code, the issuance of the Bonds and the Project to be financed by the Bonds, in one or more series in the aggregate maximum stated principal amount of \$25,000,000, all as described in the notice of Public Hearing attached hereto as **Exhibit B**, are hereby approved. THE APPROVAL HEREIN GRANTED IS FOR PURPOSES OF SATISFYING THE REQUIREMENTS OF THE CODE, AND SHALL NOT BE CONSTRUED AS A REPRESENTATION, WARRANTY OR OTHER UNDERTAKING OF ANY KIND BY THE UNIT WITH RESPECT TO THE BONDS OR THE PROJECT. THE BONDS SHALL NOT CONSTITUTE OBLIGATIONS OF THE UNIT OR A PLEDGE OF ITS FAITH AND CREDIT, AND THE UNIT SHALL NOT BE OBLIGATED TO PAY THE BONDS OR THE INTEREST THEREON OR OTHERWISE INCUR ANY LIABILITY WITH RESPECT THERETO.

Section 5. This Resolution is expressly for the purpose of approving the issuance of the Bonds for the purposes described herein and in the Issuer Resolution, and approving the matters relating to the Bonds as provided herein and in the Issuer Resolution, and does not constitute an approval by the City Council or the Unit of any other matters relating to the User or its business operations.

Section 6. The Mayor of the Unit, the City Council, the City Secretary of the Unit and the other officers of the Unit are hereby authorized, jointly and severally, to execute and deliver such endorsements, instruments, certificates, documents, or papers necessary and advisable to carry out the intent and purposes of this Resolution.

PASSED AND APPROVED this ____ day of _____, 2025.

Exhibit A
Issuer Resolution
Attached

RESOLUTION NO. 2025-08

RESOLUTION OF MISSION ECONOMIC DEVELOPMENT CORPORATION AUTHORIZING THE ISSUANCE OF ONE OR MORE SERIES OF REVENUE BONDS AND THE LOAN OF THE PROCEEDS THEREOF TO PERMIAN BASIN WATER RESOURCES, LLC; APPROVING DOCUMENTS RELATING THERETO; AND APPROVING OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, the Mission Economic Development Corporation (the “Issuer”) was created by the City Council of the City of Mission, Texas (the “Creating Unit”) pursuant to the provisions of the Development Corporation Act, Texas Local Government Code, Chapter 501 (formerly Article 5190.6, Vernon’s Texas Civil Statutes), as amended (the “Act”); and

WHEREAS, the Act authorizes and empowers the Issuer to issue bonds on behalf of the Creating Unit: (i) to finance a project (including land, buildings, equipment, facilities, expenditures, targeted infrastructure and improvements with respect to a project) found by the Board of Directors (the “Board”) of the Mission Economic Development Corporation (the “Issuer”) to be required or suitable for the development, retention or expansion of facilities for the furnishing of water to the public, (ii) to finance expenditures found by the Board of the Issuer to be required or suitable for infrastructure necessary to promote or develop new or expanded business enterprises, including water utilities and related improvements, and (iii) to pay all or part of the costs of a “project” as defined in the Act, and to loan the proceeds of the bonds to others to finance all or part of the costs of a project; and

WHEREAS, the Issuer is a Type B corporation under Chapter 505, Texas Local Government Code, as amended, including for purposes of Section 505.005; and

WHEREAS, Permian Basin Water Resources, LLC, a Delaware limited liability company (the “Borrower”) has requested that the Issuer issue its revenue bonds in one or more series as hereinafter described, and loan the proceeds of the sale thereof to the Borrower (or any affiliates or subsidiaries of the Borrower), to be used to finance all or a portion of the costs of acquisition, construction, improving, and/or equipping of certain facilities for the furnishing of water as further described in the Prior Resolution (defined below) and/or in the hereinafter defined Indentures and/or Loan Agreements relating to the hereinafter defined Bonds (such costs referred to herein as the “Project”), to pay capitalized interest, to pay the costs of issuance of such Bonds and/or to fund any reserve funds with respect to such Bonds; and

WHEREAS, the Issuer previously adopted on October 30, 2024 a resolution with respect to the Project, captioned as a *Resolution Regarding Request Of Permian Basin Water Resources, LLC For The Issuance Of One Or More Series Of Revenue Bonds; Authorizing The Filing Of An Application For Allocation Of Volume Cap for Private Activity Bonds With The Texas Bond Review Board; Authorizing Public Hearings Regarding The Bonds; And Authorizing Other Action Related Thereto* (the “Prior Resolution”); and

WHEREAS, the governing bodies of each of the counties or cities in which any portion of the Project is located (collectively, the “Requesting Units”) have requested or will request,

prior to the issuance of the Bonds, the Issuer to exercise its powers to finance the portion of the Project located in such counties or cities, to the extent required by the Act;

WHEREAS, in order to provide funds for the Issuer to make the loan to the Borrower to be used to finance the Project and related costs described above, the Issuer now proposes to issue one or more series of its revenue bonds (collectively, the “Bonds”), in an aggregate principal amount not to exceed \$28,000,000 pursuant to and in accordance with this Resolution; and

WHEREAS, pursuant to the Act, the Bonds shall never constitute an indebtedness or pledge of the Creating Unit or the State of Texas, within the meaning of any constitutional or statutory provision, and the holders of the Bonds shall never be paid in whole or in part out of any funds raised or to be raised by taxation or any other revenues of the Issuer, the Creating Unit, or the State of Texas except those revenues assigned and pledged by the Issuer in the indenture(s) that will be executed and delivered in connection with the Bonds; and

WHEREAS, the City Council of the Creating Unit proposes to adopt a written resolution for the purpose of approving this Resolution of the Issuer providing for the issuance of the Bonds and approving the Bonds and the Project as required by Section 147(f) of the Internal Revenue Code of 1986, as amended (the “Code”); and

WHEREAS, the Board desires to approve the forms of one or more trust indentures, one or more loan agreements (which may alternatively be designated as bond financing agreements or similar designation), one or more bond purchase agreements (which may alternatively be designated as bond placement agreements and/or underwriting agreements or similar designation) and one or more letters of representation with respect to the Bonds, and to authorize the officers of the Issuer executing such documents to negotiate the final terms of such documents and to execute and deliver such documents on behalf of and in the name of the Issuer; and

WHEREAS, the Board finds that the form and substance of the aforementioned documents are satisfactory and the recitals and findings contained therein are true, correct and complete, and the Board further finds that it is in the best interest of the public and the Issuer and assists in carrying out the public purpose of the Issuer and of the Act to authorize the execution and delivery of such documents and the issuance of the Bonds; and

WHEREAS, the Board finds that the Project (as defined herein) furthers the public purposes of the Act; and

WHEREAS, the Board further desires to approve the form of one or more official statements (which may alternatively be designated as offering memoranda, limited offering memoranda, private placement memoranda, or similar designation) to be distributed in connection with the offering and sale of the Bonds (whether one or more, the “Offering Documents”), and desires hereby to authorize the use of certain information to be set forth in such Offering Documents concerning the Issuer under the captions “The Issuer” and “Absence of Material Litigation—The Issuer” (or similar captions relating to the Issuer or litigation involving the Issuer) and to approve and authorize the distribution of such Offering Documents.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MISSION ECONOMIC DEVELOPMENT CORPORATION THAT:

1. The Issuer hereby authorizes and approves the issuance of the Bonds in one or more series, bearing interest at variable rates and/or fixed rates (as selected by the Borrower), in authorized denominations of \$25,000 and any \$1,000 integral multiple thereof, and maturing not later than forty years from their date of issuance, in the aggregate principal amount not to exceed \$28,000,000. The Bonds are hereby authorized and approved to be issued for any or all of the purposes described herein, including the financing of the Project. The Bonds may be issued as tax-exempt bonds and/or taxable bonds, as selected by the Borrower, and may be issued at a price of par or priced with a premium or discount, as selected by the Borrower. The Bonds may be captioned or titled as the “Mission Economic Development Corporation Utility Revenue Bonds (Permian Basin Water Resources Project), Series 2025A and Taxable Series 2025B” or similar designation as approved by the Issuer and provided in the Indentures and with the appropriate series designation as provided in the Indentures. The Bonds will be issued in accordance with one or more indentures, trust indentures, or similarly designated agreements (whether one or more, the “Indentures”) between the Issuer and the trustee named therein (the “Trustee”), the form, terms and provisions of such Indentures and the Bonds being hereby authorized and approved, and the President and/or the Vice President of the Issuer are hereby authorized and directed to execute and deliver such Indentures and the Bonds on behalf of the Issuer, and the Secretary and/or Assistant Secretary of the Issuer is hereby authorized to attest and affix the Issuer’s seal to the Indentures, if required, and to the Bonds, with such changes therein as the officers executing the same may approve, such approval to be conclusively evidenced by such execution thereof.

2. The Issuer hereby approves the loan of the proceeds of the sale of the Bonds by the Issuer to the Borrower to provide for the financing of the costs of the Project, which loan will be made pursuant to the terms and provisions of one or more loan agreements, bond financing agreements, or similarly designated agreements (whether one or more, the “Loan Agreements”) between the Issuer and the Borrower, the form, terms and provisions of such Loan Agreements being hereby authorized and approved, and the President and/or the Vice President of the Issuer are hereby authorized and directed to execute and deliver and the Secretary and/or Assistant Secretary of the Issuer is hereby authorized to attest and affix the Issuer seal to such Loan Agreements, if required, on behalf of the Issuer, with such changes therein as the officers executing the same may approve, such approval to be conclusively evidenced by such execution thereof. To the extent required or requested, any one or more promissory notes (whether one or more, the “Notes”) issued by the Borrower to the Issuer under any of the Loan Agreements are hereby approved and the aforementioned officers of the Issuer (or any of them) are hereby authorized to execute and assign any such Notes to the Trustee as security for the Bonds and the repayment by the Borrower of its obligations under the Loan Agreements.

3. The issuance, sale and delivery of the Bonds by the Issuer is hereby authorized and approved, and shall be effected in accordance with the terms and provisions of one or more bond purchase agreements, bond placement agreements, underwriting agreements, or similarly designated agreements (whether one or more, the “Bond Purchase Agreements”), substantially in the form of the Bond Purchase Agreement by and among the underwriter(s), placement agent(s),

and/or purchaser(s) named therein, the Issuer and the Borrower, the form, terms and provisions of such Bond Purchase Agreements being hereby authorized and approved, and the President and/or the Vice President of the Issuer are hereby authorized and directed to execute and deliver such Bond Purchase Agreements on behalf of the Issuer, with such changes therein as the officer executing the same may approve, such approval to be conclusively evidenced by such execution thereof. To the extent required or requested, the Issuer further authorizes and approves the acceptance by the Issuer of one or more letters of representation (whether one or more, the “Letters of Representation”) from the Borrower in connection with the Bond Purchase Agreements, the form, terms and provisions of such Letters of Representation being hereby authorized and approved, and the President and/or the Vice President of the Issuer are hereby authorized and directed to execute and deliver such Letters of Representation on behalf of the Issuer, with such changes therein as the officers executing the same may approve, such approval to be conclusively evidenced by such execution thereof.

4. The Board hereby authorizes and approves the content and use of the information described in the last recital of this Resolution in the Offering Documents, and authorizes the distribution of such Offering Documents; provided that, in adopting this Resolution, the Issuer hereby disclaims any responsibility for the Offering Documents except for the information described as having been provided by it in the last recital of this Resolution and expressly disclaims any responsibility for any other information included as part of the Offering Documents.

5. The issuance of the Bonds by the Issuer is subject to and conditioned upon the prior receipt by (or on behalf of) the Issuer of (i) the approving opinion of the Attorney General of the State of Texas and evidence of registration of the Bonds by the Comptroller of Public Accounts of the State of Texas; and (ii) the purchase price for the Bonds; and (iii) such opinions, evidences, certificates, instruments or other documents as shall be requested by Issuer’s Counsel and Bond Counsel, in order to enable such counsel to render their legal opinions in connection with the issuance of the Bonds.

6. The Board hereby appoints Jackson Walker LLP as bond counsel (“Bond Counsel”) and Bracewell LLP as Issuer’s counsel (“Issuer’s Counsel”) in connection with the Bonds. The Board hereby authorizes Bond Counsel to submit to the Attorney General of Texas, for approval as required under the Texas Government Code §1202.003, a transcript of legal proceedings relating to the issuance, sale and delivery of the Bonds. To the extent required by the Attorney General of Texas, Bond Counsel is authorized to make such changes to the text of this Resolution as may be required in connection with the issuance of the Bonds.

7. The officers, employees and agents of the Issuer, and each of them, shall be and each is expressly authorized, empowered and directed from time to time and at any time to do and perform all acts and things and to execute, acknowledge and deliver in the name and under the corporate seal and on behalf of the Issuer all directions and notices, agreements, documents, certificates, financing statements, instruments and other papers, whether or not herein mentioned, as they may determine to be necessary or desirable in order to carry out the terms and provisions of this Resolution and of the Bonds to be issued hereunder, as well as the terms and provisions of the Indentures, the Loan Agreements and the Bond Purchase Agreements hereby authorized and

approved, such determination to be conclusively evidenced by the performance of such acts and things and the execution of any such certificate, financing statement, instrument or other paper.

8. The Board hereby finds that the expenditures with respect to the Project are required or suitable for infrastructure necessary to promote or develop new or expanded business enterprises, including water utilities and related improvements. The Board further hereby finds that the Project (including the land, buildings, equipment, facilities, expenditures, targeted infrastructure and improvements with respect to the Project) is (i) for the creation or retention of primary jobs (as defined in the Act) and (ii) required or suitable for the development, retention, or expansion of water utilities and related improvements.

9. The Board hereby finds that the Project will contribute to the economic growth or stability of the Requesting Units by (i) increasing or stabilizing employment opportunity; (ii) significantly increasing or stabilizing the property tax base; and (iii) promoting commerce within the Requesting Units and the State of Texas.

10. To the extent required by the Code, the Board directs that an officer of the Issuer submit to the Secretary of the Treasury, not later than the 15th day of the second calendar month after the close of the calendar quarter in which the Bonds are issued, a statement containing the information required by Section 149(e) of the Code.

11. The actions of the Issuer and any hearing officer acting on behalf of the Issuer with regard to the required public hearing(s) relating to the Bonds as required under Section 147(f) of the Code, and the publication of notice of such public hearings are hereby authorized, ratified and approved.

12. The Board hereby finds and declares that written notice of the date, hour, place and subject of the meeting at which this Resolution was adopted was posted and that such meeting was open to the public as required by law at all times during which this Resolution and the subject matter hereof were discussed, considered and formally acted upon, all as required by the Open Meetings Act, Chapter 551, Texas Government Code, as amended, and the Act.

13. This Resolution is expressly for the purpose of approving the issuance of the Bonds for the purposes described herein and approving the documents and matters relating to the Bonds as provided herein, and does not constitute an approval by the Board or the Issuer of any other matters relating to the Borrower or its business operations.

14. The recitals contained herein are true, correct and complete and are hereby adopted as findings of the Issuer. This Resolution shall take effect and be in full force and effect upon and after its passage.

PASSED AND APPROVED this 11th day of August, 2025.

Exhibit B

Certificate of Public Hearing Officer Regarding Public Hearing

Attached

CERTIFICATE OF PUBLIC HEARING OFFICER
REGARDING PUBLIC HEARING (INTERNAL REVENUE CODE § 147(f))

MISSION ECONOMIC DEVELOPMENT CORPORATION
 UTILITY REVENUE BONDS
 (PERMIAN BASIN WATER RESOURCES PROJECT)

I, the undersigned, do hereby make and execute this certificate for the benefit of all persons interested in the plan of finance including the issuance of the above-referenced bonds in one or more series (the “Bonds”).

I hereby certify as follows:

1. I am the duly appointed hearing officer for the public hearing which was held in connection with the proposed plan of finance including the issuance of the Bonds at the time and place indicated in the Notice of Public Hearing included in **Attachment A** attached hereto.
2. No less than seven days before the date of the public hearing, notice of the public hearing was electronically posted on the City of Mission’s Web site used to inform its residents about events affecting the residents of the City of Mission as evidenced by the Certificate of Approving Governmental Unit Regarding Posting of Notice of Public Hearing attached hereto as **Attachment A**.
3. All persons appearing telephonically at the public hearing were given an opportunity to comment on the proposed plan of finance, including the issuance of the Bonds, and the project to be financed and refinanced by the plan of finance. No such persons appeared telephonically or made comments except as is set forth on **Attachment B** attached hereto.
4. After giving all interested persons an opportunity to appear telephonically and comment, the public hearing was declared closed.

WITNESS MY HAND this 1st day of August, 2025.

By: _____
 Hearing Officer

Attachment A - Certificate of Approving Governmental Unit Regarding Posting of Notice of Public Hearing
 Attachment B - Names and Comments of Persons Attending Public Hearing

ATTACHMENT A

**CERTIFICATE OF APPROVING GOVERNMENTAL UNIT REGARDING POSTING
OF NOTICE OF PUBLIC HEARING**

[Attached.]

CERTIFICATE OF APPROVING GOVERNMENTAL UNIT
REGARDING POSTING OF NOTICE OF PUBLIC HEARING

I, the undersigned officer or representative of the City of Mission, Texas (the “Approving Governmental Unit”), make this certification in connection with the Mission Economic Development Corporation Utility Revenue Bonds (Permian Basin Water Resources Project), Series 2025A (the “Bonds”) (which bonds may be issued in multiple series and contain such other series designations as may be specified in the resolutions approving the same) for the sole purpose of evidencing compliance with the public approval requirements in section 147(f) of the Internal Revenue Code of 1986, as amended (the “Code”). I do hereby certify as follows in good faith:

A notice of public hearing relating to the Bonds, a true and correct screenshot of which is attached hereto as **Schedule 1** (the “Notice”), was electronically posted on the Approving Governmental Unit’s primary public website in an area of that website used to inform its residents about events affecting the residents. The Notice was posted in such manner on or before July 25, 2025, and remained posted through August 1, 2025.

WITNESS MY HAND this 1st day of August, 2025.

By: _____
 (Signature)

Name: _____
 (Print Name)

Title: _____

Schedule 1
Notice of Public Hearing

[Attached]

ATTACHMENT B

NAMES AND COMMENTS OF PERSONS ATTENDING PUBLIC HEARING

None.

STAFF REPORT

DATE: August 25, 2025

TO: City of Mission

RESOLUTION APPROVING THE RESOLUTION OF MISSION ECONOMIC
DEVELOPMENT CORPORATION AUTHORIZING THE ISSUANCE OF
BONDS ON BEHALF OF PERMIAN BASIN WATER RESOURCES, LLC;
AND MATTERS RELATED THERETO

Background:

Permian Basin Water Resources, LLC (the “Company”) is a holding company designed to provide regulated utility services, including water, wastewater, and reclaimed water, in some unincorporated regions of Midland County, Texas (the “Utility Service Area”). The Company is comprised of three entities: (i) Greenwood Water Corporation, (ii) Park Water Company, and (iii) Park Sewer Company.

Greenwood Water Corporation is a Texas Retail Public Utility (PUCT Substantive Rule §24.3(31)) in good standing with an approved certificate of convenience and necessity (“CCN”) currently providing potable water services to approximately 303 water connections. Greenwood Water Corporation is classified as a Class D utility under PUCT Substantive Rule §24.3(8). Greenwood Water Corporation has been in existence since 1982 and was previously granted CCN number 11792 from the PUCT.

Park Water Company is a Texas Retail Public Utility (PUCT Substantive Rule §24.3(31)) in good standing with an approved CCN currently providing potable water to approximately 355 water connections and sewer service to approximately 242 sewer connections. Park Water Company is classified as a Class D utility under PUCT Substantive Rule §24.3(8). Park Water Company’s authority to provide water service was established by CCN number 13278 and sewer service by CCN number 21115, both granted by the PUCT on March 10, 2020. Park Water Company currently provides potable water, wastewater, and reclaimed water service.

Park Sewer Company is a Delaware corporation and is the permittee of the wastewater discharge permit (TPDES WQ0015661001) under which Park Water Company is providing sewer service. It is anticipated that the Company will either move the permit to Park Water Company, or merge Park Sewer Company with Park Water in the future.

The Project:

Midland is situated in the Permian Basin region, spanning West Texas and eastern New Mexico. The Permian Basin is one of the United States' most significant mineral reservoirs, with ongoing exploration and drilling for additional reserves. Recognizing the importance of water in the region, the Company is expanding its current operating areas to meet increasing demand for water, wastewater, and reclaimed water service.

The Company's current infrastructure provides 325 gallons per minute of well capacity and 30,000 gallons per day (GPD) of wastewater capacity. An additional 60,000-gallon-per-day tertiary wastewater treatment system is currently under construction, which will have the capacity to serve approximately 642 homes (at the anticipated flow of 140 gallons per home per day of wastewater). The Company's wastewater treatment capacity is designed to easily add 60,000 GPD incremental treatment modules to the TPDES permitted capacity of 360,000 GPD, or 2,500 homes. At full buildout, it is expected that the Park Water System will include 4,500 water connections and 2,500 sewer connections.

The project also includes the refunding of \$15,500 of existing debt.

Terms of Transaction:

Amount:	\$28,000,000
Rating:	N/A
Bond Purchasers:	Public Offering
Estimated Closing:	September, 2025
Maturity:	TBD
Min. Denomination:	\$25,000

Finance Team:

Bond Counsel:	Jackson Walker LLP
Issuer Counsel:	Bracewell LLP
Underwriter:	FMSBonds, Inc.
Underwriter Counsel:	McCall, Parkhurst & Horton LLP
Borrower Advisor:	Government Capital Securities
Issuer Advisor:	Community Development Associates, LLC
Rating:	Unrated

Fiscal Impact & Risks:

The Company anticipates issuing \$28 million of tax-exempt bonds in 2025 for new construction and refinancing of existing debt. The MEDC is expected to receive approximately \$70,000 for serving as Issuer of the bonds, along with an annual fee of \$7,000 until maturity.

Approval of this Resolution does not impose any payment or obligation on the MEDC or the City of Mission in connection with the financing. The Bonds do not constitute a debt or obligation of the MEDC, the City, the County, or the State of Texas. They are solely the obligation and responsibility of the Company. More importantly, the Bonds will not require any general fund support or taxpayer dollars. There is no commitment of the credit ratings, and the Bonds do not, in any manner, restrict, impede, or limit the borrowing or bonding capacity of the MEDC or City of Mission.



CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: August 25, 2025

PRESENTED BY: Cesar Torres, Chief of Police

AGENDA ITEM: Authorization to enter a participation agreement with the Texas Department of Public Safety and FBI, to access the Law Enforcement Enterprise Portal (LEEP) at no cost to the city – Torres

NATURE OF REQUEST:

The Mission Police Department is requesting authorization to enter a participation agreement with the Texas Department of Public Safety and FBI, to access the Law Enforcement Enterprise Portal (LEEP). The LEEP access is an electronic gateway that provides law enforcement agencies, intelligence partners, and criminal justice entities with centralized access to many different resources and services via a single sign-on. Agreement will go into effect on the day signed by the Participant Agency (City of Mission Police Department) until it is terminated/modified by both parties. Agreement details all responsibilities, expectations, and roles for each party.

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

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

BID AMOUNT: \$ _____

STAFF RECOMMENDATION:

Approval

Departmental Approval: N/A

Advisory Board Recommendation: N/A

City Manager's Recommendation: Approval *MRP*

RECORD OF VOTE: **APPROVED:** _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____

TEXAS DEPARTMENT OF PUBLIC SAFETY

CRIME RECORDS SERVICES

LAW ENFORCEMENT ENTERPRISE PORTAL (LEEP) PARTICIPATION AGREEMENT

This document constitutes an agreement between the Texas Department of Public Safety (TXDPS), State Administrator of the Law Enforcement Enterprise Portal (LEEP), P.O. Box 4143, Austin, Texas, 78765-4143 and a criminal justice or law enforcement agency, hereinafter referred to as the Participant Agency.

PARTICIPANT AGENCY Mission Police Department

ADDRESS 1200 E 8th Street, Mission, Texas 78572

The Participant Agency will ensure that only approved persons performing authorized criminal justice functions have access to authorized services within LEEP.

LEEP, and the services offered within, are vital to the law enforcement and criminal justice communities. The Participant Agency will assign at least one (1) LEEP Account Administrator (AA) to manage accounts for agency personnel. The AA will also act as the point of contact for the TXDPS regarding LEEP.

TXDPS RESPONSIBILITIES REGARDING LEEP

TXDPS agrees to manage LEEP communications. TXDPS further agrees to act as the State Administration Agency to facilitate the exchange of information between the Participant Agency and the following agencies: Federal Bureau of Investigation (FBI) Criminal Justice Information Services (CJIS), Incident Based Reporting Bureau (IBR), TXDPS Driver's License Files (DL), Sex Offender Registration (SOR), Texas Department of Criminal Justice (TDCJ) probation/parole data and other data files may be implemented in future applications of information available to authorized users.

TXDPS agrees to maintain its applicable LEEP hardware, software and functionality including data extraction and export methodology/technology, plus future implementation(s) involving National Information Exchange Model (NIEM) Information Exchange Package Documentation (IEPDs).

PARTICIPANT AGENCY RESPONSIBILITIES REGARDING LEEP

The Participant Agency may only access and use LEEP information for official criminal justice and national security purposes. LEEP information cannot be accessed or used for any other purpose. Participant Agency agrees to allow TXDPS to share Participant Agency data contributed to TXDPS with other authorized criminal justice agencies.

The Participant Agency shall abide by all laws of the United States and the State of Texas, and shall abide by all present or hereinafter approved rules, policies and procedures of LEEP and the CJIS Security Policy,

concerning the collection, storage, processing, search, retrieval, dissemination and exchange of criminal justice information.

The Participant Agency agrees to appoint a LEEP Account Administrator responsible for:

- a. Acting as the single point of contact for LEEP issues;
- b. Ensuring compliance with this agreement, current and future versions of policies and procedures regarding LEEP, and all applicable state and federal laws;
- c. Vetting, authorizing and managing users through the role based user management tools provided in LEEP;
- d. Terminating user access immediately upon user separation from the Participant Agency or otherwise becoming ineligible for access;
- e. Ensuring that all users from that Participant Agency are trained and informed of policies and procedures;
- f. Reporting security incidents to the TXDPS CJIS Information Officer (ISO), as required by the Participant Agency's CJIS Security Addendum.

The Participant Agency must notify the LEEP State Administrator whenever the incumbent Head of the Agency is replaced.

The Participant Agency must immediately complete and submit a new User Agreement and LEEP Account Administrator form with the signature of the new Head of the Agency.

The Participant Agency must notify the LEEP State Administrator immediately whenever the incumbent Account Administrator is replaced or leaves the agency.

Participant Agency certifies that all Participant Agency staff with access to LEEP have undergone background checks consistent with Texas or federal requirements, so long as, at a minimum, those requirements included a criminal history and state and national fingerprint check.

The Participant Agency shall manage information system accounts, including establishing, activating, modifying, reviewing, and disabling accounts. The Participant Agency shall validate information system accounts at least annually and shall document the validation process.

Account management includes assignment of associated authorizations. The Participant Agency shall identify authorized users of the information system and specify access rights/privileges. The Participant Agency shall grant access to the information system based on:

1. Valid need-to-know/need-to-share that is determined by assigned official duties.
2. Satisfaction of all personnel security criteria.

Each data contributing Participant Agency retains sole ownership of, sole responsibility for, and exclusive control over the content of the information that it contributes to TXDPS, and each Participant Agency may, at will and at any time, update, correct, or delete the information that it contributes to TXDPS. Each data contributing Participant Agency has the sole responsibility to ensure that information that it contributes to TXDPS was not obtained and is not maintained in violation of any federal, state, or local law applicable to that Participant Agency.

In addition, each data contributing Participant Agency has the sole responsibility and accountability for ensuring compliance with all laws, regulations, policies, and procedures applicable to its entry and sharing of information into LEEP. LEEP Participant Agency will duly report to TXDPS and the data contributing Participant Agency, in writing, any instance in which LEEP information is used in an unauthorized manner. Such notice is to be provided within three days of when the party first learned of the unauthorized use.

Each data contributing Participant Agency has the duty, sole responsibility, and accountability to make reasonable efforts to ensure the accuracy, upon entry and continuing thereafter, of information that it contributes to TXDPS. Should TXDPS receive a challenge to, or reasonable question about, the accuracy of the information in LEEP, TXDPS will notify the LEEP Participant Agency.

Any Participant Agency data or process related to LEEP that could affect and cause degradation of service to other LEEP users must be authorized by TXDPS prior to implementation. TXDPS reserves the right to refuse such application on LEEP should resources not be available, or in the best interest of the LEEP users.

