

**FIFTH AMENDMENT TO THE  
INTERIM ADMINISTRATIVE SERVICES AGREEMENT**

**THIS FIFTH AMENDMENT** (“Amendment”) to the Agreement for Interim Administrative Services (“Agreement”) by and between the City of Mission, Texas hereinafter called “City and/or Interim Administrator” and Mission Redevelopment Authority (MRA)/ Mission Tax Increment Reinvestment Zone Number One, hereinafter called “TIRZ” for interim administrative services related to the TIRZ. The TIRZ and Interim Administrator, in consideration of the mutual promises and conditions herein contained, agree as follows.

**WHEREAS**, the City and TIRZ entered into an agreement effective on January 1, 2023, as amended, for interim administrative services related to the TIRZ; and

**WHEREAS**, the City and TIRZ now desire to amend the Agreement as described herein.

**NOW, THEREFORE**, in consideration of the mutual promises and covenants contained in this Agreement, and for good and valuable consideration, the TIRZ and the City agree as follows:

**Section 1.** The foregoing recitals are incorporated into this Fifth Amendment by reference as findings of fact as if expressly set forth and incorporated herein.

**Section 2.** The Agreement, Article I, is hereby amended to read as follows:

**SCOPE OF SERVICES**

In regards to the work and services to be performed under this Agreement, the CITY, by and through Mr. Teclo J. Garcia, including any other City employees as may be assigned by the City Manager, shall provide all financial and administrative services to the TIRZ as described in Exhibit A, “Interim Administrator's Scope of Services” which is attached and incorporated by reference.

**Section 3.** The Agreement, Article III, is hereby amended to read as follows:

**TERM OF CONTRACT**

**The term of this Agreement shall commence on the effective date and shall terminate on September 30, 2025, unless otherwise extended by written agreement, executed by both parties.**

**Section 4.** As amended and supplemented, hereby, the Agreement is ratified and shall remain in full force and effect. The term “Agreement” shall mean the agreement effective on January 1, 2023, for interim administrative services (including all exhibits and attachments as originally agreed upon) as amended and supplemented by this Fifth Amendment. In the event of a conflict between this Fifth Amendment and the Agreement, this Fifth Amendment shall control.

**IN WITNESS WHEREOF**, the parties have executed this Fifth Amendment to the Agreement as of the date last written below.

**MISSION REDEVELOPMENT  
AUTHORITY/TAX INCREMENT  
REINVESTMENT ZONE NUMBER ONE**

**Martin Garza  
Chairman**

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**Date:** March 25, 2025

**CITY OF MISSION**

**Mike Perez  
City Manager**

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**Date:**

## **EXHIBIT A**

### **INTERIM ADMINISTRATOR'S SCOPE OF SERVICES**

Manage the oversight of all documents related to development projects;

Prepare all documents necessary to taxing jurisdictions, public officials, and staff related to any TIRZ project plan;

- Communications liaison on all TIRZ matters to the City of Mission, the Mayor and City Council of the City of Mission;
- Coordinate the preparation of reports required by governing laws and ordinances;

Coordinate the preparation of engineering design cost estimates for infrastructure improvements by an independent contractor;

Oversee the implementation of the reinvestment zone financial plan for the City and the TIRZ Board of Directors;

- Facilitate all public hearings on behalf of the TIRZ with the City of Mission, Hidalgo County, and other taxing entities as required by law;

Facilitate meetings with the general public regarding the TIRZ;

Recommend policy matters to the TIRZ Board of Directors;

Assist the TIRZ Board of Directors in drafting project plan and reinvestment zone financing plan amendments for approval by the Board and the Mission City Council;

Assist the City of Mission and the TIRZ in drafting participation agreements with other taxing entities;

Assist the TIRZ in the preparation and negotiations of development agreements among the TIRZ, the City of Mission and other entities as appropriate;

Manage the TIRZ revenue accounts, process all required payments, maintain accounting of the public funds received by the TIRZ;

Assist with the preparation of required audits of the TIRZ;

Assist in the preparation of annual budgets required for submission to the City of Mission;

Assist the City of Mission with the procedural requirements related to other taxing entities in matters related to the project plan and TIRZ financing plan;

Provide management services for special projects financed with revenues other than tax incremental revenues, including the acquisition of financing for projects through the negotiation of debt facilitates or contract revenue or contract tax increment revenue bonds;

Any and all other matters as directed by the TIRZ Board of Directors;

- Provide staff support to the TIRZ Board of Directors;
 

Prepare meeting agendas and ensure proper notification is made in accordance with state statutes and such other governing documents as may be applicable;

Prepare Board of Director informational packets for presentations at meetings;

Prepare board minutes for presentation at meetings;
- Maintain records and files of the TIRZ;
 

Receive inquiries and respond to property owners, developers, real estate agents, brokers and other interested parties as related to development matters that pertain to the TIRZ;
- Coordinate and assist with developer reimbursement agreements;
- Provide coordination, oversight, and assistance to other consultants retained by the TIRZ;
- Provide management oversight for public infrastructure construction contractors;
- Meet with developers on development, financing and property acquisition matters;
 

Provide management oversight for the bond sale process;
- Provide communications and technical support with regard to the production of bond documents;
 

Work with zone consultants, underwriters, rating agencies, and bond insurance companies related to the effective pricing and sale of contract revenue bonds;
- Produce economic base data to support the sale of bonds; and
- Identify lenders and negotiate note and loan facilities on behalf of the TIRZ Board of Directors.
- Complete an Amended and Restated Zone Project and Financing Plan with a targeted completion date of June 30, 2026 and outside date of July 31, 2026