



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 11, 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 11, 2025 04:30 PM Central Time**

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

Meeting ID: 990 466 2781 - Password: 833227

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

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

REGULAR MEETING

CALL TO ORDER AND ESTABLISH QUORUM

INVOCATION AND PLEDGE ALLEGIANCE

DISCLOSURE OF CONFLICT OF INTEREST

PRESENTATIONS

1. Presentation of Summer Golf Program Participants and Coaches - Hernandez
2. Presentation of Parks & Recreation TAAF Athletes and Coaches - Bentsen
3. Report from Mission Economic Development Corporation - Teclo Garcia
4. Departmental Reports – Perez
5. Citizen's Participation on Specific Agenda Items – Garza

ANNOUNCEMENTS - CITY COUNCIL / CITY MANAGER

PUBLIC HEARING

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

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 #_____ - Cervantes

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 #_____ - Cervantes
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 #_____ - Cervantes
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 #_____ – 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

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
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
15. Authorization to execute Second and Final renewal for Sludge Management Services for Water Treatment Plants, Wastewater Treatment Plant, & Pre-Treatment Plant - Terrazas
16. Authorization to award contract for Meter Connect Supplies – Solicitation No. RFB 25-596-07-14 for Public Works Department – Terrazas
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

- [18.](#) Authorization to Award contract for Flexible Base Commercial Caliche Services Solicitation No. RFB 25-597-07-15 for the Public Works Department - Terrazas
- [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
- [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
- [21.](#) First Extension to Mutual Aid Agreement with Skyline E.M.S., LLC for EMS Provider Services – Silva
- [22.](#) Approval of Resolution No. _____ authorizing the Mission Police Department to submit an Agreement for the Temporary Closure of State Right-of-Way to the Texas Department of Transportation for the Paws Fur Help 5k on Saturday, October 4th, 2025 - Torres
- [23.](#) Approval of Resolution # _____ 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
- [24.](#) Acceptance of IT Policies, Procedures and updated Disaster Recovery Plan - Ramirez
- [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
- [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
- [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
- [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
- [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

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

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
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
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
34. Approval of Ordinance # _____ 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
35. Approval of Ordinance # _____ 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
36. Approval of 5K Run Site Locations - Bentsen

UNFINISHED BUSINESS

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

RECONVENE

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

ADJOURNMENT

CERTIFICATE

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 08th day of August, 2025 at 3:00 p.m.



Anna Carrillo, City Secretary

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

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

Notice is hereby given that on the **11th 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 purposes 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 **08th 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 3:00 p.m. on said date.

Anna Carrillo

Anna Carrillo, City Secretary



**CITY COUNCIL AGENDA ITEM &
RECOMMENDATION SUMMARY**

MEETING DATE: August 11, 2025
PRESENTED BY: Mike R. Perez, City Manager
AGENDA ITEM: Departmental Reports – Perez

NATURE OF REQUEST:
Civil Service – July 2025
Information Technology – July 2025
311 – July 2025
CDBG – June 2025
Code Enforcement – July 2025
Grants – July 2025
City Secretary – 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 _____

MEMORANDUM

TO: MAYOR AND CITY COUNCIL
THROUGH: MIKE PEREZ, CITY MANAGER
FROM: JESSE LERMA, CIVIL SERVICE DIRECTOR
SUBJECT: CIVIL SERVICE REPORT, JULY 2025
DATE: AUGUST 3, 2025

1. Mission Fire Department ENG'S promotional examination was held on July 31, 2025. We had fourteen (14) participants and six (6) passed. Four (4) will be promoted immediately and two (2) will remain on the eligibility list. List will expire on July 31, 2026.
2. Mission Fire Department is working on filling four (4) positions. We should be close to fully staffed by the end of August 2025.
3. Mission Police Department has exhausted the existing eligibility list and we will begin entry level examination process for testing in late September 2025.
4. Mission Police Department is working on filling fourteen (14) positions. We should be close to fully staffed by the end of 2025.
5. Mission Police Department has a pending CPL's examination set for September 18, 2025

6. Pending Hearings:
 1. PO Ruben Gaytan-Suspended for 15 days without pay-hearing set for August 7-8, 2025

THANKS



Information Technology

Departmental Report July 2025

Information Technology Department Overview

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

Equip new and existing units with new Technology

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

Multifactor Authentication

Configure Multi Factor Authentication to strengthen security posture. Email complete.

Work Orders

IT goal is to close tickets within 12 business hours. Priority work orders are worked on first. About 263 Work orders closed July 2025.

Technology Equipment and Application Inventory

Confirm all technology inventory city wide. In progress

Data Integrity

Review accounts on all systems. In progress.

Cyber Security Incident Response

Detection & analysis- Complete

Containment-Complete

Eradication & recovery-Complete

Post-incident activity- In Progress

Cyber Security Analyst Postion

Seek Cyber Security Analyst position. Complete.

Network Systems Administrator Postion

Seek to fill position. Posted.

IT Policies and Procedures

Create and Update. In progress.

Disaster Recover Plan

Update. In progress.



MEMO

Office of the Director of Environmental Health

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

To: Mayor and City Council
Through: Mike Perez, City Manager
From: Steven M. Kotsatos, Director of Health
Subject: July 2025 - 311 Monthly Report
Date: August 4, 2025

Dear Mayor and Council,

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

- We have a total of 1051 unique 311 cases that have been entered and addressed in the 311 GoGov software for the month of July 2025.
- We continue to On - Board City Departments to fully take advantage of this robust platform of customer service.

Thank you for your time and consideration.

Kindest Regards,

Steven Kotsatos

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

JUNE, 2025 - UNOFFICIAL					
AGENCY / DEPARTMENT / DESCRIPTION / BUDGET	MONTHLY EXPENDITURE	ACCOMPLISHMENT	YEAR TO DATE	%	BALANCE
AMIGOS DEL VALLE - MEALS \$23,444.00 Funds will be utilized to provide meals to homebound seniors.	\$2,416.04	Agency submitted May (\$2,416.04) requests & on 07/07/25 received June request (\$2,409.58) totaling expenditures to \$22,274.08 (95%) YTD: 19 clients served 2,259 meals.	\$19,864.50	85%	\$3,579.50
AREA AGENCY ON AGING \$5,000.00 Funds will be utilized to provide assist seniors with minor repairs/modifications and medical supplies.	\$550.00	Agency submitted May (\$550.00) request & on 07/01/25 received June request (\$580.00) totaling expenditures to \$4,520 (90%). YTD: 8 clients served	\$3,940.00	79%	\$1,060.00
C.A.M.P. UNIVERSITY \$3,000.00 Funds will be utilized to provide day habilitation providing life skills for adults with special needs.	\$0.00	Agency exhausted FY 24-25 funds. YTD: 13 clients served	\$3,000.00	100%	\$0.00
COMFORT HOUSE \$3,000.00 Funds will be utilized to provide twenty-four hour palliative care to patients who have a prognosis of four months or less to live.	\$0.00	Agency exhausted FY 24-25 funds. YTD: 6 clients served	\$3,000.00	100%	\$0.00
HOPE MEDICAL SERVICES \$1,000.00 Funds will be utilized to provide medical services to uninsured and/or low income residents.	\$0.00	Agency did not submit request in May & on 07/14/25 received May & June request (\$1,000.00)—request under review for processing. YTD: 0 client served	\$0.00	0%	\$1,000.00
CASA OF HIDALGO COUNTY, INC. \$1,000.00 Funds will be utilized for expenses generated in advocating for abused and neglected children.	\$0.00	Agency exhausted FY 24-25 funds. YTD: 8 clients served	\$1,000.00	100%	\$0.00
CHILDREN'S ADVOCACY CENTER \$15,000.00 Funds will be utilized to provide counseling services for abused/neglected children and their families.	\$1,306.20	Agency submitted May (\$1,306.20) & on 07/10/25 received June request (\$605.30) totaling expenditures to \$7,240.73 (48%). YTD: 59 clients served	\$6,635.43	44%	\$8,364.57
SILVER RIBBON \$3,000.00 Funds will be utilized to provide assistance with rent, rent deposits, utilities, utility deposits, medications, physician/medical visits, eyeglasses, durable medical equipment.	\$0.00	Agency did not submit a May request, no June request submitted and have reached out to agency, informed they will submit the July request in August. YTD: 12 clients served	\$2,302.13	77%	\$697.87
AFFORDABLE HOMES OF SOUTH TX \$100,000.00 Funding will be utilized to provide direct home ownership assistance with subsidizing mortgage principal.	\$15,311.95	Agency submitted May (\$15,311.95) & 07/15/25 submitted June request (\$15,041.64) totaling \$30,353.59 (30%) YTD: 1 client served	\$17,374.46	17.37%	\$82,625.54
PARKS & RECREATION DEPARTMENT \$200,000.00 Funds will be utilized to construct recreational Connectivity Trail Project.	\$0.00	Project underway and pending to receive invoice	\$0.00	0%	\$200,000.00
PUBLIC WORKS DEPARTMENT \$104,000.00 Funds will be utilized for the design of Astroland Storm Sewer Improvements Design Phase I	\$0.00	Project underway and pending to receive invoice	\$0.00	0%	\$104,000.00
PUBLIC WORKS DEPARTMENT \$32,000.00 Funds will be utilized for the design of Spikes Storm Sewer Improvements Design Phase I	\$0.00	Project underway and pending to receive invoice	\$0.00	0%	\$32,000.00
PUBLIC WORKS DEPARTMENT \$214,000.00 Funds will be utilized for the design of Sanitary Sewer Improvements Design Phase I	\$0.00	Project underway and pending to receive invoice	\$0.00	0%	\$214,000.00
REHABILITATION \$80,000.00	\$0.00	Two (2) applicants submitted for approval to proceed to bid request on projects.	\$0.00	0%	\$80,000.00
PROGRAM ADMINISTRATION \$196,111.00	\$16,073.94	Oversight Expense of the CDBG Program.	\$115,132.08	59%	\$80,978.92
\$980,555.00	\$35,658.13		\$172,248.60	18%	\$808,306.40

**COMMUNITY DEVELOPMENT DEPARTMENT
 PROCESS REPORT CV AND CV-3
 FISCAL YEAR 10/01/2024 - 09/30/2025 (FUNDING THRU 07/2026)**

PROGRESS REPORT CV	JUNE, 2025 - UNOFFICIAL				
AGENCY / DEPARTMENT / DESCRIPTION / BUDGET	MONTHLY EXPENDITURE	ACCOMPLISHMENT	YEAR TO DATE	%	BALANCE
AFFORDABLE HOMES OF SOUTH TEXAS CV3					
\$29,413.76					
Funds will be utilized to provide rent and mortgage assistance to residents that have been affected by the pandemic COVID-19.	\$4,628.51	Agency submitted May request. & on 07/14/25 received June request (1,316.18) to process in July bring expenditure total to \$26,866.75 (91%). YTD: 2 client assisted.	\$25,550.57	87%	\$3,863.19
MISSION FIRE DEPARTMENT CV3					
\$4,993.13					
Funds will be utilized to purchase equipment for emergency use at the shelter during declared disasters to serve the community affected by COVID19	\$0.00	Department purchased equipment for the shelter & on 07/14/25 received June request (\$299.91) to process in July-expenditure total \$3,878.45 (78%).	\$3,578.54	72%	\$1,414.59
\$34,406.89	\$4,628.51		\$29,129.11	85%	\$5,277.78



CODE ENFORCEMENT
MONTHLY REPORT
JULY 2025

WEEDY LOT LETTERS	164
PROERTIES SENT TO MOWER'S LIST	97
PROPERTIES MOWED	60
SIGNS PICKED UP/RIGHT OF WAYS, BANDIT, TELEPHONE & GARAGE	162
ACCUMULATION OF ITEMS	4
COMMERCIAL PARKING LOT MAINT.	0
CONSTRUCTION W/O PERMITS /SETBACKS	7
DEMOLITION OF UNSAFE BUILDINGS	1
DOUBLE OCCUPANCY/HOOKED RV	4
HEALTH & SANITATION	18
HOME OCCUPATION	4
ILLEGAL DUMPING	9
IPMC VIOLATIONS	4
JUNKED VEHICLES/ BOATS	5
NO BUSINESS LICENSE/CUP REQ'D/ NO GARAGE SALE PERMITS	1
NON-RESIDENTIAL PARKING/SEMI TRUCKS	0
P & Z ZONING VIOLATONS/SUBDIVISION	0
PARKING ON LAWN	5
SIGHT OBSTRUCTION/SIDEWALKS/RIGHT OF WAY/DRIVEWAYS	7
STORAGE OF VEHICLES/BOATS/TRAILERS	0
UNSAFE / UNSECURED BUILDING	4
WEEDY LOTS	96
GARAGE SALE PERMITS	497
CASES FILED IN COURT	12
CASES SEEN IN COURT	28
CASES CLOSED	30



Grant Name	Funding Agency	Department	Application Amount	Matching Amount	Due Date	Status
Animal Welfare Organization	Petco Love	Health	\$ 50,000	None		Submitted-Tracking
FY26 Project Safe Neighborhood	OOG	Police	\$ 250,000	None		Submitted-Tracking
FY25 SHSP LETPA	OOG	Police	\$ 50,000	None		Submitted-Tracking
FY25 SHSP Regular	OOG	Fire	\$ 200,527	None		Submitted-Tracking
FY25 SHSP Regular	OOG	Police	\$ 100,000	None		Submitted-Tracking
FY25 SHSP LETPA	OOG	Fire	\$ 158,900	None		Submitted-Tracking
FY26 Criminal Justice Program	OOG	Police	\$ 54,000	None		Submitted-Tracking
FY Fire Responder Mental Health	OOG	Fire	\$ 70,000	20%(In-Kind)		Submitted-Tracking
FY26 General Victim Assistance Program	OOG	Police	\$ 40,000	20%(In-Kind)		Submitted-Tracking
FY26 State Crisis Intervention	OOG	Police	\$ 74,500	None		Submitted-Tracking
FY26 Bullet Resistant Shields Program	OOG	Police	\$ 129,595	None		Submitted-Tracking
FY26 Body Worn Camera	OOG	Police	\$ 37,500	25%		Submitted-Tracking
FY26 Rifle-Resistant Body Armor	OOG	Police	\$ 278,747.10	None		Submitted-Tracking
Community Wildfire Defense Grant	USDA	Fire	\$ 250,000	None		Submitted-Tracking
FY26 Border Zone Fire Department	OOG	Fire	\$ 250,000	None		Submitted-Tracking
FY26 Operation Lone Star Grant	OOG	Police	\$ 1,839,262.35	None		Submitted-Tracking
FY26 Operation Lone Star Grant	OOG	Fire	\$ 1,741,496.50	None		Submitted-Tracking
OVAG-Victim Services	OAG	Police	\$ 49,500	None		Submitted-Tracking
Resilient Communities Program	TX GLO	Planning	\$ 250,000	None		Submitted-Tracking
FY23 FMA-Spike and Jupitar Construction	TWDB/FEMA	Executive	\$ 9,056,388	10%		Submitted-Tracking
FY23 FMA-Astrand Construction	TWDB/FEMA	Executive	\$ 3,886,409	10%		Submitted-Tracking
Staffing For Adequate Fire and Emergency Response (SAFER)	FEMA	Fire	\$ 707,122	25/65		Submitted-Tracking
Fire Prevention and Safety (FP&S) Grant	FEMA	Fire	\$ 152,018	5%		Submitted-Tracking



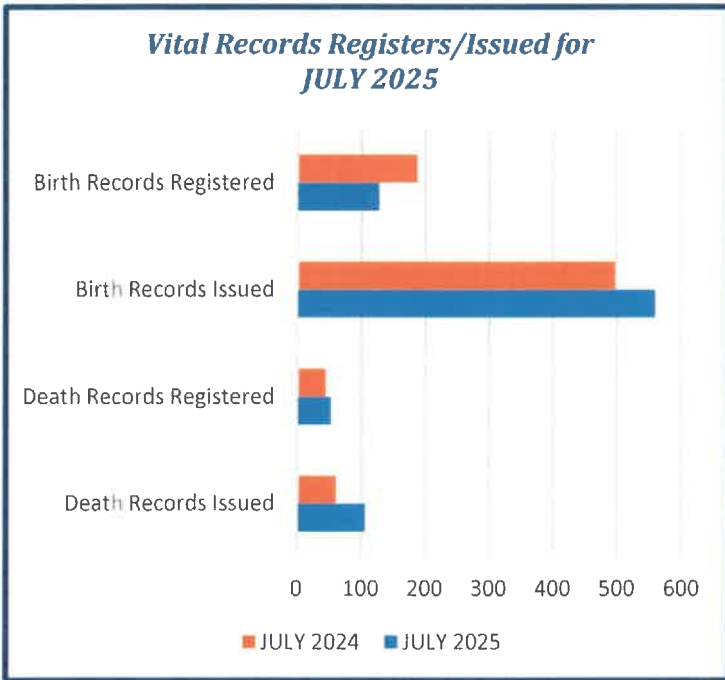
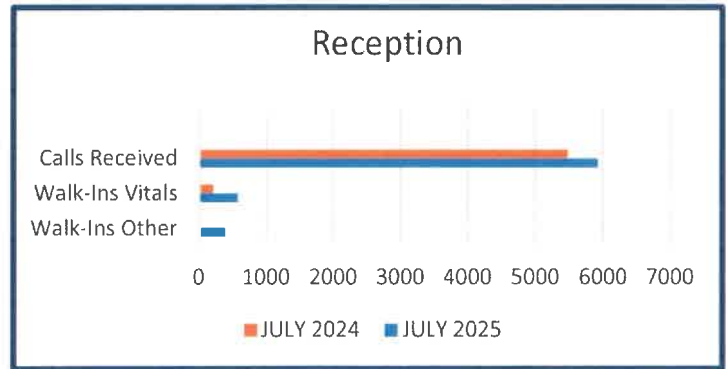
Grant Name	Funding Agency	Department	Application Amount	Award Amount	Matching Amount	Status
FY22 Building Resilient Infrastructure and Communities (Bric)	TDEM	Executive	\$ 415,000	\$ 404,710	25%	Awarded/Active
Energy Efficiency & Conservation Grant	DOE	Executive	\$ 140,450	\$ 140,450	None	Active/Awarded
Recreational Trails Grant	TPWD	Parks	\$ 250,000	\$ 250,000	20%	Awarded/Active
FY25 Rifle Resistant Body Armor	OOG	Police	\$ 189,505	\$ 47,325	None	Awarded/Active
FY24 Operation Stonegarden	OOG	Police	\$ 300,000	\$ 300,000	None	Award/Active
FY25 Project Safe Neighborhood	OOG	Police	\$ 49,680	\$ 49,680	None	Awarded/Active
FY24 Edward Byrne Memorial Justice Assistance Grant (JAG)	BJA	Police	\$ 12,134	\$ 12,134	None	Awarded/Active
FY25 Local Border Security Program	OOG	Police	\$ 180,000	\$ 180,000	None	Awarded/Active
DWI Phlebotomy Program Grant	TXDOT	Police	\$ 187,557.88	\$ 187,557.88	20%	Awarded/Active
OVA-G-Victim Services (Year Two)	OAG	Police	\$ 49,500	\$ 49,500	None	Awarded/Active
FY22 FEMA Flood Mitigation Assistance (FMA)	TWDB	Executive	\$ 288,000	\$ 288,000	10%	Awarded/Active
FY23 COPS Hiring Program	DOJ COPS	Police	\$ 1,771,398.16	\$ 1,000,000	25%	Awarded/Active
FY23 Transportation Alternatives	RGVMPD	Executive	\$ 200,000	\$ 200,000	25%	Awarded/Active
La Cuchilla Drainage Improvement Project	TXGLO	Executive	\$ 1,000,000	\$ 997,236.75	1%	Awarded/Active
Astroland Drainage Improvement Project	TXGLO	Executive	\$ 1,000,000	\$ 999,162	1%	Awarded/Active
Trail Connectivity Project	VBLF	Park	\$ 500,000	\$ 500,000	None	Awarded/Active
FY22 Justice and Mental Health Program	BJA	Police	\$ 388,001.38	\$ 229,962.91	(Year 1) 20%	Awarded/Active
Better Cities for Pets	Mars Petcare Program	Health	\$ 20,000	\$ 20,000	None	Awarded/Active
FY25 Operation Lone Star	OOG	Police/Fire	\$ 5,000,000	\$ 250,000	None	Closed
FY25 Border Zone Fire Dept.	OOG	Fire	\$ 250,000	\$ 250,000	None	Closed
FY24 General Victim Assistance Grant Program	OOG	Police	\$ 50,000	\$ 50,000	None	Closed
FY25 Comprehensive Grant	TXDOT	Police	\$ 37,000	\$ 37,000	20%	Closed
FY25 STEP CMV Grant	TXDOT	Police	\$ 29,975	\$ 29,975	20%	Closed
Grand Total:			\$ 6,472,693.54			

CITY SECRETARY MONTHLY REPORT – JULY 2025



Item 4.

<i>Reception</i>			
Calls Received	5,933	JULY 2024	
Walk-Ins-Vitals	574	Calls Received	5,485
Walk-Ins Other Departments	378	Walk-Ins	205



<i>Vital Statistics</i>				
	JULY 2025	YTD 2025	JULY 2024	YTD 2024
Birth Records Registered	128	1397	187	1281
Birth Records Issued	560	5130	497	4156
Death Records Registered	53	433	44	374
Death Records Issued	106	648	60	642
Funds Received	\$13,719	\$126,940	\$12,130	\$114,577

<i>Cemetery</i>					
2024-2025	Laurel Hill	San Jose	Catholic	Baby Space	YTD 24/25
Burials	4	0	2	0	52
Sold Spaces	0	0	0	0	0
2023-2024	Laurel Hill	San Jose	Catholic	Baby Space	YTD 23/24
Burials	0	0	1	0	47
Sold Spaces	0	0	0	0	1



CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: August 11, 2025
PRESENTED BY: Mike R. Perez, City Manager / Vidal Roman, Finance Director
AGENDA ITEM: Public Hearing on FY 2025-2026 Preliminary Budget - Perez

NATURE OF REQUEST:

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.

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

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

BID AMOUNT: \$ _____

STAFF RECOMMENDATION:

Public Hearing Only

Departmental Approval: N/A

Advisory Board Recommendation: N/A

City Manager’s Recommendation: Approval *MRP*

RECORD OF VOTE:

APPROVED:	_____
DISAPPROVED:	_____
TABLED:	_____

_____ AYES
 _____ NAYS
 _____ DISSENTING _____



CITY OF
MISSION

**CITY COUNCIL AGENDA ITEM &
RECOMMENDATION SUMMARY**

MEETING DATE: August 11, 2025

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

AGENDA ITEM: Conduct a public hearing and consideration of a rezoning request from Agricultural Open Interim District (“AO-I”) to 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 # _____ - Cervantes

NATURE OF REQUEST:

Project Timeline:

- July 10, 2025 – Application for rezoning submitted for processing.
- July 25, 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 6, 2025 – Public hearing and consideration of the requested rezoning by the Planning and Zoning Commission.
- August 11, 2025 – Public hearing and consideration of the requested rezoning ordinance by the City Council.

Summary:

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

STAFF RECOMMENDATION:

Staff recommends approval to the rezoning request.

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 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)

WHEREAS, the City Council of the City of Mission finds that during consideration of the rezoning request of Wednesday, August 6, 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 11, 2025, in the Council Chambers of the City Hall to consider the following rezoning:

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

Legal Description	From	To
A 1.50 acres out of lot 64, New Caledonia Unit No. 1 Subdivision	AO-I	C-3

READ, CONSIDERED AND PASSED, this the 11th day of August, 2025.

Norie Gonzalez Garza, Mayor

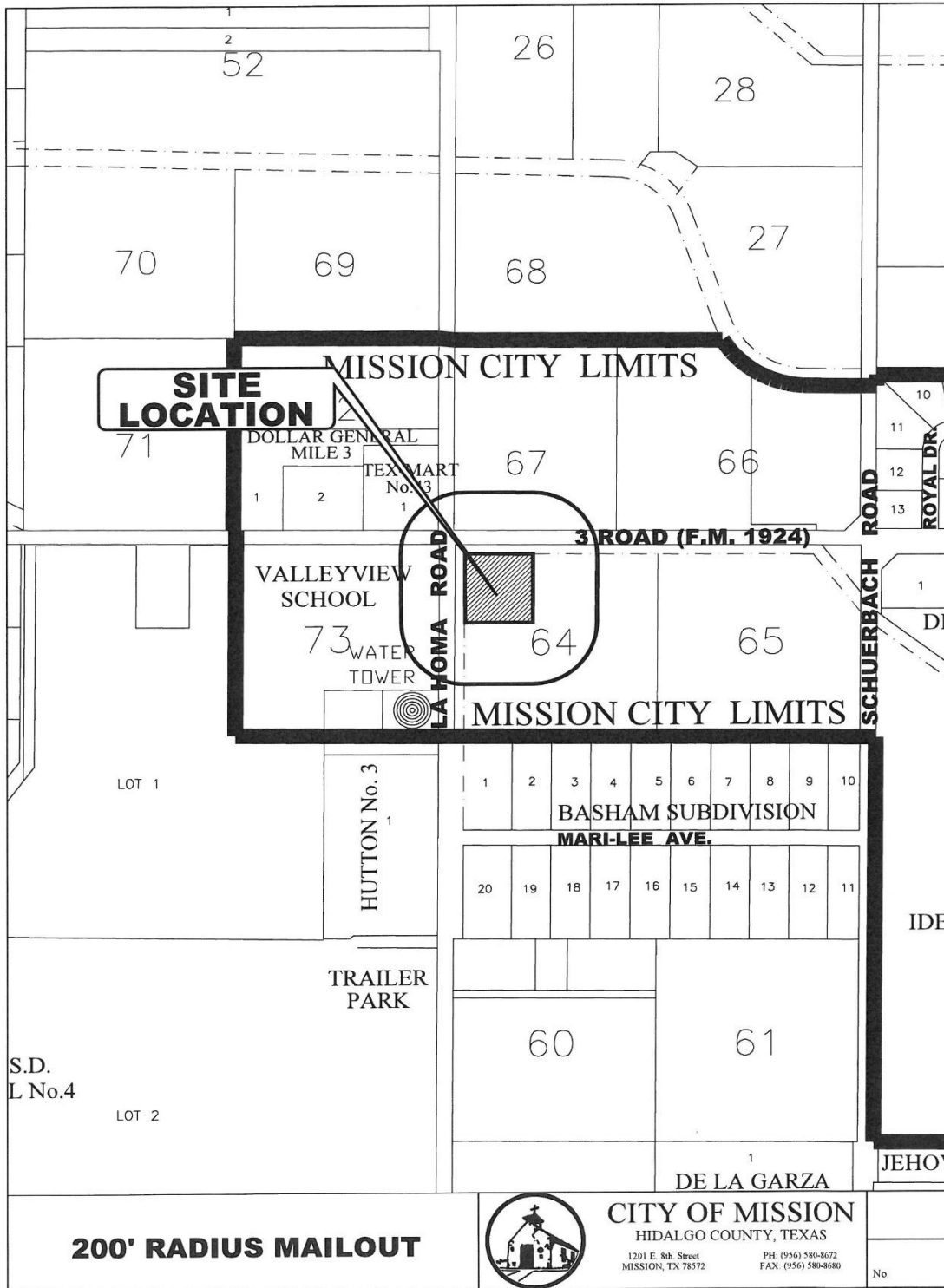
ATTEST:

Anna Carrillo, City Secretary

EXHIBIT "A"



LEGAL NOTICE MAP



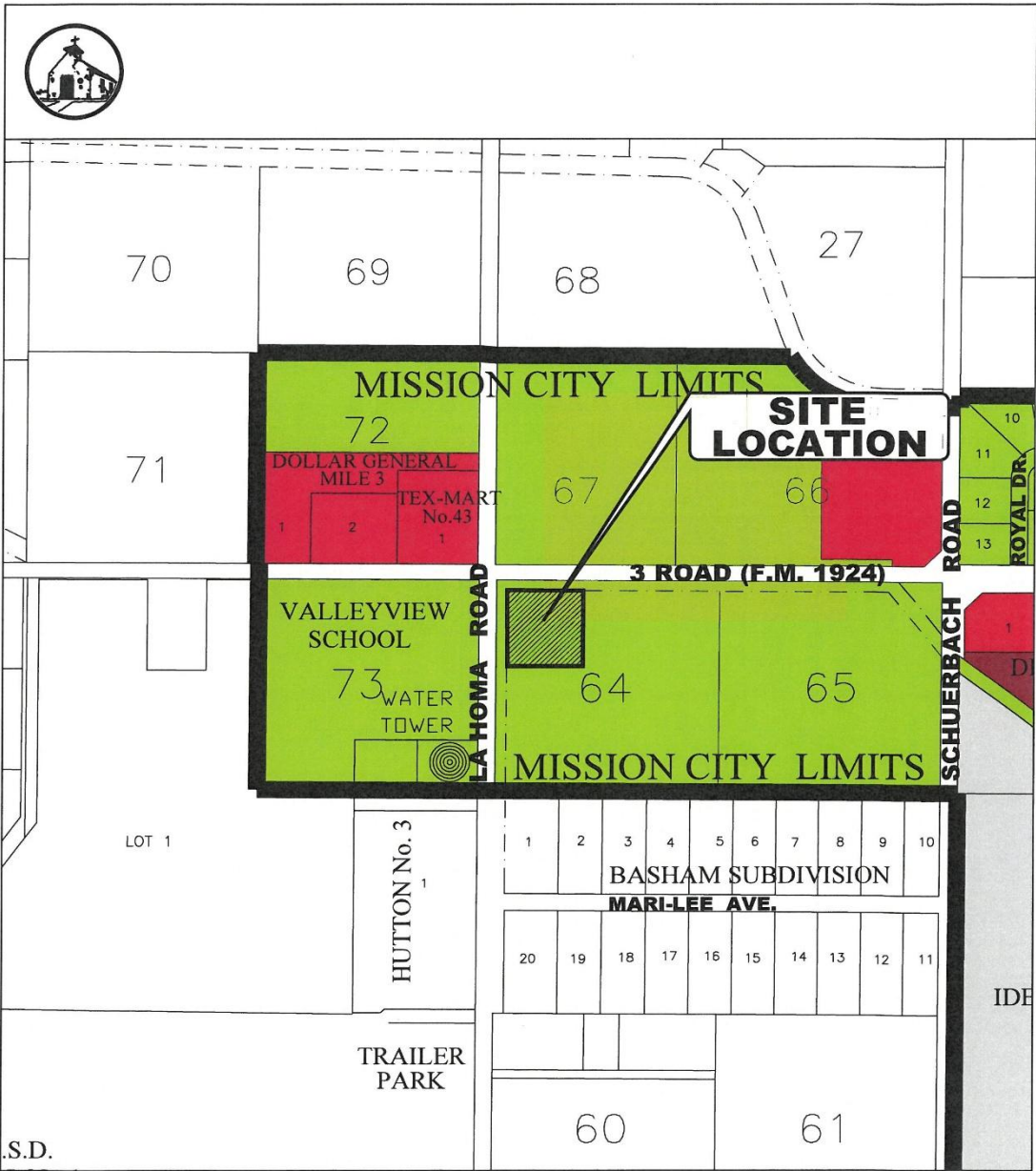
200' RADIUS MAILOUT



CITY OF MISSION
 HIDALGO COUNTY, TEXAS
 1201 E. 8th Street PH: (956) 580-6672
 MISSION, TX 78572 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



PROPERTY SURVEY

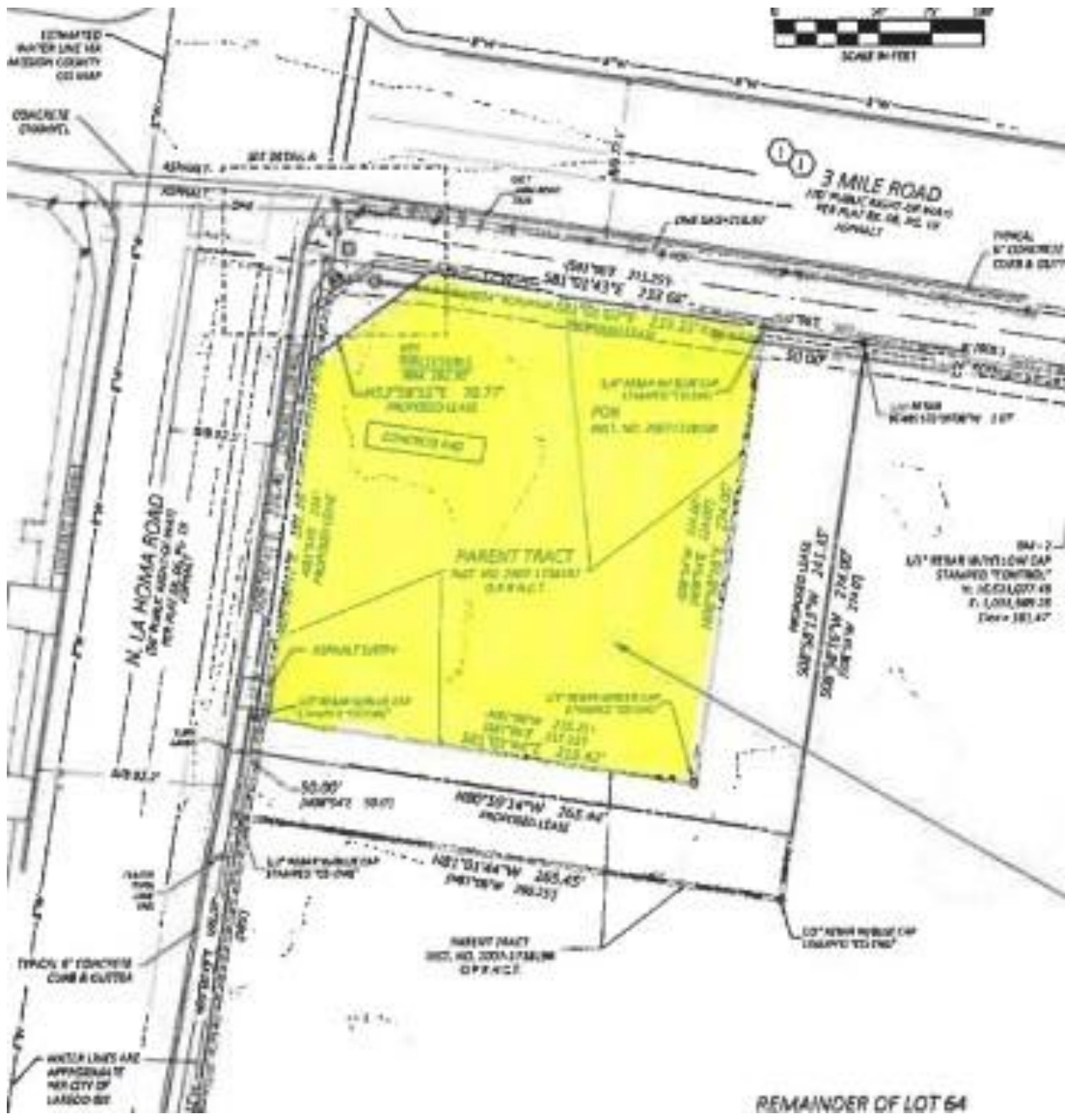
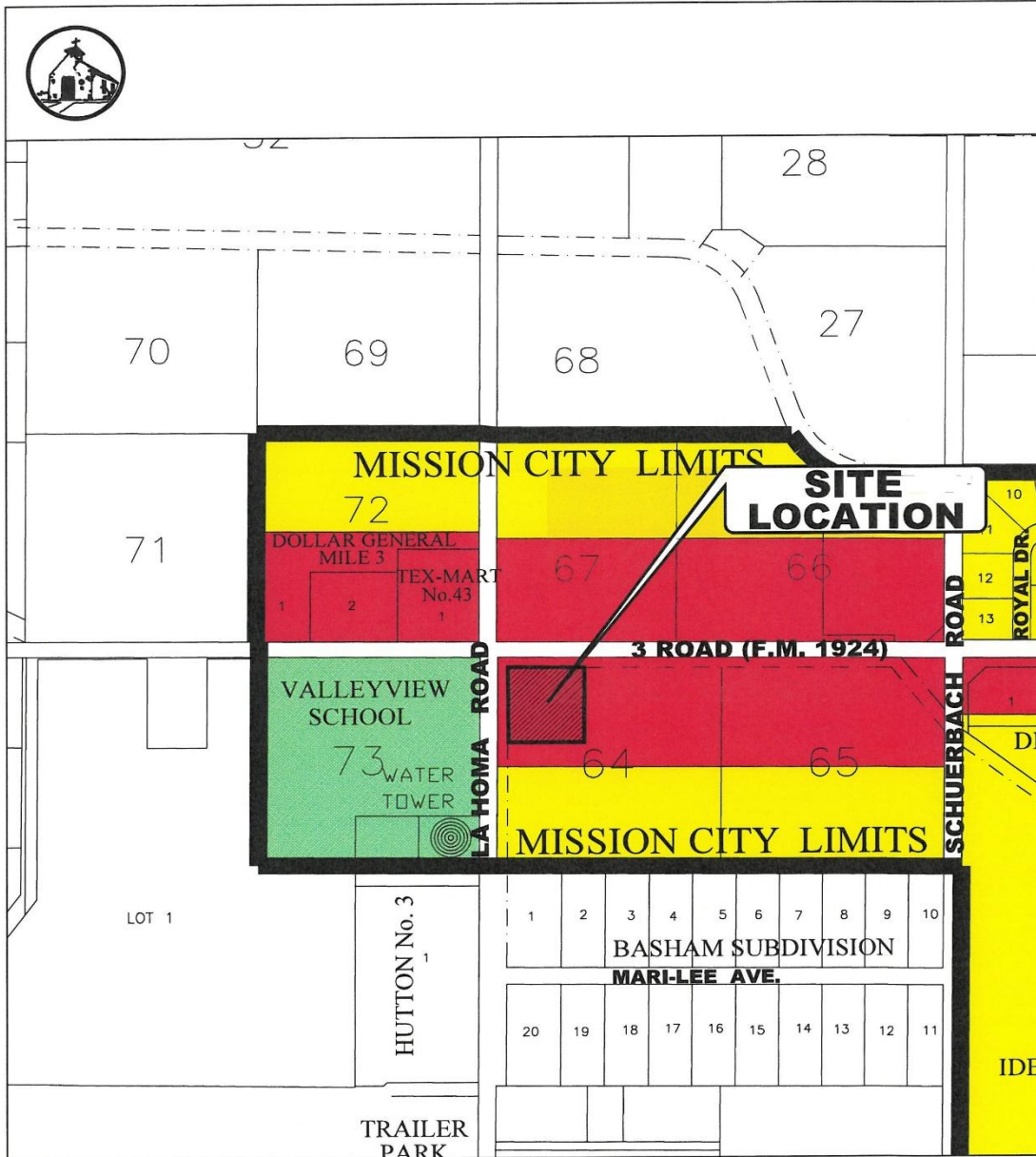


PHOTO OF THE PROPERTY



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	file_as_na	addrDeliveryLine	addrCity	addrState	addrZip
244979	BURDETT SHERRI LEA BARNICK	PO BOX 50	MISSION	TX	78573-0001
609842	NNN REIT LP	450S ORANGE AVE STE 900	ORLANDO	FL	32801-3339
244971	P & L PARTNERS LLC	305A N SHARY RD	MISSION	TX	78572-2025
244988	LA JOYA INDEPENDENT SCHOOL DIST	PO BOX J	LA JOYA	TX	78560-0136



CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: August 11, 2025

PRESENTED BY: Xavier Cervantes, Director of Planning

AGENDA ITEM: 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 # _____ - Cervantes

NATURE OF REQUEST:

Project Timeline:

- July 10, 2025 – Application for Conditional Use Permit (“CUP”) submitted to the City.
- July 25, 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.
- August 06, 2025 - Public hearing and consideration of requested Conditional Use Permit by the Planning and Zoning Commission (P&Z).
- August 11, 2025 – Public hearing and consideration of the requested conditional use permit by the City Council.

Summary:

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

STAFF RECOMMENDATION:

- Staff recommends Approval 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 is not transferable to others.

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 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

WHEREAS, the City Council of the City of Mission finds that during consideration of the conditional use permit request of August 6, 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 11, 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 EXHIBITS “A & B”

Legal Description

Being a 1.50 acres out of Lot 64,
New Caledonia Unit No. 1
Subdivision

Type

Gasoline Service
Station –
Murphy USA

Conditions of Approval

- Life of Use
- Must comply with all city codes (Building, Fire, Health, etc.)
- Must apply for a building and sign permit
- Must obtain a business license prior to occupancy; and
- CUP not to be transferable to others.

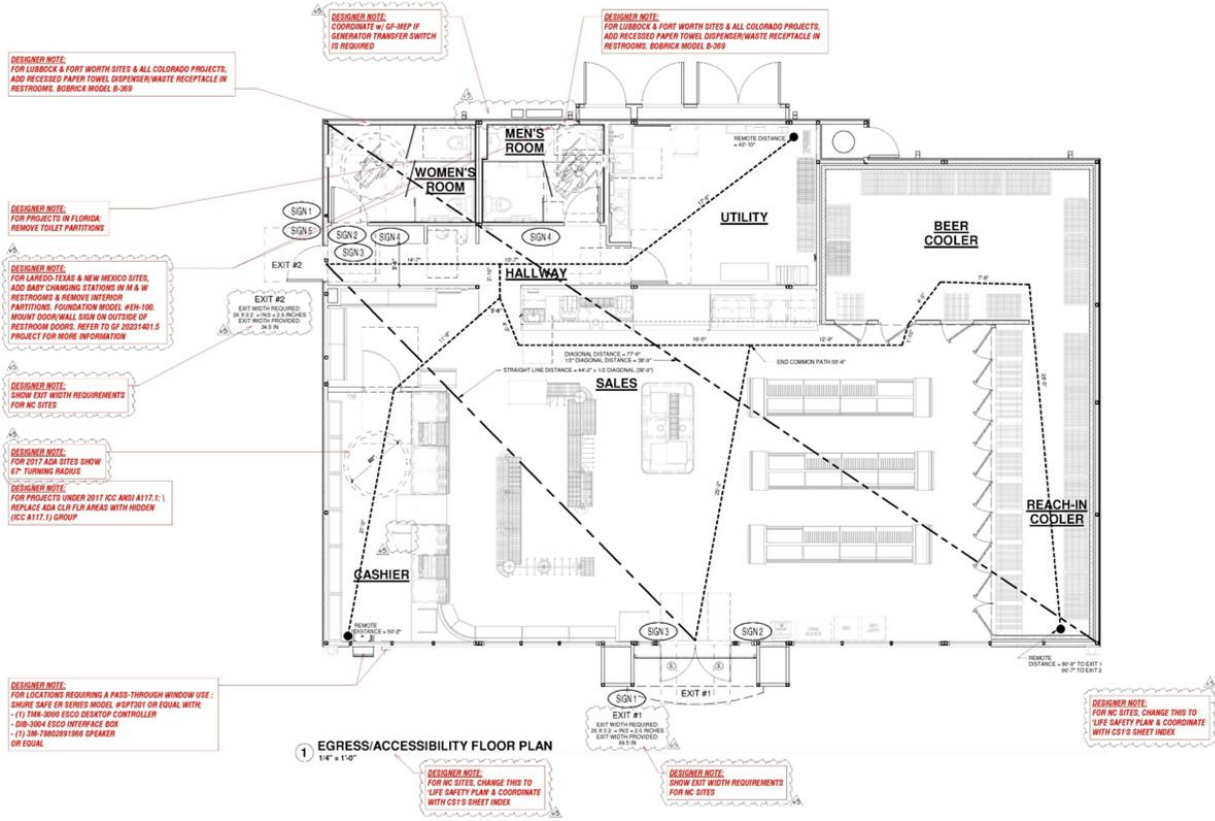
READ, CONSIDERED AND PASSED, this the 11th day of August, 2025.

Norie Gonzalez Garza, Mayor

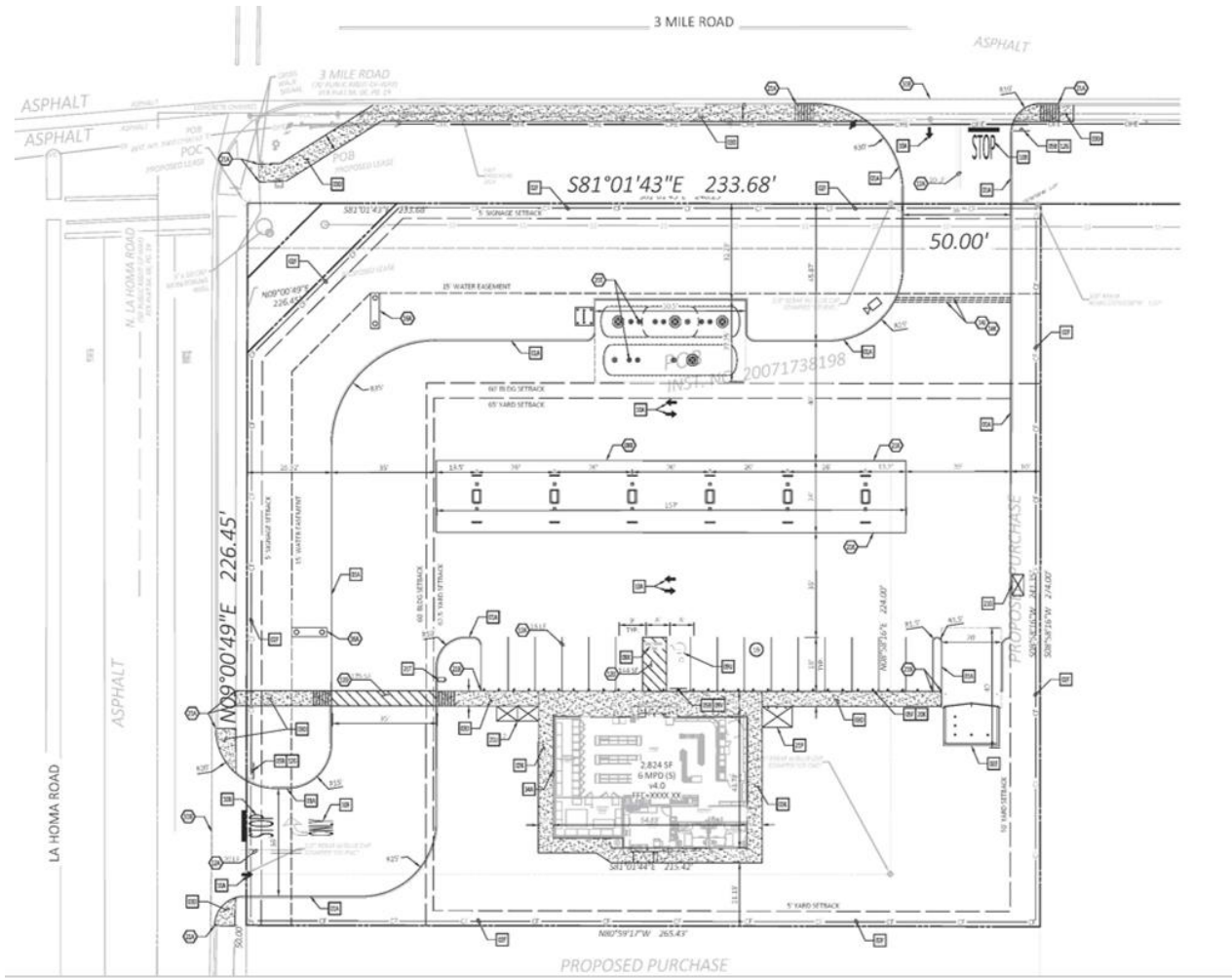
ATTEST:

Anna Carrillo, City Secretary

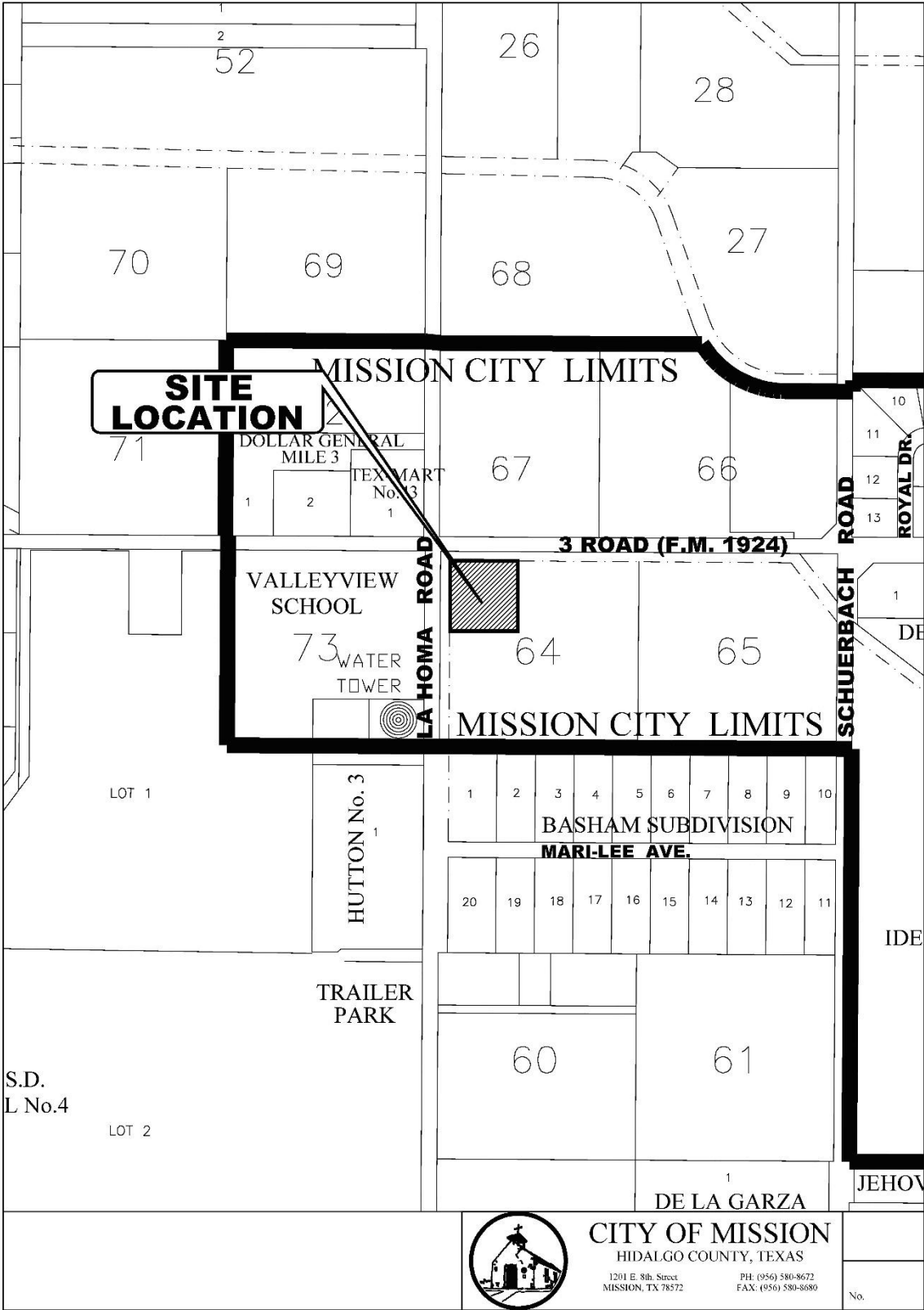
EXHIBIT "A"



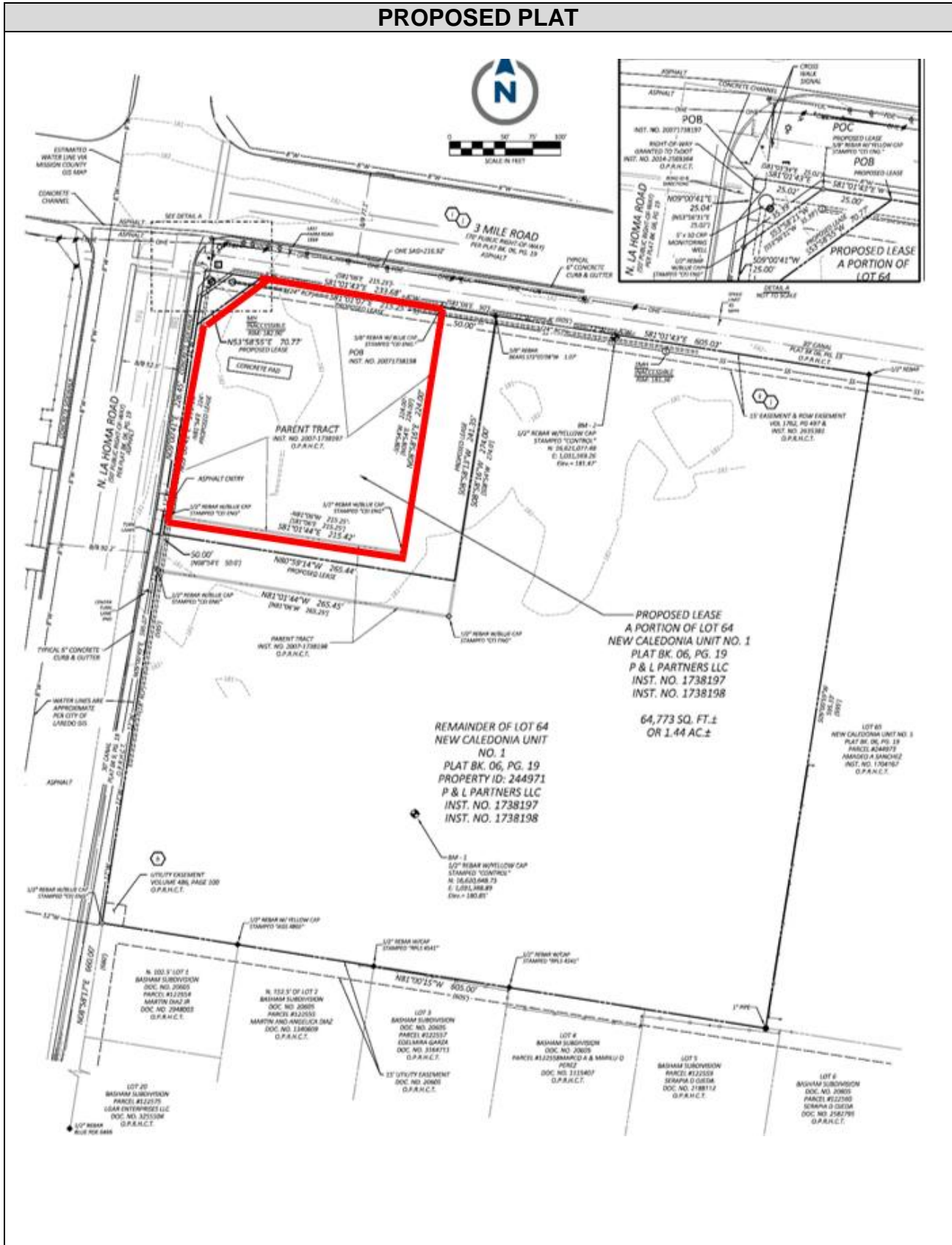
EXHIBT "B"



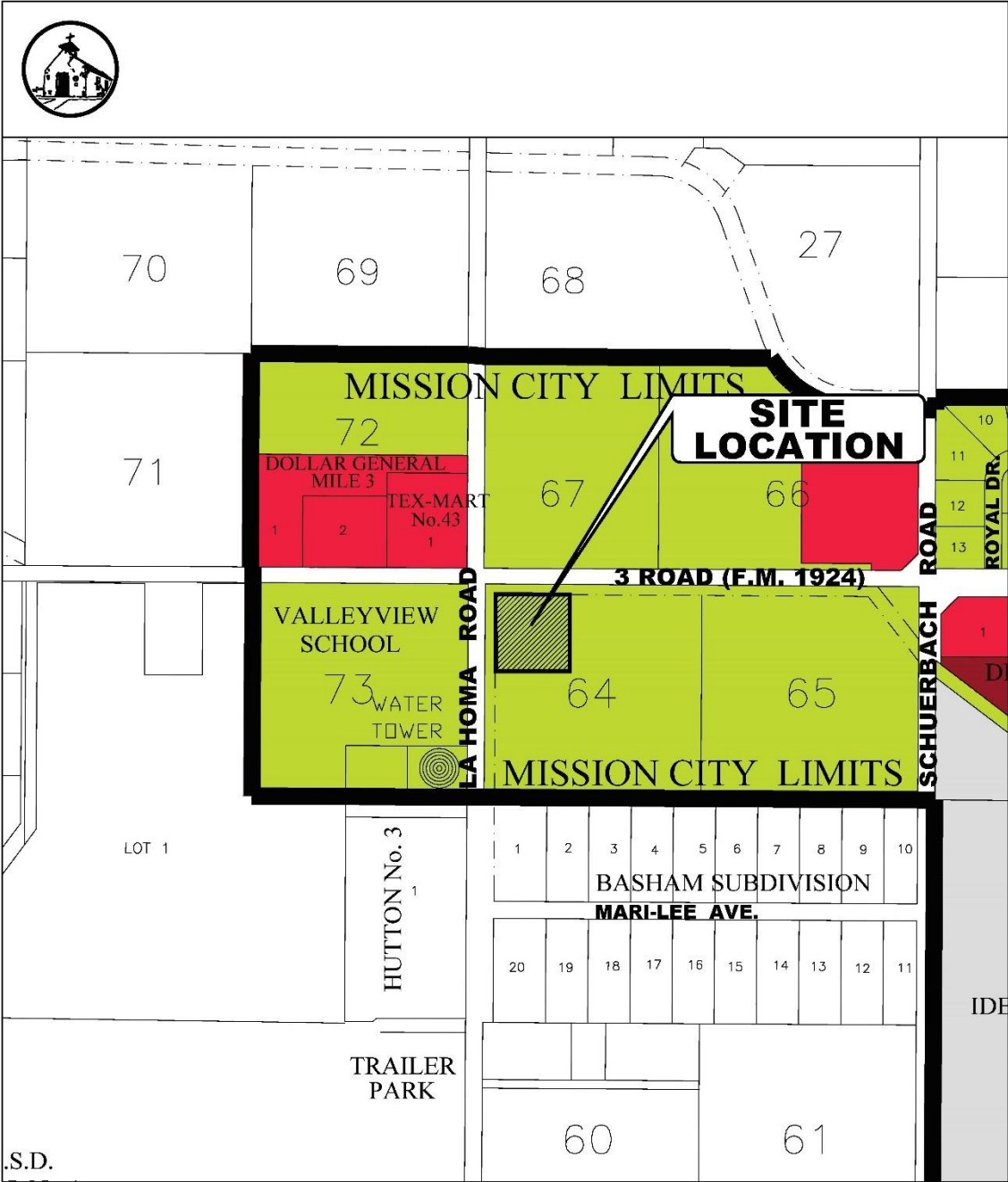
VICINITY MAP



PROPOSED PLAT



ZONING MAP



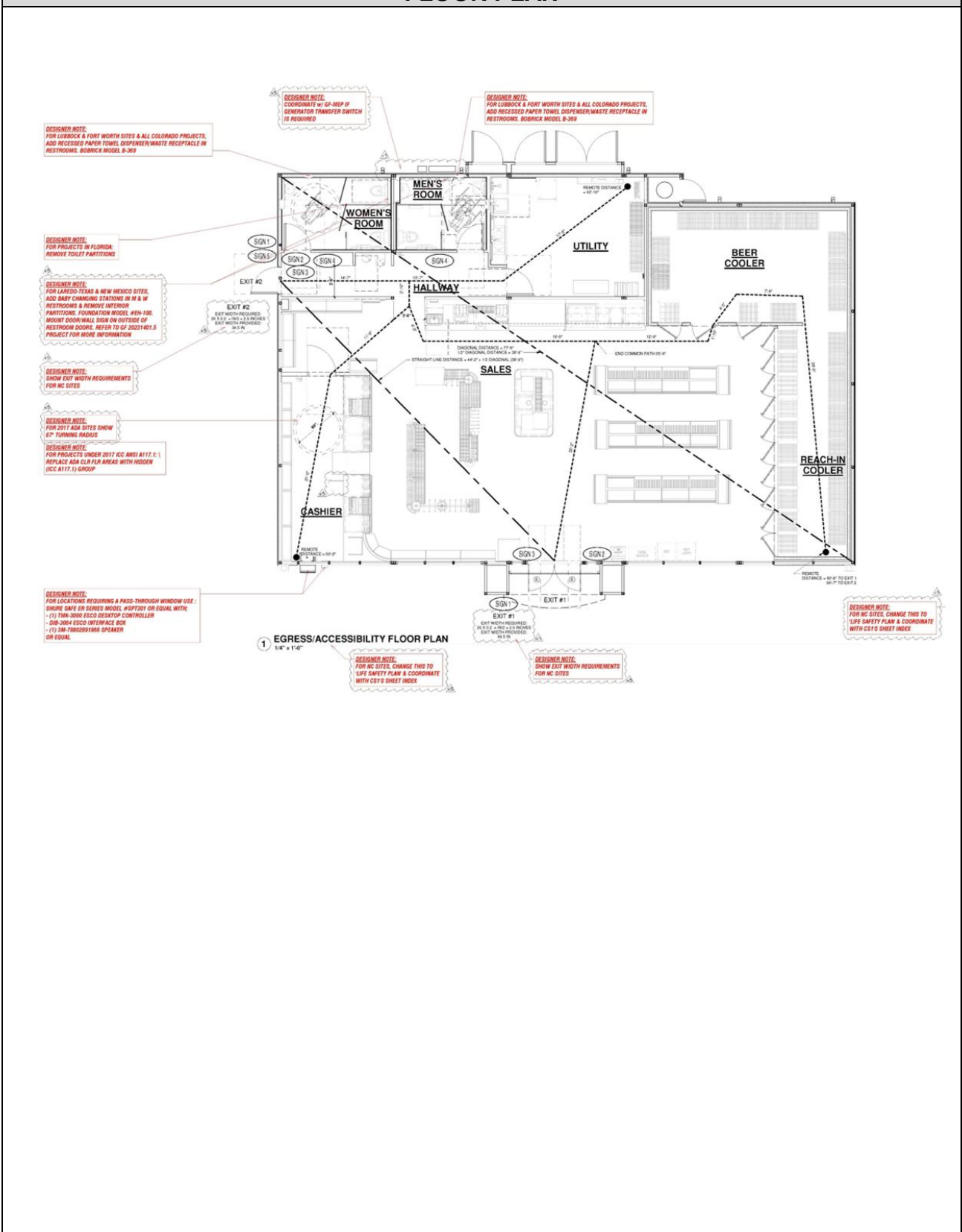
ZONING LEGEND

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 MFCTD 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

PICTURE



FLOOR PLAN

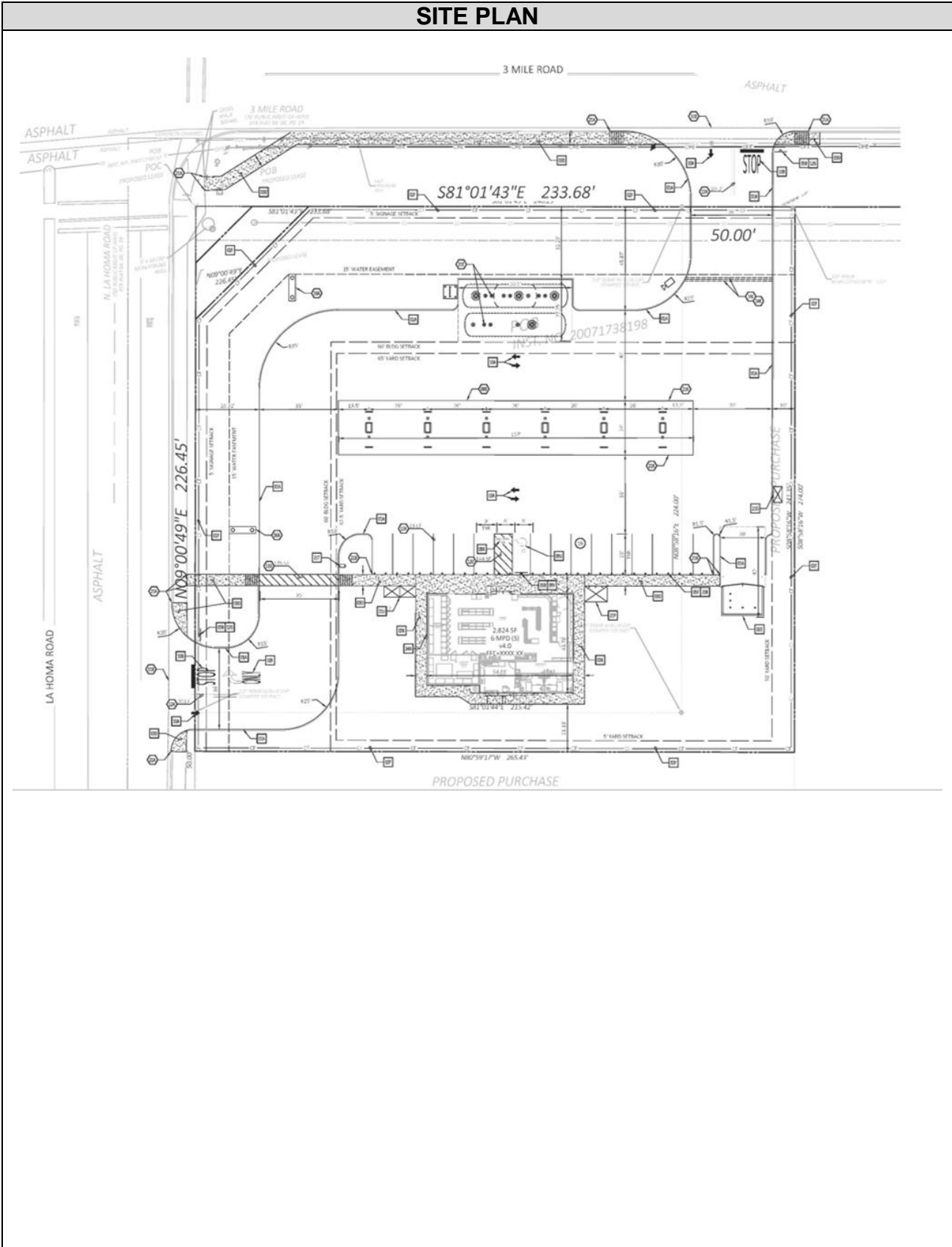


1 EGRESS/ACCESSIBILITY FLOOR PLAN
1/4" = 1'-0"

AERIAL



SITE PLAN



MAILOUT LIST

PROP_ID	file_as_na	addrDeliveryLine	addrCity	addrState	addrZip
244979	BURDETT SHERRI LEA BARNICK	PO BOX 50	MISSION	TX	78573-0001
609842	NNN REIT LP	4505 ORANGE AVE STE 900	ORLANDO	FL	32801-3339
244971	P & L PARTNERS LLC	305A N SHARY RD	MISSION	TX	78572-2025
244988	LA JOYA INDEPENDENT SCHOOL DIST	PO BOX J	LA JOYA	TX	78560-0136



CITY OF
MISSION

**CITY COUNCIL AGENDA ITEM &
RECOMMENDATION SUMMARY**

MEETING DATE: August 11, 2025

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

AGENDA ITEM: 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 #_____ - Cervantes

NATURE OF REQUEST:

Project Timeline:

- June 18, 2025 – Application for Conditional Use Permit (“CUP”) submitted to the City for processing.
- July 25, 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 6, 2025 – Public hearing and consideration of a Conditional Use Permit by the Planning and Zoning Commission.
- August 11, 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 S. Olmo Street and the south side of U.S. Expressway 83 Frontage Road.
- Per Code of Ordinance, portable buildings require the approval of a Conditional Use Permit by the City Council.
- The applicant is requesting to keep (3) 24’ x 70’ portable buildings for Excellence in Leadership Academy a public charter school. As a public charter school, the funding is solely determined by student enrollment and attendance. Like many other schools, they experienced a significant decline in enrollment during the COVID-19 pandemic, which affected both revenues and long-term capital planning. The school currently has 167 students and uses the buildings as classrooms. The portable buildings accommodate 2 classrooms each for a total of 6, which will allow for 20 students per classroom. Access to the facility is available from Expressway 83 and South Olmo Street. Student drop-off will be located along the east side of the building.
- The proposed days and hours of operation are Monday–Friday from 8:00 am to 5:00 pm on regular days and during the summer 8:00 am to 12:00 pm
- Staff: 4 teachers
- Parking: The educational component of the church will operate during the non-church hours and utilize the existing 239 parking spaces on-site.
- The last conditional use permit for this location was approved on July 22, 2024 for 1 year, at which time the applicant would need to apply for a permit to construct a

permanent structure at this location. The applicant is currently leasing the facility from the Luz para las Naciones Church. They plan to acquire land and build a permanent campus however; the pandemic delayed this timeline due to funding reductions. They are not requesting a permanent exemption, only time and flexibility to rebuild responsibly. Removing the portable buildings at this time would disrupt instruction and possibly require them to reduce enrollment as well.

