



Mission Fire Prevention Bureau  
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Mission, TX 78572  
Phone 956-580-8711  
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# Mission Fire Prevention

## Monthly Activity Report: April 2023

### FIRE INVESTIGATIONS

There were ten (10) fire investigations for the month of April.

- On April 1, 2023, Lieutenant Jose O. Alanis was called to document a sofa fire at 1350 Thompson Rd. Accidental.
- On April 6, 2023, Lieutenant Eric Lopez was called to document a lightning strike at 1301 Morwil Apartment #8. Natural.
- On April 7, 2023, Lieutenant Eric Lopez investigated a car fire at 1005 Rosa Ave. Incendiary.
- On April 8, 2023, Lieutenant Eric Lopez was called to document smoke inside of Wal-Mart located at 2410 E. Expressway 83. Undetermined.
- On April 10, 2023, Lieutenant Omar Salinas investigated a house fire at 3007 N. Cummings Ave. Accidental.
- On April 15, 2023, Lieutenant Omar Salinas investigated a bathroom fire at the Executive Inn & Suite Motel room #138. Undetermined.
- On April 17, 2023, Captain Frank Chaires investigated a structure fire at 121 S. Nicholson Apartment #2. Undetermined.
- On April 29, 2023, Lieutenant Jose O. Alanis was called to document a dryer on fire at 2418 Nicole Dr. Accidental.
- On April 29, 2023, Lieutenant Jose O. Alanis was called to document a building fire at 100 Melba Carter. Natural.
- On April 30, 2023, Lieutenant Jose O. Alanis investigated an attic fire at 1219 Oak Drive. Undetermined.

Full Investigation: 5 Total

Call out to document of Incident: 5 Total

Year to Date: 16 Total

## **SOUTH TEXAS ARSON RESPONSE TEAM FIRE INVESTIGATIONS**

The Hidalgo County Fire Marshal's Office asked for our assistance in zero (0) fire investigations for the month of April.

Our assistance was requested: 0

Assistance Requested by us: 0

0 Total 0 Total

Year to Date: 0 Total

## **INSPECTIONS**

There were two hundred and one (201) inspections conducted for the month of April:  
Thirty - four (34) occupancy, one hundred fifty - two (152) annual and fifteen (15) other forms of inspections.

Year to Date: 1,347 Total 292 Occupancy 901 Annual 154 Other

Inspection rate to date: 27%

## **COMPLAINTS**

There were zero (0) complaints for the month of April.

There were zero (0) complaints resolved within this month.

Year to Date: 0 Total

## **SUBDIVISION REVIEWS**

For the month of April there were twenty (20) subdivision plan reviews.

Year to Date: 168 Total

## **SPRINKLER SYSTEM REVIEWS**

For the month of April there were three (3) sprinkler system plan reviews.

Year to Date: 10 Total

### **FIRE ALARM SYSTEM REVIEWS**

For the month of April there were eleven (11) fire alarm system plan reviews.

Year to Date: 30 Total

### **EXHAUST HOOD CANOPY PLAN REVIEWS**

For the month of April there were zero (0) exhaust hood canopy plan reviews.

Year to Date: 4 Total

### **HOOD SUPPRESSION PLAN REVIEWS**

For the month of April there were two (2) hood suppression plan reviews.

Year to Date: 8 Total

### **LP TANK PERMITS**

For the month of April there were zero (0) LP tank permits issued.

Year to Date: 6 Total

### **UNDERGROUND STORAGE TANK REMOVAL PERMITS**

There were zero (0) underground storage tank removal permits issued for the month of April.

Year to Date: 5 Total

### **ABOVEGROUND STORAGE TANK REMOVAL PERMITS**

There were zero (0) aboveground storage tank removal permits issued for the month of April.

Year to Date: 0 Total

## **BURNING PERMITS**

There were four (4) city burning permits issued for the month of April.

Year to Date: 27 Total

## **PLAN REVIEWS**

We had five (5) plan reviews for the month of April.

- 1942 Bar & Grill – 4001 S. Shary Suite 350
- Brillante Academy Building B – 706 Los Ebanos
- Brillante Academy Building B – 706 Los Ebanos
- Food Truck Santa Lucia – 2509 Colorado
- Chick Fil A – 2501 E. Expressway 83

Year to Date: 60 Total

## **FIRE DRILLS**

There were zero (0) fire drills conducted for the month of April.

Year to Date: 3 Total

## **TRAINING**

There were two (2) trainings in the month of April.

- Fire Marshal Frank Cavazos, Captain Joel Saenz, and Captain Frank Chaires attended a WebEOC training in Edinburg, Texas on April 5, 2023.
- Fire Marshal Frank Cavazos and Captain Joel Saenz attended a report writing class in Pharr, Texas on April 12, 2023.

Year to Date: 15 Total

## **MEETINGS ATTENDED**

For the month of April there were twenty - two (22) meetings attended by the Fire Prevention Office.

- April 3, 2023 – Fire Marshal Frank Cavazos City ID's
- April 4, 2023 – Fire Marshal Frank Cavazos Staff meeting
- April 5, 2023 – Fire Marshal Frank Cavazos had an interview with Camila from Univision
- April 6, 2023 – Fire Marshal Frank Cavazos met with Fire Chief Adrian Garcia
- April 10, 2023 – Fire Marshal Frank Cavazos City ID's
- April 11, 2023 – Fire Marshal Frank Cavazos Staff meeting
- April 13, 2023 – Fire Marshal Frank Cavazos SRC meeting
- April 17, 2023 – Fire Marshal Frank Cavazos City ID's
- April 19, 2023 – Fire Marshal Frank Cavazos Staff meeting
- April 20, 2023 – Fire Marshal Frank Cavazos SRC meeting
- April 20, 2023 – Fire Marshal Frank Cavazos met with EM3 regarding Suicide Prevention event
- April 20, 2023 – Fire Marshal Frank Cavazos met with Sandra Gonzalez regarding food bank deliveries.
- April 20, 2023 – Fire Marshal Frank Cavazos met with Tecló Garcia and Shane Mata regarding fire lanes at CEED building.
- April 21, 2023 – Fire Marshal Frank Cavazos, Captain Frank Chaires and Administrative Assistant Jackie Charles attended an EOC walk through meeting at Central Fire Station.
- April 21, 2023 – Fire Marshal Frank Cavazos and Administrative Assistant Jackie Charles had a meeting with Fire Chief Adrian Garcia.
- April 24, 2023 – Fire Marshal Frank Cavazos City ID's
- April 24, 2023 – Fire Marshal Frank Cavazos City Council meeting
- April 25, 2023 – Fire Marshal Frank Cavazos Staff meeting
- April 25, 2023 – Fire Marshal Frank Cavazos met with Jennifer Moya from Taylor Senior Village regarding pool gate.
- April 26, 2023 – Fire Marshal Frank Cavazos and Captain Frank Chaires had a meeting with Fire Chief Adrian Garcia.
- April 27, 2023 – Fire Marshal Frank Cavazos SRC meeting
- April 28, 2023 – Fire Marshal Frank Cavazos, Captain Frank Chaires, Captain Joel Saenz had a meeting with Fire Chief Adrian Garcia.

Year to Date: 112 Total

**PUBLIC EDUCATION**

During the month of April there were ten (10) presentations conducted.

Date	Location	Fire Extinguisher w/Simulator	Fire Safety Trailer	Tours of Stations	Fire Safety Presentation	City Events/ Parade
4/5/2023	Shary Wal-mart	20				
4/6/2023	Jose de Escandon Elementary				450	
4/11/2023	Ringgold Elementary				150	
4/14/2023	O'Grady Elementary				442	
4/14/2023	Mission Housing Resource Fair				60	
4/15/2023	City of Mission Spring Rally		300			
4/15/2023	City of Mission Superheroes Day		300			
4/19/2023	IDEA North Mission Career Day				100	
4/21/2023	Mims Elementary Career on Wheels				300	
4/25/2023	Flores Funeral Home				5	

Year to Date:	60 Presentations	16,677 Audience
Year to Date w/The Tutor	4 Presentations	105 Audience
Year to Date w/F.S.T.	8 Presentations	2,210 Audience
Year to Date w/City Events	2 Presentations	600 Audience
Year to Date - Other	Presentations	Audience
Year to Date Grand Total	74 Presentations	19,592 Audience

Frank Cavazos, Deputy Chief/Fire Marshal



*"Dedicated to the Community We Protect... and Serve"*

# MISSION HISTORICAL MUSEUM

Departmental Report April 2023

"It's a side of museums that many people don't see and sometimes don't understand when they see it in your budget. It's something that happens out of the way and it's not flashy but we're ensuring the long-term health of the cultural legacy of the area."



## PERFORMANCE INDICATORS:

FY 2022-2023							
Performance Indicators	October	November	December	January	February	March	April
General Attendance	62	20	65	72	111	267	30
Programs	1,000	0	123	40	185	0	0
Tours	0	5	0	0	2	0	0
Social Media	3,789	3289	9,179	3,783	2,839	12,261	8,996
Outreach	0	60	20	0	165	0	20
Meetings Hosted	0	0	0	0	20	0	0
<b>Total:</b>	<b>4,851</b>	<b>3,374</b>	<b>9,387</b>	<b>3,895</b>	<b>3,322</b>	<b>12,528</b>	<b>9,046</b>

# of people served (April 1– April 30)

### Public and Educational Programs/Events

#### Past Programs/Events:

April Spring Rally

#### Upcoming Programs/Events:

May 14<sup>th</sup> Mother's Day Program (cancelled)  
 Summer Sports Exhibits  
 June Summer Programs  
 July Movies on the Lawn

#### Other Items:

Ongoing History of Mission Loteria (possible work with chamber)  
 Dec Humanities Texas Relief Grant (in production)  
 Summer Sports Exhibit w/Sharyland High School  
 Fall Mini Ofrenda Project  
 THC Merit Award Nomination



# Public Works

April 2023  
Monthly Report



Francisco / Mile 2

Olmo Street



Plant Maintenance



## Street Projects



Kika Loop



## Waste Water Plant





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# Utility Billing and Collection

## ANALYTICAL STATISTICAL COMPARISON

### ‡ UTILITY BILLING ‡

BILLING TYPE	Apr - 2023	Apr - 2022	Y-T-D 22-23	Y-T-D 21-22
Water Consumption (Gals.)	347,732,000	322,391,000	2,392,030,000	2,393,756,000
Number of Customers	30,553	30,123		

### WATER & WASTEWATER

Water Sales	\$ 1,191,641	\$ 984,198	\$ 7,589,540	\$ 7,174,162
Water Sales - <i>Granjeno</i>	2,451	2,223	15,997	15,942
Connections	1,455	13,865	106,335	86,208
Reconnect Fees	6,250	4,560	36,900	66,700
Sewage Service	670,499	537,008	4,042,618	3,804,348
Sewage Service - <i>Granjeno</i>	1,254	-1,418	8,868	9,949
Industrial Sewer Surcharge	1,209	405	3,312	5,574
Wastewater Assessment	5,410	7,195	51,875	43,505
Service Charge	6,015	4,045	59,818	33,232
Garage Sales & Other	1,920	3,670	29,906	18,239
<b>Total</b>	<b>\$ 1,888,104</b>	<b>\$ 1,558,587</b>	<b>\$ 11,945,169</b>	<b>\$ 11,257,859</b>

### SANITATION

Garbage Fees	\$ 619,306	\$ 597,832	\$ 4,324,612	\$ 4,132,993
Brush Fees	104,850	68,445	543,143	474,961
<b>Total</b>	<b>\$ 724,156</b>	<b>\$ 666,277</b>	<b>\$ 4,867,755</b>	<b>\$ 4,607,954</b>

### DRAINAGE ASSESSMENT FEE

Drainage Assessment Fee	\$ 104,733	\$ 84,715	\$ 649,968	\$ 593,364
<b>Total</b>	<b>\$ 104,733</b>	<b>\$ 84,715</b>	<b>\$ 649,968</b>	<b>\$ 593,364</b>

<b>Total Billing</b>	<b>\$ 2,716,993</b>	<b>\$ 2,309,579</b>	<b>\$ 17,462,892</b>	<b>\$ 16,459,177</b>
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### ‡ UTILITY COLLECTIONS ‡

COLLECTIONS	Apr - 2023	Apr - 2022	Y-T-D 22-23	Y-T-D 21-22
<b>Total Collections</b>	<b>\$ 1,993,721</b>	<b>\$ 1,417,167</b>	<b>\$ 11,711,110</b>	<b>\$ 11,123,745</b>

## Water Distribution

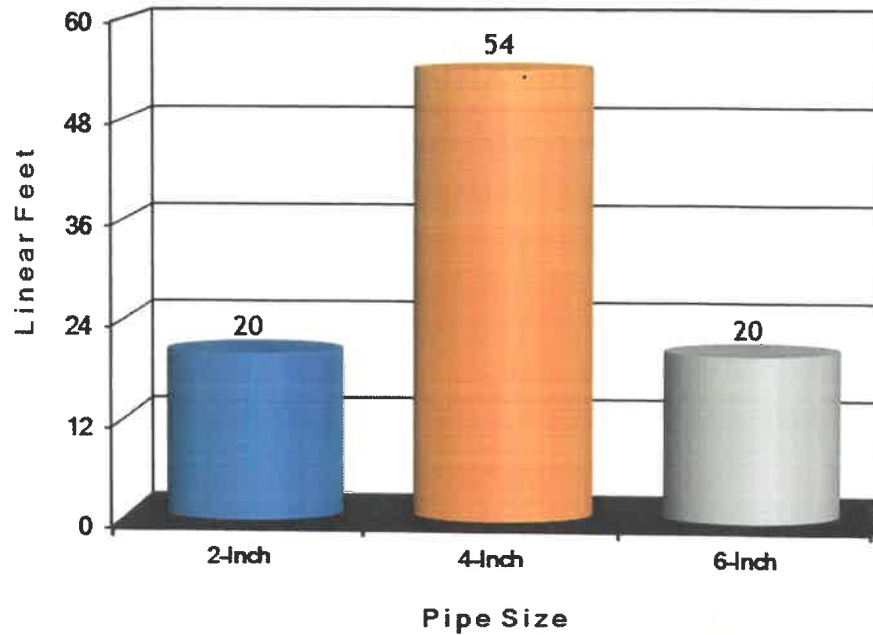
### Utility Line Installation

Water Distribution Crews installed a total of 94 Linear Feet of Utility Line. And maintained this month 12 major water breaks.