The Participant Agency shall be responsible for maintaining the Participant Agency RMS and/or JMS in good working order. The Participant Agency agrees to maintain its applicable hardware, RMS, JMS, and adapter interface functionality(s) to maintain complete and continual functionality. Participant Agency hardware (including workstations utilized to access), RMS, and/or JMS shall be installed in a location where only authorized personnel have access.

The Participant Agency is responsible for providing its own internet connectivity and maintenance which meets CJIS Security Policy requirements.

LEEP PARTICIPATION AGREEMENT TERMINATION AND DURATION

This LEEP Participation Agreement will enter into force on the day it is signed by the Participant Agency and it will remain in effect until terminated or modified by both parties. This LEEP Participation Agreement may be terminated at any time upon the mutual written consent of the parties. In the event that both parties consent to terminate this LEEP Participation Agreement, the parties will consult prior to the date of termination to ensure termination on the most economical and equitable terms.

Either party may terminate this LEEP Participation Agreement upon 30 days written notice to the other party. Such notice will be the subject of immediate consultation by the parties to decide upon the appropriate course of action. In the event of such termination, the following will apply:

- (a) The terminating party will continue participation, financial or otherwise, up to the effective date of termination.
- (b) Each party will pay the costs it incurs as a result of termination.
- (c) All rights, obligations, responsibilities, limitations, and other understandings with respect to the disclosure and use of all information received during a party's participation in this Participation Agreement shall survive any termination.

Participant Agency, to the extent authorized by law, agrees to indemnify and save harmless TXDPS, its Director and Employees from and against any and all claims, demands, actions and suits including, but not limited, to any liability for damages by reason of, or arising out of, any false arrest or imprisonment or any cause of action whatsoever, arising out of, or involving, any negligence on the part of the Participant Agency or its employees in the exercise of enjoyment of this Agreement.

In WITNESS WHEREOF, the parties hereto caused this Agreement to be executed by the proper officers and officials.

PARTICIPANT AGENCY

By _____

* Must be individual who is authorized to contractually obligate the Participant Agency.

Title _____

Signature _____

Date _____

**LAW ENFORCEMENT ENTERPRISE PORTAL (LEEP)
ACCOUNT ADMINISTRATION
TEXAS DEPARTMENT OF PUBLIC
SAFETY CRIME RECORDS SERVICE**

The participating agency agrees to name a LEEP Agency Administrator responsible for:

1. Acting as the single point of contact for the Texas Law Enforcement Enterprise Portal (LEEP) Office;
2. Ensuring compliance with this agreement, current and future versions of the CJIS Security Policy, Department policies and procedures regarding LEEP, and all applicable state and federal laws;
3. Authorizing users from that agency to access the LEEP system;
4. Creating user accounts through the user management tools provided by the system;
5. Suspending user access to the system when they leave the agency or otherwise become ineligible for access;
6. Reporting security incidents to the Texas Department of Public Safety CJIS ISO, as required by the LEEP User Agreement.
7. The participating agency must notify the LEEP System State Administrator immediately whenever the incumbent LEEP Agency Administrator is replaced by a new person.

The participating agency will ensure that only approved persons performing authorized functions have access to the LEEP system.

FOR THE PARTICIPATING AGENCY:

Mission Police Department

Agency Name



Agency Director (Signature)

Virginia Passamentt

Agency Administrator assigned (Print Name)

8-7-25

Date

Cesar Torres

Agency Director (Print Name)

956-429-8086

Agency Administrator Phone Number



CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: August 25, 2025

PRESENTED BY: Cesar Torres, Chief of Police

AGENDA ITEM: Authorization to enter a memorandum of understanding with CACHSC of Hidalgo and Starr Counties at no cost to the city – Torres

NATURE OF REQUEST:

The Mission Police Department is requesting authorization to enter a memorandum of understanding with CACHSC of Hidalgo and Starr Counties. The mission of this entity is to reduce the emotional trauma of child abuse victims by facilitating a multidisciplinary team approach that supports the prevention of child abuse through community education and promotes the effective prosecution of those who perpetrate crimes against children. The City of Mission Police Department's collaboration would include shared case information, coordinated investigations, timely service referrals, amongst other expectations. All responsibilities, expectations, and roles for each party are listed in this memorandum of understanding.

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

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

BID AMOUNT: \$ _____

STAFF RECOMMENDATION:

Approval

Departmental Approval: N/A

Advisory Board Recommendation: N/A

City Manager's Recommendation: Approval *MRP*

RECORD OF VOTE: **APPROVED:** _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____

CACHSC OF HIDALGO AND STARR COUNTIES

INTERAGENCY MEMORANDUM OF UNDERSTANDING

INTERAGENCY WORKING PROTOCOL - HIDALGO COUNTY

EFFECTIVE

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INTERAGENCY MEMORANDUM OF UNDERSTANDING

CACHSC of Hidalgo and Starr Counties (CACHSC)

Memorandum

The UNDERSIGNED participating agencies agree to the following policy to support and maintain the CACHSC of Hidalgo and Starr Counties (CACHSC), as identified in Texas Family Code Section 264, Subchapter E.

WHEREAS Hidalgo County continues to experience an increase in the reported incidents of child abuse—a trend also seen nationwide. In response to these reports, CACHSC and its partner agencies commit to working collaboratively to improve the response to child abuse cases and to provide appropriate interventions. The undersigned department heads and agency offices in Hidalgo County agree to support and sustain the CACHSC of Hidalgo and Starr Counties.

WHEREAS Citizens of Hidalgo County have developed a multidisciplinary team (MDT) approach for the investigation of child abuse and neglect cases to better protect children and provide services. To facilitate this MDT approach, CACHSC enhances cooperation and coordination among partner agencies involved in the investigation and prosecution of crimes against children.

WHEREAS to better protect the children of Hidalgo County, the undersigned agencies agree to:

1. Minimize re-victimization of alleged abuse and neglect victims and non-offending family members throughout investigation, assessment, intervention, and prosecution.
2. Maintain a cooperative, team-based approach to ensure successful outcomes in both the criminal justice and child protection systems through shared fact-finding and collaborative case development.
3. Develop, support, and maintain the CACHSC as an environment that prioritizes the best interests of children by offering investigative and rehabilitative services.

Agreement

The undersigned agencies agree to support the concept and philosophy of the CACHSC of Hidalgo and Starr Counties.

- All State and Federal confidentiality laws will be upheld in connection with this agreement.
- This agreement may be terminated by any party without cause by providing written notice to the other parties.
- The MOU must be reviewed, revised as needed, and re-executed at least every three years, or sooner if there are significant changes or a change in authorized signatories.

CACHSC OF HIDALGO AND STARR COUNTIES

INTERAGENCY WORKING PROTOCOL

MISSION STATEMENT

To reduce the emotional trauma of child abuse victims by facilitating a multidisciplinary team approach that supports the prevention of child abuse through community education and promotes the effective prosecution of those who perpetrate crimes against children.

GOALS

1. Strive to reach every child that meets the CACHSC case acceptance criteria.
2. Provide every service a child needs and recommend additional services based on a needs assessment.
3. Ensure all core CACHSC services are offered to child victims and their non-offending caregivers.

OBJECTIVES

1. The CACHSC will make a concerted effort to review all Hidalgo County Statewide intake reports generated by the Texas Department of Family and Protective Services (TDFPS), and will review referrals from the community, and partner agencies to recommend services through an MDT approach so every child can be reached.
2. The CACHSC will identify through a needs assessment and professionally recommend services to include: a forensic interview, a child abuse forensic medical evaluation, a mental health referral, involvement from a Victim Advocate Team Member, and conduct an MDT Case Review to ensure every service is provided to a child victim and their non-offending caregivers.
3. The CACHSC will ensure all core CACHSC services are evidence-based, meets, or exceeds Texas Family Standards and quality metrics identified for each CACHSC service.

SPECIFIC CRITERIA FOR REFERRAL OF CASES TO BE REFERRED FOR AN MDT RESPONSE AND SPECIFIC CRITERIA FOR THE REFERRAL AND PROVISION OF EACH SERVICE

TRAGET POPOULATON

The CACHSC overall target population consists of child victims for all types of maltreatment to include; sexual abuse, physical abuse, human trafficking, and witness to violent crimes as well as adults with substantial impairment (with the direction of the District Attorney's Office) referred by Law Enforcement Agencies or Texas Department of Family and Protective Services-Child Protective Investigations, Child Protective Services, Adult Protective Services In-Home Investigations and Child Care Investigations. Services will also be provided for cases involving child fatality, child endangerment, neglect, or children at risk of abuse. In unique circumstances, CACHSC, along with MDT partner agencies, reserves the right to provide services outside of the target population (with the direction of the District Attorney's Office). Mental Health and Victim Advocacy services will also be provided to non-offending caregivers who meet the overall case criteria for an MDT response. In addition, Mental Health

Services will be provided on a case-by-case basis to children and/or family members from the community when approved by the Executive Director.

MULTIDISCIPLINARY TEAM (MDT)

COMPOSITION OF MULTIDISCIPLINARY TEAM

The MDT consists of representatives from:

- Law Enforcement Agencies within Hidalgo and Starr Counties
- Texas Department of Family and Protective Services
- *Health and Human Services*
- Hidalgo and Starr Counties Criminal District Attorney's Office
- Children's Advocacy Center of Hidalgo and Starr Counties
- Judge Mario E. Ramirez, Jr. Juvenile Justice Center (Juvenile Probation)
- Forensic Interviewers
- Victim Support & Advocacy
- *Medical*
- Participating mental health and medical providers with signed MOU agreements
- Other Collaborative Partners

PARTICIPATING AGENCIES

- | | |
|--|--|
| • Alamo Police Department | • Judge Mario E. Ramirez Jr. Juvenile Justice Center |
| • Alton Police Department | • La Joya Police Department |
| • Doctor's Hospital at Renaissance Health System | • Driscoll Children's Hospital |
| • Donna ISD Police Department | • La Villa Police Department |
| • Donna Police Department | • McAllen ISD |
| • Driscoll Children's Hospital | • McAllen Police Department |
| • Edcouch Police Department | • Mercedes Police Department |
| • Edinburg CISD Police Department | • Mission Police Department |
| • Edinburg Police Department | • Palmhurst Police Department |
| • Elsa Police Department | • Palmview Police Department |
| • Hidalgo County District Attorney's Office | • Penitas Police Department |
| • Hidalgo County Sheriff's Office | • Pharr Police Department |
| • Hidalgo Police Department | • Progreso Police Department |
| | • San Juan Police Department |
| | • Sullivan City Police Department |

- Texas Department of Family and Protective Services
- CACHSC of Hidalgo and Starr Counties
- Weslaco Police Department

AGENCY ROLES

Each partner agency agrees to participate as part of the MDT. Cases are addressed with a child-centered focus, followed by the needs of non-offending caregivers, and then legal or civil proceedings.

Each agency maintains its unique duties based on its discipline, with collaboration essential to:

- Shared case information
- Coordinated investigations
- Timely service referrals
- Consistent child- and family-centered support
- The individual needs of the child victim.
- The needs of supportive, non-offending caregivers whose concerns align with the best interest of the child.
- Law enforcement, criminal prosecution, and civil proceedings related to the case.

Law Enforcement

- Will refer maltreatment cases that meet the overall acceptance criteria for an MDT response.
- Law enforcement investigators will investigate and determine whether a crime has been committed and present information to the proper authorities for prosecution.
- Will be present and collaboratively participate in the forensic interview process conducted at the CACHSC and satellite offices. In the event, an agency is not able to participate in the forensic interview, it is the responsibility of the assigned agency to make arrangements to receive a link of the forensic interview from the CACHSC or the District Attorney's Office.
- Contact the CACHSC in the event an emergency forensic interview is needed after hours and remain on the premises at the center or satellite offices until all services with the child victim and non-offending caregivers are completed.
- Will schedule a Sexual Assault Nurse Examination (SANE) with the CACHSC or a Safe Ready Medical Facility (SAFE) for any child or an adult with substantial impairment who has; made an outcry or there is a report (section 4. Article 56A.251, Code of Criminal Procedure) of suspected sexual abuse by a family member and/or meets the overall acceptance criteria for an MDT response.
- Will refer physical abuse and neglect cases for an MDT response that meets the overall acceptance criteria to determine the need for further evaluation.
- Provide all relevant information/reports when appropriate (Texas Family Code 264.406); provide center staff with ongoing information pertaining to the direction and status of the criminal investigation.
- Facilitate, as necessary, the safe transportation of children and non-offending caregivers to the CACHSC, satellite offices, and other program services.

- Advise the prosecutors(s) on the outcome of the forensic interview and/or the sexual/medical assault exam in a timely manner following its conclusion.
- Provide direction when deemed appropriate regarding the sharing of case information/specifics with the victim's non-offending caregivers.
- Conduct and complete witness interviews and evidence collection pertaining to child abuse investigations by using the collaborating sheet (recommended).
- Attend all scheduled MDT Case review meetings and participate in the sharing of information regarding current case status and plan for continued investigative activity with MDT members (Texas Family Code 264.406). If unavailable, contact CACHSC in advance to provide pertinent information or send a representative from the investigative agency that is prepared to update the team.
- Participate in individual case review/staffing prior to and following the forensic interviews.
 - Coordinate with the CACHSC and report suspected child abuse to TDFPS.
 - Participate in CACHSC activities including professional education, community educational efforts, and team building programs.
 - Provide feedback and suggestions regarding procedures and operations of CACHSC and the MDT process.
- *Attend New Team Member orientation regarding CACHSC services, the multidisciplinary process, and other relevant cross – discipline trainings*

District Attorney (Prosecution)

- Will represent the state in prosecuting child abuse felony cases.
- Work with law enforcement officers in the investigation of criminal child abuse cases.
- Will present cases to the grand jury.
- Represent victims of violence in protective orders and represent the state in removing children from abusive households.
- Coordinate efforts for trial preparation and court accompaniment with CACHSC staff and conduct criminal prosecution proceedings.
- Attend all scheduled MDT case review meetings and participate in the sharing of information regarding case status and plans for future court proceedings with other MDT members (Texas Family Code 264.406).
- Share information with other team members concerning the status of child abuse cases as they move through the legal system.
- Prosecution, when appropriate, will assist CACHSC in the review of conflict cases prior to providing services at CACHSC.
- Participate in CACHSC activities including professional education, community education efforts, and team building programs.
- Provide feedback and suggestions regarding procedures and operations of CACHSC and the MDT process.
- *Attend New Team Member orientation regarding CACHSC services, the multidisciplinary process, and other relevant cross – discipline trainings*

Judge Mario E. Ramirez Jr. Juvenile Justice Detention Center

- Juvenile Justice Detention Center will provide CACHSC staff with information pertaining to the direction, scope and status of a case when deemed appropriate.
- Responsible for referring any allegations of child abuse in the juvenile system to local authorities and TDFPS as defined in Texas Family Code Sec. 261-101. PERSONS REQUIRED TO REPORT; TIME TO REPORT.
- Schedule services for the child victim that may include a Sexual Assault Nurse Examination (SANE), Forensic Interview, and/or a Medical Assessment for Physical Abuse and Neglect Cases.
- Facilitate, as necessary, the safe transportation of children to CACHSC.
- In cases where a mobile interview is being requested, it is the responsibility of the Juvenile Justice Detention Center to secure a location for the interview to be conducted.
- The location must be agreed upon by both parties. Additionally, when a mobile interview is requested, the forensic interview will be scheduled at the earliest time available.
- May observe forensic interviews where the alleged offender is a juvenile, so an informed decision can be made in cases where law enforcement plans to file a criminal case.
- Cooperate with law enforcement on those cases when the alleged offender will be placed in detention where a criminal offense will be filed.
- Solicits information to assist in making recommendations or treatment decisions during case disposition where the alleged offender/respondent is a juvenile.
- Participate in CACHSC activities including professional education, community educational efforts, and team building programs.
- Provide feedback and suggestions regarding procedures and operations of CACHSC and the MDT process.
- *Attend New Team Member orientation regarding CACHSC services, the multidisciplinary process, and other relevant cross – discipline trainings*

Texas Department of Family and Protective Services (TDFPS); Child Protective Investigations (CPI), Child Protective Services (CPS) Adult Protective In-Home Investigations (APS), and Child Care Investigations (CCI).

MULTIDISCIPLINARY TEAM RESPONSE REQUIRED

- The department shall refer a case to a center and the center shall initiate a response by a center's multidisciplinary team appointed under Section 264.406 when conducting an investigation of:
 - **a report of abuse or neglect that is made by a professional as defined by Section 261.101 and that:**
 - alleges sexual abuse of a child; or
 - is a type of case handled by the center in accordance with the working protocol adopted for the center under Section 264.4031 [264.411(a) (9)]; or
 - a child fatality in which there are surviving children in the deceased child's household or under the supervision of the caregiver involved in the child fatality.
 - Any interview of a child conducted as part of the investigation under Subsection (a) must be a forensic interview conducted in accordance with the center's working protocol adopted under Section 264.4031 unless a forensic interview is not appropriate based on the child's age and development or the center's working protocol adopted under Section 264.4031.

- Subsection (a) applies only to an investigation of abuse or neglect in a county served by a center that has executed an interagency memorandum of understanding under Section 264.403. If a county is not served by a center that has executed an interagency memorandum of understanding, the department may, if appropriate, directly refer a case to a center in an

- adjacent county to initiate a response by that center's multidisciplinary team [, if appropriate].

Child Protective Investigations (CPI)

- Child Protective Investigations will schedule a forensic interview of children who are listed as victims in the Statewide Intake for a Priority One and Priority Two, who meets the overall acceptance criteria in accordance with the working protocols, and the report is made by a professional reporter as defined by TFC Section 261.101.

- Will be present and collaborative participate with the forensic interview process conducted at the CACHSC and satellite offices along with any other program services.

- Contact the CACHSC in the event an emergency forensic interview is needed after hours and remain on the premises at the CACHSC or satellite offices along with any other program services.

- Facilitate, as necessary, the safe transportation of children and non-offending caregivers to CACHSC.

- Provide all relevant information/reports when appropriate (Texas Family Code 264.406).

- Participate in individual case review/staffing prior to and following the forensic interviews.

- Coordinate with the CACHSC, law enforcement, as well as medical staff if the children have made an outcry or there is a report (section 4. Article 56A.251, Code of Criminal Procedure) of suspected sexual abuse by a family member and/or meets the overall acceptance criteria for an MDT response with the consent of the victim or an employee of TDFPS.

- Provide direction when deemed appropriate regarding the sharing of case information/specifics with the victim's non-offending caregivers regarding any placement of and protection of the child, advise CACHSC staff of any plans for mental, health, medical or other social services referrals for the child victim and/or family members.

- Report referrals to law enforcement and conduct of joint investigations as required by law.

- Attend all scheduled MDT Case review meetings and participate in the sharing of information regarding current case status and plan for continued investigative activity with MDT members (Texas Family Code 264.406). If unavailable, contact CACHSC in advance to provide pertinent information or send a representative from the investigative agency that is prepared to update the team.

- Participate in CACHSC activities including professional education, community educational efforts, and team building programs.

- Provide feedback and suggestions regarding procedures and operations of CACHSC and the MDT process.

- *Attend New Team Member orientation regarding CACHSC services, the multidisciplinary process, and other relevant cross – discipline trainings*

Adult Protective Services In-Home Investigations (APS)

- Adult Protective Investigations will schedule a forensic interview of elder and disabled individuals who are listed as victims on Statewide Intake for a Priority One and Priority Two, who meets the overall acceptance criteria in accordance with the working protocols; and the report is made by a professional reporter as defined by TFC Section 261.101.
- Will be present and collaboratively participate with the forensic interview process conducted at the CACHSC and satellite offices along with any other program services.
- Contact the CACHSC in the event an emergency forensic interview is needed after hours and remain on the premises at the CACHSC or satellite offices until all services with the child victim and non-offending caregivers are complete.
- Provide all relevant information/reports when appropriate (Texas Family Code 264.406)
- Participate in individual case review/staffing prior to and following the forensic interviews.
- Coordinate with the CACHSC, law enforcement, as well as medical staff if the children have made an outcry or there is a report (section 4. Article 56A.251, Code of Criminal Procedure) of suspected sexual abuse by a family member and/or meets the overall acceptance criteria for an MDT response with the consent of the victim or an employee of TDFPS.
- Provide directions when deemed appropriate regarding the sharing of case information/specifics with the victim's non-offending caregivers regarding any placement of and protection of the child, advise CACHSC staff of any plans for mental health, medical, or other social services referrals for the child victim and/or non-offending caregivers.
- Attend all scheduled MDT case review meetings and participate in the sharing of information regarding case status and plans for continued family involvement with other MDT members (Texas Family Code 264.406). If unavailable, contact CACHSC Coordination Staff in advance to provide pertinent information or send a representative that is prepared to update the team.
- Report referrals to law enforcement and conduct joint investigations as required by law.
- Participate in CACHSC activities including professional education, community education efforts and team building programs.
- Provide feedback and suggestions regarding procedures and operations of CACHSC and the MDT Process.
- *Attend New Team Member orientation regarding CACHSC services, the multidisciplinary process, and other relevant cross – discipline trainings.*

Child Care Investigations (CCI)

- Child Care and Registered Child Care Investigations will schedule a forensic interview for victims of abuse and neglect in child-care operations, and child placing agencies, who are listed as on the Statewide Intake for a Priority One and Priority Two, who meets the acceptance criteria in accordance with the working protocols, and the report is made by a professional reporter as defined by TFC Section 261.101.
- Will be present and collaboratively participate with the forensic interview process conducted at the CACHSC and satellite offices along with any other program services.
- Contact the CACHSC in the event an emergency forensic interview is needed after hours and remain on the premises at the CACHSC or satellite offices until all services with the child victim and non-offending caregivers are completed.
- Facilitate, as necessary, the safe transportation of children and non-offending caregivers to CACHSC and satellite offices.

- Provide all relevant information/reports when appropriate (Texas Family Code 264.406).
- Participate in individual case review/staffing prior to and following the forensic interviews.
 - Coordinate with the CACHSC, law enforcement, as well as medical staff if the children who have made an outcry or there is a report (section 4. Article 56A.251, Code of Criminal Procedure) of suspected sexual abuse by a family member and/or meets the overall acceptance criteria for an MDT response with the consent of the victim or an employee of TDFPS.
 - Provide direction when deemed appropriate regarding the sharing of case information/specifics with the victim's non-offending caregivers regarding any protection of the child, advise CACHSC staff of any plans for mental health, medical or other social services referrals for the child victim and/or non-offending caregivers.
 - Report referrals to law enforcement and conduct joint investigations as required by law.
 - Attend all scheduled MDT Case review meetings and participate in the sharing of information regarding current case status and plan for continued investigative activity with MDT members (Texas Family Code 264.406). If unavailable, contact CACHSC in advance to provide pertinent information or send a representative from the investigative agency that is prepared to update the team.
 - Participate in CACHSC activities including professional education, community educational efforts, and team building programs.
 - Provide feedback and suggestions regarding procedures and operations of CACHSC and the MDT Process.
 - *Attend New Team Member orientation regarding CACHSC services, the multidisciplinary process, and other relevant cross – discipline trainings*

Medical Roles

- A Sexual Assault Nurse Examiner (SANE), Physicians, Nurse Practitioners, Physician's Assistant, who has met the training standards, has pediatric experience, and child abuse expertise will conduct a comprehensive medical exam to sexual/physical and neglect abuse patients to include photo and written documentation of injuries/and or other physical findings and collect evidence.
 - Acute SANE exams (less than 120 hours since the sexual assault occurred) will be performed at the nearest sexual assault forensic exam ready medical facility (SAFE) to ensure evidence is collected, the need for emergency contraception, and post-exposure prophylaxis for sexually transmitted infections (STI'S), pain management, and document evidence or complaint of anogenital bleeding or injury; and/or the need for a mental health evaluation.
 - **Non-Acute SANE** exams (more than 120 hours since the sexual assault occurred) will be performed through a scheduled appointment at the CACHSC or satellite offices by a CACHSC SANE Nurse and/or referred to the closest SAFE ready medical facility. The medical sexual assault examination will consist of history/narrative of the alleged incident, a full body and a detailed anogenital exam, collection of photographic evidence, and/or the need for a mental health evaluation.
 - They will actively and collaboratively participate with program services when appropriate.
 - Provide direction when deemed appropriate regarding the sharing of case information/specifics with the victim's non-offending caregivers regarding medical evaluation, advice CACHSC staff of any plans for mental health, medical or other social services referrals for the child victim and /or non-offending caregivers.

- Attend all scheduled MDT Case review meetings and participate in the sharing of information regarding current case status and plan for continued investigative activity with MDT members (Texas Family Code 264.406). If unavailable, contact CACHSC in advance to provide pertinent information or send a representative from the investigative agency that is prepared to update the team.

- Participate in CACHSC activities including professional education, community educational efforts, and team-building programs.

- Provide feedback and suggestions regarding procedures and operations of the CACHSC and the MDT process.

- Cases of child victims of alleged abuse who receive medical care from a non-MDT medical provider and/or a medical provider who does not specialize in child abuse will be reviewed by the designated MDT Medical Provider to assess the need for further evaluation/and or treatment.

- A medical facility who will be providing services as part of a multidisciplinary approach for the purpose of child abuse cases will have an additional linkage agreement detailing their roles and responsibilities.

- *Attend New Team Member orientation regarding CACHSC services, the multidisciplinary process, and other relevant cross – discipline trainings*

Training Requirements for SANE Nurses Providing Services to Children Under Chapter 264

SANE nurses providing services to children under Chapter 264 must adhere to the following training and documentation standards. They are responsible for submitting evidence of the following:

Advanced Medical Consultant in Sexual Abuse Evaluations with Findings

A medical provider who offers expert review of sexual abuse evaluations deemed abnormal or “diagnostic” of trauma must meet one of the following training and eligibility standards:

- **Child Abuse Pediatrician;** or
- **Physician or Advanced Practice Nurse with the following qualifications:**
 - Meets the minimum training standards required for a CAC medical provider.
 - Has performed at least **100 child sexual abuse evaluations;** and
 - Is **current with Continuous Quality Improvement (CQI)** requirements (see below).

Supporting Documentation:

Documentation must be attached to verify the above training and eligibility standards, including proof of continuing education.

Exception: A signed attestation **without** supporting documentation is acceptable only when confirming the completion of 100 child sexual abuse evaluations.

Definition of an Advanced Practice Nurse (APRN)

For the purposes of this protocol, an APRN includes a Nurse Practitioner (NP) or Pediatric Nurse Practitioner (PNP) who has completed:

- An undergraduate degree,

- Two years of graduate-level education,
- A clinical certification exam, and
- A minimum of **16 hours of formal didactic training** in the medical evaluation of child sexual abuse.

Continuous Quality Improvement (CQI) Requirements

To maintain eligibility, the medical provider must:

- Be familiar with **current research** on findings in abused and non-abused children, including the **sexual transmission of infections** in children (if performing evaluations in alleged sexual abuse cases);
- **Stay current with guidelines and recommendations from national professional organizations such as:**
 - The American Academy of Pediatrics Committee on Child Abuse and Neglect,
 - The American Professional Society on the Abuse of Children,
 - The Centers for Disease Control and Prevention (CDC); and
- **Provide documentation of participation in CQI activities, including:**
 - Continuing education, and
 - Expert review of positive findings (in alleged sexual abuse cases) with an

Advanced Medical Consultant.

Accuracy in interpreting medical findings is critical to the integrity and effectiveness of the Multidisciplinary Team (MDT).

Mental Health Providers

- Off-site participating Mental Health Providers, who have a Memorandum of Understanding (MOU) with the CACHSC of Hidalgo and Starr Counties (CACHSC), will share pertinent case-related information. This may include treatment progress, attendance, and other clinically relevant data appropriate for sharing with MDT members.
- Off-site Mental Health Providers are encouraged to attend MDT Case Review meetings where their client's case will be discussed.
- Mental Health Providers will submit a Clinical Tracking Form outlining treatment goals, progress or lack thereof, and any concerns needing MDT attention. This form must be submitted during the initial treatment month and every three months thereafter, in accordance with MHP-MOU requirements.
- *Attend New Team Member orientation regarding CACHSC services, the multidisciplinary process, and other relevant cross – discipline trainings*

CACHSC of Hidalgo and Starr Counties (CACHSC)

- CACHSC will serve as the interagency coordinated response center, facilitating a Multidisciplinary Team (MDT) approach involving Law Enforcement, the Texas Department of Family and Protective Services (TDFPS), Juvenile Justice Center, Doctor's Hospital at Renaissance

Health System, Driscoll Children's Hospital, the District Attorney's Office, and off-site Mental Health Providers.