- The Planning staff has not received any objections to the request from the surrounding property owners. Staff mailed out (44) legal notices to surrounding property owners.
- In accordance with the zoning ordinance, the P&Z and City Council may impose requirements and conditions of approval to ensure that a use requested by a Conditional Use Permit is compatible and complementary to adjacent properties.

STAFF 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. CUP is not transferable to others
4. Hours of operation to be as follows: Monday – Friday from 8:00 am to 5:00 pm for Regular Days & 8:00 am to 12:00 pm during the summer

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 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

WHEREAS, the City Council of the City of Mission finds that during consideration of the conditional use permit request of August 6, 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 11, 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
915 W. Expressway 83 Lot 1, Nido de Aguila Subdivision	To keep three (3) portable buildings, in a (P) Public Zoning District	- 1-year permit to continue to assess this conditional use permit. - Continued compliance with all City Codes (Building, Fire, Sign codes, etc.) - CUP is not transferable to others - Hours of operation to be as follows: Monday – Friday from 8:00 am – 5:00 pm for Regular Days & 8:00 am to 12:00 pm during the summer

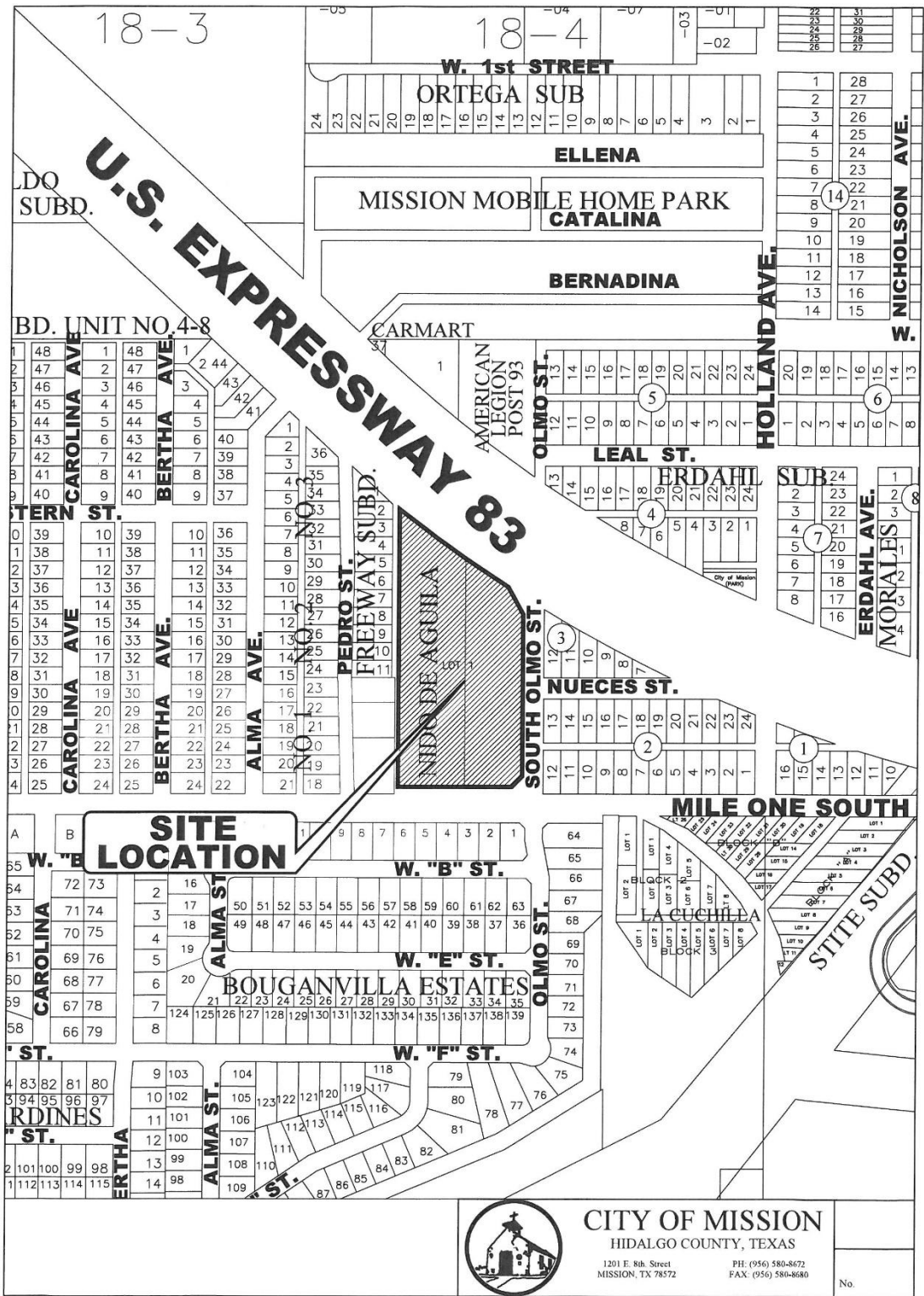
READ, CONSIDERED AND PASSED, this the 11th day of August, 2025.

Norie Gonzalez Garza, Mayor

ATTEST:

Anna Carrillo, City Secretary

VICINITY MAP



CITY OF MISSION
HIDALGO COUNTY, TEXAS

1201 E. 8th Street
MISSION, TX 78572

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

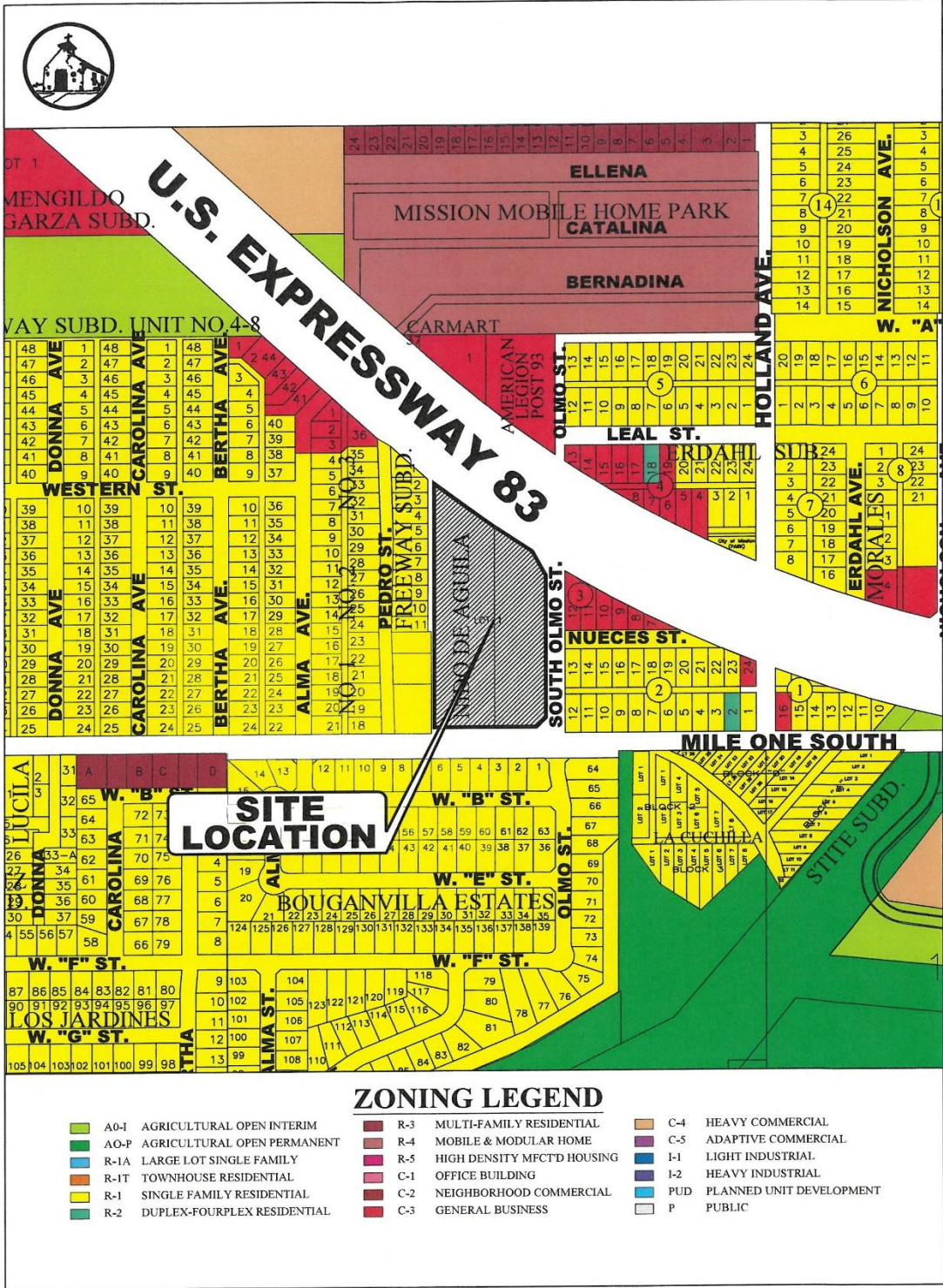
No.

ARIEL MAP

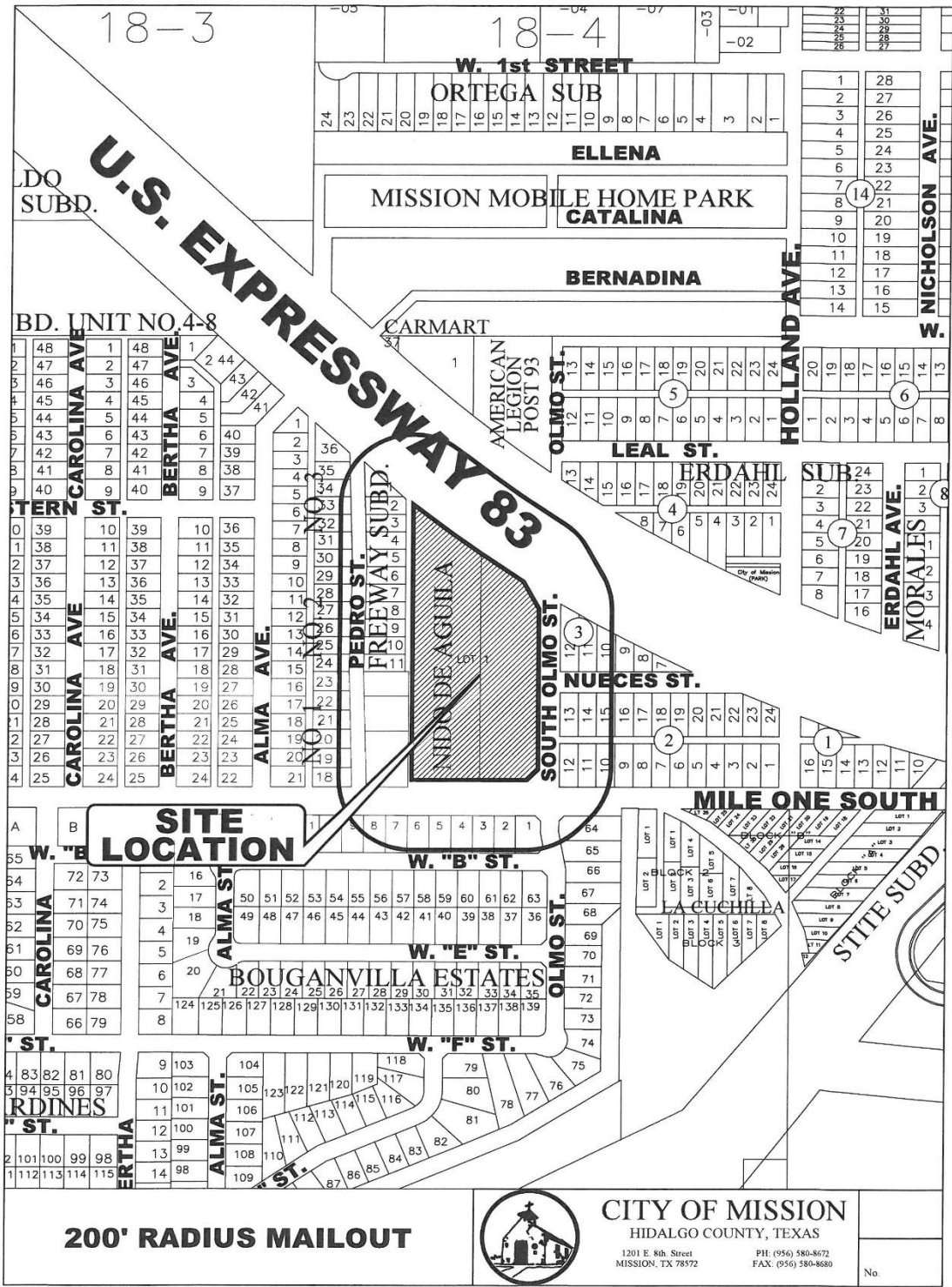


Texas Parks & Wildlife, ERI, H&M, Garmin, INCREMENT P, USGS, EPA, USDA

ZONING MAP



ATTACHMENTS



ATTACHMENTS



ATTACHMENTS



ATTACHMENTS



To: Mission City Hall, City Council Chambers
From: Excellence in Leadership Academy Board of Directors and Administration
Re: Request for Permit Renewal for Portable Buildings – Excellence in Leadership Academy
Date: 07/16/2025

I. Introduction

On behalf of the Board of Directors and Administration of Excellence in Leadership Academy, I want to express our sincere appreciation for your continued support of our school and the students and families we serve in the Mission community. We are a tuition-free public charter school committed to academic excellence, character development, and cultivating future leaders.

II. Current Use of Portable Buildings

Our campus currently includes three portable buildings which are being used for direct instruction. These buildings serve 19 sixth graders, 19 seventh graders, and 20 eighth graders. Additionally, they house our Art program and CTE (Career and Technical Education) classroom. These structures are vital to maintaining appropriate class sizes, supporting elective offerings, and providing a secure, age-appropriate separation between middle and elementary school students on campus.

III. Purpose of Request

We respectfully request continued permitting of our portable buildings. As a public charter school, our funding is solely determined by student enrollment and attendance. Like many schools, we experienced a significant decline during the COVID-19 pandemic, which affected both enrollment and long-term capital planning. Though we are now steadily recovering, we remain in a phase of fiscal rebuilding and student reengagement. These portable classrooms provide a flexible, cost-effective solution that supports our current growth without compromising academic quality or campus safety.

IV. Educational, Safety, and Community Benefits

The portable buildings directly support our model of small learning communities, which research shows improve student engagement and achievement. They also enhance campus safety by providing clearly defined zones for different age groups.

Beyond the classroom, Excellence in Leadership Academy is deeply embedded in the Mission community. We host open-to-public family events, partner with local organizations for service learning, and prepare our students to transition into Mission Collegiate, Mission

ATTACHMENTS

High School, and Veterans Memorial High School. Many of our graduates return to this community to give back and lead.

We are also committed to compliance. All portable structures meet applicable safety, ADA, and fire code requirements, and we conduct regular inspections to ensure they remain secure and functional. Recently, we've made HVAC upgrades and reinforced infrastructure to maintain a safe learning environment.

V. Financial Considerations and Long-Term Planning

At this time, we lease our facility from Luz para las Naciones. Plans to acquire land and build a permanent campus are still a core goal, but the pandemic delayed this timeline due to funding reductions. We are actively pursuing grants and partnerships to make that vision a reality.

We are not requesting a permanent exemption, only time and flexibility to rebuild responsibly. Removing these portables at this stage would disrupt instruction and possibly require us to reduce enrollment, affecting families who have entrusted us with their children's education.

We would be glad to provide regular updates on our facility development efforts and timeline as we move forward. Your continued support now will ensure that we can reach that goal with minimal disruption to students.

VI. Conclusion

Thank you for considering our request. These portable buildings are a temporary but essential solution in our school's development. Excellence in Leadership Academy is committed to the families of Mission, and with your support, we will continue to provide a safe, academically rigorous, and values-driven education.

As Job 8:7 reminds us, "And though your beginning was small, your latter days will be very great." We believe in that promise, and with the City Council's partnership, we will continue our growth and serve the city of Mission with excellence.

Respectfully,

Excellence in Leadership Academy Board of Directors and Administration

MAILOUT LIST

PROP_ID	file_as_na	addrDeliveryLine	addrCity	addrState	addrZip
175947	VASQUEZ ALBERTO S & MARIA P	207 S PEDRO RD	MISSION	TX	78572-6148
684695	ELIZONDO ANA KAREN & MIGUEL ANGEL MENDOZA ADAME	1307 W RAY CIR	MISSION	TX	78572-7225
684693	TAMEZ RUBEN JR & YOLANDA OLIVARES	902 W B ST	MISSION	TX	78572-6177
684694	FRANCO RODOLFO JR & LIZET BERMEJO	904 W B ST	MISSION	TX	78572-6177
684697	ARCENALES ALI OMAR & LAURA I MORA	1002 WEST B ST	MISSION	TX	78572-6164
684689	BALDERAS OBED & SELENE RANGEL	1300 S PALM DR APT 4	PHARR	TX	78577-5764
684696	DOMINGUEZ ROBERTO & TANIA S SANCHEZ HERNANDEZ	1000 W B ST	MISSION	TX	78572-6164
684698	CANTU HERNAN A	1004 W B ST	MISSION	TX	78572-6164
684699	GAYTAN YOLANDA & CARLOS C PLATA	1006 W B ST	MISSION	TX	78572-6164
684700	GARCIA JESUS GONZALEZ	1008 W B ST	MISSION	TX	78572-6164
613791	LUZ PARA LAS NACIONES	915 W EXPRESSWAY 83	MISSION	TX	78572-6133
175941	RIVERA ROSALINDA	310 S PEDRO RD	MISSION	TX	78572-6143
175943	VILLARREAL MARIA ELOISA	304 S PEDRO RD	MISSION	TX	78572-6143
175929	GONZALEZ CONSTANTINO & MARIA	1004 S MILE RD	MISSION	TX	78572-6134
175931	CONTRERAS FRANCISCO	316 S PEDRO RD	MISSION	TX	78572-6143
175939	CAVAZOS OMAR & TERESA	720 N 15TH ST	MCALLEN	TX	78501-4714
175940	TREVINO EDUARDO & JUVENTINO	2312 NORMA DR	MISSION	TX	78574-9756
175932	CONTRERAS FRANCISCO	316 S PEDRO RD	MISSION	TX	78572-6143
175933	AGUIRRE RAFAEL S	206 S PEDRO RD	MISSION	TX	78572-6100
175950	PLATA GILBERTO & FLORESTELA	300 S PEDRO RD	MISSION	TX	78572-6143
175951	DE LEON ABEL & STEPHANIE	210 S PEDRO ST	MISSION	TX	78572-6100
175952	BRAVO CAROLINA	208 PEDRO ST	PHARR	TX	78577
175953	BRAVO MARIA C AGUIRRE & NYDIA AGUIRRE TIJERINA	206 S PEDRO ST	MISSION	TX	78572-6100
175954	CONTRERAS VICKI ET AL	416 BRIARWAY ST	MISSION	TX	78574-2302
175946	LEAL YOLANDA	203 S PEDRO RD	MISSION	TX	78572-6148
175928	GONZALEZ CONSTANTINO & MARIA	1004 S MILE RD	MISSION	TX	78572-6134
175930	CONTRERAS FRANCISCO & ROSA	316 S PEDRO RD	MISSION	TX	78572-6143
175949	VASQUEZ ALBERTO & MARIA DEL ROSARIO PEREZ VASQUEZ	207 S PEDRO ST	MISSION	TX	78572-6148
170914	LUZ PARA LAS NACIONES INC	915 W EXPRESSWAY 83	MISSION	TX	78572-6133
170915	GONZALEZ HIGINIO JR	3488 SHERWOOD DR	ORANGE	TX	77632-6806
170916	GONZALEZ HIGINIO JR	3488 SHERWOOD DR	ORANGE	TX	77632-6806
175936	ACOSTA AGAPITO & ILDA	305 S PEDRO RD	MISSION	TX	78572-6144
175937	FLORES OVIDIO ALEJANDRO	307 S PEDRO	MISSION	TX	78572-6144
175938	MARTINEZ ROBERTO & MARIA DE ROSARIO	309 S PEDRO RD	MISSION	TX	78572-6144
170913	GONZALEZ TEOFILIO	904 S RD	MISSION	TX	78572
316632	BUZO LARRY & CLAUDIA ACOSTA	305 S PEDRO RD	MISSION	TX	78572-6144
316633	JOSEPH SYLVIA	1504 DOLORES DEL RIO AVE	MISSION	TX	78572
316637	CONTRERAS ESMERALDA	1002 S MILE ONE RD	MISSION	TX	78572
170912	DE LEON ARTURO AGUIRRE	206 S PEDRO RD	MISSION	TX	78572-6100
0		<Null>	<Null>	<Null>	<Null>
684756	GARCIA MATEO & CYNTHIA Y	403 OLMO ST	MISSION	TX	78572-6162
684755	PENA EDUARDO J LOPEZ & ALICIA SALAS	401 OLMO ST	MISSION	TX	78572-6162
170911	ACEVEDO MARIA ELENA	820 S MILE RD	MISSION	TX	78572-6157
175934	GARZA ANZELMO	303 S PEDRO RD	MISSION	TX	78572-6144
20829582	GUSVORI LLC	819 W EXPRESSWAY 83	MISSION	TX	78572-6149



CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: August 11, 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 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 #_____ – Cervantes

NATURE OF REQUEST:

Project Timeline:

- July 10, 2025 – Application for a Conditional Use Permit (“CUP”) submitted to the City.
- July 25, 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 6, 2025 – Public hearing and consideration of the requested Conditional Use Permit by the Planning and Zoning Commission (P&Z).
- August 11, 2025 – Public hearing and consideration of the requested Conditional Use Permit by the City Council.

Summary:

- The subject site is located at 1603 E. Griffin Parkway 83 within the Shary Gardens Commercial Plaza.
- Per the Code of Ordinance, the Sale & On-Site Consumption of Alcoholic Beverages requires the approval of a Conditional Use Permit by the City Council.
- This business has been in operation since August 2024 and has a bar component. According to the applicant, 70 percent of the total sales are food related, and 30 percent are alcoholic beverages related.
- The hours of operation are as follows: Monday thru Tuesday from 4:00 p.m. to 12 a.m., Wednesday thru Saturday from 4:00 p.m. to 2:00 a.m. and Sundays from 10:00 a.m. to 12:00 a.m.
- Staff: 18 employees in different shifts
- Parking: There are a total of 170 seating spaces available, which require 57 parking spaces. It is noted that the parking is held in common and there are 119 parking spaces that are shared with the other businesses within the commercial plaza.
- The business is in compliance with Chapter 6, Section 6-4 of the code of ordinances which requires that no alcoholic beverages be sold within 300’ of a church, public or private school, or public hospital.
- There is a residential subdivision within 300 feet, however P&Z and City Council have waved this separation requirement in previous conditional use permits.

- The last conditional use permit use approved for this location was on August 26, 2024 for a period of one (1) year.
- The Planning staff has not received any objections to the request from the surrounding property owners. Staff mailed out (22) legal notices to the surrounding property owners.
- In accordance with the zoning ordinance, the P&Z and City Council may impose requirements and conditions of approval to ensure that a use requested by a Conditional Use Permit is compatible and complementary to adjacent properties.

STAFF RECOMMENDATION:

Staff recommends approval with the conditions below:

1. Permit for two (2) years to continue to assess this business.
2. Continued compliance with all City Codes (Building, Fire, Health, etc.)
3. Waiver of the 300' separation requirement from the residential homes.
4. Continued compliance with TABC requirements.
5. CUP is not transferable to others.
6. Must have security cameras inside and outside with a minimum 30-day retention.
7. Must comply with the noise ordinance.
8. Maximum occupancy to be 200 people at all times.
9. Hours of operation: Monday thru Tuesday from 4:00 p.m. to 12 a.m., Wednesday thru Saturday from 4:00 p.m. to 2:00 a.m. and Sundays from 10:00 a.m. to 12:00 a.m.

Departmental Approval:

Advisory Board Recommendation: Approval

City Manager's Recommendation:

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

_____ AYES

_____ NAYS

_____ DISSENTING _____

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS GRANTING A CONDITIONAL USE PERMIT RENEWAL FOR THE 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

WHEREAS, the City Council of the City of Mission finds that during consideration of the conditional use permit request of August 6, 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 11, 2025, in the Council Chambers of the City Hall to consider the following conditional use permit:

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

Legal Description

1603 E. Griffin Parkway
Lot 11, Block 3, Shary
Gardens subdivision

Type

Sale & On-Site Consumption
of Alcoholic Beverages –
Moon Restaurant Mixology

Conditions of Approval

- Permit for (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 is 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 12:00 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.

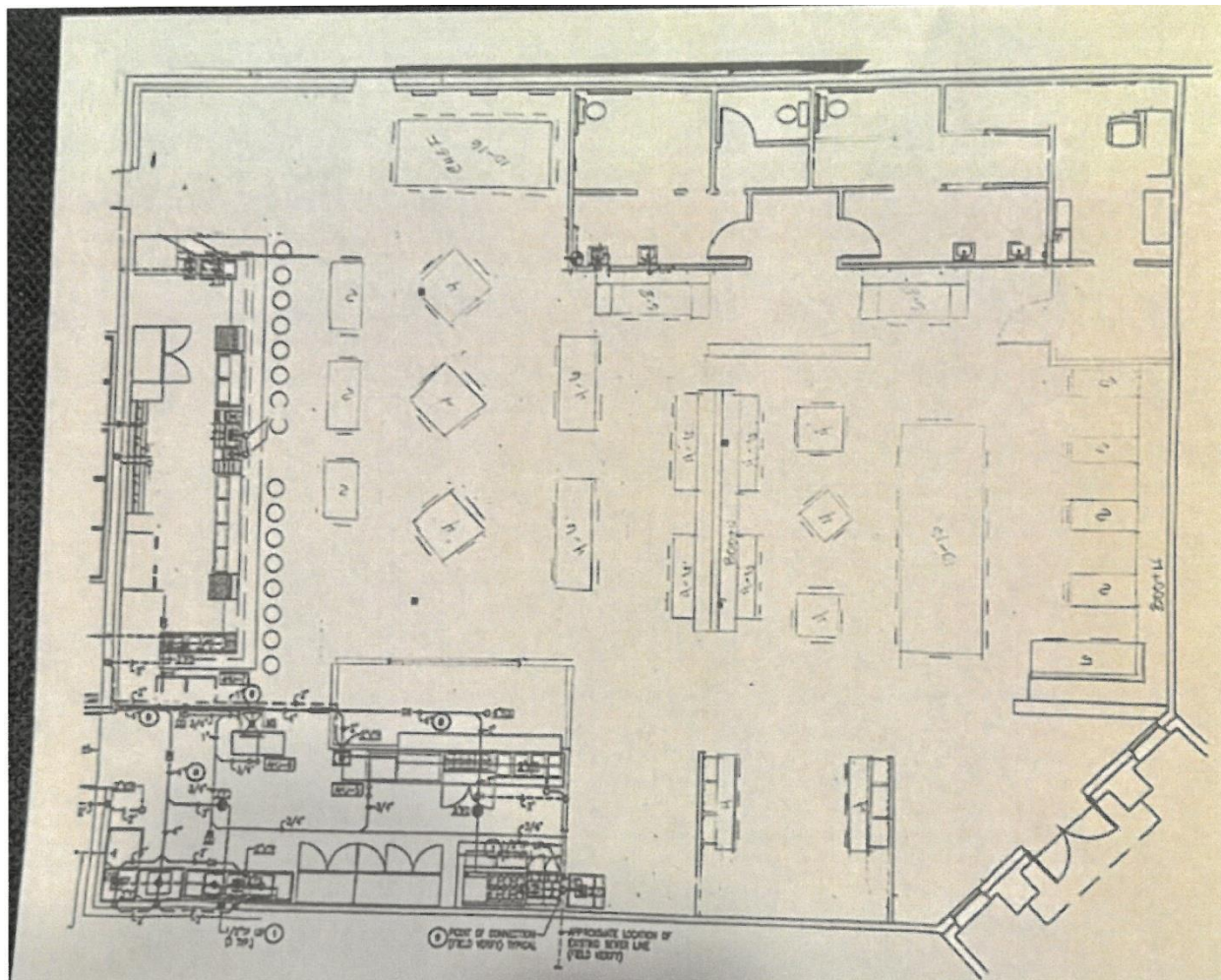
READ, CONSIDERED AND PASSED, this the 11th day of August, 2025.

Norie Gonzalez Garza, Mayor

ATTEST:

Anna Carrillo, City Secretary

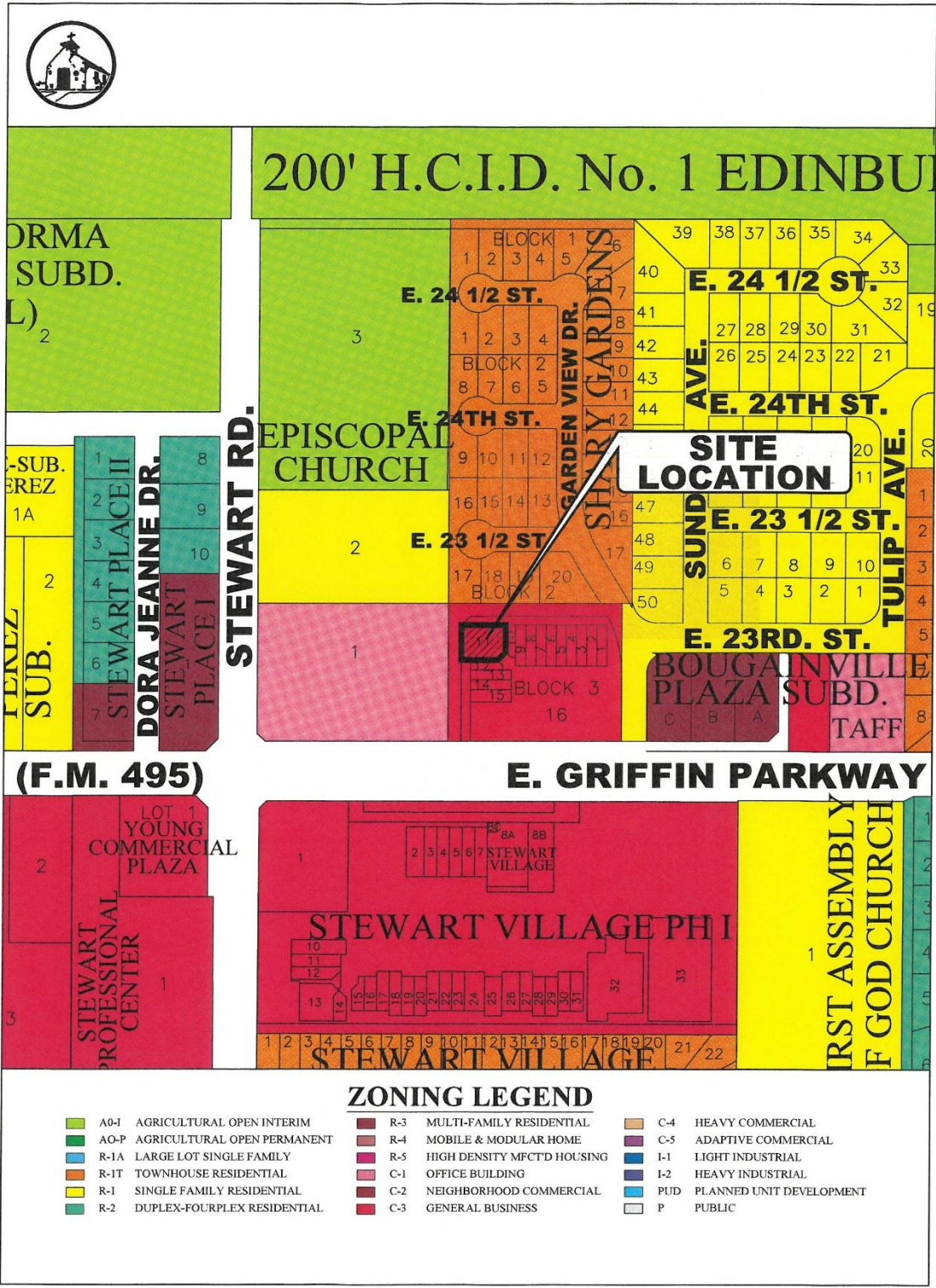
EXHIBIT "A"



AERIAL MAP



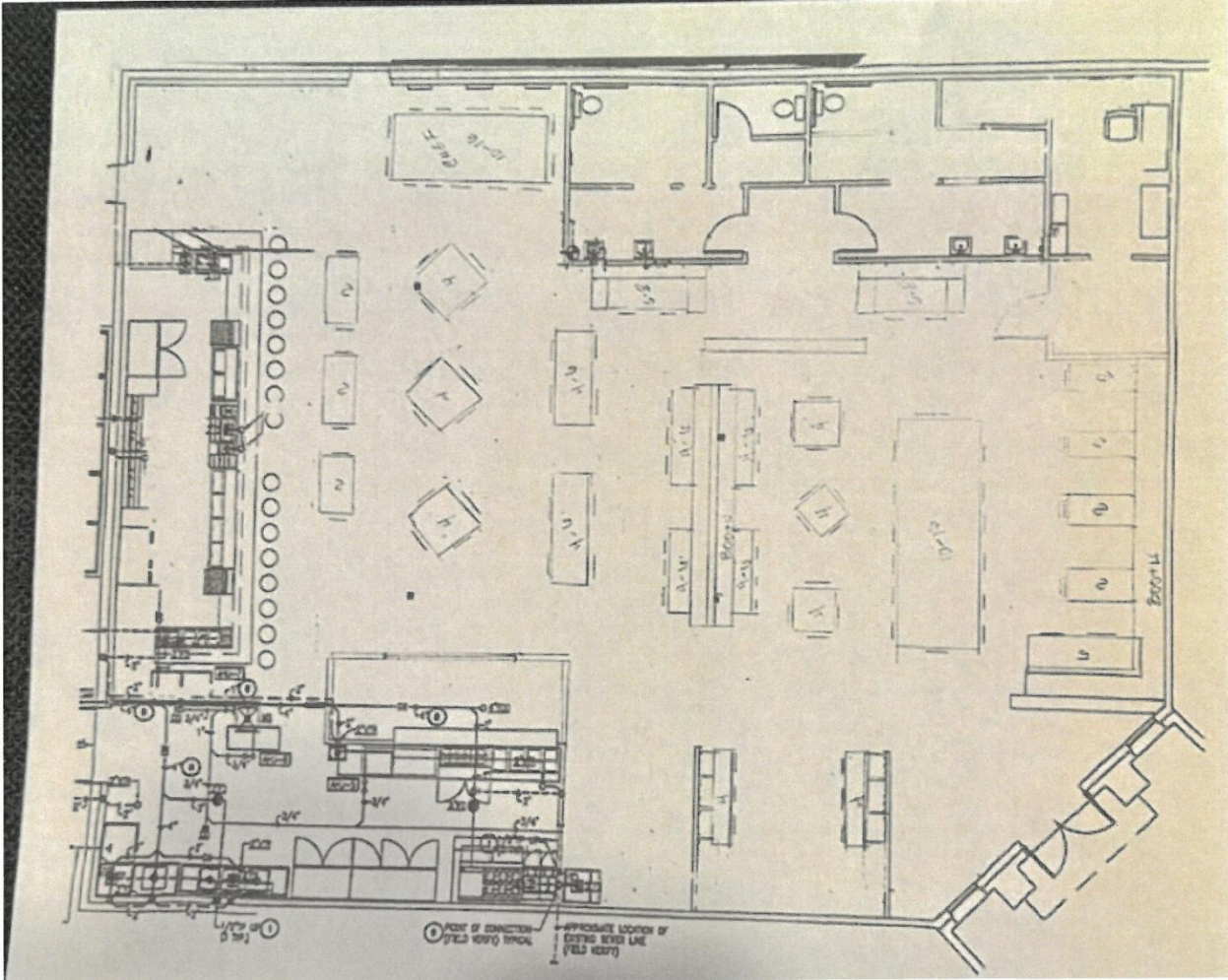
ZONING MAP



LEGAL NOTICE MAP



FLOOR PLAN



EXTERIOR PHOTO



INTERIOR PHOTO



INTERIOR PHOTO



INTERIOR PHOTO



MAILOUT LIST

PROP_ID	file_as_na	addrDeliveryLine	addrCity	addrState	addrZip
682920	EPISCOPAL CHURCH CORP	PO BOX 6885	SAN ANTONIO	TX	78209-0885
682921	EPISCOPAL CHURCH CORP	PO BOX 6885	SAN ANTONIO	TX	78209-0885
574179	MARTINEZ LYDIA R	4422 N STEWART RD	PALMHURST	TX	78573-8225
574176	BLUE KARAT LP	6916 N PEKING ST	MCALLEN	TX	78504-1905
574177	MAXLER INVESTMENTS LLC	2426 E 21ST ST	MISSION	TX	78572-3391
574171	CANO FAMILY LIMITED PARTNERSHIP	3007 LAS COLINAS LN	MISSION	TX	78574-2298
574172	CANO FAMILY LIMITED PARTNERSHIP	3007 LAS COLINAS LN	MISSION	TX	78574-2298
574185	MAXLER INVESTMENTS LLC	2426 E 21ST ST	MISSION	TX	78572-3391
574184	MAXLER INVESTMENTS LLC	2426 E 21ST ST	MISSION	TX	78572-3391
574169	GUTIERREZ ELOY JR & CLEMENTINA	1610 E 23RD 1/2 ST	MISSION	TX	78574-7942
574175	BLUE KARAT LP	6916 N PEKING ST	MCALLEN	TX	78504-1905
574182	LEAL CARLOS G JR	PO BOX 631	MISSION	TX	78573-0011
574166	ELLISON SHARON G	1604 E 23RD 1/2 ST	MISSION	TX	78574-7942
574167	GONZALEZ ELIAS A	1606 E 23RD 1/2 ST	MISSION	TX	78574-7942
574183	MAXLER INVESTMENTS LLC	2426 E 21ST ST	MISSION	TX	78572-3391
574163	DAVIS CLIFTON E & MARIA E	1609 E 23RD 1/2 ST	MISSION	TX	78574-7917
574168	AREVALO JAMES BRIAN	1608 E 23RD 1/2 ST	MISSION	TX	78574-7942
574165	MINTON MARK & VERONICA	1605 E 23RD 1/2 ST	MISSION	TX	78574-7917
574180	MAXLER INVESTMENTS LLC	2426 E 21ST ST	MISSION	TX	78572-3391
574164	GARCIA JUAN E & MARIA E	105 W HIBISCUS AVE	MCALLEN	TX	78501-9446
574173	SERN PROPERTIES LLC	1704 SCOBEEY AVE	DONNA	TX	78537-2940
574186	MAXLER INVESTMENTS LLC	2426 E 21ST ST	MISSION	TX	78572-3391



CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: August 11, 2025
PRESENTED BY: Anna Carrillo, City Secretary
AGENDA ITEM: Approval of Minutes – Carrillo
 Regular Meeting – July 28, 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 (via Zoom)
Alberto Vela, Councilman
Patricia A. Rigney, City Attorney
Mike R. Perez, City Manager
Anna Carrillo, City Secretary

ABSENT:

ALSO PRESENT:

Brenda Enriquez
Ann Camarillo
Leonel Cantu
Maria Del Carmen Salinas
Roberto Gonzalez
Karen Prewitt
Dolly Elizondo

STAFF PRESENT:

Anais Chapa, Assistant City Secretary
Juan Pablo Terrazas, Asst. City Manager
Andy Garcia, Assistant City Manager
Edgar Gonzalez, Engineer
Vidal Roman, Finance Director
Susie De Luna, Assistant Planning Director
Xavier Cervantes, Planning Director
Alex Hernandez, Planning Director
Abram Ramirez, IT Director
Yenni Espinoza, Library Director
Noemi Munguia, Human Resources Director
Ruben Hernandez, Media Relations
Brad Bentsen, Parks & Rec Director
Judith E. Garcia, Deputy Media Relations Dir.
Humberto Garcia, Media Relations
Michael Elizalde, Dir. Of Grants & Strategic Dev.
Joel Chapa, Police Officer
Michael Fernuik, Golf Course Director
Marisol Chavero, 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 4:31 p.m.

INVOCATION AND PLEDGE ALLEGIANCE

Councilwoman Marissa Gerlach led the invocation and Pledge of Allegiance

DISCLOSURE OF CONFLICT OF INTEREST

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

Mayor Norie Garza has one on file for item 46.

PRESENTATIONS

1. June 2025 Employee of the Month – Munguia

Noemi Munguia, Human Resources Director, recognized Aracely Lopez as the Employee of the Month for the month of June. Ms. Lopez was nominated by Aida Lerma, Event Center Director. Aracely's hard work, positive attitude, and dedication to the Mission Event Center never go unnoticed. She goes above and beyond to make every event a success – and the Event Center is lucky to have her on their team.

2. Proclamation - University of Texas Rio Grande Valley 10th Anniversary – Carrillo

Mayor Pro Tem Plata moved to approve the Proclamation – University of Texas Rio Grande Valley 10th Anniversary. Motion was seconded by Councilwoman Jessica Ortega and approved unanimously 5-0.

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

Brenda Enriquez, Greater Mission Chamber of Commerce President, spoke about upcoming some of this month's highlights such as: Drunken Chicken celebrated their 8th Anniversary, Tops Texas Title Ribbon had a Ribbon Cutting, The Chamber's Membership Mixer, Starbucks Ribbon Cutting, Serenity Fields Cemetery Grand Opening, National Butterfly Center Podcast. She also spoke about upcoming events such as: August 6th – SBDC: Why digital marketing Matters More than Ever, August 8th – Ribbon Cutting: Toritleria Raices Altenas, August 11th – Ribbon Cutting: Sharyland Lil Institute, August 13th – Buenas Tardes Luncheon, August 14th – SBDC: Smart Start, August 15th – Ribbon Cutting: The Cordelle Events, August 20th – "Understanding Property Taxes" A Community Q&A Forum, August 21st – SBDC: Do You Have What it Takes to be a Small Business Owner?, August 27th – Lock it Down! Cybersecurity Tactics for Small Businesses

4. Departmental Reports – Perez

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

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

Ann Camarrillo, 2116 Pecos Street, spoke in reference to Executive Session Item 2. She congratulated the City of Mission on the successful title transfer of the Cimarron Golf Course to the Mission EDC. Although, this was a big step forward, she stated that the council's support would still be needed moving forward. She also recognized City Manager, Mike Perez, for all of the hard work he did behind the scenes.

ANNOUNCEMENTS – CITY COUNCIL/CITY MANAGER

Mr. Perez announced the Back To School Bash that would be taking place at 6:30 p.m. at the Mission Event Center that evening. Mayor Garza asked Mr. JP Terrazas, Assistant City Manager, to speak about the project on Holland Ave. Mr. Terrazas stated that Holland Ave would be re paved and overlaid from 495 to Business 83. This was a project that was to be completed in-house by our Streets Department and should be finalized in about a month.

PUBLIC HEARING

PLANNING & ZONING RECOMMENDATIONS

6. 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 #_____ - 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.

There were no comments.

Mr. Xavier Cervantes, Planning Director, stated that the applicant had requested that this item, along with items 7 and 8 be tabled.

Mayor Pro Tem Plata moved to table items 6, 7, and 8 as requested by the applicant. Motion was seconded by Councilwoman Marissa Gerlach and approved unanimously 5-0.

7. 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 #_____ - 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.

Item was tabled.

8. 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 # _____ - 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 (A-OI) 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.

Item was tabled.

At 5:07 p.m., Councilwoman Ortega stepped out of the meeting.

9. Conduct a public hearing and consideration of a rezoning request from Agricultural Open Interim District (“AO-I”) and Office Building District (“C-1”) to Single-Family Residential District (“R-1”), being a 5.455 acre tract of land out of a 7.03 acre tract out of Lot 29-4, West Addition to Sharyland Subdivision, located along the North side of Mile 2 Road approximately 700 feet West of Troesper Road. Applicant: Victor Trevino, Adoption of Ordinance #5676 - Cervantes

The applicant was requesting to rezone a portion of his property from Agricultural Open Interim District (“AO-I”) and Office Building District (“C-1”) to Single-family Residential District (“R-1”) so that the owner’s house was in the correct zoning. For the remaining portion of the property with frontage on West Mile 2 Road, the applicant intends to split it for a future office commercial development. The tract of land measured 50 feet along West Mile 2 Road and had a depth of 1,320 feet. The surrounding zones were Office building District (C-1) and Agricultural Open Interim (A-OI) to the West, Agricultural Open Interim (A-OI) to the North and South, and Agricultural Open Interim (A-OI), Single-family Residential District and Duplex-fourplex Residential District (R-2) to the East. The surrounding land uses included the offices of the United Irrigation District to the West, The Troesper Fair Heights single-family subdivision, a duplex-fourplex subdivision under construction, and land with farm animals to the East. The property to the South was vacant and the Escobar/Rios Elementary School was located to the North. The subject property had a home

with a shed in the back. The Future Land Use Map showed the subject property as Low-Density Residential. The requested zoning was in line with the future land use map designation for the property. Notices were mailed to 18 surrounding property owners. Planning staff received no 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”) and Office Building District (“C-1”) to Single-Family Residential District (“R-1”), being a 5.455 acre tract of land out of a 7.03 acre tract out of Lot 29-4, West Addition to Sharyland Subdivision, located along the North side of Mile 2 Road approximately 700 feet West of Troser Road. Applicant: Victor Trevino, Adoption of Ordinance #5676. Motion was seconded by Councilman Vela and approved unanimously 4-0.

ORDINANCE NO. 5676

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS GRANTING A REZONING FOR A 5.455 ACRE TRACT OF LAND OUT OF A 7.03 ACRE TRACT OUT OF LOT 29-4, WEST ADDITION TO SHARYLAND SUBDIVISION, LOCATED ALONG THE NORTH SIDE OF MILE 2 ROAD APPROXIMATELY 700 FEET WEST OF TROSPER ROAD, FROM AO-I (AGRICULTURAL OPEN INTERIM DISTRICT) AND C-1 (OFFICE BUILDING DISTRICT) TO R-1 (SINGLE FAMILY RESIDENTIAL DISTRICT)

At 5:09 p.m., Councilwoman Ortega rejoined the meeting.

10. Conduct a public hearing and consideration of a rezoning request from Single-family Residential District (“R-1”) to Duplex-fourplex District (“R-2”), being a 0.2066 acre tract of land, out of Lot 192, John H. Shary Subdivision, located at 405 N. Glasscock Road. Applicant: New Era Land & Properties LLC, Adoption of Ordinance # ____ - Cervantes

The applicant was requesting to rezone the subject property from Single-family Residential District (“R-1”) to Duplex-fourplex District (“R-2”) to build a duplex structure. The tract of land was 0.2066 acres in area and it measured 50 feet along Glasscock Road and had a depth of 180.0 feet. The surrounding zones are Single-family Residential District (R-1) to the North, West and South and Mobile & Modular Home District to the East. The surrounding land uses were single-family homes to the North, West and South and the Valley View Estates Mobile Home Park to the East. The subject property was vacant. The Future Land Use Map designated the property as low-density residential. The requested rezoning was not in line with the low-density designation in the comprehensive plan. The same rezoning request was pursued by a different applicant in November of 2023. There was opposition from the surrounding property owners citing drainage, fire protection and trash concerns. The rezoning was denied by the Planning and Zoning Commission and the City Council. Notices were mailed to 30 surrounding property owners. As of packet day the Planning staff had received (1) phone call from the surrounding property owners.

Staff and City Manager recommended denial.

Mr. Cervantes stated that the applicant withdrew the request.

No Action was taken.

11. Conduct a public hearing and consideration of a rezoning request from Single-Family Residential District (“R-1”) to Townhouse Residential District (“R-1T”), for Tract 2 being a 0.615 of an acre and Tract 3 being a 0.611 of an acre, both tract forming a part of the Meadow Creek Country Club Phase 1-B Subdivision, located along the East side of Crystal Drive between Diane and Mauve Drives. Applicant: Gerardo Benavides, P.E., Adoption of Ordinance #_____ - Cervantes

The applicant was requesting to rezone the subject property from Single-Family Residential District (“R-1”) to Townhouse Residential District (“R-1T”) to subdivide for homes with lot sizes not in compliance with the minimum lot sizes in the R-1 zoning district. Tract 2 measured 297.49’ along Crystal Drive with a depth of 90’. Tract 3 measured 297.53’ along Crystal Drive with a depth of 90’ along the south side and 88.89’ along the north side. The surrounding zones were Agricultural Open Interim District (A-OI) to the east and Planned Unit Development District (PUD) to the West, South and North. The surrounding land uses include Single-Family homes to the North, West and South and a golf course to the East. The subject properties were vacant. For tract 2 the applicant was proposing to subdivide the tract into 7 lots with an average area of 3,824.62 square feet. For tract 3 the applicant was proposing to subdivide the tract into 7 lots with an average area of 3,800 square feet. The Future Land Use Map shows that the properties are designated for Planned Unit Development. The designation for the subject tracts from the PUD ordinance on file was agricultural open space to be a part of the golf course. Although the requested rezoning was not in line with the PUD designation of agricultural open space the requested lot sizes were in line with the lot sizes to the west that average in area 3,195 square feet. Notices were mailed to 28 surrounding property owners. There was opposition during the variance request for the proposed subdivision. As result, the developer had altered the lot sizes as a result for Tract 1 from 7 lots to 4 lots. A petition was submitted by the surrounding property owners. The petitioners cite traffic, safety concerns along with a strain on public utilities and infrastructure. The petitioners also cite concerns with the loss of community character. The signatures make up 28.45 percent of the land area within 200 feet of the subject tracts. As per State Law, due to having more than 20 percent of the land area, a supermajority vote of the City Council was required for the rezoning to be approved.

Staff and City Manager recommended denial.

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

Leonel Cantu, Country Club Drive, gave council a packet with the plans for the proposed project for this request. There was no other zoning available for this area so he had made modifications to accommodate the recommendations given the last time the item was seen. The homes he was proposing matched those that were in the area, and he wanted to build similar homes to those that were already there.

Karen Prewitt, via zoom, spoke in opposition of this request. They had sent in a petition in which 35 of 59 owners in the surrounding area ad signed opposing this request. She, along with her neighbors, would not like for fourteen new homes to be built in the area. They want to keep their neighborhood quiet.

Councilman Alberto Vela moved to deny the rezoning request from Single-Family Residential District (“R-1”) to Townhouse Residential District (“R-1T”), for Tract 2 being a 0.615 of an acre and Tract 3 being a 0.611 of an acre, both tract forming a part of the Meadow Creek Country

Club Phase 1-B Subdivision, located along the East side of Crystal Drive between Diane and Mauve Drives. Applicant: Gerardo Benavides, P.E., Adoption of Ordinance #____. Motion was seconded by Mayor Pro Tem Plata and approved unanimously 5-0.

12. Conduct a public hearing and consideration of a rezoning request from Agricultural Open Interim District (“AO-I”) to Townhouse Residential District (“R-1T”), being a 7.29 acre tract of land (Deed call – 6.96 acres) out of the Southeast corner of Lot 30-8, West Addition to Sharyland Subdivision, located along the West side of Mayberry Road approximately 1,300 feet North of Mile 2 Road. Applicant: Aaron Balli, Adoption of Ordinance #5677 - Cervantes

The applicant was requesting to rezone the subject property from Agricultural Open Interim District (“AO-I”) to Townhouse Residential District (“R-1T”) to develop a townhouse residential development. The tract of land was 7.29 acres in area measured 660 feet along N. Mayberry Road and had a depth of 971.5 feet. The surrounding zones were Agricultural Open Interim (A-OI) to the West, South and North, and Single-family Residential District to the East. The surrounding land uses included the Sonoma Ranch single-family subdivision under construction to the East, single-family homes and vacant land to the North, and an irrigation canal and the Pueblo de Paz apartments to the South and West. The subject property was vacant along Mayberry and had a home at the northwest corner. The Future Land Use Map showed that the south 300 feet of the subject property was designated as high-density residential while the remaining tract was designated as low-density residential. A portion of the requested zoning was not in line with the future land use map designation, but staff believed the property was in transition to medium-density residential land uses. Notices were mailed to 12 surrounding property owners. Planning staff received no 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 Townhouse Residential District (“R-1T”), being a 7.29 acre tract of land (Deed call – 6.96 acres) out of the Southeast corner of Lot 30-8, West Addition to Sharyland Subdivision, located along the West side of Mayberry Road approximately 1,300 feet North of Mile 2 Road. Applicant: Aaron Balli, Adoption of Ordinance #5677. Motion was seconded by Councilman Vela and approved unanimously 5-0.

