

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

<b>Total # of Building Permits</b>	<b>Building Permit Value</b>	<b>Building Permit Fee</b>	<b>Types of Building Permits</b>
34	\$5,597,445.00	\$9,590.30	New Dwelling
			Commercial
			Assembly
4	\$1,445,000.00	\$5,970.50	Apartments - 17 UNITS
			Warehouse
			Move Out Houses/Move Within
			Move In Houses
1	\$80,000.00	\$105.00	Move in Mobile Homes
			Schools
6	\$234,000.00	\$1,830.00	Swimming Pools
5	\$25,810.56	\$260.60	Sheds
2	\$39,500.00	\$235.00	Signs
4	\$22,000.00	\$120.05	Fence
			Tower
			Gas Tanks Pumps
3	\$22,000.00	\$190.00	Demolition
			Water Well/Recreation Const.
59	\$7,465,755.56	\$18,301.45	Totals

<b>Additions / Remodeling</b>			
25	\$1,292,802.00	\$3,744.04	Residential Buildings
13	\$3,220,100.00	\$9,995.15	Commercial Buildings
			Apartment Buildings
			Assembly Buildings
1	\$393,775.50	\$2,958.32	School Buildings
1	\$450.00	\$35.00	Awnings/Decks
11	\$227,850.00	\$2,316.40	Carports/Concrete
13	\$161,600.00	\$965.85	Porches/Driveways/Sidewalks
			Garages/Canopies
			Hobby Shops
64	\$5,296,577.50	\$20,014.76	Totals

<b>Total Building Permits</b>	123
<b>Total Building Valuation</b>	\$12,762,333.06
<b>Total Building Permit Fees</b>	\$38,316.21

Prepared By: RACHEL ALVAREZ  
Date: 8/1/2025

**I. Permits Issued**

**A. Building**

Number	123
Value	\$12,762,333.06
Permit Fees	\$38,316.21

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

Number	161
Permit Fees	\$16,539.00

**C. Mechanical**

Number	51
Value	\$387,376.24
Permit Fees	\$5,166.00

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

Number	114
Permit Fees	\$11,887.00

**TOTALS**

<b>Total Permits Issued</b>	<b>449</b>
<b>Total Valuation</b>	<b>\$13,149,709.30</b>
<b>Total Permit Fees</b>	<b>\$71,908.21</b>

<b>II. Number of Inspections Conducted</b>	<b>683</b>
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**III. Other Fees**

**A. Business License Application**

Number	29
Permit Fees	\$1,450.00

**B. Garage Sale Permits**

Number	0
Permit Fees	\$0.00

**C. Health Cards**

Number	0
Permit Fees	\$0.00

**D. Builder Registration**

Number	8
Permit Fees	\$800.00

**E. Electrician Registration**

Number	0
Permit Fees	\$0.00

**F. Plumbing Registration**

Number	0
Permit Fees	\$0.00

**G. Mechanical Registration**

Number	4
Permit Fees	\$300.00

**H. House Inspections**

Number	
Permit Fees	

**I. Planning & Zoning Applications**

Number	25
Permit Fees	\$5,800.00

# MEMORANDUM

**To:** Mike Perez, City Manager  
**From:** Xavier Cervantes, Director of Planning  
**Date:** August 1, 2025  
**Re:** Monthly Report JULY 2025

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

JULY 2025

REZONINGS:	12
CONDITIONAL USE PERMIT:	11
HOMESTEAD APPROVALS:	0
SUBDIVISIONS:	2
SINGLE LOT VARIANCES:	0
VARIANCES (ZBA):	1
SITE PLAT APPROVALS:	3
OTHER P&Z REQUESTS	0