- Will help to coordinate through a multi-disciplinary approach the investigation, prosecution, and intervention efforts of child abuse cases.
- Provide a child-focused setting designed to provide a safe, comfortable, and neutral place for victims and their non-offending caregivers.
- Provide trained Forensic Interviewers to conduct legally sound, non-leading, neutral interviews for the purpose of investigations.
- Provide Victim Support and Advocacy services to the children and families who are referred to our center.
- Assist families with Mental Health and Medical Referrals.
- Provide a place for MDT Members to meet with the child and non-offending caregivers.
- Provide a facility at which a Multidisciplinary Team can meet to facilitate the efficient and appropriate disposition of child abuse cases through the civil and criminal justice systems on a monthly or as needed basis.
- Will receive and review TDFPS Statewide Intakes for acceptance criteria and collaboration between MDT members.
- Track each case as it moves through the investigative and legal process until final disposition.
- Advocate and provide support for the children and families served by the CACHSC.
- Assist families with crime victim applications, as needed, and maintain contact to monitor the progress of any victim services provided.
- Provide continued support to clients and non-offending caregivers.
- Provide medical evaluations for allegations of sexual abuse in cases that meet the guidelines for non-acute SANE exams. In certain situations, if necessary, CACHSC may conduct medical examinations for acute cases when it is in the best interest of the child.
- Provide Mental Health Therapists who meet the qualifications to conduct trauma-based counseling services.
- The CACHSC will serve as a clinical consultant and will support and monitor the treatment progress and outcomes of any child victim and their non-offending caregivers.
- Mental health professionals participating in the MDT will share only information deemed relevant to case coordination, treatment planning, or safety concerns, in accordance with HIPAA and professional ethics. When possible, consent to share mental health information will be obtained from the client/caregiver using an agency-approved release of information. All shared information will be documented and transmitted using secure, confidential methods.

Conflict Resolution

In the event of a conflict arising between team members regarding management of cases, conducting interviews, staffing of cases, etc. the CACHSC Executive Director shall

contact the agency supervisors who have authority over the individuals involved in the conflict/complaint. The Executive Director will provide in writing specific information about the nature and context of the conflict/complaint. Each agency supervisor will have sole authority in determining what, if any, action will be taken toward the individual team members involved, to resolve the conflict. In the event either agency involved deems greater urgency, a called meeting of all agency supervisors may be requested, scheduled, and conducted.

Confidentiality

The files, reports, records, communications, and working papers used or developed in providing communications, and working papers used or developed in providing services under this Chapter are confidential and not subject to public release under Chapter 552, Government Code, and may only be disclosed for purposes consistent with Chapter 264. All State and Federal confidentiality laws will be followed in connection with this agreement.

Permitted disclosures may include:

Disclosure May Be To:

1. **The Texas Department of Family and Protective Services (TDFPS)**, department employees, law enforcement agencies, prosecuting attorneys, medical professionals, and other state agencies that provide services to children and families.
2. **The attorney for the child** who is the subject of the records, and a court-appointed volunteer advocate appointed under Section 107.031. Information related to the investigation of a report of abuse or neglect under Chapter 261 and services provided as a result of the investigation is confidential per Section 261.201.
3. **TDFPS, a law enforcement agency, and a prosecuting attorney** may share confidential information with the center under Section 261.201 as needed to provide services under this Chapter. Confidential information remains the property of the agency that originally shared or provided it.
4. **Courtesy services** will be provided to other federal and state law enforcement agencies other than those identified in this protocol when appropriate. These agencies will be required to sign a statement of confidentiality prior to participating in any programming service.
5. **The video and audio interview** of a child made at the center will become property of the prosecuting attorney involved in the criminal prosecution of the case involving the child. If no criminal prosecution occurs, the video recorded interview is the property of the attorney involved in representing the department in a civil action alleging child abuse or neglect. If the department is not investigating or has not investigated the matter, the video recorded interview is the property of the agency that referred the matter to the center.

Facility

Alleged Perpetrators

The CACHSC will provide a safe, neutral, child-focused facility for children and their non-offending caregivers.

No alleged or confirmed perpetrators will be allowed in the facility and/or the CACHSC premises. Only caregivers/family members who are directly involved with a case will be allowed in the facility and the CACHSC premises. Involvement is defined as a

caregiver/family member who is supportive of the child victim and/or caregiver/family member. The CACHSC staff may limit the number of caregivers/family members in the facility.

No interviews of alleged or confirmed perpetrators (adult or child) will be conducted at the CACHSC facility. Juvenile (ages 10 years or older) will be allowed in the facility when services are provided to them as child victims. CACHSC coordination staff will ensure that the victim is scheduled on a different day and/or time from their alleged juvenile's perpetrator's appointment. Consideration will be given to allow alleged confirmed perpetrators in the facility, if their participation in mental health and *medical services* is conducive to the victim's treatment.

Every effort will be made to avoid the presence of known perpetrators on site at the CACHSC whenever possible. In some situations, it may be allowable for a parent/guardian or caregiver that is an alleged or confirmed offender of neglectful supervision, but not for sexual/physical abuse to bring the child to the center for a forensic interview or SANE exam concerning sexual abuse or a medical evaluation concerning physical abuse or neglect.

Presence of Other Individuals

Every effort will be made to avoid the presence of any known defense attorneys and/or lawyers representing a caretaker/alleged perpetrator on-site at the CACHSC facility/premises. CACHSC will seek further advisement from the Hidalgo County District Attorney's Office.

Agencies Other than Hidalgo County Utilizing CACHSC Services

Upon request from our signature agencies, CACHSC will extend program services to other agencies of Hidalgo County.

When services are scheduled by TDFPS for a Law Enforcement agency outside of Hidalgo County, TDFPS will coordinate the appointment with a local Law Enforcement agency as a courtesy when available. Should a local Law Enforcement agency not be available, TDFPS may assign a Special Investigator to be present for the scheduled appointment.

Intake and Case Coordination

The CACHSC of Hidalgo County, Inc. receives case intakes in any of the

following manners:

1. Direct referral from local law enforcement partner agencies via phone, email etc.
2. Direct referral from local TDFPS partner agency via phone, email, etc.
3. Referral from TDFPS Statewide Intake/Hotline via email

Regardless of method of receipt, the CACHSC Coordination Staff will work to assist in coordination of joint investigations for all cases that meet the agreed upon case criteria within these MDT Protocols. The CACHSC will strive to communicate with and connect the appropriate investigative agencies with one another and assist, as requested, with the scheduling of any and all of the following core CAC services/activities appropriate for the respective cases: Forensic Interview, Victim Support and Advocacy, Medical Evaluations, Mental Health Evaluations and/or MDT Case Review.

For Intakes received via the TDFPS Statewide Intake/Hotline System

The CACHSC MDT Coordination Staff will read, review, and log all SWI reports received to determine if the Intake meets the agreed upon criteria for a multidisciplinary response and/or CACHSC services, the MDT Coordination Staff will check to determine whether or not the case has already been referred by local law enforcement and/or TDFPS. For cases that have not yet been referred to the CACHSC for a multidisciplinary team response and/or CACHSC services, the MDT Coordination Staff will contact the appropriate investigatory agencies to:

- Alert them about the intake.
- Communicate how the case appears to meet agreed upon case criteria for an MDT response and/or CACHSC services.
- Inquire as to what actions the investigating agencies wish to take at that time.

This outreach to the investigating agencies will be conducted through email, phone and/or text within 72 hours.

Coordination Staff will assist with communication and coordination among investigating agencies regarding the Intake and also offer to assist with scheduling services, as directed by the agencies. The MDT Coordination Staff will log details of the Intake through Collaborate (Pre-Intake function) as well as any actions determined to be taken at that time.

In the event an Intake meets the agreed upon case criteria for an MDT response and/or CACHSC services, but the investigating agencies, for whatever reason, advise that no further action is needed/will be taken, the Investigator will provide the reason for dismissal of the Intake and that information will also be logged into the case record for future reference, as needed.

CACHSC's role in reviewing the reports is to review and identify Statewide Intake reports within the overall case acceptance criteria as defined by the CACHSC's Working Protocol and facilitate CACHSC's multidisciplinary team services related to case investigation, assessment, and intervention. In addition, we understand that the CACHSC's access to the Statewide Intake reports shall not be construed to change, reduce, or expand the authority or jurisdiction of the CACHSC or any multidisciplinary team partner agency as it relates to initiating and conducting investigations, assessments, and/or interventions.

CACHSC will store, retain, and destroy all Intake Reports in accordance with the CACHSC Records Retention Policy.

COLLABORATIVE ACTIVITIES AND PROGRAM SERVICES

SPECIFIC CASE CRITERIA FOR SERVICES FOR FORENSIC INTERVIEWS, MEDICAL EXAMS, MENTAL HEALTH, AND VICTIM SUPPORT AND ADVOCACY.

The Children's Advocacy Center of Hidalgo and Starr Counties (CACHSC) is committed to providing collaborative activities and program services in alignment with the overall criteria outlined in these MDT Protocols.

The following cases that meet the overall criteria will be referred for an MDT response:

Priority One Criteria

1. Sexual Abuse allegations to include, but not limited to (as defined in the Texas Penal Code):

- a. Aggravated Sexual Assault (Sec. 22.021)
- b. Sexual Assault (Sec. 22.011)

- c. Continuous Sexual Abuse of a child (Sec.21.02)
 - d. Indecency with a Child (Sec.21.11)
 - e. Prohibited Sexual Conduct (Sec. 25.02)
 - f. Indecent Exposure (Sec.43.25)
- 2. Possession of promotion of Child Pornography (Sec.43.26)
 - 3. Sexual Performance by a child (Sec.43.25)
 - 4. Trafficking of Persons (Sec.20A.02)
 - 5. Human Smuggling (Sec.20.05)
 - 6. Solicitation of a child (Sec.22.06)
 - 7. Injury to a Child (Sec.22.04)

Priority Two Criteria

- 1. Allegations of Physical Abuse
- 2. Child Fatality
- 3. Child Witness to a Crime
- 4. Allegations of Neglect
- 5. Child at Risk of Abuse

Collateral/Witness Interviews by Partner Agencies

Partner Agencies are encouraged to conduct all interviews of non-offending caregivers/siblings at the CACHSC whenever space and schedule permits.

After Hours Overall MDT Response

The CACHSC will be available during business hours from 8:00 AM to 5:00 PM and after business hours to respond to TDFPS cases related to a report of abuse that is made by a professional reporter and that alleges sexual abuse of a child; or is a type of case handled by the center in accordance with the case criteria outlined in these working protocols; or a child fatality in which there are surviving children in the deceased child's household or under the supervision of the caregiver involved in the child fatality.

FORENSIC INTERVIEWS

TARGET POPULATION

The CACHSC target population for forensic interviews consists of child victims of maltreatment to include sexual abuse, physical abuse, human trafficking, and witness to a violent crime ages 2- 17, as well as adults with substantial impairment (with the direction of the District Attorney's Office).

A forensic interview is a developmentally sensitive and legally sound method of gathering factual information regarding allegations of abuse and/or exposure to violence using a semi-structured narrative process and are coordinated to avoid multiple interviews. Interviews are conducted by a competently trained, neutral professional utilizing research and practice informed techniques as part of a larger investigative process.

All interviews shall be conducted by a trained CACHSC Forensic Interviewer with specialized training in conducting forensic interviews at CACHSC, satellite offices, or approved mobile site via

scheduled appointments in a CACHSC interview room. All forensic interviews will be conducted utilizing the CAC of Texas Semi-Structured Narrative Interview Process or a Nationally Recognized process. A CACHSC interview room is defined at any location that has been established by the CACHSC.

Appointment/CACHSC Intake Process

MDT members requesting a Forensic Interview are required to schedule an appointment with CACHSC Coordination Staff. Coordination Staff will gather pertinent information from the referring agency necessary to complete the intake process.

Appointment will be scheduled at the CACHSC location closest to the victim's residence when possible.

Information Required at Intake:

1. Allegations.
2. Identifying information for victims, non-offending parents, and alleged perpetrator.
3. Known victim's disability.
4. Individual transporting the victim and their date of birth.
5. Victim's address/city.
6. Information regarding additional investigative agency involved (TDFPS or Law Enforcement) case number and investigator assigned.
7. Contact phone number for investigator(s) involved.

Joint Investigation Coordination and MDT Notification

It is a policy that victims be exposed to a minimum number of interviews and interviewers pursuant to Section 264.403 of Texas Family Code. Interviews conducted with victims of sexual abuse and serious physical abuse will be conducted jointly by an Investigator from the appropriate TDFPS, and Law Enforcement Agency, pursuant to Section 261.301 of the Texas Family Code. CACHSC Coordination Staff will follow-up and notify team members prior to the forensic interview of a child victim to ensure all investigative agencies involved are present. The investigative team (TDFPS or Law Enforcement) scheduling the appointment is responsible for all communication with and/or non-offending caregivers/guardian and /or agency responsible for the transportation of the victim to the appointment.

Individual Conducting the Interview

Forensic interviews will be conducted by a CACHSC trained Forensic Interviewer who has completed the required trainings. Only the alleged victim, a forensic interviewer, as well as an interpreter when needed, will be allowed in the interview room.

Forensic interviews will be conducted based on the outlined overall acceptance criteria for Program Services and a trained Forensic Interviewer will be selected for each specific case that fits appropriately to the child victim's needs.

Forensic Interviewers will have successfully completed documentation of timely progress towards or satisfactory completion of the CACHSCs of Texas, Inc., Forensic Interviewer Core Curriculum; and/or a curriculum that is a national; and/or state recognized forensic interview trainings and adheres to current research and best practices.

Forensic Interviewers who conduct forensic interviews will participate in a structured peer review process for forensic interviewers a minimum of two (2) times per year. In addition, all

Forensic Interviewers will participate in ongoing education in the field of child maltreatment consisting of 8 contact hours annually.

Case assignments for scheduled forensic appointments will be reviewed to ensure the most appropriate interviewer is selected based on training and expertise, aiming for the best possible outcome whenever possible.

Interpreter

In the event the victim and/or a non-offending caregiver require the use of an interpreter, the referring agency will coordinate services. The CACHSC will assist with the coordination of those services when needed. The interpreter will provide a copy of their credentials, a valid identification, and participate during the forensic interview when needed.

Additionally, the interpreter will be required to read and sign the “Guidelines for Interpreters During an Interview” form as well as a confidentiality agreement.

Availability/Presence of MDT Members on Joint Interviews

MDT members with investigative responsibilities must observe the forensic interview(s) to ensure necessary preparation, information sharing, and MDT/interviewer coordination throughout the interview and post-interview process.

Law Enforcement and/or a TDFPS investigator must be present for the observation of the forensic interview; however, in the event one is unable to be present, the case investigator or their immediate supervisor must give approval for the forensic interview to be conducted in his or her absence.

No interview will be conducted at the CACHSC when not observed by at least one Law Enforcement or TDFPS Investigator. CACHSC staff will allow 15 minutes after scheduled interview time for all agencies involved to arrive before making alternative arrangements. Should an investigative agency not arrive within 15 minutes and/or CACHSC is unable to make contact, the CACHSC may proceed with the scheduled interview if they were previously notified of the appointment.

Who Observes the Interview

All CACHSC interviews shall be observed by at least one authorized investigative team member (TDFPS, Law Enforcement (local, state, or federal) and a designated/assigned prosecutor from the District Attorney’s Office) to ensure privacy for the victim and minimize the number of witnesses involved directly with the investigation and prosecution.

Those who may observe the forensic interview may include:

- Other CACHSC staff such as the Sexual Assault Nurse and CACHSC Mental Health Counselor may observe the forensic interview when appropriate.
- Off-site agency (e.g., Medical, Mental Health, etc.) may observe a forensic interview by court order or with the approval of the District Attorney or the designated prosecutor whenever feasible.

Those who may not observe the forensic interview:

- Caretakers, lawyers representing caretakers(s), therapists, social workers, advocates, and/or significant others shall not be allowed to be present in the interview room or observation room during a forensic interview.

- An Ad Litem Attorney may not observe the interview.
- A partner agency intern and/or volunteer shall not be allowed to be present in the observation room during the forensic interview unless otherwise approved by the Executive Director of the CACHSC.

Pre-Interview Procedures

TDFPS and/or Law Enforcement Investigators should introduce themselves to the non-offending caregivers of the child victim and explain their roles in the investigation process prior to the beginning of the interview.

The Forensic Interviewer, when feasible, will introduce themselves and explain the interview process to the non-offending caregivers. In the event the interviewer is unable to do so, the Victim Advocate may explain the process.

The Forensic Interviewer will introduce the room to the child. When possible, the Forensic Interviewer and Victim Advocate should assess the child's developmental level and inquire about any known disabilities the child may have with the non-offending caregivers.

The Forensic Interviewer will meet with the case team prior to beginning an interview to discuss any pertinent information regarding the case or alleged victim. Should an audio/video recording and/or written statement have been conducted by TDFPS or a Law Enforcement Agency with the victim(s), the audio/video recording and/or written statement will be provided to the jurisdiction involved in the joint investigation (pursuant to Section 261.301 of the Texas Family Code) case prior to a forensic interview. If the interview is agreed upon by the case team, the case team should agree upon the parameters of this interview.

In the event a child is present for multiple CACHSC services, the case team will discuss and determine which service should be completed first (i.e. medical, interview, etc.).

During the Forensic Interview

The case team will observe and take notes as the forensic interview is being conducted. If the case team has any questions during the interview process, they may communicate with the Forensic Interviewer at the time of the interview. In the event the Forensic Interviewer needs to communicate with the case team, the interviewer may step out of the interview room (taking into consideration the victim's age/and or demeanor) to discuss their questions or concerns with the case team.

The Forensic Interviewer may use aids during the interview process which may include male and/or female anatomical drawings and dolls, assessment tools, as well as any other aids deemed necessary by the case team. In some cases, it is necessary for the Forensic Interviewer to introduce evidence when deemed necessary by law enforcement and/or TDFPS.

The case team may request for the Forensic Interviewer when deemed necessary to introduce evidence during the interview. All information to include photographs, and or documentation must come from Law Enforcement and/or TDFPS. The CACHSC will not print, copy, or create documentation. All work products will become part of the forensic interview and will be stored accordingly to policies and procedures and a copy will be provided to law enforcement.

Post Interview Procedure

After the interview, the interviewer, victim advocate, law enforcement, and/or TDFPS (case team) (when applicable) will meet to discuss the outcome of the interview, clarify any questions or concerns regarding the case and identify any additional services.

Law enforcement will provide, if any, an offense category for CACHSC record keeping. A Victim Advocate may share information gathered through their assessment of the non-offending caregivers with the case team. Following that meeting, law enforcement/and or TDFPS should meet with the non-offending caregivers to explain the outcome of the interview and answer any questions they may have.

When relevant, the case team will discuss and determine the need for a SANE exam or a medical evaluation. If a SANE exam or medical evaluation was completed, CACHSC will document when and where it was done, if one has not been done, and one is needed, CACHSC staff may facilitate scheduling the SANE exam or medical evaluation with the CACHSC or an approved Safe Ready Medical Facility (SAFE).

Subsequent Forensic Interview

A subsequent interview is an interview to supplement the initial, completed forensic interview.

While it is CACHSC's goal to minimize the number of interviews per child, if an MDT member believes that a subsequent interview is necessary, the procedure shall be as follows:

1. The Case Team should confer and discuss the need for a subsequent interview and reach a consensus.
2. If an audio/video recording and/or written statement interview has been conducted by TDFPS or a Law Enforcement Agency with the victim(s), the audio/video recording and/or written statement will be provided to the jurisdiction involved in the joint investigation (pursuant to Section 261.301 of the Texas Family Code) case prior to a subsequent interview.
3. If the follow-up repeat interview is agreed upon by the case team, the case team should agree upon the parameters of this interview.
4. CACHSC will seek the assistance of the District Attorney's Office when a consensus is not met with the case team.
5. A subsequent interview will be conducted by the same Forensic Interviewer when possible.

Multi-Session Forensic Interview (MSFI)

A multi-session forensic interview is one forensic interview completed over multiple sessions for children and cases with special considerations. Special considerations include:

1. Children with disabilities
2. Children from diverse cultural backgrounds
3. Preschool children
4. Children who have experienced extreme trauma
5. Children who are victims of human trafficking

The case team should make the decision to have an MSFI conducted in place of a traditional interview. A MSFI should only be conducted with unanimous case team support for the initial Forensic Interviewer.

Prior to scheduling a MSFI for a courtesy law enforcement jurisdiction, the partner agency scheduling the appointment, or CACHSC staff should consult with the designated investigative agency for MSFI approval.

All MSFI successive sessions will be coordinated through the Forensic Interviewer and will be scheduled promptly.

Multi- Session Forensic Interview Work Product

The original interview will be created and uploaded to GuardifyNyx Software after each successive session of a MSFI. The Interview (s) will be uploaded by the forensic interviewer and stored in the GuardifyNyx software cloud-based system until the MSFI sessions have concluded. A link will be sent to the investigative agency when all sessions have been completed.

The forensic interviewer will make a full color copy of the original work product completed during the MSFI for each successive session. All work products will be stored by the forensic interviewer in the GuardifyNyx software cloud-based system until the sessions have concluded.

Video Recordings

Interviews conducted at the CACHSC of Hidalgo and Starr Counties with victims will be video recorded pursuant to Texas Family Code Section 261.302.

Forensic Interviewers will upload all forensic interviews to a secured software cloud-based system called GuardifyNyx. A link to view and/or download the interview will be provided to each investigative agency.

Each Interview will be stored in the GuardifyNyx software cloud-based system identifying the following:

- Interviewees (victim (s))
- Date when interview was created
- Interviewee name
- Custodian
- Name of the forensic interviewer
- CACHSC case ID number
- Law enforcement case number
- Law enforcement agency
- DFPS case number
- CPS agency
- Jurisdiction if known
- County
- Language

- Interview observers
- Interview type
- Assigned investigator (s)
- Name of the forensic interviewer
- Alleged perpetrator if known
- GuardifyNyx (video) history
- Work product copy (attachments)
- Shared access with details
- Downloads

TDFPS and Law Enforcement Investigators will acknowledge that an original interview recording was provided through the GuardifyNyx system. The chain of custody ensures the interview is safe and only accessed by those who need access.

CACHSC will not store any video recording of interviews on local servers. If a case team member is not present for the recording of the forensic interview, a link of the video recordings(s) will be shared with law enforcement and/or TDFPS and/or Prosecutor present at that time of the recording. Interviews will be transferred to the Hidalgo County Criminal District Attorney's office through the GuardifyNyx System.

A video recording of an interview of a child that is made is the property of the prosecuting attorney involved in the criminal prosecution of the case involving the child. If no criminal prosecution occurs, the video recording is the property of the attorney involved in representing the department in a civil action alleging child abuse or neglect. If the matter involving the child is not prosecuted, the video recording is the property of the department if the matter is an investigation by the department of abuse and neglect. If the department is not investigating or has not investigated the matter, the video recording is the property of the agency that referred the matter to the center (TFC Sec.264.408).

After-Hour Forensic Interviews

On a case-by-case basis MDT members will assess whether it is in the best interest of the child to conduct a forensic interview after hours (e.g., night and/or weekends). CACHSC on-call staff will consider the following when scheduling after-hour interviews.

1. Allegations
2. Time of requested interview
3. Child's health and emotional state at the time of request
4. Availability of staff
5. Case details

MDT members will contact CACHSC through the 24-hour, seven day a week answering service at telephone number 956-287-9754 for emergency Forensic Interviews. When the interview cannot be conducted after hours, priority will be given to the case, and it will be scheduled at the earliest date and time, feasible and agreeable to all agencies involved.

On call CACHSC staff will be available in the event of an emergency 24 hours a day and 7 days a week. On call staff include, but is not limited to, a Forensic Interviewer, a Family Support Specialist, a SANE nurse, a Counselor and or Therapist.

Off-Site Interviews

Off-site forensic interviews will be available on a case-by-case basis using CACHSC portable equipment. These interviews will be conducted in an appropriate environment conducive to audio and video recording, utilizing a secure, HIPAA-compliant platform such as Zoom. CACHSC Coordination Staff and MDT members will ensure the location of where the interview will be conducted will be to the best of their ability and appropriate for the child to be interviewed. CACHSC staff may include, but it's not limited to: A Forensic Interviewer and a Family Support Specialist.

Equipment

A portable laptop, camera, and microphone will be taken to an off-site approved location. The off-site location will be approved by the Executive Director and/or assigned supervisor of CACHSC. The equipment will be operated by a trained Forensic Interviewer.

The following guidelines will be used when choosing a site:

- o Interview Room
- o Observation room
- o Waiting room

The following guidelines will be strictly enforced when conducting interviews using mobile equipment:

- o Maintaining Confidentiality
- o Signs on doors when necessary
- o Location of site
- o Monitoring of parents
- o Confidentiality agreements signed with interview site

Tracking Portable Forensic Interviews

CACHSC Coordination Staff will document the location of the forensic interview in the CAC's database as well as on the GuardifyNyx system. When an interview is recorded a link to the interview will be shared with Law Enforcement and TDFPS Investigator. After 30 days all interviews stored in the GuardifyNyx System will be transferred to the District Attorney's Office.

No copies of the mobile interview will be stored in the mobile laptop hard drive.

Victim Support and Advocacy

The CACHSC target population for victim support and advocacy consists of child victims of maltreatment to include sexual abuse, physical abuse, human trafficking, and witness to a violent crime ages 2-17, as well as adults with substantial impairment (with the direction of the District Attorney's Office). Victim Advocacy services will also be provided to non-offending family members who meet the overall case criteria for an MDT response. In addition, Victim Support and

Advocacy Services will be provided on a case-by-case basis to children and/or family members from the community when approved by the Executive Director.

The focus of victim support and advocacy is to help reduce trauma for the victim child and non-offending caregivers and to improve outcomes. Coordinated victim advocacy services encourage access to and participation in investigation, prosecution, treatment, and support services through the life of the case and thus are a necessary component in the MDT's response.

Victim Advocate

A Victim Advocate or trained MDT member who has specialized training in victim advocacy will provide victim support to child victims and their non-offending caregivers.

A Victim Advocate or trained MDT member will demonstrate that they have successfully completed a minimum of 24 hours of instruction within 6 months of hire. The training must consist of specific criteria as outlined by the CAC of Texas and/or appropriate training requirements specific to the services they provide, if an individual provides victim support and advocacy services as part of the CACHSC/MDT response.

A Victim Advocate or trained MDT member will demonstrate participation in ongoing education in the field of Victim Advocacy and Child Maltreatment consisting of eight (8) contact hours annually.

Greeting and Orientation

The Victim Advocate will greet and provide an orientation to children/and their non-offending caregivers and will be available during the forensic interview to provide support to non-offending caregivers and may participate in pre and post interview case staffing when applicable.

Assessment

A Victim Advocate will conduct an assessment with the parent/legal guardian present to determine the need for services relating to the investigation of abuse of their child and or parent/legal guardian. They will also assess the child(s) and non-offending family caregiver's/family's mental state and feelings about participation in the investigation/prosecution.

Crisis Intervention

A Victim Advocate may provide crisis intervention and support at all stages of the investigation and prosecution process of the victim and their non-offending caregivers.

Information and Referral

The Victim Advocate will provide relevant educational literature/information, which may include:

- o Information about the CACHSC
- o Educational literature/information related to child abuse and services provided
- o Off-site available resources
- o Referrals for counseling services on-site or off-site
- o Victim's Rights

- o Assistance with procuring services (housing, protective orders, domestic violence intervention, food, transportation, public assistance)
- o Provide information about the investigation process
- o Texas Crime Victim's Compensation as well as assistance with the completion and submission of the application.
- o Victim Information and Notification Everyday (VINE) as well as assistance with the registration process

MDT Case Review Meetings

The Victim Advocate will attend and/or coordinate MDT case review meetings. They will provide updates to non-offending caregivers on case status, continuances, dispositions, sentencing, and offender release from custody when appropriate. The Victim Advocate will also provide MDT updates regarding the victim and/or the caregiver/family status during case review meetings.

Family Follow Up

The Victim Advocate and/or other CACHSC staff will conduct a follow-up telephone calls with the victim or the victim's protective family member/caregiver after their visit to the CACHSC and thereafter.

Accompaniment

The Victim Advocate may be available to the victim and/or non-offending caregivers for accompaniment to court, medical and/or other types of accompaniments related to the investigation or prosecution of their case.

Confidentiality

The files, reports, records, communications, and working papers used or developed in providing communications, and working papers used or developed in providing services under this Chapter are confidential and not subject to public release under Chapter 552, Government Code, and may only be disclosed for purposes consistent with Chapter 264. All State and Federal confidentiality laws will be followed in connection with this agreement.

