



Information Technology

Departmental Report September 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. 6 new units complete out of 15.

Work Orders

IT goal is to address tickets within 12 business hours. Priority work orders are worked on first. About 275 Work orders closed September 2025.

Technology Equipment and Application Inventory

Confirm all technology inventory city wide. About 50% Complete

Data Integrity

Review accounts on all systems. About 60% 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. Complete

IT Policies and Procedures

In progress.

Strengthen Security Posture

In progress.



RIO GRANDE VALLEY STATE VETERANS CEMETERY

MONTHLY REPORT



RGV State Veterans Cemetery

2520 South Inspiration Road • Mission, Texas 78572

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



Interments September

Rio Grande Valley State Veterans Cemetery - (Mission)									
September - 2025	Double Depth	Standard	Columbarium	In Ground	Scatter Garden	Memorial Garden	Total		
Veterans	1	7	3	6	1		18		
Spouses	2	2	5				9		
Family Members							0		
Total	3	9	8	6	1	0	27		
Percentage of Total	11.11%	33.33%	29.63%	22.22%	3.70%	0.00%	100.00%		

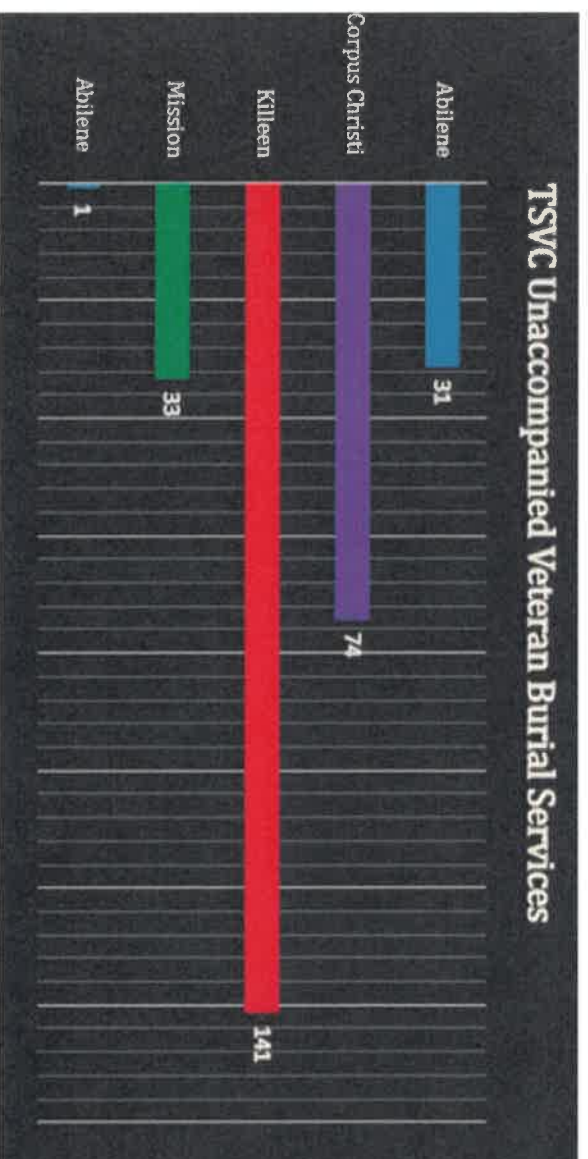
Rio Grande Valley State Veterans Cemetery - Plot Availability and Utilization Report						
	Total Plots	Plots Utilized	Plots Available	% Utilized	% Available	
Estimate of Total Plots Planned for RGVSVSVC	25,090	4,326	20,764	17.24%	82.76%	
RGVSVSVC - Total Plots In Developed Areas	9,255	4,326	4,929	46.74%	53.26%	
RGVSVSVC - Availability of Castsketed Burial Option In Developed Areas	Total Plots	Plots Utilized	Plots Available	% Utilized	% Available	
	4,430	2,476	1,954	55.89%	44.11%	
RGVSVSVC - Availability of Cremation Burial Option In Developed Areas	Total Plots	Plots Utilized	Plots Available	% Utilized	% Available	
	3,825	1,810	2,015	47.32%	52.68%	
RGVSVSVC - Availability of Memorial Plot Option In Developed Areas	Total Plots	Plots Utilized	Plots Available	% Utilized	% Available	
	1,000	40	960	4.00%	96.00%	



RGV State Veterans Cemetery

2520 South Inspiration Road • Mission, Texas 78572

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



Current interments as of October 2025 -5194



RGV State Veterans Cemetery

2520 South Inspiration Road • Mission, Texas 78572

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



Events and Ceremonies Information:

Veterans Day Event November 11, 2025, Time TBD

FYSA- Flag placement on all graves- no ceremony

Upcoming Events:

Wreath Laying Ceremony December 13, 2025 @ 9am



RGV State Veterans Cemetery

2520 South Inspiration Road • Mission, Texas 78572

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



Completed Projects:

Irrigation Audit for September 2025 completed
2020 File Migration Completed- pending VLB direction
2021 File Migration Completed- pending VLB direction
Water Conservation Action Plan –On-going 4/2024
Electronic Reporting on IPADs- for all staff (7)
Working on Section 31-Realignment & Resetting

