

MEMORANDUM

TO: MAYOR AND CITY COUNCIL
THROUGH: MIKE PEREZ, CITY MANAGER
FROM: JESSE LERMA, CIVIL SERVICE DIRECTOR
SUBJECT: CIVIL SERVICE REPORT, MARCH 2025
DATE: APRIL 4, 2025



1. Mission Fire Department DC's promotional examination was held on March 20, 2025. Jorge "Joey" Flores passed and will be promoted immediately.
2. Mission Fire Department started the process to fill CPT Flores's position-date of examination will be June 26, 2025
3. Mission Police Department working on filling open positions. We should be close to fully staffed by the end of April 2025
4. Mission Fire Department working on filling three (3) open positions
5. Pending Hearings:
 1. CPL Roel Velasquez-Indefinitely Suspended June 7, 2023-Hearing canceled-Mr. Velasquez will return to work on March 10, 2025
 2. PO Esteban Jara-Indefinitely Suspended March 28, 2024-Hearing was conducted on January 30, 2025-pending results
 3. PO Sergio Martinez-15 Day Suspension Without Pay-Arbitrator has been selected-hearing set for May 13-14, 2025
 4. PO Ruben Gaytan-Suspended for 15 days without pay-hearing set for August 7-8, 2025

THANKS



**BOYS & GIRLS CLUB
OF MISSION**

**Directors Report
March 2025**

• **Programs**

- BGCM Spring After school program Began and continues through May
- After School Program Members

Unit	February 25	March 25
Main	75	93
Leal	31	35
CWV	22	28

- BGCM continues afterschool program at 3 sites.
- BGCM afterschool transportation program with MCSID has grown to 11.

• **Athletics**

- BGCM baseball leagues with over 500 participants.
- Soccer registration has closed and season will begin on 21st

Soccer Registrants

2024	2025
630	520

- BGCM will be hosting Sharyland ISD volleyball and flag football leagues with expected participation of over 200 members
- BGCM will meet with local ISD athletic directors to discuss elementary and jr high league expansions
- BGCM will offer girls flag football over the summer

• **General**

- BGCMission continued researching grant opportunities
- BGCMission announced golf tournament to be held May 17th



CODE ENFORCEMENT

MONTHLY REPORT

MARCH 2025

WEEDY LOT LETTERS	18
PROPERTIRES SENT TO MOWER'S LIST	6
PROPERTIES MOWED	7
COMMERCIAL PARKING LOT MAINT.	4
ACCUMULATION OF ITEMS	4
CONSTRUCTION W/O PERMITS /SETBACKS	10
DEMOLITION FOR UNSAFE BUILDINGS	0
DOUBLE OCCUPANCY/HOOKED RV	0
HEALTH & SANITATION	14
HOME OCCUPATION	1
ILLEGAL DUMPING	11
SIGNS PICKED UP/RIGHT OF WAYS, BANDIT, TELEPHONE & GARAGE	121
IPMC VIOLATIONS	2
JUNKED VEHICLES/ BOATS	5
NO BUSINESS LICENSE/CUP REQ'D/ NO GARAGE SALE PERMITS	1
NON-RESIDENTIAL PARKING/SEMI TRUCKS	1
P & Z ZONING VIOLATONS/SUBDIVISION	2
PARKING ON LAWN	1
SIGHT OBSTRUCTION/SIDEWALKS/RIGHT OF WAY/DRIVEWAYS	1
STORAGE OF VEHICLES/BOATS/TRAILERS	1
UNSAFE/UNSECURED BUILDING	1
WEEDY LOTS	11
DEAD TREES	0
CASES FILED IN COURT/ PENDING WITH ATTORNEY	32
CASES SEEN IN COURT	92
CASES CLOSED	71

Mission Event Center Revenue Ledger
02/01/2025 - 02/28/2025
Source: RESERVE (event management software)