ORDINANCE NO. 5677

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS GRANTING A REZONING FOR A 7.29 ACRE TRACT OF LAND (DEED CALL – 6.96 ACRES) OUT OF THE SOUTHEAST CORNER OF LOT 30-8, WEST ADDITION TO SHARYLAND SUBDIVISION, LOCATED ALONG THE WEST SIDE OF MAYBERRY ROAD APPROXIMATELY 1,300 FEET NORTH OF MILE 2 ROAD, FROM AO-I (AGRICULTURAL OPEN INTERIM DISTRICT) TO R-1T (TOWNHOUSE RESIDENTIAL DISTRICT)

13. Conduct a public hearing and consideration of a Conditional Use Permit for a Home Occupation – Daycare in a (R-1) Single Family Residential District, being Lot 6, Block 5, East Side Addition Subdivision, located at 900 Reynosa Street, Applicant: Maria Del Carmen Salinas, Adoption of Ordinance #5678 - Cervantes

The subject site was located at the southeast corner of Reynosa Street and Naranjo Avenue. Per Code of Ordinance, a home occupation required the approval of a Conditional Use Permit by the City Council. The applicant was proposing a home occupation – daycare out of their residence. They plan to work directly with Alliance, which was a program funded by the government that helped provide child care for single parents. The proposed hours of operation are Monday – Friday from 7:00 am to 5:00 pm. Staff: 3 employees (*Note: Sec.1.56(1)(d) states: There shall be no more than one additional unrelated employee other than immediate members of the family residing on the premises.) Parking: The applicant was proposing 3 parking spaces. The Planning staff had not received any objections to the request from the surrounding property owners. Staff mailed out (34) 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 new home occupation. Applicant to be limited to one (1) employee at a time, or must submit a petition reflecting 90% of the property owners within 200 feet radius in favor of the variance to the number of employees allowed. Compliance with Section 1.56-1 (Home Occupations) of the Zoning Ordinance; Continued compliance with all City Codes (Building, Fire, Health, etc.); Pick-up and Dropoff of children must be within the private property; Acquire a business license; CUP was not transferable to others; Hours of operation to be as follows: Monday – Friday from 7:00 am to 5:00 pm

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

Mr. Rodriguez and Maria Del Carmen Salinas, applicants, spoke in favor of this request. They were operating in Palmview and were now moving to Mission. They both asked for the opportunity to bring their business to Mission.

Mayor Pro Tem Plata moved to approve the Conditional Use Permit for a Home Occupation – Daycare in a (R-1) Single Family Residential District, being Lot 6, Block 5, East Side Addition Subdivision, located at 900 Reynosa Street, Applicant: Maria Del Carmen Salinas, Adoption of Ordinance #5678. Motion was seconded by Councilman Vela and approved unanimously 5-0.

ORDINANCE NO. 5678

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS GRANTING A
CONDITIONAL USE PERMIT FOR A HOME OCCUPATION – DAYCARE IN A (R-1) SINGLE
FAMILY RESIDENTIAL DISTRICT, BEING LOT 6, BLOCK 5, EAST SIDE ADDITION
SUBDIVISION, LOCATED AT 900 REYNOSA STREET

14. Conduct a public hearing and consideration of a Conditional Use Permit for a Life and Health Insurance Agency – Puga Insurance Agency, LLC, in a Neighborhood Commercial (C-2) District, being Lot 1, Bannworth Business Center Subdivision, located at 1821 N. Shary Road, Suite 1. Applicant: Noe Puga, Adoption of Ordinance #5679 – Cervantes

The proposed business was within the Bannworth Business Center located along the West side of Shary Road approximately 360 feet North of Village Drive. Pursuant to Section 1.42 (3)(d) of the City of Mission Code of Ordinances, a business establishment which performs services on the premises such as banks, loan companies, insurance and real estate requires the approval of a conditional use permit by the City Council. The applicant was leasing a 1,088.00 square foot suite for an insurance business that would be named “Puga Insurance Agency”. The proposed hours of

operation were as follows: Monday thru Friday from 8:00 am to 5:00 pm. Staff would be 4 employees. Parking: Due to the total of 1,088 square feet, a total of 7 parking spaces are required. There were a total of 62 parking spaces held in common for the commercial plaza. The Planning Staff had 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 was compatible and complementary to adjacent properties.

Staff and City Manager recommended approval subject to the following conditions: Life of Use permit approval with the understanding the conditional use permit could be revoked; Must comply with all City Codes (Building, Fire, Health, etc.); Hours of operation are Monday thru Friday from 8:00 am to 5:00 pm; Must obtain a business license prior to occupancy; CUP was not transferable to others

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

There were no comments.

Councilwoman Ortega moved to approve the Conditional Use Permit for a Life and Health Insurance Agency – Puga Insurance Agency, LLC, in a Neighborhood Commercial (C-2) District, being Lot 1, Bannworth Business Center Subdivision, located at 1821 N. Shary Road, Suite 1. Applicant: Noe Puga, Adoption of Ordinance #5679. Motion was seconded by Councilman Vela and approved unanimously 5-0.

ORDINANCE NO. 5679

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS GRANTING A CONDITIONAL USE PERMIT FOR A LIFE AND HEALTH INSURANCE AGENCY – PUGA INSURANCE AGENCY, LLC IN A NEIGHBORHOOD COMMERCIAL (C-2) DISTRICT, BEING LOT 1, BANNWORTH BUSINESS CENTER SUBDIVISION, LOCATED AT 1821 N. SHARY ROAD, SUITE 1

15. Conduct a public hearing and consideration of a Conditional Use Permit to allow the Manufacturing & Packaging of Ice Cream and Pork Rinds in a property zoned Heavy Commercial District (“C-4”), being Lots 3-6, Block 175, Mission Original Townsite Subdivision, located at 204 W. Tom Landry Street. Applicant: Ice Cream Man Place, Inc., Adoption of Ordinance #5680 - Cervantes

The applicant was requesting a new conditional use permit to continue to operate the manufacturing of ice cream and pork rinds at the subject property located at the Northeast corner of Tom Landry Street and Perkins Avenue. The business had been in operation at the subject property since 1994 when the owners were simply selling ice cream. For the manufacturing the owners obtained a conditional use permit in 2013 and has been renewed several times since then. In the year 2020, the applicant was granted a life of the use conditional use permit. Per the Code of Ordinance, a manufacturing facility in a Heavy Commercial District required a conditional use permit granted by the City Council. The previous conditional use permit was granted to Mr. Alberto Pascual. The business owners desired that the new conditional use permit be granted to the company named Ice Cream Man Place, Inc. The company was the distributor for Blue Bonnet Ice Cream in the Rio Grande Valley, and they manufacture Sandy Fruit products. The proposed hours of operation were Monday to Friday from 8:00 a.m. to 5:00 pm. Staff: 8 employees; Parking: 6

parking spaces are provided within the private property. The Planning staff had not received any objections to the request from the surrounding property owners. Notices were mailed to 18 surrounding property owners.

Staff and City Manager recommended approval subject to the following conditions: Life of use permit approval with the understanding that the conditional use permit could be revoked; Must comply with all City codes (Building, Fire, Health, and Sign, etc.); Acquisition of a business license was required; Hours of operation are Monday to Friday from 8:00 a.m. to 5:00 p.m.; The conditional use permit 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 the Manufacturing & Packaging of Ice Cream and Pork Rinds in a property zoned Heavy Commercial District (“C-4”), being Lots 3-6, Block 175, Mission Original Townsite Subdivision, located at 204 W. Tom Landry Street. Applicant: Ice Cream Man Place, Inc., Adoption of Ordinance #5680. Motion was seconded by Councilwoman Ortega and approved unanimously 5-0.

ORDINANCE NO. 5680

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS GRANTING A CONDITIONAL USE PERMIT TO ALLOW THE MANUFACTURING & PACKAGING OF ICE CREAM AND PORK RINDS IN A PROPERTY ZONED (C-4) HEAVY COMMERCIAL DISTRICT, BEING LOTS 3-6, BLOCK 175, MISSION ORIGINAL TOWNSITE SUBDIVISION, LOCATED AT 204 W. TOM LANDRY STREET

16. Conduct a public hearing and consideration of a Conditional Use Permit for the on-site consumption of alcoholic beverages at an Event Center – Florence Events, in a General Business (C-3) District, being Lot 5, Northtown Unit No. 1 Subdivision, located at 2722 N. Conway Avenue. Applicant: Erica Veronica Perez, Adoption of Ordinance #5681 – Cervantes

The site was located approximately 75 feet South of E. 28th Street along the East side of N. Conway Avenue, S.H. 107. Pursuant to Section 1.43 (3)(F) of the City of Mission Code of Ordinances, the on-site consumption of alcoholic beverages at an Event Center requires the approval of a conditional use permit by the City Council. The applicant was leasing a 2,250.00 square foot suite for an Event Center that would be named “Florence Events”. Proposed activities: The venue featured several types of events and private gatherings. The applicant was proposing for alcoholic beverages to be consumed at the establishment, but no alcoholic beverages are proposed to be sold at the venue. The applicant’s background check for the proposed BYOB (bring your own beer) establishment showed no reportable records. The proposed hours of operation were as follows: Monday thru Sunday from 9:00 am to 12:00 am. Staff would be 1 employee; Parking: Due to the total of 80 proposed chairs, a total of 27 parking spaces were needed. There were a total of 41 parking spaces held in common for the plaza. The Planning Staff had not received any objections to the request from the surrounding property owners. Staff mailed out (23) legal notices to the surrounding property owners. In accordance with the zoning ordinance, the P&Z and City Council may impose requirements and conditions of approval as were needed to ensure that a use requested by a conditional use permit was compatible and complementary to adjacent properties.

Staff and City Manager recommended approval subject to the following conditions: Approval for 1 year to evaluate the operations; Must comply with all City Codes (Building, Fire, Health, etc.); Hours of operation were Monday thru Sunday from 9:00 am to 12:00 am; Must comply with the noise ordinance; Must obtain a business license prior to occupancy; Maximum occupancy was 110 people; Must have security cameras inside and outside with a minimum 30-day retention; CUP was not transferable to others; Must comply with section 1.56 (12) of the zoning ordinance

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

There were no comments.

Mayor Garza asked if there were any requirements for security guards to be present during events.

Mr. Cervantes stated that the only condition that had been written was for the establishment to have security cameras and the could request for a condition to be added to have security officers present if there was to be alcohol for an event.

Mayor Pro Tem Plata and Mayor Garza both stated that they would like for a security guard to be present for all events.

Mayor Pro Tem Plata moved to approve the Conditional Use Permit for the on-site consumption of alcoholic beverages at an Event Center – Florence Events, in a General Business (C-3) District, being Lot 5, Northtown Unit No. 1 Subdivision, located at 2722 N. Conway Avenue. Applicant: Erica Veronica Perez, Adoption of Ordinance #5681 with the additional condition that security guards be present at all events. Motion was seconded by Councilwoman Ortega and approved unanimously 5-0.

ORDINANCE NO. 5681

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS GRANTING A CONDITIONAL USE PERMIT FOR THE ON-SITE CONSUMPTION OF ALCOHOLIC BEVERAGES AT AN EVENT CENTER – FLORENCE EVENTS IN A (C-3) GENERAL BUSINESS DISTRICT, BEING LOT 5, NORTHTOWN UNIT NO. 1 SUBDIVISION, LOCATED AT 2722 N. CONWAY AVENUE

17. Conduct a public hearing and consideration of a Conditional Use Permit for a Drive-Thru Service Window for a Restaurant – La Cocina de la Abuela Tere in a (C-3) General Business District, being the South 105’ out of the West 180’ out of the East 440’ out of Lot 25-5, West Addition to Sharyland Subdivision, and being Lot 1, Block B, Cinco De Mayo Ranch Subdivision, located at 1500 W. Griffin Parkway, Suite E, Applicant: Cocina de la Abuela Tere, Adoption of Ordinance #5682 - Cervantes

The subject site was located at the Northwest corner of Wednesday Street and Griffin Parkway. Per Code of Ordinance, a drive-thru service window required the approval of a Conditional Use Permit by the City Council. The applicant had been leasing a 2,628 square foot building, which included a drive-thru service window, since December 2021. The location of the drive-thru service window provided enough stacking for at least three vehicles. Access to the site is provided off Wednesday Street via a 24’ driveway. The applicant would like to continue utilizing the service window for her business. Hours of operation: Monday – Sunday from 7:00 am to 10:00 pm; Staff: 3 employees; Parking: There were a total of 30 seating spaces, which required 10 parking spaces (30/3 = 10). The site had 31 parking spaces that are held in common, thus meeting code. The last conditional use permit for the drive-thru service window for this location was approved on March

13, 2023 for a period of 2 years. The applicant shared that she was unable to renew the conditional use permit on time due to not being able to pay the application fee since business had been very slow and drive-thru not being used. The Planning staff had not received any objections to the request from the surrounding property owners. Staff mailed out (17) legal notices to surrounding property owners. In accordance with the zoning ordinance, the P&Z and City Council may impose requirements and conditions of approval to ensure that a use requested by a Conditional Use Permit is compatible and complementary to adjacent properties

Staff and City Manager recommended approval subject to the following conditions: 1 year approval to continue to assess the business; Continued compliance with all City Codes (Building, Fire, Health, etc.); CUP was not transferable to others; Hours of Operation: Monday to Sunday from 7:00 am to 10:00 pm

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

There were no comments.

Mayor Pro Tem Plata moved to approve the Conditional Use Permit for a Drive- Thru Service Window for a Restaurant – La Cocina de la Abuela Tere in a (C-3) General Business District, being the South 105' out of the West 180' out of the East 440' out of Lot 25-5, West Addition to Sharyland Subdivision, and being Lot 1, Block B, Cinco De Mayo Ranch Subdivision, located at 1500 W. Griffin Parkway, Suite E, Applicant: Cocina de la Abuela Tere, Adoption of Ordinance #5682. Motion was seconded by Councilman Vela and approved unanimously 5-0.

ORDINANCE NO. 5682

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS GRANTING A CONDITIONAL USE PERMIT FOR A DRIVE-THRU SERVICE WINDOW FOR A RESTAURANT – LA COCINA DE LA ABUELA TERE IN A (C-3) GENERAL BUSINESS DISTRICT, BEING THE SOUTH 105' OUT OF THE WEST 180' OUT OF THE EAST 440' OUT OF LOT 25-5, WEST ADDITION TO SHARYLAND SUBDIVISION, AND BEING LOT 1, BLOCK B, CINCO DE MAYO RANCH SUBDIVISION, THE PROPERTY IS LOCATED AT 1500 W. GRIFFIN PARKWAY, SUITE E

18. Conduct a public hearing and consideration of a Conditional Use Permit Renewal for a Home Occupation – Lucio Income Tax & Health Insurance Agency in a (R-1) Single Family Residential District, being Lot 12, Block 78, Mission Original Townsite Subdivision, located at 112 E. 5th Street, Applicant: Jose Manuel Lucio III, Adoption of Ordinance #5683 – Cervantes

The subject site was located at the southwest corner of E. Rafael Ramirez Street (E. 5th Street) and Doherty Avenue. Per Code of Ordinance, a home occupation required the approval of a Conditional Use Permit by the City Council. The applicant had been operating a home occupation from his home since October 31, 2024. He utilizes the living room and the one-car garage as an office setting. He remodeled the garage to serve as a reception and waiting area. Ninety percent of his clients are serviced virtually, and the remaining clients are seen in person by appointment only. The proposed hours of operation were Monday – Friday from 9:00 am to 5:00 pm; Staff: 2 employees, one living in the home; Parking: The driveway can accommodate one vehicle and the carport two more vehicles. The last conditional use permit for this home occupation was approved on July 22, 2024 for 1 year. The Planning staff has not received any objections to the request from the surrounding property owners. Staff mailed out (23) legal notices to surrounding property owners. In accordance with the zoning ordinance, the P&Z and City Council may impose

requirements and conditions of approval to ensure that a use requested by a Conditional Use Permit was compatible and complementary to adjacent properties.

Staff and City Manager recommended approval subject to the following conditions: Life of use permit approval with the understanding the permit can be revoked to due non-compliance; Compliance with Section 1.56-1 (Home Occupations) of the Zoning Ordinance; 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 9:00 am to 5:00 pm

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

There were no comments.

Mayor Pro Tem Plata moved to approve the Conditional Use Permit Renewal for a Home Occupation – Lucio Income Tax & Health Insurance Agency in a (R-1) Single Family Residential District, being Lot 12, Block 78, Mission Original Townsite Subdivision, located at 112 E. 5th Street, Applicant: Jose Manuel Lucio III, Adoption of Ordinance #5683. Motion was seconded by Councilwoman Gerlach and approved unanimously 5-0.

ORDINANCE NO. 5683

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS GRANTING A CONDITIONAL USE PERMIT RENEWAL FOR A HOME OCCUPATION – LUCIO INCOME TAX & HEALTH INSURANCE AGENCY IN A (R-1) SINGLE FAMILY RESIDENTIAL DISTRICT, BEING LOT 12, BLOCK 78, MISSION ORIGINAL TOWNSITE SUBDIVISION, LOCATED AT 112 E. 5TH STREET

19. Conduct a public hearing and consideration of a Conditional Use Permit Renewal for a Home Occupation – Our Mission Primary Home Care LLC in a (R-1) Single Family Residential District, being Lot 1 & the West 52' of Lot 2, Block 4, Parkview No. 1 Subdivision, located at 802 Pamela Drive, Applicant: Arnaldo Morgan, Adoption of Ordinance #5684 - Cervantes

The subject site was located at the southwest corner of Pamela Drive and Mayberry Road. Per Code of Ordinance, a home occupation required the approval of a Conditional Use Permit by the City Council. The applicant had been operating a Personal Home Care Business for the elderly. The applicant hired personal care attendants to aid with daily living activities for individuals within the community and surrounding cities. Their services were provided at their clients' home not at their business, however the state required them to have an office with a computer and a place to store their important documentation. The proposed days and hours of operation are Monday – Friday from 8:00 am to 5:00 pm; Staff: 2 employees, both living in the home; Parking: In 2024, they had a circular driveway, and now they have 6 parking stalls for the clients. The last conditional use permit approved for this home occupation was approved on July 22, 2024 for 1 year. The Planning staff has not received any objections to the request from the surrounding property owners. Staff mailed out (14) legal notices to surrounding property owners. In accordance with the zoning ordinance, the P&Z and City Council may impose requirements and conditions of approval to ensure that a use requested by a Conditional Use Permit was compatible and complementary to adjacent properties.

Staff and City Manager recommended approval subject to the following conditions: Life of use permit approval with the understanding the permit can be revoked due to non-compliance; Compliance with Section 1.56-1 (Home Occupations) of the Zoning Ordinance; Continued

compliance with all City Codes (Building, Fire, Sign codes, etc.); CUP was not transferable to others; Hours of operation to be as follows: Monday – Friday from 8:00 am to 5:00 pm

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

Rosie Morgan, 802 Pamela Drive, spoke in favor of this request. She stated she would like to continue to operate her business in the City of Mission.

Councilwoman Ortega moved to approve the Conditional Use Permit Renewal for a Home Occupation – Our Mission Primary Home Care LLC in a (R-1) Single Family Residential District, being Lot 1 & the West 52' of Lot 2, Block 4, Parkview No. 1 Subdivision, located at 802 Pamela Drive, Applicant: Arnoldo Morgan, Adoption of Ordinance #5684. Motion was seconded by Councilman Vela and approved unanimously 5-0.

ORDINANCE NO. 5684

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS GRANTING A
CONDITIONAL USE PERMIT RENEWAL FOR A HOME OCCUPATION – OUR MISSION
PRIMARY HOME CARE LLC IN A (R-1) SINGLE FAMILY RESIDENTIAL DISTRICT, BEING
LOT 1, THE WEST 52' OF LOT 2, BLOCK 4, PARKVIEW NO. 1 SUBDIVISION, LOCATED AT
802 PAMELA DRIVE

20. Conduct a public hearing and consideration of a Conditional Use Permit Renewal to designate an area as a Mobile Food Park in a (C-4) Heavy Commercial District, being the West ½ of Lots 7 & 8, Block 176, Original Townsite of Mission Subdivision, located at 307 W. Tom Landry, Applicant: Roberto Gonzalez, Adoption of Ordinance #5685 - Cervantes

The subject site was located 75' West of N. Perkins Avenue along the northside of W. Tom Landry. Per Code of Ordinance, to designate an area as a mobile food park for operations of mobile food units required the approval of a Conditional Use Permit by the City Council. The applicant proposed to have a mobile food park to offer truck owners the opportunity to offer their products. The applicants propose to have 4 mobile food trucks, build a unisex-restroom, an office, and a 26' x 33' canopy for seating area. The seating area would have 4 picnic tables under the canopy in case anyone would like to dine in. Access to the site will be off W. Tom Landry. Each mobile food truck operator would still need to apply for their own CUP to operate within the mobile food park. The proposed days and hours of operation were Every day from 10:00 am to 12:00 am; Staff: 1 employee; Parking: Based on the site plan, there was a total of 24 seating spaces, which require 8 parking spaces and 3 for each mobile food unit for a total of 20 parking spaces. The applicant was proposing 13 parking spaces for the entire site and had secured a written agreement with the property owner from West Side Liquor Store to use his parking lot in case of any overflow. Staff noted that this property was located within the Mission Central Business District; thus, exempt from parking requirements. A conditional use permit to designate an area as a mobile food park for operations of mobile food units for this location was approved on July 8, 2024 for 1 year. However, if the conditional use permit had not been used within one year after the date granted, the permit was automatically canceled. Therefore, they need to reapply. 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. The Planning staff had not received any objections to the request from the surrounding property owners. Staff mailed out (20) legal notices to surrounding property owners.

Staff and City Manager recommended approval subject to the following conditions: 1 year permit approval to assess this new operation; Compliance with Section 1.56-11 of the Zoning Ordinance; Continued compliance with all City Codes (Building, Fire, Sign codes, etc.); The restrooms must be in compliance with the American Disabilities Act; Must acquire a business license prior to occupancy. CUP was not transferable to others. Hours of operation to be as followed: Every day from 10:00 am to 12:00 am; No noise from the establishment should be heard by the homes to the north.

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

There were no comments.

Councilwoman Ortega was asking about the parking. She wanted to know if there would only be 9 parking spaces as shown and if that would be enough for 4 food trucks.

Roberto Gonzalez, applicant, stated that he would have 4 mobile food trucks parked and operating at the site. There were those 9 parking spaces up front, additional parking on the side of the road (shoulder), and he was also given a letter granting him permission to use the neighboring plaza's parking area.

Mayor Pro Tem Plata stated that he would like to see the updated landscaping photos.

Mayor Pro Tem Plata moved to approve the Conditional Use Permit Renewal to designate an area as a Mobile Food Park in a (C-4) Heavy Commercial District, being the West ½ of Lots 7 & 8, Block 176, Original Townsite of Mission Subdivision, located at 307 W. Tom Landry, Applicant: Roberto Gonzalez, Adoption of Ordinance #5685. Motion was seconded by Councilman Vela and approved unanimously 5-0.

ORDINANCE NO. 5685

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS GRANTING A CONDITIONAL USE PERMIT RENEWAL TO DESIGNATE AN AREA AS A MOBILE FOOD PARK IN A (C-4) HEAVY COMMERCIAL DISTRICT, BEING THE WEST ½ OF LOTS 7 & 8, BLOCK 176, ORIGINAL TOWNSITE OF MISSION SUBDIVISION, LOCATED AT 307 W. TOM LANDRY

21. Conduct a public hearing and consideration of a Conditional Use Permit Renewal for the Sale & On-Site Consumption of Alcoholic Beverages – Medelina's Restaurant in a (C-4) Heavy Commercial District, being 1.08 acres of land, out of a portion of Lot 204, John H. Shary Subdivision, located at 2224 E. Business Highway 83, Applicant: Medelinas Restaurant LLC, c/o Sandalio R. Garcia, Adoption of Ordinance #5686- Cervantes

The subject site was located at the southwest corner of Glenwood Avenue and East Business Highway 83. Per Code of Ordinance, the sale and on-site consumption of alcoholic beverages required the approval of a Conditional Use Permit by the City Council. The applicant had been operating a First-Class Family Oriented Mexican Restaurant with top quality food since February 2023. The applicant would like to incorporate a mobile unit that was set in the back of the restaurant during evening hours in which he would offer cooked meats. He was proposing to continue offering alcoholic beverages with their meals in the restaurant and in the mobile unit. Access to the site is from 2 – 24' driveways off of Business Highway 83. The proposed days and hours of operation are Monday–Sunday from 7:00 am to 12:00 am The restaurant would be open from 7:00 am to 3:00 pm and the Mobile Unit from 5:00 pm to 12:00 am; Staff: 16 employees in different shifts; Parking: There are a total of 84 seats in the restaurant, which require 28 parking spaces (84 seats/3= 28

parking spaces). It is noted that there are 36 parking spaces available that were shared with other businesses; Sale of Alcohol (Section 1.56-3): (3a) of the Zoning codes required such uses to be at least 300' from the nearest residence, church, school or publicly owned property. There was a residential subdivision within the 300' radius, however P&Z and City Council have waived this requirement for similar businesses. Since the majority of the sales are food items, and there have been no police reports staff recommends approval of the permit renewal

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

There were no comments.

Councilwoman Ortega asked Mr. Cervantes to partner with the Chief of Police to see if there were any reports or complaints filed for these businesses prior to presenting them to council.

Mayor Pro Tem Plata moved to approve the Conditional Use Permit Renewal for the Sale & On-Site Consumption of Alcoholic Beverages – Medelina's Restaurant in a (C-4) Heavy Commercial District, being 1.08 acres of land, out of a portion of Lot 204, John H. Shary Subdivision, located at 2224 E. Business Highway 83, Applicant: Medelinas Restaurant LLC, c/o Sandalio R. Garcia, Adoption of Ordinance #5686. Motion was seconded by Councilman Vela and approved unanimously 5-0.

ORDINANCE NO. 5686

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 – MEDELINA'S RESTAURANT IN A (C-4) HEAVY COMMERCIAL
DISTRICT, BEING 1.08 ACRES OF LAND, OUT OF A PORTION OF LOT 204, JOHN H. SHARY
SUBDIVISION, LOCATED AT 2224 E. BUSINESS HIGHWAY 83

CONSENT AGENDA

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

22. Approval of Minutes – Carrillo

Regular Meeting – July 14, 2025

23. Acknowledge Receipt of Minutes – Perez

Shary Golf Course Advisory Board – June 4, 2025

Planning & Zoning – May 7, May 21, June 4, 2025

Zoning Board of Adjustments – January 22, March 13, 2025

24. Authorization to solicit bids to construct a restroom facility at Shary Municipal Golf Course on Holes 19 to 27 – Fernuik

Staff was seeking authorization to solicit bids to construct a restroom facility on Holes 19 to 27 for Shary Municipal Golf Course. The City would be reimbursed for the amount via the reimbursement agreement with the MEDC.

25. Authorization to Solicit Bids for Housing Assistance Program Rehabilitation Projects – HAP Phase 24-I - Elizalde

Staff was seeking authorization to solicit bids for Housing Assistance Program Rehabilitation Projects – HAP Phase 24-I. The Citizen’s Advisory Committee met on June 25, 2025 and approved staff’s recommendation to provide rehabilitation of two (2) eligible applicant homes through the CDBG Program for the following addresses:

Rehabilitation:

- 214 N. Slabaugh Avenue, Mission, TX 78572
- 315 Alma Avenue, Mission, TX 78572

26. Authorization to solicit proposal for depository bank services in accordance with Texas Local Government Code Chapter 105- Roman

The City’s current depository contract was nearing expiration. In compliance with Texas Local Government Code Chapter 105, municipalities were required to competitively select a depository institution through a Request for Proposals (RFP) process. The Finance Department was requesting authorization to initiate the solicitation process for a qualified financial institution to provide depository banking services to the City.

27. Authorization to purchase video surveillance cameras for the Mission Police Department Jail, utilizing TIPS contract #230105, in the total amount of \$40,024.76 – Torres

Authorization to purchase video surveillance cameras from Telepro at a cost of \$40,024.76 utilizing TIPS Contract #230105. Cameras would be added to the Mission Police Department jail surveillance camera system.

28. Authorization to accept grant award for the FY25 Local Community Grant Program from the Wal-Mart Foundation in the amount of \$1,750.00 with no match requirement and with respective budget amendment- Elizalde

The City was requesting authorization to accept a grant award for the FY25 Local Community Grant Program from the Wal-Mart Foundation. The grant funds would be used to support city department community initiatives through the Community Development Department. The grant would allow the acquisition of supplies and equipment needed for community event initiatives. The total grant request was \$1,750.00 with no match requirement.

29. Authorization of purchases from Dell (DIR-CPO-5792), and Insight (Omnia Partners 23-6692-03, DIR-CPO-5030) each exceeding \$25,000 threshold in accordance with procurement policies – Ramirez

The City was requesting authorization to accept a grant award for the FY25 Local Community Grant Program from the Wal-Mart Foundation. The grant funds would be used to support city department community initiatives through the Community Development Department. The grant would allow the acquisition of supplies and equipment needed for community event initiatives. The total grant request was \$1,750.00 with no match requirement.

30. Approval of License Agreement with AEP Texas, Inc. for a Temporary Staging Area at the Mission Event Center should an emergency arise – Terrazas

AEP had requested permission to use the Mission Event Center parking lot as a staging area for its work crews and for the temporary storage of materials, vehicles and equipment related to the performance of work necessary to avoid interruptions in electrical service or to restore service interrupted by emergency conditions in AEP's service area. AEP would provide the City with advance notice of its need for the use of the Premises; however, in the event AEP is prevented from providing such advance notice by the occurrence of the emergency condition or the unavailability of the designated City contact, AEP shall provide notice of its use of the Premises as soon thereafter as reasonably possible. AEP agreed that its use shall not interfere or impede the normal operations of the Premises or with City's use of the Premises.

31. Approval of Interlocal Agreement between City of Mission and Sharyland Independent School District for Pool Use – Bentsen

City of Mission and Sharyland ISD desired to enter into an Interlocal Agreement for the purpose for the use of the Natatorium Facility at Bannworth Park located at 1822 North Shary Road and Mayberry Pool Facility located at 115 South Mayberry Road by both Sharyland ISD Jr. High Schools and both Sr. High Schools. The agreement was for the 2025-2026 school year at a cost of \$17,000.00.

32. Approval of Amended Interlocal Cooperation Agreement between the County of Hidalgo, Texas, and the City of Mission, Texas, Concerning the Development of the Recreational Trails Connectivity Project with respective budget amendment BA 25-39-Bentsen

Seeking Approval of Amended Interlocal Cooperation Agreement between Hidalgo County, Texas and the City of Mission, concerning the Development of the Recreational Trails Connectivity Project connecting the existing Mission, Hidalgo and Mcallen 2nd St Hike and Bike Facilities via a new location 15.7 mile long, 10 ft wide concrete path. Amended mutual covenant No. 3 as noted, CITY agrees to contribute, to the project made that basis of this Interlocal Agreement, an amount not to exceed \$1,000,000.00, which shall be paid to COUNTY in the following amounts: Upon execution of this Agreement a lump sum totaling \$500,000 (segments #1 and #2, Exhibit A), the remaining sum of \$500,000 will be paid on a reimbursement basis (segment #1 and #2, Exhibit

A). EXHIBIT A attached

33. Authorization to extend the lease for two (2) 2020 Ram 1500, one (1) 2020 Ford Transit 350 LR Pass XL RWD and one (1) 2020 Ford F-150 units from D&M Leasing Company-Avila

Staff was seeking authorization the extend the lease for two (2) 2020 Ram 1500 for the Parks and Recreation Department, one (1) 2020 Ford Transit 350 LR Pass XL RWD for the Executive Department and one (1) 2020 Ford F-150 Unit for the Police CID Department from D&M Leasing Company to be used by their staff. The units would be leased for an extended 12-month term. The monthly debt services would continue the same and this extension would be honored through the attached amendments. Monthly debt service (including principal and interest) for the units would be \$396.90 (2020 Ram 1500), \$527.39 (2020 Ford Transit) and \$649.80 (Police CID). With the respective budget amendment, the total purchase capitalized cost for the lease extension amounts to \$1,970.99. At this moment, due to the extension, staff was needing to pay a \$300.00 fee per vehicle, totaling \$1,200.00.

34. Authorization to purchase Submersible ABS Pump from Zone Industries for Public Works in the amount of \$77,403.14 via Buy Board Contract #770-25 (Water Distribution) – Terrazas

Staff was requesting authorization to purchase a Submersible ABS XFP 100C CB1.3 PE150/4* motor pump from Zone Industries in the amount of \$77,403.14 via BuyBoard Contract #770-25, a designated sole source vendor for Sulzer ABS pumps. This pump was necessary for continued operations at the City of Mission's sewer lift stations.

35. Approval of Change Order No. 1 for the Manhole Rehabilitation Project Throughout the City of Mission, RFB 25-445-05-07, to include an additional manhole rehabilitation in the amount of \$19,776.00 – Terrazas

The City of Mission was seeking authorization to approve Change Order No. 1 in the amount of \$19,776.00 for the Manhole Rehabilitation Project Throughout the City of Mission with Renoworks, LLC. Additional funds were allocated through a budget amendment under the Community Development Block Grant (CDBG) program, allowing for the inclusion of an additional manhole located at the intersection of Griffin Parkway (495) and Crimson Avenue to be rehabilitated as part of the project.

36. Plat Approval Subject to Conditions: The Grove on Moorefield Subdivision, being a 11.34 – acre tract of land, more or less, all of Lot 12, New Caledonia Subdivision Unit 1, Developer: CSL Construction and Development, Engineer: M2 Engineering, PLLC, - Cervantes

The proposed The Groves at Moorefield Subdivision consists of 52 single-family residential lots and it was located along the East side of N. Moorefield Road approximately 500 feet South of Tiffany Drive. This project would be required to comply with all the land use and infrastructure planning requirements. The proposed subdivision was consistent with the surrounding single-family residential district area. Water (Interlocal Agreement) and Sewer services would be provided by the City of Mission. Storm water drainage requirements meet the current standard for a 50-year storm event. 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 recording of the plat. The proposed Hill Crest Drive, a public street, would connect to the existing Hill Crest Drive in the Tabasco Subdivision to the North of this development. The proposed lots were in line with the required lot sizes for R-1 zoning. The average lot size measured 55 feet by 125 feet with an area of 6,875 square feet.

37. Plat Approval: Sonoma Ranch Subdivision Phase I, A tract of land containing 22.84 acres of land, being a part or portion of Lot 30-9, West Addition to Sharyland, R-1, Developer: Jason E. Garza., Engineer: Javier Hinojosa Engineering – Cervantes

The subdivision was located along the East side of Mayberry Road approximately 1,320 feet North of W. Mile 2 Road. This development consisted of 108 single family residential lots. Water and sewer services would be provided by the City. There is a total of 10 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 N. Mayberry Road. St. The streets will be public. Storm water would be diverted by inlets and collected in an on-site detention pond with an ultimate outfall into an existing inlet along W. 2 Mile Road. The City's Engineering department had reviewed and approved the drainage report and design. The subdivision was ready for recording.

Mayor Pro Tem Plata moved to approve all consent agenda items 22 thru 37 as presented. Motion was seconded by Councilman Vela and approved unanimously 5-0.

APPROVALS AND AUTHORIZATIONS

38. Approval of Resolution No. 1995 authorizing the approval for FY25-26 CDBG Final Annual Action Plan and appointing City Manager as the Authorized Representative to execute subrecipient agreements – Elizalde

The U.S. Department of Housing and Urban Development (HUD) requires local jurisdictions to prepare and submit an Annual Action Plan (AAP) in order to receive federal funds through the Community Development Block Grant Program (CDBG). The AAP described the activities that would be undertaken with CDBG funds in furtherance of the objectives set forth in the Five-Year Consolidated Plan and Strategy (CPS) 2023-2027. On June 6, 2025, the DRAFT of the AAP was available at the Community Development Office and the City's official website. As required by HUD, public hearings were held by City Council on June 23, 2025 and Citizen's Advisory Committee (CAC) on June 25, 2025 to solicit input on CAC's proposed funding recommendations for public service agencies and city departments for the AAP. Comments on the proposed AAP were solicited during the mandated minimum 30-day comment period. During the scheduled public hearings, two (2) oral comments and one (1) written comment were received pertaining to the future support for reconstruction of eligible homes through the Housing Assistance Program (HAP). The HAP improved the living conditions primarily for elderly and disabled individuals who lack the resources to maintain their homes. The thirty-day comment period ended on July 7, 2025. The CAC made its funding recommendations utilizing the City's FY25-26 CDBG Allocation of \$992,431 with additional program income generated by the HAP of \$77,195.00 for a grand total of \$1,069,626.00 available.

Options

- A. City Council may approve the CAC recommended funding allocations as presented; or City Council may modify the recommendations and approve any revision(s).

Staff and City Manager recommended approval.

Councilwoman Ortega moved to approve Resolution No. 1995 authorizing the approval for FY25-26 CDBG Final Annual Action Plan and appointing City Manager as the Authorized Representative to execute subrecipient agreements. Motion was seconded by Councilwoman Ortega and approved unanimously 5-0.

RESOLUTION # 1995

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS, APPROVING THE FISCAL YEAR 2025-2026 ANNUAL ACTION PLAN FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM; AUTHORIZING THE CITY MANAGER TO SUBMIT THE PLAN AND REQUIRED CERTIFICATIONS TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD).

39. Approval of Ordinance No. 5687 amending the regular meeting schedule of the City Council changing the regular meeting days from the second and fourth Monday of each month to the second and fourth Tuesday of each month – Carrillo

Effective with the first meeting in September all regular City Council meetings shall be held on the second and fourth Tuesday of each month, rather than on the second and fourth Monday.

ORDINANCE NO. 5687

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS, AMENDING THE REGULAR MEETING SCHEDULE OF THE CITY COUNCIL; CHANGING THE REGULAR MEETING DAYS FROM THE SECOND AND FOURTH MONDAY OF EACH MONTH TO THE SECOND AND FOURTH TUESDAY OF EACH MONTH; PROVIDING REPEALER CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

Staff and City Manager recommended approval.

Mayor Pro Tem Plata moved to approve Ordinance No. 5687 amending the regular meeting schedule of the City Council changing the regular meeting days from the second and fourth Monday of each month to the second and fourth Tuesday of each month. Motion was seconded by Councilwoman Ortega and approved unanimously 5-0.

40. Reschedule the Tuesday, November 11, 2025 City Council Regular meeting to Wednesday, November 25, 2025 due to City Hall being closed for Veteran's holiday and cancel November 25, 2025 regular meeting – Carrillo

The office of the City Manager was requesting to reschedule the Tuesday, November 11, 2025 City Council regular meeting to Wednesday, November 12, 2025 due to City Hall being closed for Veteran's Day holiday and cancel November 25, 2025 regular meeting.

Staff and City Manager recommended approval.

Councilwoman Ortega moved to Reschedule the Tuesday, November 11, 2025 City Council Regular meeting to Wednesday, November 25, 2025 due to City Hall being closed for Veteran's holiday and cancel November 25, 2025 regular meeting. Motion was seconded by Mayor Pro Tem Plata and approved unanimously 5-0.

41. Acceptance of Annually Updated Departmental Policies – A. Garcia

City departments were responsible for maintaining current and effective internal policies that support their operational needs, comply with applicable regulations, and reflect organizational best practices. As part of the City's commitment to good governance and accountability, departments conducted an annual review of their internal policies and procedures. This process included evaluating the relevance, accuracy, and effectiveness of policies and making necessary updates to reflect changes in laws, regulations, technology, staffing, and operational priorities.

The annual update had been completed, and departments had submitted revised policies where changes were warranted. These updates ensured that departmental operations continued to align with the City's goals, risk management protocols, and compliance requirements.

Staff and City Manager recommended approval.

Councilwoman Ortega moved to accept the Annually Updated Departmental Policies. Motion was seconded by Mayor Pro Tem Plata and approved unanimously 5-0.

42. Authorization to Award Bid for Bryan Road Reconstruction and Drainage Improvements to Venser Contractors, LLC in the amount of \$6,205,710.00 – Terrazas

The City of Mission had accepted and opened seven (7) bid responses for Bryan Road Reconstruction and Drainage improvements Project. Staff recommended awarding bid to Venser Contractors, LLC who was the lowest responsive and responsible bidder meeting all

specifications in the amount of \$6,205,710.00. One bidder was determined to be non-responsive due to incomplete submission of required information.

Staff and City Manager recommended approval.

Mayor Pro Tem Plata moved to Award Bid for Bryan Road Reconstruction and Drainage Improvements to Venser Contractors, LLC in the amount of \$6,205,710.00. Motion was seconded by Councilman Vela and approved unanimously 5-0.

43. Authorization to award bid for Taylor Road Phase II Improvements to Gonzalez Engineering & Management, LLC in the amount of \$18,503,428.71 – Terrazas

The City of Mission had accepted and opened five (5) bid responses for Taylor Road Improvements Phase II RFB 25-367-0529. TxDOT had reviewed the bid package and analysis and has approved to move forward with award of the contract and construction operations to Gonzalez Engineering & Management, LLC, who was the lowest responsible and responsive bidder meeting all specifications.

The total awarded amount was \$18,503,428.71 including the Base Bid (\$14,997,991.10) for road improvements, The City of McAllen utilities (\$1,338,438.00), City of Mission utilities (\$1,254,230.00) and Railroad Force Account Labor, Equipment, and Material by RR Contractor (\$912,769.61).

Staff and City Manager recommended approval.

Mayor Pro Tem Plata moved to award bid for Taylor Road Phase II Improvements to Gonzalez Engineering & Management, LLC in the amount of \$18,503,428.71. Motion was seconded by Councilwoman Ortega and approved unanimously 5-0.

44. Authorize staff to engage in negotiations with B2Z Engineering for professional services for Inspection, Material Testing and Construction Management for Taylor Road Phase II Improvements and authorize City Manager to execute contract incident thereto – Terrazas

City Council authorized staff to solicit Request for Proposals (RFP's) for professional services for Inspection, Material Testing and Construction Management for Taylor Road Phase II Improvements Proposals received were referred to an evaluation committee appointed to review and evaluate. Staff received five (5) proposals with five (5) found to be responsive. Staff was requesting to enter into negotiations with B2Z Engineering, the highest qualified firm, for professional services related to the Taylor Road Phase II Improvements.

Staff and City Manager recommended approval.

Councilwoman Ortega moved to engage in negotiations with B2Z Engineering for professional services for Inspection, Material Testing and Construction Management for Taylor Road Phase II Improvements and authorize City Manager to execute contract incident thereto. Motion was seconded by Mayor Pro Tem Plata and approved unanimously 5-0.

45. Authorization to approve Change Order #11 with Texas Cordia Construction, LLC for Taylor Rd. Phase 1. To receive material into stock in the amount of \$35,07184 – Terrazas

Change order was being requested to receive material into stock, City of Mission would receive material and pay full cost to contractor. Waterline items were previously deducted in change order #2 due to changes in the plans. The City had reviewed and approved the changes.

Staff and City Manager recommended approval.

Mayor Por Tem Plata moved to approve Change Order #11 with Texas Cordia Construction, LLC for Taylor Rd. Phase 1. To receive material into stock in the amount of \$35,07184. Motion was seconded by Councilwoman Ortega and approved unanimously 5-0.

46. Authorization to re-enter into a Memorandum of Understanding between Tropical Texas Behavioral Health and the City of Mission Police Department – Torres

The Mission Police Department was requesting authorization to re-enter into a memorandum of understanding with Tropical Texas Behavioral Health, for the purpose of providing our community with resources for mental health and/or substance use disorders. This agreement includes assigning a Mental Health Unit Clinician to our police department, and to assist & support our mental health unit police officers during calls for service in our community. This agreement would be in effect from September 2025 to August 2026, and would automatically renew for an additional (1) year term, unless written notice of intent to not renew by either party.

Staff and City Manager recommended approval.

Councilwoman Ortega moved to re-enter into a Memorandum of Understanding between Tropical Texas Behavioral Health and the City of Mission Police Department. Motion was seconded by Councilman Vela and approved 4-1, with Mayor Garza abstaining.

47. Presentation of proposed Budget for the Fiscal Year 2025 – 2026 - Perez

As per City Charter, the City Manager, between sixty (60) and ninety (90) days prior to the beginning of each fiscal year, shall submit to the City Council a proposed budget, in which the budget shall provide a complete financial plan for the fiscal year.

Presented was the proposed Budget with City Manager recommendations.

No Action taken; Presentation only.

48. Set the Public Hearing for the FY 2025-26 Annual Budget on August 11, 2025 - Perez

City Manager was requesting to set the Public Hearing on FY 2025-26 Annual Budget on Monday, August 11, 2025 as required by City Charter.

Section 9.06 – Notice of public hearing on budget. At the meeting of the City Council at which the budget was being submitted, the City Council shall fix the time and place of a public hearing on the budget and shall cause to be published in newspaper of general circulation within the City of Mission, a notice of the hearing setting forth the time and place thereof at least ten (10) days before the date of such hearing. The public hearing was to give interested parties the opportunity to be heard.

The public hearing date, time and location will be published in the local newspaper.

Staff and City Manager recommended approval.

Mayor Pro Tem Plata moved to Set the Public Hearing for the FY 2025-26 Annual Budget on August 11, 2025. Motion was seconded by Councilman Vela and approved unanimously 5-0.

UNFINISHED BUSINESS

None

At 6:02 p.m., Mayor Pro Tem Plata moved to convene into Executive Session. Motion was seconded by Councilman Vela and approved unanimously 5-0.

Upon conclusion of Executive Session at 7:38 p.m., Councilwoman Ortega moved to reconvene the regular meeting. Motion was seconded by Councilwoman Gerlach and approved unanimously 5-0.

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

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), related to Outfall to Las Esperanzas Lake

Councilman Vela moved to proceed as discussed in Executive Session related to the outfall to Las Esperanzas Lake. Motion was seconded by Councilwoman Gerlach and approved unanimously 5-0.

4. Closed session pursuant to Tex. Gov't Code Section 551.071 (Consultation with Attorney), relating to arbitration in the matter of Lt. Ruben Gaytan v City of Mission

No Action

5. Closed session pursuant to Tex. Gov't Code Section 551.074 (Personnel Matters) Evaluation of City Attorney

ADJOURNMENT

At 7:39 p.m., Mayor Pro Tem Plata moved for adjournment. Motion was seconded by Councilwoman Ortega 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 11, 2025

PRESENTED BY: Mike R. Perez, City Manager

AGENDA ITEM: 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

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 _____

**Mission Redevelopment Authority
Board of Directors Meeting
May 29, 2025**

MINUTES

Call to Order, Establishment of Quorum

The Board of Directors of the Mission Redevelopment Authority (MRA) held a regular meeting open to the public, by teleconference and in person, May 29, 2025, at 12:00 PM, at 801 N. Bryan Road, Mission Texas, and the roll was called of the duly appointed members of the Board, to-wit:

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

All the above were present. Participating in the Zoom teleconference were Sanjay Bapat, Vidal Roman, Travis James, Colby Echols. Armando Sandoval and Ezeiza Garcia. Participating in person were J.P. Terrazas, Abel Bocanegra, Joe Salazar, Damian D. Tijerina, Ruben James de Jesus, Marissa Gerlach, Mike Perez, Andy Garcia, Judy Vega, and Executive Director Tecló J. Garcia.

1. Call Meeting to Order at 12:04 PM.

Chairman Martin Garza opened the meeting with a welcome to all and thanked Councilwoman Marissa Gerlach for joining the meeting.

2. Citizens' Participation: None.

3. Approval of minutes: April 22, 2025

There being no changes or corrections, upon a motion duly made by Director Burleson and seconded by Director Reyna, the Board unanimously approved the Board meeting minutes of April 22, 2025.

4. Acceptance of Project Reports.

Chairman Martin Garza recognized Romeo Barrera to report on the **Hoerner Street Project**. Mr. Barrera noted that a 100% submission of plans and cost estimates have been submitted to the City of Mission. The firm has not receive confirmation from Developer Dolly Elizondo to discharge stormwater into the existing pond on E. 1st Street near the Las Esperanza development. The originally proposed outfall to the detention pond has been eliminated in the new alternative. The firm is considering other alternatives and studying what's nearby on storm drainage systems. The best alternative was on Glasscock Road, but an easement would need to be acquired to connect the existing 36" storm line along Glasscock Road, which transitions into a 42" storm line, discharging into a network of ditches. City of Mission confirmation is required to ensure the downstream system can accommodate the additional flow. The required easement is a utility easement privately owned by Dr. Pechero and approval is needed to allow construction of the rerouted

storm line. No cost estimate on the easement is available and negotiations with the property owner will need to be made. Mr. Barrera mentioned that this alternative does increase the project's cost from \$923,161.08 to \$1,131,042.54, a difference of \$251,881.47. This includes \$45,000 for engineering services (re-design). Assistant City Manager mentioned that Developer Dolly Elizondo is planning on developing Phase II of Las Esperanzas, which will also have a hike and bike trail making the detention pond useful to her. It would be less expensive to negotiate with Ms. Elizondo rather than go with the proposed alternative due to the increase in the project's cost. Mr. Terrazas mentioned that Ms. Elizondo has been inquiring about park permit fees, which would be about \$100,000, a better alternative than \$251,881.47.

Upon a motion made by Secretary Aissa I. Garza and seconded by Vice Chairman Chapa, the Board unanimously accepted the Hoerner Street Project report as presented.

Chairman Martin Garza recognized Dr. Rolando Ortiz with Killam Development, to provide a report on **El Milagro Phase I Project**. Dr. Ortiz mentioned that the project is substantially complete and that pending items and repaving of streets have been repaired or repaved. They are working with the City of Mission to re-test sewer system and also on the recording the final plat.

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

Chairman Martin Garza recognized Damien Tijerina, P.E., with L&G Engineering to report on the **Inspiration Rd./Military Parkway Loop Ph. II and III Projects**. Mr. Tijerina reported that **Phase II** is the design portion of this project and stated that it has been broken into two, Inspiration Rd. and Military Parkway. He mentioned that comments received from TxDOT had been addressed, and that the railroad package was resubmitted to TxDOT. City of Mission will review and approve TxDOT's final approval, which will then be sent to Rio Valley Switching to put them on notice about work in the area. The firm continues to work on a 100% design plan for Inspiration Road. He is looking forward to an approval by mid-June or early July.

On **Phase III**, Mr. Tijerina said that this project consists of a re-evaluation of an environmental assessment (EA), done in November 2024. A hydrologic model update was completed and approved in August 2024.. The firm continues to wait to hear from TxDOT about their approval of the EA. Regarding ROW acquisition, which began in September 2024 (Section 1), Mr. Tijerina mentioned that what he reported last month has not changed, but he expects those numbers to change next month. For Inspiration Road a total of 22 parcels and 7 easements needs to be acquired, of which six have been acquired, three are in negotiations, two are closing, one is being appraised, and nine are in eminent domain. ROW acquisition for Military Parkway Loop (25 parcels) is on hold for this project.

Regarding the Advance Funding Agreement (AFA), the plans have been approved by TxDOT and the City of Mission for Inspiration Road. For Military Parkway Loop, the City of Mission did submit AFA forms to TxDOT, which they are currently processing.

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

Chairman Martin Garza recognized Ruben James de Jesus with Melden & Hunt Inc. (M&H) to report on the **Tierra Dorada Sanitary Sewer Improvements Project**. This project involves the design to eliminate existing Lift Stations No. 13 and 14 within Tierra Dorada Subdivision and construct a new proposed lift station to reroute sewer discharge into existing sanitary sewer trunkline along Los Ebanos Road. Mr. de Jesus mentioned that contractor RDH Site & Concrete has started dewatering the area with a large water pump where the installation of the lift station will take place.

Upon a motion made by Director Burlson and seconded by Secretary Aissa I. Garza, the Board unanimously accepted the **Tierra Dorada Sanitary Improvements Project** as presented.

Mr. de Jesus reported on the **Inspiration Road Trunklines (Sanitary Sewer Master Plan)**. This project ties-in with the Tierra Dorada Sanitary Sewer Improvements Project. It involves the re-routing of Lift Station #10, located on Mile 2 & FM 495 to AGUA SUD lift station located on FM 364 by force main. Mr. De Jesus reported that AGUA SUD will be reviewing the proposed rate for pass through sewage. Their concern continues to be with electrical usage at their lift stations. Comparison of the established rates between Mission and AGUA SUD will be compared to the electrical cost and depreciation of pumps at the three downstream lift stations. An alternative project will be analyzed using an existing AGUA SUD easement. The alternative involves the installation of a gravity line parallel to the existing gravity line running to the Waste Water Treatment Plant, an \$8 million expense. AGUA SUD Board has authorized the General Manager to finalize a contract with the City of Mission for an agreement of the rerouting of Lift Station 10. City of Mission's legal counsel has finalized the contract, which will be presented to AGUA SUD for approval.

Upon a motion made by Secretary Aissa I. Garza and seconded by Director Moreno, the Board unanimously accepted the **Inspiration Road Trunklines (Sanitary Sewer Master Plan)** report as presented.

Mr. de Jesus provided an update on the **Walsh Road Expansion Project**, which includes the design and surveying needed to extend the road from Perez St. to Frontage Rd., covering approximately $\frac{3}{4}$ of a mile. Mr. De Jesus reported that plans for this project are 90% complete. The proposed project will consist of a 60-ft ROW with a 36-ft back-to-back curb section and appraisal has been ongoing out on the remaining ROW needed to be acquired. Mr. de Jesus reported that design plans are currently 90% complete. Appraisal has been performed on the remaining ROW needed to be acquired. Offer letter and contract have been presented to landowner for his review. Melden & Hunt is currently pending final closing documents to be executed. Comments are being addressed from UID related to irrigation lines that may be affected. Final approval has been received from TxDOT for the proposed entrance.

Upon a motion made by Vice Chairman Albert X. Chapa and seconded by Secretary Aissa I. Garza, the Board unanimously accepted the **Walsh Road Expansion Project** report as presented.

Mr. de Jesus reported on the **Glasscock & Bryan Road Project Sanitary Sewer Improvements Project**. He noted that contractor RDH held a pre-construction meeting on April 11, 2025 and a notice to proceed was issued on the week of April 14th. Construction materials have been ordered, and the firm has received approval from TxDOT on boring. Assistant City Manager mentioned that excavating will begin soon and reported that in experience, quicksand has been an issue in that area. Mr. de Jesus said that this project will be done in phases and reroute some of the sewer lines quicker to facilitate discharge issues. The project is expected to be completed within 18 months.

Upon a motion made by Secretary Aissa I. Garza and seconded by Vice Chairman Albert X. Chapa, the Board unanimously accepted the **Glasscock & Bryan Road Project Sanitary Sewer Improvements** as presented.

Chairman Martin Garza recognized Assistant City Manager J.P. Terrazas to provide an update on the **TIRZ Building (1301 E. 8th Street) Improvements**. Mr. Terrazas noted that the city will begin in-house remodeling of the building on Monday, July 2, 2025. He provided an update on the proposed elevator and said that the city has gone out for bid letting twice and twice the bids have come in too high. The third option was to seek a vendor from BuyBoard, from which two quotes were received with one being \$350,000, which is lower than the two prior bids received. Unfortunately, the vendor, with the estimate of

\$350,000, his contract with BuyBoard was not active. The plan is to reject the prior higher two bids and re-bid the project a third time. Mr. Terrazas feels a better outcome will happen since more contractors are interested in the project. He noted that once bids are received, it is more likely that staff will be requesting additional funding since the estimate from the architect was \$200,000 for the elevator.

Upon a motion duly made by Secretary Aissa I. Garza and seconded by Vice Chairman Albert X. Chapa, the Board unanimously accepted the **TIRZ Building (1301 E. 8th Street) Improvements** as presented.

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

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

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

The Board did not convene in Executive Session.

6. TIRZ #1 Project & Finance Plan Update.

Executive Director Tecló J. Garcia announced that a draft of the Project & Finance Plan Update has been provided to the Board for review. Consultant Travis James from TXP, Inc., who prepared the draft, was available via teleconference to address any questions. Mr. Garcia indicated that the draft will be finalized for approval at the next Board meeting and subsequently presented to the City Council. Key points highlighted included a chart showing revenue assumptions for the next 20 years, based on a potential 15-year extension of the TIRZ, which Mr. Garcia believes has a robust budget for future projects.

Mr. James previously presented a cost forecast and categorized projects. He noted that Page 15 lists funds available for eligible projects, alongside a background of the original project list. The report outlines a 15-year outlook on project costs and potential debt issuance. This update will benefit both current and future Board members, serving as an introduction to recent developments since the TIRZ's inception. Mr. James mentioned that the document could be updated in the future, while Mr. Garcia emphasized that the Board could amend the plan as needed.

City Manager Mike Perez inquired about funding for state projects like Bryan and Taylor Roads, suggesting reimbursement agreements for Board approval to expedite funding. Chairman Martin Garza confirmed that the City can present such agreements before bond issuances, as previously done. Financial Advisor Colby Echols indicated that the next bond issuance, anticipated after 2030, could range from \$40 to \$78 million based on projected growth rates of 3% to 8%. Mr. Garcia noted that projections up to 11% have been analyzed within the TIRZ zone.

Mr. James proposed updates every two years for the TIRZ Project & Finance Plan. Chairman Martin Garza recommended formalizing a policy for the update, which Legal Counsel Sanjay Bapat supported. Mr. James suggested scheduling updates in the fall, after property values stabilize. Secretary Aissa I. Garza raised questions about large amounts on Page 18, requesting clearer explanations or descriptions. Mr. James agreed to provide more details. She also inquired about allowable expenses in the TIRZ documentation, to which Mr. James explained that legal requirements dictate descriptions of project amounts and

improvements, while some fees, like the Municipal Services Fee, are not listed. Secretary Garza proposed a workshop to discuss the Project & Finance Plan Update further, with Chairman Garza suggesting it be held a week before the next Board meeting on June 24, 2025. Staff will coordinate the scheduling of this workshop.

7. Discussion and possible action related to a Municipal Services Fee Agreement with the City of Mission.

Executive Director Tecló J. Garcia presented the Municipal Services Fee Agreement between the City of Mission and the Authority, aimed at supporting municipal maintenance services. This agreement was discussed at a March 8, 2025, in a joint meeting with City Council members, TIRZ, and Mission EDC Boards. The TIRZ will fund the City \$600,000 annually from fiscal year 2026, increasing by \$50,000 each year until 2030, with a prorated amount of \$250,000 provided monthly now until September 30, 2025.

As stated in last month's Board meeting minutes, Secretary Aissa I. Garza recalled the Board's consensus to fund \$600,000 immediately and questioned any cash flow issues. Mr. Garcia raised concerns about retroactive payments, while legal counsel confirmed that the Board could proceed with the \$600,000. Financial Officer Joe Salazar stated that cash flow was not an issue.

Director Burleson moved to approve the Agreement with a \$250,000 prorated payment, pending verification of the minutes. Secretary Garza proposed a motion to change the payment to a \$600,000. Director Burleson retracted his motion.

Secretary Aissa I. Garza moved to approve the Municipal Services Fee Agreement with the City of Mission with a change in the amount of the payment from \$250,000 prorated, to \$600,000. Motion was seconded by Director Efrain Reyna Jr. and approved unanimously.

The Municipal Services Fee Agreement will be presented to City Council for approval at their next meeting of June 9, 2025.

8. Discussion and possible action regarding an Amendment to the Authority's Fiscal Year 2025 Budget.

Financial Officer Joe Salazar presented this item by saying that due to the Municipal Services Agreement that was just approved, a new line in the budget is needed for the \$600,000 payment and future payments.

Upon a motion duly made by Secretary Aissa I. Garza and seconded by Vice Chairman Albert X. Chapa, the Board approved an Amendment to the Authority's Fiscal Year 2025 Budget unanimously.

9. Discussion and possible action regarding Mission Redevelopment Authority's Investment Policy.

Mr. Salazar presented the Authority's Investment Policy and mentioned that the policy has not changed from last year's policy. He mentioned that the Authority has done well with their investments this year and noted that we strive to continue to work with good strategic plans to maximize investments.

Upon a motion duly made by Secretary Aissa I. Garza and seconded by Vice Chairman Albert X. Chapa, the Board unanimously approved the Mission Redevelopment Authority's Policy as presented.

10. Acceptance of Unadjusted Financial Report for April 2025.

Financial Officer Joe Salazar presented the Unadjusted Financial Report for the month of April 2025.

As there were no corrections and additions to the report, upon a motion duly made by Secretary Aissa I. Garza and seconded by Director Reyna, the Board unanimously accepted the Unadjusted Financial Report for April 2025.

11. Approval of invoices for May 2025.

Financial Officer Salazar called attention to Invoice #345 from the City of Mission in the amount of \$1,488,667.00. The invoice is related to the Taylor Road Project previously approved by the Board in the amount of \$1.5 million. This invoice will be paid with remaining funds from the Authority’s 2017 Bond Series.

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

12. Adjournment.

Chairman Garza thanked everyone for participating at this meeting.

As there was no further business to discuss, upon a motion made by Secretary Aissa I. Garza and seconded by Director Reyna, the Board unanimously voted to adjourn the meeting at 1:37 PM.