#### Water Distribution Utility Line Installation

2-Inch		4-Inch		6-Inch	
2013 Thornton	20'	Oblate / 8 <sup>th</sup> St	20'	4 <sup>th</sup> St / Conway	20'
		1009 Country Club	20'		
		2101 Clavel	14'		
20 LF		54 LF		20 LF	

#### April 2023 Utility Pipe Line Installation

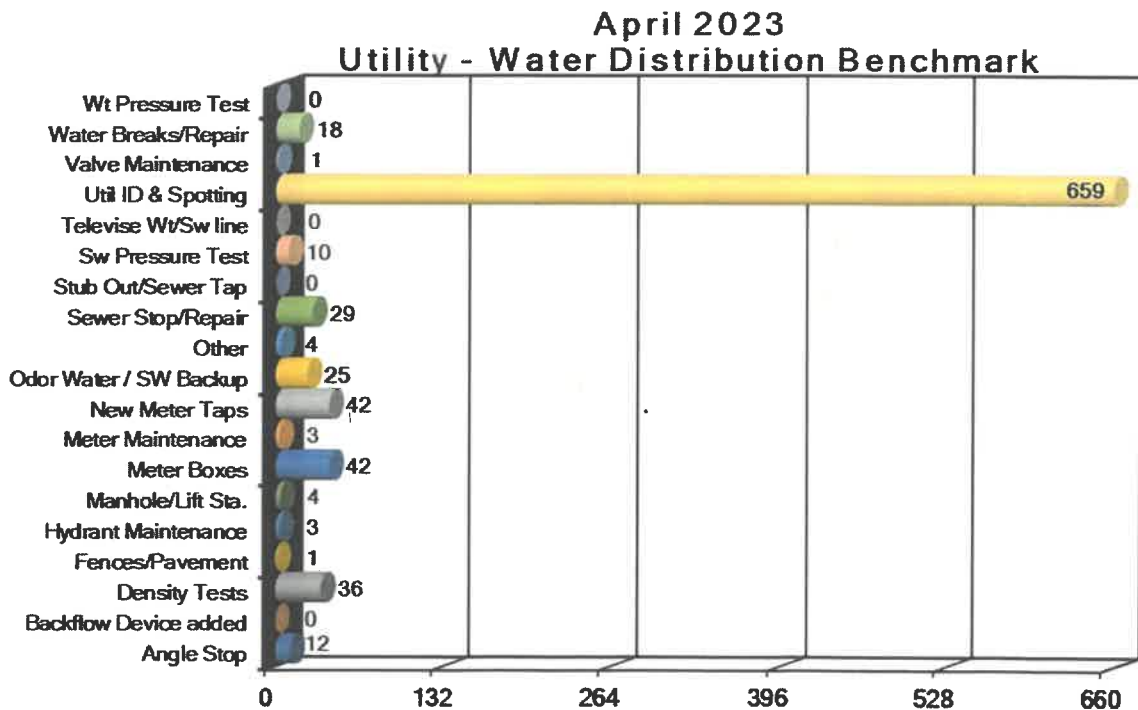


# Water Distribution

## Water Distribution - Maintenance Benchmark Summary

The following is Water Distribution’s maintenance benchmark summary for April 2023.

Service Type	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Y-T-D 22-23	F-Y 21-22
Angle Stop	18	9	12	9	6	10	12	76	154
Backflow Device Added	0	0	0	0	0	0	0	0	1
Density Tests	64	106	47	0	0	5	36	258	235
Fences/Pavement	0	1	5	0	2	0	1	9	16
Hydrant Maintenance	110	61	0	0	61	78	3	313	307
Manhole/Lift Station	1	0	6	14	0	0	4	25	60
Meter Boxes	34	32	33	25	51	48	42	265	498
Meter Maintenance	4	4	4	9	0	4	3	28	57
New Meter Taps	36	32	35	26	51	48	42	270	503
Odor Water	26	19	35	32	33	21	25	191	294
Other	8	6	4	4	0	1	4	27	96
Sewer Stop/Repair/Tap	2	6	40	31	7	3	29	118	88
Stub Out	0	0	0	0	0	0	0	0	0
Sewer Pressure Test	0	16	17	55	8	28	10	134	23
Televise Sewer line	0	0	0	0	0	0	0	0	5
Utility ID & Spotting	636	424	538	670	686	553	659	4,166	5,298
Valve Maintenance	2	3	1	2	0	1	1	10	24
Water Break/Repair	36	44	34	23	14	19	18	188	324
Water Pressure Test	3	21	5	33	3	15	0	80	53
<b>Totals</b>	<b>980</b>	<b>784</b>	<b>816</b>	<b>933</b>	<b>922</b>	<b>834</b>	<b>889</b>	<b>6,158</b>	<b>8,036</b>



**Water Distribution - Utility Inspections** Our Utility Inspectors, Mr. Lupe Vela and Mr. Carlos Fuentes, conducted inspections on the twenty-eight (28) sites with 659 inspections, 4 Mandrel Tests, 6 PSI Tests for Sewer and 36 Density Tests.

### 2022-23 Sites Under Construction

	Site/Subdivision	Start Date	Completion Date	Location	Inspection Description
1	All Heart Church	3/2023		3 Mile / Shary	Under Construction
2	Amber Grove	2/2023		2 ¼ Trosper	Under Construction
3	Augusto Contreras	2/2023		Shary / Bus 83	Under Construction
4	Bentsen Grove	9/2022		Inspiration / 1 Mile South	Under Construction
5	Bentsen Palm PH III	1/2023		Inspiration / 1 Mile South	Under Construction
6	Brilliant Academy PH I	3/2023		Los Ebanos / Charles St.	Under Construction
7	Bryan Pointe PH II	2/2023		Bryan / 1 <sup>st</sup> Street	Under Construction
8	City of Mission W-A15, S Conway L.S.	7/2020		Trinity / Conway South	Under Construction
9	Capricorn Estates	5/2022	4/2023	FM495 / Moorefield	Utilities Complete
10	Coastal Plaza	11/2021		Expressway / Bryan Road	Under Construction
11	Conway Avenue Sewer Project	2/2022		2 Mile / Conway	Under Construction
12	El Milagro PH I	12/2022		Los Indios / Bryan	Under Construction
13	Garden Path	9/2022		Taylor / FM 495	Under Construction
14	IHop	2/2023		North Conway	Under Construction
15	Laguna Oaks	2/2022	4/2023	1 Mile South / Inspiration	Utilities Complete
16	Lantana Landing	2/2022		2 ¾ Mile / Trosper	Under Construction
17	Las Esperanzas	1/2023		Glasscock / Frontage 83	Under Construction
18	Lucksinger Apartments	9/2021		Lucksinger / Bus 83	Under Construction
19	Manok Harbor Freight	2/2023		Frontage / Conway	Under Construction
20	Mayberry Ranch	1/2023		3 Mile North Mayberry	Under Construction
21	Plantation Grove Town Homes	9/2022		Plantation Boulevard	Under Construction
22	Ragland Village	1/2023		Business 83 / Ragland	Under Construction
23	Sendero Phase I	1/2023		1 Mile South	Under Construction
24	Sendero Phase II	2/2022		1 Mile South	Under Construction
25	Sharyland Bus Park PH I	3/2022		Anzalduas / Military	Under Construction
26	The Shops At 495	9/2022		FM495 / Conway	Under Construction
27	Speedy Trails	2/2022		West Mile 2 / Holland	Under Construction
28	Stablewood	2/2022	4/2023	Taylor / FM 495	Utilities Complete

### 2022-23 Water & Wastewater Major Ongoing Construction Projects

Project Name	Linear Feet	Construction Completion	Current Status	Construction Cost Estimate	Contractor
North Conway Sewer Improvements	5,280 LF (Mile 2 to Mile 3)	90%	90%	\$ 667,110	RDH Site & Concrete LLC
Bentsen Palm Ph III Sewer Improvements	5,280 LF S. Mile 1 (Schuerbach to Inspiration)	97%	97%	\$ 1,853,205	RDH Site & Concrete LLC
SH 365 HCRMA Utility Relocations	5,280 LF South Anzalduas	99%	99%	\$ 1,207,420	Mor-Wil Co.

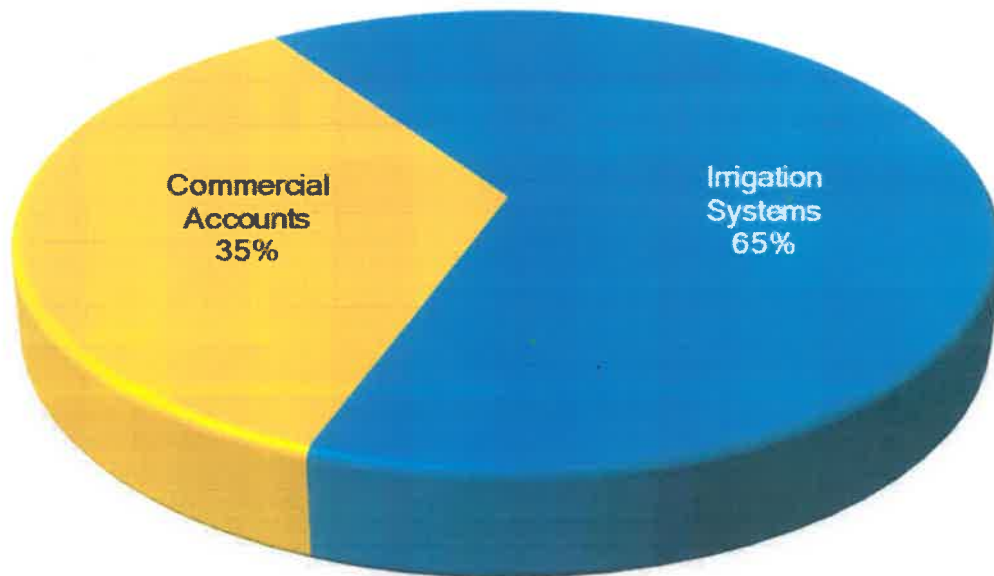
### Water Distribution - Backflow Prevention Inspections

Listed below are the twenty (20) Backflow Prevention Assembly Inspections that Mauro Anzaldua Jr. performed to keep our water lines free from back siphonages and water backflow contamination.

#### 2022-23 Backflow Inspections

Tests / Surveys	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Y-T-D 22-23	F-Y 21-22
Inspection of <i>Commercial</i> Accounts	6	5	9	6	9	4	7	46	77
Inspection of <i>Sprinkler</i> Accounts	15	13	18	14	15	12	13	100	121

April 2023  
Backflow Prevention Inspections



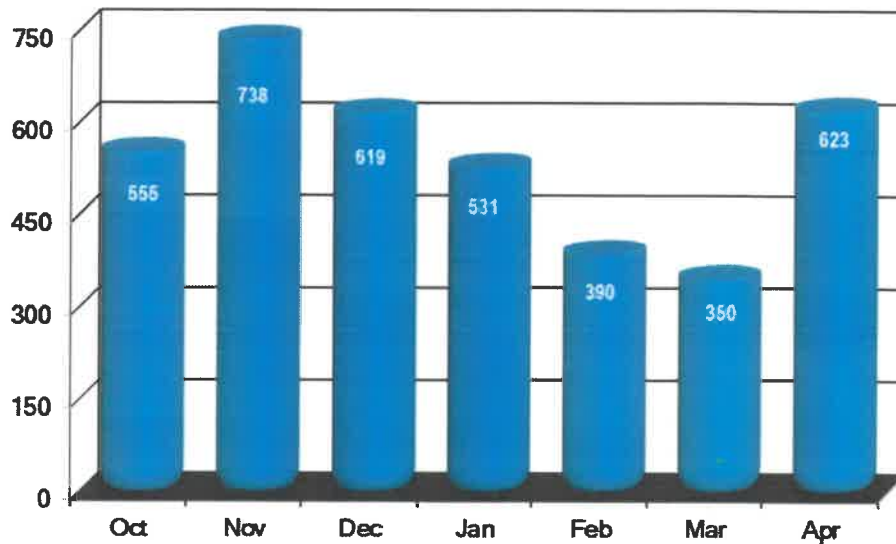
### Water Distribution - Sewer Collection

Our Sewer Collection Crews inspected and maintained monthly the City's 40 active Sewer Lift Stations and approximately 369 miles of sewer lines by responding to 25 sewer backups and 623 work orders this month.

#### 2022-23 Sewer Collection Lift Station Inspections

Service Type	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Y-T-D 22-23	F-Y 21-22
Lift Stations Inspections	555	738	619	531	390	350	623	3,806	4,631
Televised Sites	0	0	0	0	0	0	0	0	5
Televised Feet	0	0	0	0	0	0	0	0	600

#### Sewer Collection Lift Station Inspections



## Water Treatment Plant

Water Production Water Plant Operators at our North and South Water Treatment Plants treated 344.631 million gallons of water.