Event Name	Event Date	Room Rental Charges	Alcoholic & Beverage Charges	Equipment Charges (stage, dance floor, tables, linens)	Refundable Damage Deposit	F & B / Use of Kitchen Fee	Function Total	Total Adjustments and Discounts	Total Payments Received	Balance Due	Estimated Attendance
Easter Seals Child Care Conference	2/1/2025	\$3,100.00	\$0.00	\$0.00	\$500.00	\$375.00	\$3,975.00	\$0.00	\$3,975.00	\$0.00	100
Mission Chamber of Commerce	2/4/2025	\$1,850.00	\$0.00	\$0.00	\$0.00	\$375.00	\$2,225.00	\$0.00	\$2,225.00	\$0.00	250
Writing Smarter Not Harder Workshop	2/6/2025	\$1,250.00	\$0.00	\$0.00	\$500.00	\$375.00	\$2,125.00	\$0.00	\$2,125.00	\$0.00	100
Naturalization Ceremony	2/7/2025	\$2,850.00	\$0.00	\$350.00	\$0.00	\$0.00	\$3,200.00	\$0.00	\$3,200.00	\$0.00	700
Lelia Birthday Celebration	2/7/2025	\$550.00	\$1,343.00	\$100.00	\$500.00	\$375.00	\$2,868.00	\$0.00	\$2,868.00	\$0.00	70
Morin Quinceanera	2/8/2025	\$1,800.00	\$1,672.00	\$0.00	\$500.00	\$375.00	\$4,347.00	\$0.00	\$4,347.00	\$0.00	300
STS Training Seminar	2/8/2025	\$1,350.00	\$0.00	\$0.00	\$500.00	\$250.00	\$2,100.00	\$0.00	\$2,100.00	\$0.00	200
IDC Company Safety Meeting	2/12/2025	\$2,500.00	\$0.00	\$350.00	\$500.00	\$0.00	\$3,350.00	\$0.00	\$3,350.00	\$0.00	410
UTRGV Research Conference	2/13/2025	\$5,500.00	\$470.00	\$350.00	\$500.00	\$375.00	\$7,195.00	\$0.00	\$600.00	\$6,695.00	500
Concert - Angeles Negros	2/16/2025	\$2,750.00	\$1,186.00	\$0.00	\$0.00	\$0.00	\$3,936.00	\$0.00	\$3,936.00	\$0.00	300
TxDOT Mental Health Workshop	2/19/2025	\$2,500.00	\$0.00	\$0.00	\$500.00	\$375.00	\$3,375.00	\$0.00	\$0.00	\$3,375.00	400
Texas Workforce Commission Conference 2025	2/20/2025	\$5,300.00	\$0.00	\$350.00	\$0.00	\$375.00	\$6,025.00	\$0.00	\$0.00	\$6,025.00	600
Reina's 1st Birthday	2/22/2025	\$1,250.00	\$600.00	\$0.00	\$500.00	\$375.00	\$2,725.00	\$0.00	\$2,725.00	\$0.00	100
Elite Wedding & Quinceanera Expo	2/23/2025	\$5,200.00	\$0.00	\$0.00	\$500.00	\$375.00	\$6,075.00	\$0.00	\$6,075.00	\$0.00	600
City of Mission Police Dept. Pinning Ceremony	2/24/2025	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$2,000.00)	\$0.00	\$0.00	150
City of Mission hosts TAAF Mtg	2/26/2025	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$350.00)	\$0.00	\$0.00	50
Sub Tropical Agriculture Environment	2/27/2025	\$4,850.00	\$0.00	\$350.00	\$500.00	\$375.00	\$6,075.00	\$0.00	\$6,075.00	\$0.00	400
Sharyland ISD Hall of Honor Banquet	2/28/2025	\$1,250.00	\$0.00	\$0.00	\$500.00	\$375.00	\$2,125.00	\$0.00	\$2,125.00	\$0.00	150
TOTALS		\$43,850.00	\$5,271.00	\$1,850.00	\$6,000.00	\$4,750.00	\$61,721.00	(\$2,350.00)	\$45,626.00	\$16,095.00	5,380
18 events hosted											
all clients have been invoiced											
Feb 24											
12 events hosted		\$19,150.32	\$3,106.00	\$1,250.00	\$2,500.00	\$2,312.50	\$28,318.82	(\$13,337.18)	\$28,318.32	\$0.00	