By: _____

Attest: _____

Printed Name: Martin Garza

Printed Name: Aissa I. Garza

Title: Chairman

Title: Secretary

Date: _____

Date: _____

Mission Tax Increment Reinvestment Zone
Board of Directors Special Meeting
May 29, 2025

MINUTES

Call to Order, Establishment of Quorum

The Board of Directors of the Mission TIRZ #1, held a special meeting open to the public, by teleconference and in person, on May 29, 2025 at 801 N. Bryan Road, Mission, Texas and at 1:38 PM, the roll was called of the duly appointed members of the Board, to-wit:

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

All the above were present. Participating in the Zoom teleconference were Sanjay Bapat, Vidal Roman, Travis James, Colby Echols. Armando Sandoval and Ezeiza Garcia. Participating in person were J.P. Terrazas, Joe Salazar, Marissa Gerlach, Mike Perez, Andy Garcia, Judy Vega, and Executive Director Teclo J. Garcia.

I. Consider Consent Agenda

- A. Call meeting to order and establish quorum.
- B. Approve minutes of meeting of April 22, 2025, of the TIRZ #1.
- C. Ratify all actions taken by the Mission Redevelopment Authority Board of Directors at the May 29, 2025 meeting.

Upon a motion duly made by Secretary Aissa I. Garza and seconded by Director Burleson, the Board unanimously approved the consent agenda and ratified all actions taken by the Mission Redevelopment Board of Directors at the meeting of May 29, 2025.

II. Adjournment

As there was no further business for the board to consider, upon a motion duly made by Vice Chairman Albert X. Chapa and seconded by Director Burleson, the Board unanimously voted to adjourn the meeting at 1:39 PM.

By: _____

Attest: _____

Printed Name: Martin Garza

Printed Name: Aissa I. Garza

Title: Chairman

Title: Secretary

Date: _____

Date: _____

**NOTICE OF REGULAR MEETING
MISSION ECONOMIC DEVELOPMENT CORPORATION
JUNE 18, 2025 4:00 PM
CENTER FOR EDUCATION AND ECONOMIC DEVELOPMENT**

PRESENT:

Richard Hernandez, President
Deborah L. Cordova, Vice President
Estella Saenz Secretary
Julian Alvarez, Treasurer
Carl Davis
Councilwoman Marissa Gerlach served in the Mayor
position

ABSENT:

Jose G. Vargas

ALSO PRESENT:

Greg Kerr, JGKL LLP
Mark Hanna, Hanna Solutions

STAFF PRESENT:

Belen Guerrero, COO
Judy Vega, Executive Assistant
Joe Salazar, Financial Officer
Stephanie Mendiola, Director of Business
Development
Mike Perez, City Manager
Naxiely Lopez-Puente, Director of Programs &
Strategic Partnerships
Brianna Casares, Marketing Manager
Manuel Rodriguez, Receptionist/Marketing Asst.

1. Call to Order and Establish Quorum

After establishing a quorum of the President Richard Hernandez called the meeting to order at 4:04 PM.

2. Invocation: Vice President Deborah L. Cordova**3. Pledge of Allegiance:** Treasurer Julian Alvarez**4. Citizens' Participation:** None**5. Approval of Minutes: Regular Meeting of May 21, 2025.**

There being no corrections or additions, Carl Davis moved for approval of the meeting minutes of May 21, 2025. Motion was seconded by Treasurer Julian Alvarez and approved 6-0.

6. Deliberation and possible action for acceptance of Unadjusted Financial Statement for May 2025.

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

President Richard Hernandez asked Mr. Salazar about a loan proceed of \$1,475,000. Mr. Salazar explained that this revenue was received in May and is related to financing for the Shary Golf Course lighting project.

In addition, Mr. Salazar mentioned that the MEDC's sales tax collection for the month of June 2025 increased by 6.25% compared to last years' in June.

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

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7. Deliberation and possible action regarding City of Mission Invoice No. 17 in the amount of \$266,963.81.

Financial Officer Joe Salazar presented this item by saying that this invoice is related to the final payment for Posilico Civil Inc., Shary Village Industrial Park Project. Payment will be made from Killam Development funds held in escrow by MEDC. The City of Mission has expensed the costs associated with this work, and this invoice serves as a request for reimbursement.

Vice President Deborah L. Cordova moved for approval of City of Mission Invoice No. 17 in the amount of \$266,963.81. Motion was seconded by Secretary Estella Saenz and approved 6-0.

At **4:18 PM**, President Richard Hernandez called for a motion to enter into closed session.

Carl Davis moved to go into closed session. Motion was seconded by Vice President Deborah L. Cordova and approved 6-0.

**8. Closed Session Pursuant to V.T.C.A. Gov. Code Sec. 551.001
Deliberation and possible action regarding economic development negotiations or prospects (as permitted under Tex. Gov't Code Sec. 551.087), including, but not limited to the following:
Report from CEO as to potential prospect(s):**

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

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

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

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

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

At **5:00 PM**, President Richard Hernandez announced that the Mission Economic Development Board of Directors were convening in open session.

No action was taken on any of the items discussed in closed session.

9. CEO Report on Economic Development.

In the absence of CEO Tecló J. Garcia, Chief Operating Officer Belen Guerrero shared that MEDC collaborated with the RGV Partnership on the recent Commercial Investment Tour. It was an event that showcased the commercial development that is occurring within the City of Mission. A panel featuring various Mission developers participated and shared their ongoing projects.

In addition, a future Social Fest event was announced. This idea originated from past social media summit conferences hosted by MEDC. MEDC has partnered with Brand Geniuz in the coordination of this event. It is planned to be the biggest social media conference within south Texas to date. Its mission

is to bring the big city social media conference experience from places like Dallas and Houston to the Rio Grande Valley.

On June 13, 2025, Ruby Red Ventures – The Competition took place at CEED. This event was in collaboration with UTRGV, where participants took advantage of the Kauffman FastTrac program. A total of 12 entrepreneurs competed for the top three prizes. The winners were: 1st Place - Consuelo Behavioral Health Services; 2nd Place - Pet Lovers Pet Salon; and 3rd Place was Patisserie by M.

10. President Comments

President Richard Hernandez relinquished his duties to Vice President Deborah L. Cordova to present comments. Vice President Deborah L. Cordova expressed her gratitude to the MEDC board and staff for their work on the various projects aimed at improving the City of Mission and its small business community.

11. Adjournment

Carl Davis moved to adjourn the meeting. Motion was seconded by Secretary Estella Saenz and approved 6-0. The meeting was adjourned at 5:19 PM.

Richard Hernandez, President

ATTEST

Estella Saenz, Secretary

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

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

1. Call to order and establish quorum..
2. Citizens' Participation.
3. Approval of Minutes – January 22, 2025.
4. Discussion and possible action regarding the acceptance of Unadjusted Financial Report ended March 31, 2025.
5. Closed Session Pursuant to V.T.C.A. Gov. Code Sec. 551.001.
Deliberation and possible action regarding appointment of Executive Director (as permitted under Tex. Gov't Code Sec. 551.074).
The Mission Education Development Council Board of Directors will reconvene in open session to take any actions necessary.
6. Adjournment.

Minutes are as follows:

Members Present:

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

Absent:

Also Present:

Gene Vaughan, JGKL LLP

Staff Present:

Belen Guerrero, Executive Director
Tecló J. Garcia, CEO
Judy Vega, Executive Assistant
Joe Salazar, Financial Officer
Stephanie Mendiola, Director of Business Development
Naxiely Lopez-Puente, Director of Programs & Strategic Partnerships
Brianna Casares, Marketing Manager

1. Call to order and Establish Quorum.

Chair Richard Hernandez called the meeting to order at 6:34 PM.

2. Citizens' Participation: None.

3. Approval of Minutes: January 22, 2025

Carl Davis moved for approval of the meeting minutes of January 22, 2025 as presented. Motion was seconded by Treasurer Julian Alvarez and approved 7-0.

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4. Discussion and possible action regarding the acceptance of Unadjusted Financial Report ended March 31, 2025.

Financial Officer Joe Salazar presented and recommended acceptance of the financial report ended March 31, 2025. Mr. Salazar began his report by saying that Total Assets and Total Liabilities matched at \$173,248.73. Total Revenues were \$10,128.49. Total Expenses were \$6,000.00 leaving a Net Income of \$4,128.49. Interest earned for quarter ending March 31, 2025 was \$128.49.

Jose G. Vargas moved to accept the Unadjusted Financial Report ended March 31, 2025. Motion was seconded by Vice President Deborah L. Cordova and approved 7-0.

At **6:36 PM**, Chair Richard Hernandez announced that the Mission Education Development Council would convene in closed session.

5. Closed Session Pursuant to V.T.C.A. Gov. Code Sec. 551.001. Deliberation and possible action regarding appointment of Executive Director (as permitted under Tex. Gov't Code Sec. 551.074).

The Mission Education Development Council Board of Directors will reconvene in open session to take any actions necessary.

At **6:47 PM**, Chair Richard Hernandez announced that the Mission Education Development Council would be reconvening in open session. Jose G. Vargas moved to reconvene in open session. Motion was seconded by Carl Davis and approved 7-0.

Motion: Treasurer Julian Alvarez moved to accept Teclo J. Garcia's resignation as Executive Director of the Mission Education Development Council, and appointed Tania Belen Guerrero as Executive Director. Motion was seconded by Secretary Estella Saenz and approved 7-0.

6. Adjournment

The meeting was adjourned at 6:49 PM.

MINUTES OF THE MISSION EDUCATION DEVELOPMENT COUNCIL, INC. BOARD OF DIRECTORS MEETING HELD ON APRIL 16, 2025 WERE APPROVED ON THIS THE _____ DAY OF _____ 2025.

Estella Saenz, Secretary

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

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

1. Call to order and establish quorum.
2. Approval of minutes: January 22, 2025
3. Deliberation and possible action to accept Unadjusted Financial Report ended March 31, 2025.
4. Deliberation and possible action for the acceptance of Quarterly Report of Investments for the Quarter ending March 31, 2025 and Interest Earned for Six Months Ending March 31, 2025.
5. Closed Session Pursuant to V.T.C.A. Gov't Code Sec. 551.001
Deliberation and possible action regarding the purchase, exchange, lease, or value of real property (as permitted under Tex. Gov't Code Sec. 551.072), including, but not limited to the following:
Project Push Water
Consultation with Attorney and possible action regarding (as permitted under Texas Government Code Section 551.071).
The Mission Economic Development Authority Board of Directors will reconvene in open session to take any actions necessary.
6. Adjournment

Minutes are as follows:

PRESENT:

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

ABSENT:

ALSO PRESENT:

Eugene Vaughan, JGKL LLP

STAFF PRESENT:

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

1. Call to order and establish quorum.

After establishing a quorum of the Board of Directors, Chair Richard Hernandez called the meeting to order at 6:28 PM.

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2. Citizens' Participation: None.

3. Minutes of minutes: January 22, 2025.

There being no corrections or additions, Mayor Norie Gonzalez Garza moved for approval of the meeting minutes of January 22, 2025. Motion was seconded by Secretary Estella Saenz and approved 5-0.

4. Deliberation and possible action to accept Unadjusted Financial Report ended March 31, 2025.

Financial Officer Joe Salazar presented and recommended approval of the Unadjusted Financial Report ended March 31, 2025.

Mr. Salazar began his report by saying that Total Revenues were \$7,414. No Expenditures were reported for this quarter. Ending Fund Balance was \$1,904,651. Total Assets, Liabilities and Fund Balance matched at \$1,904,651.

There being no corrections or additions, Mayor Norie Gonzalez Garza moved for approval. Motion was seconded by Treasurer Jose G. Vargas and approved 5-0.

5. Deliberation and possible action for the acceptance of Quarterly Report of Investments for the Quarter ending March 31, 2025 and Interest Earned for Six Months Ending March 31, 2025.

Financial Officer Joe Salazar presented the Quarterly Report of Investments ending March 31, 2025 and Interest Earned for Six Months Ending March 31, 2025.

Mr. Salazar noted that there are no investments or CDs other than what the Authority has in Market Value which totaled \$408,790.52 with a Year-to-Date Interest earned of \$8,790.52.

There being no corrections or additions, Secretary Estella Saenz moved for acceptance. Motion was seconded by Treasurer Jose G. Vargas and approved 5-0.

At **6:31 PM**, Chair Richard Hernandez announced that the Mission Economic Development Authority Board of Directors was convening in closed session. Mayor Norie Gonzalez Garza moved to convene in closed session. Motion was seconded by Treasurer Jose G. Vargas and approved 5-0.

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

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

Project Push Water

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

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

At **6:33 PM**, Chair Richard Hernandez announced that the Mission Economic Development Authority Board of Director was reconvening in open session. Treasurer Jose G. Vargas moved to reconvene in open session. Motion was seconded by Secretary Estella Saenz and approved 5-0.

Regarding Project Push Water: No action was taken.

7. Adjournment

At 6:34 PM, Mayor Norie Gonzalez Garza moved for adjournment. Motion was seconded by Secretary Estella Saenz and approved unanimously 5-0.

MINUTES OF THE MISSION ECONOMIC DEVELOPMENT AUTHORITY, INC. BOARD OF DIRECTORS MEETING HELD ON APRIL 16, 2025 WERE APPROVED ON THIS THE _____ DAY OF _____, 2025.

Estella Saenz, Secretary

**MINUTES FOR THE
MISSION CIVIL SERVICE COMMISSION
July 10, 2025**

Commission-Present

**Polo Garza-Chairman
Guillermo Delgadillo-Vice-Chair-A
Robert Pena-Member**

Staff Present

**Jesse Lerma Jr-CS Director
Noemi Munguia-HR Director
Mike Silva-Fire Chief
Rey Perez-Asst Chief of Police
Joey Flores-DC FD**

Call to Order

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

Pledge of Allegiance

Mr. Garza led the Pledge of Allegiance

Approval of Minutes-June 16, 2025

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

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

Mr. Lerma advised the Commission that they conducted the exam on June 26, 2025. He advised them that two (2) individuals participated and both passed.

Daniel Lopez 95 plus 10 points for seniority-105

Mauricio Rosales-95 plus 10 points for seniority-105

After a brief discussion, Mr. Pena made a motion to approve the scores as presented.

Mr. Garza seconded the motion. Motion was approved unanimously. Mr. Lerma advised them that they would be promoted immediately, but that they would have to test again due to still having one opening.

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

Mr. Lerma advised the Commission that they had to continue trying to fill the LT's positions open. He presented the following schedule for approval:

1. Post Resource List-July 10, 2025
2. 30 Day Notice-September 8, 2025
3. Deadline to Submit MOI-September 26, 2025
4. Date of Examination-October 9, 2025

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

***This item was originally approved then rescinded and finally approved with the stipulation that individuals with less than two years of service in classification directly below will be allowed to test as allowed by Ch. 143.030 (d) when there is not an adequate number of persons to take the examination with the two years of service.**

Approval of Mission Fire Department Resource List for LT (2)

Mr. Lerma advised the Commission that they were submitting the resource list for approval and made a point that Chief Silva was recommending the addition of their department's policy manual. The recommended sources were the following:

1. "Building Construction Related to the Fire Service", 4th Edition
2. "Fire and Emergency Company Officer" 6th Edition part "A" only
3. Mission Fire Department Policy Manual

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

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

Mr. Lerma advised the Commission that they conducted the exam on June 26, 2025. He advised them that they had five (45) participants and only one passed.

1. Rogelio Leal 71 plus 10 points for seniority-81

Mr. Lerma advised the Commission that LT Leal would be promoted immediately. After a brief discussion, Mr. Pena made a motion to approve the scores and to create a new eligibility list as presented. Mr. Garza seconded the motion. Motion was approved unanimously.

Pending Business

Mr. Lerma advised them that they had a ENG's exam on July 31, 2025 and a hearing for LT Ruben Gaytan on August 7-8, 2025.

Adjourn

The meeting was adjourned at 8:45 a.m.

CITIZEN'S ADVISORY COMMITTEE
June 25, 2025
Public Hearing/Regular Meeting

Members Present

Lorenzo Garza-Chairman
 Emigdio Villanueva, Jr.-Vice Chairman
 Roxanne Méndez
 Zoreida Lopez
 Francisco Cadena
 Marsha Terry
 Ruben Davila Lozano
 Clarisa Y. Ríos

Members Absent

Monika Rosales-Flores

Staff Present

Michael J. Elizalde
 Esther G. Rivera

Call Public Hearing to Order and Establish Quorum

Chairman Garza called the Public Hearing to order at 5:34 pm. Esther G. Rivera conducted roll call. She stated that six members were present, therefore there was a quorum. Ms. Terry joined the meeting at 5:41 p.m. and Ms. Mendez joined the meeting at 6:05 p.m.

Citizens Participation

Chairman Garza asked if any citizens were present to discuss any items on the agenda or express their concerns. No citizens were present and no comments were received. Chairman Garza continued to the next agenda item.

Discussion and Recommendation on Substantial Amendment to Annual Action Plan FY 2024/2025

Mr. Elizalde stated this was the 1st public hearing at Speer Memorial Library presenting the Substantial Amendment in the amount of \$60,783.79 rolled over from FY 2023-2024 to reprogram for FY 2024/2025. Of this amount, \$40,000.00 is proposed for the Sewer/manholes improvements project; \$10,566.11 for the Astroland Storm Sewer Improvements project to match the additional funds required from the grant received from the Water Development Board; and \$10,217.68 for CDBG Administration. The 2nd public hearing will be held on July 14, 2025 at the City Hall Council Chambers. Chairman Garza inquired if the proposed amount is to bring for the next city council meeting for approval. Mr. Elizalde confirmed this and advised no action was required since this is the 1st public hearing for the proposed Substantial Amendment. After a brief discussion, Chairman Garza continued with the next agenda item.

Discussion and Recommendation on Proposed Annual Action Plan FY 2025/2026

Mr. Elizalde stated this is the 2nd and final public hearing to present the recommendation proposed for the Annual Action Plan FY 2025/2026. He informed the total HUD allocation in the amount of \$992,431.00 with an additional amount of \$77,195.00 in program income for a grand total of \$1,069,626.00 for FY 2025/2026. Mr. Elizalde advised that included in their packet was the list of proposed agencies/projects recommended to allocate the funds. Presented at the public hearing at the city council on Monday not comments or oppositions. Mr. Villanueva commented on this city council has made their final recommendations. Mr. Elizalde comments that the public hearing was for citizens and city council can make their recommendations at the council meeting in July. A question was asked about what services CAMP University offers to the citizens. Mr. Elizalde gave a brief overview of all the services the agency provides to the citizens. Chairman Garza ask if mayor and city council have and objections or questions in regards to in placement of funds for the propose

Annual Action Plan. Mr. Elizalde comments that Mayor and city council has had a chance to review the Annual Action Plan at the workshop. The goal for Mayor and council is to utilize as much CDBG funds and grant funds for infrastructure projects. Chairman Garza asks if any CAC members has any question or concerns in regards to the Annual Action Plan. Mr. Elizalde stated that he wants to have secondary projects in case a project does not happen. He wants to get the committee input on what projects they would like to see as secondary. Committee discussed the options for the secondary projects, wanting to see improvements to the Boys and Girls Club, Speer Memorial Library and park improvements. Committee discussion on the Fire Department project. After a brief discussion, Chairman Garza continued with the closing of the public hearing.

Close Public Hearing Open Regular Meeting

Chairman Garza thanked the staff for the update on the Substantial Amendment to Annual Action Plan FY 2024/2025 and proposed Annual Action Plan FY 2025/2026. He asked for a motion to close the Public Hearing and Open the Regular Meeting. Ms. Mendez motioned to close the Public Hearing and Open the Regular Meeting. Ms. Lopez seconded the motion. Motion carried unanimously (8-0). Chairman Garza closed the Public Hearing and opened the Regular Meeting at 6:10 p.m.

Citizens Participation

Chairman Garza asked if any citizens were present to discuss any items on the agenda or express their concerns. No citizens were present and no comments were received. Chairman Garza continued to the next agenda item.

Discussion and Recommendation to Approve Minutes for Public Hearing/Regular Meeting held on June 2, 2025

Chairman Garza asked the members if they had reviewed the minutes of the Public Hearing/Regular Meeting held on June 2, 2025. Ms. Rivera inquired if there were any questions or comments. Vice-Chairman Villanueva abstained from voting due to not being present at the meeting and Ms. Rios abstained since this being her first meeting. After a brief discussion, Chairman Garza asked for a motion to approve the minutes as presented. Ms. Terry motioned to approve the minutes as presented. Ms. Lopez seconded the motion. Motion carried unanimously (8-0).

Discussion and Recommendation to Approve Applicants for HAP Phase 24-I

Mr. Elizalde presented the Memorandum to Approve Applicants for Housing Assistance Program (HAP) Phase 24-I. He informed that the two (2) applicants have been recertified, are eligible for rehabilitation assistance, and ready for processing. After a brief discussion, Chairman Garza asked for a motion to approve Applicants for HAP Phase 24-I as presented. Ms. Lopez motioned to approve the Applicants for HAP Phase 24-I as presented. Ms. Mendez seconded the motion. Motion carried unanimously (8-0).

Other Business

A. Progress Report: CDBG-May

Ms. Rivera presented May Unofficial Progress Reports for CDBG expenditures received to date for the agencies, housing and administration. Chairman Garza discussed how all agencies should be in the range of 70% to 75% on their expenditures. He inquired on status of HOPE Family Health Center, Children's Advocacy, AHSTI and the department projects status to expense their funds. Mr. Elizalde explained that staff contacted HOPE recently and were informed that they are working on their invoice to submit in July. He advised scheduled meeting with the director of Children's Advocacy the following week; making them aware of awarded funding and foresees funds being expensed rapidly. Ms. Rivera informed that AHSTI submitted a request around

\$15,000.00 this month and would be following up with agency on status of other applicants that will be closing soon. Ms. Terry requested to see if Affordable Home of South Texas could do a presentation on status of their projects at the next CAC meeting. Mr. Elizalde advise he would contact them and make the arrangement to attend. Mr. Elizalde explained that the infrastructure projects are underway and pending to receive invoices for processing within a month or two. He stated that Parks & Recreation Connectivity Trail will be having their ground breaking soon and waiting of the County Precinct 3 to advise on the date. After a brief discussion, Chairman Garza asked for a motion to approve CDBG May progress report as presented. Vice-Chair Villanueva motioned to approve the Progress Report as presented. Ms. Mendez seconded the motion. Motion carried (8-0).

B. Progress Report: CDBG-CV May

Ms. Rivera presented May Unofficial Progress Reports for CDBG-CV expenditures received to date. Chairman Garza discussed how the CDBG-CV have not exhausted their funds. Ms. Rivera information that Affordable Homes and the Fire Department with the assistance of the Park and Recreation have submitted recently invoice and expect for funding to be exhausted within two months. After a brief discussion Chairman Garza asked for motion to approve CDBG-CV May progress report as presented. Vice-Chair Villanueva motioned to approve the Progress Report as presented. Ms. Mendez seconded the motion. Motion carried (8-0).

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

A. Chairman's Comments

Chairman Garza introduced himself to Ms. Clarisa Rios and welcome her to the committee. He briefly informed of his commitment to the committee and the CDBG program for the benefit of the community. Chairman Garza then proceed to give the other members and staff the opportunity to introduce themselves.

B. Committee Member's Comments

All members present introduced themselves and welcomed Ms. Rios to the Citizen's Advisory Committee. Vice Chairman Villanueva stated his involvement as well as the others members of caring for the needs of the community and why he became a member of this committee. Ms. Rios was asked to introduce herself and her interest to become a Citizen's Advisory Committee member. Mr. Rios informed she worked with the La Joya School District and lives in Mission. She is interested in being involved with the community, would like the City to grow, and assist families with programs offered.

C. Director's Comments

Mr. Elizalde introduced himself and welcomed Ms. Rios to the Citizen's Advisory Committee. Mr. Elizalde thanked Ms. Rios for becoming part of the committee and informed her that she was welcome to visit our office and any questions she may have to contact him. Mr. Elizalde thanked the members and expressed his appreciation for their commitment and time to attend the meeting.

Adjourn

Chairman Garza asked for a motion to adjourn the meeting. Ms. Lopez motioned to adjourn the meeting. Ms. Mendez seconded the motion. Motion carried unanimously (8-0). The meeting was adjourned at 6:56 p.m.



MEETING DATE: August 11, 2025
PRESENTED BY: Andy Garcia, Assistant City Manager
AGENDA ITEM: Approval of City-Wide Nonprofit Fee Waiver and Discounted Rate Policy – A. Garcia

NATURE OF REQUEST:

The City of Mission proposes 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 aims 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 applies 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.

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

BUDGET: \$ N/A **EST. COST:** \$ N/A **CURRENT BUDGET BALANCE:** \$ N/A

BID AMOUNT: \$ N/A

STAFF RECOMMENDATION:

Approval

Departmental Approval: Finance

Advisory Board Recommendation: N/A

City Manager’s Recommendation: Approval

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

_____ AYES

_____ NAYS

_____ DISSENTING _____

City of Mission

Fee Waiver and Discount Policy for Use of City Services and Facilities

Purpose

The purpose of this policy is to establish clear, consistent, and transparent procedures for granting fee waivers or discounted rates to organizations requesting the use of City services, including facilities, meeting spaces, parks, trails, equipment, and staffing. This policy aims to promote fairness, responsible use of City resources, and partial cost recovery to ensure public resources remain accessible for official City business and essential community functions.

Applicability

This policy applies to all City departments that offer services, facilities, or staffing to nonprofit organizations, as well as to citywide coordinated events such as runs, festivals, and other public gatherings organized or supported by the City of Mission.

Eligible Organizations

The following types of organizations are eligible to request fee waivers or discounted rates under this policy:

- Non-profit organizations
- Government agencies
- Educational institutions

Eligibility Categories and Discount Rates

1. 20% Discount Rate

Conditions:

- May host revenue-generating or fundraising events that benefit the organization; and/or
- May conduct trainings, seminars, or meetings intended for the organization's members, staff, or a specific target audience (not open to the general public).

2. 50% Discount Rate

Conditions:

- Events must be open and free to the general public.
- Provide a clear public benefit.

- Be non-partisan, non-commercial, and not-for-profit.
- Be non-controversial and refrain from advocating a particular position on matters of public policy or social/political controversy.

3. 100% Fee Waiver

Conditions:

- Organizations must be in an official partnership with the City of Mission for a jointly hosted event
- Fee waiver applies only to events and services approved by the Mission City Council
- Organizations must allow the City of Mission to co-brand the event, including the use of City logos on promotional materials and acknowledgment of the City's role as a partner in all event communications

Application Process

Organizations seeking fee waivers or discounts must submit a formal request to the City's designated department at least 6 months prior to the event. Requests must include documentation proving eligibility (either a Certificate of Formation for a Nonprofit Corporation filed with the Texas Secretary of State or a IRS Determination Letter displaying 501c3 status), a description of the event and its purpose, and a list of requested services/items to determine the applicable cost of the event. The City reserves the right to verify all information provided and request any additional documentation necessary to validate nonprofit status and purpose.

Approval

Fee waiver and discount approvals will be made by the City's designated department. Events qualifying for a 100% fee waiver must be approved by the Mission City Council. The City reserves the right to deny or revoke fee waivers or discounts if the event or organization no longer meets the policy criteria.

Exclusions

The discount and waiver policy does not apply to:

- Damage or cleaning deposits
- Any third-party vendor services not provided directly by the City (e.g. security services).
- Night golfing services
- Merchandise or merchandise credit

Liability, Damages, and Insurance Requirements

The provision of a fee waiver or discount under this policy, including for official City partnership events, does not waive or eliminate the responsibility of the requesting organization for any of the following:

- **Damages:** This policy does not relieve the organization of liability for any damage, destruction, or degradation to City facilities, infrastructure, or equipment. All repair or replacement costs resulting from such damage will be the sole responsibility of the organization.
- **Insurance Requirements:** Any insurance requirements required by the City for the use of its services, facilities, roadways, parks, trails, or other City-owned property remain in full effect regardless of the issuance of a fee waiver or discount. Proof of insurance must be submitted in accordance with City requirements.
- **Liability:** A discount or fee waiver granted under this policy does not waive any liability that the requesting organization may hold for injury, death, or property loss occurring during or as a result of the event or activity. The requesting organization agrees to indemnify and hold harmless the City of Mission, its officers, employees, and agents from any claims or liabilities arising from the event.



**CITY COUNCIL AGENDA ITEM &
RECOMMENDATION SUMMARY**

MEETING DATE: August 11, 2025
PRESENTED BY: Andy Garcia, Assistant City Manager
AGENDA ITEM: 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

NATURE OF REQUEST:

Staff recommends 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 will 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 will 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 reinforces the City’s ongoing commitment to community health, wellness, and charitable engagement.

BUGETED: N/A **FUND:** N/A **ACCT. #:** N/A
BUDGET: \$ N/A **EST. COST:** \$ N/A **CURRENT BUDGET BALANCE:** \$ N/A

BID AMOUNT: \$ N/A

STAFF RECOMMENDATION:

Approval

Departmental Approval: City Manager’s Office

Advisory Board Recommendation: N/A

City Manager’s Recommendation: Approval *MRP*

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

_____ AYES

_____ NAYS

_____ DISSENTING _____



CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: August 11, 2025
PRESENTED BY: Juan Pablo "JP" Terrazas, P.E., Asst. City Manager
AGENDA ITEM: Authorization to execute Second and Final renewal for Sludge Management Services for Water Treatment Plants, Wastewater Treatment Plant, & Pre-Treatment Plant - Terrazas

NATURE OF REQUEST:

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 is based solely on estimated quantities and orders will be placed on as needed basis. This agreement will extend Bid No, 23-466-07-14 from August, 2025 through August, 2026.

BUDGETED: Yes	FUND: Utility-SWTP	ACCT. #: 02-413-94807
BUDGET: \$195,000	EST. COST: \$0	CURRENT BUDGET BALANCE: \$0
BUDGETED: Yes	FUND: Utility-NWTP	ACCT. #: 02-430-94807
BUDGET: \$160,000	EST. COST: \$0	CURRENT BUDGET BALANCE: \$0
BUDGETED: Yes	FUND: Utility-WWTP	ACCT. #: 02-414-98047
BUDGET: \$250,000	EST. COST: \$66,032	CURRENT BUDGET BALANCE: \$66,032
BUDGETED: Yes	FUND: Pre-Treatment	ACCT. #: 02-415-94807
BUDGET: \$125,000	EST. COST: \$25,000	CURRENT BUDGET BALANCE: \$25,000

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 _____



C&C Waste Management
DBA CB3 Hauling
5526 N 10th St
McAllen, TX 78504
956 605 9966

City of Mission
JP Terrazas, Assistant City Manager

July 24, 2025

Subject: Renewal of contract 23-466-07-14 RFB: Sludge Management Services from August 2025 to August 2026

Dear Mr. Terrazas,

We sincerely appreciate the opportunity the City of Mission has given us to handle your sludge hauling services. Over time, we have developed a strong and collaborative relationship with both city staff and administration, and we are eager to continue building on that foundation.

In accordance with our current agreement, we would like to formally exercise the 5% rate increase provision outlined in the contract. This adjustment is necessary due to rising tipping fees, a cost we will continue to absorb to the best of our ability.

Despite this modest increase, our commitment remains unchanged: to provide the City of Mission with the highest level of service and the most competitive rates possible. We value our partnership and will continue to work diligently to meet and exceed your expectations.

Should you require any additional information or assistance, please do not hesitate to reach out. We look forward to continuing our work with the city and growing our partnership in the years to come.

Thank you for your trust and continued support.

Sincerely,

Neil Chavez
Chief Financial Officer
C&C Waste Management
DBA CB3 Hauling
956 605 9966

BID NAME/NUMBER: 23-466-07-14 / Sludge Management Services

OPEN DATE: July 14, 2023 2:00 PM CST



Vendor Name:	Denali Water Solutions, LLC.	C&C WasteManagement dba: CB3 Hauling
Street address:	3308 Bernice Ave.	5526 N. 10th St.
City, State:	Russellville, AR 72802	McAllen, TX 78501
Phone:	(315) 374-8645	(956) 605-9966
Fax:	(585) 358-4525	
Contact:	Jeffrey J. LeBlanc	Steven Cruz
Email:	jeffrey.leblanc@denaliwater.com	

DESCRIPTION:	UOM	Est. Qty.	Unit Price	Ext. Price	Unit Price	Ext. Price
Waste and Water Treatment Plants (Land Applications)						
1 Transport & Disposal of Roll-off Containers	Load	659	\$568.40	\$374,575.60	\$500.00	\$329,500.00
2 Roll-off Container rental	Load	659	\$0.00	\$0.00	\$0.00	\$0.00
3 Liquid Disposal	Gallon	150,000	\$0.080	\$12,000.00	\$0.170	\$25,500.00
4 Vacuum Truck with Driver (6000 gallon)	HR	150	\$112.70	\$16,905.00	\$200.00	\$30,000.00
North Water Plant (Land Application and/or Landfill)						
5 Transport & Disposal of Roll-off Containers	Load	80	\$794.78	\$63,582.40	\$500.00	\$40,000.00
South Water Plant (Land Application and/or Landfill)						
6 Transport & Disposal of Roll-off Containers	Load	80	\$794.78	\$63,582.40	\$500.00	\$40,000.00
Cost for Testing						
7 TCLP	Test	1	\$2,940.00	\$2,940.00	\$0.00	\$0.00
8 PCB Test (Quarterly)	Test	4	\$1,470.00	\$5,880.00	\$0.00	\$0.00
9 BLF (metals & nutrients)	Test	1	\$686.00	\$686.00	\$0.00	\$0.00
10 Class B Determination (fecal & sour)(Quarterly)	Test	4	\$686.00	\$2,744.00	\$0.00	\$0.00
Total Base Amount for Line Items 1-10				\$542,895.40		\$465,000.00
Hours/Days to complete work:			60 Calendar Days		30	
ADDENDUMS			None		None	
Bid Bond			No		No	
1st. Yr. Renewal			3.0%		0-5%	
2nd. Yr. Renewal			3.0%		0-5%	

**** Shaded areas have been corrected mathematically on extensions**

Apparent lowest responsive bidder: C&C Waste Management dba: CB3 Hauling

Please note:

BID NAME/NUMBER: 23-466-07-14 / Sludge Management Services



OPEN DATE: July 14, 2023 2:00 PM CST

Vendor Name:	Denali Water Solutions, LLC.	C&C WasteManagement dba:
Street address:	3308 Bernice Ave.	5526 N. 10th St.
City, State:	Russellville, AR 72802	McAllen, TX 78501
Phone:	(315) 374-8645	(956) 605-9966
Fax:	(585) 358-4525	
Contact:	Jeffrey J. LeBlanc	Steven Cruz
Email:	jeffrey.leblanc@denaliwater.com	

DESCRIPTION of FORMS:		Completed	Completed
	Solicitation Signed	Yes	Yes
	Terms & Conditions Included	Yes	Yes
	Non-Collusive	Yes	Yes
	Pricing Schedule	Yes	Yes
	Subcontractor/SubConsultant	Yes	Yes
	Addenda(s)	None	None
	Contractor Site Visit	Yes	Yes
	Gen. Business Questionare	Yes	Yes
	References	Yes	Yes
	CIQ		



CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: August 11, 2025
PRESENTED BY: Juan Pablo "JP" Terrazas, P.E., Asst. City Manager
AGENDA ITEM: Authorization to award contract for Meter Connect Supplies – Solicitation No. RFB 25-596-07-14 for Public Works Department – Terrazas

NATURE OF REQUEST:

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

BUGETED: Yes **FUND:** Utility **ACCT. #:** 02-418-64350
BUDGET: \$450,000 **EST. COST:** \$150,000 **CURRENT BUDGET BALANCE:** \$3,070
BUGETED: Yes / No / N/A **FUND:** _____ **ACCT. #:** _____

STAFF RECOMMENDATION:

Approval

Departmental Approval: Finance, Purchasing

Advisory Board Recommendation: N/A

City Manager's Recommendation: Approval *MRP*

RECORD OF VOTE:

	APPROVED:	_____
	DISAPPROVED:	_____
	TABLED:	_____

_____ AYES
 _____ NAYS
 _____ DISSENTING _____

BID NAME/NUMBER: 25-596-07-14 / Meter Connect Supplies

OPEN DATE: July 14, 2025 2:00 PM CST



Vendor Name:	Ferguson Waterworks	Core & Main, LP
Street address:	1900 W. Expwy 83	100 N. 1st St.
City, State:	Mission, TX 78572	McAllen, TX 78501
	(757) 874-7795	(956) 631-3341
	Brian Hill	Roy Garza
		Jorge.Lopez@corandMain.co

DESCRIPTION:		UOM	Estimated QTY.	Unit Price	Total Ext.	Unit Price	Total Ext.
1	1" LINEAR FEET OF POLYETHYLENE TUBING	Feet	1,000	\$0.70	\$700.00	\$0.70	\$700.00
2	2" LINEAR FEET OF POLYETHYLENE TUBING	Feet	1,000	\$2.48	\$2,480.00	\$2.47	\$2,470.00
3	3/4" METER COUPLING	Each	400	\$9.78	\$3,912.00	\$9.09	\$3,636.00
4	1" METER COUPLING	Each	75	\$12.97	\$972.75	\$11.85	\$888.75
5	1" COMPRESSION ANGLE STOP	Each	100	\$67.92	\$6,792.00	\$60.48	\$6,048.00
6	2" COMPRESSION ANGLE STOP FOR PVC PIPE	Each	5	\$340.78	\$1,703.90	\$274.44	\$1,372.20
7	1" x 3/4" COMPRESSION ANGLE STOP	Each	75	\$36.96	\$2,772.00	\$48.87	\$3,665.25
8	3/4" ANGLE STOP U-BRANCH	Each	50	\$210.35	\$10,517.50	\$34.56	\$1,728.00
9	2" COMPRESSION ANGLE STOP FOR TUBING	Each	20	\$307.19	\$6,143.80	\$267.78	\$5,355.60
10	1" COMPRESSION x 3/4" U-BRANCH	Each	20	\$210.35	\$4,207.00	\$172.98	\$3,459.60
11	3/4" COMPRESSION TEE	Each	10	\$53.58	\$535.80	\$49.04	\$490.40
12	1" COMPRESSION TEE	Each	30	\$74.29	\$2,228.70	\$52.49	\$1,574.70
13	2" BRASS 90	Each	10	\$27.00	\$270.00	\$24.80	\$248.00
14	2" BRASS CAP	Each	5	\$19.95	\$99.75	\$17.53	\$87.65
15	2" BRASS COUPLING	Each	5	\$20.60	\$103.00	\$21.36	\$106.80
16	2" x 3" BRASS NIPPLE	Each	30	\$13.36	\$400.80	\$14.90	\$447.00
17	2" x 6" BRASS NIPPLE	Each	30	\$22.95	\$688.50	\$28.78	\$863.40
18	2" x 12" BRASS NIPPLE	Each	20	\$49.59	\$991.80	\$56.70	\$1,134.00
19	1-1/2" BRASS FLANGE KIT	Each	10	\$76.58	\$765.80	\$98.88	\$988.80
20	2" BRASS FLANGE KIT	Each	20	\$86.95	\$1,739.00	\$107.29	\$2,145.80
21	3/4" COMPRESSION MALE ADAPTER	Each	40	\$18.00	\$720.00	\$16.64	\$665.60
22	1" COMPRESSION MALE ADAPTER	Each	40	\$20.00	\$800.00	\$19.71	\$788.40
23	2" COMPRESSION MALE ADAPTER	Each	20	\$80.00	\$1,600.00	\$78.67	\$1,573.40
24	3/4" COMPRESSION FEMALE ADAPTER	Each	5	\$18.00	\$90.00	\$17.51	\$87.55
25	1" COMPRESSION FEMALE ADAPTER	Each	5	\$25.00	\$125.00	\$23.75	\$118.75
26	2" x 1" COMPRESSION WYE	Each	10	\$115.00	\$1,150.00	\$135.42	\$1,354.20
27	2" BRASS GATE VALVE	Each	20	\$110.00	\$2,200.00	\$359.89	\$7,197.80
28	2" BRASS GATE VALVE (WITH OPERATING NUT) THREAD X THREAD	Each	20	\$415.29	\$8,305.80	\$359.89	\$7,197.80

BID NAME/NUMBER: 25-596-07-14 / Meter Connect Supplies

OPEN DATE: July 14, 2025 2:00 PM CST



Vendor Name:	Ferguson Waterworks	Core & Main, LP
Street address:	1900 W. Expwy 83	100 N. 1st St.
City, State:	Mission, TX 78572	McAllen, TX 78501
	(757) 874-7795	(956) 631-3341
	Brian Hill	Roy Garza
		Jorge.Lopez@corandMain.co

DESCRIPTION:		UOM	Estimated QTY.	Unit Price	Total Ext.	Unit Price	Total Ext.
29	2" x 1" WYE 4 MULTI SERVICE	Each	10	\$85.00	\$850.00	\$81.81	\$818.10
30	3/4" x 1" BRASS HEX NUT REDUCER	Each	5	\$10.00	\$50.00	\$4.53	\$22.65
31	4"x 1" D/S SADDLE	Each	20	\$108.11	\$2,162.20	\$99.73	\$1,994.60
32	4" x 2" D/S SADDLE	Each	10	\$137.31	\$1,373.10	\$126.62	\$1,266.20
33	6" x 1" D/S SADDLE	Each	20	\$127.31	\$2,546.20	\$117.49	\$2,349.80
34	6" x 2" D/S SADDLE	Each	10	\$160.04	\$1,600.40	\$147.58	\$1,475.80
35	8" x 1" D/S SADDLE	Each	20	\$157.62	\$3,152.40	\$145.40	\$2,908.00
36	8" x 2" D/S SADDLE	Each	10	\$180.83	\$1,808.30	\$166.64	\$1,666.40
37	10" x 1" D/S SADDLE	Each	10	\$212.69	\$2,126.90	\$180.12	\$1,801.20
38	10" x 2" D/S SADDLE	Each	10	\$244.69	\$2,446.90	\$212.46	\$2,124.60
39	12" x 1" D/S SADDLE	Each	10	\$244.69	\$2,446.90	\$210.81	\$2,108.10
40	12" x 2" D/S SADDLE	Each	10	\$262.52	\$2,625.20	\$242.05	\$2,420.50
41	16" x 1" D/S SADDLE	Each	10	\$579.62	\$5,796.20	\$361.35	\$3,613.50
42	16" x 2" D/S SADDLE	Each	10	\$679.63	\$6,796.30	\$361.35	\$3,613.50
43	2" x 1" PVC QUICK TAP C160	Each	20	\$135.00	\$2,700.00	\$69.38	\$1,387.60
44	3" x 1" PVC QUICK TAP C160	Each	5	\$164.00	\$820.00	\$92.20	\$461.00
45	4" x 1" PVC QUICK TAP C160	Each	10	\$190.00	\$1,900.00	\$93.55	\$935.50
46	COMPOSITE METER BOX	Each	500	\$17.95	\$8,975.00	\$19.98	\$9,990.00
47	COMPOSITE METER BOX LID	Each	750	\$7.75	\$5,812.50	\$8.48	\$6,360.00
48	3/4" RUBBER GASKET	Each	1,000	\$0.10	\$100.00	\$0.11	\$110.00
49	1" RUBBER GASKET	Each	1,000	\$0.15	\$150.00	\$0.15	\$150.00
50	2" CLOSE BRASS NIPPLE	Each	50	\$13.00	\$650.00	\$13.45	\$672.50
51	3" BRASS FLANGE KITS WITH ACCESSORIE	Each	6	\$185.00	\$1,110.00	\$206.92	\$1,241.52
52	4" BRASS FLANGE KITS WITH ACCESSORIE	Each	6	\$285.00	\$1,710.00	\$310.65	\$1,863.90
53	JUMBO METER BOX	Feet	50	\$34.00	\$1,700.00	\$33.33	\$1,666.50
54	JUMBO METER BOX LID	Each	50	\$12.80	\$640.00	\$13.33	\$666.50
55	1" MIP1 x COMPRESSION CORPORATION STOP (S100-4 OR EQUAL)	Each	50	\$65.00	\$3,250.00	\$54.91	\$2,745.50
56	COMPOSITE METER BOX WITH RECESSED HOLE	Each	500	\$19.50	\$9,750.00	\$25.23	\$12,615.00
57	COMPOSITE METER BOX LID WITH RECESSED HOLE	Each	750	\$8.00	\$6,000.00	\$14.33	\$10,747.50

BID NAME/NUMBER: 25-596-07-14 / Meter Connect Supplies

OPEN DATE: July 14, 2025 2:00 PM CST



Vendor Name:	Ferguson Waterworks	Core & Main, LP
Street address:	1900 W. Expwy 83	100 N. 1st St.
City, State:	Mission, TX 78572	McAllen, TX 78501
	(757) 874-7795	(956) 631-3341
	Brian Hill	Roy Garza
		Jorge.Lopez@corandMain.co

DESCRIPTION:	UOM	Estimated QTY.	Unit Price	Total Ext.	Unit Price	Total Ext.
TOTAL BASE AMOUNT FOR (Line Items 1-57)				\$144,063.40		\$136,189.42
ADDENDUMS				None		None
Delivery Days after Purchase Order:				14 Days		7-10 Days
1st 1-year Renewal				10%		20%

Please Note:

Apparent Lowest Responsible and Responsive Bidder: Core & Main LP

BID NAME/NUMBER:

OPEN DATE:



Vendor Name:

Aguaworks Pipe & Supply, LLC.

Street address:

501 W. FM 2812

City, State:

Edinburg, TX 78541

(956) 383-8600

Ernie Ortega

ernie.ortega@aguaworkspipe.c

DESCRIPTION:		UOM	Estimated QTY.	Unit Price	Total Ext.
1	1" LINEAR FEET OF POLYETHYLENE TUBING	Feet	1,000	\$0.68	\$680.00
2	2" LINEAR FEET OF POLYETHYLENE TUBING	Feet	1,000	\$2.43	\$2,430.00
3	3/4" METER COUPLING	Each	400	\$6.14	\$2,456.00
4	1" METER COUPLING	Each	75	\$10.56	\$792.00
5	1" COMPRESSION ANGLE STOP	Each	100	\$64.63	\$6,463.00
6	2" COMPRESSION ANGLE STOP FOR PVC PIPE	Each	5	\$344.02	\$1,720.10
7	1" x 3/4" COMPRESSION ANGLE STOP	Each	75	\$52.60	\$3,945.00
8	3/4" ANGLE STOP U-BRANCH	Each	50	\$35.48	\$1,774.00
9	2" COMPRESSION ANGLE STOP FOR TUBING	Each	20	\$291.63	\$5,832.60
10	1" COMPRESSION x 3/4" U-BRANCH	Each	20	\$96.75	\$1,935.00
11	3/4" COMPRESSION TEE	Each	10	\$51.41	\$514.10
12	1" COMPRESSION TEE	Each	30	\$71.30	\$2,139.00
13	2" BRASS 90	Each	10	\$28.36	\$283.60
14	2" BRASS CAP	Each	5	\$20.05	\$100.25
15	2" BRASS COUPLING	Each	5	\$24.44	\$122.20
16	2" x 3" BRASS NIPPLE	Each	30	\$25.69	\$770.70
17	2" x 6" BRASS NIPPLE	Each	30	\$49.65	\$1,489.50
18	2" x 12" BRASS NIPPLE	Each	20	\$97.86	\$1,957.20
19	1-1/2" BRASS FLANGE KIT	Each	10	\$63.91	\$639.10
20	2" BRASS FLANGE KIT	Each	20	\$74.02	\$1,480.40
21	3/4" COMPRESSION MALE ADAPTER	Each	40	\$19.61	\$784.40
22	1" COMPRESSION MALE ADAPTER	Each	40	\$23.20	\$928.00
23	2" COMPRESSION MALE ADAPTER	Each	20	\$93.41	\$1,868.20
24	3/4" COMPRESSION FEMALE ADAPTER	Each	5	\$21.02	\$105.10
25	1" COMPRESSION FEMALE ADAPTER	Each	5	\$30.07	\$150.35
26	2" x 1" COMPRESSION WYE	Each	10	\$95.63	\$956.30
27	2" BRASS GATE VALVE	Each	20	\$50.62	\$1,012.40
28	2" BRASS GATE VALVE (WITH OPERATING NUT) THREAD X THREAD	Each	20	\$275.41	\$5,508.20

BID NAME/NUMBER:

OPEN DATE:



Vendor Name:

Aguaworks Pipe & Supply, LLC.
501 W. FM 2812
Edinburg, TX 78541
(956) 383-8600
Ernie Ortega
ernie.ortega@aguaworkspipe.c

Street address:

City, State:

DESCRIPTION:	UOM	Estimated QTY.	Unit Price	Total Ext.
29 2" x 1" WYE 4 MULTI SERVICE	Each	10	\$103.30	\$1,033.00
30 3/4" x 1" BRASS HEX NUT REDUCER	Each	5	\$4.25	\$21.25
31 4"x 1" D/S SADDLE	Each	20	\$112.55	\$2,251.00
32 4" x 2" D/S SADDLE	Each	10	\$142.97	\$1,429.70
33 6" x 1" D/S SADDLE	Each	20	\$132.55	\$2,651.00
34 6" x 2" D/S SADDLE	Each	10	\$166.63	\$1,666.30
35 8" x 1" D/S SADDLE	Each	20	\$164.11	\$3,282.20
36 8" x 2" D/S SADDLE	Each	10	\$188.29	\$1,882.90
37 10" x 1" D/S SADDLE	Each	10	\$203.32	\$2,033.20
38 10" x 2" D/S SADDLE	Each	10	\$239.87	\$2,398.70
39 12" x 1" D/S SADDLE	Each	10	\$237.99	\$2,379.90
40 12" x 2" D/S SADDLE	Each	10	\$273.33	\$2,733.30
41 16" x 1" D/S SADDLE	Each	10	\$603.51	\$6,035.10
42 16" x 2" D/S SADDLE	Each	10	\$707.65	\$7,076.50
43 2" x 1" PVC QUICK TAP C160	Each	20	\$116.60	\$2,332.00
44 3" x 1" PVC QUICK TAP C160	Each	5	\$143.88	\$719.40
45 4" x 1" PVC QUICK TAP C160	Each	10	\$138.66	\$1,386.60
46 COMPOSITE METER BOX	Each	500	\$19.93	\$9,965.00
47 COMPOSITE METER BOX LID	Each	750	\$7.99	\$5,992.50
48 3/4" RUBBER GASKET	Each	1,000	\$0.08	\$80.00
49 1" RUBBER GASKET	Each	1,000	\$0.10	\$100.00
50 2" CLOSE BRASS NIPPLE	Each	50	\$20.63	\$1,031.50
51 3" BRASS FLANGE KITS WITH ACCESSORIE	Each	6	\$3,349.86	\$20,099.16
52 4" BRASS FLANGE KITS WITH ACCESSORIE	Each	6	\$5,192.08	\$31,152.48
53 JUMBO METER BOX	Feet	50	\$36.60	\$1,830.00
54 JUMBO METER BOX LID	Each	50	\$13.15	\$657.50
55 1" MIPT x COMPRESSION CORPORATION STOP (S100-4 OR EQUAL)	Each	50	\$60.76	\$3,038.00
56 COMPOSITE METER BOX WITH RECESSED HOLE	Each	500	\$19.40	\$9,700.00
57 COMPOSITE METER BOX LID WITH RECESSED HOLE	Each	750	\$8.53	\$6,397.50

BID NAME/NUMBER:

OPEN DATE:



Vendor Name:

Aguaworks Pipe & Supply, LLC.
 501 W. FM 2812
 Edinburg, TX 78541
 (956) 383-8600
 Ernie Ortega
 ernie.ortega@aguaworkspipe.c

Street address:

City, State:

DESCRIPTION:	UOM	Estimated QTY.	Unit Price	Total Ext.
TOTAL BASE AMOUNT FOR (Line Items 1-57)				\$180,192.39
ADDENDUMS				None
Delivery Days after Purchase Order:				2-6 Weeks
1st 1-year Renewal				6.0%

Please Note:

Apparent Lowest Responsible and Responsive Bidder:

BID NAME/NUMBER: 25-596-07-14 / Meter Connect Supplies
OPEN DATE: July 14, 2025 2:00 PM CST



Vendor Name:	Ferguson Waterworks	Core & Main, LP	Aguaworks Pipe & Supply, LLC.
Street address:	1900 W. Expwy 83	100 N. 1st St.	501 W. FM 2812
City, State:	Mission, TX 78572	McAllen, TX 78501	Edinburg, TX 78541
Phone:	(757) 874-7795	(956) 631-3341	(956) 383-8600
Fax:			
Contact:	Brian Hill	Roy Garza	Ernie Ortega
Email:		Jorge.Lopez@corandMai	ernie.ortega@aguaworks

DESCRIPTION of FORMS:					
	Solicitation Signed		Yes	Yes	Yes
	Terms & Conditions Included		Yes	Yes	Yes
	Non-Collusive Bidding Certification		Yes	Yes	Yes
	Pricing Schedule		Yes	Yes	Yes
	Addenda(s)		None	None	None
	Gen. Business Questionare		Yes	Yes	Yes
	References		Not Included	Not Included	Yes
	CIQ				



CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: August 11, 2025

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

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

NATURE OF REQUEST:

Staff is seeking authorization to exercise the First One-Year Renewal with Alvarado's Maintenance Services; this is the First of Two renewals.

The agreement will 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.

BUGETED: Yes **FUND:** General Fund - Streets **ACCT. #:** 01-440-94810

BUDGET: \$77,606 **EST. COST:** \$ **CURRENT BUDGET BALANCE:** \$17,121

BID AMOUNT: \$ _____

STAFF RECOMMENDATION:

Approval

Departmental Approval: Finance, Purchasing

Advisory Board Recommendation: N/A

City Manager's Recommendation: Approval *MRP*

RECORD OF VOTE: **APPROVED:** _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____



**Alvarado's Maintenance Services
1618 W. Bella Vista Ave.
Alton, TX 78573
alvaradoservices@outlook.com
956-478-1357**

July 2, 2025

RE: RFB 24-581-07-17 Roadside Mowing and Litter Removal Services.

Dear City of Mission,

I hope this message finds you well. I am writing to submit our renewal bid for the first renewal term RFB 24-581-07-17 regarding the Roadside Mowing and Litter Removal Services. 08/15/2025-08/14/2026

We propose a 2.5% increase in our service fees for the new term. This adjustment will enable us to enhance our operations and continue delivering high-quality service while ensuring the cleanliness and safety of the roadside areas.

With the 2.5 increase

Roadside Mowing units price will be 51.25 @ 772.68 per acre Totaling \$39,599.85

Litter Removal units price will be 25.63 @ 772.68 per acre Totaling \$19,803.79

Litter Removal (Spots) units price will be 3.59 @772.68 per acre Totaling \$2784.69

Thank you for considering our proposal. We look forward to continuing to work together.

Sincerely,

A handwritten signature in blue ink, appearing to read "Rolando Alvarado Jr.", is written over a light blue horizontal line.

Rolando Alvarado Jr.