One Day –Staff Development completed

Ongoing Projects Pending- VLB OAR-Funded:

Power washing areas with mold with the cemetery
Maintenance Tech II in training for 180 days-Training Plan
Winterization Plan Pending approval City of Mission
Working on Section 32-Realignment & Resetting
Removal of 30% non-usable equipment 11/24/2023
Prepping for NCA inspection 12/2025
Roof construction to commence –10/6/2025
CSR in training for 180 days-Pending Hire

Ongoing Projects Pending:

Monthly Irrigation Audit-replace broken lines/equipment
100% Pre-registration eligibility review-on going project
Headstone setting vehicle – revamp 4/2024 in use
Staff cross-training -2025
Clearing/Mowing of 43.17 acres on the NW side-48% done
Digital reporting option (for staff)- currently using this method
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 Intermittents 5194 as of October 2025

VLB Funded (In-Progress)

Re-alignment on 44 Flat Marker/ Headstone
100% Eligibility Review-Headstone Completed
Construction on Roof/Gates/Service Seals

VLB Funded (Pending)

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

VLB Funded (Approved)

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

VLB Funded (Received)

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

VA Grant Applications Pending:

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

MEMORANDUM

TO: MAYOR AND CITY COUNCIL
THROUGH: ANDY GARCIA, CO-CITY MANAGER
FROM: JESSE LERMA, CIVIL SERVICE DIRECTOR
SUBJECT: CIVIL SERVICE REPORT, SEPTEMBER 2025
DATE: SEPTEMBER 29, 2025

1. Mission Fire Department CPT's promotional examination was held on September 12, 2025. We had three (3) participants. Roberto Lopez will be promoted immediately. LT Roy Leal will remain #1 on the eligibility list.
2. Mission Fire Department is working on filling two (2) positions. We should be close to fully staffed by the end of October 2025.
3. Mission Fire Department has a LT's promotional examination set up for October 9, 2025. We have nine (9) participants.
4. Mission Police Department conducted an entry level examination on September 25, 2025. We had seventy-one (71) individuals that submitted applications. We had 61 individuals that showed up, with 57 passing and 18 of those certified police officers.
5. Mission Police Department is working on filling twenty (20) positions. We should be close to fully staffed by the end of 2025.
6. Mission Police Department CPL's promotional examination was held on September 18, 2025. We had twenty-four officers that signed up. We had twenty (20) show up with sixteen (16) passing. The following individuals will be promoted immediately:
 1. Michael Rosales
 2. Santiago Silva
 3. Virginia PassamentNadia Lopez will remain as #1 on the eligibility list.

THANKS

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: Andy Garcia, Interim City Manager
From: Steven M. Kotsatos, Director of Health
Subject: September 2025 - 311 Monthly Report
Date: October 1, 2025

Dear Mayor and Council,

Please find attached the September 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 September 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



CITY OF MISSION

Grants Activity Report- September 2025

Grant Name	Funding Agency	Department	Application Amount	Matching Amount	Due Date	Status
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
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
Community Wildfire Defense Grant	USDA	Fire	\$ 250,000	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



CITY OF MISSION

Grants Activity Report- September 2025

Grant Name	Funding Agency	Department	Application Amount	Award Amount	Matching Amount	Status
FY26 Rifle-Resistant Body Armor	00G	Police	\$ 278,747.10	\$ 194,862.48	None	Awarded/Active
FY26 Border Zone Fire Department	00G	Fire	\$ 250,000	\$ 234,604.98	None	Awarded/Active
FY Fire Responder Mental Health	00G	Fire	\$ 70,000	\$ 70,000	20% (In-Kind)	Awarded/Active
FY26 Operation Lone Star Grant	00G	Police	\$ 1,839,262.35	\$ 350,000	None	Awarded/Active
FY26 Body Worn Camera	00G	Police	\$ 37,500	\$ 28,125	25%	Awarded/Active
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	00G	Police	\$ 189,505	\$ 47,325	None	Awarded/Active
FY24 Operation Stonegarden	00G	Police	\$ 300,000	\$ 300,000	None	Award/Active
FY25 Project Safe Neighborhood	00G	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	00G	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	RGV/MPO	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	VBIF	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
Animal Welfare Organization	Petco Love	Health	\$ 50,000		None	Not Awarded
FY26 Operation Lone Star Grant	00G	Fire	\$ 1,741,496.50		None	Not Awarded
Grand Total:			\$ 6,733,311.00			