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: March 2025 - 311 Monthly Report
Date: April 1, 2025

Dear Mayor and Council,

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

- We have a total of 852 unique 311 cases that have been entered and addressed in the 311 GoGov software for the month of March 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



RIO GRANDE VALLEY STATE VETERANS CEMETERY

MONTHLY REPORT



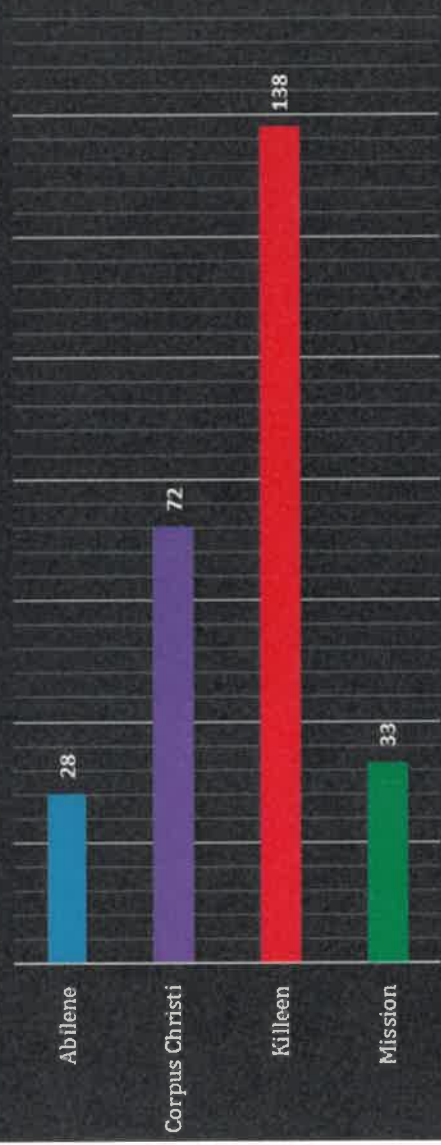
RGV State Veterans Cemetery

2520 South Inspiration Road • Mission, Texas 78572

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



TSVC Unaccompanied Veteran Burial Services



Current interments as of April 2025 -5018



RGV State Veterans Cemetery

2520 South Inspiration Road • Mission, Texas 78572

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



Completed Projects:

Irrigation Audit for September 2024 completed
2020 File Migration Completed- pending VLB direction
2021 File Migration Completed- pending VLB direction
CSR in training for 180 days-Training Plan
Water Conservation Action Plan –On-going 4/2024
Electronic Reporting on IPADS- for all staff (7)
Ongoing Projects Pending- VLB OAR- Funded:
Power washing areas with mold with the cemetery
Maintenance Tech II in training for 180 days-Training Plan
Maintenance Tech in training for 180 days-Training Plan
Working on Section MS1-Realignment & Resetting
Winterization Plan Pending approval City of Mission
Removal of 30% non-usable equipment 11/24/2023

Ongoing Projects Pending:

Monthly Irrigation Audit-replace broken lines/equipment
100% Pre-registration eligibility review-on going project
Headstone setting vehicle – revamp 4/2024 in use
Staff cross-training -2025
Clearing/Mowing of 43.17 acres on the NW side-48% done
Digital reporting option (for staff)- currently testing samples
2022 File Migration pending completion 1/2025
Water Conservation Action Plan –On-going 1/2025
Irrigation Audit for September 2025 on-going
Maintenance Plan for 2025 on-going
Electronic Reporting on IPADS- PM Reporting for equipment
Current interments 5018 as April 2025

VLB Funded (In-Progress)

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

VLB Funded (Pending)

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

VLB Funded (Approved)

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

VLB Funded (Received)

Shed for equipment 12/21/2024
Tools and tool box- Maco Tools \$7000 DIs –Purchased onsite 12/7/24
Compressor replacement -Completed