24-581-07-17 / Roadside Mowing and Litter Removal

BID NAME/NUMBER: Services

OPEN DATE: July 17, 2024 2:00 PM CST

BIDDER:		Roadside Mowing (Full Width)				Litter Removal				Litter Removal (Spot)				Total Base Amount		
		Est. Qty	UOM	Unit Price	Extended Price	Est. Qty	UOM	Unit Price	Extended Price	Est. Qty	UOM	Unit Price	Extended Price			
Vendor Name:	TDL Properties, LLC.	Bid Price	772.68	Acre	\$85.00	\$65,677.80	772.68	Acre	\$41.75	\$32,259.39	772.68	Acre	\$1.75	\$1,352.19	\$99,289.38	
Street address:	120 W. Jonquil Ave.		Addendums?													Yes
City, State:	McAllen, TX 78501			1st Yr renewal Price 89.25		\$68,961.69	1st Yr renewal Price 43.84		\$33,872.36	1st Yr renewal Price 1.84		\$1,419.80	\$104,253.85			
Phone:	(956) 451-2646		2nd Yr renewal Price 93.71		\$72,409.77	2nd Yr renewal Price 46.03		\$35,565.98	2nd Yr renewal Price 1.93		\$1,490.79	\$109,466.54				
Fax:															1st Renewal Option?	5.00%
Contact:	Hector Ruben Lopez														2nd Renewal Option?	5.00%
Email:	treysorddevelopment@yahoo.com															
Vendor Name:	ProCusts Lawn & Landscapes	Bid Price	772.68	Acre	\$85.00	\$65,677.80	772.68	Acre	\$35.00	\$27,043.80	772.68	Acre	\$10.00	\$7,726.80	\$100,448.40	
Street address:	1807 W. 25 St.		Addendums?													Yes
City, State:	Mission, TX 78574			1st Yr renewal Price 85.00		\$65,677.80	1st Yr renewal Price 35.00		\$27,043.80	1st Yr renewal Price 10.00		\$7,726.80	\$100,448.40			
Phone:	(956) 655-9770		2nd Yr renewal Price 85.00		\$65,677.80	2nd Yr renewal Price 35.00		\$27,043.80	2nd Yr renewal Price 10.00		\$7,726.80	\$100,448.40				
Fax:															1st Renewal Option?	0.00%
Contact:	Jesus Raya														2nd Renewal Option?	0.00%
Email:	Jessieraya@hotmail.com															
Vendor Name:	Zac Tex Lawn Care	Bid Price	772.68	Acre	\$194.14	\$150,008.10	772.68	Acre	\$16.18	\$12,501.96	772.68	Acre	\$16.18	\$12,501.96	\$175,012.02	
Street address:	1911 Cir. Lane		Addendums?													Yes
City, State:	Mission, TX 78572			1st Yr renewal Price 194.14		\$150,008.10	1st Yr renewal Price 16.18		\$12,501.96	1st Yr renewal Price 16.18		\$12,501.96	\$175,012.02			
Phone:	(956) 252-9952		2nd Yr renewal Price 203.85		\$157,508.50	2nd Yr renewal Price 16.99		\$13,127.06	2nd Yr renewal Price 16.99		\$13,127.06	\$183,762.62				
Fax:															1st Renewal Option?	0.00%
Contact:	Susana Rios, Admin														2nd Renewal Option?	5.00%
Email:	zactextlawncare@gmail.com															



24-581-07-17 / Roadside Mowing and Litter Removal

BID NAME/NUMBER: Services

OPEN DATE: July 17, 2024 2:00 PM CST

BIDDER:		Roadside Mowing (Full Width)				Litter Removal				Litter Removal (Spot)				Total Base Amount	
Vendor Name:	G and V Precision Lawncare, LLC.	Bid Price	772.68	Acre	\$4,510.00	\$3,484,786.80	772.68	Acre	\$845.63	\$653,401.39	772.68	Acre	\$281.88	\$217,803.04	\$4,355,991.23
Street address:	1513 Lookout Dr.	Addendums?													Yes
City, State:	Edinburg, TX 78541	1st Yr renewal Price	4,735.50		\$3,659,026.14	1st Yr renewal Price	887.91		\$686,071.46	1st Yr renewal Price	295.97		\$228,693.19	\$4,573,790.79	
Phone:	(956) 739-8075	2nd Yr renewal Price	4,972.28		\$3,841,977.45	2nd Yr renewal Price	932.31		\$720,375.03	2nd Yr renewal Price	310.77		\$240,127.85	\$4,802,480.33	
Fax:		1st Renewal Option?													5.00%
Contact:	Gabriel Carrales	2nd Renewal Option?													5.00%
Email:	deleongabriel11@yahoo.com														
Vendor Name:	Juno All in One, LLC.	Bid Price	772.68	Acre	\$75.00	\$57,951.00	772.68	Acre	\$35.00	\$27,043.80	772.68	Acre	\$3.50	\$2,704.38	\$87,699.18
Street address:	604 Hackberry Ave.	Addendums?													Yes
City, State:	Mission, TX 78574	1st Yr renewal Price	78.75		\$60,848.55	1st Yr renewal Price	36.75		\$28,395.99	1st Yr renewal Price	3.68		\$2,839.60	\$92,084.14	
Phone:	(956) 822-1299	2nd Yr renewal Price	82.69		\$63,890.98	2nd Yr renewal Price	38.59		\$29,815.79	2nd Yr renewal Price	3.86		\$2,981.58	\$96,688.35	
Fax:		1st Renewal Option?													5.00%
Contact:	Judith Ponce	2nd Renewal Option?													5.00%
Email:	info@junoallinone.com														
Vendor Name:	A&R Multi-Services	Bid Price	772.68	Acre	\$88.00	\$67,995.84	772.68	Acre	\$35.00	\$27,043.80	772.68	Acre	\$50.00	\$38,634.00	\$133,673.64
Street address:	11504 N. Bryan Rd.	Addendums?													Yes
City, State:	Mission, TX 78573	1st Yr renewal Price	92.40		\$71,395.63	1st Yr renewal Price	36.75		\$28,395.99	1st Yr renewal Price	52.50		\$40,565.70	\$140,357.32	
Phone:	(956) 400-5471	2nd Yr renewal Price	95.17		\$73,537.50	2nd Yr renewal Price	37.85		\$29,247.87	2nd Yr renewal Price	54.08		\$41,782.67	\$144,568.04	
Fax:		1st Renewal Option?													5.00%
Contact:	Rosalinda Quintero	2nd Renewal Option?													3.00%
Email:	multi.servicesar23@gmail.com														



24-581-07-17 / Roadside Mowing and Litter Removal

BID NAME/NUMBER: Services

OPEN DATE: July 17, 2024 2:00 PM CST

BIDDER:		Roadside Mowing (Full Width)				Litter Removal				Litter Removal (Spot)				Total Base Amount	
Vendor Name:	Gulf Coast Contractors, Inc.	772.68	Acre	\$85.00	\$65,677.80	772.68	Acre	\$49.25	\$38,054.49	772.68	Acre	\$1.00	\$772.68	\$104,504.97	
Street address:	25691 Altas Palmas Rd.	Bid Price													
City, State:	Harlingen, TX 78552	Addendums?													
Phone:	(956) 412-6384													Yes	
		1st Yr renewal Price	89.25	\$68,961.69		1st Yr renewal Price	51.71	\$39,957.21		1st Yr renewal Price	1.05	\$811.31	\$109,730.22		
		2nd Yr renewal Price	93.71	\$72,409.77		2nd Yr renewal Price	54.30	\$41,955.08		2nd Yr renewal Price	1.10	\$851.88	\$115,216.73		
Fax:	(956) 412-6381														
Contact:	Charles Crockett														
Email:	info@gulfcoastrqv.com														
														1st Renewal Option?	5.00%
														2nd Renewal Option?	5.00%
Vendor Name:	Civil Service Consulting, LLC.	772.68	Acre	\$83,474.00	\$64,498,690.32	772.68	Acre	\$28,860.00	\$22,299,544.80	772.68	Acre	\$0.00	\$0.00	\$86,798,235.12	
Street address:	719 Wandering Way Dr.	Bid Price													
City, State:	Allen, TX 75002	Addendums?													
Phone:	(972) 843-1333													Yes	
		1st Yr renewal Price	85,143.48	\$65,788,664.13		1st Yr renewal Price	29,437.20	\$22,745,535.70		1st Yr renewal Price	0.00	\$0.00	\$88,534,199.82		
		2nd Yr renewal Price	87,272.07	\$67,433,380.73		2nd Yr renewal Price	30,173.13	\$23,314,174.09		2nd Yr renewal Price	0.00	\$0.00	\$90,747,554.82		
Fax:															
Contact:	Jimmy Non														
Email:	civilserviceconsulting@gmail.com														
														1st Renewal Option?	2.00%
														2nd Renewal Option?	2.50%
Vendor Name:	Blue Dot Site & Utilities, LLC.	772.68	Acre	\$660.00	\$509,968.80	772.68	Acre	\$75.00	\$57,951.00	772.68	Acre	\$75.00	\$57,951.00	\$625,870.80	
Street address:	306 Zee Dr.	Bid Price													
City, State:	San Juan, TX 78589	Addendums?													
Phone:	(956) 616-8183													Yes	
		1st Yr renewal Price	679.80	\$525,267.86		1st Yr renewal Price	77.25	\$59,689.53		1st Yr renewal Price	77.25	\$59,689.53	\$644,646.92		
		2nd Yr renewal Price	700.19	\$541,025.90		2nd Yr renewal Price	79.57	\$61,480.22		2nd Yr renewal Price	79.57	\$61,480.22	\$663,986.33		
Fax:															
Contact:	Robert A. De Hoyos														
Email:	bluedotsite1@gmail.com														
														1st Renewal Option?	3.00%
														2nd Renewal Option?	3.00%



24-581-07-17 / Roadside Mowing and Litter Removal

BID NAME/NUMBER: Services

OPEN DATE: July 17, 2024 2:00 PM CST

BIDDER:		Roadside Mowing (Full Width)				Litter Removal				Litter Removal (Spot)				Total Base Amount	
Vendor Name:	Texas Machine Shop Pump Services	772.68	Acre	\$25.23	\$19,494.72	772.68	Acre	\$121.13	\$93,594.73	772.68	Acre	\$60.57	\$46,801.23	\$159,890.67	
Street address:	6709 N. Seminary	Bid Price													
City, State:	Edinburg, TX 78541	Addendums?													
Phone:	(956) 563-5440													Yes	
		1st Yr renewal Price	26.49	\$20,469.45		1st Yr renewal Price	127.19	\$98,274.46		1st Yr renewal Price	63.60	\$49,141.29	\$167,885.21		
		2nd Yr renewal Price	27.82	\$21,492.92		2nd Yr renewal Price	133.55	\$103,188.19		2nd Yr renewal Price	66.78	\$51,598.35	\$176,279.47		
Fax:														1st Renewal Option?	5.00%
Contact:	Jaime Quintanilla													2nd Renewal Option?	5.00%
Email:	texasmachineshop@yahoo.com														
Vendor Name:	STX Hauling & Multi-Srvices	772.68	Acre	\$74.94	\$57,904.64	772.68	Acre	\$39.95	\$30,868.57	772.68	Acre	\$1.50	\$1,159.02	\$89,932.23	
Street address:	3310 Crimson Ave.	Bid Price													
City, State:	Mission, TX 78572	Addendums?													
Phone:	(956) 780-3842													Yes	
		1st Yr renewal Price	78.69	\$60,799.87		1st Yr renewal Price	41.95	\$32,411.99		1st Yr renewal Price	1.58	\$1,216.97	\$94,428.84		
		2nd Yr renewal Price	82.62	\$63,839.86		2nd Yr renewal Price	44.04	\$34,032.59		2nd Yr renewal Price	1.65	\$1,277.82	\$99,150.28		
Fax:														1st Renewal Option?	5.00%
Contact:	Juan De La Garza													2nd Renewal Option?	5.00%
Email:	djghauling@icloud.com														



24-581-07-17 / Roadside Mowing and Litter Removal

BID NAME/NUMBER: Services

OPEN DATE: July 17, 2024 2:00 PM CST

BIDDER:		Roadside Mowing (Full Width)				Litter Removal				Litter Removal (Spot)				Total Base Amount	
Vendor Name:	365 Builders LLC.	Bid Price	772.68	Acre	\$98.00	\$75,722.64	772.68	Acre	\$49.00	\$37,861.32	772.68	Acre	\$70.00	\$54,087.60	\$167,671.56
Street address:	2108 W. Griffin Parkway	Addendums?													Yes
City, State:	Mission, TX 78572		1st Yr renewal Price	102.90	\$79,508.77	1st Yr renewal Price	51.45	\$39,754.39	1st Yr renewal Price	73.50	\$56,791.98	\$176,055.14			
Phone:	(956) 607-0470		2nd Yr renewal Price	108.05	\$83,484.21	2nd Yr renewal Price	54.02	\$41,742.11	2nd Yr renewal Price	77.18	\$59,631.58	\$184,857.89			
Fax:											1st Renewal Option?	5.00%			
Contact:	Jose Gilberto Maldonado										2nd Renewal Option?	5.00%			
Email:	365buildersllc@gmail.com														
Vendor Name:	Alvarado's Maintenance Services	Bid Price	772.68	Acre	\$50.00	\$38,634.00	772.68	Acre	\$25.00	\$19,317.00	772.68	Acre	\$3.50	\$2,704.38	\$60,655.38
Street address:	1618 W. Bella Vista Ave.	Addendums?													Yes
City, State:	Alton, TX 78573		1st Yr renewal Price	52.50	\$40,565.70	1st Yr renewal Price	26.25	\$20,282.85	1st Yr renewal Price	3.68	\$2,839.60	\$63,688.15			
Phone:	(956) 522-5152		2nd Yr renewal Price	55.13	\$42,593.99	2nd Yr renewal Price	27.56	\$21,296.99	2nd Yr renewal Price	3.86	\$2,981.58	\$66,872.56			
Fax:											1st Renewal Option?	5.00%			
Contact:	Rolando Alvarado Jr.										2nd Renewal Option?	5.00%			
Email:	alvaradoservices@outlook.com														

Apparent Low Bidder: Alvarados' Maintenance Services

Note: **Shaded Areas** have been corrected mathematically. G&V Precision Lawn Care found unresponsive for failure to acknowledge Solicitation Handling Form and submit all required documents

BID NAME/NUMBER: 24-581-07-17 / Roadside Mowing and Litter Removal Services



OPEN DATE: July 17, 2024 2:00 PM CST

Vendor Name:	TDL Properties, LLC.	Procuts Lawn & Landscapes	Zac Tex Lawn Care	G & V Precision Lawn Care, LLC.	Juno All in One, LLC.
Street address:	120 W. Jonquil Ave.	1807 W. 25 St,	1911 Circ. Lane	1513 Lookout Dr.	604 Hackberry Ave.
City, State:	McAllen, TX 78501	Mission, TX 78572	Mission, TX 78572	Edinburg, TX 78541	Mission, TX 78574
Phone:	(956) 451-2646	(956) 655-9770	(956) 252-9952	(956) 739-8075	(956) 822-1299
Fax:					
Contact:	Hector Ruben Lopez	Jesus Raya	Susana Rios, Admin	Gabriel Carrales	Judith Ponce, CEO
Email:	trevsondevelopment@yahoo.com	Jessieraya@hotmail.com	zactexlawncare@gmail.com	deleongabrel11@yahoo.com	info@junoallinone.com

DESCRIPTION of FORMS:						
	Solicitation Signed	Yes	Yes	Yes	Not Signed	Yes
	Terms & Conditions Included	Yes	Yes	Yes	Yes	Yes
	Sub-Contractor List	Yes	Yes	Yes	Yes	Yes
	Non-Collusive	Yes	Yes	Yes	Yes	Yes
	Pricing Schedule	Yes	Yes	Yes	Yes	Yes
	Addenda(s)	Yes	Yes	Yes	Yes	Yes
	Gen. Business Questionare	Yes	Yes	Yes	No	Yes
	References	Yes	Yes	No	No	Yes
	CIQ					
	Debarment					

A&R Multi-Services	Gulf Coast Contractors, Inc.	Civil Service Consulting, LLC.	Blue Dot Site & Utilities, LLC.	Texas Machine Shop Pump Services LLC.
11504 N. Bryan Rd.	25691 Altas Palmas Rd.	719 Wandering Way Dr.	306 Zee Dr.	6709 N. Seminary
Mission, TX 78573	Harlingen, TX 78552	Allen, TX 75002	San Juan, TX 78589	Mission, TX 78541
(956) 411-5471	(956) 412-6384	(972) 843-1333	(956) 616-8183	(956) 563-5440
	(956) 412-6381			
Rosalinda Quintero	Charls Crockett	Jimmy Non	Robert A. De Hoyos	Jaime Quintanilla
multi.servicesar23@gmail.com	info@gulfcoastrgv.com	civilserviceconsulting@gmail.com	bluedotsite1@gmail.com	texasmachineshop@yahoo.com
Yes	Yes	Yes	Yes	Yes
Yes	Yes	Yes	Yes	Yes
Yes	Yes	Yes	Yes	Yes
Yes	Yes	Yes	Yes	Yes
Yes	Yes	Yes	Yes	Yes
Yes	Yes	Yes	Yes	Yes
Yes	Yes	Yes	Yes	Yes
Yes	Yes	Yes	Yes	Yes

STX Hauling & Multi-Services	365 Bulders LLC.	Alvarado's Maintenance Services
3310 Crimson Ave.	2108 W. Griffin Parkway	1618 W. Bella Vista Ave.
Mission, TX 78572	Missiønn, TX 78572	Alton, TX 78573
(956) 780-3842	(956) 607-0470	(956) 522-5152
Juan De La Garza	Jose Gilberto Maldonado	Rolando Alvarado Jr.
dlghauling@icloud.com	365buildersllc@gmail.com	alvaradoservices@outlook.com
Yes	Yes	Yes
Yes	Yes	Yes
Yes	Yes	Yes
Yes	Yes	Yes
Yes	Yes	Yes
Yes	Yes	Yes
Yes	Yes	Yes
Yes	No	Yes



CITY OF
MISSION

Norie Gonzalez Garza, Mayor
Ruben Plata, Mayor Pro-Tem
Jessica Ortega, Councilwoman
Marissa Ortega Gerlach, Councilwoman
Alberto Vela, Councilman
Mike R. Perez, City Manager

Item 17.

Rolando Alvarado, Jr.
Alvarado's Maintenance Services
1618 W. Bella Vista Ave.
Alton, Texas 78573

Subject: Notice of Award – Bid No: 24-581-07-17 Roadside Mowing and Litter Removal Services

Dear Mr. Alvarado:

You are hereby notified that you have been awarded City of Mission Bid No: 24-581-07-17 Roadside Mowing and Litter Removal Services. Please use this bid number on any correspondence to the City of Mission.

The term of this contract shall be for one (1) year from the date of contract award. The City of Mission shall reserve the option, upon mutual agreement, to renew this contract for an additional two (2) consecutive, one (1) year periods at the end of the one-year base service period. The total duration of this contract, including the exercise of any renewals under this clause, shall not exceed three (3) years.

The Renewal Options are contingent upon the Vendor providing a renewal letter at least 45-days prior to the Contract term. Please note that the Renewal % increase being proposed per year listed below must be from the original bid Unit Price.

Contract Base Term: August 15, 2024 through August 14, 2025.

To facilitate the discharge of this contract, the Technical Representative (TR) for the contract is Gabriel Diaz, Streets Supervisor, who can be reached at (956) 227-7916. The Technical Representative will perform the following duties during the term of this contract:

1. Monitor, verify and take such action necessary to ensure that your firm performs the technical requirements of the contract in accordance with the contract terms, conditions, and specifications. Specific emphasis shall be placed on the quality, quantity, acceptability, and manner of work for both adherences to the contract provisions and to your firm's quality control program.

2. Notify your firm of deficiencies observed during delivery of goods and/or services and direct your firm to comply with the contract requirements. Coordinate with the Procurement Agent about your firm's unacceptable performance. Your firm's corrective actions must be within the scope of the contract.
3. Forward all disagreements with your firm that cannot be resolved within the scope of the delegated authority to higher levels within the City. The TR will provide records and reports to the Procurement Agent concerning faulty or non-conforming work, delays or problems, and recommend appropriate actions to effect correction within the scope of the contract or dispute.
4. Ensure that any City furnished property is provided and returned in accordance with the contract provisions.
5. Maintain records applicable to the criteria established in the contract for performance issues, as they relate to the assessment of potential liquidated damages. Assert when applicable, in coordination with the Procurement Agent, any damages provided in the contract due to your firm's failure to meet standards.
6. Maintain a current record of the obligated contract dollar amount, billed and paid.
7. Recommend acceptance or rejection of invoices that have been submitted by your firm. Disposition of payment recommendations rest with the appropriate Procurement Agent and the TR.
8. Coordinate with the Procurement Agent prior to releasing any correspondence involving schedule, performance, cost, and invoices/payment.
9. Work with the Procurement Agent to properly close out the contract and all records.
10. Perform, or cause to be performed, inspections required by the contract. Verify that your firm has corrected all deficiencies. Act as certifying official, and receive, accept or reject supplies/services for the City specified in the contract and invoiced by your firm.

The following actions are specifically reserved for the Procurement Agent.

1. Issuance of any orders or modifications to your firm regarding contractual matters, such as changes in price, deliveries, statements of work, specifications, or other contractual terms.
2. Directing work to start or stop, except as specifically provided for by the terms and conditions of the contract.
3. Amending the contract requirements in any respect.
4. Submit for Approval any action that will result in additional charges to the City.

5. Interpretation of contract terms and conditions.

In the event of the Technical Representative absence, the Procurement Agent shall act in this capacity. The presence or absence of the TR shall not relieve the Contractor from any requirements of the contract. In the event of any discrepancies the original bid submitted will take precedence.

This assignment and delegation of the city is effective as of this date and shall remain in full effect until contract expiration or termination in writing by the Procurement Agent.

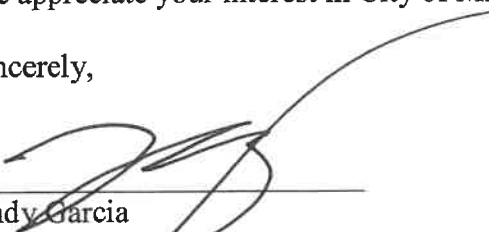
A copy of your bid response is enclosed for your records. Said bid response and this notice of award constitute the contract. Please include the bid number on all correspondence pertaining to this contract, and with each invoice that you submit.

If you have any questions, please contact your assigned **Contracts Administrator, Edgar E. Chapa** at the phone number or address listed below.

City of Mission
1201 E. 8th Street
Mission, TX 78592
956/580-8667
956/580-8798 FAX

We appreciate your interest in City of Mission and look forward to working with you.

Sincerely,



Andy Garcia
Assistant City Manager

8/16/24

Date



CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: August 11, 2025
PRESENTED BY: Juan Pablo "JP" Terrazas, P.E., Asst. City Manager
AGENDA ITEM: Authorization to Award contract for Flexible Base Commercial Caliche Services Solicitation No. RFB 25-597-07-15 for the Public Works Department - Terrazas

NATURE OF REQUEST:

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

BUGETED: Yes **FUND:** General Fund - Streets **ACCT. #:** 01-440-64370

BUDGET: \$600,000 **EST. COST:** \$79,260 **CURRENT BUDGET BALANCE:** \$59,623

BID AMOUNT: \$79,260.00

STAFF RECOMMENDATION:

Approval

Departmental Approval: Finance, Purchasing

Advisory Board Recommendation: N/A

City Manager's Recommendation: Approval *MRP*

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

_____ AYES
 _____ NAYS
 _____ DISSENTING _____

BID NAME/NUMBER: 25-597-07-15 / Flexible Base Commercial Caliche

OPEN DATE: July 15, 2025 2:00 PM CST



Vendor Name:	Frontera Materials, Inc.	Terra Firma Materials, LLC.
Street address:	P.O. Box 1449	9312 E. Curve Rd.
City, State:	Elsa, TX 78543	Edinburg, TX 78542
Phone:	(956) 316-8951	(956) 380-2897
Fax:		(956) 380-4085
Contact:	Brandon Henry	Nancy C. Davenport
Email:	Brandon.henry@fmitex.com	accounting@terrafirmamaterials.com

DESCRIPTION:	UOM in Cubic Yards	Estimated Qty.	Unit Price	Total Extended Price	Unit Price	Total Extended Price
1 Flexible Base Commercial Caliche	Ton	6,000	\$13.21	\$79,260.00	\$13.50	\$81,000.00
ADDENDUMS			None		None	
1st. Yr. Renewal			5.00%		8.00%	
2nd. Yr. Renewal			5.00%		8.00%	
Number of Hours/Days to Deliver Product			1 day		2 days	

Note: Frontera Materials noted "La Joya Plant" on the Pricing Schedule

Lowest Responsible, and Responsive Bidder: Frontera Materials, Inc.

BID NAME/NUMBER: 25-597-07-15 / Flexible Base Commercial Caliche



OPEN DATE: July 15, 2025 2:00 PM CST

Vendor Name:	Frontera Materials, Inc.	Terra Firma Materials, LLC.
Street address:	P.O. Box 1449	9312 E. Curve Rd.
City, State:	Elsa, TX 78543	Edinburg, TX 78542
Phone:	(956) 316-8951	(956) 380-2897
Fax:		(956) 380-4085
Contact:	Brandon Henry	Nancy C. Davenport
Email:	Brandon.henry@fmitex.com	accounting@terrafirmamaterials.com

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



CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: August 11, 2025
PRESENTED BY: Juan Pablo "JP" Terrazas, P.E., CPM, Assistant City Manager
AGENDA ITEM: 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

NATURE OF REQUEST:

Staff is 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 is \$853,415 available in the grant budget, with a \$10,000 local match to be provided by the City.

BUGETED: Yes **FUND:** Designated **ACCT. #:** 15-402-74930

BUDGET: \$853,415 **EST. COST:** \$0 **CURRENT BUDGET BALANCE:** \$853,415

BID AMOUNT: \$ _____

STAFF RECOMMENDATION:

Approval

Departmental Approval: Finance, Purchasing

Advisory Board Recommendation: N/A

City Manager's Recommendation: Approval *MRP*

RECORD OF VOTE: **APPROVED:** _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____

SECTION 00110 TABLE OF CONTENTS

The following Technical Specifications shall apply to this Project. The “Measurement and Basis of Payment” contained within these specifications may vary from the specific methods of measurement and payment of the items contained in this Project. We advise the Bidder/Contractor to carefully examine the “MEASUREMENT AND BASIS OF PAYMENT” and the “SPECIAL PROJECT PROVISIONS” sections contained following the Proposal for further clarification.

PROCUREMENT AND CONTRACTING REQUIREMENTS

- A. 00110 – Table of Contents
- B. Section 007400 – Special Project Conditions
- C. Section C – Measurement and Basis of Payment

SPECIFICATIONS

- A. Section 00006 – Bedding and Backfill
- B. Section 00025 – Dewatering and of Excavation
- C. Section 01510 – Sewer Bypass Pumping
- D. Section 01563 – Groundwater and Surface Water Control
- E. Section 01565 – Storm Water Management and Controls
- F. Section 015713 – Temporary Erosion and Sediment Control
- G. Section 02102 – Clearing and Grubbing
- H. Section 02210 – Grading and Earthwork
- I. Section 02221 –Trench Excavation, Backfill and Compaction
- J. Section 02224 – Pipe Boring, Drilling and Jacking
- K. Section 02225 – Unclassified Street Excavation
- L. Section 02255 – Fill
- M. Section 02316 – Rock Removal
- N. Section 02230 – Excavation-Civil
- O. Section 02240 – Lime Stabilization
- P. Section 02435 – Reinforced Concrete Pipe
- Q. Section 02556 – Water Transmission Lines and/or Pressure Sewer Lines
- R. Section 02570 – Sanitary Sewer
- S. Section 02575 – Paving Repair and Resurfacing
- T. Section 02580 – Storm Sewer Appurtenances
- U. Section 02601 – Flexible Base
- V. Section 02602 – Fiberglass Manholes and Wetwells
- W. Section 02610 – Prime Coat
- X. Section 02660 – Concrete Curb and Gutter and Valley Gutter
- Y. Section 02720 – Chain Link Fences and Gates
- Z. Section 02780 – Flat Wheel Rolling
- AA. Section 02782 – Pneumatic Tire Rolling
- BB. Section 02784 – Tamping Rolling
- CC. Section 02786 – Proof Rolling
- DD. Section 02910 – Construction Traffic Control
- EE. Section 02920 – Trench Protection System
- FF. Section 03100 – Concrete Forming and Accessories
- GG. Section 03200 – Concrete Reinforcing
- HH. Section 03300 – Cast-in-Place Concrete
- II. Section 03313 – Concrete Paving

- JJ. Section 03330 – Reinforcing Steel
- KK. Section 15100 – Valves and Appurtenances
- LL. Section 321123 – Aggregate Base Courses

TXDOT 2014 STANDARD SPECIFICATIONS

- A. Item 132 – Embankment
- B. Item 164 – Seeding for Erosion Control
- C. Item 168 – Vegetative Watering
- D. Item 210 – Rolling
- E. Item 247 – Flexible Base
- F. Item 300 – Asphalts, Oils and Emulsions
- G. Item 301 – Asphalt Antistripping Agents
- H. Item 310 – Prime Coat
- I. Item 340 – Dense Graded Hot-Mix Asphalt (Method)
- J. Item 341 – Dense-Graded Hot-Mix Asphalt (QC/QA)
- K. Item 360 – Concrete Pavement
- L. Item 420 – Concrete Structures
- M. Item 421 – Hydraulic Cement Concrete
- N. Item 427 – Surface Finishes for Concrete
- O. Item 432 – Rip Rap
- P. Item 438 – Cleaning and Sealing Joints and Cracks (Rigid Pavement and Bridge Decks)
- Q. Item 462 – Concrete Box Culverts and Storm Drains
- R. Item 465 – Manholes and Inlets
- S. Item 466 – Headwalls and Wingwalls
- T. Item 474 – Slotted Drain
- U. Item 479 – Adjusting Manholes and Inlets
- V. Item 531 – Sidewalks
- W. Item 560 – Mailbox Assemblies
- X. Item 585 – Ride Quality for Pavement Surfaces
- Y. Item 666 – Reflectorized Pavement Markings
- Z. Item 672 – Raised Pavement Markers



CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: August 11, 2025
PRESENTED BY: Juan Pablo "JP" Terrazas, P.E., CPM, Assistant City Manager
AGENDA ITEM: 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

NATURE OF REQUEST:

Staff is 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 is \$845,045 available in the grant budget, with a \$10,000 local match to be provided by the City

BUGETED: Yes **FUND:** Designated **ACCT. #:** 15-403-74930
BUDGET: \$845,045 **EST. COST:** \$ **CURRENT BUDGET BALANCE:** \$845,045

BID AMOUNT: \$

STAFF RECOMMENDATION:

Approval

Departmental Approval: Finance, Purchasing

Advisory Board Recommendation: N/A

City Manager's Recommendation: Approval *MRP*

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

_____ AYES

_____ NAYS

_____ DISSENTING _____

SECTION 00110 TABLE OF CONTENTS

The following Technical Specifications shall apply to this Project. The “Measurement and Basis of Payment” contained within these specifications may vary from the specific methods of measurement and payment of the items contained in this Project. We advise the Bidder/Contractor to carefully examine the “MEASUREMENT AND BASIS OF PAYMENT” and the “SPECIAL PROJECT PROVISIONS” sections contained following the Proposal for further clarification.

PROCUREMENT AND CONTRACTING REQUIREMENTS

- A. 00110 – Table of Contents
- B. Section 007400 – Special Project Conditions
- C. Section C – Measurement and Basis of Payment

SPECIFICATIONS

- A. Section 00006 – Bedding and Backfill
- B. Section 00025 – Dewatering and of Excavation
- C. Section 01510 – Sewer Bypass Pumping
- D. Section 01563 – Groundwater and Surface Water Control
- E. Section 01565 – Storm Water Management and Controls
- F. Section 015713 – Temporary Erosion and Sediment Control
- G. Section 02102 – Clearing and Grubbing
- H. Section 02210 – Grading and Earthwork
- I. Section 02221 –Trench Excavation, Backfill and Compaction
- J. Section 02224 – Pipe Boring, Drilling and Jacking
- K. Section 02225 – Unclassified Street Excavation
- L. Section 02255 – Fill
- M. Section 02316 – Rock Removal
- N. Section 02230 – Excavation-Civil
- O. Section 02240 – Lime Stabilization
- P. Section 02435 – Reinforced Concrete Pipe
- Q. Section 02556 – Water Transmission Lines and/or Pressure Sewer Lines
- R. Section 02570 – Sanitary Sewer
- S. Section 02575 – Paving Repair and Resurfacing
- T. Section 02580 – Storm Sewer Appurtenances
- U. Section 02601 – Flexible Base
- V. Section 02602 – Fiberglass Manholes and Wetwells
- W. Section 02610 – Prime Coat
- X. Section 02660 – Concrete Curb and Gutter and Valley Gutter
- Y. Section 02720 – Chain Link Fences and Gates
- Z. Section 02780 – Flat Wheel Rolling
- AA. Section 02782 – Pneumatic Tire Rolling
- BB. Section 02784 – Tamping Rolling
- CC. Section 02786 – Proof Rolling
- DD. Section 02910 – Construction Traffic Control
- EE. Section 02920 – Trench Protection System
- FF. Section 03100 – Concrete Forming and Accessories
- GG. Section 03200 – Concrete Reinforcing
- HH. Section 03300 – Cast-in-Place Concrete

- II. Section 03313 – Concrete Paving
- JJ. Section 03330 – Reinforcing Steel
- KK. Section 15100 – Valves and Appurtenances
- LL. Section 321123 – Aggregate Base Courses

TXDOT 2014 STANDARD SPECIFICATIONS

- A. Item 132 – Embankment
- B. Item 164 – Seeding for Erosion Control
- C. Item 168 – Vegetative Watering
- D. Item 210 – Rolling
- E. Item 247 – Flexible Base
- F. Item 300 – Asphalts, Oils and Emulsions
- G. Item 301 – Asphalt Antistripping Agents
- H. Item 310 – Prime Coat
- I. Item 340 – Dense Graded Hot-Mix Asphalt (Method)
- J. Item 341 – Dense-Graded Hot-Mix Asphalt (QC/QA)
- K. Item 360 – Concrete Pavement
- L. Item 420 – Concrete Structures
- M. Item 421 – Hydraulic Cement Concrete
- N. Item 427 – Surface Finishes for Concrete
- O. Item 432 – Rip Rap
- P. Item 438 – Cleaning and Sealing Joints and Cracks (Rigid Pavement and Bridge Decks)
- Q. Item 462 – Concrete Box Culverts and Storm Drains
- R. Item 465 – Manholes and Inlets
- S. Item 466 – Headwalls and Wingwalls
- T. Item 474 – Slotted Drain
- U. Item 479 – Adjusting Manholes and Inlets
- V. Item 531 – Sidewalks
- W. Item 560 – Mailbox Assemblies
- X. Item 585 – Ride Quality for Pavement Surfaces
- Y. Item 666 – Reflectorized Pavement Markings
- Z. Item 672 – Raised Pavement Markers



CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: August 11, 2025

PRESENTED BY: Mike Silva, Fire Chief

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

NATURE OF REQUEST:

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 will be effective from August 15, 2025 and continue through the August 14, 2026. The CITY reserves the right to extend, the term of this agreement for an additional (1) one-year term with a maximum of two additional such extensions.

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 _____

**AMENDMENT TO MUTUAL AID AGREEMENT
BEWTEEN
CITY OF MISSION FIRE/EMS AND SKYLINE E.M.S., INC.**

THIS AGREEMENT is made and entered into this 11th day of August, 2025 between the City of Mission, Texas, herein referred to as CITY, and SKYLINE E.M.S., INC., collectively “Parties”.

WHEREAS, the Parties entered into a Mutual Aid Agreement dated August 14, 2023; and

WHEREAS, said agreement’s term expires on August 14, 2025, SKYLINE E.M.S., INC. continues its services as a Mutual Aid EMS provider, and;

WHEREAS, CITY believes it is in the best interest of the City and its residents to amend the agreement for Mutual Aid Services; and

WHEREAS, the Parties hereby seek to amend Section 15. Term of Agreement to add the following language: “The City reserves the right to extend, in writing, the term of the agreement for up to three additional one (1) year terms.”

NOW, THEREFORE, in consideration of the above stated premises and in further consideration of the promises and conditions hereinafter set forth in the original agreement and this amendment, CITY hereby amends the original agreement dated August 14, 2023 as stated above and also extends the agreement for an additional one (1) year term, specifically from August 14, 2025 to August 14, 2026.

IN WITNESS WHEREOF, CITY and SKYLINE E.M.S. have executed this Agreement as of the day and year first written above.

READ, CONSIDERED AND APPROVED on this the _____ day of August, 2025.

Executed and effective as of this _____ day of _____, 2025.

CITY OF MISSION TEXAS

Mike R. Perez, City Manager

ATTEST:

Anna Carrillo, City Secretary

SKYLINE E.M.S., INC.

Authorized Representative



CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: August 11, 2025
PRESENTED BY: Cesar Torres, Chief of Police
AGENDA ITEM: Approval of Resolution No. _____ authorizing the Mission Police Department to submit an Agreement for the Temporary Closure of State Right-of-Way to the Texas Department of Transportation for the Paws Fur Help 5k on Saturday, October 4th, 2025 - Torres

NATURE OF REQUEST:

The Paws Fur Help 5k is scheduled for October 04, 2025 from 6:00 a/m to 10:00a/m. The agreement is 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 is responsible for securing the route to ensure the safety of both motorists and pedestrians.

BUDGETED: _____ **FUND:** _____ **ACCT. #:** _____

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

BID AMOUNT: \$ _____

STAFF RECOMMENDATION:

Approval.

Departmental Approval: N/A

Advisory Board Recommendation: N/A

City Manager's Recommendation: Approval *MRP*

RECORD OF VOTE:

APPROVED:	_____
DISAPPROVED:	_____
TABLED:	_____

_____ AYES

_____ NAYS

_____ DISSENTING _____

Resolution No. _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS, AUTHORIZING THE SUBMITTAL TO THE TEXAS DEPARTMENT OF TRANSPORTATION BY THE MISSION POLICE DEPARTMENT OF AN AGREEMENT FOR THE TEMPORARY CLOSURE OF STATE RIGHT OF WAY FOR THE PAWS FUR HELP 5K AND AUTHORIZING THE ISSUANCE OF A PUBLIC PERMIT THEREFORE:

WHEREAS, the state owns and operates a system of highways for public use and benefit including Mission, in Hidalgo County; and

WHEREAS, the City has requested the temporary closure of one southbound lane and shoulder of Texas Hwy 107 (Conway Ave.) from Abelino Farias Street to the 1800 block of Conway (SH 107), in the attached as described in “Exhibit A” to the attached agreement hereinafter identified as the “Event,” and

WHEREAS, the Event will be located within the City’s incorporated area; and

WHEREAS, the State, in recognition of the public purpose of the event, wishes to cooperate with the City so long as the safety and convenience of the traveling public is ensured and that the closure of the State’s right-of-way will be performed within the State’s requirement, and in connection there with, the State requires an agreement between the City and the State in regard thereto; and

WHEREAS, 43 TAC, Section 22.12 establishes the rules and procedures for the temporary closure of a segment of the State Highway System; and

WHEREAS, the attached agreement has been developed in accordance with the rules and procedures of 43 TAC, Section 22.12

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

SECTION 1: The Paws Fur Help 5K is an event that serves a public purpose.

SECTION 2: The attached agreement which is made a part hereof for all purposes is approved and the City Manager is authorized to sign same on behalf of the City.

SECTION 3: Pursuant to said agreement, the City will close sections of the State Right-of-Way being: Texas State Highway 107 (Conway Avenue) from Abelino Farias Street to the 1800 block of Conway (SH 107).

SECTION 4: The City Manager is authorized to issue a parade permit for the Paws Fur Help 5K.

READ, CONSIDERED AND APPROVED on this, the 4TH day of August 2025

Norie Gonzalez Garza, Mayor

ATTEST:

Anna Carrillo, City Secretary

STATE OF TEXAS §
 COUNTY OF §

**AGREEMENT FOR THE TEMPORARY CLOSURE
 OF STATE RIGHT-OF-WAY**

THIS AGREEMENT is made by and between the State of Texas, acting by and through the Texas Department of Transportation, hereinafter called the “State,” and the City of Mission, a municipal corporation, acting by and through its duly authorized officers, hereinafter called the “City.”

W I T N E S S E T H

WHEREAS, the State owns and operates a system of highways for public use and benefit, including Mission, in Hidalgo, County; and

WHEREAS, the City has requested the temporary closure of one southbound lane and shoulder of Texas Hwy 107 (Conway Ave.) from Abelino Farias Street to the 1800 block of Conway (SH 107) for the purpose of Paws Fur Help 5K, as described in the attached “Exhibit A,” hereinafter identified as the “Event;” and

WHEREAS, the Event will be located within the City’s incorporated area; and

WHEREAS, the State, in recognition of the public purpose of the Event, wishes to cooperate with the City so long as the safety and convenience of the traveling public is ensured and that the closure of the State’s right-of-way will be performed within the State’s requirements; and

WHEREAS, on the 4th day of August of 2025, the Mission City Council passed Resolution / Ordinance No. _____, attached hereto and identified as “Exhibit B,” establishing that the Event serves a public purpose and authorizing the City to enter into this agreement with the State; and

WHEREAS, 43 TAC, Section 22.12 establishes the rules and procedures for the temporary closure of a segment of the State highway system; and

WHEREAS, this agreement has been developed in accordance with the rules and procedures of 43 TAC, Section 22.12;

NOW, THEREFORE, in consideration of the premises and of the mutual covenants and agreements of the parties hereto, to be by them respectively kept and performed as hereinafter set forth, it is agreed as follows:

A G R E E M E N T

Article 1. CONTRACT PERIOD

This agreement becomes effective upon final execution by the State and shall terminate upon completion of the Event or unless terminated or modified as hereinafter provided.

Article 2. EVENT DESCRIPTION

The description of the Event, including the proposed schedule of start and stop times, approximate number of people attending the Event, and equipment involved shall be attached hereto and identified as "Exhibit C."

Article 3. OPERATIONS OF THE EVENT

- A.** The City shall assume all costs for the operations associated with the Event, to include but not limited to, plan development, materials, labor, public notification, providing protective barriers and barricades, protection of highway traffic and highway facilities, and all traffic control and temporary signing.
- B.** The City shall submit to the State for review and approval the construction plans, if construction or modifications to the State's right-of-way is required, the traffic control and signing plans, traffic enforcement plans, and all other plans deemed necessary by the State.
- C.** The City will not initiate closure prior to 24 hours before the scheduled Event and all barriers and barricades will be removed and the highway reopened to traffic within 24 hours after the completion of the Event.
- D.** The City will provide adequate enforcement personnel to prevent vehicles from stopping and parking along the main lanes of highway right-of-way and otherwise prevent interference with the main lane traffic by both vehicles and pedestrians. The City will prepare a traffic enforcement plan, to be approved by the State in writing at least 48 hours prior to the scheduled Event. Additionally, the City shall provide to the State a letter of certification from the law enforcement agency that will be providing traffic control for the Event, certifying that they agree with the enforcement plan and will be able to meet its requirements.
- E.** The City hereby assures the State that there will be appropriate passage allowance for emergency vehicle travel and adequate access for abutting property owners during construction and closure of the highway facility. These allowances and accesses will be included in the City's traffic control plan.
- F.** The City will avoid or minimize damage, and will, at its own expense, restore or repair damage occurring outside the State's right-of-way and restore or repair the State's right-of-way, including roadway and drainage structures, signs, and pavement, etc. to a condition equal to that existing before the closure, and, to the extent practicable, restore the natural environment, including landscape features.

Article 4. OWNERSHIP OF DOCUMENTS

Upon completion or termination of this agreement, all documents prepared by the City will remain the property of the City. All data prepared under this agreement shall be made available to the State without restriction or limitation on their further use.

Article 5. TERMINATION

- A.** This agreement may be terminated by any of the following conditions:
- (1) By mutual written agreement and consent of both parties.
 - (2) By the State upon determination that use of the State's right-of-way is not feasible or is not in the best interest of the State and the traveling public.
 - (3) By either party, upon the failure of the other party to fulfill the obligations as set forth herein.
 - (4) By satisfactory completion of all services and obligations as set forth herein.
- B.** The termination of this agreement shall extinguish all rights, duties, obligations and liabilities of the State and City under this agreement. If the potential termination of this agreement is due to the failure of the City to fulfill its contractual obligations as set forth

herein, the State will notify the City that possible breach of contract has occurred. The City must remedy the breach as outlined by the State within ten (10) days from receipt of the State's notification. In the event the City does not remedy the breach to the satisfaction of the State, the City shall be liable to the State for the costs of remedying the breach and any additional costs occasioned by the State.

Article 6. DISPUTES

Should disputes arise as to the parties' responsibilities or additional work under this agreement, the State's decision shall be final and binding.

Article 7. RESPONSIBILITIES OF THE PARTIES

The State and the Local Government agree that neither party is an agent, servant, or employee of the other party and each party agrees it is responsible for its individual acts and deeds as well as the acts and deeds of its contractors, employees, representatives, and agents.

Article 8. INSURANCE

A. Prior to beginning any work upon the State's right-of-way, the City and/or its contractors shall furnish to the State a completed "Certificate of Insurance" (TxDOT Form 1560, latest edition) and shall maintain the insurance in full force and effect during the period that the City and/or its contractors are encroaching upon the State right-of-way.

B. In the event the City is a self-insured entity, the City shall provide the State proof of its self-insurance. The City agrees to pay any and all claims and damages that may occur during the period of this closing of the highway in accordance with the terms of this agreement.

Article 9. AMENDMENTS

Any changes in the time frame, character, agreement provisions or obligations of the parties hereto shall be enacted by written amendment executed by both the City and the State.

Article 10. COMPLIANCE WITH LAWS

The City shall comply with all applicable federal, state and local environmental laws, regulations, ordinances and any conditions or restrictions required by the State to protect the natural environment and cultural resources of the State's right-of-way.

Article 11. LEGAL CONSTRUCTION

In case one or more of the provisions contained in this agreement shall for any reason be held invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions hereof and this agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

Article 12. NOTICES

All notices to either party by the other required under this agreement shall be delivered personally or sent by certified U.S. mail, postage prepaid, addressed to such party at the following respective addresses:

Agreement No. _____

City:	State:
<u>City of Mission</u> <u>1201 East 8th Street, Mission, Tx</u> _____ _____ _____	Texas Department of Transportation _____ _____ _____

All notices shall be deemed given on the date so delivered or so deposited in the mail, unless otherwise provided herein. Either party hereto may change the above address by sending written notice of such change to the other in the manner provided herein.

Article 13. SOLE AGREEMENT

This agreement constitutes the sole and only agreement between the parties hereto and supersedes any prior understandings or written or oral agreements respecting the within subject matter.

IN TESTIMONY WHEREOF, the parties hereto have caused these presents to be executed in duplicate counterparts.

THE CITY OF MISSION

Executed on behalf of the City by:

By _____ Date _____
City Official

Typed or Printed Name and Title Mike R. Perez
City Manager

THE STATE OF TEXAS

Executed for the Executive Director and approved for the Texas Transportation Commission for the purpose and effect of activating and/or carrying out the orders, established policies or work programs heretofore approved and authorized by the Texas Transportation Commission.

By _____ Date _____
District Engineer

By _____ Date _____
Director of Maintenance

Exhibit A

ROAD CLOSURE EVENT NAME AND DATE

NAME: Paws Fur Help 5K

DATE OF CLOSURE: Saturday August 4th, 2025

TIME OF CLOSURE: 6:00 am through 10:00 am

(SEE ATTACHED ROUTE MAP AND ROAD CLOSURES)

Exhibit B

RESOLUTION

Exhibit C

Agreement No. _____

Item 22.



CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: August 11, 2025

PRESENTED BY: Mike R. Perez, City Manager

AGENDA ITEM: Approval of Resolution # _____ 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

NATURE OF REQUEST:

The City of Mission has experienced recurring flooding events that continue to pose risks to public health, safety, property, and the overall well-being of its residents and recognizes that substantial investment in drainage infrastructure is essential to support sustainable growth, protect neighborhoods, and improve quality of life.

The City seeks 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.

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

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

BID AMOUNT: \$ _____

STAFF RECOMMENDATION:

Approval

Departmental Approval: N/A

Advisory Board Recommendation: N/A

City Manager’s Recommendation: Approval *MRP*

RECORD OF VOTE: **APPROVED:** _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____

RESOLUTION NO. _____

A RESOLUTION OF 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.

WHEREAS, the City of Mission has experienced recurring flooding events that continue to pose risks to public health, safety, property, and the overall well-being of its residents; and

WHEREAS, the City Council recognizes that substantial investment in drainage infrastructure is essential to support sustainable growth, protect neighborhoods, and improve quality of life; and

WHEREAS, the City seeks 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; and

WHEREAS, prioritizing drainage infrastructure allows the City of Mission to better align internal resources, planning efforts, and intergovernmental partnerships to expedite impactful improvements.

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

1. Drainage infrastructure is hereby declared the City of Mission’s number one infrastructure priority.
2. The City Council directs the City Manager, City Engineer, and appropriate departments to:
 - Identify and prioritize high-impact drainage projects across the city;
 - Engage with funding agencies to secure grant opportunities and develop competitive applications;
 - Collaborate with regional drainage districts, Hidalgo County, and other relevant stakeholders;
 - And provide quarterly updates to the City Council regarding project progress, funding applications, and implementation milestones.
3. This resolution shall take effect immediately upon its passage.

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

Norie Garza
Mayor, City of Mission, Texas

Anna Carrillo
City Secretary



MEETING DATE: August 11, 2025
PRESENTED BY: Abram Ramirez, Information Technology Director
AGENDA ITEM: Acceptance of IT Policies, Procedures and updated Disaster Recovery Plan- Ramirez

NATURE OF REQUEST:

The City of Mission’s Information Technology (IT) Department has 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 align with industry best practices and regulatory requirements to protect city assets and ensure continuity of operations.

BUDGETED: N/A **FUND:** N/A **ACCT.#:** N/A

BUDGET: N/A **EST.COST:** N/A **CURRENT BUDGE BALANCE:** N/A

BID AMOUNT \$N/A

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 _____

INFORMATION TECHNOLOGY AND SECURITY POLICY

Department of Information Technology



CITY OF
MISSION

Latest Revision Release Date: 08/06/2025 | Initial Release Date: 08/12/2025

Table of Contents

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3. [Access Control Policy](#)
4. [Incident Response Policy](#)
5. [Personnel Security](#)



Purpose

The Information Security and Technology Policy (“Policy”) is dedicated to the following purposes. First, the Policy is to convey the highest directive of cybersecurity posture of the City of Mission (“City”) which stems to a subset of administrative, operational, and technical controls. Second, the Policy is developed, reviewed, updated, and implemented to mitigate imminent and potential cybersecurity risks to employees and affiliated third parties on data, network and information system owned by the City. Third, the Policy guides how the City complies with applicable industry standards and regulations including the Health Information Portability and Accountability Act (HIPAA), Health Information Technology for Economic and Clinical Health (HITECH) Act, the Freedom of Information Act (FOIA), the Texas Public Information Act (TPIA), the Texas State Breach Disclosure Laws, the Payment Card Industry Data Security Standards (PCI-DSS), Criminal Justice Information System (CJIS), and American Water Works Association (AWWA).

Policies, Standards, Guidelines and Procedures Defined

- A Policy consists of high-level statements relating to the protection of information across the organization and should be produced and ratified by senior management. A documented policy is frequently a requirement to satisfy regulations or laws, such as those relating to privacy and finance. It is an organizational mandate.
- Standards consist of specific low level mandatory controls that help enforce and support the information security policy. Standards help to ensure security consistency across the business and usually contain security controls relating to the implementation of specific technology, hardware, or software.
- Guidelines consist of recommended, non-mandatory controls that help support standards or serve as a reference when no applicable standard is in place. Guidelines should be viewed as best practices that are not usually requirements but are strongly recommended. They could consist of additional recommended controls that support a standard or help fill in the gaps where no specific standard applies.
- Procedures consist of step-by-step instructions to assist workers in implementing the various policies, standards, and guidelines. While the policies, standards and guidelines consist of the controls that should be in place, a procedure gets down to specifics, explaining how to implement these controls in a step-by-step fashion.

Policy Set Structure

To ensure that best practices are woven into the City’s technology infrastructure, the policy set is built off industry standard framework: National Institute of Standards and Technology (NIST).

Furthermore, to satisfy multiple external legal and industry requirements, such as Payment Card Industry Data Security Standard (PCI-DSS), the Federal Health Insurance Portability and Accountability Act (HIPAA), Criminal Justice Information Systems (CJIS), SWIFT, and Transportation Security administration (TSA) Standards specific requirements have been included.

Each Policy Standard has been noted with the specific framework requirements to enable rapid cross reference of City Policy against compliance requirements.

Each document consists of four levels of hierarchical statements: Policy Number (Chapter, Numeric) – Article (Numeric) – Clause (Numeric) – Item (Alphabetic).

Applicability

The policies apply to all City of Mission information technology systems and networks, those entrusted to third-parties, City employees and others including but not limited to contractors, vendors, and consultants.

Not all departments in the City have the same technological implementations. While the policies reflect current technology and security advances, implemented technologies in some departments may not be of immediate compliance with the policy. The use of such technologies must be reviewed by the IT Department and approved by the IT Director through a policy exception process.

These policies do not foresee any exceptional situations like new legal or regulatory obligations, best practices, or emergencies that require actions that might conflict with policy statements. Should that occur, it is the responsibility of the individual who has identified such a situation to report to the IT Director.

Policy 1

Policy Owner



Policy Responsibilities & Oversight

Effective
Last Revision

08-12-2025

Department of
Information Technology

1. Policy Responsibilities & Oversight

I. Purpose

The purpose of the Information Security Policy is to formalize the Security and Internal Control standards that the City of Mission (“City”) has adopted to mitigate security risks to employee and constituent data. The requirements and standards within this policy comply with applicable external controls and regulations, including the Health Information Portability and Accountability Act (HIPAA), Health Information Technology for Economic and Clinical Health (HITECH) Act, the Payment Card Industry’s Data Security Standards (PCI-DSS), and the Freedom of Information Act (FOIA).

In addition, this policy defines the requirements for how computing and communication assets, systems and resources should be accessed, configured, used, and protected. These requirements, along with monitoring activities of City personnel’s internet use help maintain the security of the City’s technology environment.

This document is published under the authority of the IT Director, and provides a framework for safeguarding data, including personally identifiable information (PII), protected health information (PHI) and payment cardholder data (CHD), throughout the information lifecycle within the City of Mission.

All City Departments are subject to the provisions within. Exceptions to any provision can only be granted by the IT Director, or delegate.

II. Policy Statements

1.1. Roles and Responsibilities

City of Mission employees, contractors and agents should support the information security program detailed herein.

1.1.1. Management Commitment to Information Security & Sponsorship

Management should approve and be committed to all Information Security initiatives set forth in this Information Security Policy. As such, management shall identify a sponsor to drive assessment, compliance, and enforcement activities.

- a. Ultimately, the IT Director should be responsible for the establishment of the Information Security Policy. The IT Department should be responsible for driving day-to-day activities and enforcement.
- b. The IT Department is the internal group responsible for managing and directing a city-wide information protection program. Specific responsibilities include:
 - Developing, or coordinating the development of information security policies, standards, and guidelines.
 - Managing a data and asset classification program, which includes the identification of information and application owners.
 - Identifying information protection goals and objectives within the scope of a strategic plan.

- Identifying key information security program elements.
- Identifying key corporate information security initiatives and standards.
- Developing information security guidelines for personnel.
- Developing and managing an information security program budget.
- Ensuring the timely publication of approved information security related policies and procedures.
- Coordinating information security awareness activities across the City of Mission.
- Taking appropriate action on security violations..

1.1.2. Allocation of Information Security Responsibilities

Roles and responsibilities for ensuring support of the Information Technology and Security Policy should be assigned.

- a. The IT Director is responsible for the security of information assets and technology in the City. The IT Director may delegate specific responsibilities related to information security to others within the City based on their job function. Specific responsibilities are assigned as follows:
 - The responsibility to establish, document, and distribute security policies and standards is assigned to the IT Director. Should the IT Director position become vacant, this responsibility will be assigned to a knowledgeable member of management by the IT Manager.
 - The responsibility to monitor and analyze security alerts and information and distribute to appropriate personnel is assigned to the IT Director. Should the IT Director position become vacant, this responsibility will be assigned to a knowledgeable member of management by the IT Department.
 - The responsibility to establish, document, and distribute information security incident response and escalation procedures to ensure timely and effective handling of all situations is assigned to the IT Director. Should the IT Director position become vacant, this responsibility will be assigned to a knowledgeable member of management by the IT Manager.
 - Overall responsibility for administering user accounts, including additions, deletions, and modifications, is assigned to the IT Manager. Should that position become vacant, this responsibility will be assigned to a knowledgeable member of management by the IT Department. Wherever additional user accounts may be required for a specific software application or Program, the responsibility for administering user accounts, including additions, deletions, and modifications, is assigned to the Program Manager responsible for that Program.
 - The responsibility to monitor and control access to data is assigned to the Cybersecurity Analyst for file, print, email, and network access. Should that position become vacant, this responsibility will be assigned to a knowledgeable member of management by the IT Director. For data that is created, maintained and/or managed in conjunction with a specific software application or program, the responsibility to monitor and control access to data is assigned to the Information Owner responsible for that program or their delegate.
- b. The IT Department is responsible for coordinating the review of risks and security implications associated with the use of technologies within the City's operating environment.
- c. An Information User is any City employee, vendor, contractor, or other authorized person who uses City information in the course of their daily work. Information User responsibilities include:
 - maintaining the confidentiality of their user credentials.
 - reporting suspected security violations to the IT Department.
 - adhering to corporate information security policies, standards, and technical controls; and
 - using City information resources responsibly and for authorized purposes only.
- d. An Information Owner is a manager responsible for the City's information assets. Individual Information Owners reside within Business Units or Departments, not the Department of Technology. Information Owner responsibilities include:

- Assigning initial information classification levels.
 - Periodic reviews to ensure current information classification meets the current business need and level of perceived risk.
 - Verifying that employee and third-party access rights are current.
 - Determining security access criteria; and,
 - Determining availability and backup requirements for the information they own.
- e. An Information Custodian is any City employee, vendor, contractor, or other authorized person who has the responsibility for maintaining and/or supporting information. Information Owners have the right to delegate data maintenance and ownership responsibilities to Information Custodians. The Information Owner may designate one or more Information Custodians based on the level of delegated responsibilities. The Information Custodian must provide the following:
- Assistance to the Information Owners in determining appropriate levels of data; and
 - Operationally provide assurance for the confidentiality, integrity, and availability of information.
- f. System Administrators are required to maintain, operate, and implement technology solutions for the City in accordance with the security policy. Access to servers is restricted to authorized System Administrators who are responsible for deploying, implementing, and monitoring security controls on an operational basis. Guidance for the specific controls should be provided by IT Department. Responsibilities include system security patch applications; System documentation; System performance; Security monitoring; Application of necessary technical security controls; and Communication to IT Department on security related incidents and issues.
- g. The IT Department is responsible for monitoring compliance with the standards and guidelines outlined by the security policy.
- h. The IT Department is responsible for the day-to-day data center operations. This includes the management of the Uninterruptible Power Supply (UPS) and other environmental controls, in addition to racking new devices, pulling cabling, and operating network jacks. This team is also responsible for understanding, maintaining, and operating the data center fire suppression systems. Additional responsibilities include:
- Configuring and maintaining the City network.
 - Network segmentation.
 - Providing network access control.

1.1.3. Review of Information Security

A review of the City environment must be conducted by either the IT Department, a designated Internal Audit team, or an independent third party. The goal of the review should be to ensure proper security controls are in place throughout the organization.

The City's security policy, standards and security environment should be reviewed annually. Any recommendations from this review must be resolved and considered for incorporation into the security policy and implemented as applicable. Determining the level of assurance is the responsibility of the IT Department.

1.2. Information Technology and Security Policy Maintenance

The City of Mission Information Security Policy is approved, maintained, and annually reviewed to ensure its effectiveness.

1.2.1. Security Policy Approval

The Information Security Policy is approved by management. Based on the review being conducted, approvals follow the pre-defined, documented information security policy approval process.

- a. The IT Department is responsible for creating, reviewing, and coordinating the approval and implementation of security practices, policies, and standards. Responsible for ensuring that the security practices and standards are reviewed and approved on an annual basis.

1.2.2. Additions and Changes to Policy

Any additions or changes to the Information Security Policy are managed and approved. All additions to the information security policy follow the pre-defined, documented information security policy change process.

- a. Any business unit, group or department may initiate practice or standards development with the IT Department. The IT Department will analyze requests and address each at their discretion based upon this analysis.
- b. The IT Department is responsible for ensuring that new information security policies and standards follow the existing practice structure and format of the information security policy or as deemed appropriate by the IT Director. At a minimum, the following tasks must be conducted for new or changed information security policies:
 - A communication plan must be developed, at a minimum including notification of new practices, integration into security awareness materials, and special training for technical users/personnel (if deemed necessary).
 - An impact analysis may be conducted or coordinated by the IT Department prior to information security policy changes to measure the risk and security implications driving the requested change and potential implementation requirements for full implementation of the changed policy.

1.2.3. Review of the Information Security Policy

An annual review of the Information Security Policy is conducted to ensure relevance and identify any gaps in the policy.

- a. The IT Department is responsible for initiating an annual review of the information security policy.
- b. The IT Department reviews to ensure standards remain in sync with business requirements, vendor, and industry-recommended practices, current technology, and regulatory requirements.
- c. The annual review must include a review of any impacting legal changes to ensure practice compliance with applicable municipal, state, and federal laws.
- d. The annual review results must be presented to the City's Executive Department.

III. Exceptions

Any exception to the policy must be submitted through a "Policy Exception form" for review and approval by the IT Department in advance.

IV. Revision History

Date	Version	Description	Author



Policy 2

Policy Owner

Awareness and Training Policy

Effective
Last Revision

08-12-2025

Department of
Information Technology

2. Awareness and Training Policy

I. Purpose

To ensure that the appropriate level of information security awareness training is provided to all Information Technology (IT) users.

II. References and Standards

National Institute of Standards and Technology (NIST) Special Publications: NIST SP 800-53 – Awareness and Training (AT), NIST SP 800-12, NIST SP 800-16, NIST SP 800-50, NIST SP 800-100; Electronic Code of Federal Regulations (CFR): 5 CFR 930.301

III. Policy Statements

2.1 Security Awareness Training

The City of Mission shall:

- a. Schedule security awareness training as part of initial training for new users.
- b. Schedule security awareness training when required by information system changes and then annually thereafter.

The IT Department shall:

- c. determine the appropriate content of security awareness training and security awareness techniques based on the specific organizational requirements and the information systems to which personnel have authorized access. The content shall:
 - i. Include a basic understanding of the need for information security and user actions to maintain security and to respond to suspected security incidents.
 - ii. Address awareness of the need for operations security. Security awareness techniques can include, for example, displaying posters, offering supplies inscribed with security reminders, generating email advisories/notices from senior organizational officials, displaying logon screen messages, and conducting information security awareness events.

2.2 Security Awareness | Insider Threat

IT Department shall:

- a. Include security awareness training on recognizing and reporting potential indicators of insider threat.

2.3 Role-Based Security Training

IT Department shall:

- a. Provide role-based security training to personnel with assigned security roles and responsibilities:
 - i. Before authorizing access to the information system or performing assigned duties.
 - ii. When required by information system changes and yearly thereafter.

2.4 Physical Security Control

IT Department shall:

- a. Provide initial and ongoing training in the employment and operation of physical security controls; physical security controls include, for example, physical access control devices, physical intrusion alarms, and monitoring/surveillance equipment.
- b. Identify personnel with specific roles and responsibilities associated with physical security controls requiring specialized training.

2.5 Practical Exercises

IT Department shall:

- a. Provide practical exercises in security training that reinforce training objectives; practical exercises may include, for example, security training for software developers that includes simulated cyber-attacks exploiting common software vulnerabilities (e.g., buffer overflows), or spear/whale phishing attacks targeted at senior leaders/executives. These types of practical exercises help developers better understand the effects of such vulnerabilities and appreciate the need for security coding standards and processes.

2.6 Suspicious Communications and Anomalous System Behavior

IT Department shall:

- a. Provide training to its specified staff on how to recognize suspicious communications and anomalous behavior in organizational information systems.

2.7 Security Training Records

The City of Mission shall:

- a. Designate personnel to document and monitor individual information system security training activities including basic security awareness training and specific information system security training.
- b. Retain individual training records for a minimum of two years.

IV. Exceptions

Any exception to the policy must be submitted through a "Policy Exception form" for review and approval by the IT Department in advance.

V. Revision History

Date	Version	Description	Author

Policy 3

Policy Owner

**Access Control Policy**

Effective
Last Revision

08-12-2025

Department of
Information Technology

3. Access Control Policy

I. Purpose

To ensure that access controls are implemented and in compliance with IT security policies, standards, and procedures.

II. References and Standards

National Institute of Standards and Technology (NIST) Special Publications (SP): NIST SP 800-53a – Access Control (AC), NIST SP 800-12, NIST 800-46, NIST SP 800-48, NIST SP 800-77, NIST SP 800-94, NIST SP 800-97, NIST SP 800-100, NIST SP 800-113, NIST SP 800-114, NIST SP 800-121, NIST SP 800-124, NIST SP 800-164; NIST Federal Information Processing Standards (FIPS) 199

III. Policy Statements

3.1. Account Management

IT Department shall:

- a. Identify and select the following types of information system accounts to support organizational missions and business functions: individual, shared, group, system, guest/anonymous, emergency, developer/manufacturer/vendor, temporary, and service.
- b. Assign account managers for information system accounts.
- c. Establish conditions for group and role membership.
- d. Specify authorized users of the information system, group and role membership, and access authorizations (i.e., privileges) and other attributes (as required) for each account.
- e. Require approvals by system owners for requests to create information system accounts.
- f. Create, enable, modify, disable, and remove information system accounts in accordance with approved procedures.
- g. Monitor the use of information system accounts.
- h. Notify account managers and system/network administrators within one (1) day when accounts are no longer required, when users are terminated or transferred, and when individual information system usage or need-to-know changes.
- i. Authorize access to the information system based on valid access authorization or intended system usage.