Mental Health Services

Evidence-based, trauma-focused mental health services, designed to meet the unique needs of the child and caregivers, are consistently available as part of the multidisciplinary response.

The CACHSC target population for mental health services consists of child victims of maltreatment to include sexual abuse, physical abuse, human trafficking, and witness to a violent crime ages 2-17, as well as adults with substantial impairment (with the direction of the District Attorney's Office). Mental health services will also be provided to non-offending caregivers who meet the overall case criteria for an MDT response. In addition, mental health services will be provided on a case-by-case basis to children and/or family members of the community when approved by the Executive Director.

Mental health services are provided by professionals with training in, and who deliver, evidence-supported, mental health treatment specific to child abuse and/or child trauma.

Onsite Providers at CACHSC of Hidalgo and Starr Counties (CACHSC) must demonstrate that its mental health providers meet at least one of the following criteria:

1. A student currently enrolled in an accredited graduate or doctoral program in a mental health-related field.
2. A minimum of a master's degree completed in a mental health field and a license to practice.
 - i. *If not licensed to practice independently, a requirement to attend supervision with a licensed mental health professional on a consistent basis and in accordance with the rules of the licensee's discipline.*

Appropriate Offsite behavioral health treatment providers include the following:

- licensed counselors (LPC-associate, LPC, and LPC-S),
- licensed marriage and family therapists (LMFT-associate, LMFT, and LMFT-S)
- Licensed Psychologists
- licensed social workers (LMSW, LCSW, and LCSW-S)

Mental health services to include debriefings, Mental Health Screening Assessments, crisis intervention, and specialized trauma-focused and evidence-based treatment are eligible to child victims of abuse and their non-offending caregivers. Priority will be given to victims that have received other CACHSC services; however, outside referrals will be allowed on a case-by-case basis. Additionally, all mental health services to child victims and their non-offending caregivers will be free of charge for clients referred to the CACHSC as part of an MDT response.

Mental health services are separate from the forensic process of gathering evidentiary information. Child victims and their non-offending caregivers are eligible to receive a mental health screening assessment to assess and mitigate the long-term impacts of trauma or other diagnosable mental health conditions.

Evidence-supported, trauma-focused mental health services for children are consistently made available at CACHSC and include the following:

1. Trauma-specific assessment of traumatic events and abuse-related trauma symptoms to determine the need for treatment.
2. Use of standardized assessment measures initially to inform treatment and periodically to assess progress and outcomes.
3. Individualized treatment plans based on assessments that are periodically reassessed.
4. Individualized evidence-supported treatment appropriate for the child and other family members.
5. Child and caregiver engagement in treatment.
6. Monitoring trauma symptom reduction.
7. Referral to other community services as needed.
8. All services should be culturally informed and responsive.

Post Debrief

CACHSC personnel will conduct debriefings with victims and non-offending caregivers after a forensic interview and medical exam. This will allow the victim to express their experience and feelings about the forensic interview and/or medical exam. During the process, CACHSC personnel

will identify the needs for mental health services, evaluate the need for immediate crisis intervention, and formulate recommendations for additional services.

Crisis Interventions

Trained CACHSC personnel will evaluate the victim and/or non-offending caregivers for risk of self-harming or suicide when appropriate. CACHSC trained personnel will discuss findings, concerns and/or action plans with the non-offending caregivers and/or investigators present. If applicable and a safety plan is needed, CACHSC trained personnel will follow up as needed with the victim and guardian/parent to ensure the child's mental health concerns are addressed and take the necessary steps if additional intervention is needed.

On-site Counseling

Referrals

A request for mental health services must be made by completing a Counseling Referral Form. Internal referrals will be made by the Family Support Specialists or support personnel and a Mental Health Screening Assessment will be utilized to determine the needs. Partner agencies wishing to make outside referrals can contact a member of the CACHSC Mental Health Department to make a referral. Information required to indicate a referral:

1. Victim name, date of birth, home address.
2. Legal guardian name and phone number.
3. Identified symptoms/behavior changes.
4. Contact information for TDFPS and Law Enforcement investigators (if applicable).
5. Date of CACHSC Interview (if applicable).
6. Alleged Offense

Referrals for Caregivers

CACHSC accepts referrals for non-offending caregivers to participate in a variety of services for caregivers, such as Parent Classes, Parent Seminars, Support Groups, Individual Counseling etc. to address:

1. Safety and well-being of the child.
2. Caregiver involvement in the child's treatment when appropriate.
3. Emotional impact of abuse allegations.
4. Risk of future abuse.
5. Issues or distress that the allegations may trigger, including own history of trauma and/or current experience of abuse, violence, and/or other trauma.
6. CACHSC may provide these services directly and/or through linkage agreements with other appropriate agencies or providers.

Supervision of Onsite Mental Health Providers

Clinicians providing mental health treatment to children and families must participate in ongoing clinical supervision and/or consultation to ensure appropriate and quality service is delivered to children and families they serve. Consultation may be facilitated by a senior clinician

on-staff at the CACHSC, a senior clinician in the community with experience treating families impacted by abuse and/or trauma, or participation in formalized peer review meetings with other CAC mental health providers.

Best practices for clinical supervision include monthly consultation meetings for independently licensed clinicians, and weekly consultation meetings for student interns and provisionally licensed clinicians.

Training Requirements for Employed Mental Health Providers and Contract Providers

Regular employees of CACHSC and contracted providers must show timely progress toward the completion of forty (40) hours of training. Training programs that include fewer than forty (40) hours (including attached consultation calls) may be supplemented with contact hours in evidence-based assessment. Note that employees/contract providers who are currently enrolled in training to deliver evidence-supported treatment may provide services to children as part of this training.

If the mental health provider is not licensed to practice independently, both the provider and the supervisor must meet the forty (40) hour training requirement.

Upon completion of core training, clinicians providing mental health treatment to children and families must demonstrate completion of continuing education in the field of child abuse, trauma, clinical practice, and/or cultural applications consisting of at least eight (8) contact hours every two (2) years.

Student Intern Requirements:

- To attend supervision with a licensed mental health professional, in accordance with the rules of the discipline, that meets the forty (40) hour training requirement.
- Student interns who are anticipated to provide services to CAC clients for a period of six (6) months or less must complete ten (10) hours of training within the first three (3) months of CAC affiliation.
- Student interns who are anticipated to provide services to CAC clients for more than six (6) months must show timely progress toward completion of forty (40) hours of training. Note that students who are currently enrolled in a training to deliver evidence-supported treatment may provide services to children as part of this training.

MDT Case Review Meetings

CACHSC Mental Health Personnel will be involved with case management and case review (i.e., referral, follow-up, communication with Mental Health Providers, and continued communication with Multi-Disciplinary Team Members) to ensure clients' needs have been met.

Mental Health Records

CACHSC will keep clinical/mental health records in accordance with state and federal laws and board policy regarding Retention of Records. Client's Mental Health records are kept confidential. CACHSC will not release client information without the proper authorization by the client/client's guardian. Mental Health records may be legally available to other medical providers for the purpose of needed treatment of the patient and to those agencies mandated to respond to a report of alleged child abuse. A log of all disclosures will be maintained with the medical record, in accordance with federal privacy rules.

Record requests will be reviewed in accordance with CACHSC record retention policies.

Confidentiality

The files, reports, records, communications, and working papers used or developed in providing communications, and working papers used or developed in providing services under this Chapter are confidential and not subject to public release under Chapter 552, Government Code, and may only be disclosed for purposes consistent with Chapter 264. All State and Federal confidentiality laws will be followed in connection with this agreement.

Mental health professionals participating in the MDT will share only information deemed relevant to case coordination, treatment planning, or safety concerns, in accordance with HIPAA and professional ethics. When possible, consent to share mental health information will be obtained from the client/caregiver using an agency-approved release of information. All shared information will be documented and transmitted using secure, confidential methods.

Medical Evaluation Services

The CACHSC will recommend and facilitate SANEs and medical referrals for physical and neglect cases as part of the multidisciplinary response medical treatment for child victims of alleged abuse. CACHSC provides a 24-hour, seven day a week answering services telephone number (956-287-9754) for partner agencies (MDT members) to call for emergency medical evaluations. The investigative agency will set up an appointment, preferably after the child forensic interview. The MDT members discuss and agree to the need for medical exams to be scheduled on the same day as the interview (when feasible). MDT (Law Enforcement and TDFPS Investigators) members will inform the parents that a medical examination is needed. The victims will be seen at the CACHSC, satellite offices, or at a SAFE ready medical facility. Calls received by the CACHSC that are classified as an acute case will be recommended to be scheduled with a SAFE ready medical facility.

MDT members should schedule a SANE exam/medical evaluation when a child has disclosed sexual, physical or neglect abuse, or is suspected of being sexually abused by a family member and meets the overall acceptance criteria for an MDT response; however, children should never be forced to undergo the examination.

MDT members requesting a sexual assault or medical examination are required to schedule an appointment with CACHSC Coordination Staff. The CACHSC Coordination Staff will gather pertinent information from the referring agency necessary to complete the intake process.

Information Required at Intake:

1. History of the incident.
2. Identifying information for victims, protective family members, and alleged perpetrators.
3. Type of exam requesting.
4. Individual transporting children.
5. Victim's address/city.
6. Additional investigative agency involved (TDFPS or Law Enforcement), case number, and investigator assigned.
7. Contact phone number for investigator (s) involved.
8. Case priority.
9. History of mental health for the victim.

On-site Sexual Assault Exam

A CACHSC SANE Nurse who is trained and meets the eligibility requirements will conduct all non-acute SANE examinations on a scheduled basis and will seek guidance from the CAC's Medical Director and/or someone who is part of the multidisciplinary response team who meets the eligibility standards. In the event the CACHSC SANE Nurse is not available, the investigative agency with legal jurisdiction will be responsible for coordinating with a SAFE medical ready facility who employs a provider who is trained and meets eligibility standards.

MDT members requesting a sexual assault examination are required to schedule an appointment with CACHSC Coordination Staff. The CACHSC Coordination Staff will gather pertinent information from the referring agency necessary to complete the intake process.

Non-Acute Examinations

A sexual assault incident occurring more than 120 hours from the incident will be scheduled through the CACHSC and conducted by a SANE Nurse at the CACHSC or satellite offices. In the event the CACHSC's schedule cannot accommodate a SANE, the investigative agency with legal jurisdiction in the case will schedule the exam with a SANE Nurse at a SAFE ready medical facility.

Acute Examinations

A sexual assault incident occurring less than 120 hours will be performed at the nearest sexual assault forensic exam ready medical facility (SAFE).

CASES PRESENTING INITIALLY TO LAW ENFORCEMENT OR CHILD PROTECTIVE SERVICES:

The agency receiving the initial report will refer the child to a SAFE ready medical facility for immediate assessment and treatment. When necessary, law enforcement will transfer the child to the hospital for treatment.

CASES PRESENTING INITIALLY TO THE HOSPITAL EMERGENCY ROOM:

Personnel should attempt to contact SANE staff, and if available, request their participation in the examination.

Off- Site Sexual Assault Exams

When a CACHSC Sexual Assault Nurse is not available, assistance by CACHSC will be provided for an off-site SAFE ready medical facility.

In the event a child victim of alleged abuse is treated by a non-MDT medical provider and/or a medical provider who does not specialize in child abuse a designated MDT medical provider will review and assess the need for additional evaluation and/or follow up care if deemed necessary.

Medical evaluations for child victims of alleged physical/neglect abuse

The CACHSC Nurse will review information about a case for signs of maltreatment (physical/neglect abuse), medical conditions, and mental health concerns and will take the following steps.

- If the victim child has sustained physical injuries or there are signs of neglect and/or physical abuse, the CACHSC SANE Nurse will refer the victim child to a SAFE ready medical facility for immediate assessment and treatment by ER personnel. When necessary, law enforcement will transfer the child to the hospital for further evaluation and medical treatment.

- If the victim child is thought to have a medical condition, the CACHSC SANE Nurse will refer the victim child to their Primary Care Physician and/or the nearest SAFE ready medical facility for further evaluation and medical treatment.

- When necessary, the CACHSC staff will notify the appropriate agencies if there is knowledge or suspected signs of abuse and neglect.

- The CACHSC SANE Nurse and/or CACHSC staff will conduct a 72-hour follow-up phone call with a non-offending caregiver to ensure the victim child received the necessary treatment and there are no concerns.

Documentation of Medical Findings

All medical findings to include medical history and physical evaluation will be carefully, thoroughly recorded, and legibly documented by the CACHSC SANE Nurse and CACHSC staff. The medical record will include a statement as to the significance of the findings and treatment plan. The CACHSC SANE Nurse is responsible for all photo documentation and will be completed in all cases when the SANE or a medical evaluation is conducted at the CACHSC.

In the event a SANE or medical evaluation is conducted outside of the CACHSC, it is the responsibility of the investigative team who has jurisdiction over the case to ensure all documentation is obtained and shared with all investigatory agencies, who are mandated to respond to a report of alleged child abuse and be made available to other medical providers for the purpose of needed treatment of the patient.

Record Keeping, Confidentiality of SANE Exams, Medical Evaluations, and Subpoenas

Medical records will be maintained in compliance with federal rules governing the protection of patient privacy. Medical records may be legally available to other medical providers for the purpose of needed treatment of the patient and to those agencies mandated to respond to a report of alleged child abuse. In some circumstances a written consent or court order will be required. A log of all disclosures will be maintained with the medical record, in accordance with federal privacy rules.

All medical records will be stored under double lock and key and only authorized CACHSC staff will have access to the records. Medical records will be labeled with the child's first, middle (if applicable), and last names. Photos/ videos will be stored in a separate protective sleeve to ensure no damage occurs.

MDT Case Review Meetings

CACHSC Medical Health personnel will be involved with case management and case review (i.e., referral, follow-up, communication with Mental Health Providers, and continued communication with Multi-Disciplinary Team Members) to ensure clients' needs have been met.

MDT Case Review Meetings

MDT case review meetings are required by the Texas Family Code Section 264.408 and CAC of Texas Standards. The purpose of case review meetings is to ensure that each case is worked from its onset through a cooperative and effective effort by the signatory agencies and CACHSC staff.

Location of Meetings

MDT case review meetings will be conducted at the CACHSC or other announced locations, such as CACHSC satellite offices, or District Attorney's Office. Case review discussions will also be facilitated with the aid of technology (conference calls or video conferencing).

Coordination and Facilitation

Case review meetings will be coordinated and facilitated by CACHSC Coordination Staff Members.

Attendees

The following MDT members will attend and participate during the stating of their case or have someone sit in with knowledge of the case:

- o Law Enforcement
- o Child Protection
- o Prosecution
- o Medical
- o Mental Health
- o Victim Support and Advocacy
- o Forensic interviewing
- o CACHSC

Case Criteria Selection Categories

Cases will be selected for review based on offense/outcry after a forensic interview, SANE exam and/or a medical referral. The CACHSC MDT will review every open case to identify and initiate the need for an MDT review.

Special Case Review Meetings referred to by MDT

An MDT member recommending a case for case review will contact CACHSC and provide the details of the case. CACHSC Coordinating staff will gather all pertinent information and schedule a Case Review. The timeline for when the Case Review will happen will be based on MDT's recommendation.

Frequency of Meetings

Case review meetings will typically be scheduled biweekly, however, no less than once a month.

Agendas

The CACHSC will prepare an agenda with identified cases to be reviewed and distributed to identified MDT members involved with those cases. The agenda will be distributed only to those identified MDT members through a secured business e-mail.

Case Review Recommendations

Designated CACHSC staff will follow up on MDT recommendations identified during MDT case review meetings.

Case Tracking

CACHSC monitors and tracks each case progress throughout the multidisciplinary interagency response. A database has been put in place to connect pertinent information for decision making and service provision to children and families at the CACHSC. Information is maintained in a case log and can be retrieved by the CACHSC Coordination Staff for the purpose of reporting statistical information to be shared with oversight agencies, CACTX, and/or state funding.

MDT partners wishing to access the database will contact CACHSC and request in writing details of the information needed and a timeline of when the information is needed.

Court Accompaniment and Court Preparation

CACHSC Victim Advocate who is familiar with the victim and their family may be available to accompany victims to court and provide them support during trials and/or hearings. The prosecuting attorney assigned should notify the CACHSC Victim Advocate when the case is scheduled for a trial/and hear that the child victim will be required to attend.

CACHSC will promote the highest levels of performance and integrity. They will provide services to a diverse population regardless of gender, ethnicity, race, color, creed, religion, sexual orientation, marital status, or any other cultural descriptions.

Cultural Competency and Diversity

Cultural competency is defined as the capacity to function in more than one culture, requiring the ability to appreciate, understand and interact with members of diverse populations within the local community.

Volunteer and Internship Program

A CACHSC volunteer/intern must be 18 years of age or older to provide direct services. Volunteers under the age of 18 may assist with duties that do not include direct services to victims or the non-offending caregivers.

The CACHSC Executive Director may approve the volunteer/intern candidate upon completion of the following:

1. Completed CACHSC volunteer/internship application
2. Successfully pass a Child Abuse/Neglect registry and DPS Criminal History Check
3. Reference check
4. Personal interview
5. Current Resume/Curriculum Vitae
6. Signed Pledge of Confidentiality
7. Sex Offender Registry Check
8. National Sex Offender Data Base

Once accepted as a CACHSC Volunteer/Intern, they will participate in a CACHSC orientation and training.

We, the undersigned, have reviewed and accepted the CACHSC of Hidalgo and Starr Counties Interagency Memorandum of Understanding.

EXECUTED this ____ day of September 2025.

REVIEW, REVISION, RE-EXECUTION OF MDT INTERAGENCY WORKING PROTOCOL

To maintain compliance with the Texas Standards for the CACHSCs, the CACHSC Interagency working protocol must be reviewed, revised, and re-executed by partner agencies, at a minimum every three years or upon significant changes to the document or upon a change of authorized partner agency signatories. This agreement can be terminated by any party without cause by giving written notice to the other parties.

All partner agencies, MDT members and CACHSC staff will be notified of the review and revision process.

We the undersigned have read and understood the interagency protocols for case processing and management for the CACHSC of Hidalgo County, Inc. as partner agencies to fully execute the Interagency Working Protocol.

EXECUTED THIS _____ DAY OF _____ 2025 and will be in force for three (3) years.

Agency Signature Page

Children's Advocacy Center of Hidalgo and Starr Counties (CACHSC)
Interagency Memorandum of Understanding (MOU) & Working
Protocol (WP)
Effective: [Insert Date]

The undersigned agencies commit to the collaborative responsibilities outlined in the MOU and WP for the Children's Advocacy Center of Hidalgo and Starr Counties. Each agency affirms its role in the coordinated MDT response under Chapter 264 of the Texas Family Code and CACTX Standards.

By signing below, each agency agrees to uphold the shared mission of protecting children, reducing trauma, and ensuring coordinated services.

Agency: Alamo Police Department

Printed Name / Title: _____

Signature: _____

Date: _____

Agency: Alton Police Department

Printed Name / Title: _____

Signature: _____

Date: _____

Agency: Doctor's Hospital at Renaissance Health System

Printed Name / Title: _____

Signature: _____

Date: _____

Agency: Donna ISD Police Department

Printed Name / Title: _____

Signature: _____

Date: _____

Agency: Donna Police Department

Printed Name / Title: _____

Agency: Hidalgo Police Department

Printed Name / Title: _____

Signature: _____

Date: _____

Agency: Judge Mario E. Ramirez Jr. Juvenile Justice Center

Printed Name / Title: _____

Signature: _____

Date: _____

Agency: La Joya Police Department

Printed Name / Title: _____

Signature: _____

Date: _____

Agency: La Villa Police Department

Printed Name / Title: _____

Signature: _____

Date: _____

Agency: McAllen ISD

Printed Name / Title: _____

Signature: _____

Date: _____

Agency: McAllen Police Department

Printed Name / Title: _____

Signature: _____

Date: _____

Agency: Mercedes Police Department

Printed Name / Title: _____

Signature: _____

Date: _____

Agency: Mission Police Department

Printed Name / Title: Cesar Torres, Chief of Police

Signature: CLDate: 8-15-25

Agency: Palmhurst Police Department

Printed Name / Title: _____

Signature: _____

Date: _____

Agency: Palmview Police Department

Printed Name / Title: _____

Signature: _____

Date: _____

Agency: Penitas Police Department

Printed Name / Title: _____

Signature: _____

Date: _____

Agency: Pharr Police Department

Printed Name / Title: _____

Signature: _____

Date: _____

Agency: Progreso Police Department

Printed Name / Title: _____

Signature: _____

Date: _____

Agency: San Juan Police Department

Printed Name / Title: _____

Signature: _____

Date: _____

Agency: Sullivan City Police Department

Printed Name / Title: _____

Signature: _____

Date: _____



CITY OF
MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: August 25, 2025

PRESENTED BY: Xavier Cervantes, Director of Planning

AGENDA ITEM: Plat Approval Subject to Conditions for the proposed Imperio Vista Subdivision, being a 5.92 acre tract of land out of Lot 97, Mission Acres Subdivision, Developer: Obed Matus, Engineer: Rio Delta Engineering - Cervantes

NATURE OF REQUEST:

Project Timeline:

- June 10, 2025 - Subdivision Application submitted to the City. Revisions to plans were resubmitted for follow-up review and additional comments by the Staff Review Committee (SRC).
- August 7, 2025 – Final review of plat and construction plans deemed complete by SRC.
- August 20, 2025 – Consideration of plat approval subject to conditions by the Planning and Zoning Commission.
- August 25, 2025 – Consideration of plat approval subject to conditions by the City Council.

Summary:

- Imperio Vista Subdivision consists of 30 single family residential lots and 1 detention area and is located on the Southeast corner of Adams Street and W. 20th Street.
- This subdivision will have access from Adams Street and will extend and connect to and from W. 20th Street. These streets are complete and equipped with all the infrastructure to supply and service the new development. The Engineering Department has reviewed and approved the drainage report.
- The tract of land was rezoned from AO-I to R-1T on February 19, 2025 by P&Z and approved by City Council on February 24, 2025.
- All the lots are meeting the R-1T lot restrictions as per zoning requirements.
- The required Capital Sewer Recovery Fees (\$200xlot), Park Fees (\$650xlot), Conveyance or Payment of Water Rights (\$3000xac.), and all other format findings will be complied with prior to the City Council approval.
- All items on the subdivision checklist will be addressed prior to the recording of the plat.

STAFF RECOMMENDATION:

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

Departmental Approval: N/A

Advisory Board Recommendation: Approval

City Manager's Recommendation: Approval *MRP*

RECORD OF VOTE: **APPROVED:** _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____

SUBDIVISION APPLICATION

CITY OF MISSION SUBDIVISION APPLICATION



Name: OBED MATUS
Address: 905 TAMARACK
City: MCALLEN
Phone: _____
Subdivision Name: Imperio Vista

PLAT FEES

5 ACRE PLAT OR LESS.....\$400
5+ ACRES.....\$500
Re-Plat Filing/Review\$300
Separate Subdivision variance/open cuts, etc. \$150
P&Z Date: _____ City Council Date: _____

Urban (City) x Suburban ETJ _____ Rural ETJ _____
Zone: R 1T Water Dist. MISSION School Dist. MISSION ISD

of Lots: Residential 30 Non-Residential _____ Common Areas/Lots _____
Water CCN: SWSC LJWSC MUD

WATER

_____ L. F. of _____ Water Lines
_____ L. F. of _____ Water Lines

Other: _____

Suburban MSR cost of water meters &
ETJ Only: Membership costs \$ _____

SEWER

_____ L. F. of _____ Sewer Lines
_____ L. F. of _____ Sewer Lines

Lift Sta: _____ N/A-Septic Use: _____

Other: _____

Suburban E

15075601
1201 E. 8TH ST

STREETS

_____ L. F. of _____ Wide Streets
_____ L. F. of _____ Wide Streets

Other: _____

REC#: 06320370 6/10/2025 1:35 PM
OPER: RA TERM: 053
REF#: 6470

TRAN: 550.0000 BUSINESS LICENSE
20250478-06/10/25 MATUS, OBED
IMPERIO VISTA SUBD 500.0000

TENDERED: 500.00 CHECK
APPLIED: 500.00-
CHANGE: 0.00

WATER CONSERVATION STAGE 2
THANK YOU AND HAVE A GREAT DAY!

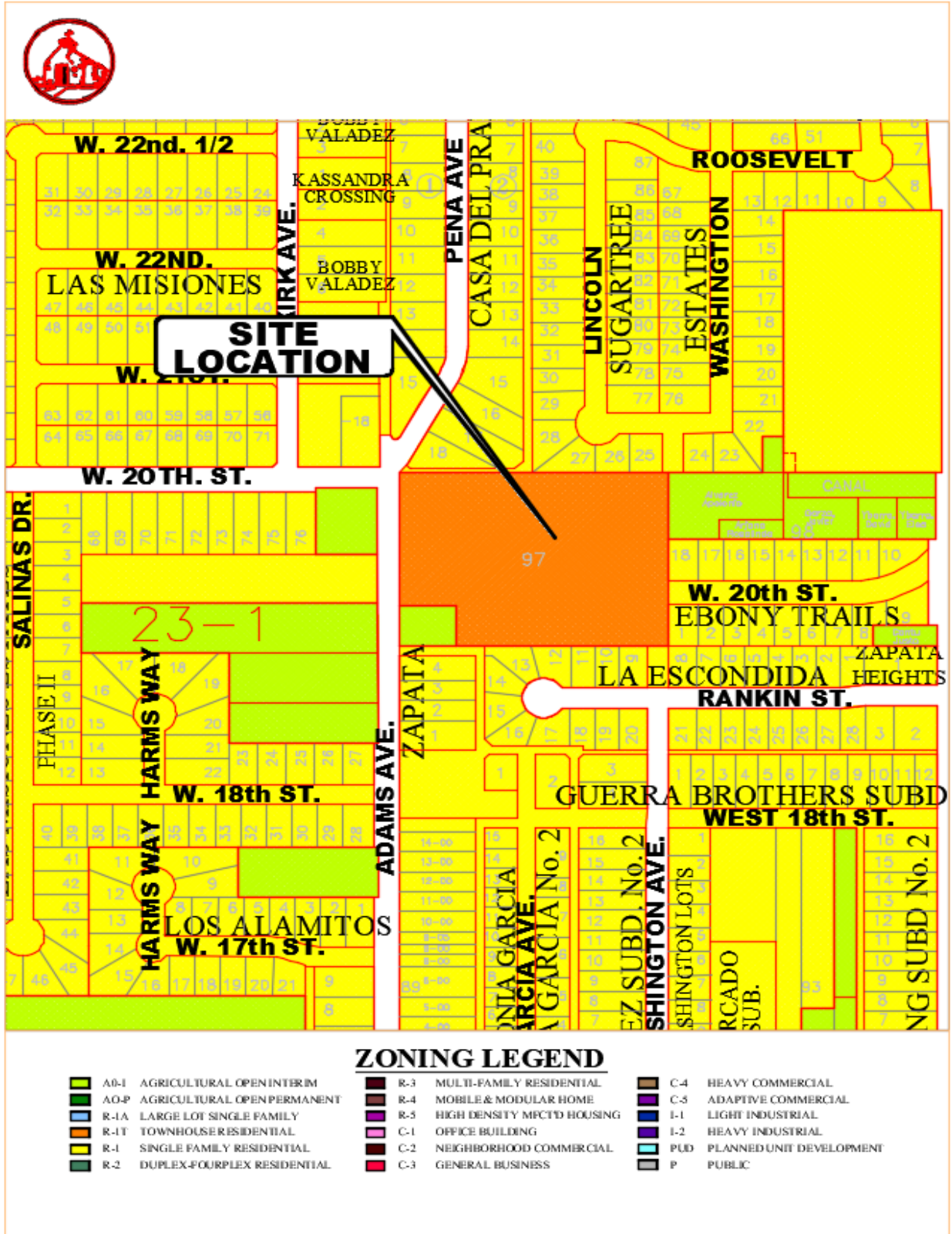
PLAT

[illegible]

AERIAL



ZONING MAP



DRAINAGE REPORT



RIO DELTA ENGINEERING

CIVIL ENGINEERING • PROJECT MANAGEMENT • LAND DEVELOPMENT
TEXAS REGISTERED ENGINEERING FIRM F-7628
TEXAS LICENSED SURVEYING FIRM #10194027

DRAINAGE REPORT IMPERIO VISTA SUBDIVISION Mission, Texas

Imperio Vista Subdivision is a proposed 30 lot residential subdivision, located within the City of Mission city limits, same being 5.92 acres tract of land, more or less, out of lot 97, Mission Acres Subdivision, Hidalgo County Texas, Recorded in Volume 6, Pages 14, map records of Hidalgo County, Texas. The lots will be used for the construction of residential single homes. Imperio Vista Subdivision is located at the southeast of W 20th St and Adams St.