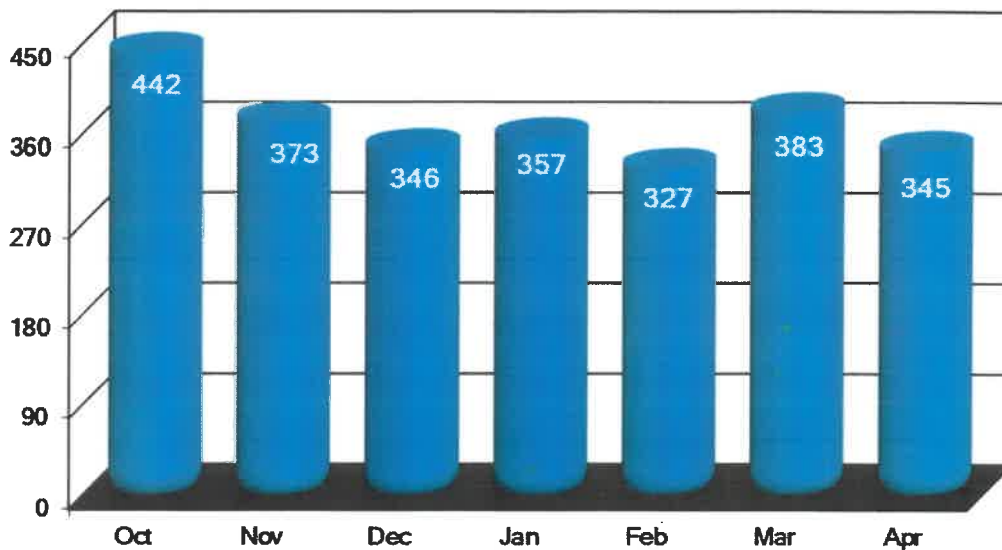
### 2022-23 Water Million Gallons (MG)

Avg	Max	Min	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Y-T-D 22-23	F-Y 21-22
11	13	8	442	373	346	357	327	383	345	2,573	4,882

Parameters Exceeded: N/A

Rainfall: 6.20"

### 2022-23 Water Production Million Gallons (MG)



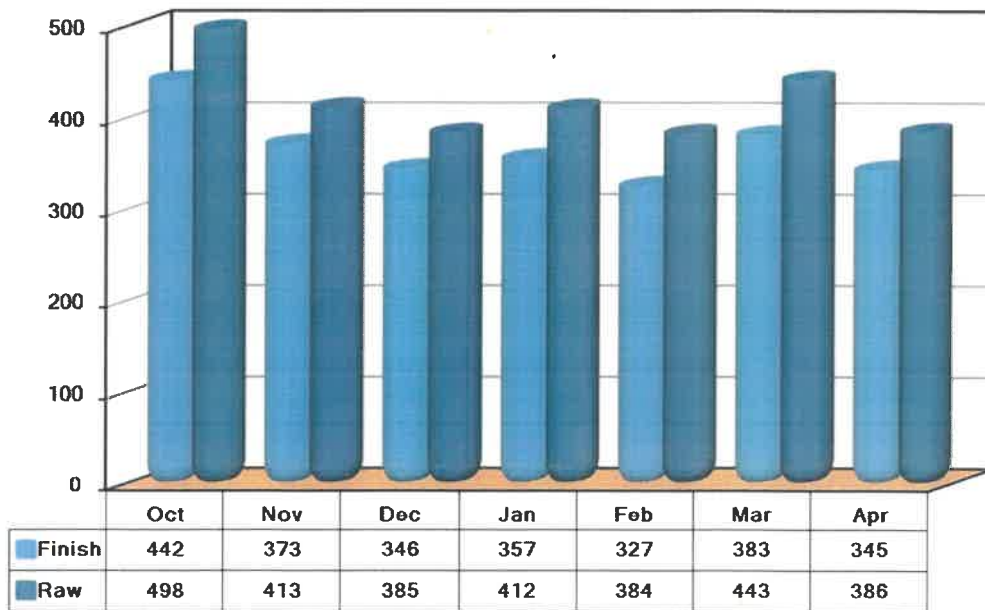
### Operations and Maintenance - North Water Treatment Plant

- The International Dioxide (IDI) Company performed the chlorine dioxide generator monthly service and the collected monthly chlorite samples.
- Operators performed required daily and monthly water lab analysis, backwashed and cleaned required filters.
- COVID-19 safety practices continue based on the CDC Guidelines and staff are encouraged to wear masks and practice social distancing.
- JMJ Contractor completed the removal of underdrain, sand, and media on all three (3) Trains, A, B and C.
- Reviewed water quality lab results from the following certified laboratories:
  1. Ana-Lab (Chlorite, TOC, SUVA)
  2. Eurofins Eaton Analytical (Chlorite)

### Operations and Maintenance - South Water Treatment Plant

- The International Dioxide (IDI) Company collected the monthly chlorite samples.
- Operators performed daily and monthly water lab analysis, backwashed and cleaned required filters. Staff performed necessary water plant and reservoir adjustments; such as water influent, water effluent, water levels and chemical adjustments.
- Staff maintained grass trimmed at two treatment plants, reservoirs and distribution water towers.
- Initiated preventive maintenance on equipment as deemed necessary and exercised emergency generators weekly.

**Water Treatment Plants  
2022-23 Raw & Finish Water  
Million Gals. (MG)**



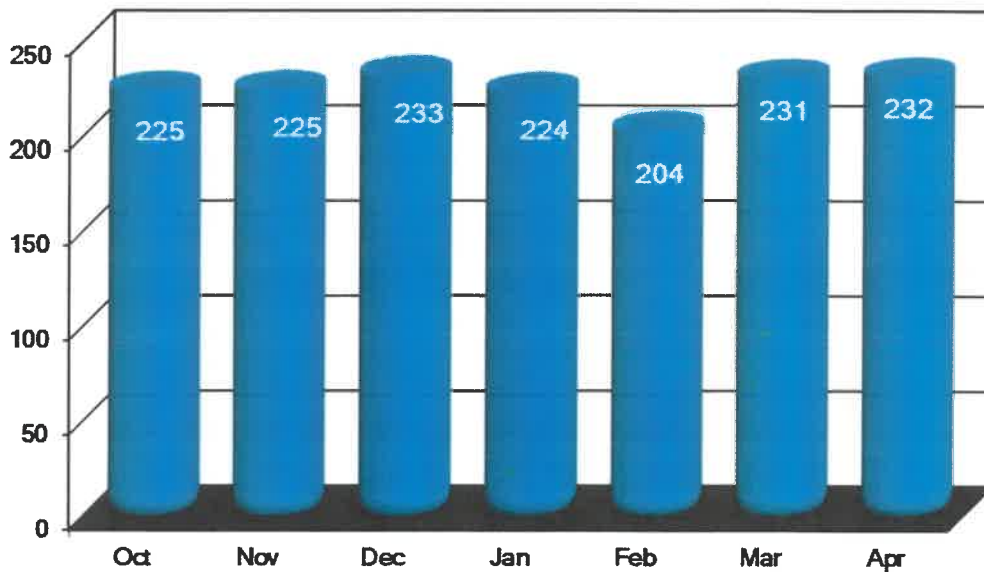
## Wastewater Treatment Plant

**Wastewater - Treatment** Wastewater Plant staff treated 232.330 million gallons of Wastewater.

2022-23 Wastewater Million Gallons (MG)

Avg	Max	Min	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Y-T-D 22-23	F-Y 21-22
7.7	10.0	6.6	225	225	233	224	204	231	232	1,574	2,722

2022-23 Treated Wastewater Million Gallons (MG)



### Wastewater - Wastewater Plant Status

No violations this month. Plant operated at 55.08% capacity and is rated at 13.5 mgd; Yearly averaged 7.436 mgd; There was 7.25 inches of rainfall recorded this month.

### Wastewater - Risk Management Program

Wastewater Plant followed the suggested CDC Guidelines for COVID-19, as well as, all employees received Proper Protection Equipment when needed.

### Wastewater - Staff Developments

Emilio Garcia completed a TWUA Collection course and will prepare to test for his TCEQ B license. Travis Ray Dunn and Juan Cortez will soon test for their TCEQ C license. We hired one Operator trainee and are seeking a Wastewater Plant Laborer.

### Wastewater - Facility Activities

The Supervisory Staff continued to support the team with training goals and best practices towards maintaining the Plant in compliance with TCEQ regulatory inspections. The Plant is starting plans on how to upgrade the Plant's UV Disinfection System. Xylem delivered a quote to the City's Wastewater Plant. Plans to rehabilitate the disinfection system will allow the disinfection process to continue for an extended period of time without the added cost of new construction. Other Rehabilitation Projects are being planned for the Main Lift Stations and Clarifier Covers.

**Wastewater - General Maintenance** Staff maintained grass trimmed, initiated preventive maintenance on equipment as deemed necessary and (automatically) exercised two emergency generators once a week. The following repairs were completed in-house.

1. Odor control systems were monitored and adjusted to reduce malodorous emissions.
2. Operators continue routine cleaning of clarifiers side walls to remove algae buildup.
3. Pumps at our Main Lift Station were exercised for better flow to our Screening System at head works.
4. Operators cleaned "Tea Cup" Grit System at head works daily.
5. Maintenance Crew worked on Aerator 3 for the Pretreatment Pond and checked for oil leakage.

6. Maintenance Crew set up sampler at Rio Grande Juice Company.
7. Maintenance Crew worked on Clarifier 3 for proper function.
8. Plant equipment hours were logged down for the month.
9. Worked on Lift Station while storm conditions minimize.
10. Debris was gathered from broken branches and up rooted trees.
11. Worked on Odor Control Systems 4, to reduce foul odors to the community.

**Wastewater - Contract Work** The City's contracted electricians worked and/or are working on the following:

1. J&E worked on a quote for VFD installation at carrousel old side.
2. Hill Tex work done at the Plant was as follows.
  - Worked on exhaust fan for thickener pump room.
  - Worked on Main Lift Station pumps 1,4 and 5.
  - Worked on pump controls for pretreatment system.
  - Worked on holding tank gate.
  - Worked on Hydro range 200.
  - Worked on VFD at blower system.

**Wastewater - Other Contract Work**

1. Denali continues to provide the Plant with sludge and grit removal services.
2. Cintas continued to provide uniform services, employee boot purchase option and door mat replacements.
3. Polydine continued to supply us with polymer totes for aiding in sludge de-watering at Belt Press System.
4. Facilities Department worked on after the storm walk throughs for damages.

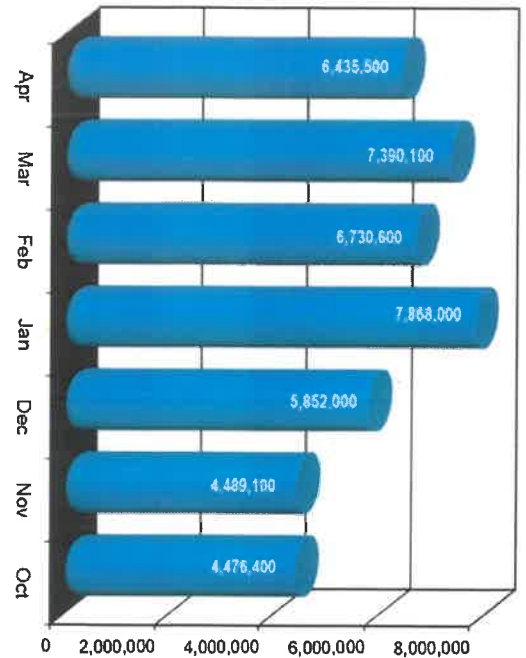
**Wastewater - Lab Status** All supplies and equipment are meeting TCEQ standards and analysis are concurrent with Standard Methods. Plant Supervisors continue using the EPA Discharge Monitoring Report Federal Reporting System to comply with the TCEQ permit. The Lab is in the process to purchase a DO meter probe.

**Wastewater - Special Projects** Capital improvements are being discussed for future improvements on Plant's efficiency and promote the permit renewal process. Projects include an upgrade on the UV System, reuse water distribution line, cover for UV protection and other needed projects. Also, Digester System upgrades are being discussed for future improvements, as well as, redundancy for our dewatering sludge system Belt Press. Equipment is needed for the thickener system to be able to be used for daily operations. Main Lift Station work is also being looked at for repairs.

**Pre-Treatment**

Five surface aerators and motors are operational. Clarifier at Pretreatment was cleaned up of debris on the surface. All industrial flows to the Plant continue to be accounted for by meter totalizers and truck tickets. The Lone Star Citrus Company transported 42 truckloads of 210,000 gallons of citrus wastewater to the Pretreatment System. Pretreatment flow of waste from Rio Grande Juice Company and MPI (Metal Plating Industry) totaled 6,435,500 million gallons. Total sludge hauled was 1,100 cubic yards equivalent to fifty-five (55) roll off containers.