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

JULY, 2025 - UNOFFICIAL					
AGENCY / DEPARTMENT / DESCRIPTION / BUDGET	MONTHLY EXPENDITURE	ACCOMPLISHMENT	YEAR TO DATE	%	BALANCE
<b>AMIGOS DEL VALLE - MEALS</b>	\$2,409.58	Agency submitted June (\$2,409.58) requests & on 08/08/25 received July request (\$1169.92) totaling expenditures to <b>\$23,444.00 (100%)</b>  YTD: 19 clients served 2,259 meals.	\$22,274.08	95%	\$1,169.92
\$23,444.00					
Funds will be utilized to provide meals to homebound seniors.					
<b>AREA AGENCY ON AGING</b>	\$580.00	Agency submitted June (\$580.00) request & on 08/05/25 received July request (\$280.00) totaling expenditures to <b>\$4,800.00 (96%)</b> .  YTD: 9 clients served	\$4,520.00	90%	\$480.00
\$5,000.00					
Funds will be utilized to provide assist seniors with minor repairs/modifications and medical supplies.					
<b>C.A.M.P. UNIVERSITY</b>	\$0.00	Agency exhausted FY 24-25 funds. YTD: 13 clients served	\$3,000.00	100%	\$0.00
\$3,000.00					
Funds will be utilized to provide day habilitation providing life skills for adults with special needs.					
<b>COMFORT HOUSE</b>	\$0.00	Agency exhausted FY 24-25 funds. YTD: 6 clients served	\$3,000.00	100%	\$0.00
\$3,000.00					
Funds will be utilized to provide 24 hour palliative care to patients who have a prognosis of 4 months or less to live.					
<b>HOPE MEDICAL SERVICES</b>	\$0.00	Agency re-submitted on 08/19/25 /request for May & June (\$1,000.00)--for processing which will exhaust their funding.  YTD: 4 client served	\$0.00	0%	\$1,000.00
\$1,000.00					
Funds will be utilized to provide medical services to uninsured and/or low income residents.					
<b>CASA OF HIDALGO COUNTY, INC.</b>	\$0.00	Agency exhausted FY 24-25 funds. YTD: 8 clients served	\$1,000.00	100%	\$0.00
\$1,000.00					
Funds will be utilized for expenses generated in advocating for abused and neglected children.					
<b>CHILDREN'S ADVOCACY CENTER</b>	\$605.30	Agency submitted June (\$605.30) & on 08/12/25 received July request (\$684.57) totaling expenditures to <b>\$7,925.30 (53%)</b> .  YTD: 65 clients served	\$7,240.73	48%	\$7,759.27
\$15,000.00					
Funds will be utilized to provide counseling services for abused/neglected children and their families.					
<b>SILVER RIBBON</b>	\$0.00	Agency did not submit a June request, reached out to agency, informed they will submit the July request in August.  YTD: 12 clients served	\$2,302.13	77%	\$697.87
\$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.					
<b>AFFORDABLE HOMES OF SOUTH TX</b>	\$15,041.64	Agency submitted June (\$15,041.64) & 08/15/25 submitted July request (\$15,041.64) totaling expenditures to <b>\$47,457.74 (47%)</b>  YTD: 2 client served	\$32,416.10	32.42%	\$67,583.90
\$100,000.00					
Funding will be utilized to provide direct home ownership assistance with subsidizing mortgage principal.					
<b>PARKS &amp; RECREATION DEPARTMENT</b>	\$0.00	Project underway and pending to receive invoice	\$0.00	0%	\$200,000.00
\$200,000.00					
Funds will be utilized to construct recreational Connectivity Trail Project.					
<b>PUBLIC WORKS DEPARTMENT</b>	\$0.00	Project underway and pending to receive invoice	\$0.00	0%	\$104,000.00
\$104,000.00					
Funds will be utilized for the design of Astroland Storm Sewer Improvements Design Phase I					
<b>REHABILITATION</b>	\$0.00	Two (2) applicants approval & pending to bid out on projects.	\$0.00	0%	\$80,000.00
\$32,000.00					
Funds will be utilized for the design of Spikes Storm Sewer Improvements Design Phase I					
<b>PROGRAM ADMINISTRATION</b>	\$7,791.86	Oversight Expense of the CDBG Program.	\$122,923.94	63%	\$73,187.06
\$214,000.00					
Funds will be utilized for the design of Sanitary Sewer Improvements Design Phase I					
<b>\$980,555.00</b>	<b>\$26,428.38</b>		<b>\$198,676.98</b>	<b>22%</b>	<b>\$718,882.66</b>

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

PROGRESS REPORT CV	JULY, 2025 - UNOFFICIAL				
AGENCY / DEPARTMENT / DESCRIPTION / BUDGET	MONTHLY EXPENDITURE	ACCOMPLISHMENT	YEAR TO DATE	%	BALANCE
AFFORDABLE HOMES OF SOUTH TEXAS CV3	\$1,316.18	Agency submitted June request (1,316.18). Received 08/13/25 July's request for \$1,254.64 leaving a balance of \$1,292.37 (96%).  YTD: 3 client assisted.	\$26,866.75	91%	\$2,547.01
\$29,413.76					
Funds will be utilized to provide rent and mortgage assistance to residents that have been affected by the pandemic COVID-19.					
MISSION FIRE DEPARTMENT CV3	\$299.91	Department submitted June request (\$299.91). Received 08/15/25 July's request for \$985.53 leaving a balance of \$129.15 (97%).	\$3,878.45	78%	\$1,114.68
\$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					
\$34,406.89	\$1,616.09		\$30,745.20	89%	\$3,661.69