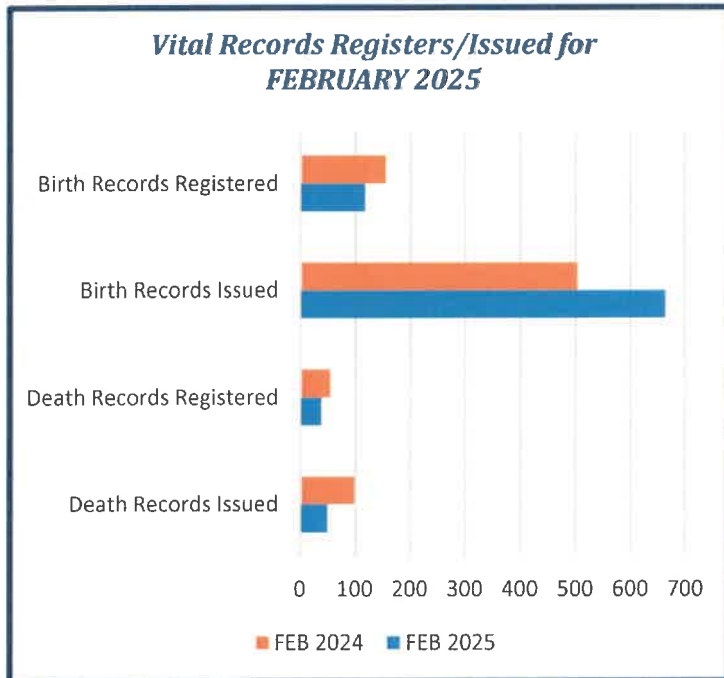
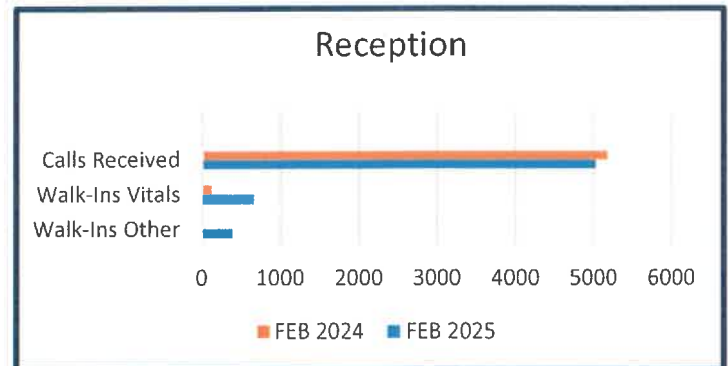
VA Grant Applications Pending:

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

CITY SECRETARY MONTHLY REPORT – FEBRUARY 2025



<i>Reception</i>			
Calls Received	5,040	February 2024	
Walk-Ins-Vitals	656	Calls Received	5,183
Walk-Ins Other Departments	394	Walk-Ins	125