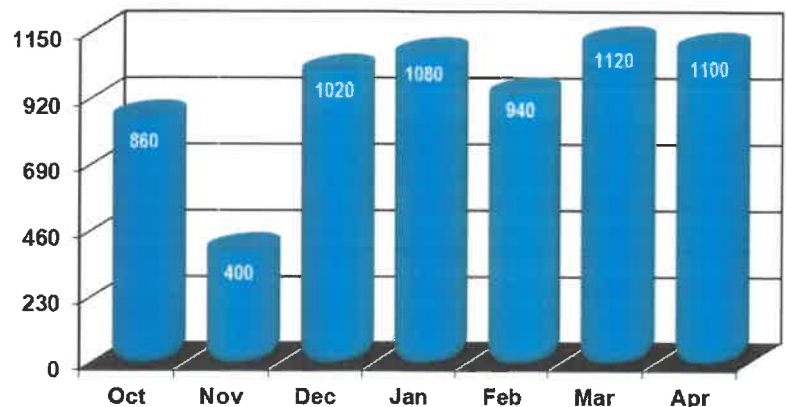
**Pretreatment Flow (MG)**



**2022-23 Sludge Removal**

Month	Roll Offs	Cubic Yards
Oct	43	860
Nov	20	400
Dec	51	1,020
Jan	54	1,080
Feb	47	940
Mar	56	1,120
Apr	55	1,100
YTD 22-23	326	6,520
F-Y 21-22	446	8,920

**2022-23 Sludge Removal - Cubic Yards**



### Street Division - Benchmark Summary

Our Street Crews paved 1,380 LF, patched approximately 675 potholes; placed 30 signs, 24 poles (cemented), 24 clamps, 6 tees/cross pieces; inspected and repaired 87 traffic lights and street lights and street lamps; 405 street miles swept; removed 120 tires; street crews cleared right-of-way tree limb obstructions throughout the City. There were 135 customers and a monetary Collection of Debris totaling \$3,824.

#### Street Improvement & Construction Projects

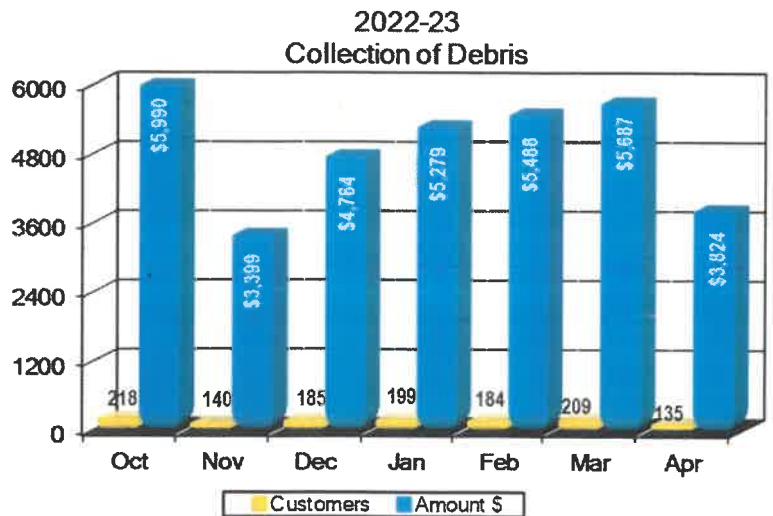
Project Name	Linear Feet	Construction % Completion	Current Status	Project Cost	Contractor
Francisco / Mile 2	890 149.89 tons	100%	100%	\$ 12,590	Street Department
Olmo Street	490 143.5 tons	100%	100%	\$ 12,054	Street Department
Kika Loop (patching)	19.92 tons	100%	100%	\$ 1,673	Street Department
Maintenance Citywide	63.79 tons	100%	100%	\$ 5,358	Street Department

#### Storm Drainage Improvement Projects

Project Name	Linear Feet	Construction Completion	Current Status	Construction Cost Estimate	Contractor
Esperanza Storm Drainage Improvements	13,635	70%	70%	\$ 5,736,827	Texas Cordia Const, LLC
Gabriel Storm Drainage Improvements	4,479	60%	60%	\$ 2,084,252	Texas Cordia Const. LLC
Stewart Storm Drainage Improvements	8,160	35%	35%	\$ 3,323,780	G&G Contractors.
Tulip Storm Drainage Improvements	4,991	90%	90%	\$ 1,818,646	Mor-Will Const. LLC

**Collection of Debris** There were 135 customers with a collection of debris totaling \$ 3,824.

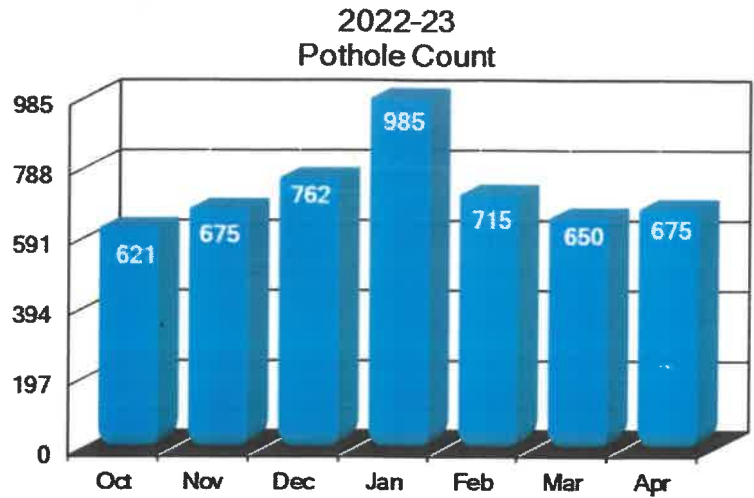
Month	Customers	Amount \$
Oct	218	\$ 5,990
Nov	140	\$ 3,399
Dec	185	\$ 4,764
Jan	199	\$ 5,279
Feb	184	\$ 5,488
Mar	209	\$ 5,687
Apr	135	\$ 3,824
YTD 22-23	1,270	\$ 34,431
FY 21-22	2,251	\$ 60,525



**City Pothole Maintenance** Street Crews filled a total of 675 potholes.

**Pothole Benchmark**

Month	Y-T-D 21-22	Y-T-D 22-23
Oct	780	621
Nov	710	675
Dec	820	762
Jan	780	985
Feb	820	715
Mar	875	650
Apr	675	675
<b>Totals</b>	<b>5,460</b>	<b>5,083</b>



**City Street Miles Swept** Mr. Felipe Torres and Mr. Ruben Gutierrez, Sweeper Operators, cleaned 405 miles of curbside.

**Street Sweeper Miles**

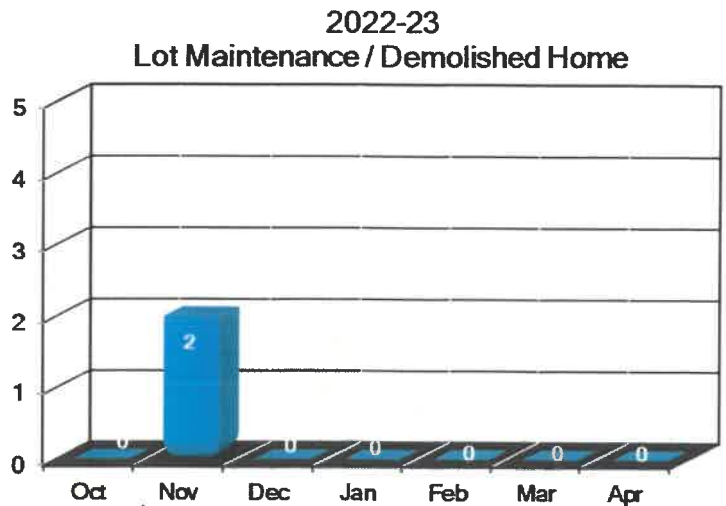
Month	Y-T-D 21-22	Y-T-D 22-23
Oct	425	199
Nov	463	478
Dec	494	612
Jan	438	964
Feb	588	2,042
Mar	470	1,555
Apr	611	405
<b>Totals</b>	<b>3,489</b>	<b>6,255</b>



**Lot Maintenance / Demolished Home** There were no properties demolished.

**Lot Maintenance/  
Demolished Home**

Month	Y-T-D 21-22	Y-T-D 22-23
Oct	0	0
Nov	0	2
Dec	0	0
Jan	0	0
Feb	0	0
Mar	0	0
Apr	0	0
<b>Totals</b>	<b>0</b>	<b>2</b>



**Sign Shop Output Measures** Crews installed 30 signs and 24 poles (cemented), 24 clamps, 6 tees and cross pieces.

**Sign Installations**

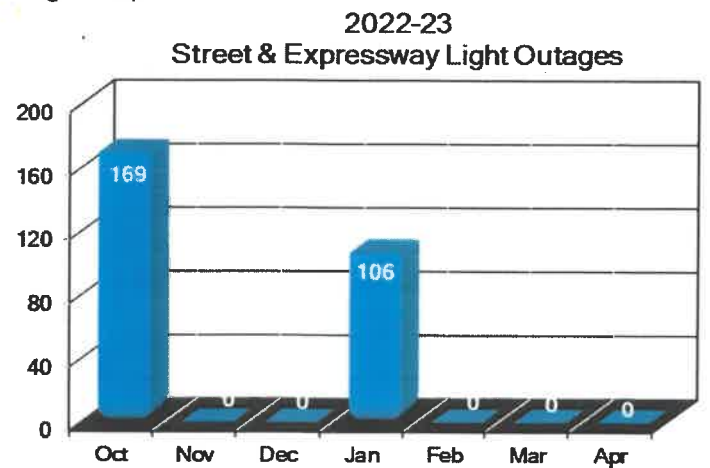
Month	Y-T-D 21-22	Y-T-D 22-23	22-23 Posts
Oct	55	67	37
Nov	40	32	34
Dec	50	71	31
Jan	45	68	58
Feb	15	64	45
Mar	54	61	40
Apr	23	30	24
<b>Totals</b>	<b>282</b>	<b>393</b>	<b>269</b>



**Street Light Maintenance** There were no Street Light inspections this month.

**Street Lights**

Month	Y-T-D 21-22	Y-T-D 22-23
Oct	285	169
Nov	20	0
Dec	30	0
Jan	295	106
Feb	26	0
Mar	15	0
Apr	16	0
<b>Totals</b>	<b>687</b>	<b>275</b>



**Traffic Signal Light Maintenance** Assisted with placing stop signs at random intersections during thunderstorm and updated all software through Orvie.

Month	School Zone			Traffic Signals Light Changes							
	Light Bulb Replacement	Re-set Controller	School Maint	Green	Red	Amber	Walk / Don't Walk	Trouble shoot Controller	Reg Maint	Misc	Total
Oct	1	1	1	1	0	0	0	0	24	15	43
Nov	0	0	4	0	1	0	4	0	17	19	45
Dec	1	15	17	3	3	4	6	3	0	20	72
Jan	0	3	4	3	1	4	8	5	23	46	97
Feb	0	0	7	1	3	2	3	8	20	48	92
Mar	0	0	0	3	2	1	0	9	27	49	91
Apr	0	0	12	1	11	1	3	9	26	24	87
<b>YTD 22-23</b>	<b>2</b>	<b>19</b>	<b>45</b>	<b>12</b>	<b>21</b>	<b>12</b>	<b>24</b>	<b>34</b>	<b>137</b>	<b>221</b>	<b>527</b>
<b>FY 21-22</b>	<b>17</b>	<b>10</b>	<b>64</b>	<b>14</b>	<b>17</b>	<b>13</b>	<b>30</b>	<b>46</b>	<b>285</b>	<b>386</b>	<b>882</b>

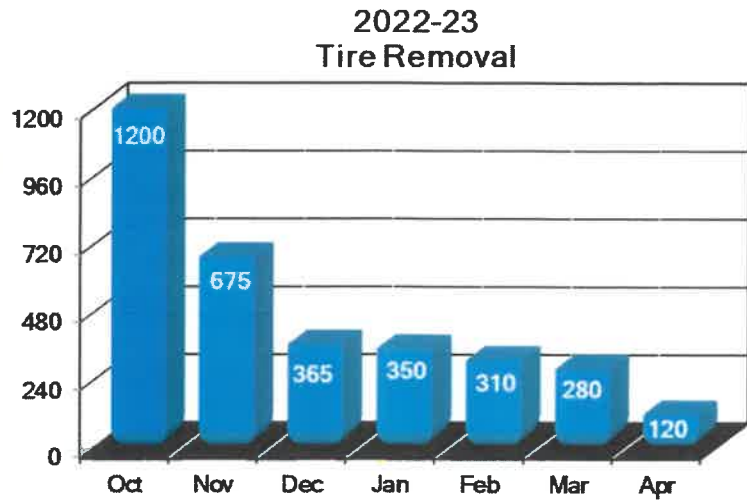
## Storm Drainage

Street Crews cleared debris from storm drains and ditches throughout the City.

**City Crew Collect Debris** Our Alley Crew cleaned alleyways and averaged 5 trailer loads daily and mowed an average of 2 miles of alleyway.