The subdivision is in Zone "X", areas determined to be outside 500-year flood-plain. According to the FEMA's Flood Insurance Rate Map Community Panel No.: 480345 0005 C map revised: November 20, 1991.

According to the Soil Survey Report prepared for Hidalgo County by the U.S.D.A. Soil Conservation Service, the site consists of 0.4% of Hidalgo Sandy Clay Loam (28) with 0 to 1% slopes, the soil is well drained and surface runoff is negligible, permeability is moderately high to high and the water capacity is moderate. This soil is classified as Group (B). Additionally, it consist of 99.6% of Hidalgo-Urban land complex (31) with 0 to 1% slopes, the soil is well drained and surface runoff is negligible, permeability is moderately high to high and the water capacity is moderate. This soil is classified as Group (B). Please see the attached tables for the engineering, physical and chemical properties of these soils.

Existing runoff sheet flows overland in a northeasterly direction into a existing City of Mission Type A storm inlet located at 550 feet from the intersection of adams and 20th street, and outfalls to the City of Mission Drain Ditch, which then outfalls north to the Mission Lateral, then East to the Mission-McAllen Lateral drain ditch, and subsequently with final outfall to the Laguna Madre.

Using the Rational Method, we have determined that a 10-yr rainfall event will generate approximately 5.96 CFS of storm runoff. We have also used the Rational Method to determine that the improved site will generate an estimated 30.13 CFS of runoff for a 50-yr rainfall event. The improved site will have an approximate increase of 24.17 CFS of storm runoff for a 50-yr rainfall event.

In accordance with the city's drainage requirements, we have calculated that approximately a total of 30,117 CF or 0.691 AC-FT, will need to be detained for a 50-yr rainfall event. Current runoff will be detained in a designated onsite detention area located at the east side of the site and outfall into the previously mentioned existing City of Mission Type A storm inlet located at 550 feet from the intersection of adams and 20th street, and outfalls to the City of Mission Drain Ditch, which then outfalls north to the Mission Lateral, then East to the Mission-McAllen Lateral drain ditch, and subsequently with final outfall to the Laguna Madre. Tables and calculations are attached.



5/27/25

921 S. 10th Ave. • Edinburg, Texas 78539 • Phone: (956) 380-5152 • Fax: (956) 380-5083



CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: August 25, 2025

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

AGENDA ITEM: Consideration of the adoption of an ordinance amending the code of ordinances Chapter 98 - Subdivisions, Article VI – Fees and Charges, Section 98-272- Inspection fees by Establishing a Process and Per Hour Fee for Subdivision Infrastructure Inspections and for Geotechnical Lab Testing. Applicant: City of Mission, Adoption of Ordinance #_____ - Cervantes

NATURE OF REQUEST:

Project Timeline:

- August 8, 2025 – Ordinance reviewed and approved by the Ordinance Review Committee.
- August 20, 2025 – Ordinance reviewed and approved by the Planning and Zoning Commission
- August 25, 2025 – Consideration of the adoption of the ordinance by the City Council.

Summary:

- House Bill 3492 became state law and became effective on September 1, 2023. Under HB 3492, cities are prohibited from basing fees for applications, reviews, inspections, or related activities for constructing or improving public infrastructure on the cost or value of the project.
- Instead, fees should be based on the city's actual review, processing, and inspection costs.
- Currently, the City of Mission subdivision ordinance requires a 2% of the infrastructure value inspection fee to cover the cost of City employees doing field inspections throughout the construction of the subdivision. In addition, the city charges 5% of the infrastructure value fees for geotechnical testing.
- Instead of the 2% fee covering the cost of city staff conducting field inspections, staff propose charging \$85.00 per hour, per person. A monthly invoice will be sent to the developer during the construction of the subdivision.
- Instead of the 5% fee for geotechnical testing, staff propose obtaining a cost estimate from the geotechnical firm the city has under contract to cover their fees. The developer will be required to pay the estimate during the preconstruction meeting.
- The ordinance review committee met on August 8, 2025. They approved the ordinance with the understanding that the \$85.00 per person per hour fee will be re-evaluated every six months as subdivisions get recorded under the new system.

STAFF RECOMMENDATION:

Staff recommends the adoption of the ordinance.

Departmental Approval: N/A

Advisory Board Recommendation: Approval

City Manager's Recommendation: Approval *MRP*

RECORD OF VOTE:

APPROVED: _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE CITY OF MISSION CODE OF ORDINANCES CHAPTER 98-SUBDIVISIONS, ARTICLE VI -FEES AND CHARGES, SECTION 98-272 – INSPECTION FEES BY ESTABLISHING A PROCESS AND PER HOUR FEE FOR SUBDIVISION INFRASTRUCTURE INSPECTIONS AND FOR GEOTECHNICAL LAB TESTING; PROVIDING REPEALER CLAUSE; PROVIDING SEVERABILITY CLAUSE; PROVIDING EFFECTIVE DATE; AND PROVIDING FOR PUBLICATION.

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

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

WHEREAS, the required fee for subdivision inspections needs to be reconsidered in order to be in compliance with House Bill 3492; and

WHEREAS, this ordinance amendment was reviewed and recommended by the Ordinance Review Committee; 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, Chapter 98-Subdivisions, Article VI -Fees and Charges, Section 98-272 – Inspection Fees is hereby amended by adding the language underlined (added) and deleting the language that is stricken to read in full as follows:

- (a) A fee for the inspection of the subdivision improvements shall be paid ~~to the city prior to commencement of the construction of the subdivision improvements so that the city gets a full reimbursement for the expenses associated with conducting such inspections.~~ The fee shall be equal to two percent of the cost of constructing the subdivision improvements. The inspection fee shall be \$85.00 per hour per inspection. If multiple city employees attend an inspection at the same time the fee shall be \$85.00 per hour for each person present during the inspection. Inspections will be invoiced at the minimum 1-hour call and rounded up to the nearest hour. The fees shall be invoiced by Planning Department staff on a monthly basis to the developer or the engineering firm of record.

- (b) For the geotechnical lab testing fees associated with the proper acceptance of public infrastructure the geotechnical firm, under contract with the city, shall provide a cost estimate for their total fees after review of the approved construction plans. The cost estimate provided by the firm shall be paid by the developer in order to obtain a notice to proceed with the infrastructure construction. Any additional testing fees, due to initial failed tests, shall be paid to the firm separately by the developer.

SECTION 2. REPEALER All ordinances or parts of ordinances in conflict ~~herewithin~~ 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 of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and any remaining provision shall continue in effect notwithstanding the invalidity of such section, subsection, clause, phrase or portion.

SECTION 4. EFFECTIVE DATE This ordinance shall take effect immediate 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 the 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

SUBDIVISION INSPECTIONS FEES SURVEY

SUBDIVISION INSPECTIONS FEES SURVEY* MAY 2025

*The survey does not include fees for lab testing

CITY	FEE
Alamo	2 percent of the infrastructure value.
Alton	No fees.
Brownsville	No fees for streets and drainage. For water and sewer they have different utility providers and their fees vary.
Donna	
Edinburg	2 percent of the infrastructure value.
Harlingen	No fees for street and drainage inspections. For water and sewer Harlingen Waterworks System charges a fee based on a line-item basis per linear foot of water/sewer line, per each fitting, per each hydrant, etc. They calculate the average hourly compensation for each of the inspectors and multiply it by the best assumed amount of time it would take to complete the inspection. They include the FEMA hourly rate for the use of fleet vehicles. They also charge an administrative fee.
La Feria	They have a consulting firm (Singer, Winston & Greenwood) as city engineer. The firm's personnel conduct the inspections. The firm comes up with a cost estimate that is paid during the preconstruction meeting.
McAllen	2 percent of the infrastructure value.
Mercedes	3 percent of the infrastructure value.
Mission	2 percent of the infrastructure value.
Pharr	3 percent of the infrastructure value.
Rio Grande City	3 percent of the infrastructure value.
San Benito	Main line inspection fee: \$1.00/foot. Service lateral inspection fee: \$10.00/service lateral. Lift station inspection fee: \$750.00. Grinder lift station (2 HP) inspection fee: \$500.00.

SUBDIVISION INSPECTIONS FEES SURVEY

San Juan	2 percent of the infrastructure value.
Weslaco	The city charges \$85.00 per inspector per hour (rounded up the nearest hour) for each time an inspector(s) visits the subdivision. The developer gets an invoice from the city each month for the previous month's inspections. The city employees that visit a subdivision for inspections must keep a log and submit it to the Engineering Department for invoicing.

ORDINANCE NO. 5706

AN ORDINANCE AMENDING THE CITY OF MISSION CODE OF ORDINANCES CHAPTER 98-SUBDIVISIONS, ARTICLE VI -FEES AND CHARGES, SECTION 98-272 – INSPECTION FEES BY ESTABLISHING A PROCESS AND PER HOUR FEE FOR SUBDIVISION INFRASTRUCTURE INSPECTIONS AND FOR GEOTECHNICAL LAB TESTING; PROVIDING REPEALER CLAUSE; PROVIDING SEVERABILITY CLAUSE; PROVIDING EFFECTIVE DATE; AND PROVIDING FOR PUBLICATION.

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

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

WHEREAS, the required fee for subdivision inspections needs to be reconsidered in order to be in compliance with House Bill 3492; and

WHEREAS, this ordinance amendment was reviewed and recommended by the Ordinance Review Committee; 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, Chapter 98-Subdivisions, Article VI -Fees and Charges, Section 98-272 – Inspection Fees is hereby amended by adding the language underlined (added) and deleting the language that is stricken to read in full as follows:

- (a) A fee for the inspection of the subdivision improvements shall be paid ~~to the city prior to commencement of the construction of the subdivision improvements so that the city~~ gets a full reimbursement for the expenses associated with conducting such inspections. ~~The fee shall be equal to two percent of the cost of constructing the subdivision improvements. The inspection fee shall be \$85.00 per hour per inspection. If multiple city employees attend an inspection at the same time the fee shall be \$85.00 per hour for each person present during the inspection. Inspections will be invoiced at the minimum 1-hour call and rounded up to the nearest hour. The fees shall be invoiced by Planning Department staff on a monthly basis to the developer or the engineering firm of record.~~
- (b) For the geotechnical lab testing fees associated with the proper acceptance of public infrastructure the geotechnical firm, under contract with the city, shall provide a cost estimate for their total fees after review of the approved construction plans. ~~The cost estimate provided by the firm shall be paid by the developer in order to obtain a notice to proceed with the infrastructure construction. Any additional testing fees, due to initial failed tests, shall be paid to the firm separately by the developer.~~

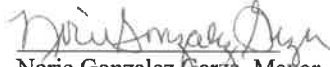
SECTION 2. REPEALER All ordinances or parts of ordinances in conflict herewithin are hereby repealed.

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 of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and any remaining provision shall continue in effect notwithstanding the invalidity of such section, subsection, clause, phrase or portion.


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

PASSED, APPROVED, AND ADOPTED THIS 25th day of August, 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 the TEXAS GOVERNMENT CODE, CHAPTER 551.

CITY OF MISSION

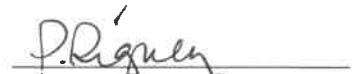

Norie Gonzalez Garza, Mayor

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: August 25, 2025

PRESENTED BY: Xavier Cervantes, Director of Planning

AGENDA ITEM: Plat Approval: Sharyland Plantation Village Granada Phase II Subdivision, 10.04 acres of land, more or less, and partially located within Lot 92 & Lot 102, John H. Shary Subdivision, Developer: Charco Land Sales, LLC, Engineer: Mesquite Engineering - Cervantes

NATURE OF REQUEST:

Project Timeline:

- July 22, 2024 – City Council convened for Preliminary Approval
- November 12, 2024 – Hosted a Preconstruction Conference to sign construction plans and issue a Notice-to-Proceed
- August 8, 2025 – A Final Walk-Thru was scheduled and conducted on-site with all parties involved for inspection.
- August 25, 2025 – Consideration of the requested Plat Approval by the City Council.

Summary:

- The subdivision is located North of the intersection of Los Indios Parkway and West of Glasscock Road.
- This development consists of 35 residential lots and 1 common area.
- Water service will be provided by a connection from an existing 8" water line north of the site and looped to the south of this development to an existing 12" line along Los Indios Parkway with 3 fire hydrants as per the Fire Marshall's directive.
- The sanitary sewer line runs to and thru the subdivision collecting from 4" sewer stubouts at each lot.
- The internal streets are 32' Back-to-Back within a 50' ROW. Access will be by existing ROW extensions from Phase I and Los Indios Parkway. Internal streets will be public.
- This site is part of a master drainage plan. The City's engineering department has reviewed and approved the drainage report and design.

STAFF RECOMMENDATION:

Staff recommends approval

Departmental Approval: N/A

Advisory Board Recommendation: Approval

City Manager's Recommendation: Approval *MRP*

RECORD OF VOTE: **APPROVED:** _____

DISAPPROVED: _____

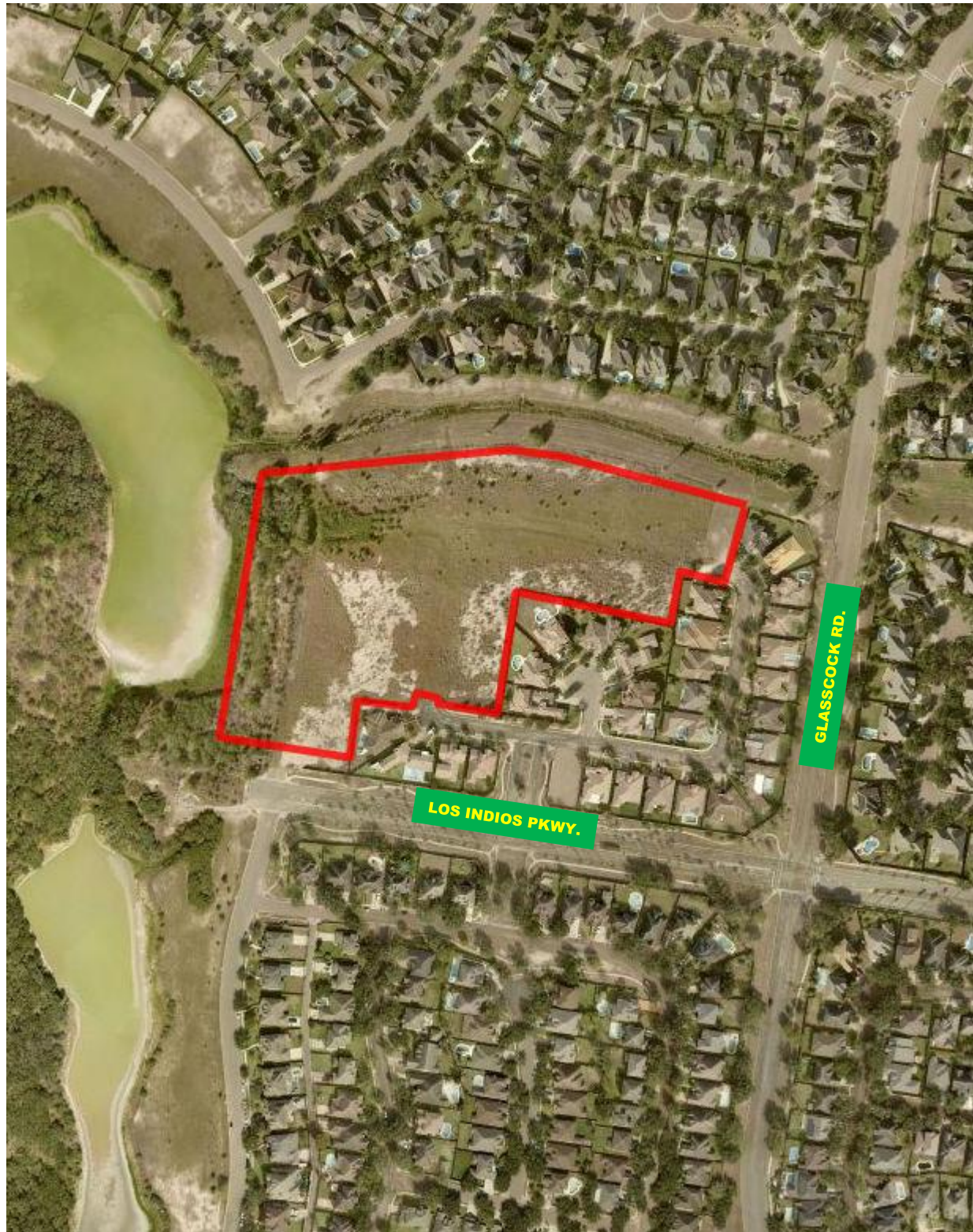
TABLED: _____

_____ AYES

_____ NAYS

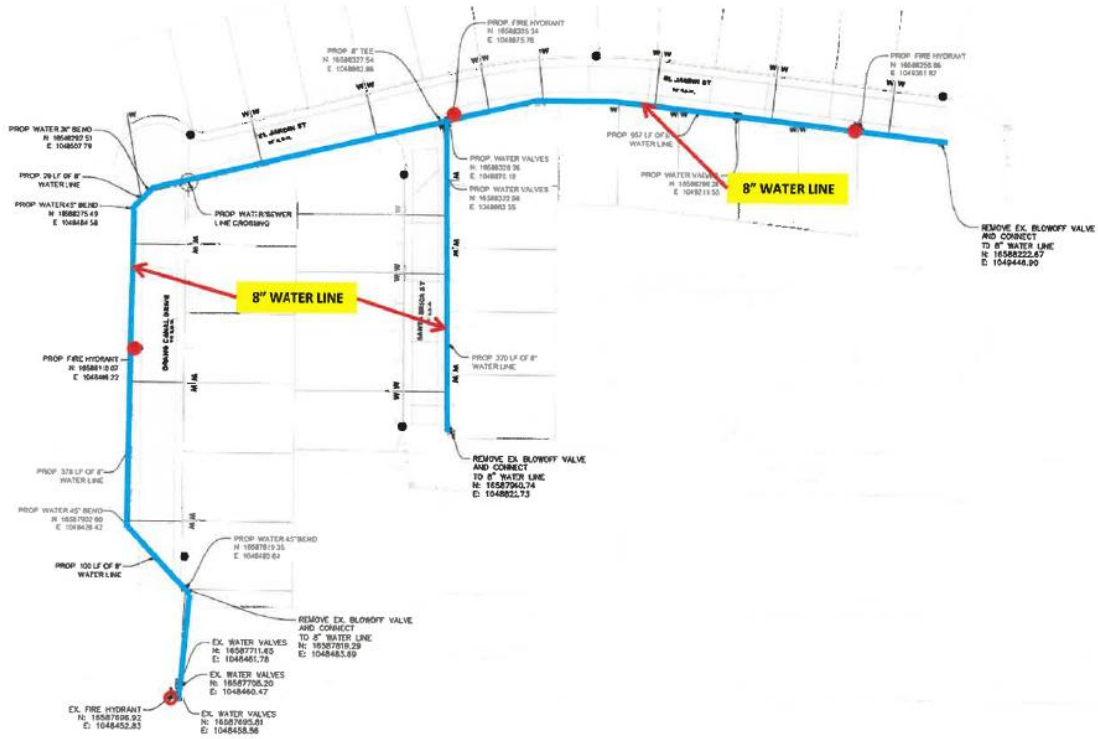
_____ DISSENTING _____

AERIAL PHOTO

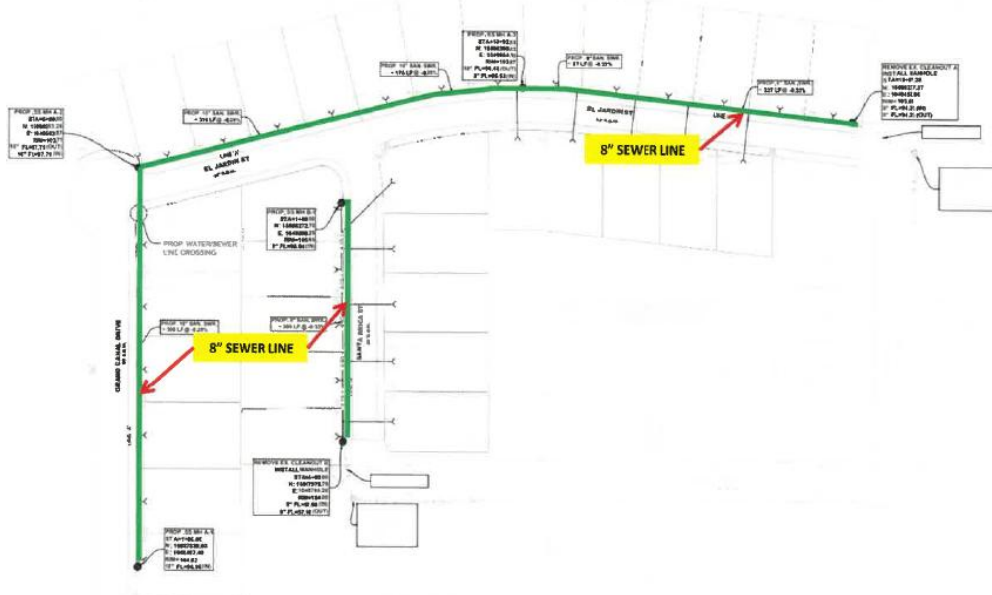


UTILITY DISTRIBUTION

WATER LAYOUT



SANITARY SEWER



STORM WATER DRAINAGE STATEMENT



DRAINAGE STATEMENT

for

Sharyland Plantation Village
Granada Phase 2 Subdivision
City of Mission, Hidalgo County, Texas

The Sharyland Plantation Village Subdivision is an 877-acre master planned unit development, updated February 25, 2002, out of the John H. Shary Subdivision as recorded in Volume 1, Page 17, Map Records of Hidalgo County, Texas. Sharyland Plantation Granada Phase 2 Subdivision contains 10.04 acres of land, more or less and partially located within Lot 92 & Lot 102, John H. Shary Subdivision. The Granada Phase 2 Subdivision will be located north of the intersection of Los Indios Parkway and Grand Canal Drive.

The proposed subdivision is situated in Flood Zone "C" of HIDALGO County Unincorporated Area per FEMA Flood Insurance Rate Map, Community Panel Number 4803340400 C, Map Revised date November 16, 1982, Panel 400 of 525, as further revised to reflect LOMR with an effective date of August 31, 2011. Zone "C" is defined as Areas of minimum flooding (No shading).

The site is currently vacant. According to the Hidalgo County, Texas Soil Survey as prepared by the USDA, the existing material at the site is comprised of two soil types, "Harlingen Clay", Map Symbol 19, Hydrologic Soil Group D and "Runn Silty Clay" which is a silty clay soil, Map Symbol 64, Hydrologic Soil Group C. The topography for this site is flat with a slight southwesterly surface flow.

The Granada Phase 2 Subdivision a residential subdivision, comprised of 35 residential lots and 1 common area. Minimum finished floor elevation must be set above the 100-yr flood elevation at 18 inches above the top of the curb or 105.5 feet, as established per Sharyland Plantation Development Drainage Master Plan Restudy prepared by Halff Associates, Inc. dated March 2008, whichever is greater. The lots shall be graded to allow runoff to flow away and around the residential structure and away from adjacent lots and towards the street. Per City of Mission Drainage Policy, the runoff generated from the developed conditions shall be detained by the developer on-site for a 50-year post-development frequency storm event and released into the receiving system at the rate for a 10-year frequency storm event, at the pre-existing conditions. The Pre-Development $Q_{10-yr} = 11.40$ cfs and the Post-Development $Q_{50-yr} = 41.25$ cfs for an increase of 29.85 cfs. **The developer will detain a total of 0.81 acre-feet.**

A master drainage plan and hydraulic and hydrology report has been prepared for a region encompassing approximately 7,000 acres. The region is bounded by the Mission Inlet to the north, the Banker Floodway to the south, Bentsen Road to the east, and Conway Avenue (F.M. 1016) to the west. The area was designed to be protected from the 100-year event based on starting water surface elevation provided in the Mission Inlet Master Plan by Turner, Collie & Braden dated September, 2002. The proposed canals are designed to convey and detain the runoff from the development. The canals and related right-of-way have been dedicated to the City of Mission. The regional system will utilize canals and boxes to detain and convey runoff. Wet and/or dry bottom off-line areas will be used in later phases to reduce peak storage and conveyance rates. As mentioned before, storm water runoff will be detained in an off-site area south of this development. Site drainage and detention improvements will conform to City of Mission and Hidalgo County ordinances and drainage policy.

<input type="checkbox"/> REJECTED	
<input checked="" type="checkbox"/> APPROVED FOR SUBMITTAL	
<input type="checkbox"/> TO H.C. PLANNING DEPT.	
<input checked="" type="checkbox"/> TO CITY	
<input checked="" type="checkbox"/> DISCHARGE PERMIT REQUIRED	
<input type="checkbox"/> DISTRICT FACILITY	
<input checked="" type="checkbox"/> CITY FACILITY	
<input type="checkbox"/> OTHER	
H.C.D.D. NO. 1	DATE BY: <u>7-16-24</u> <u>Chris Burns</u>



Chris Burns, PE

DATE 3-25-24



CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: August 25, 2025

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

AGENDA ITEM: Consideration and possible action to approve a variance to not require off-street parking for a development in a property legally described as a 0.27-acre tract out of the North ½ of Lot 5, Block K, Wright Addition Subdivision, located at 1009 Highland Park Avenue. Applicant – Izaguirre Engineering Group, LLC - Cervantes

NATURE OF REQUEST:

Project Timeline:

- August 8, 2025 – Letter with variance request submitted to the City.
- August 20, 2025 – Consideration of the requested variance by the Planning and Zoning Commission.
- August 25, 2025 – Consideration of the requested variance by the City Council.

Summary:

- The request is for a variance not to comply with Chapter 110, Traffic and Vehicles, Division 4 Off-street parking, Sec. 110-461 of the Mission Code of Ordinances, which states:
In all districts there shall be provided at the time any building or structure is erected paved off-street parking spaces and accompanying maneuvering lanes in accordance with the minimum requirements.
- As mentioned in the variance letter there are other nearby examples of projects that have off-street parking for the development's parking.
- The property owner is proposing to continue the same parking situation compared to the property to the south.

STAFF RECOMMENDATION:

Staff recommends approval.