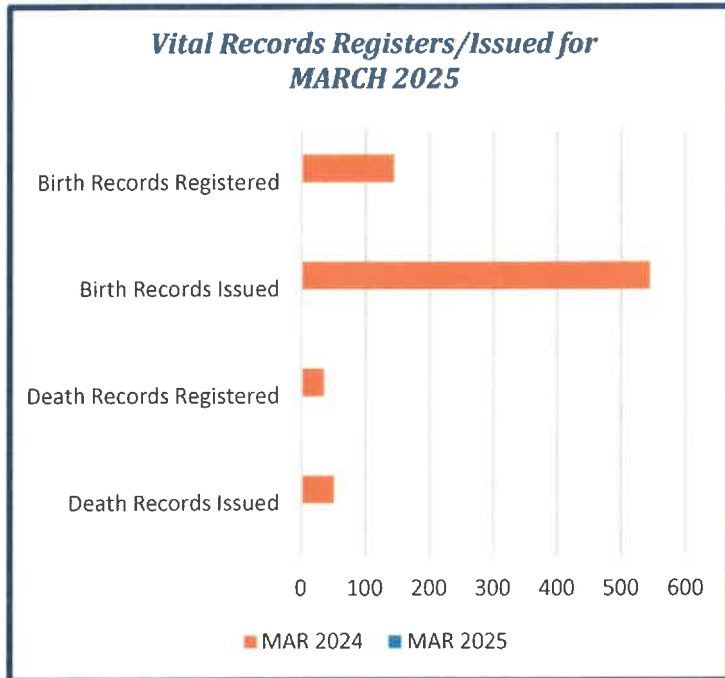
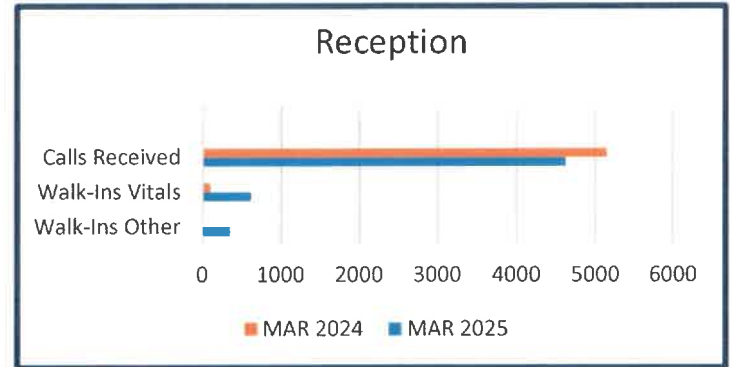
<i>Vital Statistics</i>				
	FEB 2025	YTD 2025	FEB 2024	YTD 2024
Birth Records Registered	119	760	155	816
Birth Records Issued	666	2503	504	2262
Death Records Registered	39	195	54	207
Death Records Issued	50	309	98	335
Funds Received	\$17,905	\$63,331	\$12,324	\$55,472

<i>Cemetery</i>					
2024-2025	Laurel Hill	San Jose	Catholic	Baby Space	YTD 24/25
Burials	1	1	3	0	22
Sold Spaces	0	0	0	0	0
2023-2024	Laurel Hill	San Jose	Catholic	Baby Space	YTD 23/24
Burials	3	0	5	0	33
Sold Spaces	0	0	0	0	1

CITY SECRETARY MONTHLY REPORT – MARCH 2025



<i>Reception</i>			
Calls Received	4,631	MARCH 2024	
Walk-Ins-Vitals	622	Calls Received	5,150
Walk-Ins Other Departments	355	Walk-Ins	95



<i>Vital Statistics</i>				
	MAR 2025	YTD 2025	MAR 2024	YTD 2024
Birth Records Registered	154	914	145	961
Birth Records Issued	599	3101	546	2808
Death Records Registered	57	252	35	242
Death Records Issued	56	365	51	386
Funds Received	\$14,354	\$77,685	\$13,044	\$68,516

<i>Cemetery</i>					
2024-2025	Laurel Hill	San Jose	Catholic	Baby Space	YTD 24/25
Burials	1	4	2	1	30
Sold Spaces	0	0	0	0	0
2023-2024	Laurel Hill	San Jose	Catholic	Baby Space	YTD 23/24
Burials	0	0	0	0	33
Sold Spaces	0	0	0	0	1



CITY OF
MISSION

Information Technology

Departmental Report March 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 on email and VPN. VPN MFA is complete and will be activated on users once policy is in place. Currently working on Email MFA. Estimated Completion end of April 2025

Work Orders

IT goal is to close tickets within 12 business hours. Priority work orders are worked on first. About 250 Work orders closed March 2025.

Windows 10 End of life

Windows 10 is reaching its end-of-life October 14, 2025. All city computers need to be upgraded to windows 11. All departments complete except PD in progress.

PD End of Life Computers

Replace all end-of-life computers at PD. Computers have been received and installation in progress.

Animal Shelter

Outfit Animal Shelter with switches and cameras for network connectivity and security. Complete.

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- In progress

Containment-Complete

Eradication & recovery-In progress

Post-incident activity- Not started