**Tire Removal** There were 120 tires removed from the City this month.

Tire Collection		
Month	Y-T-D 21-22	Y-T-D 22-23
Oct	1,000	1,200
Nov	1,150	675
Dec	425	365
Jan	375	350
Feb	450	310
Mar	375	280
Apr	400	120
<b>Totals</b>	<b>4,175</b>	<b>3,300</b>

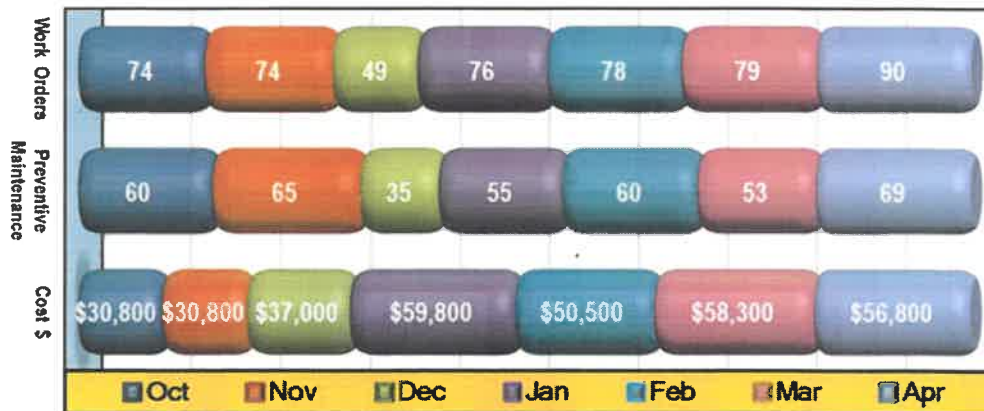


## Fleet Department

### 2022-23 Maintenance & Cost Summary

Charge Code	Work Orders	Preventive Maintenance	Cost \$
Oil Changes / PM	69	69	\$ 32,300
Repairs	21	0	\$ 24,500
<b>Totals</b>	<b>90</b>	<b>69</b>	<b>\$ 56,800</b>
Y-T-D 22-23	520	397	\$ 324,000
F-Y 21-22	805	574	\$ 475,380

### 2022-23 Fleet Work Order Benchmark

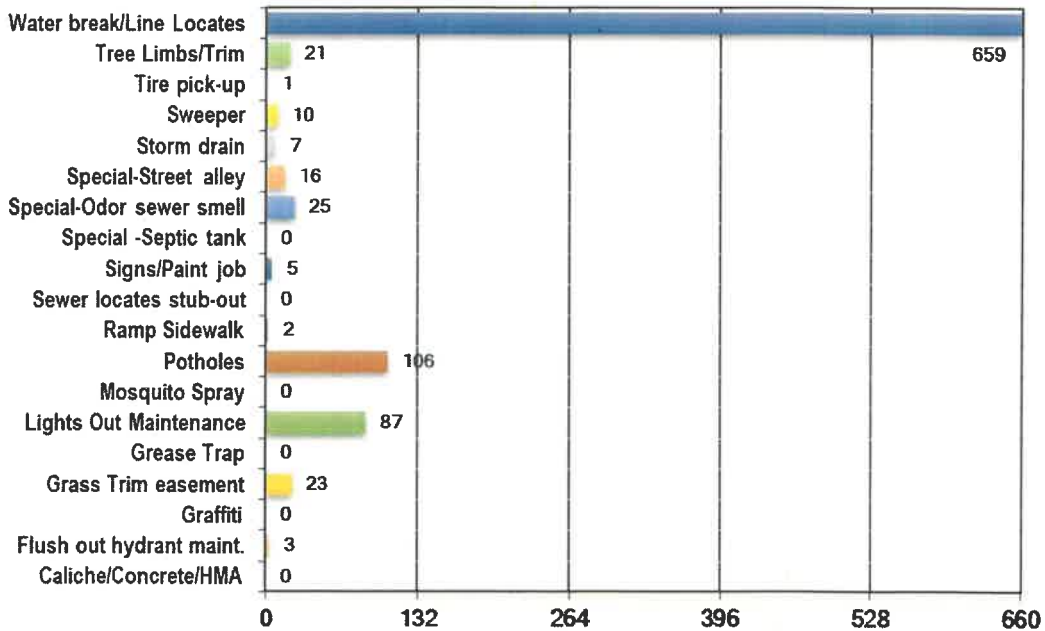


# Administration

## Request for Service Calls

Service Type	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Y-T-D 22-23	F-Y 21-22
Caliche/Concrete/HMA	2	1	1	0	0	1	0	5	14
Flush Hydrant Maintenance	110	61	0	0	61	78	3	313	305
Graffiti	0	0	0	0	0	0	0	0	2
Grass Trim easement	15	6	6	4	5	3	23	62	171
Grease Trap	0	0	0	0	0	0	0	0	8
Lights Out Maintenance	212	45	72	203	92	91	87	802	2,087
Mosquito spray	0	0	0	0	0	0	0	0	5
Potholes	114	121	105	49	80	73	106	648	1,427
Ramp Sidewalk	0	0	0	0	0	3	2	5	1
Sewer locates stub-out	0	0	0	0	0	0	0	0	0
Signs/Paint job	3	4	5	4	6	16	5	43	71
Special -Septic tank	0	0	0	0	0	0	0	0	0
Special-Odor smell	26	19	35	32	33	21	25	191	289
Special-Street alley	15	15	2	11	15	19	16	93	155
Storm drain	5	11	9	6	4	9	7	51	76
Sweeper	13	10	20	12	9	16	10	90	128
Tire pick-up	41	1	1	0	7	1	1	52	66
Tree Limbs/Trim	15	7	4	11	8	10	21	76	179
Water break/Line locates	672	468	538	670	686	572	659	4,265	5,339
<b>Total</b>	<b>1,243</b>	<b>769</b>	<b>798</b>	<b>1,002</b>	<b>1,006</b>	<b>913</b>	<b>965</b>	<b>6,696</b>	<b>10,323</b>

## April 2023 Request for Service Calls

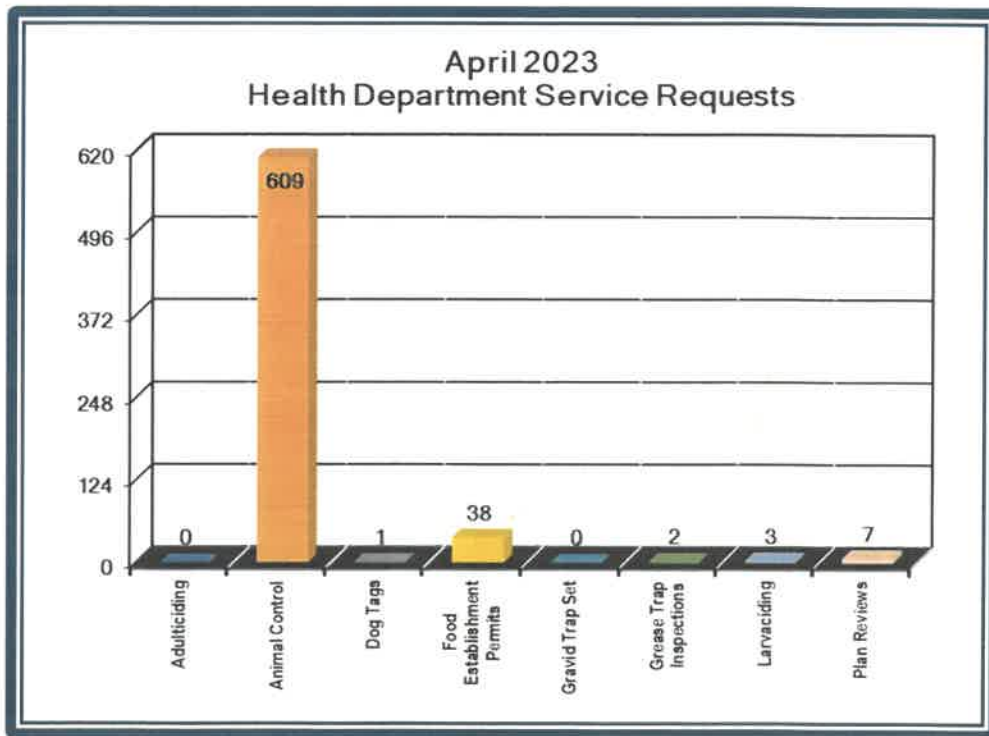


## Health Department

### Health Department Benchmark Summary

Following are the services provided by the Health Department for April 2023.

Service Type	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Y-T-D 22-23	F-Y 21-22
Adulticiding	0	0	0	0	0	0	0	0	4
Animal Control	585	394	419	489	422	618	609	3,536	5,888
Dog Tags	8	16	3	3	3	6	1	40	89
Food Est. Permits	64	42	54	66	66	51	38	381	722
Gravid Trap Set	0	0	0	0	0	0	0	0	3
Grease Trap Inspections	2	2	2	10	8	10	2	36	16
Larvaciding	0	0	0	0	0	2	3	5	8
Plan Reviews	8	8	6	7	6	4	7	46	102
<b>Total</b>	<b>667</b>	<b>462</b>	<b>484</b>	<b>575</b>	<b>505</b>	<b>691</b>	<b>660</b>	<b>4,044</b>	<b>6,832</b>

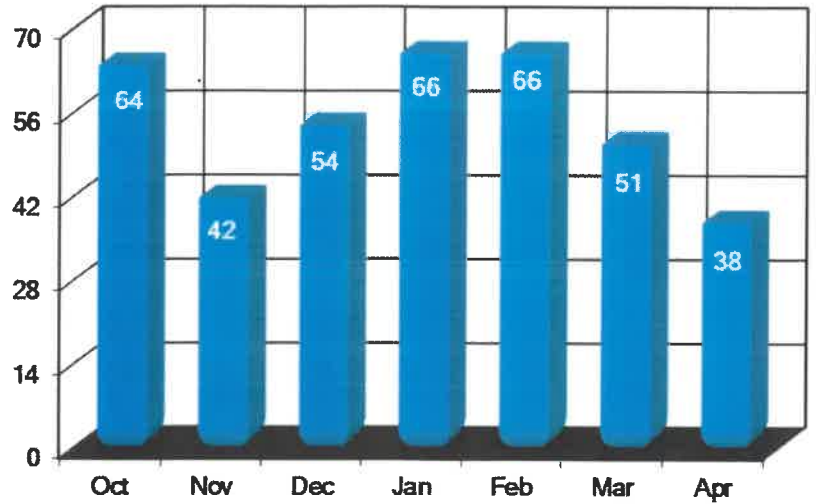


### Health Permits

A total of 38 Food Establishment permits were issued this month.

Food Establishment Permits		
Month	Y-T-D 21-22	Y-T-D 22-23
Oct	53	64
Nov	33	42
Dec	20	54
Jan	73	66
Feb	48	66
Mar	45	51
Apr	43	38
<b>Totals</b>	<b>315</b>	<b>381</b>

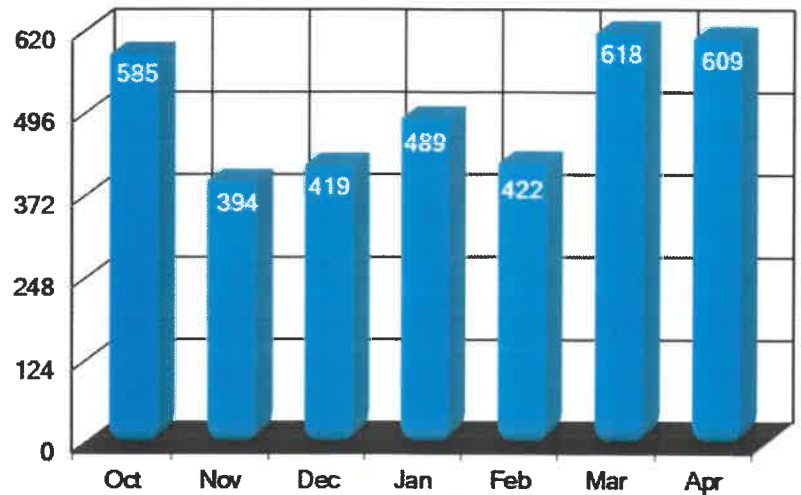
2022-23 Health Permits



**Animal Control Service Calls**    Citizens called ( 609 calls ) regarding Animal Control concerns.

Animal Control Calls		
Month	Y-T-D 21-22	Y-T-D 22-23
Oct	479	585
Nov	501	394
Dec	511	419
Jan	546	489
Feb	482	422
Mar	531	618
Apr	541	609
<b>Totals</b>	<b>3,591</b>	<b>3,536</b>

2022-23 Animal Control Service Calls



## Health Department Animal Control

Our City's Animal Wellness Officers, David, Aaron, Mabely and Ivan, along with the staff from Alton and Palmview, reported the following Animal Control for April. There were 213 service orders completed.

### Dogs

CITY	Stray	Bite Case	Seized	D.O.A.	Owner Surrender	Escape, Lost, Etc.	April	YTD 22-23
Mission	50	1	8	21	6	0	86	196
Alton	1	0	0	0	0	0	1	10
Palmview	11	0	0	4	3	0	18	43
April	62	1	8	25	9	0	105	
YTD 22-23	162	8	9	41	27	2		249

### Cats

CITY	Stray	Bite Case	Seized	D.O.A.	Owner Surrender	Escape, Lost, Etc.	April	YTD 22-23
Mission	41	0	0	35	3	0	79	151
Alton	0	0	0	0	0	0	0	0
Palmview	1	0	0	1	1	0	3	6
April	42	0	0	36	4	0	82	
YTD 22-23	103	0	0	46	8	0		157

### Wildlife

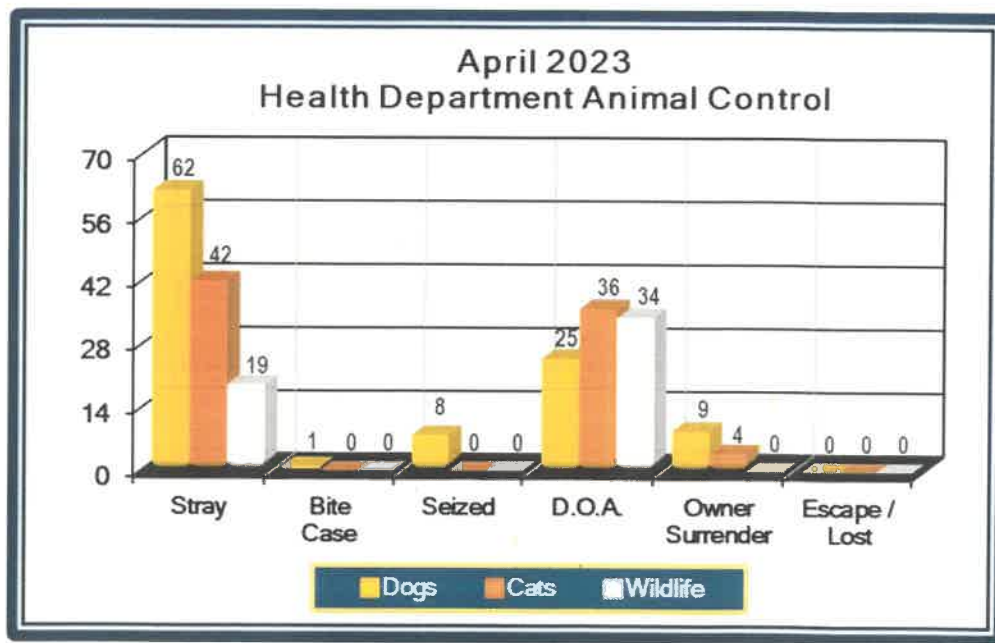
CITY	Stray	Bite Case	Seized	D.O.A.	Owner Surrender	Escape, Lost, Etc.	April	YTD 22-23
Mission	19	0	0	32	0	0	51	61
Alton	0	0	0	0	0	0	0	0
Palmview	0	0	0	2	0	0	2	4
April	19	0	0	34	0	0	53	
YTD 22-23	19	0	0	46	0	0		65

### Health Department Animal Control (continued)

Below is our Health Department Animal Control Shelter recap of dogs, cats, and wildlife.