- j. Review accounts for compliance with account management requirements at least annually.
- k. Establish a process for reissuing shared/group account credentials (if deployed) when individuals are removed from the group.
- l. Employ automated mechanisms to support the management of information system accounts.
- m. Ensure that the information system automatically disables temporary and emergency accounts after usage.
- n. Ensure that the information system automatically disables inactive accounts within (1) week
- o. Ensure that the information system automatically audits account creation, modification, enabling, disabling, and removal actions, and notifies appropriate IT personnel.

3.2. Access Enforcement

IT Department shall:

- a. Ensure that the information system enforces approved authorizations for logical access to information and system resources in accordance with applicable access control policies.

3.3. Information Flow Enforcement

IT Department shall:

- a. Ensure that the information system enforces approved authorizations for controlling the flow of information within the system and between interconnected systems based on applicable policy.

3.4. Separation of Duties

IT Department shall:

- a. Separate duties of individuals as necessary, to prevent malevolent activity without collusion.
- b. Document the separation of duties of individuals.
- c. Define information system access authorizations to support separation of duties

3.5. Least Privileged

IT Department shall:

- a. Employ the principle of least privilege, allowing only authorized access for users (or processes acting on behalf of users) which are necessary to accomplish assigned tasks in accordance with organizational missions and business functions.
- b. Authorize explicitly access to hardware and software controlling access to systems and filtering rules for routers/firewalls, cryptographic key management information, configuration parameters for security services, and access control lists.
- c. Require that users of information system accounts, or roles, with access to privileged security functions or security-relevant information (e.g., audit logs), use non-privileged accounts or roles, when accessing non-security functions.
- d. Restrict privileged accounts on the information system to privileged users.
- e. Ensure that the information system audits the execution of privileged functions.
- f. Ensure that the information system prevents non-privileged users from executing privileged functions to include disabling, circumventing, or altering implemented security safeguards/countermeasures.

3.6. Unsuccessful Logon Attempts

IT Department shall ensure that the information system:

- a. Enforces a limit of consecutive invalid logon attempts by a user during five (5) unsuccessful login attempts by a user during a 15- minute time period.
- b. Locks the account/node automatically until released by an administrator when the maximum number of unsuccessful attempts is exceeded.

3.7. System Use Notification

IT Department shall ensure that the information system:

- a. Displays to users an approved system use notification message or banner before granting access to the system that provides privacy and security notices consistent with applicable state and federal laws, directives, policies, regulations, standards, and guidance and states informing that:
 - i. Users are accessing a restricted City of Mission information system.
 - ii. Information system usage may be monitored, recorded, and subject to audit.
 - iii. Unauthorized use of the information system is prohibited and subject to criminal and civil penalties.
 - iv. Use of the information system indicates consent to monitoring and recording.
 - v. There are no rights to privacy.
- b. Retains the notification message or banner on the screen until users acknowledge the usage conditions and take explicit actions to log on to or further access the information system.
- c. For publicly accessible systems, the IT Department shall ensure that the information system:
 - i. Display system use information consistent with applicable laws, executive orders, directives, regulations, policies, standards, and guidelines before granting further access.
 - ii. Displays references, if any, to monitoring, recording, or auditing that are consistent with privacy accommodations for such systems that generally prohibit those activities.
 - iii. Includes a description of the authorized uses of the system.

3.8. Session Lock

IT Department shall ensure that the information system:

- a. Prevent further access to the system by initiating a session lock after 30 minutes of inactivity or upon receiving a request from a user.
- b. Retain the session lock until the user re-establishes access using established identification and authentication procedures.
- c. Conceal, via the session lock, information previously visible on the display with a publicly viewable image.

3.9. Session Termination

IT Department shall:

- a. Ensure that the information system automatically terminates a user session after a user has been logged out.

3.10. Permitted Actions Without Identification or Authentication

IT Department shall:

- a. Identify user actions that can be performed on the information system without identification or authentication consistent with organizational missions and business functions.
- b. Document and provide supporting rationale in the security plan for the information system, user actions not requiring identification or authentication.

3.11. Remote Access

IT Department shall:

- a. Establish and document usage restrictions, configuration/connection requirements, and implementation guidance for each type of remote access allowed.
- b. Authorize remote access to the information system prior to allowing such connections.
- c. Ensure that the information system monitors and controls remote access methods.
- d. Ensure that the information system implements cryptographic mechanisms to protect the confidentiality and integrity of remote access sessions.
- e. Ensure that the information system routes all remote accesses through managed network access control points to reduce attack surface.
- f. Authorize the execution of privileged commands and access to security-relevant information via remote access only for compelling operational needs.
- g. Document the rationale for such access in the security plan for the information system.

3.12. Wireless Access

IT Department shall:

- a. Establish usage restrictions, configuration/connection requirements, and implementation guidance for wireless access.
- b. Authorize wireless access to the information system prior to allowing such connections.
- c. Ensure that the information system protects wireless access to the system using authentication of users and devices and encryption.

3.13. Access Control for Mobile Devices

IT Department shall:

- a. Establish usage restrictions, configuration requirements, connection requirements, and implementation guidance for organization-controlled mobile devices.
- b. Authorize the connection of mobile devices to organizational information systems.
- c. Employ full-device encryption or container encryption to protect the confidentiality and integrity of information on approved devices.

3.14. Use of External Information Systems

IT Department shall:

- a. Establish terms and conditions, consistent with any trust relationships established with other organizations owning, operating, and/or maintaining external information systems, allowing authorized individuals to:
 - i. Access the information system from external information systems.
 - ii. Process, store, or transmit organization-controlled information using external information systems.
- b. Permit authorized individuals to use an external information system to access the information system or to process, store, or transmit organization-controlled information only when the organization:
 - i. Verifies the implementation of required security controls on the external system as specified in the organization's information security policy and security plan.
 - ii. Retains approved information system connection or processing agreements with the organizational entity hosting the external information system.

3.15. Information Sharing

IT Department shall:

- a. Facilitate information sharing by enabling authorized users to determine whether access authorizations assigned to the sharing partner match the access restrictions on the information as defined on agreement or contract.
- b. Employ attribute-based access control or manual processes as defined in the agreement or contract to assist users in making information sharing/collaboration decisions.

3.16. Publicly Accessible Content

IT Department shall:

- a. Designate individuals authorized to post information onto a publicly accessible information system.
- b. Train authorized individuals to ensure that publicly accessible information does not contain nonpublic information.
- c. Review the proposed content of information prior to posting onto the publicly accessible information system to ensure that nonpublic information is not included.
- d. Review the content on the publicly accessible information system for nonpublic information quarterly and removes such information, if discovered.

IV. Exceptions

Any exception to the policy must be submitted through a "Policy Exception form" for review and approval by the Information Security Office in advance.

V. Revision History

Date	Version	Description	Author

Policy 4

Policy Owner

**Incident Response Policy**

Effective
Last Revision

08-12-2025

Department of
Information Technology

4. Incident Response**I. Purpose**

To ensure that Information Technology (IT) properly identifies, contains, investigates, remedies, reports, and responds to computer security incidents.

II. Reference and Standards

National Institute of Standards and Technology (NIST) Special Publication (SP): NIST SP 800-53a – Incident Response (IR), NIST SP 800-16, NIST SP 800-50, NIST SP 800-61, NIST SP 800-84, NIST SP 800-115

III. Policy Statements**4.1. Incident Response Training**

The City of Mission shall:

- a. Provide incident response training to information system users consistent with assigned roles and responsibilities:
 - i. Prior to assuming an incident response role or responsibility.
 - ii. When required by information system changes, and annually thereafter.
- b. Incorporate simulated events into incident response training to facilitate effective response by personnel in crisis situations.
- c. Employ automated mechanisms to provide a more thorough and realistic incident response training environment.

4.2. Incident Response Testing

The City of Mission shall:

- a. Test the incident response capability for the information systems annually using tabletop or walk-through exercises; simulations; or other agency-appropriate tests to determine the incident response effectiveness and document the results.
- b. Coordinate incident response testing with City of Mission contacts responsible for related plans such as Emergency Operation Plans.

4.3. Incident Handling

The City of Mission shall:

- a. Implement an incident handling capability for security incidents that includes preparation, detection and analysis, containment, eradication, and recovery.
- b. Coordinate incident handling activities with contingency planning activities.
- c. Incorporate lessons learned from ongoing incident handling activities into incident response procedures, training, and testing/exercises, and implements the resulting changes accordingly.

4.4. Incident Monitoring

The City of Mission shall:

- a. Employ automated mechanisms to assist in the tracking of security incidents and in the collection and analysis of incident information.

4.5. Incident Reporting

The City of Mission shall:

- a. Require personnel to report suspected security incidents to the incident response capability immediately but not to exceed one (1) hour after discovery.
- b. Report security incident information to IT Department.

4.6. Incident Response Assistance

The City of Mission shall:

- a. Provide an incident response support resource, integral to the incident response capability that offers advice and assistance to users of the information system for the handling and reporting of security incidents

4.7. Incident Response Plan

The City of Mission shall:

- a. Develop an incident response plan that:
 - i. Provides the City of Mission with a roadmap for implementing its incident response capability.
 - ii. Describes the structure of the incident response capability.
 - iii. Provides a high-level approach for how the incident response capability fits into the overall City of Mission.
 - iv. Meets the unique requirements of the City of Mission, which relate to mission, size, structure, and functions.
 - v. Defines reportable incidents.
 - vi. Provides metrics for measuring the incident response capability within the City of Mission.
 - vii. Defines the resources and management support needed to effectively maintain and mature an incident response capability.
 - viii. Is reviewed and approved by executive leadership annually.

- b. Distribute copies of the incident response plan to personnel with incident handling responsibilities.
- c. Update the incident response plan to address system changes or problems encountered during plan implementation, execution, or testing.
- d. Communicate incident response plan changes to personnel with incident handling responsibilities.
- e. Protect the incident response plan from unauthorized disclosure and modification.

IV. Exceptions

Any exception to the policy must be submitted through a "Policy Exception form" for review and approval by the Information Security Office in advance.

V. Revision History

Date	Version	Description	Author

Policy 5

Policy Owner

**Personnel Security Policy**

Effective
Last Revision

08-12-2025

Department of
Information Technology

5. Personnel Security Policy**I. Purpose**

To ensure that personnel security safeguards are applied to the access and use of information technology resources and data.

II. Reference and Standards

National Institute of Standards and Technology (NIST) Special Publications (SP): NIST SP 800-53a – Personnel Security (PS), NIST SP 800-12, NIST SP 800-60, NIST SP 800-73, NIST SP 800-78, NIST SP 800 -100; Electronic Code of Federal Regulations (CFR): 5 CFR 731.106; Federal Information Processing Standards (FIPS) 199 and 201; Intelligence Community Directive (ICD) 704 Personnel Security Standards

III. Policy Statements**5.1. Position Risk Designation**

IT Department shall:

- a. Assign a risk designation to all positions.
- b. Establish screening criteria for individuals filling those positions.
- c. Review and update position risk designations annually.

5.2. Personnel Screening

IT, HR and department system and application owners shall:

- a. Screen individuals prior to authorizing access to the information systems.
- b. Rescreen individuals according to as needed.
- c. Ensure personnel screening and rescreening activities reflect applicable state and federal laws, directives, regulations, policies, standards, guidance, and specific criteria established for the risk designations of assigned positions.

5.3. Personnel Terminations

Departments shall, upon termination of individual employment:

- a. Disable information system access within (24 hours).
- b. Terminate/revoke any authenticators/credentials associated with the individual.
- c. Retrieve all security-related information system-related property.
- d. Retain access to information and information systems formerly controlled by terminated individual.

- e. Notify HR immediately.

Information system-related property includes, for example, hardware authentication tokens, system administration technical manuals, keys, identification cards, and building passes.

The City of Mission shall:

- f. Notify terminated individuals of applicable, legally binding post-employment requirements for the protection of information.
- g. Require terminated individuals to sign an acknowledgment of post-employment requirements as part of the termination process as directed by Counsel and Human Resources (HR).
- h. Employ automated mechanisms to notify IT Department upon termination of an individual.

The HR Department shall:

- i. Notify IT Department immediately upon learning of employee separation from City of Mission.

5.4. Personnel Transfer

Departments shall:

- a. Review and confirm ongoing operational need for current logical and physical access authorizations to information systems/facilities when individuals are reassigned or transferred to other positions.
- b. Initiate appropriate actions such as closing and establishing accounts and changing system access authorizations within twenty-four (24) hours.
- c. Modify access authorization as needed to correspond with any changes in operational need due to reassignment or transfer.

HR Department shall:

- d. Notify IT Department prior to personnel transfer.

This control applies when reassignments or transfers of individuals are permanent or of such extended durations as to make the actions warranted.

5.5. Access Agreements

Departments shall:

- a. Develop and document access agreements for information systems.
- b. Review and update the access agreements at least annually.
- c. Ensure that individuals requiring access to information and information systems:
 - i. Sign appropriate access agreements prior to being granted access.
 - ii. Re-sign access agreements to maintain access to information systems when access agreements have been updated or when signatories change.

Access agreements include, for example, nondisclosure agreements, acceptable use agreements, rules of behavior, and conflict-of-interest agreements.

5.6. Third-Party Personnel Security

IT Department shall:

- a. Establish and document personnel security requirements including security roles and responsibilities for third-party providers.
- b. Require third-party providers to comply with personnel security policies and procedures established by the entity.
- c. Require third-party providers to notify IT Department of any personnel transfers or terminations of third-party personnel who possess credentials and/or badges, or who have information system privileges within within twenty-four (24) hours.
- d. Monitor provider compliance.

Third-party providers include, for example, service bureaus, contractors, and other organizations providing information system development, information technology services, outsourced applications, and network and security management.

5.7. Personnel Sanctions

IT and HR shall:

- a. Employ a formal sanction process for individuals failing to comply with established information security policies and procedures
- b. Notify IT Department within twenty-four (24) hours when a formal employee sanctions process is initiated, identifying the individual sanctioned and the reason for the sanction.

Sanction processes reflect applicable state and federal laws, directives, regulations, policies, standards, and guidance. Sanctions processes are described in access agreements and can be included as part of general personnel policies and procedures for those organizations.

IV. Exceptions

Any exception to the policy must be submitted through a "Policy Exception form" for review and approval by the Information Security Office in advance.

V. Revision History

Date	Version	Description	Author

A **Disaster Recovery Plan (DRP)** is a formal strategy that outlines how the City will respond to and recover from unexpected events such as natural disasters, cyberattacks, or system failures that disrupt essential services.

Purpose of the DRP:

- To **minimize downtime** and ensure continuity of critical city operations (e.g. emergency services, communications, utilities).
- To **protect data and infrastructure** by outlining backup procedures and recovery methods.
- To **assign roles and responsibilities** so staff can respond quickly and effectively.
- To **reduce financial and operational impact** of disasters through preparation and risk mitigation.

Having a DRP ensures that the City can recover swiftly and serve the community with minimal disruption during emergencies.



CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: August 11, 2025

PRESENTED BY: Teclo J. Garcia, Executive Director

AGENDA ITEM: 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

NATURE OF REQUEST:

The public improvements consist 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 are 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 is required to recognize revenue from the TIRZ First Amendment to Reimbursement Agreement and the construction costs.

BUDGETED: <u>No</u>	FUND: <u>Capital Projects</u>	ACCT. #: <u>09-417-74900</u>
BUDGET: <u>\$0</u>	EST. COST: <u>\$659,850.00</u>	CURRENT BUDGET BALANCE: <u>\$0</u>

STAFF RECOMMENDATION:

Approval

Departmental Approval: Finance, Purchasing

Advisory Board Recommendation: MRA/TIRZ #1 Approval

City Manager's Recommendation: Approval *MCP*

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

_____ AYES

_____ NAYS

_____ DISSENTING _____

FIRST AMENDMENT TO REIMBURSEMENT AGREEMENT

This FIRST AMENDMENT TO REIMBURSEMENT AGREEMENT (this “Agreement”), effective as of _____, 2025, is made by and between MISSION REDEVELOPMENT AUTHORITY (the “Authority”), a local government corporation created and organized under the provisions of the Texas Transportation Corporation Act, Chapter 431, Transportation Code, and authorized and approved by the City of Mission, Texas pursuant to Resolution No. 1021 adopted on November 26, 2001, acting by and through its governing body, the Board of Directors (the “Authority Board”), REINVESTMENT ZONE NUMBER ONE, CITY OF MISSION, TEXAS (the “TIRZ”), a tax increment reinvestment zone created by the City of Mission, Texas pursuant to Chapter 311, Texas Tax Code, as amended, acting by and through its governing body, the Board of Directors (the “TIRZ Board”), and THE CITY OF MISSION TEXAS (the “City”), a Texas home-rule City.

RECITALS

WHEREAS, the Authority, the TIRZ, and the City previously entered into that certain Reimbursement Agreement, effective May 13, 2024, (the “Agreement”), related to the financing and construction of certain improvements for the property owned by the Authority and leased to the City located at 1301 E. 8th St., Mission, TX 78572; and

WHEREAS, the parties wish to amend the agreement to provide for additional expenses; now therefore

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

1. Recitals. The facts contained in the recitals to this Amendment are hereby found to be true and correct.
2. Definitions. Capitalized terms used in this Amendment shall have the meanings assigned to them in the Agreement, unless otherwise defined or the context clearly requires otherwise.
3. Amendment to the Agreement.
 - a. Section 3.2 of the Agreement is hereby replaced in its entirety to the text below:

The Project Costs eligible under this Agreement shall be for the costs of remodeling and rehabilitating the building for use by the City for municipal purposes in an amount not to exceed **\$659,850.00**.

4. Agreement in effect. Except as specifically provided herein, the Agreement remains in full force and effect as of its original date.

[EXECUTION PAGES FOLLOW]

IN WITNESS WHEREOF, the Parties hereto have caused this First Amendment to Reimbursement Agreement to be duly executed as of the date first written above.

MISSION REDEVELOPMENT AUTHORITY

By: _____
Name: _____
Title: _____

ATTEST:

By: _____
Name: _____
Title: _____

REINVESTMENT ZONE NUMBER ONE, CITY OF MISSION, TEXAS

By: _____
Name: _____
Title: _____

ATTEST:

By: _____
Name: _____
Title: _____

CITY OF MISSION TEXAS

By: _____
Norie Gonzalez Garza, Mayor

ATTEST:

By: _____
Anna Carrillo, City Secretary

Mission City Hall Annex Remodel Estimate

Materials	Price	Quantity	Brand	Style
Vinyl Plank Flooring	\$ 25,000.00	390	Lifeproof	Sterling Oke 22MIL Click Lock waterproof
Wall Cover Baseboard	\$ 2,250.00	25	ROPPE	700 Series Dark Gray
Baseboard Adhesive	\$ 300.00	40	Roberts	Wall & cove base Adhesive
Ceiling Tiles	\$ 9,000.00	120	Armstrong	Texture 2x2 lay-in Ceiling Tiles
Carpet Tiles	\$ 1,200.00	5	Shaw	Intelligent Masterful Brown Commercial
Paint Interior	\$ 9,000.00	30	BEHR	Natural Almond Stain Blocking Paint & Primer
Paint Exirior	\$ 5,500.00	15	BEHR	Bonfire Night Flat Stain-Blocking Paint & Primer
Exterior Doors Paint	\$ 300.00	7	Rust -Oleum	Protactive Enamel Gloss Charcoal
Door & Trim Paint	\$ 500.00	10	BEHR	White Semi-Gloss Enamel
Emergency Ladder	\$ 3,500.00	1	Rodco	C channel- angle-steps-hand rail ect.
Office Doors	\$ 6,000.00	15	Krosswood	1-Lite Satin Etch solid Core
Restroom Doors	\$ 2,800.00	7	JELD-WEN	32x80 2Panel Monroe Primed Solid Core
Storage Doors	\$ 2,800.00	7	JELD-WEN	32x80 2Panel Monroe Primed Solid Core
Framing	\$ 5,000.00		WOOD	2x4 by 8-10-12, nails, brckets, anchers ect.
Drywall	\$ 5,000.00	400	Sheetrock	1/2in 4x8 ft UltraLight Drywall
Tape and Flote	\$ 2,000.00		Sheetrock	Ready-Mix,Screws,Corner Bead, Tape ect..
Stucco	\$ 4,000.00		Materials	Frame,Cement, Base, stucco texture ect...
Electrical	\$ 10,000.00		Materials	Circuit Breakers, Conduit,Fittings,Boxes,Wire,Outlets,Switches ect...
Electrical Fixture	\$ 5,000.00		Materials	Emergency Lights,lights,Exit Lights,Ceiling Fans,Light Fixtures ect...
Plumbing	\$ 25,000.00		Materials	Toilets,Sinks,Faucetss,Accessories,Pips,Fittings,Water heaters ect...
HVAC	\$ 5,000.00		Materials	Vents,Ducts,Frames,Copper Lines, T'STATS,ect..
Total	\$ 129,150.00			

Appliances	Price	Quantity	Brand	Style
Refrigerator	\$ 2,000.00	2	GE	22cu Top Frezzer Refrigerator
Microwave	\$ 500.00	2	GE	Countertop Microwave
Total	\$ 2,500.00			

Tools	Price	Quantity	Brand	Style
DryWall Sander	\$ 200.00	1	WEN	Variable Drywall Sander
Breaker Hammer	\$ 2,000.00	1	BOSCH	Brute Turbo 1-1/2 in Corded Hex Breaker Hammer Kit w/Cart & 4 Chisels
Total	\$ 2,200.00			

Subtotal \$ 133,850.00

OUTSIDE CONTRACTS	Price	Quantity	Brand	Style
Cabinets	\$ 30,000.00			
Roofing	\$ 50,000.00	2	1,848 SQFT	Two flat roofs 30x40=1200sqft X2=2,400 remove 13x23=276X2=552sqft
Reception Window	\$ 20,000.00			
IT	\$ 30,000.00			
Subtotal	\$ 130,000.00			

ELEVATOR	\$ 380,000.00			RDZ Group-Construction and Installation of Elevator
Subtotal	\$ 380,000.00			

Estimated Grand Total \$ 643,850.00



CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: August 11, 2025

PRESENTED BY: Cesar Torres, Chief of Police

AGENDA ITEM: 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

NATURE OF REQUEST:

The Mission Police Department is 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 amounts to \$105,942.52.

BUGETED: Yes **FUND:** Capital Asset Replacement **ACCT. #:** 29-417-84800

BUDGET: \$974,788 **EST. COST:** \$105,942.52 **CURRENT BUDGET BALANCE:** \$149,128

STAFF RECOMMENDATION:

Approval

Departmental Approval: Finance, Purchasing

Advisory Board Recommendation: N/A

City Manager's Recommendation: Approval *MRP*

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

_____ AYES
_____ NAYS
_____ DISSENTING _____



Open-End (Equity) Lease Quote

Quote: 28890

Prepared For: City of Mission, TX

Date: 06/02/2025

Unit#: 28890

Quantity: 1

Unit: 2025 Chevrolet Trucks TAHOE 2WD 4dr Wgn LS PPV X 5 UNITS

Order Type: IN STOCK Term: 36 State: TX

Customer#: 6606

Schedule#: 0.00

54435.00	Capitalized Cost of Vehicle ¹
0.00	Up Front Sales Tax Rate <u>0.0625</u> State <u>TX</u>
21.75	Initial License and Registration Fees
51485.77	Added Equipment (See Page 2)
0.00	Acquisition Fee
0.00	Other Capitalized Fees Tax
0.00	on Gain on Prior Vehicle
0.00	Inventory Tax Extended
0.00	Service Contract
105942.52	Capitalized Cost LESS:
0.00	Cash Down
0.00	Trade Equity
0.00	Rebate
105942.52	Total Capitalized Cost (Delivered Price)

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

Order Information
Driver
Ext Color
Int Color
License
GVR 0



Contract # 744-24

2537.10	Depreciation Reserve @ <u>0.02395</u>
444.36	Monthly Lease Charge (Based on Rate - Subject to a Floor) ²
2981.46	Total Monthly Rental Excluding Additional Services

Additional Fleet Management and Services

0.00	Full Maintenance Program ³
0.00	Miscellaneous
0.00	Additional Services Sub Total

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

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

<u>0.00</u>	Monthly Sales Tax <u>0</u>
<u>0.00</u>	Total Monthly Insurance

2981.46 Total Monthly Rental Including Additional Services

<u>14607.01</u>	Reduced Book Value at <u>36</u> Months
<u>250.00</u>	Service Charge Due at Lease Termination

Monthly Insurance Premiums and Disclosures

<u>0.00</u>	Commercial Liability Enrollment (Estimate Only)
<u>0.00</u>	Physical Damage (Estimate Only)
	Liability Limit <u>0.00</u>
	Comprehensive/Collision Deductible: <u>0.00 / 0.00</u>

Quote based on estimated annual mileage of 30000 and a Security Deposit of 0.00

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

(Quote is Subject to Customer's Credit Approval)

Terms:

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

LESSEE City of Mission, TX

BY _____ TITLE _____ DATE 06/02/2025

* INDICATES ITEMS TO BE BILLED ON DELIVERY.

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

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

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

Open-End (Equity) Lease Quote

Quote: 28890 Item 26.

Prepared For: City of Mission, TX

Date: 06/02/2025

Unit#: 28890

Unit: 2025 Chevrolet Trucks TAHOE 2WD 4dr Wgn LS PPV X 5 UNITS

ADDED EQUIPMENT / OTHER TOTALS

Description	(B)illed or (C)apped	Price
Police Package Upfits	C	49535.7700
Interim Interest	C	1000.0000
Transport	C	950.0000
Total Charges (B)illed		0
Total Charges (C)apitalized		51485.7700
Total of All Added Equipment and Other Charges		51485.7700



TRAC Lease Amortization Schedule

Unit Number: 28890

Origination Date: 6/2/2025
Termination Date: 7/1/2028

Finance Amount: \$105,942.52
Total Payments: \$105,878.16

Term: 36 Lease Number:
Total Interest: \$14,542.65

Customer: City of Mission, TX

Schedule Number: 0.00

Unit: 2025 Chevrolet Trucks TAHOE 2WD 4dr Wgn LS

VIN:

LEASE AMORTIZATION					
Event	Date	Payment	Interest	Principal	New Balance
Lease Amount					\$105,942.52
Payment 1	Jul 1 2025	2941.06	688.60	2252.46	103690.06
Payment 2	Aug 1 2025	2941.06	673.54	2267.52	101422.54
Payment 3	Sep 1 2025	2941.06	658.39	2282.67	99139.87
Payment 4	Oct 1 2025	2941.06	643.13	2297.93	96841.94
Payment 5	Nov 1 2025	2941.06	627.76	2313.30	94528.64
Payment 6	Dec 1 2025	2941.06	612.30	2328.76	92199.88
Payment 7	Jan 1 2026	2941.06	596.73	2344.33	89855.55
Payment 8	Feb 1 2026	2941.06	581.06	2360.00	87495.55
Payment 9	Mar 1 2026	2941.06	565.28	2375.78	85119.77
Payment 10	Apr 1 2026	2941.06	549.40	2391.66	82728.11
Payment 11	May 1 2026	2941.06	533.41	2407.65	80320.46
Payment 12	Jun 1 2026	2941.06	517.31	2423.75	77896.71
Payment 13	Jul 1 2026	2941.06	501.11	2439.95	75456.76
Payment 14	Aug 1 2026	2941.06	484.79	2456.27	73000.49
Payment 15	Sep 1 2026	2941.06	468.37	2472.69	70527.80
Payment 16	Oct 1 2026	2941.06	451.84	2489.22	68038.58
Payment 17	Nov 1 2026	2941.06	435.20	2505.86	65532.72
Payment 18	Dec 1 2026	2941.06	418.45	2522.61	63010.11
Payment 19	Jan 1 2027	2941.06	401.58	2539.48	60470.63
Payment 20	Feb 1 2027	2941.06	384.61	2556.45	57914.18
Payment 21	Mar 1 2027	2941.06	367.52	2573.54	55340.64
Payment 22	Apr 1 2027	2941.06	350.31	2590.75	52749.89
Payment 23	May 1 2027	2941.06	332.99	2608.07	50141.82
Payment 24	Jun 1 2027	2941.06	315.55	2625.51	47516.31
Payment 25	Jul 1 2027	2941.06	298.00	2643.06	44873.25
Payment 26	Aug 1 2027	2941.06	280.33	2660.73	42212.52
Payment 27	Sep 1 2027	2941.06	262.54	2678.52	39534.00
Payment 28	Oct 1 2027	2941.06	244.64	2696.42	36837.58
Payment 29	Nov 1 2027	2941.06	226.61	2714.45	34123.13
Payment 30	Dec 1 2027	2941.06	208.46	2732.60	31390.53
Payment 31	Jan 1 2028	2941.06	190.20	2750.86	28639.67
Payment 32	Feb 1 2028	2941.06	171.80	2769.26	25870.41
Payment 33	Mar 1 2028	2941.06	153.29	2787.77	23082.64
Payment 34	Apr 1 2028	2941.06	134.65	2806.41	20276.23
Payment 35	May 1 2028	2941.06	115.89	2825.17	17451.06
Payment 36	Jun 1 2028	2941.06	97.00	2844.06	14607.00



TRAC Lease Amortization Schedule (continued)

Unit Number: 28890 Origination Date: 6/2/2025 Finance Amount: \$105,942.52 Term: 36 Lease Number:
 Termination Date: 7/1/2028 Total Payments: \$105,878.16 Total Interest: \$14,542.65
 Customer: City of Mission, TX Schedule Number: 0.00
 Unit: 2025 Chevrolet Trucks TAHOE 2WD 4dr Wgn LS VIN:

PROJECTED AMORTIZATION					
Event	Date	Payment	Interest	Principal	New Balance
Payment 37	Jul 1 2028	14607.01	0	14607.01	0.00
Payment 38		0	0	0	0
Payment 39		0	0	0	0
Payment 40		0	0	0	0
Payment 41		0	0	0	0
Payment 42		0	0	0	0
Payment 43		0	0	0	0
Payment 44		0	0	0	0
Payment 45		0	0	0	0
Payment 46		0	0	0	0
Payment 47		0	0	0	0
Payment 48		0	0	0	0
Payment 49		0	0	0	0
Payment 50		0	0	0	0
Payment 51		0	0	0	0
Payment 52		0	0	0	0
Payment 53		0	0	0	0
Payment 54		0	0	0	0
Payment 55		0	0	0	0
Payment 56		0	0	0	0
Payment 57		0	0	0	0
Payment 58		0	0	0	0
Payment 59		0	0	0	0
Payment 60		0	0	0	0
Payment 61		0	0	0	0
Payment 62		0	0	0	0
Payment 63		0	0	0	0
Payment 64		0	0	0	0
Payment 65		0	0	0	0
Payment 66		0	0	0	0
Payment 67		0	0	0	0
Payment 68		0	0	0	0
Payment 69		0	0	0	0
Payment 70		0	0	0	0
Payment 71		0	0	0	0
Payment 72		0	0	0	0
Payment 73		0	0	0	0



Vendor Contract Information Summary

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





**CITY COUNCIL AGENDA ITEM &
RECOMMENDATION SUMMARY**

MEETING DATE: August 11, 2025
PRESENTED BY: Cesar Torres, Chief of Police
AGENDA ITEM: Authorization to lease/purchase a 2025 Ford Transit Passenger Van for the Mission Police Department fleet from D&M Leasing Company, via Buyboard contract #744-24, funded through Stonegarden FY2024 Grant funds totaling \$98,377.20 – Torres

NATURE OF REQUEST:

The Mission Police Department is 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 will 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 is \$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 will be funded entirely through the Stonegarden FY2024 Grant.

BUGETED: Yes **FUND:** Designated Purpose **ACCT. #:** 15-491-84800

BUDGET: _____ **EST. COST:** \$98,377.20 **CURRENT BUDGET BALANCE:** _____

BUGETED: Yes **FUND:** Designated Purpose **ACCT. #:** 15-491-84820

BUDGET: _____ **EST. COST:** \$98,377.20 **CURRENT BUDGET BALANCE:** \$3,197.10

**BID
AMOUNT:**

STAFF RECOMMENDATION:

Staff recommends approval of this lease/purchase.

Departmental Approval: Finance, Purchasing

Advisory Board Recommendation: N/A

City Manager's Recommendation: Approval *MRP*

RECORD OF VOTE: **APPROVED:** _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____



FY 2024 DDG
Grant # 3112910

Item 27.

Open-End (Equity) Lease Quote

Quote: 29556

Prepared For: City of Mission, TX

Date: 07/18/2025

Unit#: 29556

Quantity: 1

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

Order Type: Ordered Term: 12 State: TX

Customer#: 6606

Schedule#: 1000.00

54914.26	Capitalized Cost of Vehicle ¹
0.00	Up Front Sales Tax Rate <u>0.0625</u> State <u>TX</u>
21.75	Initial License and Registration Fees
40245.09	Added Equipment (See Page 2)
0.00	Acquisition Fee
0.00	Other Capitalized Fees Tax
0.00	on Gain on Prior Vehicle
0.00	Inventory Tax Extended
0.00	Service Contract
95181.10	Capitalized Cost LESS:
0.00	Cash Down
0.00	Trade Equity
0.00	Rebate
95181.10	Total Capitalized Cost (Delivered Price)

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

Order Information
Driver
Ext Color
Int Color
License
GVWR <u>0</u>



Contract # 744-24

7931.68	Depreciation Reserve @ <u>0.08333</u>
308.55	Monthly Lease Charge (Based on Rate - Subject to a Floor) ²
8240.23	Total Monthly Rental Excluding Additional Services

Additional Fleet Management and Services

0.00	Full Maintenance Program ³	Contract Miles <u>0</u>	Over Mileage Charge <u>0.00</u> / Mile
0.00	Miscellaneous	Incl: #Brake Sets (1 set = 1 axle) <u>0</u>	#Tires <u>0</u> Loaner Vehicle Not Incl
0.00	Additional Services Sub Total		

Monthly Insurance Premiums and Disclosures
<u>0.00</u> Commercial Liability Enrollment (Estimate Only)
<u>0.00</u> Physical Damage (Estimate Only)
Liability Limit <u>0.00</u>
Comprehensive/Collision Deductible: <u>0.00</u> / <u>0.00</u>

0.00	Monthly Sales Tax <u>0</u>
0.00	Total Monthly Insurance
8240.23	Total Monthly Rental Including Additional Services

1.00	Reduced Book Value at <u>12</u> Months
250.00	Service Charge Due at Lease Termination

Quote based on estimated annual mileage of 15000 and a Security Deposit of 0.00

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

(Quote is Subject to Customer's Credit Approval)

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

LESSEE City of Mission, TX

BY	TITLE	DATE	07/18/2025
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* INDICATES ITEMS TO BE BILLED ON DELIVERY.

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

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

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



TRAC Lease Amortization Schedule (continued)

Unit Number: 29556 Origination Date: 7/18/2025 Finance Amount: \$95,181.10 Term: 12 Lease Number: Prisoner tra
 Termination Date: 8/1/2026 Total Payments: \$98,377.20 Total Interest: \$3,197.10
 Customer: City of Mission, TX Schedule Number: 1000.00
 Unit: 2025 Ford Trucks TRANSIT WAGON 3dr Van T350 Low Roof XL VIN:

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



Vendor Contract Information Summary

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





CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: August 11, 2025

PRESENTED BY: Teclo Garcia, MEDC CEO

AGENDA ITEM: 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

NATURE OF REQUEST:

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 requires 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.

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

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

BID AMOUNT: \$ _____

STAFF RECOMMENDATION:

Approval

Departmental Approval: Finance

Advisory Board Recommendation: MEDC Approval

City Manager’s Recommendation: Approval *MRP*

RECORD OF VOTE:

APPROVED:	_____
DISAPPROVED:	_____
TABLED:	_____

_____ AYES

_____ NAYS

_____ DISSENTING _____

said payment by the MEDC to the City shall be subordinate to the MEDC outstanding parity lien obligations, whether occurring now or hereafter.

4. **Section 1.3 of the Agreement.** The MEDC and the City both agree that the Agreement is hereby amended to waive the provisions of Section 1.3 of the Agreement so that MEDC is no longer obligated to use the excess proceeds from the sale of any of the MEDC Land to further reduce the principal amount of the debt of the Mission Event Center, and the MEDC may use those funds for any lawful purpose.

5. **Ratification.** Except as expressly set forth herein, all other terms and conditions of the Agreement are hereby confirmed and ratified by the Parties.

6. **Miscellaneous.**

(a) In the event that any term, covenant, obligation and/or condition in this Amendment conflicts with a provision in the Agreement, the terms of this Amendment shall control and supersede.

(b) This Amendment may be executed in any number of counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same agreement. *Facsimile or portable document formatted (pdf) signatures hereto shall be deemed original signatures.*

(c) Each of the City and the MEDC do hereby warrant as to itself that it (i) is a duly authorized and existing entity, and (ii) has full right and authority to enter into this Amendment.

[Signature page follows.]

IN WITNESS WHEREOF, the parties have executed this Amendment as of dates set forth below, provided that this Amendment shall be effective retroactively as of the Effective Date first above written.

EXECUTED this ____ day of _____ 2025.

MEDC:

MISSION ECONOMIC DEVELOPMENT CORPORATION

By: _____
RICHARD HERNANDEZ, PRESIDENT

CITY:

CITY OF MISSION, TEXAS

By: _____
NORIE GONZLEZ GARZA, MAYOR

ATTEST:

ANNA CARRILO, City Secretary



CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: August 11, 2025

PRESENTED BY: Aida Lerma, Mission Event Center Director

AGENDA ITEM: 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

NATURE OF REQUEST:

Staff is 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 is 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

BUGETED: FY24-25 **FUND:** Event Center **ACCT. #:** 23-452-64390

BUDGET: \$15,000 **EST. COST:** \$107,680 **CURRENT BUDGET BALANCE:** \$103,142

BID AMOUNT: \$ _____

STAFF RECOMMENDATION:

Approval

Departmental Approval: Finance, Purchasing

Advisory Board Recommendation: N/A

City Manager’s Recommendation: Approval *MRP*

RECORD OF VOTE:

APPROVED: _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____

Electronic Delivery

Neely Rose
Worthington Direct
6301 Gaston Ave, Ste 670
Dallas, TX 75214

Welcome to BuyBoard!

Re: *Notice of The Local Government Purchasing Cooperative Contract Award*; Proposal Invitation No. 767-25, Furniture for School, Office, Science, Library, and Dormitory

Congratulations, The Local Government Purchasing Cooperative (Cooperative) has awarded your company a BuyBoard® contract based on the above-referenced Proposal Invitation. The contract is effective for an initial one-year term of April 1, 2025, through March 31, 2026, and may be subject to two possible one-year renewals. Please refer to the Proposal Invitation for the contract documents, including the General Terms and Conditions of the Contract.

To review the items your company has been awarded, please review Proposal Tabulation No. 767-25 at: www.buyboard.com/vendor. Only items marked as awarded to your company are included in this contract award, and only those awarded items may be sold through the BuyBoard contract. All sales must comply with the contract terms and must be at or below the awarded pricing as set forth in the General Terms and Conditions.

A list of Cooperative members is available on the buyboard.com website. In addition, the BuyBoard Administrator's vendor relations staff is available to assist you in locating available BuyBoard informational resources and answering questions you may have as an awarded BuyBoard vendor.

On behalf of the Cooperative, we appreciate your interest in the Cooperative and we are looking forward to your participation in the program. If you have any questions, feel free to contact me at bids@buyboard.com.

Sincerely,



Leigh Clover, Bid Analyst
Texas Association of School Boards, Inc.,
Administrator for The Local Government Purchasing Cooperative

For assistance, please contact your furniture expert:

Valid 6/20/2025 To 08/18/2025


William Minor
william@worthingtondirect.com

P: 800-599-6636

Bill To
CITY OF MISSION ACCOUNTS PAYABLE 1201 E 8TH ST MISSION, TX 78572-5812

Ship To
MISSION EVENT CENTER AIDA LERMA 200 N SHARY RD MISSION, TX 78572 P: (956) 580-8786

BUY BOARD CONTRACT# 767-25CHAIR
 SPECS Overall Dimensions:37" H x 17.5" W x 20.5" D
 Seat Dimensions:16" W x 16" D x 3" Thick
 Seat Height From Floor:19" H
 Back Dimensions:15.5" H x 14" W
 Inside Delivery service means that a single freight driver will assist in bringing your shipment inside the first set of doors to your facility. The driver will not navigate stairs/elevators and may still require assistance with extremely large or heavy items.

Stock No.	Vendor No.	Item Description	Price	Qty	Subtotal
	97420 1530	ARMLESS GRADE 3 UPHOLSTERY STACK CHAIR (FORTE MOCHA, BLACK FRAME) Estimated Lead Time: 28 days	\$143.40	600	\$86,040.00 plus 2-5 days for transit
	DLY-TRK DLY-TRK	TRUCK DOLLY Estimated Lead Time: 28 days	\$189.95	75	\$14,246.25 plus 2-5 days for transit

Subtotal	\$100,286.25
Shipping	7,394.42
Tax	0.00
Total	\$107,680.67

Shipping Information This order includes: Liftgate Service Inside Delivery Call Before Delivery (956) 580-8786

Delivery appointments can be made by the freight company to schedule approx delivery time. Please contact your rep to remove or add additional services to your quote, or to learn more about them.

Liftgate service is recommended for facilities that do not have a loading dock or personnel/equipment needed to lower large or heavy freight to the ground. Selecting this service will ensure that your shipment is lowered to the ground.

Inside Delivery service means that a single freight driver will assist in bringing your shipment inside the first set of doors to your facility. The driver will not navigate stairs/elevators and may still require assistance with extremely large or heavy items.

Please contact your rep to have these additional services added to your quote, or to learn more about them.

When you are ready to order, please make sure you have made all color selections and verified shipping and billing details. Feel free to discuss any questions you may have with your representative: William Minor at william@worthingtondirect.com

Thank you for this opportunity to furnish your space!

CITY OF MISSION BUDGET AMENDMENT REQUEST

FISCAL YEAR: 2024-2025
DATE: August 11, 2025
DEPARTMENT: Mission Event Center
FUND: Event Center

BA-25-40

ACCOUNT NO.	ACCOUNT TITLE	CURRENT BUDGET	AMOUNT INCREASE / DECREASE	PROPOSED BUDGET
		-	-	-
23-452-64390	Minor Equipment	15,000.00	107,680.00	122,680.00
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
TOTAL		15,000.00	107,680.00	122,680.00

JUSTIFICATION

A budget amendment 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

Finance Director: Vidal Roman

Date: 8/11/2025

City Council Approved on: _____

Date Posted: _____



CITY OF
MISSION

**CITY COUNCIL AGENDA ITEM &
RECOMMENDATION SUMMARY**

MEETING DATE: August 11, 2025

PRESENTED BY: Xavier Cervantes, Director of Planning

AGENDA ITEM: 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

NATURE OF REQUEST:

Project Timeline:

- April 15, 2025 – Preliminary Conference to discuss proposed plat, construction plans, and application process with developer and engineer.
- May 1, 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).
- July 31, 2025 – Final review of plat and construction plans deemed complete by SRC.
- August 6, 2025 – Consideration of plat approval subject to conditions by the Planning and Zoning Commission.
- August 11, 2025 – Consideration of plat approval subject to conditions by the City Council.

Summary:

- Meadow Way at Meadow Creek Subdivision consists of a fourteen single family residential lots and it is located within the Meadow Creek Country Club Subdivision Phase 1-B.
- This subdivision will have access to existing streets (Crystal Drive for tracts 2 & 3; Meadow Way Drive for tract 1), sewer and water main lines, and access to drainage detention ponds within the neighborhood. The Engineering Department has reviewed and approved the drainage report.
- These tracts of land were rezoned from AO-I to R-1 on February 14, 2024 by P&Z and approved by City Council on February 26, 2024.
- All the lots are more than 5,000 square feet in area.

- The required Capital Sewer Recovery Fees (\$200xlot), Park Fees (\$650xlot), Conveyance or Payment of Water Rights (\$3000xac.), and all other format findings will be complied with prior to the City Council approval.
- All items on the subdivision checklist will be addressed prior to the recording of the plat.

STAFF 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

OWNERS DEDICATION

I, LEONEL CANTU, THE UNDERSIGNED, OWNER(S) OF THE LAND SHOWN ON DESIGNATED HEREIN AS MEADOW WAY AT MEADOW CREEK SUBDIVISION, AN A CITY OF MISSION, TEXAS, AND WHOSE NAME IS SUBSCRIBED HERETO, HEREBY THE USE OF THE PUBLIC FOREVER ALL STREETS, ALLEYS, PARKS, WATER (EASEMENTS, AND PUBLIC PLACES THEREON SHOWN FOR THE PURPOSES AND I THEREIN EXPRESSED.

CITY SUBDIVISION

LAC ENTERPRISES
LEONEL CANTU, MANAGING MEMBER
5105A N. 10TH STREET
McALLEN TEXAS 78504

DATE

Name: LEONEL CANTU
Address: 5105A N. 10th Street
City: McAllen, Texas
Phone: 956-739-0830
Subdivision Name: _____
Meadow Way at Meadow Creek
Subdivision

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: _____

20250309

Urban (City) Suburban ETJ _____ Rural ETJ _____
Zone: R-1 Water Dist. City of Mission School Dist. _____

SINGLE FAMILY RESIDENTIAL

of Lots: Residential 21 Non-Residential 0 Common Areas/Lots 0
Water CCN: SWSC _____ LJWSC _____ MUD _____

WATER

0 L. F. of 0 Water Lines
0 L. F. of 0 Water Lines

Other: 21 proposed domestic service (3/4" meters)

Suburban ETJ Only: MSR cost of water meters & Membership costs \$ _____

SEWER

0 L. F. of 0 Sewer Lines
0 L. F. of 0 Sewer Lines

Lift Sta: _____ N/A-Septic Use: N/A

Other: 21 proposed domestic sewer services (4")

Suburban ETJ Only: MSR cost of Septic Tanks \$ _____

STREETS

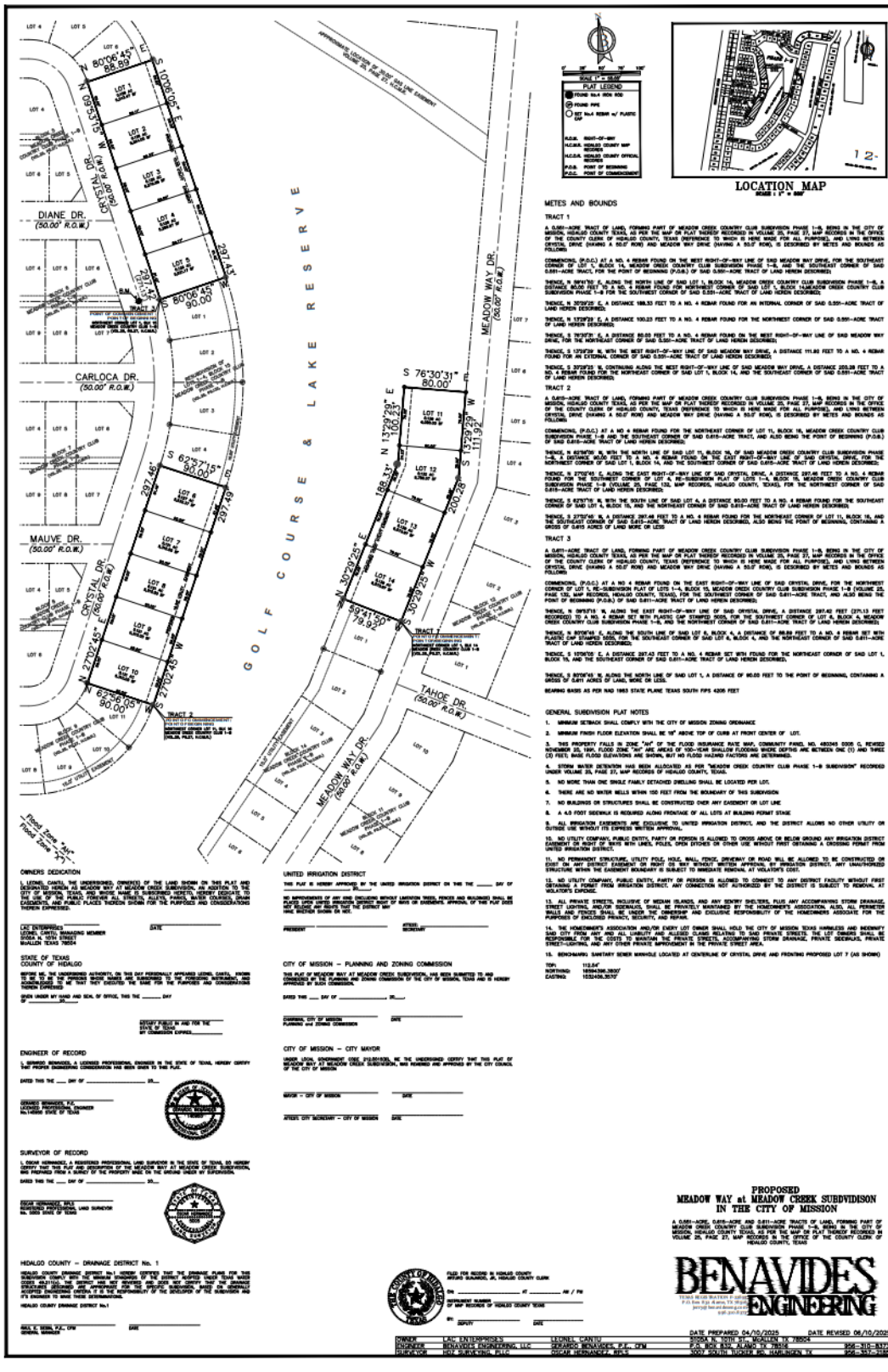
0 L. F. of 0 Wide Streets
0 L. F. of 0 Wide Streets

Other: _____

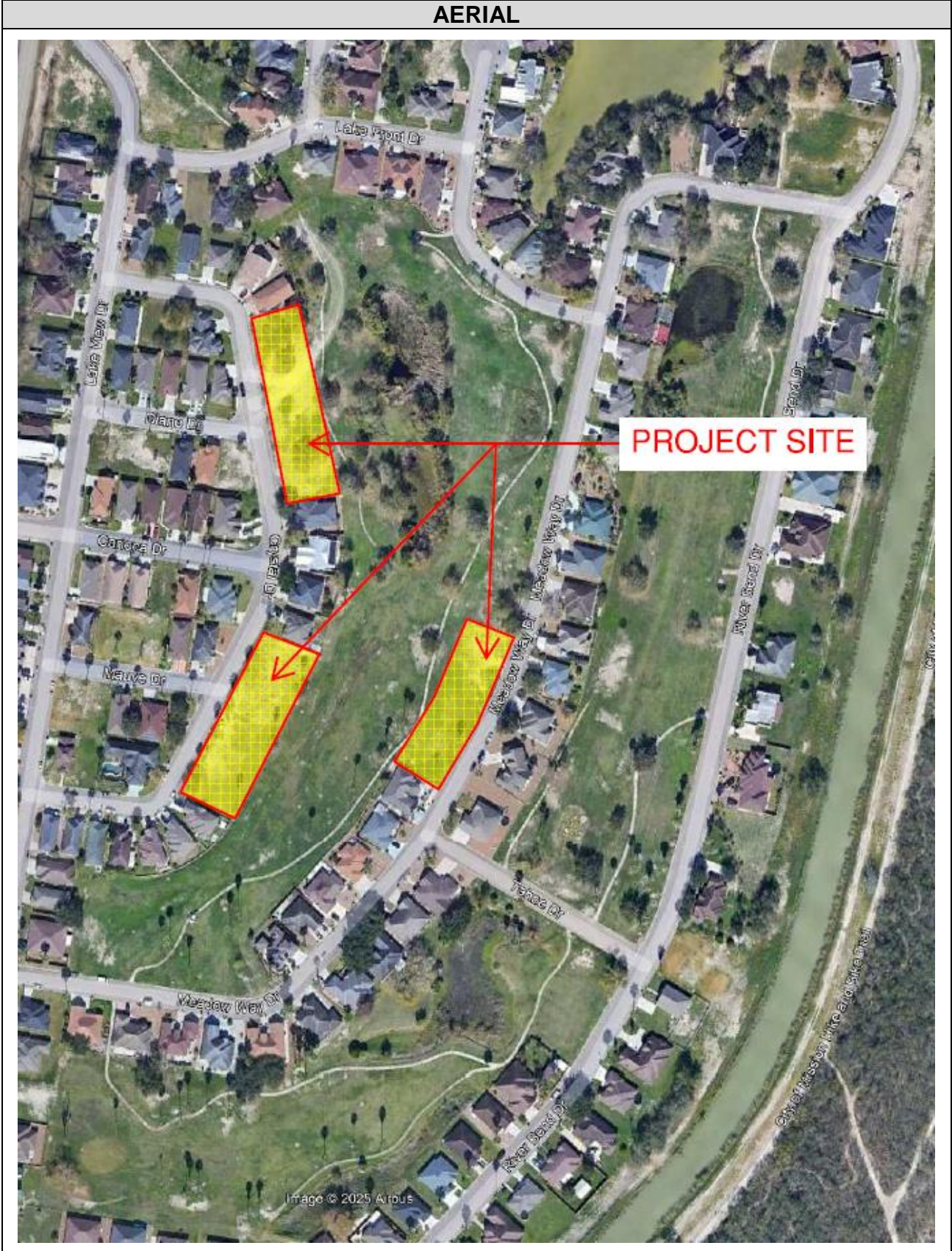
STORM SEWER

0 L. F. of 0 Storm Lines
0 L. F. of 0 Storm Lines
0 L. F. of 0 Storm Lines

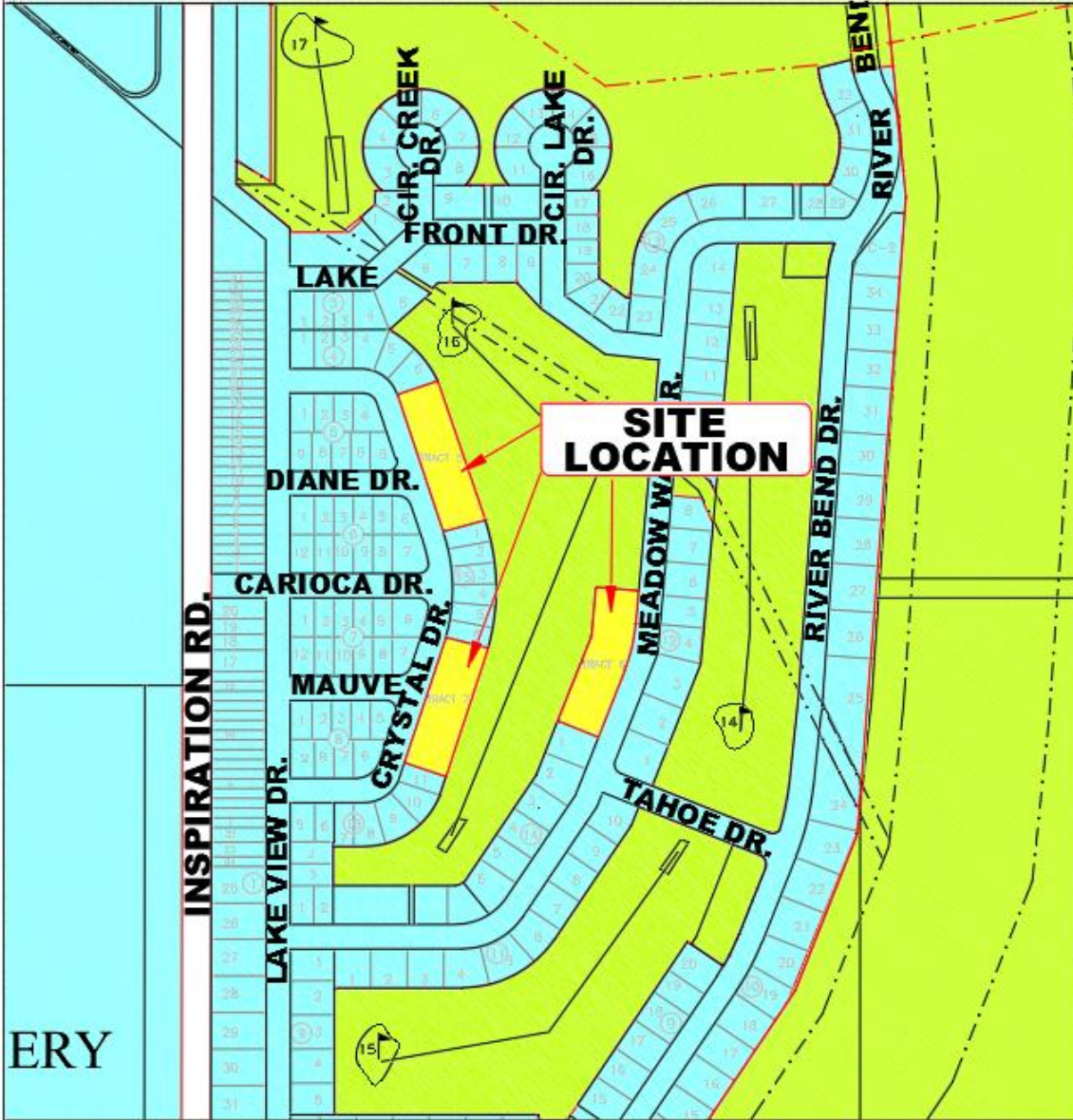
PLAT





















AERIAL



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



DRAINAGE REPORT



Drainage Statement Meadow Way at Meadow Creek Subdivision City of Mission, Hidalgo County, Texas

Project Description and Location

The proposed Meadow Way at Meadow Creek Subdivision is a proposed 21 lot single family subdivision within Meadow Creek Country Club Phase 1-B Subdivision as per map or plat thereof recorded in Volume 25, Page 27, Map Records, Hidalgo County, Texas. This subdivision is composed of three separate tracts of land totaling 1.77 acres.

Two of the three tracts have frontage to Crystal Drive (public 50.0 right of way) and the third tract has frontage to Meadow Way Drive (public 50.0 right of way).

As per recorded Meadow Creek Country Club Phase 1-B Subdivision, the entirety of this new subdivision is within existing drainage areas that have been already accounted for stormwater runoff during the development of Meadow Creek Country Club Phase 1-B Subdivision.

At this moment, we are not alternating the use of the existing property nor the proposed use that will hinder additional stormwater runoff that were originally presented via Meadow Creek Country Club Phase 1-B Subdivision.

Please see the attached Meadow Creek Country Club Drainage statement by PHASE II Engineering that approved for Meadow Creek Country Club Phase 1-B Subdivision dated March 13, 1987.

Please reach out to Jerry Benavides, for any further questions, comments or concerns regarding this Meadow Way at Meadow Creek Subdivision.

<input type="checkbox"/> REJECTED	
<input checked="" type="checkbox"/> APPROVED FOR SUBMITTAL	
<input type="checkbox"/> TO H.C. PLANNING DEPT.	
<input type="checkbox"/> TO CITY	
<input checked="" type="checkbox"/> DISCHARGE PERMIT REQUIRED	
<input type="checkbox"/> DISTRICT FACILITY	
<input type="checkbox"/> CITY FACILITY	
<input type="checkbox"/> OTHER	
<i>Jerry Benavides</i>	
H.C.D.D. NO. 1	DATE 4-30-25





CITY OF
MISSION

**CITY COUNCIL AGENDA ITEM &
RECOMMENDATION SUMMARY**

MEETING DATE: August 11, 2025

PRESENTED BY: Xavier Cervantes, Director of Planning

AGENDA ITEM: 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

NATURE OF REQUEST:

Project Timeline:

- July 11, 2025 – Plat, preliminary construction plans, and Subdivision Application submitted to the City to include a Variance Request.
- July 24, 2025 – Revisions to plans were resubmitted for follow-up review and additional comments by the Staff Review Committee (SRC).
- August 6, 2025 – Consideration of the Plat Approval Subject to Conditions and consideration of a Variance Request by the Planning and Zoning Commission.
- August 11, 2025 – Consideration of the requested Plat Approval Subject to Conditions and consideration of a Variance Request by the City Council.

Summary:

- The proposed subdivision is a 2 single family residential lot development located on the East side of N. Glasscock Road, approximately 500 feet North of E. Mile 2 Road.
- The land use for this subdivision is consistent with surrounding single-family residential lots
- The site will have frontage to N. Glasscock Road and through a 30 feet private access driveway along the South property line.
- A Variance Request has been submitted to allow the development to proceed without Lot 2 having access to a public street as defined in the Code of Ordinances / Chapter 98-Subdivisions / Article I. Sec. 98-1 Definitions. Lot means an undivided tract or parcel of land having frontage on a public street and which is, or in the future may be, offered for sale, conveyance, transfer or improvement; which is designated as a distinct and separate tract, and which is identified by a tract or lot number or symbol in a duly-approved subdivision plat which as been property filed of record.
- Water and sewer services will be provided by the City. There is an existing fire hydrant accessible to this site and acknowledged by the Fire Marshall.

- The required Capital Sewer Recovery Fees (\$200xlot), Park Fees (\$650xlot), Conveyance or Payment of Water Rights (\$3000xac.), Street widening improvements or escrows, and all other format findings will be complied with prior to plat recording.