Departmental Approval: N/A

Advisory Board Recommendation: Approval

City Manager's Recommendation: Approval *MRP*

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

_____ AYES

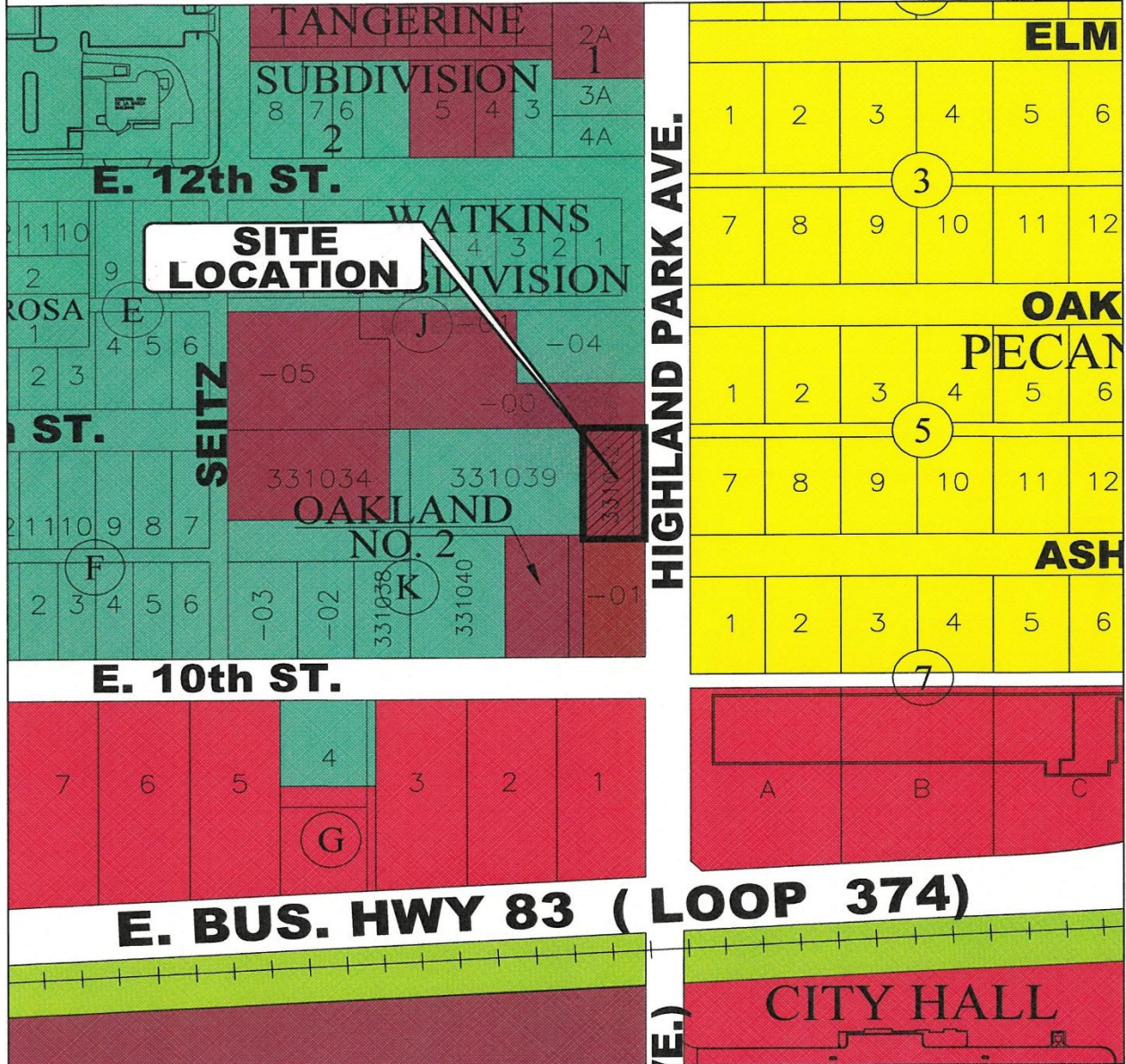
_____ NAYS

_____ DISSENTING _____

AERIAL MAP



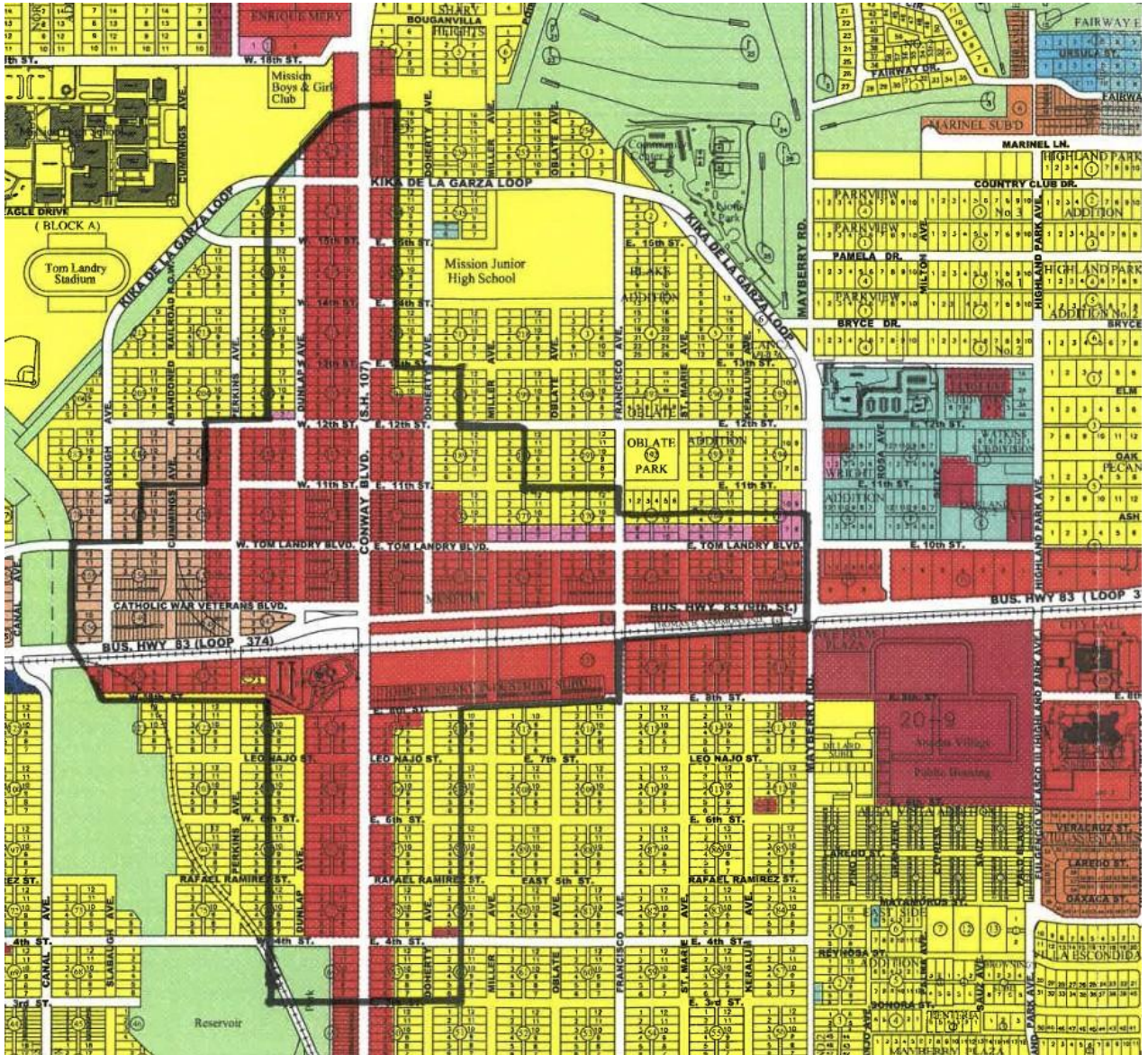
ZONING MAP



ZONING LEGEND

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

CBD PARKING MAP



VARIANCE LETTER

August 8, 2025

Xavier Cervantes, AICP, CPM
Planning Director
City of Mission
1201 E 8th St, Mission, TX 78572
Mission, TX 78572

RE: Variance Request for Off-Street Parking – 1009 Highland Park Ave, Mission, TX

Dear Mr. Cervantes,

We respectfully submit this variance request for the development of a proposed multi-family apartment complex on a 0.27-acre tract located at 1009 Highland Park Ave, Mission, TX. The property is legally described as a 0.27-acre tract out of WRIGHT ADDITION NW.27AC-N1/2 LOT 5 BLK K Hidalgo County map records.

As part of the proposed site design, we are requesting a variance to allow off-street parking. After evaluating the site and surrounding area, we respectfully present the following points in support of the variance.

1. Historical Use of Off-Street Parking:

The subject tract, along with other nearby lots, has historically been used with off-street parking. Previous developments on this site utilized similar layouts, and this approach aligns with the long-established pattern of development in the surrounding area.

2. Consistency with Surrounding Developments:

Several nearby apartment complexes in the vicinity currently utilize off-street parking. This includes developments such as:

- **1115 Highland Park Ave.**
- **1201 Highland Park Ave.**
- **1217 Highland Park Ave.**

Please see attached exhibit.

3. Site Constraints and Feasibility:

Given the small size and configuration of the lot, accommodating all parking fully on-site while complying with setbacks and landscape requirements poses significant design challenges. Permitting off-street parking within the front area allows for a more efficient and practical site layout.

2121 E GRIFFIN PKWY SUITE 2, MISSION TEXAS 78574

VARIANCE LETTER**4. Public Benefit and Revitalization:**

The proposed apartment development will enhance the appearance of a currently vacant. It will improve the urban streetscape and reflect positively on the city, particularly given its proximity to City Hall.

In summary, we respectfully request that the City of Mission consider this variance to allow off-street parking for the proposed development. The variance will enable the productive and compatible use of the property, contribute to the overall improvement of the area, and maintain consistency with the existing neighborhood pattern.

Should you have any questions or need additional information, please feel free to contact me at (956) 240-3246 or diana.izaguirre@yahoo.com.

Respectfully,

A handwritten signature in blue ink, appearing to be "DI" followed by a stylized flourish.

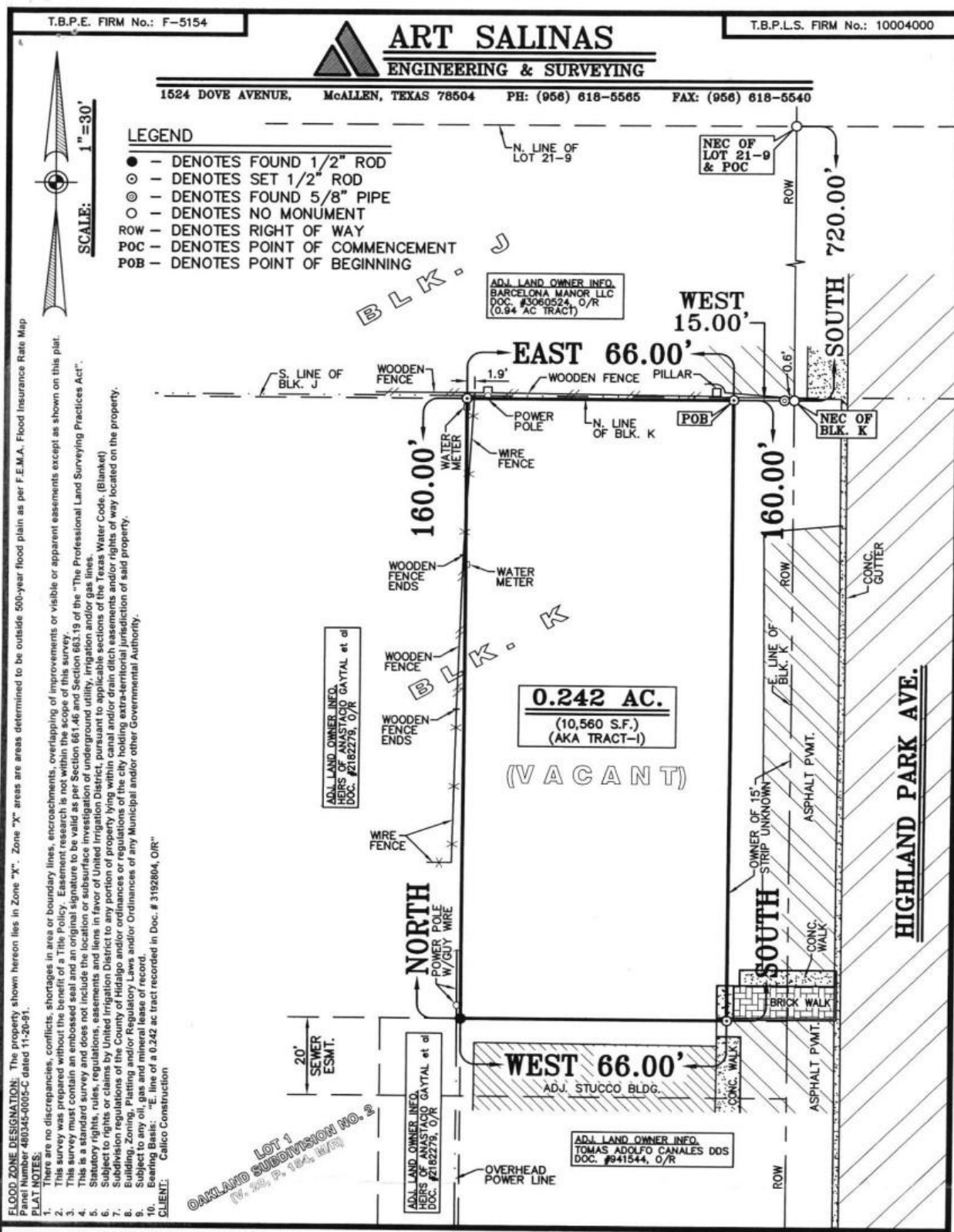
**Diana Izaguirre, President
Izaguirre Engineering Group LLC.**

2121 E GRIFFIN PKWY SUITE 2, MISSION TEXAS 78574

LETTER EXHIBIT



SURVEY





CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: August 25, 2025

PRESENTED BY: Xavier Cervantes, Director of Planning

AGENDA ITEM: Plat Approval for El Milagro Subdivision Phase I, being 176.574 acres being a part or all of Lots 9-7, 9-8, 9-10, 10-8, 10-9, 10-10, 11-7, 11-8, 11-9, West Addition to Sharyland, Developer: Charco Land Sales, LLC, Engineer: Melden & Hunt, Inc. - Cervantes

NATURE OF REQUEST:

Project Timeline:

- April 14, 2021 – City Council convened for Preliminary Plat Approval
- November 3, 2022 – Hosted a Preconstruction Conference to sign construction plans and issue a Notice-to-Proceed
- August 1, 2025 – A Final Walk-Thru was scheduled and conducted on-site with all parties involved for inspection.
- August 25, 2025 – Consideration of the requested Plat Approval by the City Council.

Summary:

- The subdivision is between S. Conway Ave. and Anzaldua Highway north of Los Indios Highway.
- This development is a Planned Unit Development (PUD) consisting of 475 mixed use lots including commercial and civic lots.
- Water and sewer services are provided by the City. There is a total of 38 fire hydrants via direction of the Fire Marshall.
- The internal streets range from 12' one way, 20' one way, 32' two way, 36' two way, 46' and 52' Back-to-Back within 30', 50', 68', 70', 94' and 120' right-of-ways. This subdivision is only accessible from Anzalduas Hwy and Los Indios Parkway. The internal streets will be public.
- Storm water discharge will be into the Mission Pilot Channel of Hidalgo County Drainage District #1. The City's Engineering department has reviewed and approved the drainage report and design.

STAFF RECOMMENDATION:

Staff recommends approval

Departmental Approval: N/A

Advisory Board Recommendation: Approval

City Manager's Recommendation: Approval *MRP*

RECORD OF VOTE:

APPROVED: _____

DISAPPROVED: _____

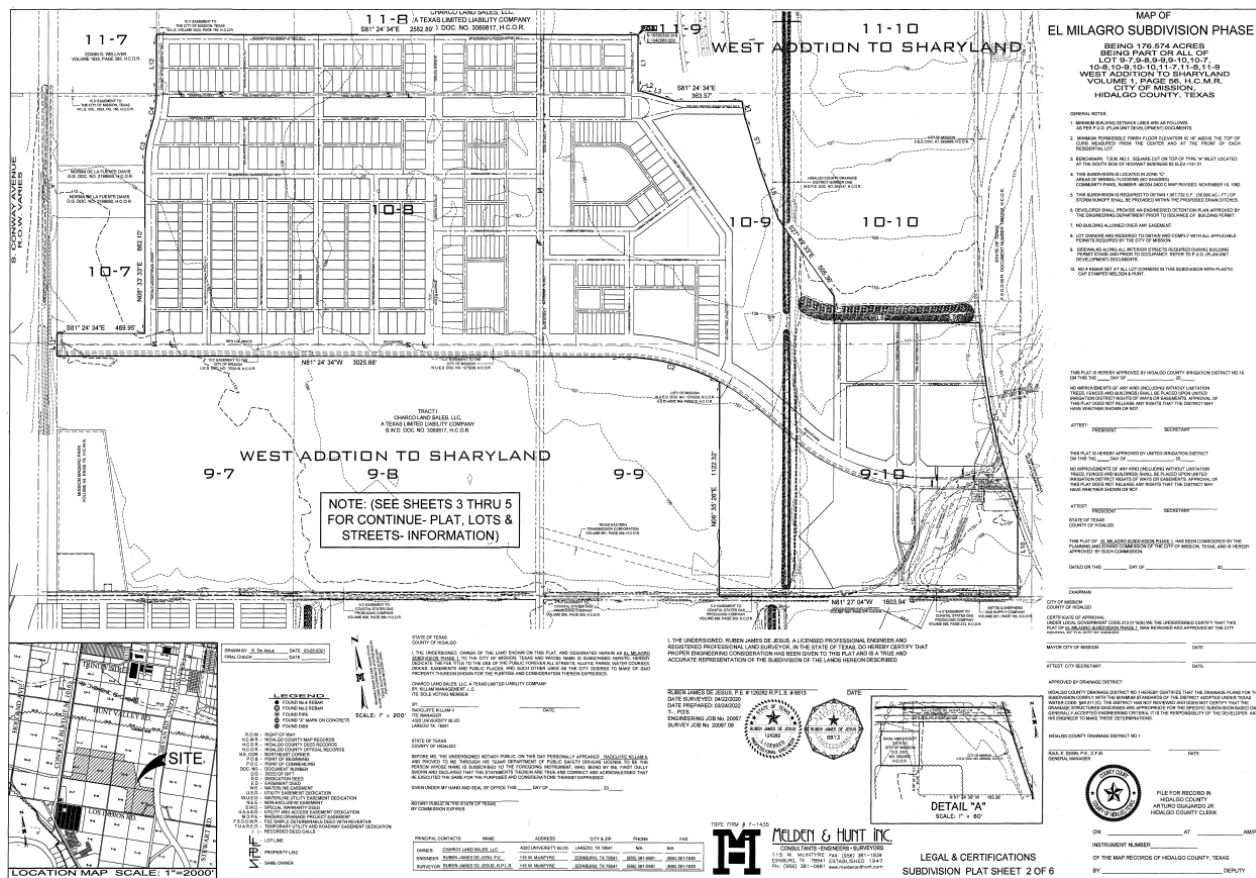
TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____

PLAT



LOT USE LEGEND



347 -- SINGLE FAMILY RESIDENTIAL LOTS
99 -- TOWNHOUSE LOTS
1 ---- MULTI- FAMILY LOTS
3 ---- GREEN/ COMMON LOTS
6 ---- DRAIN DITCH/ COMMON LOTS
4 ---- CIVIC LOTS
3 ---- COMMERCIAL PARKING LOTS
12 ---- COMMERCIAL LOTS

475--- TOTAL LOTS

AERIAL PHOTO



STORM WATER STATEMENT



TBPELS Firm # F-1435
TBPELS # 10096900

MELDEN & HUNT INC.

CONSULTANTS • ENGINEERS • SURVEYORS

FRED L. KURTH • ALLAN F. BOOE • KELLEY A. HELLER-VELA • ROBERTO N. TAMEZ • MARIO A. REYNA • RUBEN JAMES DE JESUS

DRAINAGE STATEMENT EL MILAGRO SUBDIVISION

Date: February 3, 2021

EL MILAGRO SUBDIVISION is a 176.574 acres situated in the City of Mission, Hidalgo County, Texas, consisting of 176.574 acres Being part or all of Lot 9-7, 9-8, 9-9, 9-10, 10-7, 10-8, 11-7, 11-8, 11-9 West Addition to Sharyland Subdivision, according to the plat thereof recorded in Volume 1, Page 56, Hidalgo County Map Records, The tract is currently vacant with a proposed land use of 347 Residential lots, 99 Townhouse lots, 1 Multi-family lot, 3 Green landscape/common lots, 6 Landscape Drain ditch/ common lots, 4 Civic lots, 3 commercial parking lots, and 12 commercial tracts for a total of 475 planned development lots and is located in the County of Hidalgo in the City of Mission. This subdivision is in Zone "C" (Unshaded) in FEMA's Flood Insurance Rate Map, Community Panel No. 480334 0400 C, Map Revised November 16, 1992. Zone "C" (Unshaded) areas of minimal flooding.


The soils are Camargo silt loam (5), moderate infiltration rate, Hydrologic Group "B", Harlingen clay loam (19) very slow infiltration rate, Hydrologic Group "D", Matamoros silty clay (34) slow infiltration rate, Hydrologic Group "C", Reynosa silty clay loam (55) moderate infiltration rate, Hydrologic Group "B, and Runn silty clay (64), which are in Hydrologic Group "C" respectively. For the purposes of this report the site falls mostly in Runn silty clay (64), which are in Hydrologic Group "C". (See excerpts from "Soil Survey of Hidalgo County, Texas")

Existing runoff is by surface flow in a northeasterly direction and has a runoff of 28.88 C.F.S. during the 10-year storm frequency as per the attached calculations. Proposed runoff after development is 430.25 C.F.S., during the 50-year storm frequency, per the attached calculation, which is an increase of 401.37 C.F.S.

The proposed drainage for **EL MILAGRO SUBDIVISION** shall consist of surface runoff from the lots into proposed streets and parking areas. Runoff shall flow into proposed Type "CC" and Type "A" inlets, connected with storm drain pipes that vary from 24" pipe through 54" pipe. This drainage system will have four key discharge locations the north, south, east & west area. These four areas shall flow into the proposed Madero drain ditch system as part of the March 2008 Sharyland Plantation Development Drainage Master Plan Restudy. Proposed widening of the Madero drain will move proposed runoff north which will ultimately discharge into the Mission Inlet.

In accordance with the City of Mission's drainage policy, the peak rate of runoff in the subdivision will not be increased during the 50-year rainfall event due to the improvements in this subdivision. Therefore, as per attached calculations, 1,567,722 cubic feet of detention is required for Phase I. There is also 686,918 cf of volume within the existing HCDD No. 1 Madero Ditch with portions of the ditch that will be filled in. There are six (6) proposed Drainage Ditches to be excavated within the boundaries of this subdivision that will create a volume of 4,014,954 cf for detention. This results in leaving 1,760,314 cf of excess detention that may be used for future phases.

The developer will maintain the ditches using a Municipal Management District (MMD) including some amenities within the ditches ROW such as walking trails, benches, sidewalks, grass and trees.

<input type="checkbox"/> REJECTED	
<input checked="" type="checkbox"/> APPROVED FOR SUBMITTAL	
<input type="checkbox"/> TO H.C. PLANNING DEPT.	
<input checked="" type="checkbox"/> TO CITY	
<input checked="" type="checkbox"/> DISCHARGE PERMIT REQUIRED	
<input type="checkbox"/> DISTRICT FACILITY	
<input checked="" type="checkbox"/> CITY FACILITY	
<input type="checkbox"/> OTHER	
<u>Hector Garcia</u>	<u>2/5/21</u>
H.C.D.D. NO. 1	DATE

By:

Fred L. Kurth, P.E.





MEETING DATE: August 25, 2025

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

AGENDA ITEM: Consideration of approval to authorize the city manager to sign an Annexation Service Agreement for the proposed annexation of Lot A, Golden Angel Subdivision, located at the Northeast corner of Doffing and Mile 3 Roads. Applicant: Felix Chavez, Jr. - Cervantes

NATURE OF REQUEST:

Project Timeline:

- August 15, 2025 – Letter and signed Annexation Service Agreement submitted by the property owners.
- August 25, 2025 – Consideration of approval of the Annexation Service Agreement by the City Council.

Summary:

- Mr. Felix Chavez Jr. is requesting the annexation of a lot of record, located approximately 1.2 miles from the city limits.
- To be able to annex the property the Mile 3 (FM 1924) right-of-way would need to be annexed at the same time from just west of La Homa to Doffing Roads. Since the Mile 3 (FM 1924) roadway is a state highway the State of Texas will continue to own and maintain the road.
- The developer is proposing to build a Junior's Supermarket with an adjoining commercial plaza. The property is within the Certificate of Convenience and Necessity of the AGUA Special Utility District for both water and sewer.
- The applicant is interested in developing this project within the city limits and is requesting annexation.
- The annexation would generate property and sales taxes to the community.

STAFF RECOMMENDATION:

Staff recommends approval.

Departmental Approval: N/A

Advisory Board Recommendation: N/A

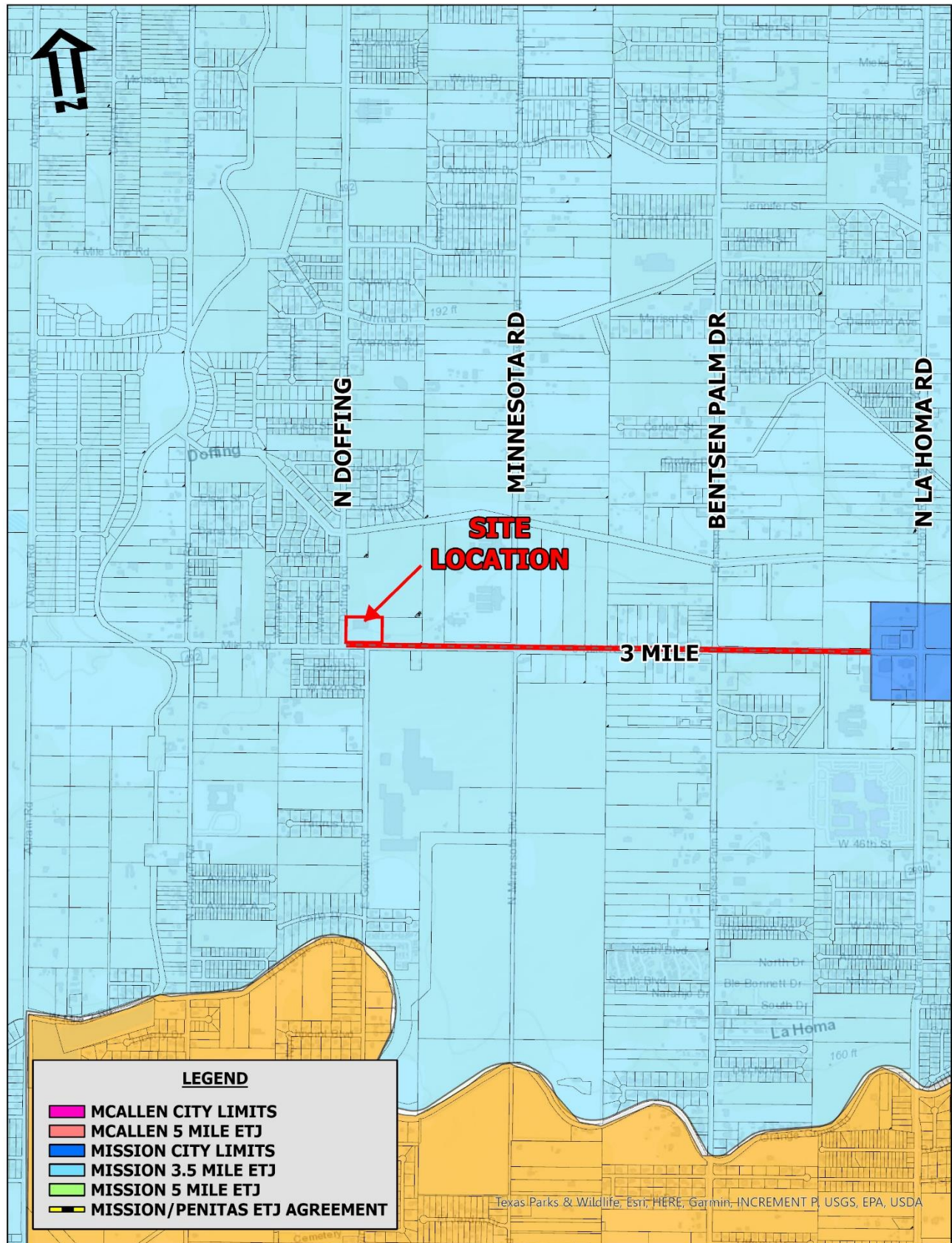
City Manager's Recommendation: Approval *MRP*

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

_____ AYES

_____ NAYS

_____ DISSENTING _____



Recorded in Volume **30** Page **298**
County, Texas
Jelden and Hunt, Inc.
County Surveyors

MAP OF GOLDEN ANGEL SUB'D.
MISSION, TEXAS.
BEING A SUBDIVISION OF 5.0 AC. TRACT OF LAND OUT OF SHARE 16 PORCION 49 HIDALGO COUNTY, TEXAS.
RECORDED IN VOL. 5, PG. 17 M/R.

APPROVED FOR RECORDING BY
COMMISSIONERS' COURT
This 2nd day of May 1995
JOSE ELOY PULIDO, County Clerk
Hidalgo County, Texas
By *[Signature]* Deputy

PREPARED BY:
FABIAN, NELSON & MEDINA, INC.
320 N. 15TH STREET, MULLEN, TEXAS
SCALE: 1" = 100' DATE: 03-15-95

STATE OF TEXAS
COUNTY OF HIDALGO
I, STEPHEN SPORN, A REGISTERED PROFESSIONAL ENGINEER IN THE STATE OF TEXAS, HEREBY CERTIFY THAT PROPER ENGINEERING CONSIDERATION HAS BEEN GIVEN TO THIS PLAN. 4-20-95
[Signature]
REGISTERED PROFESSIONAL
P.E. REGISTRATION NO. 3418

STATE OF TEXAS
COUNTY OF HIDALGO
BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED THE ABOVE NAMED PERSONS, KNOWN TO ME TO BE THE PERSONS WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE (SHE) EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATION THEREIN STATED, GIVEN UNDER MY HAND AND SEAL OF OFFICE. THIS THE 21st DAY OF March, 1995
[Signature]
JANE ELLEN WOOD
NOTARY PUBLIC
December 3, 1990

1. THE UNDERSIGNED, CHAIRMAN OF THE PLANNING AND ZONING COMMISSION OF THE CITY OF MISSION, HEREBY CERTIFY THAT THIS SUBDIVISION PLAN CONFORMS TO ALL REQUIREMENTS OF THE SUBDIVISION REGULATIONS OF THIS CITY WHEREIN MY APPROVAL IS REQUIRED.
DATE OF HEARING: COUNTY OF HIDALGO
THE UNDERSIGNED, A REGISTERED PROFESSIONAL SURVEYOR, HEREBY CERTIFY THAT THIS PLAN IS TRUE AND CORRECTLY MADE FROM AN ACTUAL SURVEY OF THE PROPERTY MADE UNDER MY SUPERVISION ON THE GROUND.