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
Resilient Communities Program	TX GLO	Planning	\$ 250,000	None		Submitted-Tracking
FY23 FMA-Spike and Jupiter Construction	TWDB/FEMA	Executive	\$ 9,056,388	10%		Submitted-Tracking
FY23 FMA-Astroland Construction	TWDB/FEMA	Executive	\$ 3,886,409	10%		Submitted-Tracking
Staffing For Adequate Fire and Emergency Response (SAFER)	FEMA	Fire	\$ 707,122	25/65		Submitted-Tracking
Fire Prevention and Safety (FP&S) Grant	FEMA	Fire	\$ 152,018	5%		Submitted-Tracking
Fire Service Grant	FM	Fire	TBD	None		In Progress



**Grants** Activity Report- August 2025

Grant Name	Funding Agency	Department	Application Amount	Award Amount	Matching Amount	Status
OVAG-Victim Services	OAG	Police	\$ 49,500	\$ 49,500	None	Awarded/Active
FY22 Building Resilient Infrastructure and Communities (Bric)	TDEM	Executive	\$ 415,000	\$ 404,710	25%	Awarded/Active
Energy Efficiency & Conservation Grant	DOE	Executive	\$ 140,450	\$ 140,450	None	Active/Awarded
Recreational Trails Grant	TPWD	Parks	\$ 250,000	\$ 250,000	20%	Awarded/Active
FY25 Rifle Resistant Body Armor	OOG	Police	\$ 189,505	\$ 47,325	None	Awarded/Active
FY24 Operation Stonegarden	OOG	Police	\$ 300,000	\$ 300,000	None	Award/Active
FY25 Project Safe Neighborhood	OOG	Police	\$ 49,680	\$ 49,680	None	Awarded/Active
FY24 Edward Byrne Memorial Justice Assistance Grant (JAG)	BJA	Police	\$ 12,134	\$ 12,134	None	Awarded/Active
FY25 Local Border Security Program	OOG	Police	\$ 180,000	\$ 180,000	None	Awarded/Active
DWI Phlebotomy Program Grant	TXDOT	Police	\$ 187,557.88	\$ 187,557.88	20%	Awarded/Active
FY22 FEMA Flood Mitigation Assistance (FMA)	TWDB	Executive	\$ 288,000	\$ 288,000	10%	Awarded/Active
FY23 COPS Hiring Program	DOJ COPS	Police	\$ 1,771,398.16	\$ 1,000,000	25%	Awarded/Active
FY23 Transportation Alternatives	RGVMPPO	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
OVAG-Victim Services (Year Two)	OAG	Police	\$ 49,500	\$ 49,500	None	Closed
Grand Total:			\$ 5,905,218.54			





# **Information Technology**

## ***Departmental Report August 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

#### **Work Orders**

IT goal is to address tickets within 12 business hours. Priority work orders are worked on first. About 279 Work orders closed August 2025.

#### **Technology Equipment and Application Inventory**

Confirm all technology inventory city wide. About 20 % Complete

#### **Data Integrity**

Review accounts on all systems. About 25 % complete

#### **Cyber Security Incident Response**

Detection & analysis- Complete

Containment-Complete

Eradication & recovery-Complete

Post-incident activity- In Progress

#### **Network Systems Administrator Position**

Hire for Position. Interviews in progress.

#### **IT Policies and Procedures**

Create and Update. 1<sup>st</sup> phase complete.

#### **Disaster Recover Plan**

Update complete.

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## MEMORANDUM

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**TO:** MAYOR AND CITY COUNCIL  
**THROUGH:** MIKE PEREZ, CITY MANAGER  
**FROM:** JESSE LERMA, CIVIL SERVICE DIRECTOR  
**SUBJECT:** CIVIL SERVICE REPORT, AUGUST 2025  
**DATE:** AUGUST 27, 2025

1. Mission Fire Department CPT's promotional examination will be on August 29, 2025. We have three (3) participants.
  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 twenty (20) 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
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6. Pending Hearings:
    1. PO Ruben Gaytan-Suspended for 15 days without pay-Case was settled prior to hearing-one (1) day suspension without pay

THANKS