#### April 2023 Health Department Animal Control

Animal Type	Stray	Bite Case	Seized	D.O.A.	Owner Surrender	Escape / Lost	April	22-23 Y-T-D
Dogs	62	1	8	25	9	0	105	249
Cats	42	0	0	36	4	0	82	157
Wildlife	19	0	0	34	0	0	53	65
April	123	1	8	95	13	0	240	
22-23 Y-T-D	284	8	9	133	35	2		471



**COMMUNITY DEVELOPMENT DEPARTMENT  
PROGRESS REPORT  
FISCAL YEAR 10/01/2022-09/30/2023**

<b>PROGRESS REPORT CDBG</b>		<b>APRIL, 2023 UNOFFICIAL</b>			
<b>AGENCY / DEPARTMENT / DESCRIPTION / BUDGET</b>	<b>MONTHLY EXPENDITURE</b>	<b>ACCOMPLISHMENT</b>	<b>YEAR TO DATE</b>	<b>%</b>	<b>BALANCE</b>
<b>AMIGOS DEL VALLE - MEALS</b> \$20,000.00 Funds will be utilized to provide meals to homebound seniors.	\$2,469.15	Agency submitted March request and monthly report; provided services to 22 homebound seniors	\$13,864.41	69.32%	\$6,135.59
<b>AREA AGENCY ON AGING</b> \$3,000.00 Funds will be utilized to provide assist seniors with minor repairs/modifications and medical supplies.	\$1,200.00	Agency submitted March request and monthly report; serving 7 participants	\$2,397.38	79.91%	\$602.62
<b>CASA OF HIDALGO COUNTY, INC.</b> \$1,000.00 Funds will be utilized for expenses generated in advocating for abused and neglected children.	\$0.00	Agency submitted request and monthly reports; staff will review and process; serving 1 participant	\$0.00	0.00%	\$1,000.00
<b>CHILDREN'S ADVOCACY CENTER</b> \$5,000.00 Funds will be utilized to provide counseling services for abused/neglected children and their families.	\$0.00	Agency exhausted funds; serving 36 participants	\$5,000.00	100.00%	\$0.00
<b>EASTER SEALS SOCIETY</b> \$3,000.00 Funds will be utilized to provide rehab therapy, occupation, physical and speech therapy.	\$360.00	Agency submitted March request and monthly reports; serving 1 participant	\$360.00	12.00%	\$2,640.00
<b>SILVER RIBBON</b> \$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 submitted March request and monthly report; serving 6 participants	\$764.16	25.47%	\$2,235.84
<b>C.A.M.P. UNIVERSITY</b> \$3,000.00 Funds will be utilized to provide day habilitation providing life skills for adults with special needs.	\$0.00	Agency exhausted funds; serving 4 participants	\$3,000.00	100.00%	\$0.00
<b>HOPE MEDICAL SERVICES</b> \$3,000.00 Funds will be utilized to provide medical services to uninsured and/or low income residents.	\$0.00	Agency has not submitted April request and monthly report; serving 22 participants	\$1,640.00	54.67%	\$1,360.00
<b>COMFORT HOUSE</b> \$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 funds continues to serve applicants; serve 3 participants	\$3,000.00	100.00%	\$0.00
<b>HOUSING ASSISTANCE PROGRAM</b>					
<b>REHABILITATION</b> \$50,000.00	\$0.00	Staff recertifying next three applicants to be assisted.	\$23,000.00	46.00%	\$27,000.00
<b>RECONSTRUCTION</b> \$1,054,363.00	\$0.00	Staff prepared and executed contracts with the five applicants to be assisted, in process of moving out & having utilities disconnected.	\$345,884.55	32.81%	\$708,478.45
<b>HOUSING ADMINISTRATION FY 22-23</b> \$115,167.00	\$8,481.41	Oversight of the HAP	\$61,132.02	53.08%	\$54,034.98
<b>PROGRAM ADMINISTRATION FY 22-23</b> \$183,167.00	\$13,402.86	Staff recertifying next three applicants to be assisted.	\$97,075.90	53.00%	\$86,091.10
<b>\$1,446,697.00</b>	<b>\$25,913.42</b>		<b>\$557,118.42</b>	<b>38.51%</b>	<b>\$889,578.58</b>
	<b>Community Development Department CDBG / HOUSING</b>				
	New Applicants (HAP)	Agencies/Contractor:	Departments:	# of referrals to other agencies/departments:	Walk-ins
	2	4	2	6	11
	New Applicants (EAP)	Re-certifications:	Previously Assisted:	Incoming Calls:	Appointments
	3	1	4	70	0

**COMMUNITY DEVELOPMENT DEPARTMENT  
 PROGRESS REPORT CV AND CV-3  
 FISCAL YEAR 2022-2023 (FUNDING THRU 06/2026)  
 (80% SPENT BY JULY, 2023)**

<b>PROGRESS REPORT CV</b>	<b>APRIL, 2023 UNOFFICIAL</b>				
<b>AGENCY / DEPARTMENT / DESCRIPTION / BUDGET</b>	<b>MONTHLY EXPENDITURE</b>	<b>ACCOMPLISHMENT</b>	<b>YEAR TO DATE</b>	<b>%</b>	<b>BALANCE</b>
<b>AMIGOS DEL VALLE - MEALS</b>					
<b>\$77,692.00</b>					
Funds will be utilized to assist seniors affected by COVID-19 and expand services for weekend deliveries and/or drive-thru meal pickup due to social distancing.	\$8,523.90	Agency submitted March request and monthly report; serving 63 participants.	\$29,096.10	37.45%	\$48,595.90
<b>EMERGENCY ASSISTANCE PROGRAM</b>					
<b>\$100,100.00</b>					
Funds will be utilized to assist residents affected by COVID-19 with rent/mortgage and utility assistance.	\$229.54	Staff continues to process applications and assisted 1 participant.	\$54,605.65	54.55%	\$45,494.35
<b>PROGRAM ADMINISTRATION</b>					
<b>\$13,448.00</b>					
	\$1,984.51	Oversight expense of the EAP Program; Intake clerk coordinating events for the program	\$6,112.35	45.45%	\$7,335.65
<b>AFFORDABLE HOMES OF SOUTH TEXAS CV3</b>					
<b>\$142,548.00</b>					
Funds will be utilized to provide rent and mortgage assistance to residents that have been affected by the pandemic COVID-19.	\$0.00	Agency has not submitted request and monthly report; serving 23 participants	\$60,404.39	42.37%	\$82,143.61
<b>FOOD BANK OF RGV CV3</b>					
<b>\$33,390.00</b>					
Funds will be utilized to purchase food items for distribution of food baskets/boxes to individuals/families affected by COVID-19.	\$5,103.97	Agency submitted February & March request and monthly report, serving 657 participants.	\$13,447.81	40.27%	\$19,942.19
<b>MISSION FIRE DEPARTMENT CV3</b>					
<b>\$100,478.00</b>					
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	Staff solicit bids no bids received; working with concrete pad quotes.	\$0.00	0.00%	\$100,478.00
<b>\$467,656.00</b>	<b>\$15,841.92</b>		<b>\$163,666.30</b>	<b>35.00%</b>	<b>\$303,989.70</b>

# City of Mission – Departmental Report



Department Name	Director Name	Date assumed position
Procurement	Peter Geddes	8/30/2021
<b>REPORTING DATE:</b>	<b>APRIL 2023</b>	

## Personnel/Staffing:

Type	Budgeted	Expensed	Balance Remaining	Percent Expensed
Part Time	0	0	0	0
Full Time	\$215,099	\$116,695	\$98,403	54.3%

**Welcome New Employees: N/A**

**Financial:** This section will provide the Council with an overview of total budgeted, encumbered amounts with balance remaining and a percentage at the end. These are overall departmental numbers.

## Salary & Benefits:

Budgeted	Expensed	Balance Remaining	% used
\$287,239	\$151,364	\$135,875	52.7%

## Operations & Maintenance:

Budgeted	Expensed	Balance Remaining	% used
\$49,165	\$24,183	\$24,982	49.2%

## Capital Outlay:

Budgeted	Expensed	Balance Remaining	% used
\$0	\$0	\$0	0.0%

## Highlights:

Overall budget 52.2% used for the FY through 7 months. On track to meet budget for FY22-23.

# City of Mission – Departmental Report

## Major Projects:

Project Name/Description	Percent Complete	Total Estimated Budgeted Cost
Vehicle Leases: Receive Round 2 vehicles (received 38 of 39)	97%	\$327k
Vehicle Leases: Receive Round 3 Vehicles; (received 1 of 29)	3%	\$270k (General Fund)
Paperless: PO's	35%	\$1535/month

## Upcoming Events/Projects: 30 Days:

- Complete negotiations and award contract for Lions Park
- Scheduled three (3) solicitation openings in May.
- Notice to Proceed in May for 4 solicitations:
- Drainage projects: 2 pending to solicit (Elm, Leandro)
- Paperless PO's
  - Implemented ability to print to pdf with signatures in May
  - Receiving quotes from software providers through DIR for paperless memo approvals to use until full InCode process can be implemented.
  - Scheduled to begin paperless Memo approval process

## 60 Days:

- Additional training for Travel & Training process
- Kick-off training for new paperless Memo / PO process
  - Target selected departments for initial launch
- Review and update Purchasing Policy Manual. Target for May.

## 90 Days:

- Solicitations (ongoing)
- Paperless PO's with InCode
  - Pending implementation into InCode of scanning feature for approvals (18 months)
- Budget for FY23-24
- Strategic Plan support

**Potential Issues:** None to report

## Statistics:

- Purchase Orders Processed for APR 1 – APR 30
  - a. APR 1 – APR 30, 2023: 292 PO's
  - b. APR 1 – APR 30, 2022: 264 PO's

# City of Mission – Departmental Report

## Solicitations

#	Type	Number	Description	Council Approval Solicit	Post Solicitation	Bid Opening	Council Approval to Award	Award and Contract	Notice to Proceed
56	RFB	23-284	HAP Phase 22-I	2/27/2023	3/3/2023	3/17/2023	3/27/2023	3/30/2023	5/15/2023
53	RFP	23-256	Delinquent Tax Collector	1/23/2023	2/13/2023	3/6/2023	5/8/2023	5/15/2023	5/23/2023
31	RFP	23-218	Lions Park Construction	10/24/2022	1/23/2023	2/22/2023	4/24/2023	5/18/2023	5/30/2023
55	RFB	23-323	ROW Mowing	2/13/2023	3/31/2023	4/24/2023	5/8/2023	5/11/2023	5/25/2023
60	RFB	23-387	Chlorine Gas	4/24/2023	5/3/2023	5/17/2023	6/12/2023	6/15/2023	6/29/2023
58	RFB	23-392	Cold Water Meters	4/24/2023	5/4/2023	5/18/2023	6/12/2023	6/15/2023	6/29/2023
59	RFB	23-393	Meter Connect Supplies	4/24/2023	5/4/2023	5/18/2023	6/12/2023	6/15/2023	6/29/2023
57	RFP	23-401	Third Party Admin / Stop Loss	3/27/2023	5/12/2023	6/2/2023	6/12/2023	6/15/2023	6/29/2023
51	RFP	23-	Golf Maintenance Building	5/8/2023	5/18/2023	6/8/2023	6/26/2023	6/29/2023	7/13/2023
51	RFP	23-	Parks Roof Replacement	5/22/2023	5/29/2023	6/19/2023	7/10/2023	7/13/2023	7/27/2023
45	RFB	23-	Parks Restrooms	6/21/2022	5/30/2023	6/20/2023	7/10/2023	7/14/2023	7/26/2023
38	RFB	23-	Bryan Road	8/8/2022					
38	RFB	23-	Drainage Elm	8/8/2022					
38	RFB	23-	Drainage Leandro	8/8/2022					
38	RFB	23-	Holland Road	8/8/2022					

Complete
Due within 1 week
Due within 3 days

- 58 Bid Numbers Assigned for April 1 – April 30, 2023

Department	Count of Bids
Sanitation	14
Fleet	12
Facilities	5
Parks and Recreation	5
Fire	5
Police	3
Water Treatment Plant	3
Media	2
MEC	2
Boys & Girls Club	1
Streets	1
IT	1
Fleet	1
Water Distribution	1
Golf	1
Executive	1
Risk	1
<b>Grand Total</b>	<b>59</b>

- Conducted two (2) pre-bid meetings, four (4) bid openings.
- Held nineteen (19) vendor meetings and processed nine (9) new vendor applications. Total vendors on ProcureWare 3,988.