2. THE UNDERSIGNED MAYOR OF THE CITY OF MISSION, HEREBY CERTIFY THAT THIS SUBDIVISION PLAN CONFORMS TO ALL REQUIREMENTS OF THE SUBDIVISION REGULATIONS OF THIS CITY WHEREIN MY APPROVAL IS REQUIRED.
[Signature]
MAYOR, CITY OF MISSION

THIS PLAN IS HEREBY APPROVED BY THE IRRIGATION DISTRICT NO. 6 OF HIDALGO COUNTY, SUBJECT TO THE CONDITION THAT IF THE IRRIGATION FROM SAID DISTRICT IS DESIRED TO THE INDIVIDUAL LOTS IN SAID SUBDIVISION, PROVISION SHALL BE MADE FOR APPROPRIATE EASEMENTS FOR THE INSTALLATION OF NECESSARY IRRIGATION DELIVERY FACILITIES, AS REQUIRED BY THE DISTRICT'S SUBDIVISION POLICIES, TO SUCH LOTS FROM THE CLOSEST DISTRICT DELIVERY POINT AND BY VIRTUE OF THESE REQUIREMENTS IT SHALL BE THE RESPONSIBILITY OF THE OWNERS OF THE PROPERTY TO INSTALL AND MAINTAIN SUCH FACILITIES.
[Signature]
SECRETARY
[Signature]
PRESIDENT

APPROVED FOR RECORDING
HIDALGO CO. PLANNING DEPT.
BY: *[Signature]*
DATE: 4/27/95

43156 Filed
MAY 10 1995
HIDALGO COUNTY, TEXAS

NOTES:
1. MINIMUM BUILDING SETBACKS SHALL BE AS FOLLOWS:
P.M. ROAD 8492 - 40.0 FEET
P.M. ROAD 8124 - 40.0 FEET
SIDE - 10.0 FEET
REAR - 40.0 FEET
2. THIS PROPERTY FALLS IN ZONE "C" OF THE FLOOD INSURANCE RATE MAP, COMMUNITY PANEL NO. 480334 0486 C, REVISED NOVEMBER 18, 1982.
3. MINIMUM FINISHED FLOOR ELEVATION SHALL BE 12 INCHES ABOVE CENTERLINE OF PAVEMENT MEASURED AT FRONT CENTER OF LOT ON P.M. 8492.
4. NO SIDEWALK REQUIRED ON THIS PROPERTY.
5. STORM WATER DETENTION OF 0.25 AC-FT IS REQUIRED FOR THIS SUBDIVISION.
6. NO BUILDING PERMITTED OVER ANY EASEMENT.
7. BENCH MARK - TOP OF WASTE INLET AT THE NORTHWEST CORNER OF THE INTERSECTION OF P.M. 822 & P.M. 1924 - ELEVATION 178.07
8. FIRE LANE EASEMENT MAY BE REQUIRED AT THE TIME OF BUILDING PERMIT ISSUANCE.

SHARE 16, PORCION 49
(VOL. 5, PG. 17)

SHARE 16, PORCION 49
(VOL. 5, PG. 17)

LOT A

LOT 12, LOT 13, LOT 14, LOT 15, LOT 16, LOT 17, LOT 18, LOT 19

MUNOZ ESTATES
(VOL. 23, PG. 104-B)

GOODWIN RD.

MILE-3 (FM1924)

APPROVED FOR RECORDING
BY
COMMISSIONERS' COURT
This 2nd day of May 1995
JOSE ELOY PULIDO, County Clerk
Hidalgo County, Texas
By *[Signature]* Deputy

STATE OF TEXAS
COUNTY OF HIDALGO
1. (WE), THE UNDERSIGNED, OWNER(S) OF THE LAND SHOWN ON THIS PLAN AND DESIGNATED AS THE "GOLDEN ANGEL SUB'D." SUBDIVISION TO THE CITY OF MISSION, TEXAS AND WHOSE NAME(S) IS (ARE) SUBSCRIBED HERETO, HEREBY DEDICATE TO THE USE OF THE PUBLIC ALL STRIPS & EASEMENTS WHICH ARE INSTALLED OR WHICH I (WE) WILL CAUSE TO BE INSTALLED THEREON SHOWN OR NOT SHOWN IF REQUIRED OTHERWISE TO BE INSTALLED OR DEDICATED UNDER THE SUBDIVISION APPROVAL PROCESS OF THE CITY OF MISSION. ALL THE SAME FOR THE PURPOSES THEREIN EXPRESSED, EITHER ON THE PLAN HEREOF OR ON THE OFFICIAL MINUTES OF THE APPLICABLE AUTHORITIES OF THE CITY OF MISSION.

STATE OF TEXAS
COUNTY OF HIDALGO
BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED THE ABOVE NAMED PERSONS, KNOWN TO ME TO BE THE PERSONS WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE (SHE) EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATION THEREIN STATED, GIVEN UNDER MY HAND AND SEAL OF OFFICE. THIS THE 21st DAY OF March, 1995
[Signature]
JANE ELLEN WOOD
NOTARY PUBLIC
December 3, 1990

1. THE UNDERSIGNED, CHAIRMAN OF THE PLANNING AND ZONING COMMISSION OF THE CITY OF MISSION, HEREBY CERTIFY THAT THIS SUBDIVISION PLAN CONFORMS TO ALL REQUIREMENTS OF THE SUBDIVISION REGULATIONS OF THIS CITY WHEREIN MY APPROVAL IS REQUIRED.
DATE OF HEARING: COUNTY OF HIDALGO
THE UNDERSIGNED, A REGISTERED PROFESSIONAL SURVEYOR, HEREBY CERTIFY THAT THIS PLAN IS TRUE AND CORRECTLY MADE FROM AN ACTUAL SURVEY OF THE PROPERTY MADE UNDER MY SUPERVISION ON THE GROUND.

2. THE UNDERSIGNED MAYOR OF THE CITY OF MISSION, HEREBY CERTIFY THAT THIS SUBDIVISION PLAN CONFORMS TO ALL REQUIREMENTS OF THE SUBDIVISION REGULATIONS OF THIS CITY WHEREIN MY APPROVAL IS REQUIRED.
[Signature]
MAYOR, CITY OF MISSION

THIS PLAN IS HEREBY APPROVED BY THE IRRIGATION DISTRICT NO. 6 OF HIDALGO COUNTY, SUBJECT TO THE CONDITION THAT IF THE IRRIGATION FROM SAID DISTRICT IS DESIRED TO THE INDIVIDUAL LOTS IN SAID SUBDIVISION, PROVISION SHALL BE MADE FOR APPROPRIATE EASEMENTS FOR THE INSTALLATION OF NECESSARY IRRIGATION DELIVERY FACILITIES, AS REQUIRED BY THE DISTRICT'S SUBDIVISION POLICIES, TO SUCH LOTS FROM THE CLOSEST DISTRICT DELIVERY POINT AND BY VIRTUE OF THESE REQUIREMENTS IT SHALL BE THE RESPONSIBILITY OF THE OWNERS OF THE PROPERTY TO INSTALL AND MAINTAIN SUCH FACILITIES.
[Signature]
SECRETARY
[Signature]
PRESIDENT

APPROVED FOR RECORDING
HIDALGO CO. PLANNING DEPT.
BY: *[Signature]*
DATE: 4/27/95

43156 Filed
MAY 10 1995
HIDALGO COUNTY, TEXAS



August 15, 2025

City of Mission
Mike Perez, City Manager
Xavier Cervantes, Director of Planning
1201 E. 8th Street
Mission, Texas. 78572

Gentlemen and Distinguished Council,

Please accept this letter as our request that the City of Mission annex our property, located at:

Lot A, Golden Angel Subdivision, an addition to the City of Mission, Hidalgo County, Texas, as per map or plat thereof recorded in Volume 30, Page 29B, Map Records, Hidalgo County, Texas.

This is commonly known as : Northeast corner of Mile 3 (FM 1924) and Doffing Roads
It is currently 'in the county'. We have attached the tax card with the particulars.

We plan to develop, a new full-service supermarket at the location. We have owned the property for some time-and now feel the area has matured in population and growth and can now support a food project such as ours.

We have served the Rio Grande Valley for decades, and now with new generations leading the business day to day, expansion is on our mind and look forward to serving Mission with this new location. We plan to begin working immediately....and have enjoyed the assistance of Mission Economic Development and the Planning Department.

Respectfully submitted,

Felix Chavez Jr.
FE-MA Enterprises, Inc.
Dba Junior's Supermarkets
6503 S. Cage Boulevard
Pharr, Texas 78577

Maria Chavez
FE-MA Enterprises, Inc.
Dba Junior's Supermarkets
6503 S. Cage Boulevard
Pharr, Texas 78577

ANNEXATION SERVICE AGREEMENT

Pursuant to the provisions of V. T.C.A., Local Government Code Section 43.0672, in connection to the voluntary annexation of Lot A, Golden Angel Subdivision, located at the Northeast corner of Mile 3 (FM 1924) and Doffing Roads, the owner of the land in the area and the City of Mission ("City"), collectively referred to herein as the "Parties", hereby enter into this written Annexation Service Agreement as follows:

- A. Services to be provided on the effective date of annexation unless otherwise specified.
1. Police Protection
Patrolling, radio response to calls and other routine police services using present personnel and equipment will be provided on the effective date of annexation. Patrol positions will be added when population warrants.
 2. Fire Protection
Fire protection by the present personnel and equipment of the fire fighting force within the limitations of available water will be provided on the effective date of annexation.
 3. Emergency Medical Services
Emergency medical services will be provided on the effective day of annexation.
 4. Environmental Health and Code Compliance
Health protection including the elimination of weedy lots, illegal dumping, unsanitary septic systems, sources of standing water and other public nuisances will be provided on the effective date of annexation.
 5. Solid Waste Collection
Pick-up will begin on the effective date of annexation at the same level of service and cost provided to other similar areas presently found within the City of Mission.

Brush collection will be on a periodic basis as established by the City Sanitation Department with an active utility account.
 6. Operation and Maintenance of Public Water and Wastewater Facilities
Routine maintenance of existing water and wastewater facilities owned by the City of Mission will continue on the effective day of annexation. The property is not within Mission's Certificate of Convenience and Necessity (CCN) for water and wastewater.

7. Operation and Maintenance of Public Roads and Streets

Routine maintenance of public roads and streets will begin on the effective date of annexation.

- B. If the city fails to zone the property as General Business ("C-3") District after the rezoning public hearings are held, the city agrees to de-annex the property within three (3) months after the rezoning process is completed.

SIGNED this ____ day of _____, 2025

CITY OF MISSION

By: _____

Mike Perez, City Manager

OWNER OF THE PROPERTY DESCRIBED ABOVE

By: _____


Felix Chavez, Jr.



CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: August 25, 2025
PRESENTED BY: Vidal Roman, Finance Director
AGENDA ITEM: Discussion and action on proposed 2025 Tax Rate, Take Record Vote and Schedule Public Hearing – Roman

NATURE OF REQUEST:

In accordance with the Texas Property Tax, Code City Council must propose a tax rate for the City of Mission and publish "Notice of Property Tax Rates," by September 1st. This notice provides information about tax rates used in adopting the current tax year's tax rate. The no-new-revenue tax rate would impose the same amount of taxes as last year if you compare properties taxed in both years. In most cases, the voter-approval tax rate is the highest tax rate a taxing unit can adopt without holding an election. If the proposed tax rate exceeds the no-new-revenue tax rate but does not exceed the voter-approval tax rate, one public hearing is required before the adoption of the tax rate.

The calculated no new revenue tax rate is \$0.5349 per \$100 valuation

The calculated voter approved tax rate not adjusted for unused increment rate is \$0.5590 per \$100 valuation

The calculated voter approved tax rate adjusted for unused increment rate is \$0.5590 per \$100 valuation

The current tax rate is \$0.5580 per \$100 valuation

Public Hearing is to be scheduled: September 9, 2025.

BUGETED: N/A **FUND:** _____ **ACCT. #:** _____

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

BID AMOUNT: \$ _____

STAFF RECOMMENDATION:

Discussion and action on Proposed Tax Rate, take Record Vote, and Schedule Public Hearing

Departmental Approval: N/A

Advisory Board Recommendation: N/A

City Manager's Recommendation: Approval *MRP*

RECORD OF VOTE: **APPROVED:** _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____

2025 Governing Body Summary #1A*

Benchmark 2025 Tax Rates

City of Mission

Date: 08/07/2025 09:22 AM

DESCRIPTION OF TAX RATE	TAX RATE PER \$100	THIS YEAR'S TAX LEVY**	ADDITIONAL TAX LEVY
No-New-Revenue Tax Rate	\$0.5349	\$28,780,611	
One Percent \$100 Tax Increase***	\$0.5402	\$29,065,780	\$285,169
One Cent per \$100 Tax Increase***	\$0.544900	\$29,318,667	\$538,056
De Minimis Rate	\$0.0000	\$0	\$0
VAR NOT adjusted for Unused Increment Rate	\$0.5590	\$30,077,325	\$1,296,714
VAR adjusted for Unused Increment Rate	\$0.5590	\$30,077,325	\$1,296,714
Last Year's Tax Rate	\$0.5580	\$30,023,520	\$1,242,909
Proposed Tax Rate	\$0.0000	\$0	\$-28,780,611

*These figures are provided as estimates of possible outcomes resulting from varying the tax rate. Please be aware that these are only estimates and should not be used alone in making budgetary decisions.

**Tax levies are calculated using line 22 of the No-New-Revenue Tax Rate Worksheet and this year's frozen tax levy on homesteads of the elderly or disabled.

***Tax increase compared to no-new-revenue tax rate.



CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: August 25, 2025

PRESENTED BY: Mike R. Perez, City Manager

AGENDA ITEM: Discussion and possible action to create an Ad Hoc Committee for Lions Park Phase II Renovation Project and appointment of committee members - Perez

NATURE OF REQUEST:

The City is proceeding with Phase II of the Lions Park Renovation Project to continue improving recreational amenities and enhancing the park's role as a community gathering space. To assist in planning, reviewing design options, and providing recommendations, the creation of an Ad Hoc Committee is proposed. The committee will gather input and provide guidance throughout the Phase II renovation planning process. The committee will consist of 7 members to include the council and Jose H. Rodriguez and Christie Gonzalez.

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 *MRP*

RECORD OF VOTE: **APPROVED:** _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____



CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: August 25, 2025

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

AGENDA ITEM: Tabled 08/11/2025: Consideration of the adoption of an ordinance amending the code of ordinances Chapter 110-Traffic and Vehicles, Article 3, Loading and Unloading, adding Subsection 110-437 thru 441, Queuing & Internal Circulation Routes, Establishing Regulations for the Queuing of Vehicles in New Developments. Applicant: City of Mission, Adoption of Ordinance #_____ - Cervantes

NATURE OF REQUEST:

Project Timeline:

- June 26, 2025 – Ordinance reviewed and approved by the Ordinance Review Committee.
- August 11, 2025 – Consideration of the adoption of the ordinance by the City Council. - Tabled

Summary:

- Due to safety concerns the City of Mission desires to adopt an ordinance for the proper development of new schools and the expansion of schools within the city limits.
- Due to the installation of gates by the school districts many schools that had space for queuing now force the vehicles to que outside the gates within the public streets causing traffic concerns to the general public.
- The attached ordinance will require queuing areas, based on the size of the new school or the expansion of existing schools, to be located within the school property outside of the gates.
- The ordinance review committee met on June 26, 2025. They approved the ordinance but made some recommendations.

Below are the committee's recommendations:

- 1) Require security personnel at the entrance of every gate at each entrance to a major city street

STAFF RECOMMENDATION:

Staff recommends the adoption of the ordinance.

Departmental Approval: N/A

Advisory Board Recommendation: N/A

City Manager's Recommendation: Approval *MRP*

RECORD OF VOTE:

APPROVED:

DISAPPROVED:

TABLED:

_____ AYES

_____ NAYS

_____ DISSENTING _____

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE CITY OF MISSION CODE OF ORDINANCES CHAPTER 110-TRAFFIC AND VEHICLES, ARTICLE 3, LOADING AND UNLOADING, ADDING SUBSECTION 110-437 THRU 441, QUEUING & INTERNAL CIRCULATION ROUTES, ESTABLISHING REGULATIONS FOR THE QUEING OF VEHICLES IN NEW DEVELOPMENTS; PROVIDING REPEALER CLAUSE; PROVIDING SEVERABILITY CLAUSE; PROVIDING EFFECTIVE DATE; AND PROVIDING FOR PUBLICATION.

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

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

WHEREAS, the proper queuing of vehicles is important to regulate in new developments; and

WHEREAS, this ordinance amendment was reviewed and recommended by the Ordinance Review Committee; 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, Chapter 110-Traffic and Vehicles, Article III -Loading and Unloading, be amended by adding Section 110-437 – Queuing & Internal Circulation Routes is hereby added the language as shown underlined as follows:

110 – 437 Queuing

Adequate storage space shall be provided for queuing on-site to prevent traffic queues spilling onto City right-of-way. Queuing area requirements for drive-through service lanes or queuing spaces are as follows:

- (a) Queuing spaces or queuing areas shall be designed in accordance with the following criteria for uses as required.
- (b) Queue spaces or queuing areas may not interfere with parking spaces, parking aisles, loading areas, internal circulation, or driveway access.
- (c) Each queue space shall consist of a rectangular area not less than 10 feet wide and 25 feet long. Queue spaces are not interchangeable with the required parking spaces.
- (d) A 12-foot-wide bypass lane may be required adjacent to queue lines to allow vehicles an opportunity to circumvent the drive-through activity and exit the site.
- (e) Queue areas and drive-through facilities shall be clearly identified with the appropriate signage and markings.
- (f) Queuing areas for service station islands and fuel dispensing pumps should be designed according to Figure 1. The minimum queuing requirement dimension is measured from the ends of the service island or protective bollards. By-pass lane(s) are required to provide on-site circulation. Parallel adjacent islands with three or more pumps on each island shall maintain a circulation aisle between queuing spaces or other obstructions.

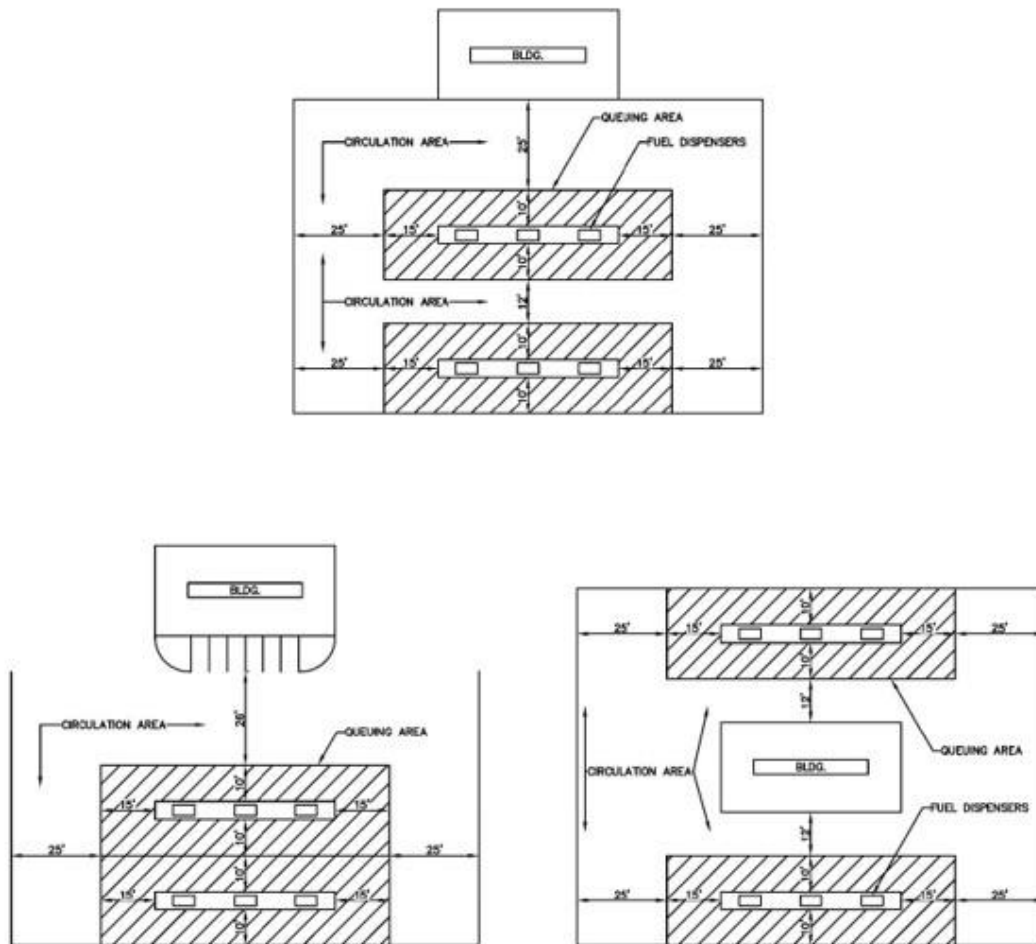


Figure 1 – Service Station Queuing & Internal Circulation Layout

- (g) Refer to Figure 2 for calculation of queue length required for a drive through facility.
- (h) Refer to Figure 3 for layout of queuing area and internal circulation routes on a site providing a drive through facility.
- (i) No queuing shall be allowed in the public street. This requirement shall apply to new public or private schools or to the expansion of existing public or private schools. The required queuing within the school property must be outside the school gate. To the extent possible, existing schools that expand or add to the structure will have to come into compliance.
- (j) The provided queue area on site shall be able to accommodate the peak AM or PM hour queue length for a facility. The peak queue length shall be calculated as follows, unless otherwise required by the City Engineer or applicable Director to follow the procedure in Section 110-438.
 - (1) The expected peak hour queue is assumed to be 10-15 % of all arriving vehicles during the AM or PM peak hour, whichever generates the higher number of trips. Refer to Table 1 for example calculations of queue length.
 - (2) The 10-15% AM or PM peak hour arriving vehicle shall be calculated using the current version of the Institute of Transportation Engineers (ITE) Trip Generation Manual. "AM Trips In" or "PM Trips In".

Land Use (ITE Code)	Fast Food (934)	Car Wash (948)	Coffee (937)	Bank (912)	Pharmacy (881)
10% of ITE Trip Generation (AM/PM Peak)	6	2	14	6	7
15% of ITE Trip Generation (AM/PM Peak)	9	3	20	9	11
All numbers based on 10 th Edition of ITE Trip Generation Manual. Use Latest Edition.					

Table 1 – Queue Length Samples from ITE Method

Below are the trip generation calculations for schools from the ITE Trip Generation Manual.

Table VII-4: School Storage Lengths		
Type	Student Population	Loop Drive Stacking Length
Elementary School	200-600	650-1,000 Linear Feet
	600-1,200	1,000-1,500 Linear Feet
Middle School	200-600	700-1,000 Linear Feet
	600-1,200	1,000-1,500 Linear Feet
High School	400-800	800-1,200 Linear Feet
	800-2,500	1,200-1,500 Linear Feet
*Note: • 1 Vehicle = 20 feet • **or a combination approved by The City of Mission equaling no less than 11 Vehicles		

VII-5 Shared Access

A. General

1. Shared Access points are required when the frontage of a property is insufficient for proper spacing of access point as depicted on Figure 2.
2. The property owner is required to record a common ingress/egress access easement with the plat allowing ingress/egress to properties that share access as determined by the City Engineer.
3. In the case where a subject property is being platted through which ingress/egress is necessary for another property to have access to public right-of-way, then the subject property shall record a common access easement allowing such other property to a shared access.
4. Use of such easement by other property owners shall be made contingent on such other owners' agreement to the shared maintenance responsibilities on a pro-rata basis, proportional to respective square footage of all properties having access to easement.

Trip Generation Calculation							
ITE Code	Description	Units		Adjacent		Generator	
				AM Peak	PM Peak	AM Peak	PM Peak
520	Elementary School	# of Students	0			0	0
520	Elementary School	GFA	10			31	35
per 1,000 sq							
522	Middle/Junior High	# of Students	0			0	0
522	Middle/Junior	GFA	10			44	25
per 1,000 sq							
530	High School	GFA	10			31	21

Total
Trips

Adjacent		Generator	
0	0	105	81

Table VII-4 above shows the queuing requirements that will be used for schools based on the estimated number of students.

110-438 Alternative Queueing Analysis.

In lieu of the method identified in Section 110-437 (j), the expected peak hour queue shall be calculated through observation of comparable land use and building size for three sites within the City Limits. Observation and memorandum documenting results shall be done by a professional engineer licensed in the State of Texas.

Once the expected peak hour queue has been determined, the queue area shall be sized to accommodate the full length of the expected AM or PM peak hour queue using the following formula:

Equation 1 Expected AM or PM Peak Hour Queue Length = Expected Queue x 25 feet (25 feet is the assumed space for one queued vehicle)

The following Figure 2 illustrates the queue length calculation concept for a straight-line queue, and Figure 3 illustrates the queue length concept for a drive through facility type with a “building wraparound” configuration.

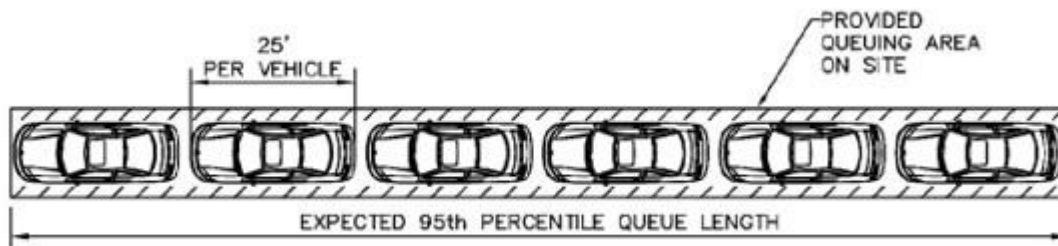


Figure 2 – Area for the 95th Expected Queue

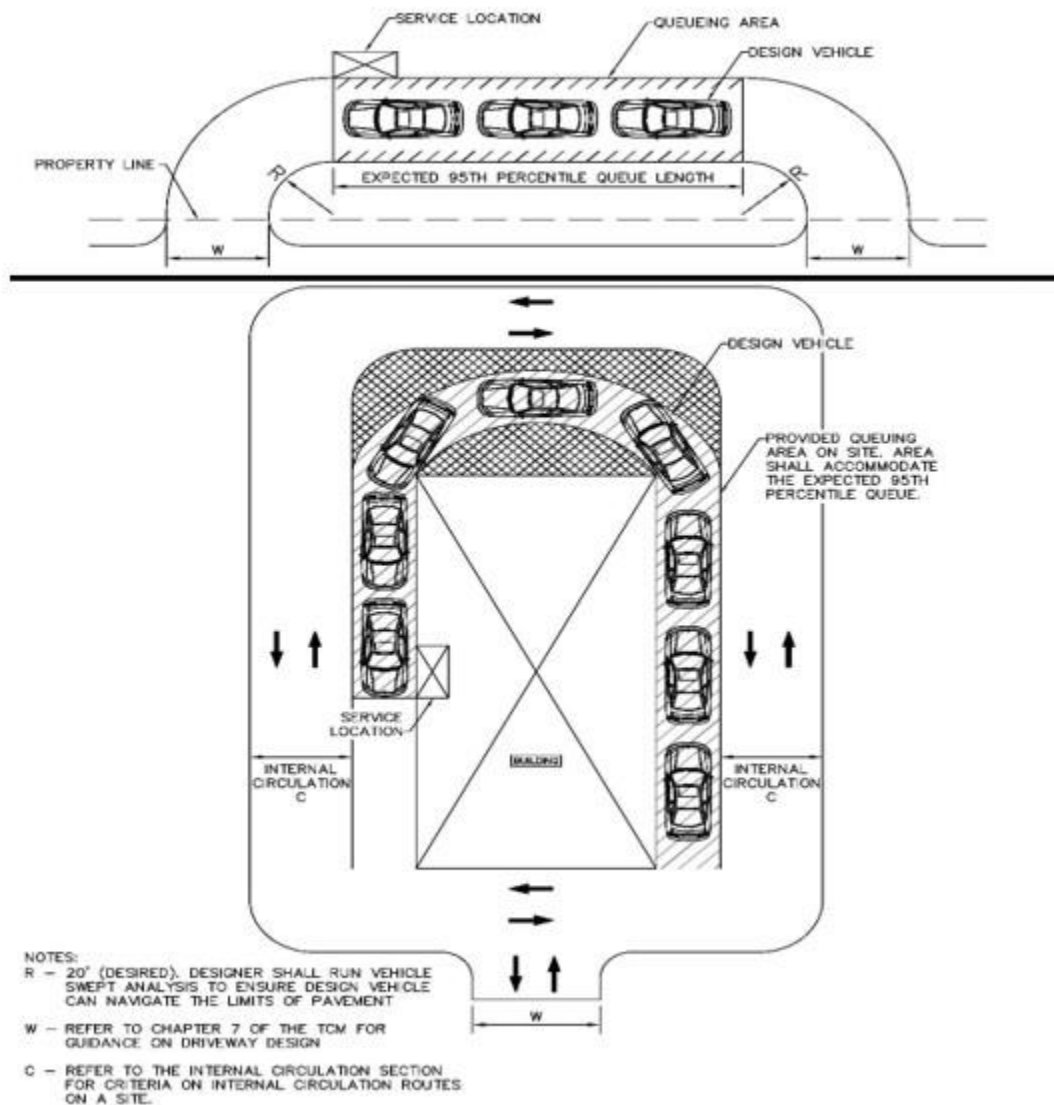


Figure 3 – Semicircular Drop-off Driveway & Drive Through Facility Queueing with Internal Circulation Layout

110-439 Internal Circulation Routes.