STAFF 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, 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.

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: <u>Ingrid Izaguirre</u> Address: <u>2121 E. Griffin Parkway Suite 2</u> City: <u>Mission, TX</u> Phone: <u>956-584-0554</u> Subdivision Name: <u>IZAGI OAKS</u>	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) Suburban ETJ _____ Rural ETJ _____
Zone: Residential Water Dist. Mission School Dist. Sharyland ISD

of Lots: Residential 2 Non-Residential _____ Common Areas/Lots N/A

Water CCN: SWSC _____ LJWSC _____ MUD

<u>WATER</u>		<u>SEWER</u>	
_____ L. F. of _____	Water Lines	_____ L. F. of _____	Sewer Lines
_____ L. F. of _____	Water Lines	_____ L. F. of _____	Sewer Lines
Other: <u>Single service tap</u>		Lift Sta: _____ N/A-Septic Use: _____	
Suburban MSR cost of water meters & ETJ Cables \$ <u>n/a</u>		Other: <u>Single service tap</u>	
		Suburban ETJ Only: MSR cost of Septic Tanks \$ <u>n/a</u>	

15075601
1201 E. 8TH ST

REC#: 06359644 7/23/2025 12:00 PM
OPER: NOLC TERM: 007
REF#: 2560

TRAN: 550.0000 BUSINESS LICENSE
20250576-07/23/25 IZAGUIRRE, INGRID
REZONING 400.000R

TENDERED: 400.00 CHECK
APPLIED: 400.00-

CHANGE: 0.00

WATER CONSERVATION STAGE 2
THANK YOU AND HAVE A GREAT DAY!

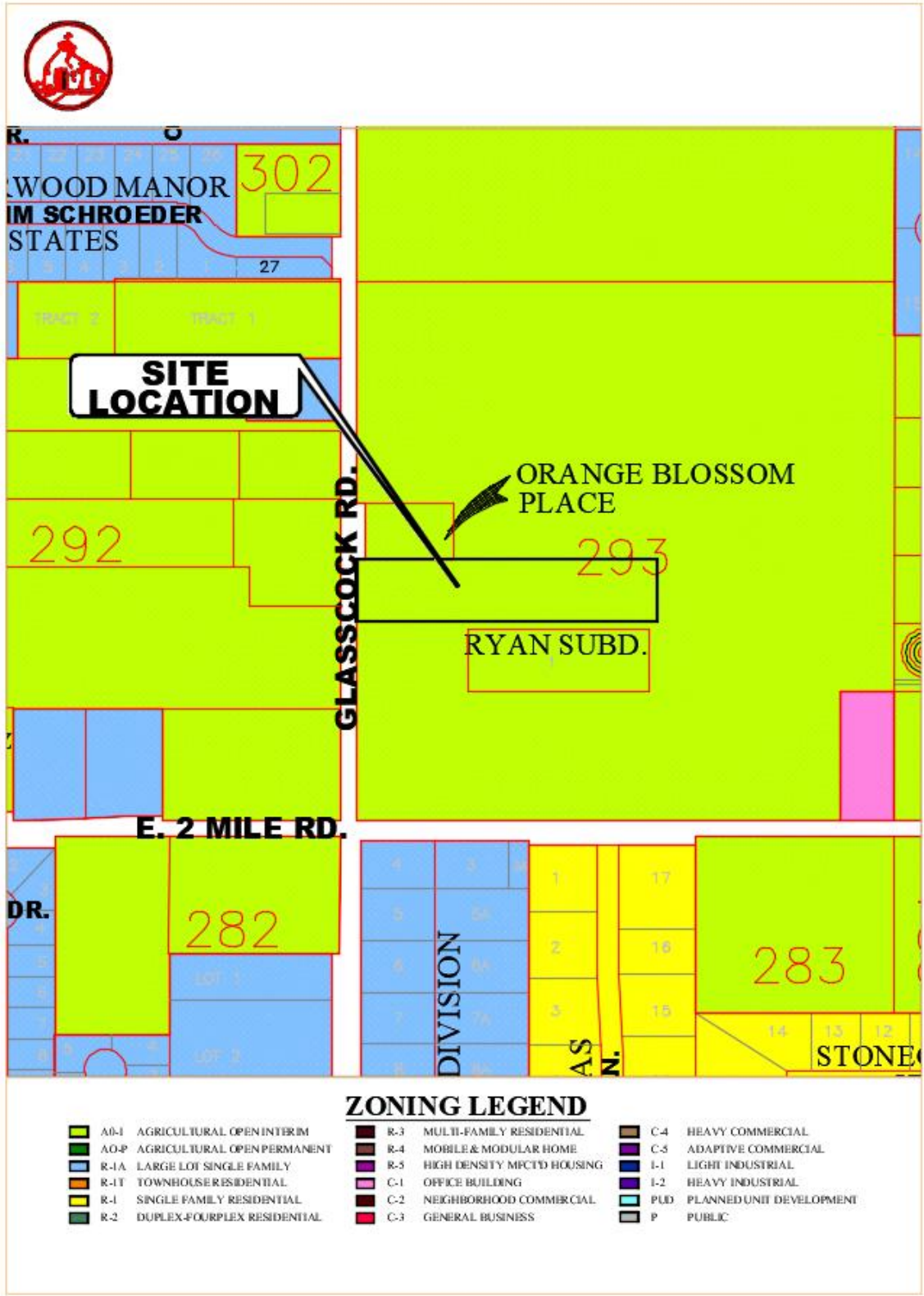
<u>STORM SEWER</u>	
_____ Wide Streets	_____ L. F. of _____ Storm Lines
_____ Wide Streets	_____ L. F. of _____ Storm Lines
_____ Wide Streets	_____ L. F. of _____ Storm Lines

Revised 2023

AERIAL PHOTO



ZONING MAP



VARIANCE REQUEST



July 11, 2025

Xavier Cervantes, AICP, CPM
Planning Director
City of Mission
6090 North Inspiration Road
Mission, TX 78572

RE: Variance Request –IZAGI OAKS SUBDIVISION

Dear Mr. Cervantes,

On behalf of the property owner, we respectfully submit this letter to request a **variance from the City of Mission's 50-foot right-of-way (ROW) requirement** for the proposed **IZAGI OAKS Subdivision**, a 2-lot single-family residential subdivision.

The subdivision is located on the east side of N. Glasscock Road, approximately 500 feet north of E. Mile 2 Road, and consists of a 2.50-acre tract of land out of Lot 293, John H. Shary Subdivision, as recorded in Volume 1, Page 17, of the Hidalgo County Map Records.

We are requesting this variance based on the following conditions:

- The proposed subdivision consists of only **two (2) single-family residential lots**, each over 1 acre in size, and does not require a public street for circulation or high-density traffic.
- There is an existing **30-foot-wide shared private access easement** that has historically provided access to **three existing residential homes**. This access road is privately maintained and already constructed.
- The current homeowners along this shared private road have **granted permission to allow access for Lot 2 of the IZAGI OAKS SUBDIVISION** via this existing road. As such, no new public infrastructure is being proposed or required for this development.

Given these factors, we respectfully request approval of this variance and permission to allow Lot 2 to access through the existing private 30-foot shared access road in lieu of dedicating a 50-foot public ROW.

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 read "Diana Izaguirre", is written over a horizontal line.

Diana Izaguirre, President
Izaguirre Engineering Group LLC.

2121 E GRIFFIN PKWY SUITE 2, MISSION TEXAS 78574

AUTHORIZATION LETTER TO USE PRIVATE DRIVEWAY

July 28, 2025

To Whom It May Concern,

I, Mauricio Gomez, am the owner of the property located at 3214 N Glasscock Rd, TX. The legal description of this property is as follows:

JOHN H SHARY - E594'-N330'-S660' & W726'-N30'-S510' LOT 293 & N165'-S660'-W600' LOT 294 — 7.18 Acres

This letter is to confirm that I am granting permission to the owners or developers of the adjacent subdivision described as follows:

IZAGI OAKS — A 2.50-acre tract of land, more or less, being the west 176.00 feet of the north 1,500 feet of the north ten acres of Lot 293, John H. Shary Subdivision, Hidalgo County, Texas, as per map or plat thereof recorded in Volume 42, Map Records, Hidalgo County, Texas, and further described in Affidavit of Heirship (Document No. 1171462, Hidalgo County Official Records, Texas).

Permission is granted for access and use of the private road that leads into and out of 3214 N Glasscock Rd for purposes of ingress and egress to the described subdivision property.

This permission is granted with full knowledge and consent and shall remain in effect unless otherwise revoked in writing.

Sincerely,



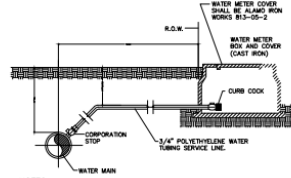
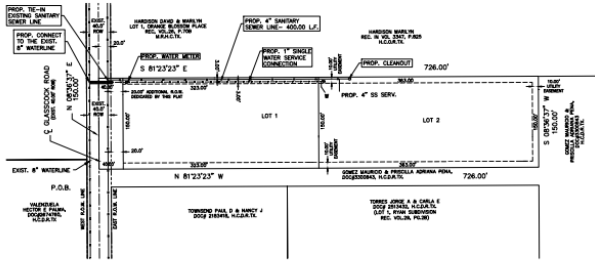
Mauricio Gomez

Owner of 3214 N Glasscock Rd, TX

UTILITY LAYOUTS

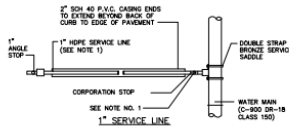
ALL WATERLINE CONSTRUCTION SHALL REFERENCE AQUA SPECIAL UTILITY DISTRICT STANDARDS. CONTRACTOR SHALL REFERENCE AQUA SPECIAL UTILITY DISTRICT DETAILS WHENEVER CONFLICTS ARISE.

IZAGI OAKS MAP OF UTILITIES DISTRIBUTION

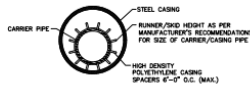


- NOTES:**
1. ALL SERVICE CONNECTIONS NEED TO HAVE A MIN. 2'-0" COVER FROM FINISHED GRADE.
 2. WATER METER COVER SHALL BE ALUM. IRON WORKS 813-05-2.
 3. ALL WATER MAINS HAVE 8" F.I. OF COVER FROM FINISHED GRADE.
 4. WATER BOD SHALL BE CAST IRON.
 5. ALL CONCRETE TO HAVE A MIN. 28 DAYS COMPRESSIVE STRENGTH OF 3,000 P.S.I.
 6. 2" GATE VALVE ONLY REQUIRED FOR 2" SERVICE.
 7. POLYETHYLENE TUBING ACCEPTABLE FOR LINE SIZES 2" OR LESS.
- CONSTRUCTION NOTES:**
- A. WATER VALVE COVER
 - B. CURB COCK
 - C. WATER BOD & METER PROVIDED
 - D. WATER TUBING SERVICE LINE
 - E. CORPORATION STOP
 - F. WATER MAIN

- NOTES:**
1. SERVICE LINES GREATER THAN 1" REQUIRE P.V.C. SCHEDULE 40 PIPE.
 2. 1" SERVICE LINES SHALL BE 50#-R. HOPE, AEM D-2737.
 3. 2" SERVICES REQUIRE BOTH COMP. STOP AND CAST IRON VALVE.
 4. ONE SERVICE REQUIRED FOR EACH LOT.
 5. 2" ANGLE STOPS REQUIRED FOR 2" SERVICES AT METER LOCATION.
 6. A U-BRANCH FITTING REQUIRED FOR 1" SERVICES AT METER LOCATION.



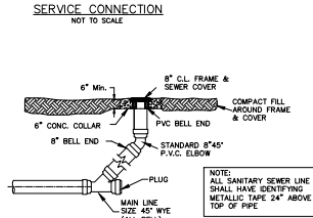
TYPICAL WATER SERVICE CONNECTION
NOT TO SCALE



CARRIER PIPE SIZE	PIPE COATING	MIN. WALL THICKNESS
6"	15"	0.3125"
8"	15"	0.3125"
10"	15"	0.3125"
12"	15"	0.3125"
14"	15"	0.4375"
16"	15"	0.4375"
18"	15"	0.5625"
20"	15"	0.5625"
24"	15"	0.6875"
30"	48"	0.8250"

- GENERAL NOTES:**
1. ALL STEEL CASING SHALL BE WELDED.
 2. STEEL CASING SHALL BE CLOSED AT EACH END USING SYNTHETIC RUBBER END SEALS.
 3. CASING SPACERS SHALL BE USED TO INSTALL THE CARRIER PIPE INSIDE THE ENCASUREMENT PIPE. CASING SPACERS SHALL FASTEN TIGHTLY ON THE CARRIER PIPE TO PREVENT RELATIVE MOVEMENT.
 4. ON PIPE CASING INSTALLATION, CASING SPACERS SHALL BE COURED ON EACH END OF THE ENCASUREMENT.
 5. INSTALLATION AND SIZE OF SPACERS SHALL BE PER MANUFACTURER'S RECOMMENDATIONS.

WATER BORING INSTALLATION



SANITARY SEWER CLEANOUT DETAIL
NOT TO SCALE

DATE OF PREPARATION: 07/10/25



IZAGI OAKS
UTILITIES LAYOUT

IZAGUIRRE
Engineering Group LLC.
2121 E. GREEN Pkwy. SUITE 2
MISSION, TEXAS 78274
PHONE (512) 584-5544
FAX (512) 584-5549

SHEET NO. 1
OF 2 SHEETS



MEETING DATE: August 11, 2025
PRESENTED BY: Xavier Cervantes, Director of Planning
AGENDA ITEM: 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

NATURE OF REQUEST:

Project Timeline:

- February 13, 2023 – City Council convened for Preliminary Plat Approval
- July 21, 2023 – Hosted a Preconstruction Conference to sign construction plans and issue a Notice-to-Proceed
- July 18, 2025 – A Final Walk-Thru was scheduled and conducted on-site with all parties involved for inspection.
- August 4, 2025 – The Statement of Completions have been received by the Planning Department.
- August 11, 2025 – Consideration of the requested Plat Approval by the City Council.

Summary:

- The subdivision is located along the South side of W. Military Parkway approximately 400 feet west of S. Conway Avenue
- This development consists 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 are 32 feet back-to-back within 50 feet right-of-ways. This subdivision is only accessible from W. Military Parkway. The internal streets will be public.
- Storm water will 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 has reviewed and approved the drainage report and design.
- The subdivision is ready for recording.

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 _____

PLAT

LEGEND

- 1. LOT
- 2. STREET
- 3. ALLEY
- 4. DRIVE
- 5. PARKWAY
- 6. HIGHWAY
- 7. RAILROAD
- 8. CANAL
- 9. DRAINAGE
- 10. FENCE
- 11. EASEMENT
- 12. ENCUMBRANCE
- 13. UNLAWFUL ENCROACHMENT
- 14. UNLAWFUL CONSTRUCTION
- 15. UNLAWFUL ALTERATION
- 16. UNLAWFUL REMOVAL
- 17. UNLAWFUL DESTRUCTION
- 18. UNLAWFUL OCCUPANCY
- 19. UNLAWFUL USE
- 20. UNLAWFUL INTERFERENCE
- 21. UNLAWFUL OBSTRUCTION
- 22. UNLAWFUL ENCROACHMENT
- 23. UNLAWFUL CONSTRUCTION
- 24. UNLAWFUL ALTERATION
- 25. UNLAWFUL REMOVAL
- 26. UNLAWFUL DESTRUCTION
- 27. UNLAWFUL OCCUPANCY
- 28. UNLAWFUL USE
- 29. UNLAWFUL INTERFERENCE
- 30. UNLAWFUL OBSTRUCTION

SCALE: 1"=100'

MILITARY PARKWAY (150.0' R.O.W.)

WEST ADDITION TO SHARYLAND N: 16887949.05 E: 1039000.05

P.O.C. S.E.C. LOT 96.

SUBDIVISION PLAT OF LAS MISSIONES DE SAN JORGE SUBDIVISION, PHASE I, AN ADDITION TO THE CITY OF MISSION, HIDALGO COUNTY, TEXAS.

STATE OF TEXAS
COUNTY OF HIDALGO

PLAT NO. 100

SECTION 10

TOWNSHIP 10N

RANGE 10E

SECTION 10

STATE OF TEXAS
COUNTY OF HIDALGO

PLAT NO. 100

SECTION 10

TOWNSHIP 10N

RANGE 10E

SECTION 10

STATE OF TEXAS
COUNTY OF HIDALGO

PLAT NO. 100

SECTION 10

TOWNSHIP 10N

RANGE 10E

SECTION 10

STATE OF TEXAS
COUNTY OF HIDALGO

PLAT NO. 100

SECTION 10

TOWNSHIP 10N

RANGE 10E

SECTION 10

STATE OF TEXAS
COUNTY OF HIDALGO

PLAT NO. 100

SECTION 10

TOWNSHIP 10N

RANGE 10E

SECTION 10

STATE OF TEXAS
COUNTY OF HIDALGO

PLAT NO. 100

SECTION 10

TOWNSHIP 10N

RANGE 10E

SECTION 10

STATE OF TEXAS
COUNTY OF HIDALGO

PLAT NO. 100

SECTION 10

TOWNSHIP 10N

RANGE 10E

SECTION 10

PLAT NO. 100

SECTION 10

TOWNSHIP 10N

RANGE 10E

SECTION 10

PLAT NO. 100

SECTION 10

TOWNSHIP 10N

RANGE 10E

SECTION 10

PLAT NO. 100

SECTION 10

TOWNSHIP 10N

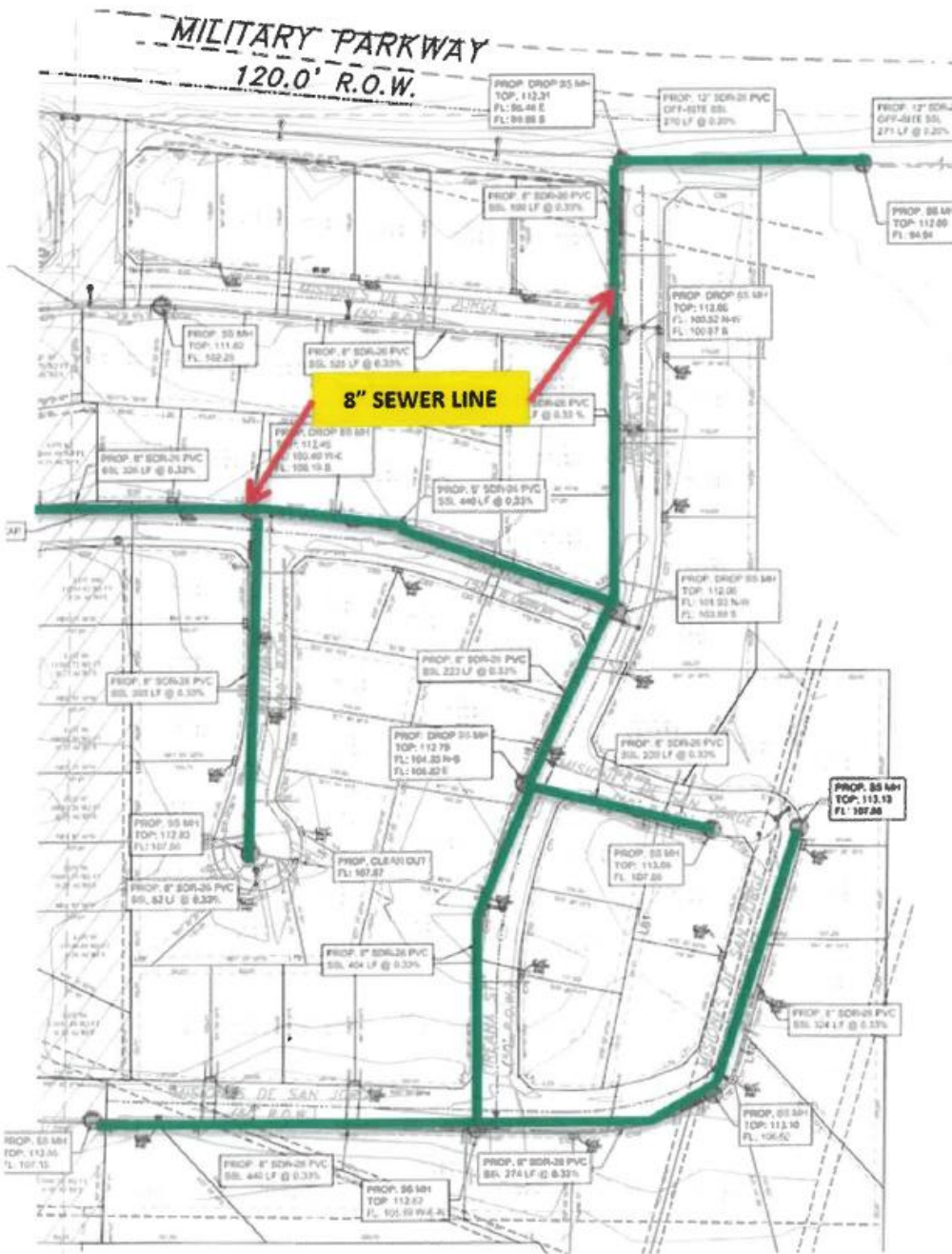
RANGE 10E

SECTION 10

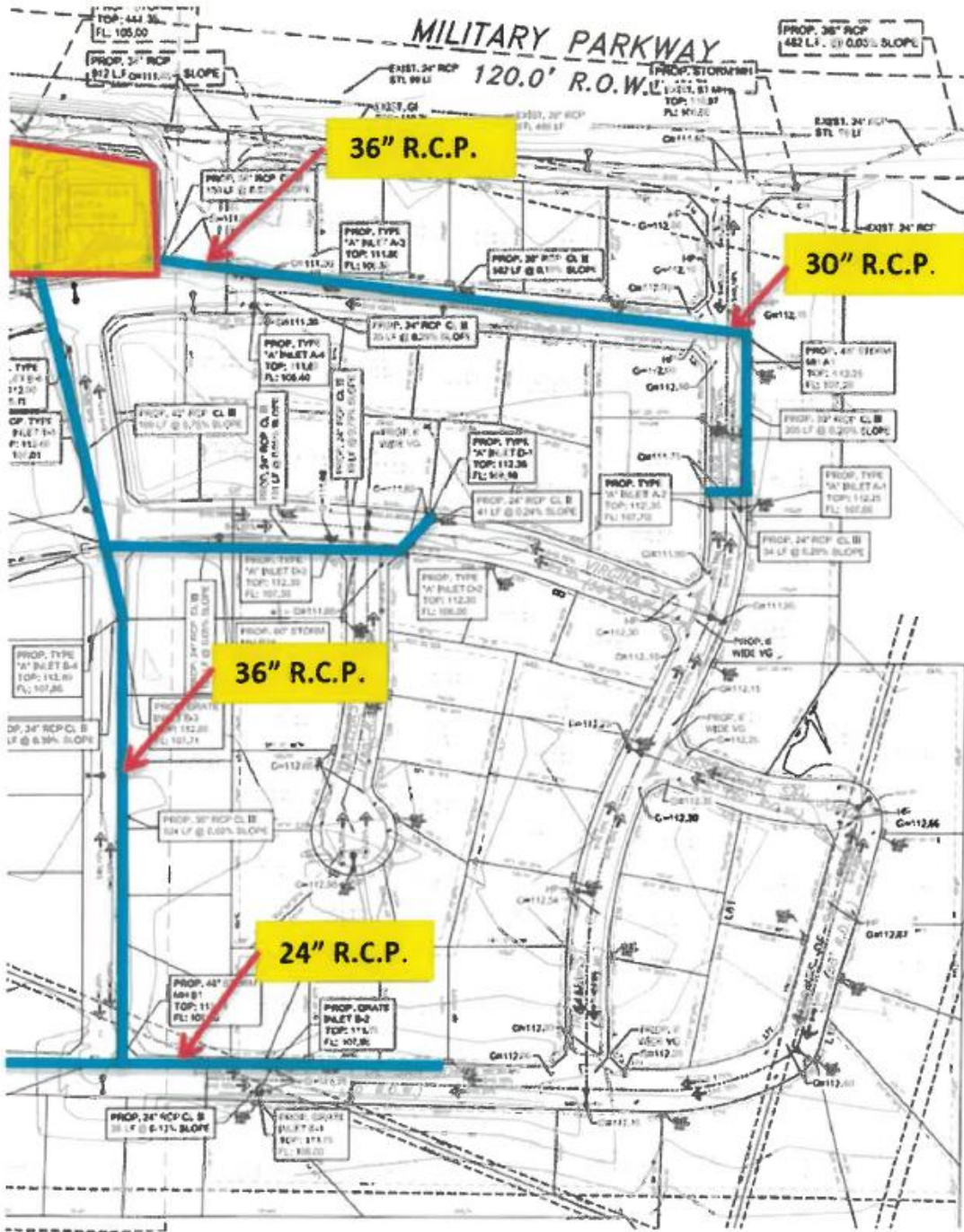
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SANITARY SEWER LAYOUT



STORM WATER DRAINAGE & STATEMENT



STORM WATER DRAINAGE & STATEMENT

**DRAINAGE REPORT
FOR
Las Misiones De San Jorge Phase I Subdivision
Mission, Texas**

Being 23.48-acre tract of land, more or less, out of and forming a part of lot 9-6, west addition to Sharyland Hidalgo County, Texas, as per the map or plat thereof recorded in volume 01, page 56, map records of Hidalgo County, Texas.
6,8,18,5,34

Las Misiones De San Jorge will consist of 2 phases. Phase 1 will construct 65 multifamily lots subdivision (23.48 acres), Phase 2 will consist of 60 multifamily lots (25.26 acres) The property is located on northwest corner of Washington Ave and Bob Youker St. inside City Limits of Mission, Texas.

The tract lies in "Zone A". Zone A is defined as an areas of 100-yr flood; base flood elevations and flood hazard factors not determined. A FEMA process will be signed off by the city of mission since this property lies in the City limits of Mission. The proposed BFE to be submitted to the City of Mission is to be 113.00 feet NGVD 29.

The soil according to the soil survey of hidalgo county indicates that this property lies in "Area 55" (Reynosa Silty Clay loam, 0 to 1 Percent Slopes, Hydrologic Group "B") and "Area 64" (Runn silty Clay, surface runoff "medium" and Hydrologic group "C") of the soil survey of Hidalgo County.

Existing drainage for the area consists of the following system: presently, the project was approved by City of Mission and HCDD1 but then the owner changed engineers at the construction portion of the project. The portion that is going to be subdivided will be Phase I which is around 23.48 acres. In which once the subdivision is recorded, they can get the funds to finish the second portion of the subdivisions which the remaining 25.26 acres of the whole 48.72 acres. Phase I currently has streets and curbs built already and these improvements flow into the existing detention pond located on the northwest portion of the tract. Existing runoff is Q10 = 29.64 cubic feet per second based on a 10-year frequency storm.



MAS
1-31-75

There are 65 multifamily lots proposed in this subdivision Phase I (in 23.48 acres). There are 60 multifamily lots proposed in phase 2 (in 25.26 acres) for a total of 125 multifamily lots to be constructed in the master plan of Las Misiones de San Jorge (48.72 acres total). The drainage detention is only an estimate determined by the project engineer; an actual detention may vary based on an actual use of the lots. After development, the runoff will be increased $Q_{diff} = 74.94$ cubic feet per second and $Q_{50} = 104.58$ cubic feet per second. In accordance with our calculations and following the City of Mission drainage policy and the Hidalgo County Drainage District No. 1 a total of 390,191 cubic-feet or 8.96 ac-ft will be needed for completion of Phase I and Phase II. Phase I will have to detain 188,047 cubic-feet or 4.32 ac-ft. Phase 2 will have to detain 4.64 cubic-feet or 202,303 acre-ft. In Phase 1 the entire portion of the detention will be built, meaning that phase 2 will not need to build an extra detention pond unless the proposed of multifamily lots gets modified into a different zoning. Phase 1 will build and detain the whole amount of the mention detention for this master plan. The detention pond will be located on the northwest portion of the tract of land via an easement along Military Rd. The outfall will go into a drain inlet owned by txdot. The connection to txdot will have to be a 8" PVC as per txdot specification which then outfalls into the mission inlet owned by HCDD1. The finish floor for each building will be set above the 100-year frequency storm event.

Sincerely,

Mario A. Salinas, P.E.

MAS ENGINEERING, L.L.C., CONSULTING ENGINEERING FIRM No. F-15499
 3911 North 10th Street, Suite H, McAllen, Texas, 78501 Ph. (956)537-1311



1-31-24

<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 type="checkbox"/> CITY FACILITY	
<input type="checkbox"/> OTHER _____	
H.C.D.D. NO. 1	DATE 2-9-24



CITY OF
MISSION

**CITY COUNCIL AGENDA ITEM &
RECOMMENDATION SUMMARY**

MEETING DATE: August 11, 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 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.

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
- 2) Make it retroactive to all the existing schools if possible

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.

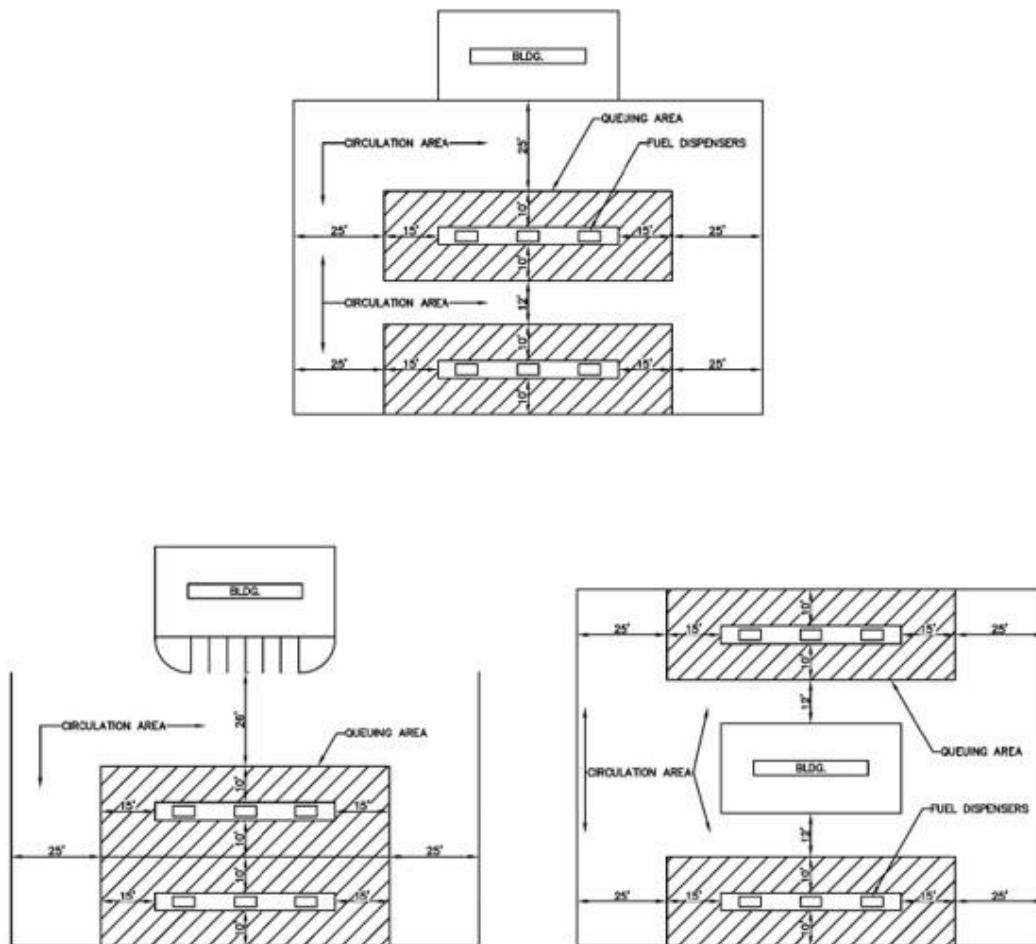


Figure 1 – Service Station Queuing & Internal Circulation Layout

- (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.

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
522	Middle/Junior High	# of Students	0		0	0
522	Middle/Junior	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: 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.

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.

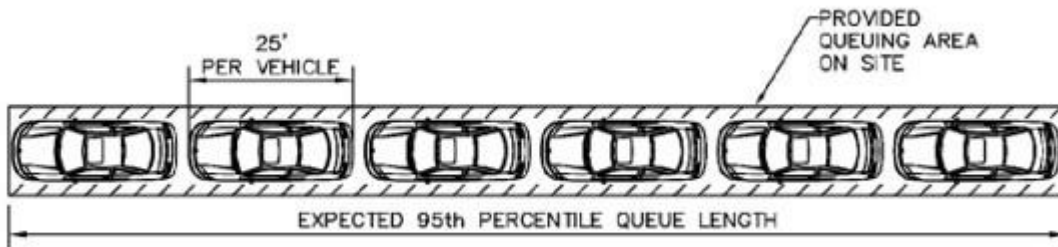


Figure 2 – Area for the 95th Expected Queue

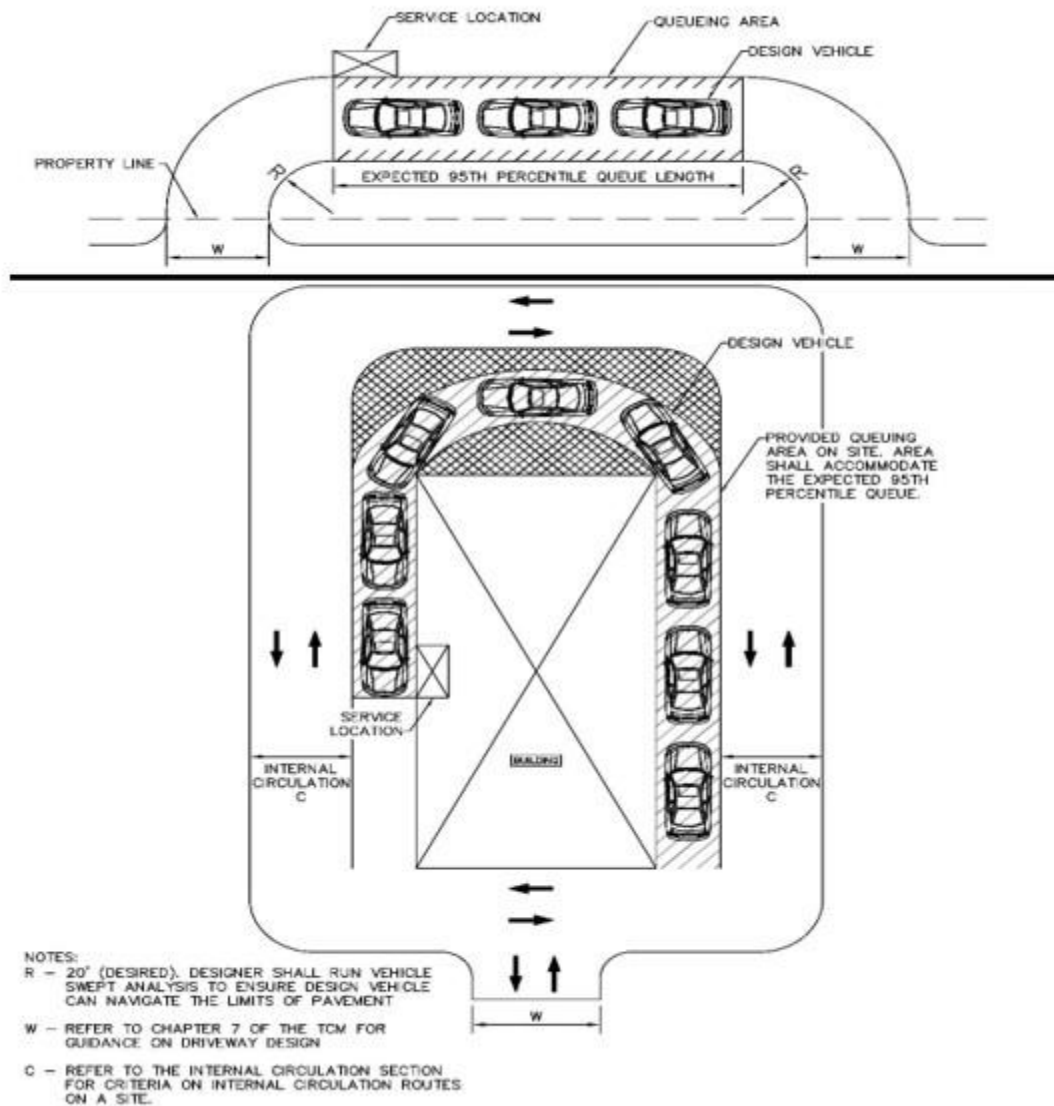


Figure 3 – Semicircular Drop-off Driveway & Drive Through Facility Queueing with Internal Circulation Layout

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.

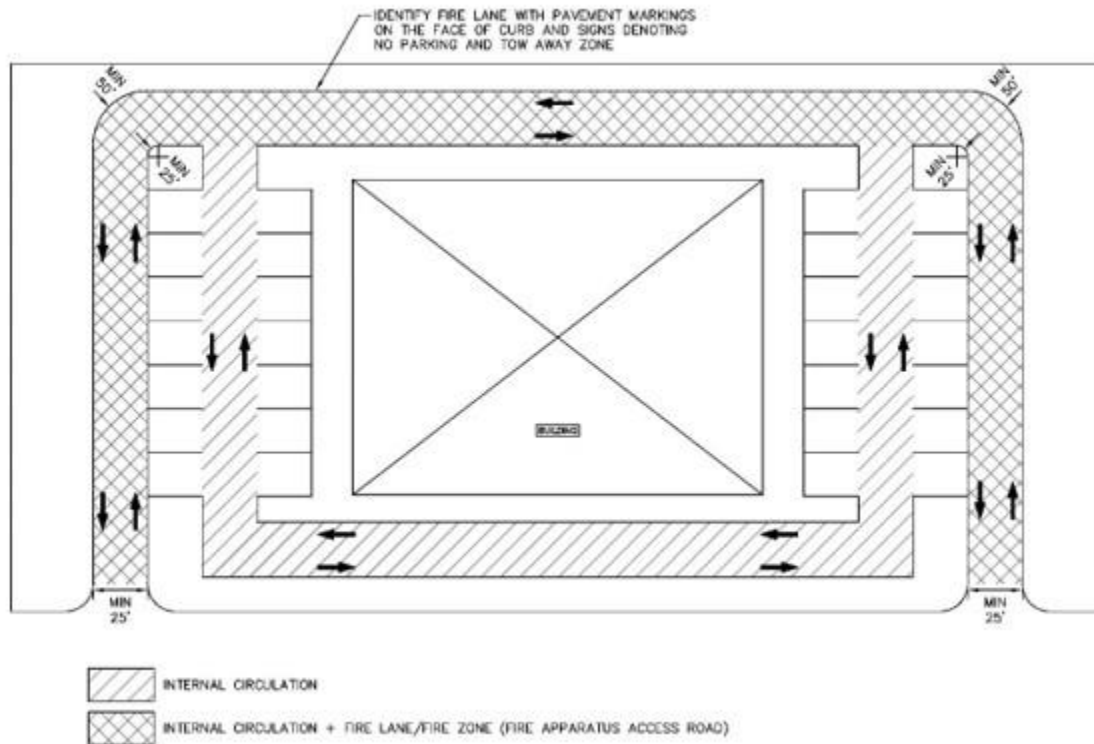


Figure 4 – Internal Circulation & Fire Lanes Layout

- (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

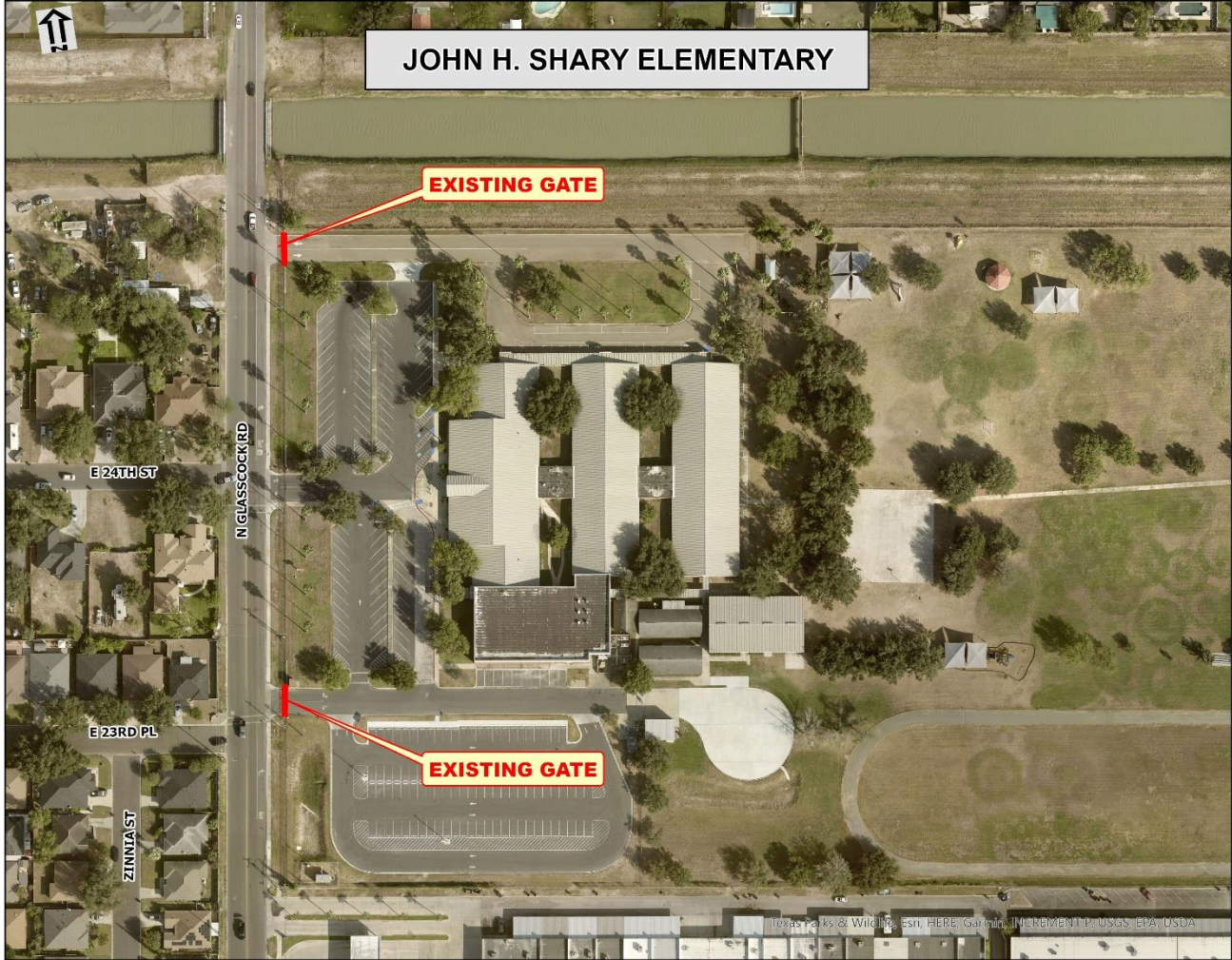
Norie Gonzalez Garza, Mayor

ATTEST:

Anna Carrillo, City Secretary

APPROVED AS TO FORM:

Patricia A. Rigney, City Attorney





CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: August 11, 2025
PRESENTED BY: Steven Kotsatos, Health Director
AGENDA ITEM: Approval of Ordinance # _____ 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

NATURE OF REQUEST:

Amendments are 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 states whenever any dog animal is 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 applies to quarantined animals at the shelter for a 10-day period. Adding Microchip will be \$10.00 per dog or cat.

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 _____

ORDINANCE NO. _____

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

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 Cod, the City Council has the authority to adopt an ordinance that among other things, is for good government peace or order of Mission; and

WHEREAS, the proposed amendments will help properly regulate the ordinance that needs to be revisited from time to time; and

WHEREAS, The City Council of the City of Mission finds that it is in the best interests 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 Code of Ordinances of the City of Mission, Chapter 14-Animals, Article III- Dogs, that Division 2, License, Section 14-102, License Fee Levied, That Article IV, Impoundment, Sections 14-142 Notice, Section 14-143 Time for Redemption, and amending Section 14-144, Fees, are hereby amended by adding the language underlined (**added**) and deleting the language that is **stricken** (~~stricken~~) to read in full as follows. *The remaining sections are to remain in force.

Section 14-102. License fee levied.

There is hereby levied upon the owner or person entitled to possession of each and every dog and cat more than four (4) months of age, which is kept, harbored, or maintained by the owner or person in possession thereof in the corporate limits of the City, an annual license fee of ~~two Dollars (\$2.00)~~ **\$5.00 per dog and \$5.00 per cat**

Section 14-142. Notice.

If any dog has been picked up and impounded, the following notice requirement shall be complied with. If such dog bears a City license, the ~~City Police Department~~ **Animal Control Department** shall check the records to determine who is the owner or keeper of such dog. If such dog is unlicensed, the ~~City Police Department~~ **Animal Control Department** shall make reasonable efforts

to determine who is the owner or keeper of such dog and in either event a written notice shall be sent through the United States mail addressed to such owner or keeper at his address which shall constitute notice to such owner or keeper that said dog is impounded.

Section 14-143. Time for Redemption.

Any owner or person entitled to possession of a dog who appears at the City Animal Shelter within five (5) days after date of such notice, shall have the right to pick up such dog by paying an impoundment fee as provided in Section ~~7-52~~ 14-144 of this Ordinance, if such dog is licensed. If such dog is not licensed, the owner, upon proof of his ownership or right to possession, may repossess such dog by having the dog vaccinated and licensed in accordance with the requirements of the City of Mission ordinance, and by paying the impoundment fee ~~provided hereinafter in Section 7-52~~. Failure of any such owner or person entitled to possession to repossess such dog shall entitle the Animal Control Department to dispose of such dog in a humane manner.

Section 14-144. Fees.

The following fees shall be charged for the impoundment of any animal under the provisions of this article:

- (a) ~~First redemption within calendar year \$ 7.50~~
- (b) ~~Second redemption within calendar year 15.00~~
- (c) ~~Third redemption within calendar year 25.00~~

Whenever any dog animal is impounded, an additional fee of ~~\$3.00~~ **\$10.00** per day shall be charged for each day, or fraction thereof, of impoundment, for feeding and caring for such animal. **This also applies to quarantined animals at the shelter for a 10day period.**

Optional Microchip will be as follows: \$10.00 per dog or cat

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

SECTION 3. SEVERABILITY If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court 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. PENALTY:

Any violation of the ordinance shall constitute a misdemeanor for which the violator shall be punished by a fine of not less than ONE (\$1.00) DOLLAR nor more than TWO HUNDRED (\$200.00) DOLLARS. Each day in violation hereof shall constitute a separate offense.

SECTION 5. EFFECTIVE DATE This ordinance shall take effect immediately upon its passage and publication as required by law.

PASSED, APPROVED, AND ADOPTED THIS 11th day of August, 2025 at a regular meeting of the City Council of the City of Mission, Texas, at which a quorum was present and which was held in accordance with 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 11, 2025
PRESENTED BY: Michael Fernuik, Golf Director
AGENDA ITEM: Approval of Ordinance # _____ 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

NATURE OF REQUEST:

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, is provided in Exhibit A.

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

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

BID AMOUNT: \$ _____

STAFF RECOMMENDATION:

Approval

Departmental Approval: Finance

Advisory Board Recommendation: Approval

City Manager’s Recommendation: Approval *MRP*

RECORD OF VOTE: **APPROVED:** _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____

ORDINANCE NO. ____

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

WHEREAS, the City of Mission operates the Shary Municipal Golf Course as an enterprise fund; and

WHEREAS, as an enterprise fund, the Golf Course accounts for its own revenues and expenses through the Golf Course Fund; and

WHEREAS, revenues are generated through fees and charges established annually as part of the golf course’s rate structure; and

WHEREAS, the Golf Course Advisory Board has discussed rates at its meetings, including the impact on the golfing public and the financial sustainability of course operations;

NOW, THEREFORE, be it ordained by the City Council of the City of Mission, Texas, that:

SECTION 1. The rates and fees for the Shary Municipal Golf Course, as set forth in "Attachment A" to this ordinance, are hereby adopted for Fiscal Year 2025–2026.

SECTION 2. All ordinances or parts of ordinances previously adopted that establish or amend rates and fees for the Shary Municipal Golf Course are hereby repealed in their entirety, effective as of the effective date of this ordinance.

SECTION 3. This ordinance shall take effect and be in force from and after its passage.

READ, CONSIDERED, AND APPROVED on this the 11th day of August, 2025.

Norie Gonzalez Garza, Mayor

ATTEST:

Anna Carrillo, City Secretary

Fee Name	Current Ordinance 3504 Information			Fee Comparison			Proposed Rates	Comments
	Fee Description	Fee Rate		City of McAllen	City of Pharr	City of Edinburg		
18 Hole Green Fee	Green Fee	\$ 21.00		\$ 30.00	\$ 26.00	\$ 28.00	\$ 23.00	Increase of \$2.00
9 Hole Green Fee	Green Fee	\$ 16.00		\$ 19.50	\$ 17.00	\$ 19.00	\$ 16.50	Increase of .50 cents
Twilight Fee w/cart	Green Fee twilight	\$ 26.00		\$ 32.75	\$ 28.00	\$ 32.00	\$ 28.00	Increase of \$2.00 w/cart
18 Hole Junior Green Fee	Green Fee	\$ 7.00		\$ 14.75	\$ 12.00	\$ -	\$ 8.00	Increase of \$1.00
9 Hole Junior Green Fee	Green Fee	\$ 6.00		\$ 11.50	\$ 9.00	\$ -	\$ 7.00	Increase of \$1.00
Replay 9 or 18	Green Fee	\$ 6.00		\$ 10.45	\$ 20.00		\$ 12.00	Increase of \$6.00 plus the cart
18 Hole 1/2 cart fee w/tax	Cart Fee	\$ 12.50		\$ 13.00	\$ 15.00	\$ 11.00	\$ 14.00	includes tax increase of \$.150
9 Hole 1/2 cart fee w/tax	Cart Fee	\$ 7.50		\$ 7.80	\$ 10.00	\$ 7.00	\$ 8.50	includes tax increase of \$1.00
Annual Private Cart Trail Fees / Cart	Cart Fee	\$ 495.00		\$ 475.00	\$ 700.00	\$ 900.00	\$ 495.00	Same
Daily Private Cart Trail Fees 9 Holes	Cart Fee	\$ 7.00		\$ 6.00	\$ 8.00	\$ 10.00	\$ 7.00	Same
Daily Private Cart Trail Fees 18 Holes	Cart Fee	\$ 11.00		\$ 6.00	\$ 8.00	\$ 10.00	\$ 11.00	Same
Small Basket Range Balls	Driving Range	\$ 4.50		\$ 5.00	\$ 5.00	\$ 4.00	\$ 5.00	Increase of \$.50
Medium Basket Range Balls	Driving Range	\$ 6.00		\$ 10.00	\$ 10.00	\$ 7.00	\$ 8.00	Increase of \$2.00
Large Basket Range Balls	Driving Range	\$ 8.00		\$ 12.00	\$ -	\$ -	\$ 10.00	Increase of \$2.00
Single Monthly Range Balls 2 Medium Basket	Driving Range	\$ 40.00		\$ 98.00	\$ -	\$ -	\$ 60.00	Increase of \$20
Annual Range 2 Medium Baskets/Day 140 baskets	Driving Range	\$ 400.00		\$ 449.00	\$ 400.00	\$ -	\$ 400.00	Same
Annual Membership	Membership	\$ 925.00		\$ 1,300.00	\$ 1,100.00	\$ 1,100.00	\$ 1,000.00	Increase of \$75.00
Annual Junior Membership	Membership	\$ 360.00		\$ 350.00	\$ 300.00	\$ 480.00	\$ 360.00	Same
3 Month Single Winter Membership	Membership	\$ 525.00		\$ 590.00	\$ 575.00	\$ 550.00	\$ 550.00	Increase of \$25
Annual Single Senior 60 and over	Membership	\$ 825.00					\$ 925.00	Increase of \$100
Annual Couples Membership (7 day)	Membership	\$ 1,375.00					\$ 1,575.00	Increase of \$200
5 Day Couples Winter	Membership	\$ 1,175.00					\$ -	Not Offered
3 Month Couple Winter Membership	Membership	\$ -		\$ -	\$ 925.00	\$ 1,100.00	\$ -	Not Offered
Annual Corporate	Membership	\$ 1,000.00		\$ 1,300.00			\$ 1,000.00	New
Annual Corporate Add-On (up to 3)	Membership	\$ 650.00		\$ 850.00			\$ 650.00	New

Night Operation (New)

9 Hole Green Fee	\$19.00		No Memberships	
9 Hole Cart Fee	\$10.00	plus tax	No Monthly PC Trail Fees / Daily Trail Fees Paid	
Private Cart Trail Fees	\$7.00		Junior Golfers play at a reduced rate	Proposed Rate Increase
Junior 9 Hole Green Fee	\$11.50		No spectator carts.	Effective 10/1/25

Lights on Rates:

Corpus Fire Fly - \$32.00
 San Antonio San Pedro \$34.00

ATTACHMENT "A"

Item 35.

Fee Name	Fee Description	Rates
18 Hole Green Fee	Green Fee	\$ 23.00
9 Hole Green Fee	Green Fee	\$ 16.50
Twilight Fee w/cart	Green Fee twilight	\$ 28.00
18 Hole Junior Green Fee	Green Fee	\$ 8.00
9 Hole Junior Green Fee	Green Fee	\$ 7.00
Replay 9 or 18	Green Fee	\$ 12.00
18 Hole 1/2 cart fee w/tax	Cart Fee	\$ 14.00
9 Hole 1/2 cart fee w/tax	Cart Fee	\$ 8.50
Annual Private Cart Trail Fees / Cart	Cart Fee	\$ 495.00
Daily Private Cart Trail Fees 9 Holes	Cart Fee	\$ 7.00
Daily Private Cart Trail Fees 18 Holes	Cart Fee	\$ 11.00
Small Basket Range Balls	Driving Range	\$ 5.00
Medium Basket Range Balls	Driving Range	\$ 8.00
Large Basket Range Balls	Driving Range	\$ 10.00
Single Monthly Range Balls 2 Medium Baskets/day 140 Balls	Driving Range	\$ 60.00
Annual Range 2 Medium Baskets/Day 140 balls	Driving Range	\$ 400.00
Annual Membership	Membership	\$ 1,000.00
Annual Junior Membership	Membership	\$ 360.00
3 Month Single Winter Membership	Membership	\$ 550.00
Annual Single Senior 60 and over	Membership	\$ 925.00
Annual Couples Membership (7 day)	Membership	\$ 1,575.00
5 Day Couples Winter	Membership	\$ -
3 Month Couple Winter Membership	Membership	\$ -
Annual Corporate	Membership	\$ 1,000.00
Annual Corporate Add-On (up to 3)	Membership	\$ 650.00
Night Operation (New)		
9 Hole Green Fee	\$19.00	
9 Hole Cart Fee	\$10.00	
Private Cart Trail Fees	\$7.00	Proposed Rate Increase
Junior 9 Hole Green Fee	\$11.50	Effective 10/1/25



CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: August 11, 2025
PRESENTED BY: Brad Bentsen, Parks & Recreation Director
AGENDA ITEM: Approval of 5K Run Site Locations - Bentsen

NATURE OF REQUEST:

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.

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

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

BID AMOUNT: \$ _____ N/A

STAFF RECOMMENDATION:

Approval

Departmental Approval: N/A

Advisory Board Recommendation: N/A

City Manager's Recommendation: Approval MRP

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

_____ AYES
_____ NAYS
_____ DISSENTING _____



San Mateo Road looking West to Bryan Road



Intersection of San Mateo looking South on Bryan to Military Hwy



Intersection of San Mateo looking North on Bryan Road to Los Indios Road



Surrounding Property of Corn Fields

Mission Hike & Bike Trail

Legend

Item 36.

- City Of Mission Hike and Bike Trail Park Entrance



Google Earth

Image © 2025 Airbus

1016

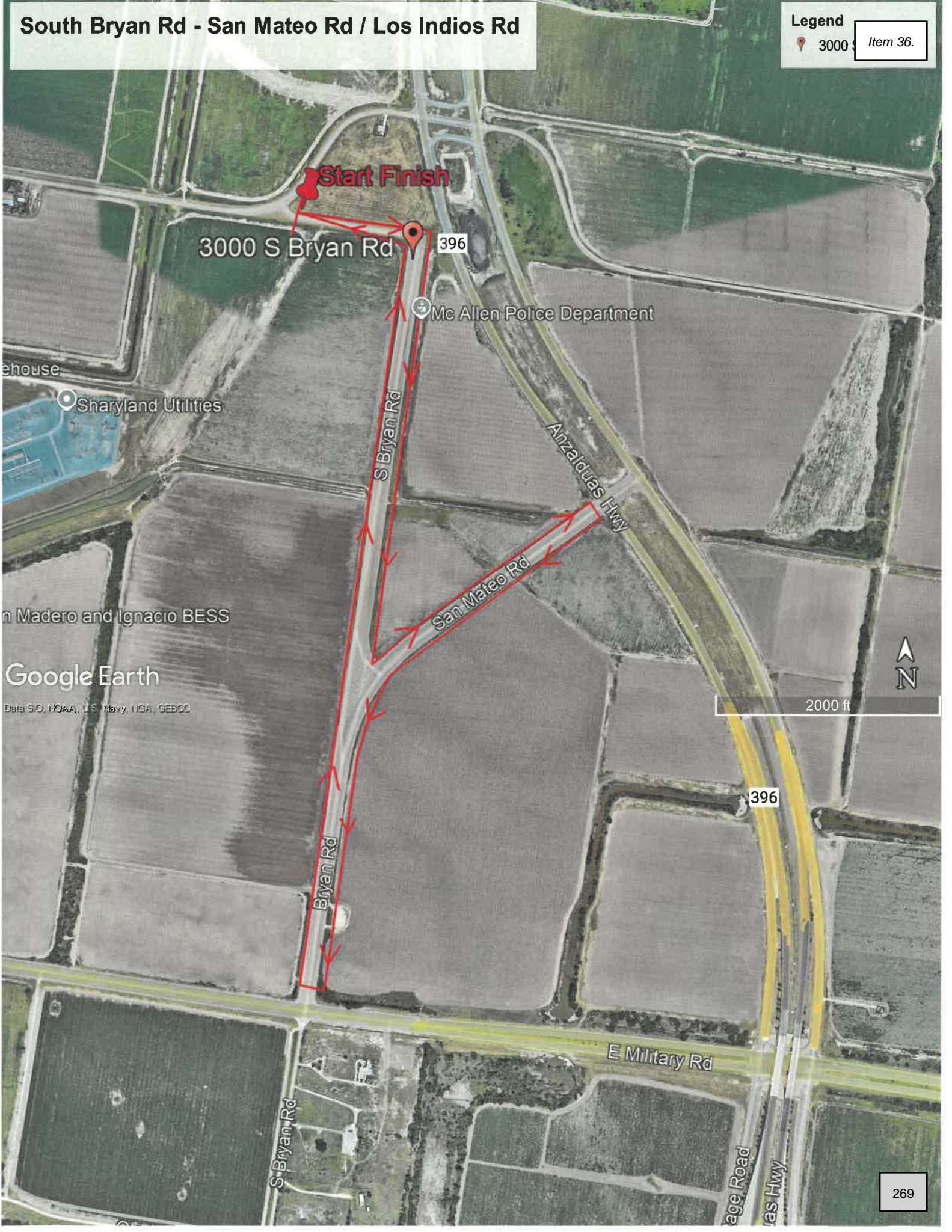


268

2000 ft

South Bryan Rd - San Mateo Rd / Los Indios Rd

Legend
3000 Item 36.



Start Finish

3000 S Bryan Rd

396

Mc Allen Police Department

Sharyland Utilities

S Bryan Rd

Anzalduas Hwy

San Mateo Rd

n Madero and Ignacio BESS

Google Earth

Data SIO, NOAA, U.S. Navy, NGA, GEBCO



2000 ft

396

Bryan Rd

E Military Rd

S Bryan Rd

age Road

as Hwy



CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: August 11, 2025

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

AGENDA ITEM: 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 #_____ - Cervantes

NATURE OF REQUEST:

Project Timeline:

- June 9, 2025 – Application for rezoning submitted for processing.
- June 19, 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.
- July 16, 2025 – Public hearing and consideration of the requested rezoning by the Planning and Zoning Commission. **The Planning and Zoning recommended approval to the rezoning request.**
- July 28, 2025 – Public hearing and consideration of the requested rezoning ordinance by the City Council.