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

AUGUST, 2025 - UNOFFICIAL					
AGENCY / DEPARTMENT / DESCRIPTION / BUDGET	MONTHLY EXPENDITURE	ACCOMPLISHMENT	YEAR TO DATE	%	BALANCE
AMIGOS DEL VALLE - MEALS					
\$23,444.00	\$1,169.92	Agency submitted July request (\$1,169.92) exhausting the funding for this fiscal year.	\$23,444.00	100%	\$0.00
Funds will be utilized to provide meals to homebound seniors.		YTD: 19 clients served 2,814 meals.			
AREA AGENCY ON AGING					
\$5,000.00	\$280.00	Agency submitted July request (\$280.00) request & on 09/2/25 received August request (\$200.00) to exhaust funding for this fiscal year.	\$4,800.00	96%	\$200.00
Funds will be utilized to provide assist seniors with minor repairs/modifications and medical supplies.		YTD: 9 clients served			
C.A.M.P. UNIVERSITY					
\$3,000.00	\$0.00	Agency exhausted FY 24-25 funds.	\$3,000.00	100%	\$0.00
Funds will be utilized to provide day habilitation providing life skills for adults with special needs.		YTD: 13 clients served			
COMFORT HOUSE					
\$3,000.00	\$0.00	Agency exhausted FY 24-25 funds.	\$3,000.00	100%	\$0.00
Funds will be utilized to provide 24 hour palliative care to patients who have a prognosis of 4 months or less to live.		YTD: 6 clients served			
HOPE MEDICAL SERVICES					
\$1,000.00	\$1000.00	Agency re-submitted on 08/19/25 /request for May & June (\$1,000.00)—exhausting their funding for Fiscal Year 2024/2025.	\$1,000.00	100%	\$0.00
Funds will be utilized to provide medical services to uninsured and/or low income residents.		YTD: 4 client served			
CASA OF HIDALGO COUNTY, INC.					
\$1,000.00	\$0.00	Agency exhausted FY 24-25 funds.	\$1,000.00	100%	\$0.00
Funds will be utilized for expenses geneA9:A20d children.		YTD: 8 clients served			
CHILDREN'S ADVOCACY CENTER					
\$15,000.00	\$684.57	Agency submitted July request (\$684.57) totaling expenditures to \$7,925.30 (53%). Received letter de-obligating funds remaining.	\$7,925.30	53%	\$7,074.70
Funds will be utilized to provide counseling services for abused/neglected children and their families.		YTD: 90 clients served			
SILVER RIBBON					
\$3,000.00	\$685.78	Agency submitted July request (\$685.78) and on 09/18/25 received August request for (\$12.09) to exhaust fund for the fiscal year	\$2,987.91	100%	\$12.09
Funds will be utilized to provide assistance with rent, rent deposits, utilities, utility deposits, medications, physician/medical visits, eyeglasses, durable medical equipment.		YTD: 14 clients served			
AFFORDABLE HOMES OF SOUTH TX					
\$100,000.00	\$15,041.64	Agency submitted July request (\$15,041.64) and pending to receive the closing date and request for 2 additional applicants.	\$32,416.10	32.42%	\$67,583.90
Funding will be utilized to provide direct home ownership assistance with subsidizing mortgage principal.		YTD: 2 client served			
PARKS & RECREATION DEPARTMENT					
\$200,000.00	\$0.00	CDBG Section funded of project completed and pending to receive invoice	\$0.00	0%	\$200,000.00
Funds will be utilized to construct recreational Connectivity Trail Project.					
PUBLIC WORKS DEPARTMENT					
\$104,000.00	\$0.00	Project design phase completed and pending to receive invoice	\$0.00	0%	\$104,000.00
Funds will be utilized for the design of Astroland Storm Sewer Improvements Design Phase I					
\$32,000.00	\$0.00	Project completed and on 09/08/2025 received August invoice to be processed in September, exhausting project funds.	\$0.00	0%	\$32,000.00
Funds will be utilized for the design of Spikes Storm Sewer Improvements Design Phase I					
\$214,000.00	\$0.00	Project underway and on 09/08/2025 received August request for partial pymt. (\$61,750.00) and projects continues to be underway.	\$0.00	0%	\$214,000.00
Funds will be utilized for the design of Sanitary Sewer Improvements Design Phase I					
REHABILITATION	\$0.00	Two (2) applicants approval & preparing bid packets to bid out on projects.	\$0.00	0%	\$80,000.00
\$80,000.00					
PROGRAM ADMINISTRATION					
\$196,111.00	\$12,567.46	Oversight Expense of the CDBG Program.	\$135,491.40	69%	\$60,619.60
\$980,555.00					
	\$31,429.37		\$215,064.71	24%	\$667,677.93

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

PROGRESS REPORT CV		AUGUST, 2025 - UNOFFICIAL			
AGENCY / DEPARTMENT / DESCRIPTION / BUDGET	MONTHLY EXPENDITURE	ACCOMPLISHMENT	YEAR TO DATE	%	BALANCE
AFFORDABLE HOMES OF SOUTH TEXAS CV3	\$1,254.64	Agency submitted July's request for \$1,254.64. On 09/15/2025 agency submitted August's request for \$1,239.42 (99.82%) leaving a balance of \$52.95. YTD: 3 client assisted.	\$28,121.39	96%	\$1,292.37
\$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	\$985.53	Department submitted July's request for \$985.53. On 09/07/2025 received request for August in the amount of \$129.15 exhausting funds for the fiscal year.	\$4,863.98	97%	\$129.15
\$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	\$2,240.17		\$32,985.37	96%	\$1,421.52