Internal circulation routes shall be designed in accordance with the following criteria:

- (a) Refer to Figure 4 for an overview of fire lanes and circulation lanes in off-street parking lots.
- (b) Internal circulation and fire lane grades must also be approved by applicable departments in addition to the Fire Department approval.
- (c) Signs and curb markings are required to indicate “No Parking – Fire Zone.” Access aisles shall be designed with an appropriate 25 feet inside turning radius and 50 feet outside turning radius at turns to accommodate operational fire department apparatus. Refer to Figure 4 below.

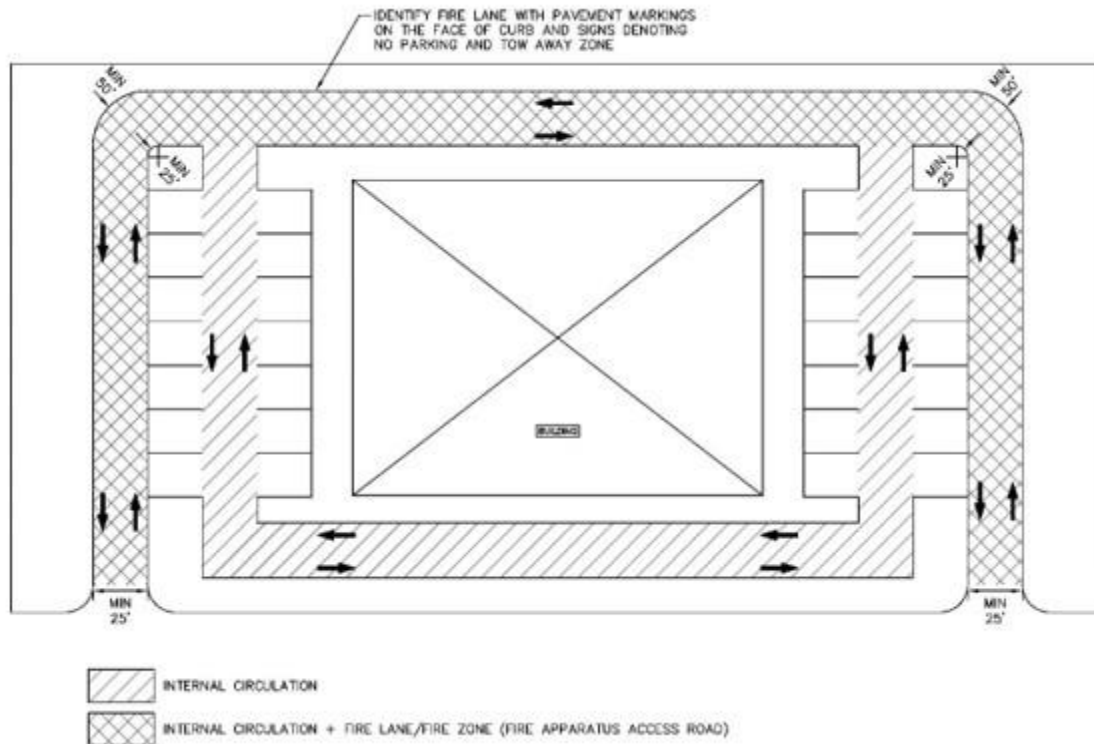


Figure 4 – Internal Circulation & Fire Lanes Layout

- (d) The minimum separation between the edge of the street pavement and the first conflict point within a parking area shall be determined according to the city standards to follow requirements for driveway throat lengths.
- (e) Entry driveways equipped with controlled access gates must provide a minimum of 40 feet of storage space measured from the gate to the property line. A different storage length may be required by the City Engineer or applicable Director if a study warrants. Additional storage space may be required if indicated by a Transportation Impact Analysis.
- (f) All semicircular drop-off driveways shall be designed to operate in one direction only. Figure 3 provides specific design criteria for semicircular drop-offs.
- (g) All internal circulation and queuing areas must be designed to accommodate the turning radii of the vehicles that will be using the site.
- (h) The minimum width for an internal drive or circulation aisle with no parking is 20 feet for two-way traffic and 10 feet for one-way traffic. Additional width, up to 25 feet, for two-way traffic and 15 feet for one-way traffic, may be required where traffic volumes are heavy or where obstructions or circuitous alignment necessitates a wider drive for clearance of turning vehicles. Fire Department access criteria must also be met.

110-440 Driveway Throat.

The driveway throat is the section beyond the driveway into the site. This area of the driveway is used for storage of vehicles by accessing and departing the site. The geometry of this area is highly dependent on the access capacity the property requires. The components that make up the driveway throat are explained in greater detail in the sections that follow.

110-441 Throat Storage Length.

The throat storage length for high volume access driveways is directly related to the number of parking spaces accessible by the driveway. To determine the throat storage length, the total number of parking spaces shall be divided by the number of driveways and refer to Table 2. The calculation shall be used on the proposed number of parking stalls for overall development or the number of parking spaces for an individual lot, whichever provides the more conservative ratio of parking stalls to driveways. This will ensure all departing cars can be stored adequately while waiting to exit the site. For reference the tables in the city infrastructure standards can be used.

Parking Spaces Per Driveway	Storage Required (ft)			
	Multi-Family or Commercial Land Use		Industrial Land Use	
	Left Turn Allowed			
	No	Yes	No	Yes
<25	30	30	30	30
25-50	30	40	30	40
51-100	30	40	40	40
101-200	40	80	40	60
More than 200	100	150	40	100

Table 2 – Minimum Throat Storage Length

- (a) Throat length is measured from the property line to an interruption point.
 - 1. An interruption point consists of the first intersecting aisle, internal driveway, or parking stall.
- (b) For minor driveways that do not access a parking lot, the length of the driveway must fully incorporate the length of one parked vehicle or 20 feet.
- (c) For sites with structured parking, the throat length may be reduced to 0 feet if queueing areas are demarcated to prevent turning conflicts for queued vehicles.

SECTION 2. REPEALER All ordinances or parts of ordinances in conflict herewith in 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 of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and any remaining provision shall continue in effect notwithstanding the invalidity of such section, subsection, clause, phrase or portion.

SECTION 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 the TEXAS GOVERNMENT CODE, CHAPTER 551.

CITY OF MISSION

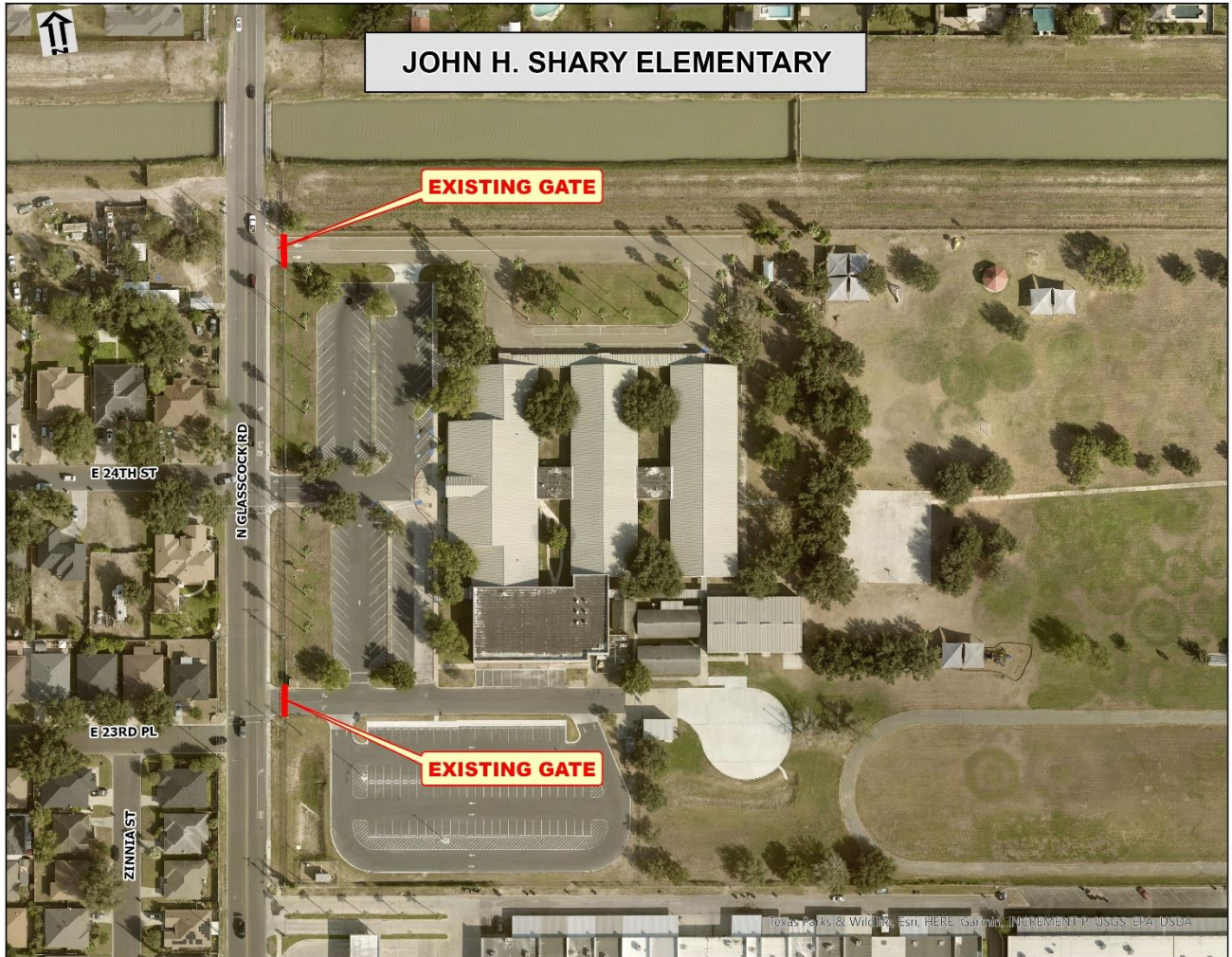
Norie Gonzalez Garza, Mayor

ATTEST:

Anna Carrillo, City Secretary

APPROVED AS TO FORM:

Patricia A. Rigney, City Attorney



ORDINANCE NO. 5707

AN ORDINANCE AMENDING THE CITY OF MISSION CODE OF ORDINANCES CHAPTER 110-TRAFFIC AND VEHICLES, ARTICLE 3, LOADING AND UNLOADING, ADDING SUBSECTION 110-437 THRU 441, QUEUING & INTERNAL CIRCULATION ROUTES, ESTABLISHING REGULATIONS FOR THE QUEING OF VEHICLES IN NEW DEVELOPMENTS; PROVIDING REPEALER CLAUSE; PROVIDING SEVERABILITY CLAUSE; PROVIDING EFFECTIVE DATE; AND PROVIDING FOR PUBLICATION.

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

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

WHEREAS, the proper queuing of vehicles is important to regulate in new developments; and

WHEREAS, this ordinance amendment was reviewed and recommended by the Ordinance Review Committee; 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, Chapter 110-Traffic and Vehicles, Article III -Loading and Unloading, be amended by adding Section 110-437 – Queuing & Internal Circulation Routes is hereby added the language as shown underlined as follows:

110 – 437 Queuing

Adequate storage space shall be provided for queuing on-site to prevent traffic queues spilling onto City right-of-way. Queuing area requirements for drive-through service lanes or queuing spaces are as follows:

- (a) Queuing spaces or queuing areas shall be designed in accordance with the following criteria for uses as required.
- (b) Queue spaces or queuing areas may not interfere with parking spaces, parking aisles, loading areas, internal circulation, or driveway access.
- (c) Each queue space shall consist of a rectangular area not less than 10 feet wide and 25 feet long. Queue spaces are not interchangeable with the required parking spaces.
- (d) A 12-foot-wide bypass lane may be required adjacent to queue lines to allow vehicles an opportunity to circumvent the drive-through activity and exit the site.
- (e) Queue areas and drive-through facilities shall be clearly identified with the appropriate signage and markings.
- (f) Queuing areas for service station islands and fuel dispensing pumps should be designed according to Figure 1. The minimum queuing requirement dimension is measured from the ends of the service island or protective bollards. By-pass lane(s) are required to provide on-site circulation. Parallel adjacent islands with three or more pumps on each island shall maintain a circulation aisle between queuing spaces or other obstructions.

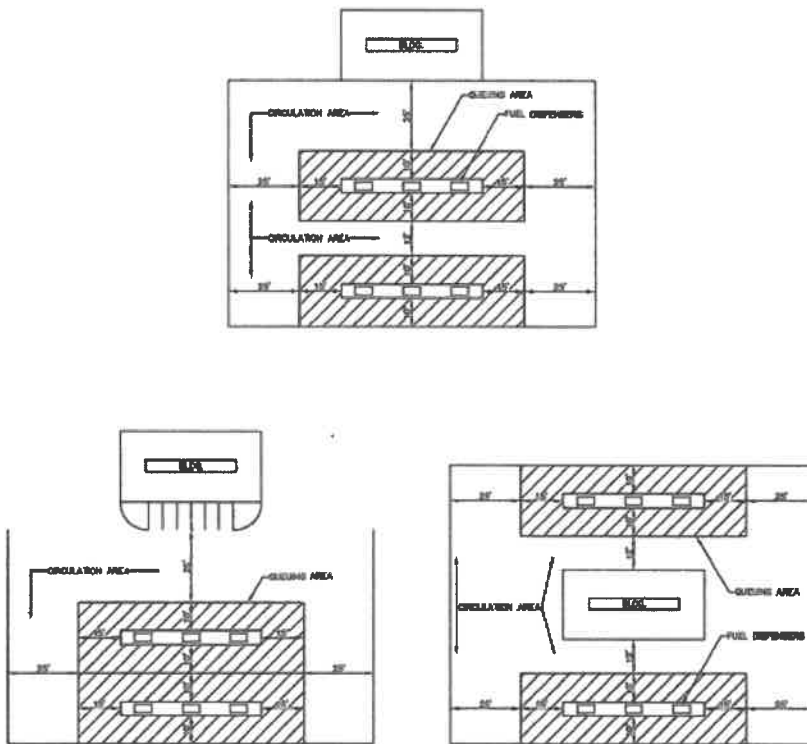


Figure 1 – Service Station Queuing & Internal Circulation Layout

- (g) Refer to Figure 2 for calculation of queue length required for a drive through facility.
- (h) Refer to Figure 3 for layout of queuing area and internal circulation routes on a site providing a drive through facility.
- (i) No queuing shall be allowed in the public street. This requirement shall apply to new public or private schools or to the expansion of existing public or private schools. The required queuing within the school property must be outside the school gate. To the extent possible, existing schools that expand or add to the structure will have to come into compliance.
- (j) The provided queue area on site shall be able to accommodate the peak AM or PM hour queue length for a facility. The peak queue length shall be calculated as follows, unless otherwise required by the City Engineer or applicable Director to follow the procedure in Section 110-438.
 - (1) The expected peak hour queue is assumed to be 10-15 % of all arriving vehicles during the AM or PM peak hour, whichever generates the higher number of trips. Refer to Table 1 for example calculations of queue length.
 - (2) The 10-15% AM or PM peak hour arriving vehicle shall be calculated using the current version of the Institute of Transportation Engineers (ITE) Trip Generation Manual. "AM Trips In" or "PM Trips In".

Land Use (ITE Code)	Fast Food (934)	Car Wash (948)	Coffee (937)	Bank (912)	Pharmacy (881)
10% of ITE Trip Generation (AM/PM Peak)	6	2	14	6	7
15% of ITE Trip Generation (AM/PM Peak)	9	3	20	9	11
All numbers based on 10 th Edition of ITE Trip Generation Manual. Use Latest Edition.					

Table 1 – Queue Length Samples from ITE Method

Below are the trip generation calculations for schools from the ITE Trip Generation Manual

Table VII-4: School Storage Lengths		
Type	Student Population	Loop Drive Stacking Length
Elementary School	200-600	650-1,000 Linear Feet
	600-1,200	1,000-1,500 Linear Feet
Middle School	200-600	700-1,000 Linear Feet
	600-1,200	1,000-1,500 Linear Feet
High School	400-800	800-1,200 Linear Feet
	800-2,500	1,200-1,500 Linear Feet
*Note: • 1 Vehicle = 20 feet • **or a combination approved by The City of Mission equaling no less than 11 Vehicles		

VII-5 Shared Access

A. General

1. Shared Access points are required when the frontage of a property is insufficient for proper spacing of access point as depicted on Figure 2.
2. The property owner is required to record a common ingress/egress access easement with the plat allowing ingress/egress to properties that share access as determined by the City Engineer.
3. In the case where a subject property is being platted through which ingress/egress is necessary for another property to have access to public right-of-way, then the subject property shall record a common access easement allowing such other property to a shared access.
4. Use of such easement by other property owners shall be made contingent on such other owners' agreement to the shared maintenance responsibilities on a pro-rata basis, proportional to respective square footage of all properties having access to easement.

Trip Generation Calculation							
ITE Code	Description	Units	# of	Adjacent		Generator	
				AM Peak	PM Peak	AM Peak	PM Peak
520	Elementary School	# of Students	0			0	0
520	Elementary School	GFA	10			31	35
522	Middle/Junior High	# of Students	0			0	0
522	Middle/Junior High	GFA	10			44	25
530	High School	GFA	10			31	21

per 1,000 sq

per 1,000 sq

Total
Trips

Adjacent		Generator	
0	0	105	81

Table VII-4 above shows the queuing requirements that will be used for schools based on the estimated number of students.

110-438 Alternative Queueing Analysis.

In lieu of the method identified in Section 110-437 (j), the expected peak hour queue shall be calculated through observation of comparable land use and building size for three sites within the City Limits. Observation and memorandum documenting results shall be done by a professional engineer licensed in the State of Texas.

Once the expected peak hour queue has been determined, the queue area shall be sized to accommodate the full length of the expected AM or PM peak hour queue using the following formula:

Equation 1 Expected AM or PM Peak Hour Queue Length = Expected Queue x 25 feet (25 feet is the assumed space for one queued vehicle)

The following Figure 2 illustrates the queue length calculation concept for a straight-line queue, and Figure 3 illustrates the queue length concept for a drive through facility type with a "building wraparound" configuration.

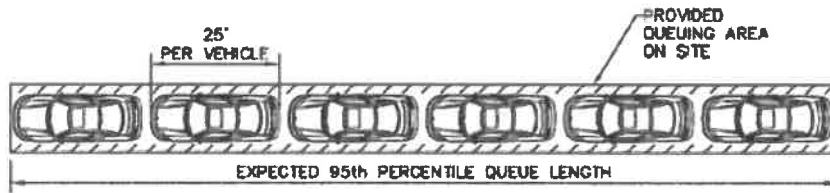


Figure 2 – Area for the 95th Expected Queue

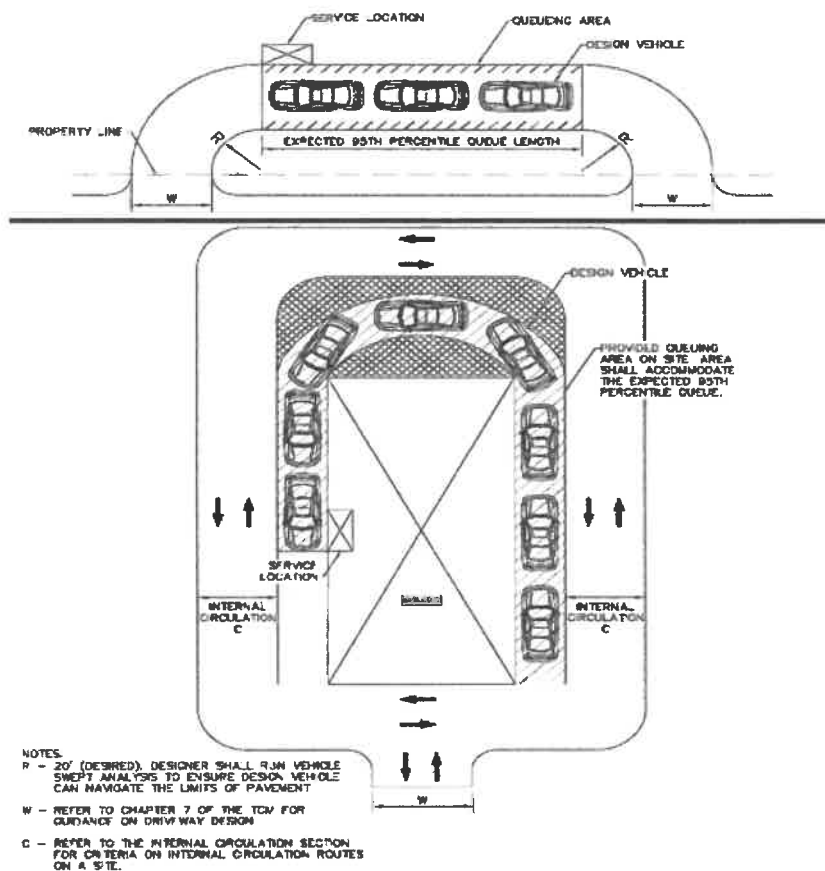


Figure 3 – Semicircular Drop-off Driveway & Drive Through Facility Queueing with Internal Circulation Layout

110-439 Internal Circulation Routes.

Internal circulation routes shall be designed in accordance with the following criteria:

- (a) Refer to Figure 4 for an overview of fire lanes and circulation lanes in off-street parking lots.

- (b) Internal circulation and fire lane grades must also be approved by applicable department in addition to the Fire Department approval.
- (c) Signs and curb markings are required to indicate "No Parking – Fire Zone." Access aisles shall be designed with an appropriate 25 feet inside turning radius and 50 feet outside turning radius at turns to accommodate operational fire department apparatus. Refer to Figure 4 below.

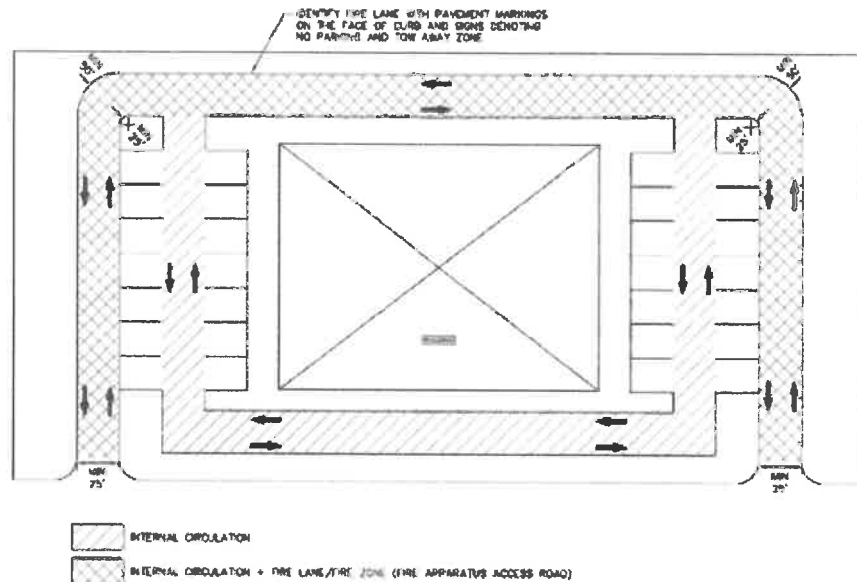


Figure 4 – Internal Circulation & Fire Lanes Layout

- (d) The minimum separation between the edge of the street pavement and the first conflict point within a parking area shall be determined according to the city standards to follow requirements for driveway throat lengths.
- (e) Entry driveways equipped with controlled access gates must provide a minimum of 40 feet of storage space measured from the gate to the property line. A different storage length may be required by the City Engineer or applicable Director if a study warrants. Additional storage space may be required if indicated by a Transportation Impact Analysis.
- (f) All semicircular drop-off driveways shall be designed to operate in one direction only. Figure 3 provides specific design criteria for semicircular drop-offs.
- (g) All internal circulation and queuing areas must be designed to accommodate the turning radii of the vehicles that will be using the site.
- (h) The minimum width for an internal drive or circulation aisle with no parking is 20 feet for two-way traffic and 10 feet for one-way traffic. Additional width, up to 25 feet, for two-way traffic and 15 feet for one-way traffic, may be required where traffic volumes are heavy or where obstructions or circuitous alignment necessitates a wider drive for clearance of turning vehicles. Fire Department access criteria must also be met.

110-440 Driveway Throat.

The driveway throat is the section beyond the driveway into the site. This area of the driveway is used for storage of vehicles by accessing and departing the site. The geometry of this area is highly dependent on the access capacity the property requires. The components that make up the driveway throat are explained in greater detail in the sections that follow.

110-441 Throat Storage Length.

The throat storage length for high volume access driveways is directly related to the number of parking spaces accessible by the driveway. To determine the throat storage length, the total number of parking spaces shall be divided by the number of driveways and refer to Table 2. The calculation shall be used on the proposed number of parking stalls for overall development or the number of parking spaces for an individual lot, whichever provides the more conservative ratio of parking stalls to driveways. This will ensure all departing cars can be stored adequately while waiting to exit the site. For reference the tables in the city infrastructure standards can be used.

Parking Spaces Per Driveway	Storage Required (ft)			
	Multi-Family or Commercial Land Use		Industrial Land Use	
	Left Turn Allowed			
	No	Yes	No	Yes
<25	30	30	30	30
25-50	30	40	30	40
51-100	30	40	40	40
101-200	40	80	40	60
More than 200	100	150	40	100

Table 2 – Minimum Throat Storage Length

(a) Throat length is measured from the property line to an interruption point.

1. An interruption point consists of the first intersecting aisle, internal driveway, or parking stall.

(b) For minor driveways that do not access a parking lot, the length of the driveway must fully incorporate the length of one parked vehicle or 20 feet.

(c) For sites with structured parking, the throat length may be reduced to 0 feet if queueing areas are demarcated to prevent turning conflicts for queued vehicles.

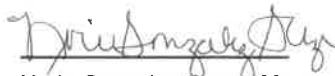
SECTION 2. REPEALER All ordinances or parts of ordinances in conflict herewith in are hereby repealed.

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 of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and any remaining provision shall continue in effect notwithstanding the invalidity of such section, subsection, clause, phrase or portion.


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

PASSED, APPROVED, AND ADOPTED THIS 25th day of August, 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 the TEXAS GOVERNMENT CODE, CHAPTER 551.

CITY OF MISSION

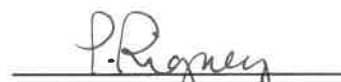

Norie Gonzalez Garza, Mayor

ATTEST:


Anna Carrillo, City Secretary



APPROVED AS TO FORM:


Patricia A. Rigney, City Attorney