Summary:

- The applicant is requesting to rezone the subject property from Agricultural Open Interim District (“AO-I”) to Light Industrial District (“I-1”) for a proposed industrial development.
- The tract of land measures 273 feet along E. Military Highway and has a depth of 1,200 feet.
- The surrounding zones are Agricultural Open Interim (A-OI) to the South, East and West and Light Industrial District (I-1) to the North.
- The surrounding land uses are agricultural land in all directions.
- The subject property is used as farmland.
- The Future Land Use Map shows 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 is in line with the future land use map designation for the property from the workshops working map.
- The Future 365 Toll Road cuts through a portion of the property as shown in the attached RMA map and reflected in the Future Land Use Map exhibit.

- Notices were mailed to 14 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: 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 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)

WHEREAS, the City Council of the City of Mission finds that during consideration of the rezoning request of Wednesday, July 16, 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, July 28, 2025, in the Council Chambers of the City Hall to consider the following conditional use permit:

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

Legal Description	From	To
A 17.13 acre tract of land out of 18.39 acres out of Lot 5-9, West Addition to Sharyland Subdivision	AO-I	I-1

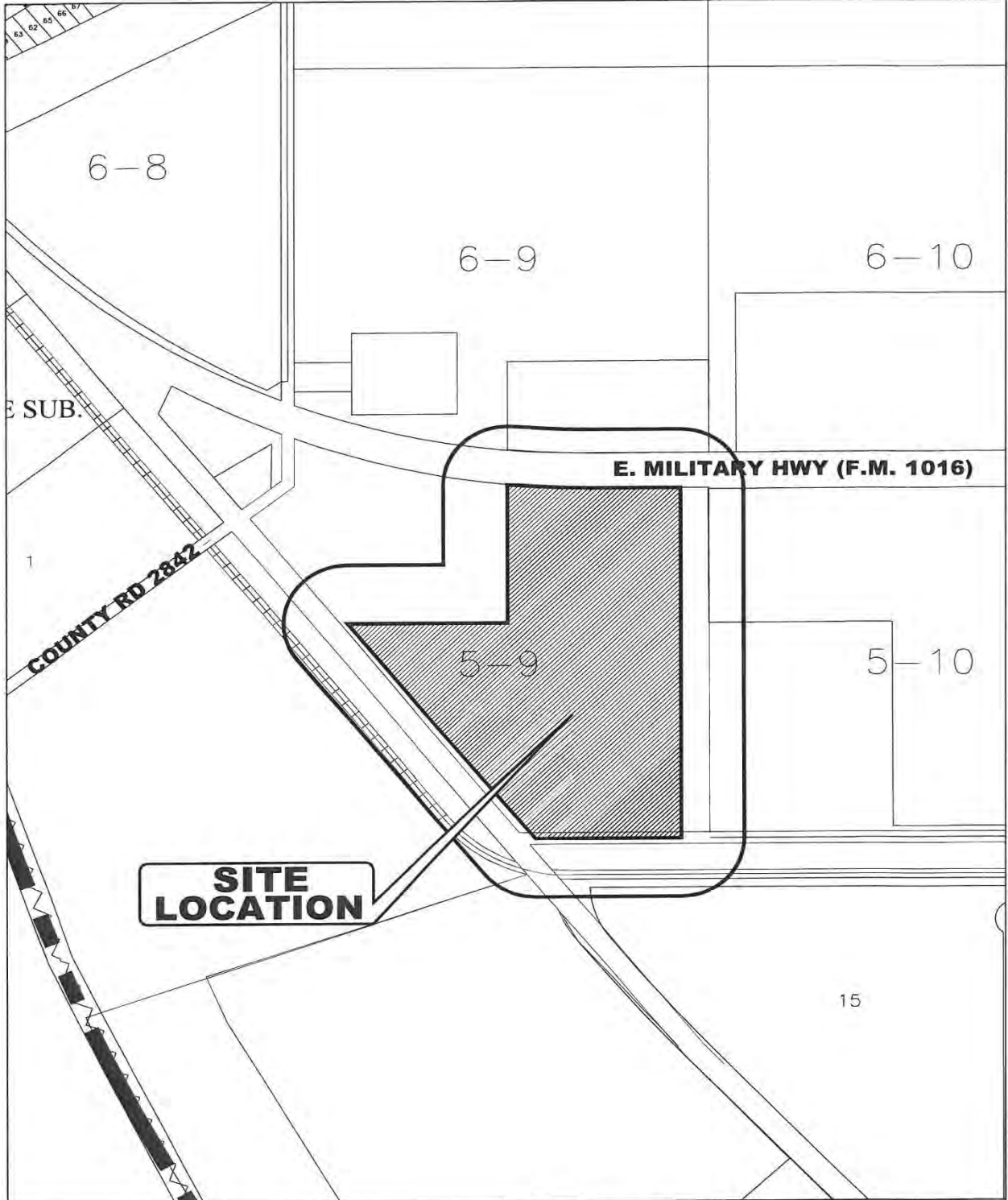
READ, CONSIDERED AND PASSED, this the 11th day of August, 2025.

Norie Gonzalez Garza, Mayor

ATTEST:

Anna Carrillo, City Secretary

LEGAL NOTICE MAP



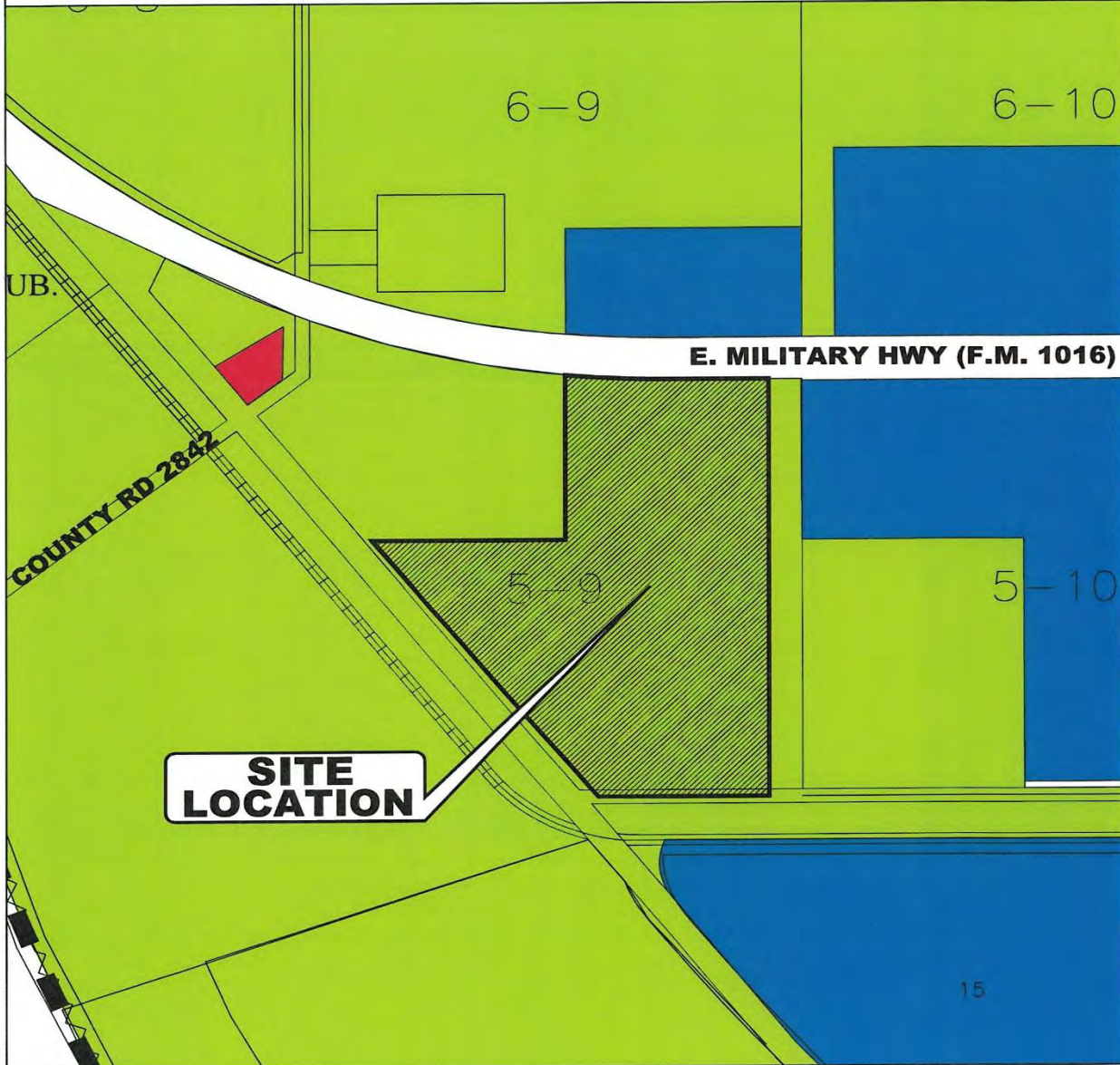
200' RADIUS MAILOUT



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

No

ZONING MAP



SITE LOCATION

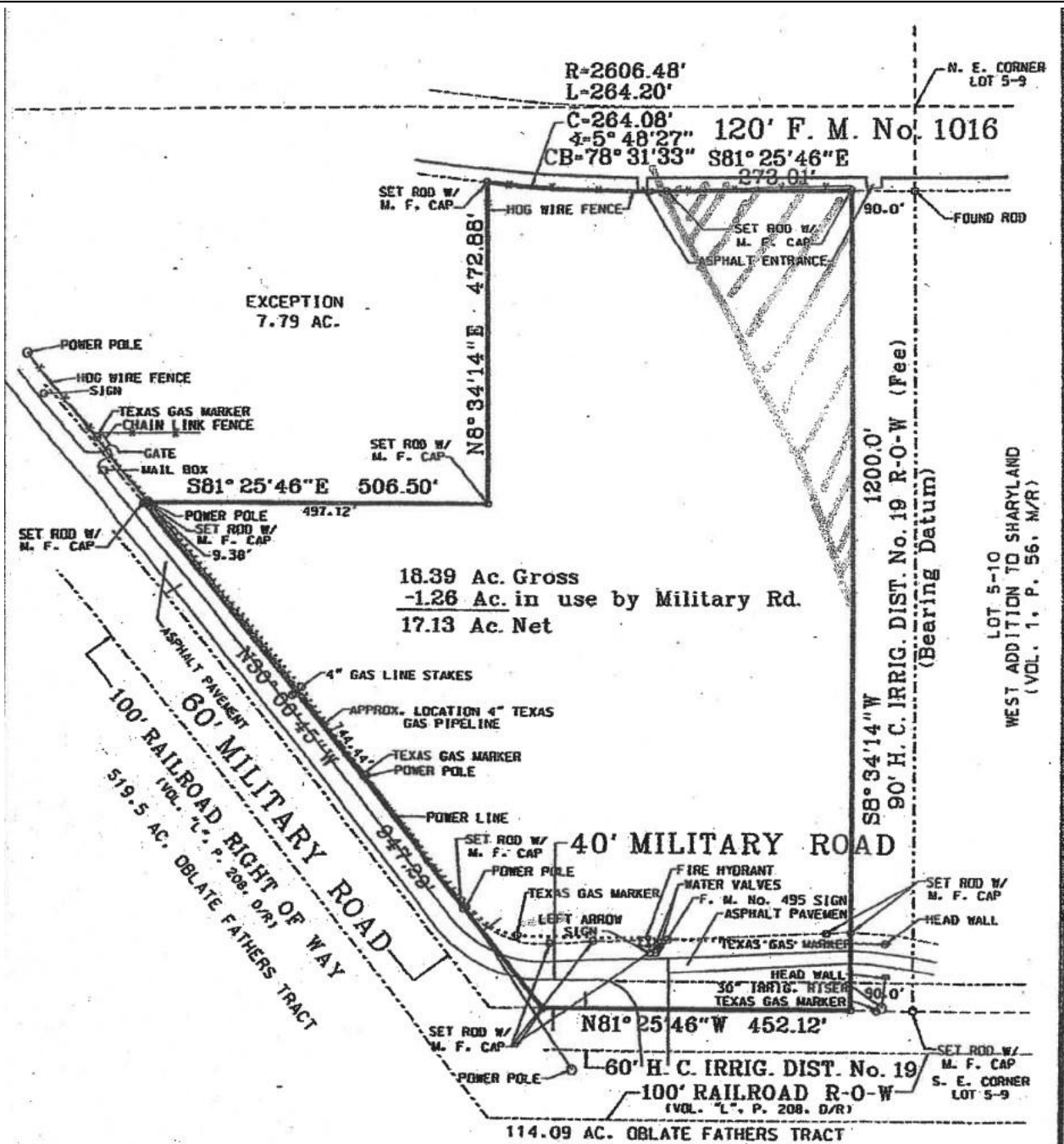
ZONING LEGEND

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

AERIAL



PROPERTY SURVEY



18.39 Ac. Gross
 -1.26 Ac. in use by Military Rd.
 17.13 Ac. Net

LOT 5-10
 WEST ADDITION TO SHARYLAND
 (VOL. 1, P. 56, M/R)

SURVEY DONE WITHOUT THE BENEFIT OF
 A TITLE REPORT OR TITLE COMMITMENT.

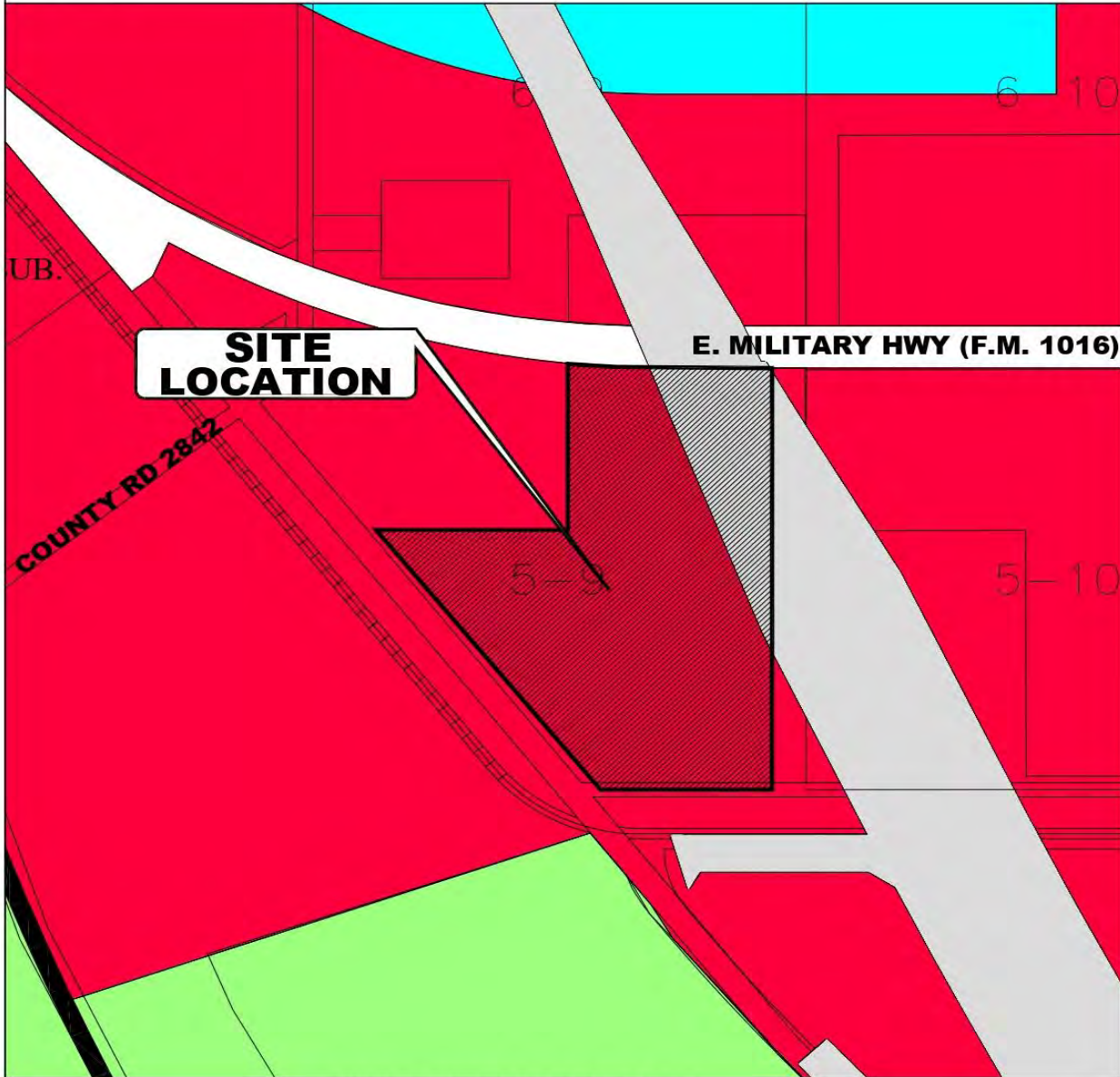
I, MICHAEL FABIAN, A REGISTERED
 PROFESSIONAL LAND SURVEYOR, DO HEREBY
 CERTIFY THE FOREGOING MAP IS A
 REPRESENTATION OF SURVEY MADE ON THE
 GROUND UNDER MY SUPERVISION AND THAT
 THERE ARE NO VISIBLE DESCREANCIES,
 CONFLICTS, OR SHORTAGES IN AREA OR

MAP
 OF THAT PART OF
 LOT 5-9,
 WEST ADDITION TO SHARYLAND,
 LYING SOUTH OF 120.0 FT. F. M. No. 1016
 SAVE AND EXCEPT A 7.79 AC. TRACT

PHOTO OF THE PROPERTY



FUTURE LAND USE MAP



FUTURE LAND USE MAP

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

HIDALGO COUNTY REGIONAL MOBILITY AUTHORITY MAP



MAILOUT LIST

PROP_ID	file_as_na	addrDeliveryLine	addrCity	addrState	addrZip
728248	CHARCO LAND SALES LLC	4320 UNIVERSITY BLVD	LAREDO	TX	78041-1934
728251	CHARCO LAND SALES LLC	4320 UNIVERSITY BLVD	LAREDO	TX	78041-1934
730018	CHARCO LAND SALES LLC	4320 UNIVERSITY BLVD	LAREDO	TX	78041-1934
683513	SHARYLAND DISTRIBUTION & TRANSMISSION SERVICES LLC	1900 N AKARD ST	DALLAS	TX	75201-2729
316348	STATE OF TEXAS	PO BOX 1717	PHARR	TX	78577-1631
316346	MAZICE INVESTMENTS LLC	2501 W MILITARY HWY STE E6-E7	MCALLEN	TX	78503-8952
316347	UNION DESIGN DEVELOPERS L.P.	4314 S CONWAY AVE	MISSION	TX	78572-0034
101552	CASCADE REAL ESTATE OPERATING LP	4320 UNIVERSITY BLVD	LAREDO	TX	78041
316363	UNION DESIGN DEVELOPERS LP	4314 S CONWAY AVE	MISSION	TX	78572-0034
730709	ELIZONDO VALLEY PROPERTIES LP	403 N 38 1/2 ST	MCALLEN	TX	78501-8168
101541	SAN JUAN DIEGO CATHOLIC	PO BOX 3888	MISSION	TX	78573-0065
101550	CASCADE REAL ESTATE OPERATING LP	4320 UNIVERSITY BLVD	LAREDO	TX	78041
316343	WAASER SONJA ELISABETH & CHRISTINE LYNN ASBURY	4314 S CONWAY AVE	MISSION	TX	78572-0034
	0	<Null>	<Null>	<Null>	<Null>
316345	STATE OF TEXAS FOR THE	COURTHOUSE ANX	EDINBURG	TX	78539



CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: August 11, 2025

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

AGENDA ITEM: 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 #_____ - Cervantes

NATURE OF REQUEST:

Project Timeline:

- June 9, 2025 – Application for rezoning submitted for processing.
- June 19, 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.
- July 16, 2025 – Public hearing and consideration of the requested rezoning by the Planning and Zoning Commission. **The Planning and Zoning recommended approval to the rezoning request.**
- July 28, 2025 – Public hearing and consideration of the requested rezoning ordinance by the City Council.

Summary:

- The applicant is requesting to rezone the subject property from Agricultural Open Interim District (“AO-I”) to Light Industrial District (“I-1”) for a proposed industrial development.
- The tract of land measures 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 are agricultural land in all directions.
- The subject property is used as farmland.
- The Future Land Use Map shows 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 is in line with the future land use map designation for the property from the workshops working map.
- The future 365 Toll Road cuts through 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 has not received any phone calls from the surrounding property owners.

STAFF RECOMMENDATION:

Staff recommends approval to the rezoning request.

Departmental Approval: N/A

Advisory Board Recommendation: Approval

City Manager's Recommendation: Approval *MRP*

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

_____ AYES

_____ NAYS

_____ DISSENTING _____

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS GRANTING A REZONING FOR A 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)

WHEREAS, the City Council of the City of Mission finds that during consideration of the rezoning request of Wednesday, July 16, 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, July 28, 2025, in the Council Chambers of the City Hall to consider the following conditional use permit:

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

Legal Description	From	To
A 9.853 acre tract of land out of 35.72 acres out of Lot 5-10, West Addition to Sharyland Subdivision	AO-I	I-1

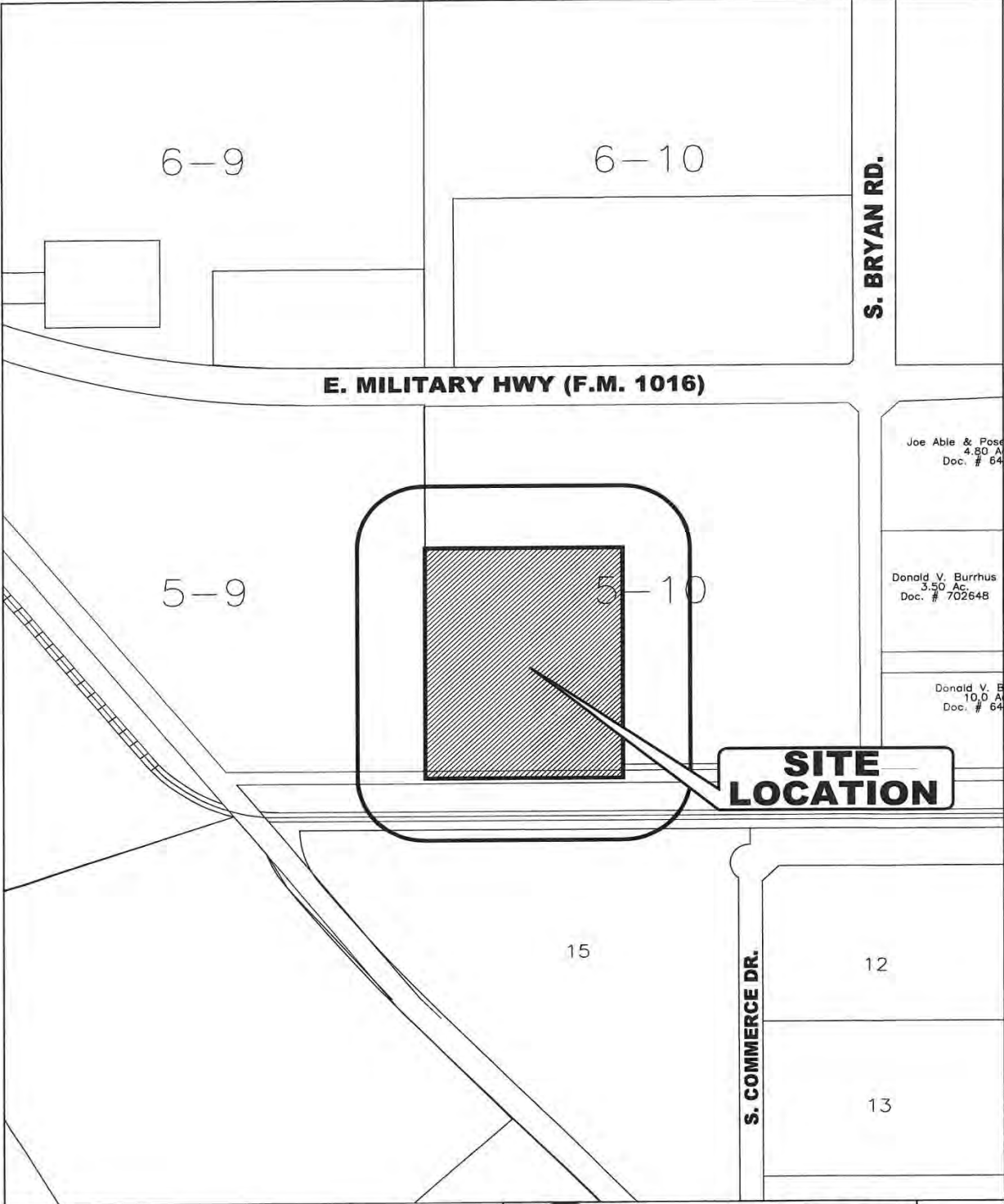
READ, CONSIDERED AND PASSED, this the 11th day of August, 2025.

Norie Gonzalez Garza, Mayor

ATTEST:

Anna Carrillo, City Secretary

LEGAL NOTICE MAP



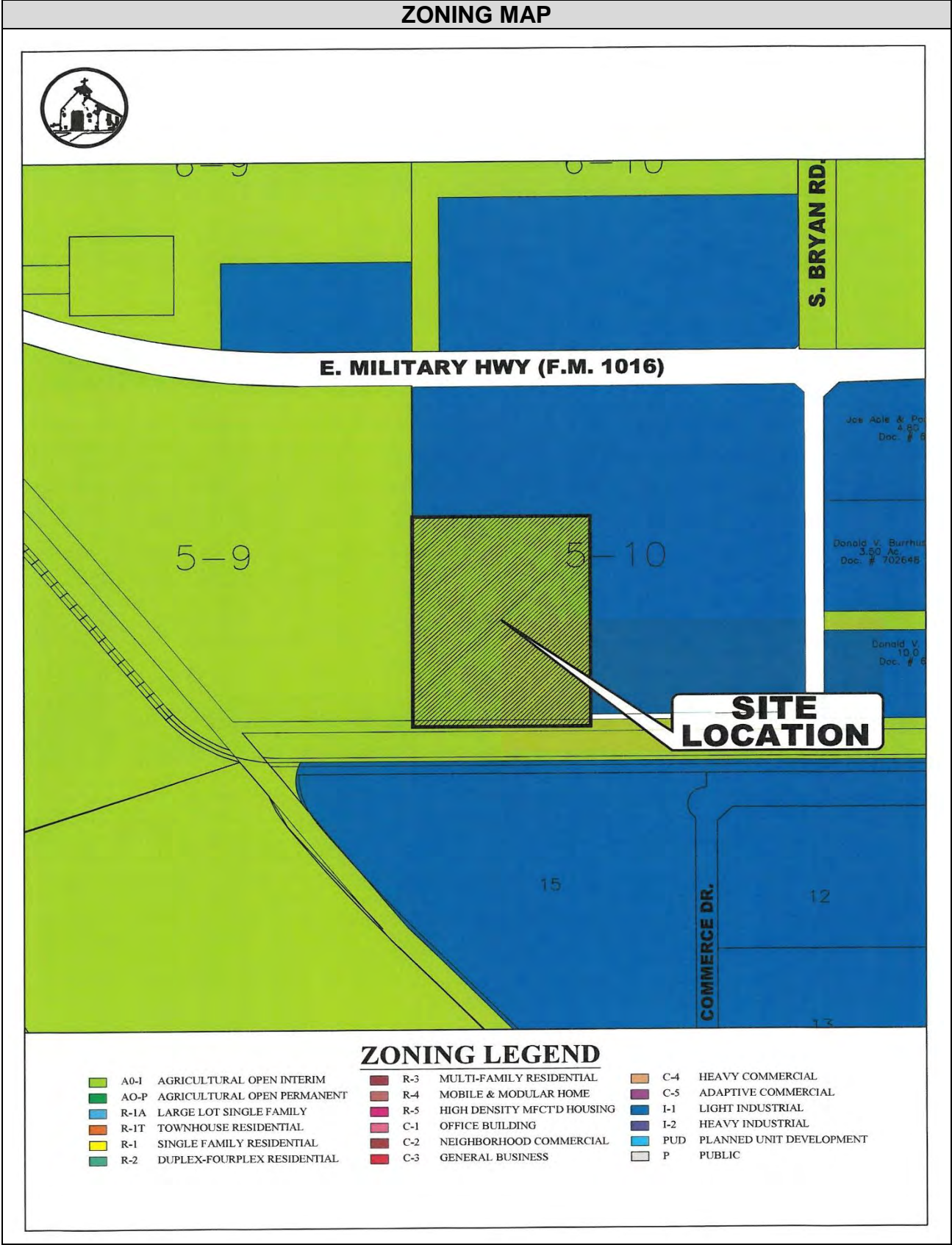
200' RADIUS MAILOUT



CITY OF MISSION
 HIDALGO COUNTY, TEXAS
 1201 E. 8th Street
 MISSION, TX 78572

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

No



AERIAL



PROPERTY SURVEY

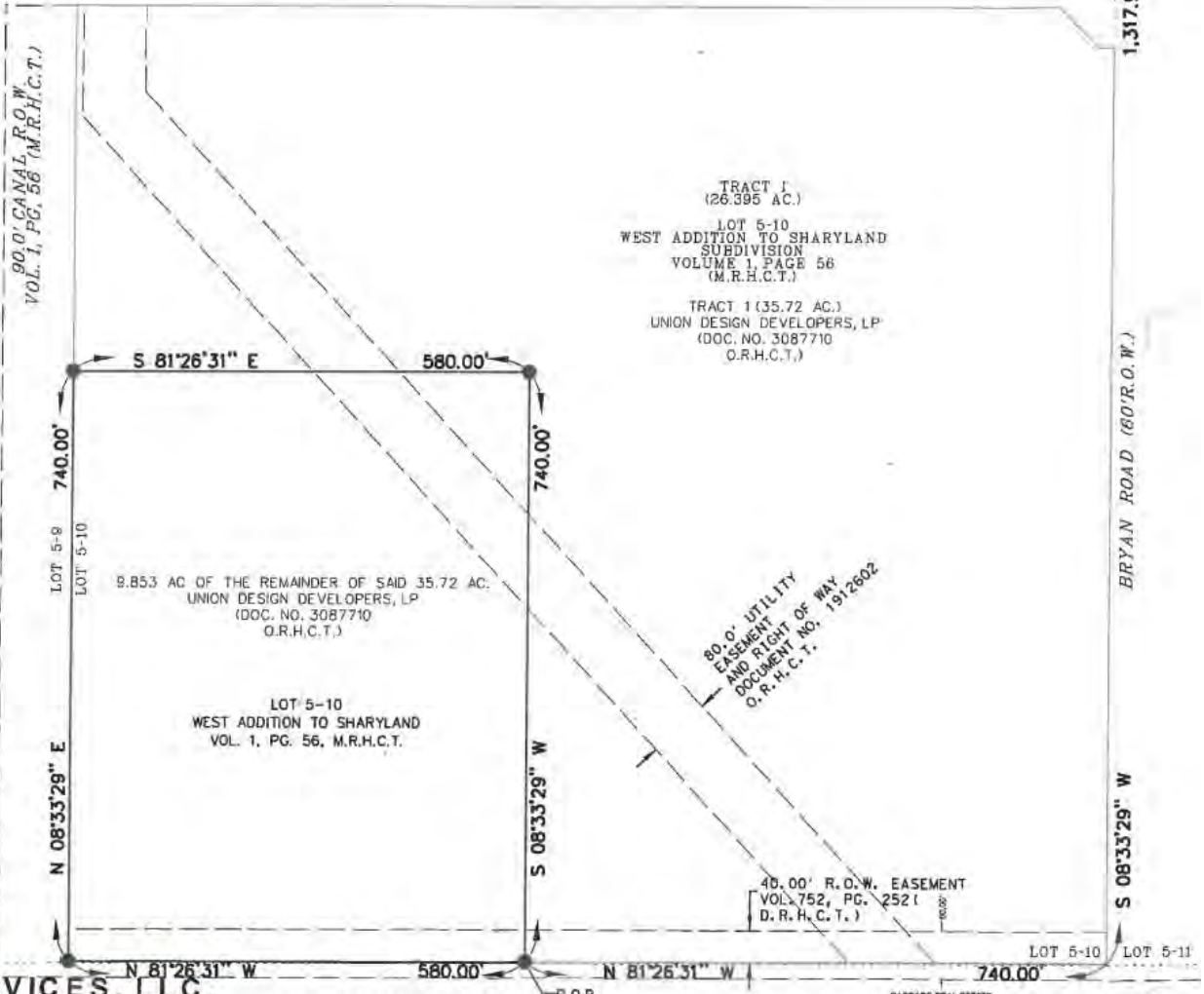
LOT 6-10
 WEST ADDITION TO SHARYLAND
 SUBDIVISION
 VOLUME 1, PAGE 56
 (M.R.H.C.T.)
 UNION DESIGN DEVELOPERS, LP
 (DOC. NO. 3525210
 O.R.H.C.T.)

LOT 6-10
 LOT 5-10

W. MILITARY HWY-F.M. 1016
 (120' R.O.W.)

LOT 5-10

LOT 6-10
 LOT 6-11
 F.N.I.
 LOT TR
 DETAIL



9.853 AC OF THE REMAINDER OF SAID 35.72 AC.
 UNION DESIGN DEVELOPERS, LP
 (DOC. NO. 3087710
 O.R.H.C.T.)

LOT 5-10
 WEST ADDITION TO SHARYLAND
 VOL. 1, PG. 56, M.R.H.C.T.

60.0' UTILITY
 EASEMENT AND RIGHT OF WAY
 DOCUMENT NO. 1912602
 O.R.H.C.T.

40.00' R.O.W. EASEMENT
 VOL. 752, PG. 252 (D.R.H.C.T.)

SRVICES, LLC.

OLD MILITARY HWY

P.O.B.

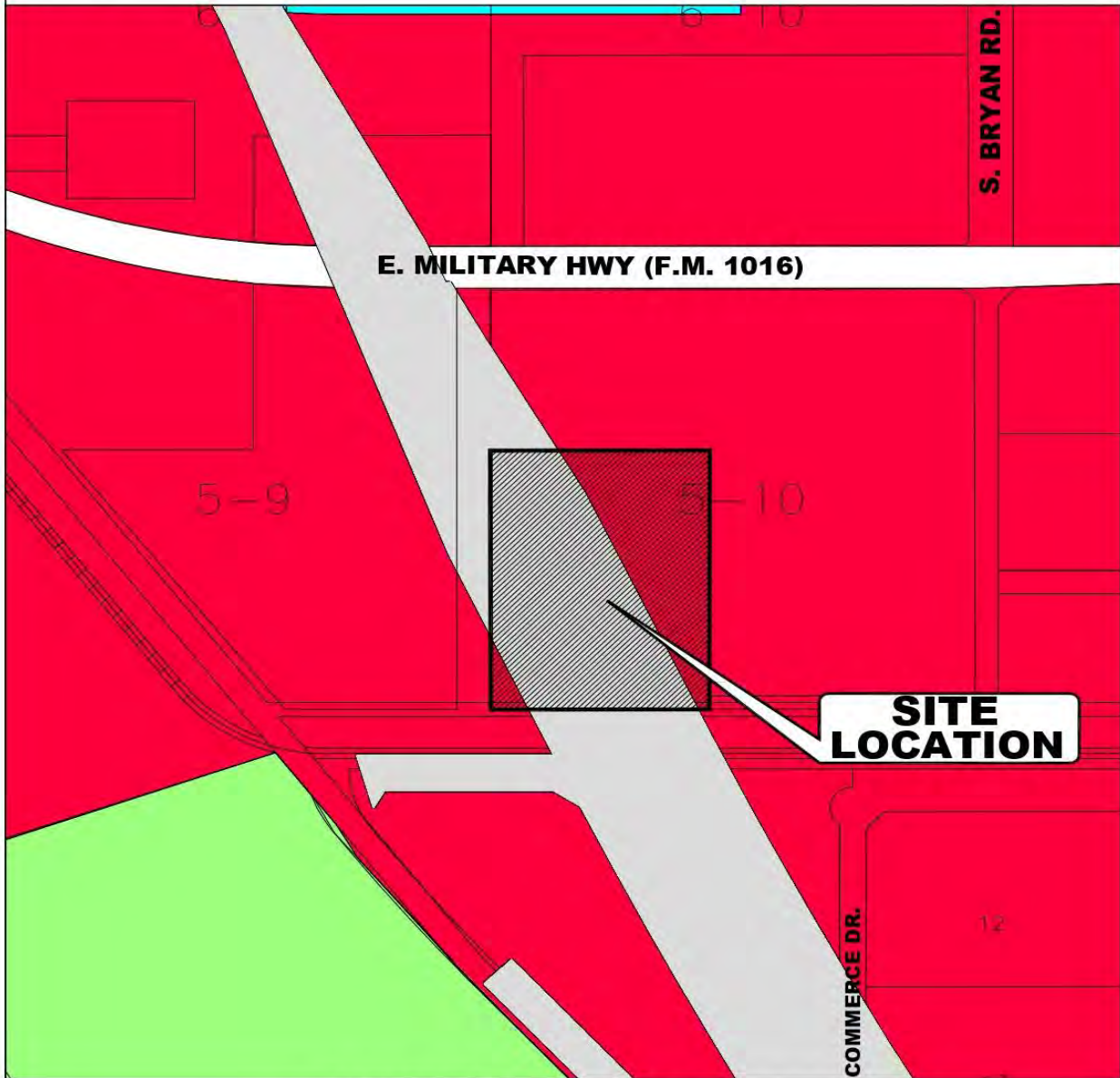
CASCADE REAL ESTATE
 OPERATING LP
 (DOC. NO. 388888
 O.R.H.C.T.)

D, SUITE 13
 5 70574

PHOTO OF THE PROPERTY



FUTURE LAND USE MAP



FUTURE LAND USE MAP

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

HIDALGO COUNTY REGIONAL MOBILITY AUTHORITY MAP



MAILOUT LIST

PROP_ID	file_as_na	addrDeliveryLine	addrCity	addrState	addrZip
316347	UNION DESIGN DEVELOPERS L.P.	4314 S CONWAY AVE	MISSION	TX	78572-0034
101550	CASCADE REAL ESTATE OPERATING LP	4320 UNIVERSITY BLVD	LAREDO	TX	78041
316343	WAASER SONJA ELISABETH & CHRISTINE LYNN ASBURY	4314 S CONWAY AVE	MISSION	TX	78572-0034



CITY OF MISSION

CITY COUNCIL AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: August 11, 2025

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

AGENDA ITEM: 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 #_____ - Cervantes

NATURE OF REQUEST:

Project Timeline:

- June 9, 2025 – Application for rezoning submitted for processing.
- June 19, 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.
- July 16, 2025 – Public hearing and consideration of the requested rezoning by the Planning and Zoning Commission. **The Planning and Zoning recommended approval to the rezoning request.**
- July 28, 2025 – Public hearing and consideration of the requested rezoning ordinance by the City Council.

Summary:

- The applicant is requesting to rezone the subject property from Agricultural Open Interim District ("AO-I") to Light Industrial District ("I-1") for a proposed industrial development. A draft master plan for the proposed industrial development of this property is shown in this packet.
- The tract of land measures approximately 1,250 feet along E. Military Highway and has a depth of approximately 1,100 feet.
- The surrounding zones are Agricultural Open Interim (A-OI) on all directions.
- The surrounding land uses include single-family homes to the Northwest and agricultural land to the East and South.
- The subject property is used as farmland.
- The Future Land Use Map shows 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 is in line with the future land use map designation for the property from the workshops working map.

- The future 365 Toll Road misses this property completely as shown in the attached RMA map.
- Notices were mailed to 10 surrounding property owners. Planning staff has not received any phone calls from the surrounding property owners.

STAFF RECOMMENDATION:

Staff recommends approval to the rezoning request.

Departmental Approval: Approval

Advisory Board Recommendation: Approval

City Manager's Recommendation: Approval *MRP*

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

_____ AYES

_____ NAYS

_____ DISSENTING _____

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS GRANTING A REZONING FOR A 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, FROM AO-I (AGRICULTURAL OPEN INTERIM DISTRICT) TO I-1 (LIGHT INDUSTRIAL DISTRICT)

WHEREAS, the City Council of the City of Mission finds that during consideration of the rezoning request of Wednesday, July 16, 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, July 28, 2025, in the Council Chambers of the City Hall to consider the following conditional use permit:

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

Legal Description	From	To
A 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	AO-I	I-1

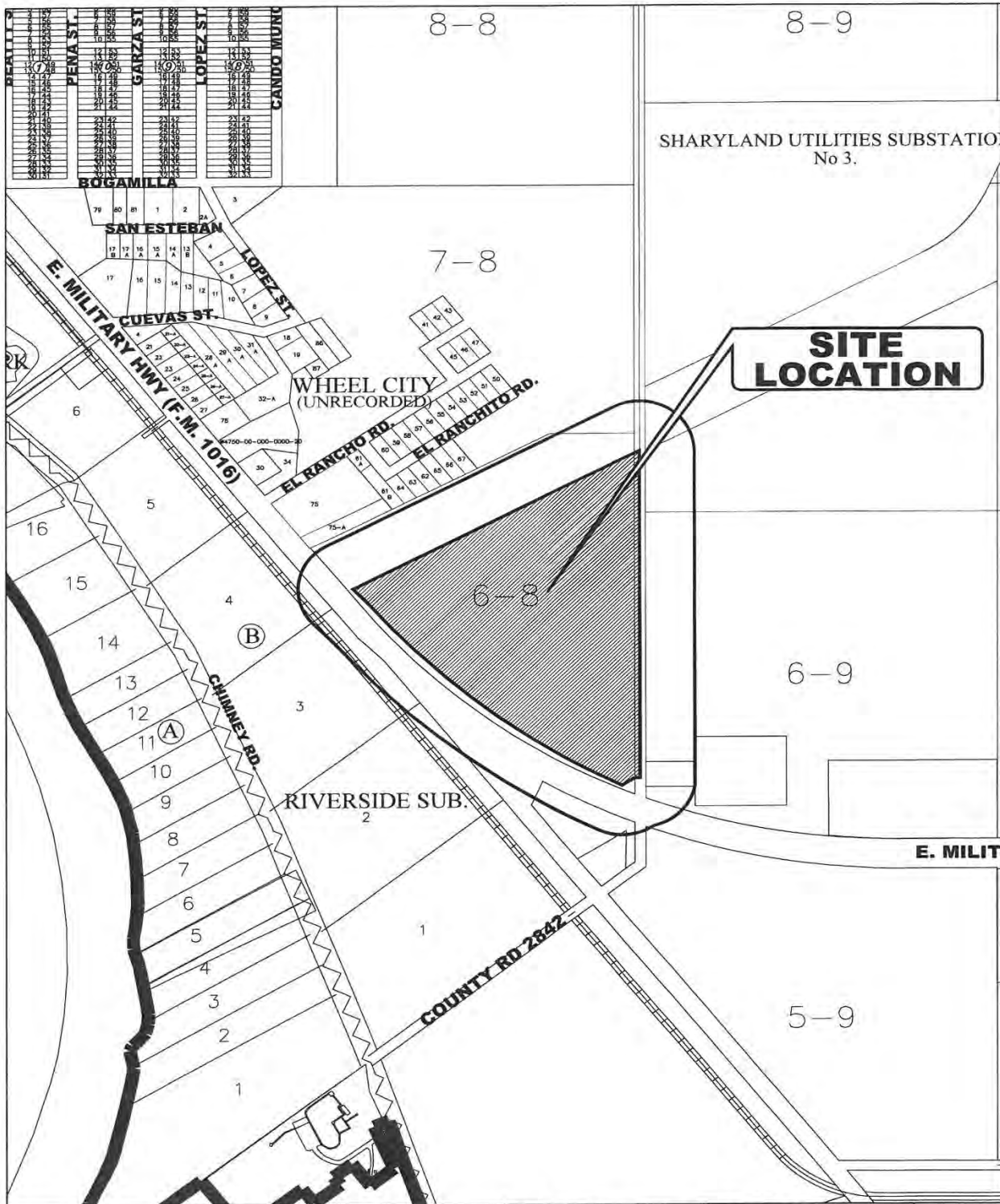
READ, CONSIDERED AND PASSED, this the 11th day of August, 2025.

Norie Gonzalez Garza, Mayor

ATTEST:

Anna Carrillo, City Secretary

LEGAL NOTICE MAP



200' RADIUS MAILOUT



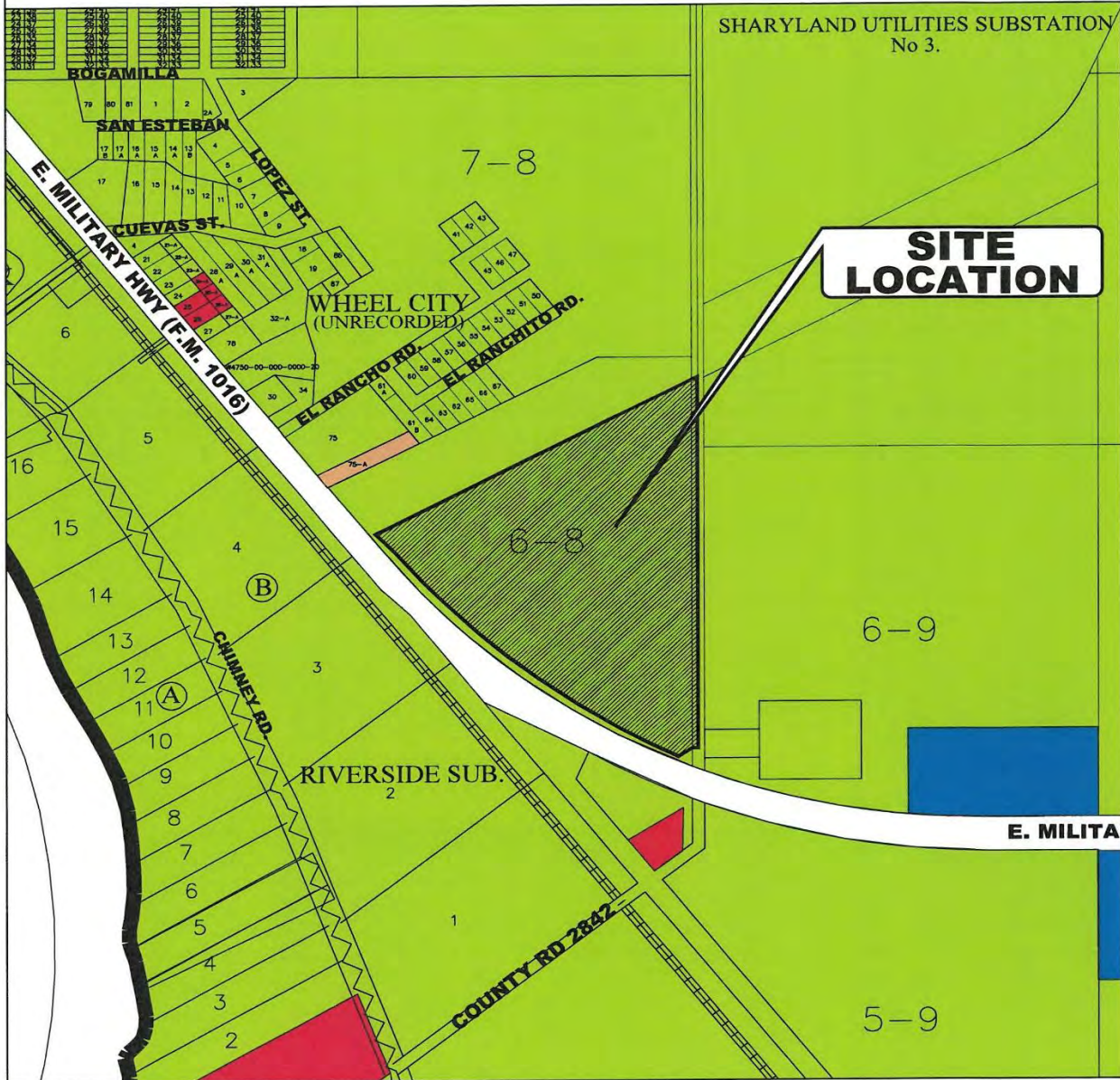
CITY OF MISSION
HIDALGO COUNTY, TEXAS

1201 E. 8th Street
MISSION, TX 78572

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

No

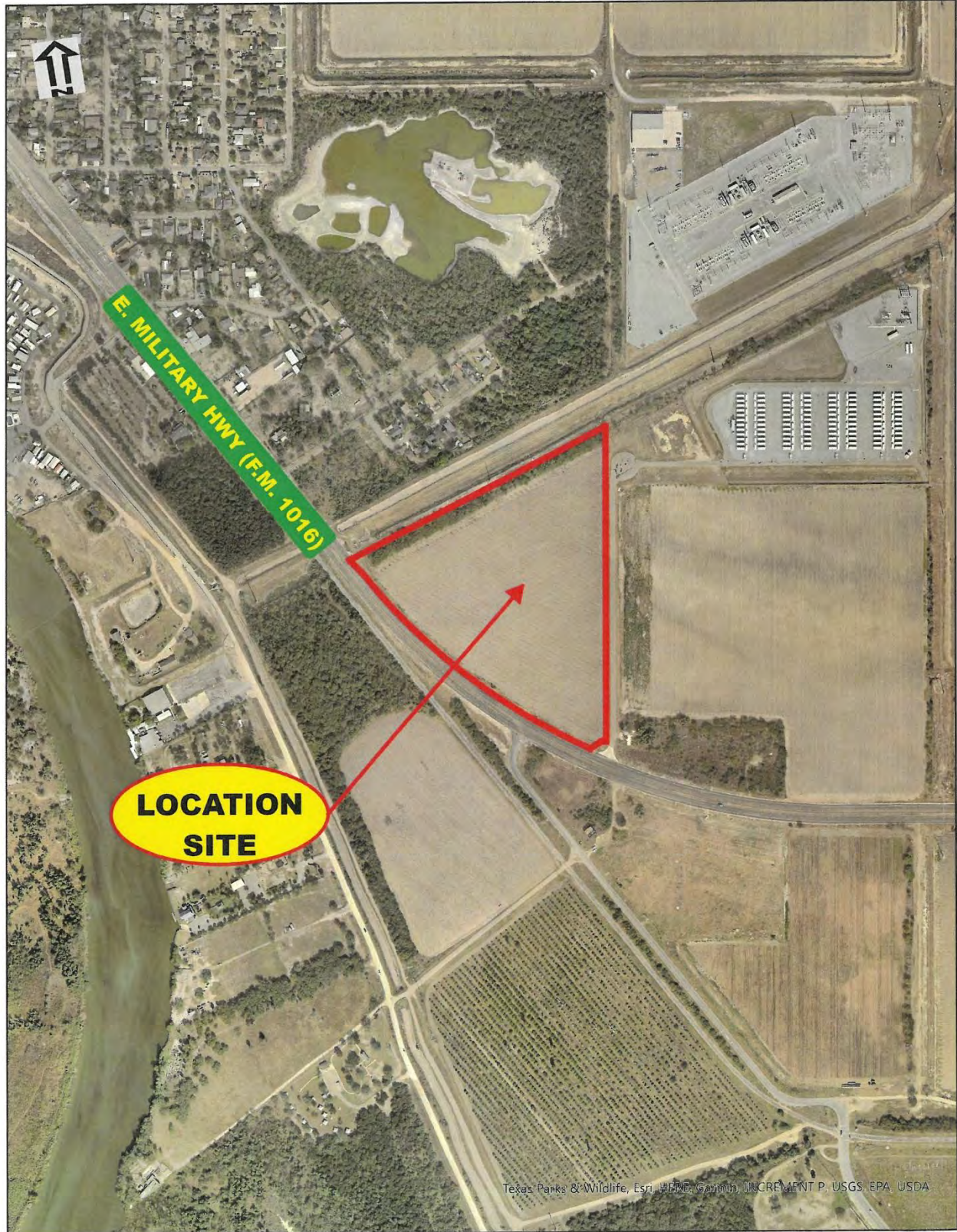
ZONING MAP



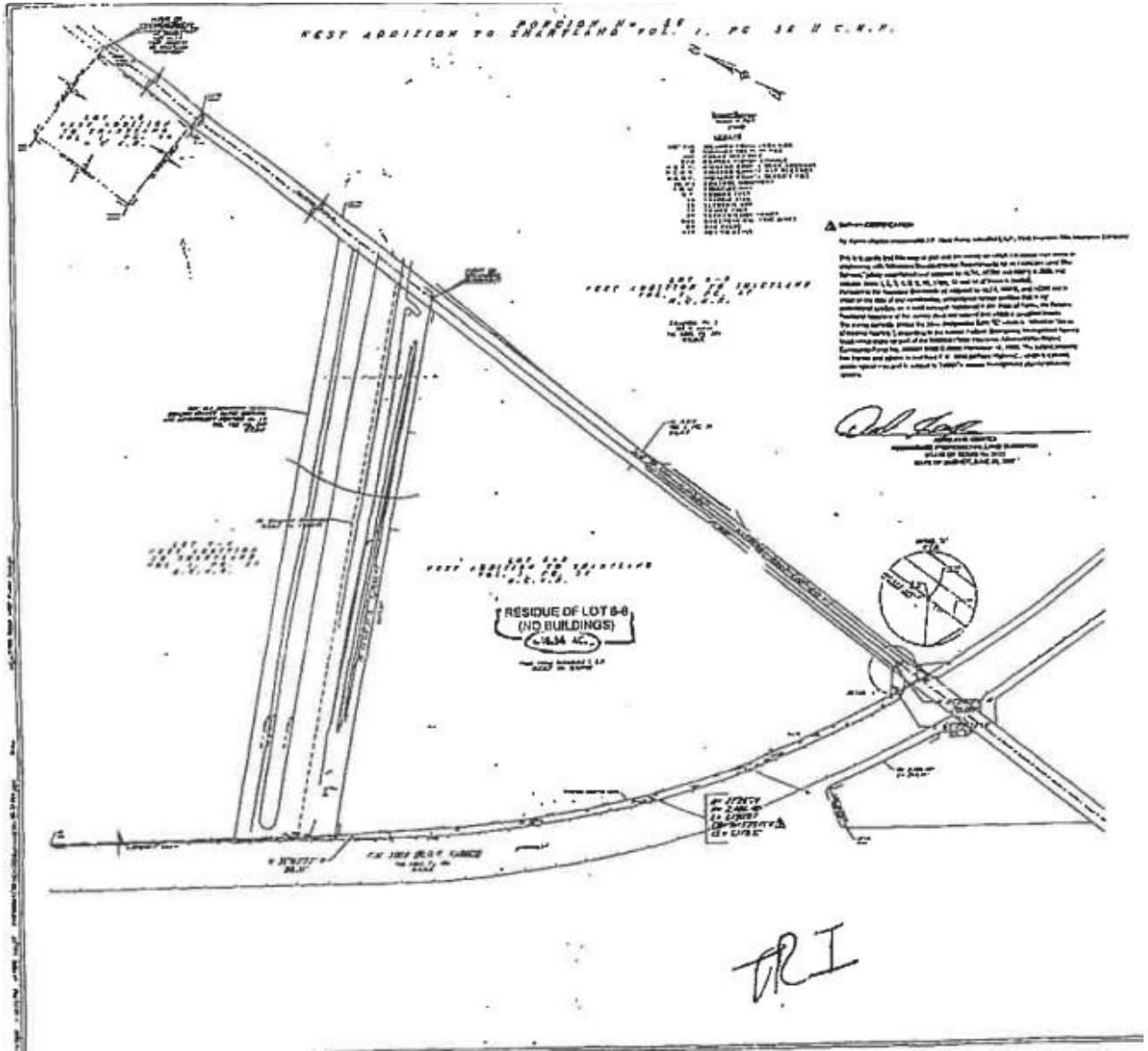
ZONING LEGEND

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

AERIAL



PROPERTY SURVEY



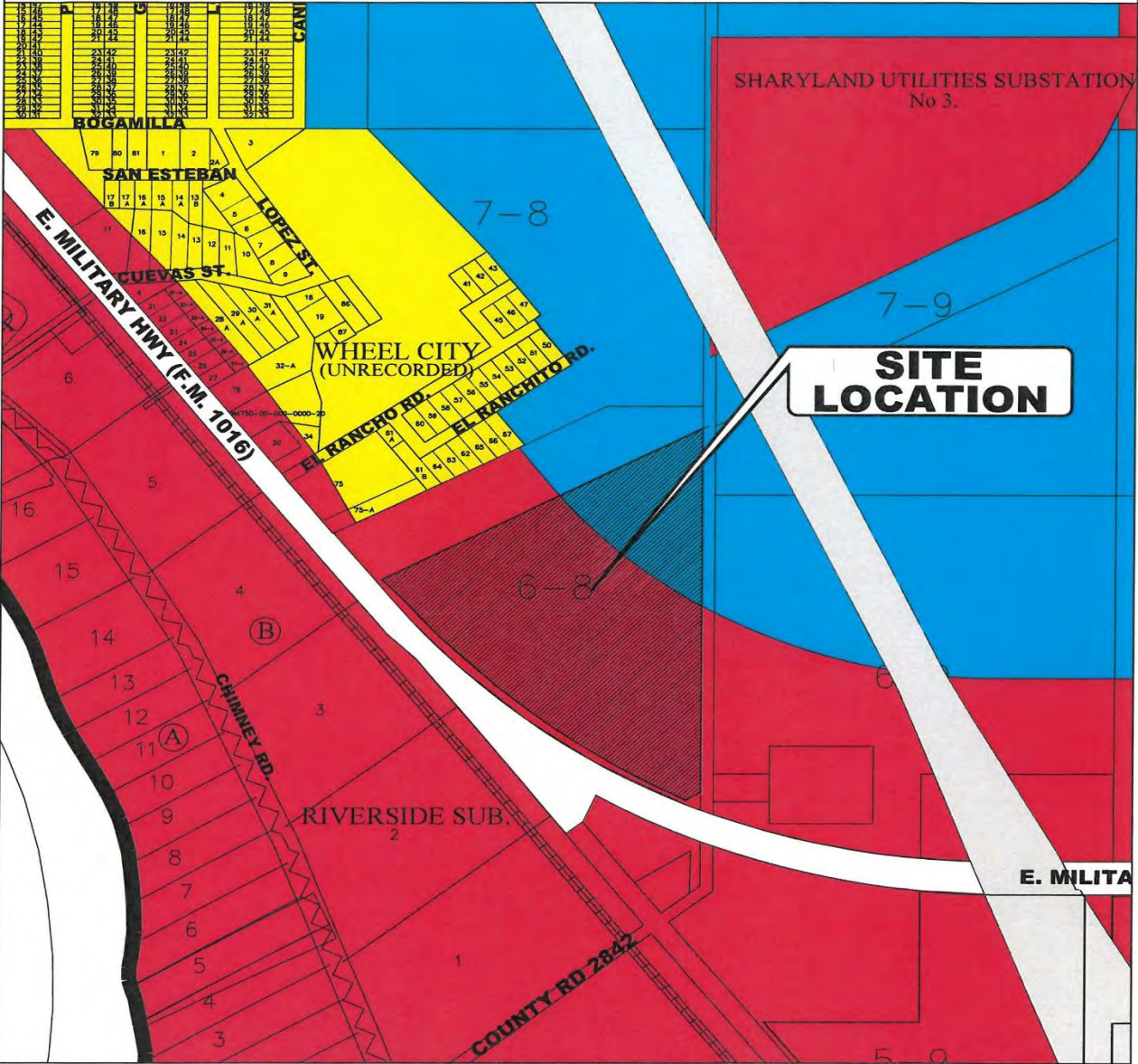
DRAFT MASTER PLAN












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 |

HIDALGO COUNTY REGIONAL MOBILITY AUTHORITY MAP



MAILOUT LIST

PROP_ID	file_as_na	addrDeliveryLine	addrCity	addrState	addrZip
316362	CASCADE REAL ESTATE OPERATING LP	4320 UNIVERSITY BLVD	LAREDO	TX	78041
316346	MAZICE INVESTMENTS LLC	2501 W MILITARY HWY STE E6-E7	MCALLEN	TX	78503-8952
316363	UNION DESIGN DEVELOPERS LP	4314 S CONWAY AVE	MISSION	TX	78572-0034
316367	PEREZ MARCOS & NORMA E	2603 E 20TH ST	MISSION	TX	78572-3303
732508	ELIZONDO VALLEY PROPERTIES LP	403 N 38 1/2 ST	MCALLEN	TX	78501-8168
271345	CAVAZOS ELOISA ROSA	4109 S CONWAY AVE	MISSION	TX	78572-1525
316360	UNION DESIGN DEVELOPERS L.P.	4314 S CONWAY AVE	MISSION	TX	78572-0034
316361	CERDA MELISSA ISLE ETAL	3800 SAN RODRIGO	MISSION	TX	78572-7512
960050	CASCADE REAL ESTATE OPERATING LP	4320 UNIVERSITY BLVD	LAREDO	TX	78041
1473477	MADERO STORAGE LAND HOLDINGS LLC	1495 CANYON BLVD STE 218	BOULDER	CO	80302-5367