**MISSION  
FIRE DEPARTMENT  
MONTHLY REPORTS**

**APRIL 2023**



**“Dedicated to the Community we Protect... and Serve”**

# Mission Fire Department

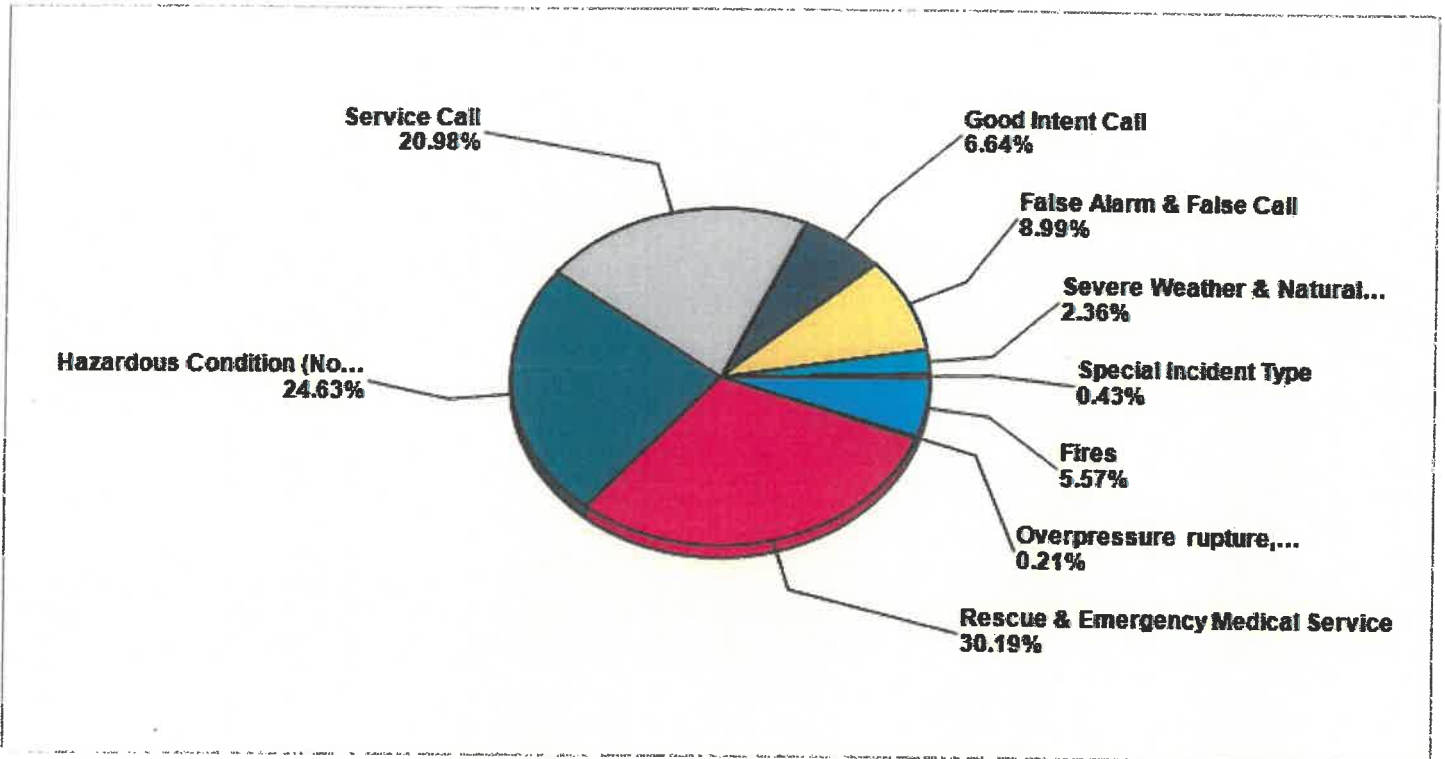
Mission, TX

This report was generated on 5/8/2023 2:28:03 PM



## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 04/01/2023 | End Date: 04/30/2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	26	5.57%
Overpressure rupture, explosion, overheat - no fire	1	0.21%
Rescue & Emergency Medical Service	141	30.19%
Hazardous Condition (No Fire)	115	24.63%
Service Call	98	20.98%
Good Intent Call	31	6.64%
False Alarm & False Call	42	8.99%
Severe Weather & Natural Disaster	11	2.36%
Special Incident Type	2	0.43%
<b>TOTAL</b>	<b>467</b>	<b>100%</b>

# Mission Fire Department

Mission, TX

This report was generated on 5/9/2023 10:20:42 AM



## Incident Type Count per Station for Date Range

Start Date: 04/01/2023 | End Date: 04/30/2023

INCIDENT TYPE	# INCIDENTS
<b>Station: 1 - CENTRAL</b>	
111 - Building fire	4
113 - Cooking fire, confined to container	1
118 - Trash or rubbish fire, contained	1
131 - Passenger vehicle fire	1
142 - Brush or brush-and-grass mixture fire	1
143 - Grass fire	1
300 - Rescue, EMS incident, other	1
311 - Medical assist, assist EMS crew	3
320 - Emergency medical service, other	7
321 - EMS call, excluding vehicle accident with injury	34
322 - Motor vehicle accident with injuries	3
324 - Motor vehicle accident with no injuries.	1
331 - Lock-in (if lock out , use 511 )	1
400 - Hazardous condition, other	1
412 - Gas leak (natural gas or LPG)	5
444 - Power line down	10
445 - Arcing, shorted electrical equipment	15
461 - Building or structure weakened or collapsed	3
500 - Service Call, other	28
510 - Person in distress, other	1
511 - Lock-out	1
522 - Water or steam leak	1
550 - Public service assistance, other	2
554 - Assist invalid	15
600 - Good intent call, other	2
611 - Dispatched & cancelled en route	3
651 - Smoke scare, odor of smoke	1
661 - EMS call, party transported by non-fire agency	1
721 - Bomb scare - no bomb	1
733 - Smoke detector activation due to malfunction	3
735 - Alarm system sounded due to malfunction	2
743 - Smoke detector activation, no fire - unintentional	1
800 - Severe weather or natural disaster, other	3
815 - Severe weather or natural disaster standby	2
<b># Incidents for 1 - Central:</b>	<b>160</b>

ly REVIEWED incidents included.



INCIDENT TYPE	# INCIDENTS
<b>Station: 2 - STATION 2</b>	
100 - Fire, other	2
112 - Fires in structure other than in a building	1
113 - Cooking fire, confined to container	1
161 - Outside storage fire	1
251 - Excessive heat, scorch burns with no ignition	1
311 - Medical assist, assist EMS crew	3
320 - Emergency medical service, other	4
321 - EMS call, excluding vehicle accident with injury	22
323 - Motor vehicle/pedestrian accident (MV Ped)	1
324 - Motor vehicle accident with no injuries.	2
331 - Lock-in (if lock out , use 511 )	1
412 - Gas leak (natural gas or LPG)	1
444 - Power line down	6
445 - Arcing, shorted electrical equipment	15
500 - Service Call, other	9
510 - Person in distress, other	2
511 - Lock-out	1
540 - Animal problem, other	1
542 - Animal rescue	1
553 - Public service	4
611 - Dispatched & cancelled en route	3
622 - No incident found on arrival at dispatch address	1
653 - Smoke from barbecue, tar kettle	1
730 - System malfunction, other	1
733 - Smoke detector activation due to malfunction	1
740 - Unintentional transmission of alarm, other	2
743 - Smoke detector activation, no fire - unintentional	4
745 - Alarm system activation, no fire - unintentional	1
815 - Severe weather or natural disaster standby	1
<b># Incidents for 2 - Station 2:</b>	<b>94</b>

<b>Station: 3 - STATION 3</b>	
131 - Passenger vehicle fire	1
140 - Natural vegetation fire, other	1
160 - Special outside fire, other	1
321 - EMS call, excluding vehicle accident with injury	18
322 - Motor vehicle accident with injuries	5
324 - Motor vehicle accident with no injuries.	2
331 - Lock-in (if lock out , use 511 )	1
412 - Gas leak (natural gas or LPG)	8
440 - Electrical wiring/equipment problem, other	1
444 - Power line down	14
445 - Arcing, shorted electrical equipment	11

ly REVIEWED incidents included.



INCIDENT TYPE	# INCIDENTS
500 - Service Call, other	1
522 - Water or steam leak	1
554 - Assist invalid	11
611 - Dispatched & cancelled en route	3
622 - No incident found on arrival at dispatch address	1
651 - Smoke scare, odor of smoke	1
730 - System malfunction, other	1
733 - Smoke detector activation due to malfunction	1
735 - Alarm system sounded due to malfunction	3
736 - CO detector activation due to malfunction	1
740 - Unintentional transmission of alarm, other	1
743 - Smoke detector activation, no fire - unintentional	1
745 - Alarm system activation, no fire - unintentional	3
813 - Wind storm, tornado/hurricane assessment	4
<b># Incidents for 3 - Station 3:</b>	<b>96</b>

<b>Station: 4 - STATION 4</b>	
111 - Building fire	3
118 - Trash or rubbish fire, contained	1
143 - Grass fire	1
154 - Dumpster or other outside trash receptacle fire	1
311 - Medical assist, assist EMS crew	1
320 - Emergency medical service, other	1
321 - EMS call, excluding vehicle accident with injury	14
322 - Motor vehicle accident with injuries	3
324 - Motor vehicle accident with no injuries.	1
440 - Electrical wiring/equipment problem, other	1
444 - Power line down	4
445 - Arcing, shorted electrical equipment	4
500 - Service Call, other	11
511 - Lock-out	3
554 - Assist invalid	3
561 - Unauthorized burning	1
600 - Good intent call, other	2
611 - Dispatched & cancelled en route	1
622 - No incident found on arrival at dispatch address	4
650 - Steam, other gas mistaken for smoke, other	1
651 - Smoke scare, odor of smoke	1
661 - EMS call, party transported by non-fire agency	1
733 - Smoke detector activation due to malfunction	1
735 - Alarm system sounded due to malfunction	1
745 - Alarm system activation, no fire - unintentional	1
814 - Lightning strike (no fire)	1

ly REVIEWED incidents included.



INCIDENT TYPE	# INCIDENTS
911 - Citizen complaint	1

# Incidents for 4 - Station 4:

68

**Station: 5 - STATION 5**

143 - Grass fire	1
150 - Outside rubbish fire, other	1
151 - Outside rubbish, trash or waste fire	1
321 - EMS call, excluding vehicle accident with injury	8
322 - Motor vehicle accident with injuries	2
324 - Motor vehicle accident with no injuries.	1
412 - Gas leak (natural gas or LPG)	1
413 - Oil or other combustible liquid spill	1
440 - Electrical wiring/equipment problem, other	3
442 - Overheated motor	1
444 - Power line down	6
445 - Arcing, shorted electrical equipment	3
461 - Building or structure weakened or collapsed	1
551 - Assist police or other governmental agency	1
611 - Dispatched & cancelled en route	2
622 - No incident found on arrival at dispatch address	2
732 - Extinguishing system activation due to malfunction	1
733 - Smoke detector activation due to malfunction	1
735 - Alarm system sounded due to malfunction	2
740 - Unintentional transmission of alarm, other	1
743 - Smoke detector activation, no fire - unintentional	2
745 - Alarm system activation, no fire - unintentional	5
911 - Citizen complaint	1

# Incidents for 5 - Station 5:

48

Only REVIEWED incidents included.

# Mission Fire Department

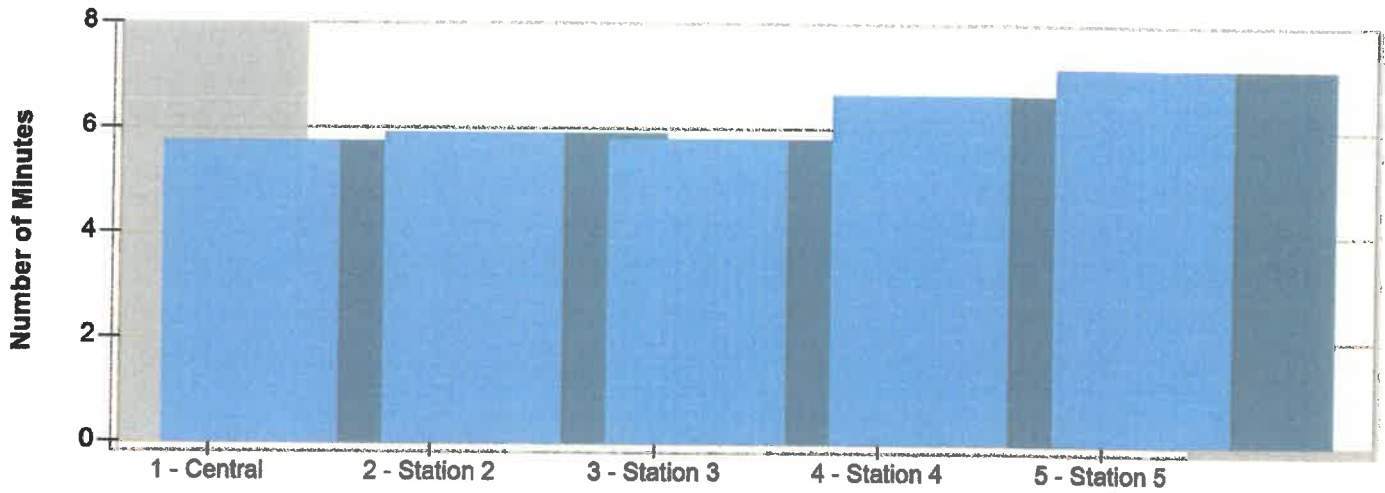
Mission, TX

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## Average Response Time per Station for Date Range

Start Date: 04/01/2023 | End Date: 04/30/2023



STATION	AVERAGE RESPONSE MM:SS (Dispatch to Arrived)
1 - Central	5:45
2 - Station 2	5:55
3 - Station 3	5:48
4 - Station 4	6:39
5 - Station 5	7:10

AVERAGE RESPONSE TIME calculated from the average time difference between DISPATCH and ARRIVED times on Basic Info 4. Only REVIEWED incidents included.





# Mission Fire Department

## Training Division

Monthly Report for April 2023

**To:** Adrian Garcia, Fire Chief  
**From:** Richard A. Cruz, Captain  
**Re:** Training Division Report for April 2023

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The training topics for the month were Pediatric Assessment for the EMS portion, and Salvage and Overhaul for the Fire portion. Each topic counts for 2 hours of continuing education hours for the yearly total. The trainings were posted on our online Training software and each personnel completed the trainings on their assigned shift days.

EMS training has been our top priority this month. We have been training around the clock to keep our skills sharp. We have been utilizing our newly purchased training equipment to be able to perform hands-on skills and train. The Training Division has also been ordering new medical supplies and training equipment for our new EMS program. As the supplies and equipment have been coming in, we are organizing them for future usage.

This month, three of our staff members who are already Emergency Medical Technicians at the Basic level, are in month three of a six-month Paramedic course that is being held in Mercedes, TX. These students will be attending class 8 to 12 hours each day, Monday through Friday each week for the duration of the program. The course includes classroom instruction, hands-on skills, hospital rotations, and ambulance ride-outs. When students complete the course in July of this year, they will be eligible to test out with the National Registry of EMTs and be certified as Paramedics. In turn, they will be able to fill in the role of "lead" medic on our ambulance unit. This is to maintain the level of Mobile Intensive Care Unit status and provide the best care possible to the citizens of Mission.

This month, several of our crews attended a Pre-Fire plan / hazard assessment and identification tour of our cities Water Treatment facility. Crews were able to identify potential safety hazards in the event of an emergency at the facility. These opportunities help keep our crews up to date on these facilities.

Several of our EMS personnel attended the annual South Texas Health Care Symposium at South Padre Island. This training opportunity had speakers and presenters from around the area and state. These health care professionals were able to deliver several classes on health care including: Child birth, mental health, DSHS operations update, EMS Rules & Regulations, and Community Paramedicine. With this information, our medics are able to come back and help keep our department up to speed and up to date with EMS Operations.

A few of our staff members are part of the Emergency Operations Center for the city. This included personnel from the fire department and other city departments as well. We hosted

*"Train Like Your Life Depends on it...Because It Does!"*

several EOC Demonstrations/meetings with our city staff. This is in preparation for the upcoming Hurricane Season. Trainings like these help improve our abilities to assist in the event that the EOC is activated.

At the end of the month, Air Methods came in and gave us an EMS class. This class was ECG & 12 Lead familiarization. Both fire and EMS crews attended. This class will help our medics better understand heart rhythms and help better treat the patients out in the field.

South Texas College hosted a Public Safety & First Responders Expo. Training division and 2 of our EMS crew members attended. We were able to showcase our ambulance and meet with about 300 students who were interested in a career in public safety.

Crews at their respective stations also have been doing in-service training as single-engine companies. Training has included: SCBA's, search and rescue, rescue equipment familiarization, ropes and knots, pumping fire apparatus, hose practices, ladders, and other topics.

**Training Hours for April 2023 - TOTAL: 1,079.5**

**Fire:** 368.5 hours  
Classroom/Online: 55.5 hours  
Hands-On/Skills: 313 hours      Drone: 0 hours  
**EMS:** 711 hours  
**Special Ops:** 0 hours  
**Haz-Mat:** 0 hours

**Training Hours for Year-to-Date 2023 - TOTAL: 6,851.5**

**Fire:** 2,295 hours  
Classroom/Online: 351 hours  
Hands-On/Skills: 1,839 hours      Drone: 85 hours  
**EMS:** 3,862.5 hours  
**Special Ops:** 78 hours  
**Haz-Mat:** 616 hours

Respectfully,



Richard A. Cruz  
Captain - Training Division

***"Train Like Your Life Depends on it...Because It Does!"***

# MISSION FIRE DEPARTMENT

**Emergency Ambulance Response Report**

**APRIL 2023**



**“Dedicated to the Community we Protect... and Serve”**



Previous Month v Apr 1, 2023 - Apr 30, 2023 v

Counts	% Rows		% Columns		+ All									
Week Ending	4/2/23	4/9/23	4/16/23	4/23/23	4/30/23	5/7/23	5/14/23	5/21/23	5/28/23	6/4/23	6/11/23	6/18/23	6/25/23	Total
Abdominal Pain		1.27%	1.27%		2.53%									5.06%
Acute Respiratory Distress (Dyspnea)		1.27%		1.27%										2.53%
Altered Mental Status			1.27%		1.27%									2.53%
Anxiety reaction/Emot... Upset			1.27%											1.27%
Back Pain				1.27%										1.27%
Cardiac arrhythmia/dy..		1.27%												1.27%
Chest Pain / Discomfort		1.27%		2.53%	2.53%									6.33%
Common Cold					1.27%									1.27%
Dehydration				1.27%										1.27%
Diabetic Hyperglycemia				1.27%										1.27%
Dizziness			1.27%											1.27%
Extremity Pain		2.53%		2.53%	1.27%									6.33%
Fever				1.27%										1.27%
Foreign Body in Respiratory Tract	1.27%													1.27%
Generalized Weakness	1.27%	1.27%	1.27%	2.53%	2.53%									8.86%
Inhalation Injury (Toxic Gas)				1.27%										1.27%
Injury		2.53%	6.33%	6.33%	11.39%									26.58%
Laceration/Ab... (minor surface trauma)	1.27%													1.27%
Multiple Injuries	1.27%			2.53%										3.8%
No Complaints or Injury/Illness Noted		1.27%		2.53%	1.27%									5.06%
Overdose - Unspecified			1.27%											1.27%
Pain (Non-Traumatic)			2.53%											2.53%
Pregnancy related conditions		1.27%			1.27%									2.53%
Respiratory disorder		1.27%		1.27%										2.53%
Respiratory Failure		1.27%												1.27%

Week Ending	4/2/23	4/9/23	4/16/23	4/23/23	4/30/23	5/7/23	5/14/23	5/21/23	5/28/23	6/4/23	6/11/23	6/18/23	6/25/23	Total
Sepsis/Septice..				1.27%										1.27%
ST elevation (STEMI) myocardial infarction of other sites					1.27%									1.27%
Stroke					1.27%									1.27%
Syncope / Fainting		1.27%												1.27%
Urinary system disorder		1.27%	1.27%		1.27%									3.8%
Total	5.06%	18.99%	17.72%	27.85%	30.38%									100%

Previous Month ▾ Apr 1, 2023 - Apr 30, 2023 ▾

**07:13**

**MM:SS**  
Average Response Time

**11:00**

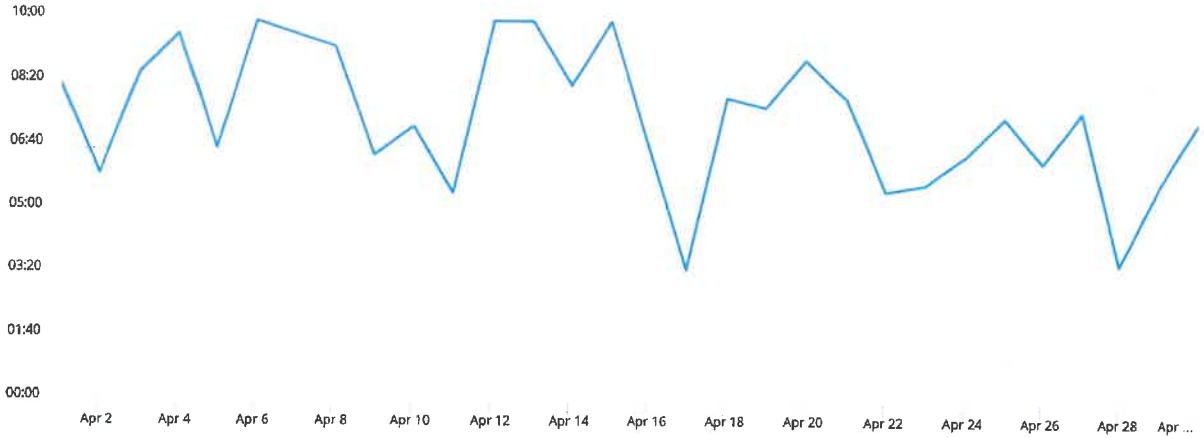
**MM:SS**  
90th Percentile Response Time

**30**

**DAYS**  
In Selected Time Slice

**81**

**UNIT RESPONSES**  
In Selected Time Slice



Counts   % Rows   % Columns   **% All**

Week Ending	4/2/23	4/9/23	4/16/23	4/23/23	4/30/23	5/7/23	5/14/23	5/21/23	5/28/23	6/4/23	6/11/23	6/18/23	6/25/23	Total
00:00 - 04:59		1.23%	2.47%	7.41%	9.88%									20.99%
05:00 - 07:59	2.47%	7.41%	4.94%	12.35%	9.88%									37.04%
08:00 - 08:59	1.23%	2.47%	1.23%	3.7%	2.47%									11.11%
09:00 - 09:59		1.23%	1.23%	3.7%	2.47%									8.64%
10:00 - 11:59	1.23%	3.7%	4.94%	1.23%	1.23%									12.35%
12:00 - 14:59		2.47%	2.47%	1.23%	3.7%									9.88%
15:00 - 16:59														
17:00 - 17:59														
18:00 - 19:59														
20:00 - 29:59														
30:00 - 59:59														
<b>Total</b>	4.94%	18.52%	17.28%	29.63%	29.63%									100%
<b>Exceptions</b>														4.71%



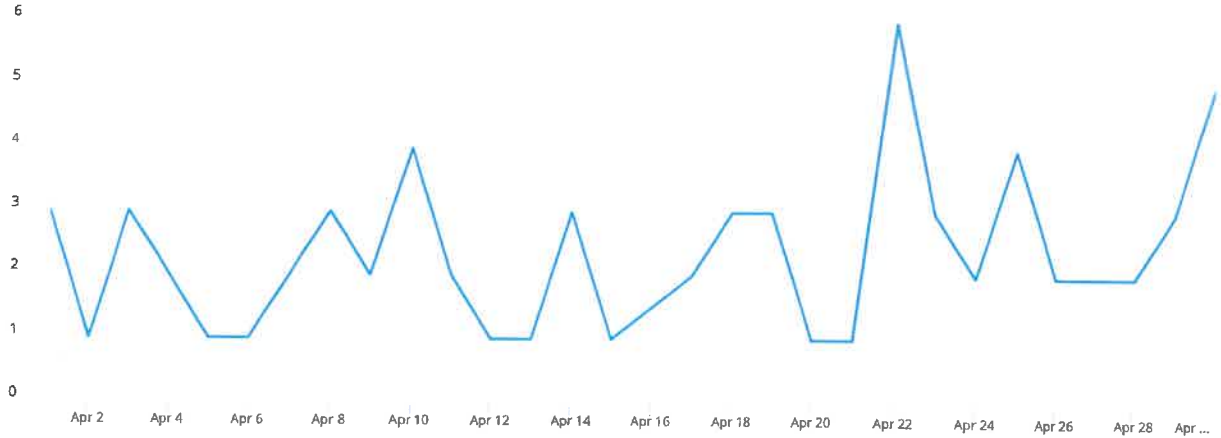
Previous Month v Apr 1, 2023 - Apr 30, 2023 v

67

RECORDS  
In Selected Time Slice

30

DAYS  
In Selected Time Slice



	Counts	% Rows	% Columns	% All										
Week Ending	4/2/23	4/9/23	4/16/23	4/23/23	4/30/23	5/7/23	5/14/23	5/21/23	5/28/23	6/4/23	6/11/23	6/18/23	6/25/23	Total
CHRISTUS Spohn Hospital Corpus Christi - South		1.49%												1.49%
DHR Health		5.97%	1.49%	1.49%	1.49%									10.45%
Mission Regional Medical Center	2.99%	8.96%	7.46%	7.46%	7.46%									34.33%
Rio Grande Regional ER 24/7 McAllen				1.49%										1.49%
Rio Grande Regional Hospital		1.49%	1.49%	5.97%	5.97%									14.93%
South Texas Health System ER - Mission	2.99%		1.49%	2.99%	1.49%									8.96%
South Texas Health System Heart			1.49%	1.49%	1.49%									4.48%
South Texas Health System McAllen Hospital			4.48%	7.46%	10.45%									22.39%
The Women's Hospital at Renaissance					1.49%									1.49%
<b>Total</b>	<b>5.97%</b>	<b>17.91%</b>	<b>17.91%</b>	<b>28.36%</b>	<b>29.85%</b>									<b>100%</b>



Previous Month ▾

Apr 1, 2023 - Apr 30, 2023 ▾

78%

**TRANSPORTS**  
Percentage of Patient Encounters

14%

**NON TRANSPORTS**  
Percentage of Patient Encounters

8%

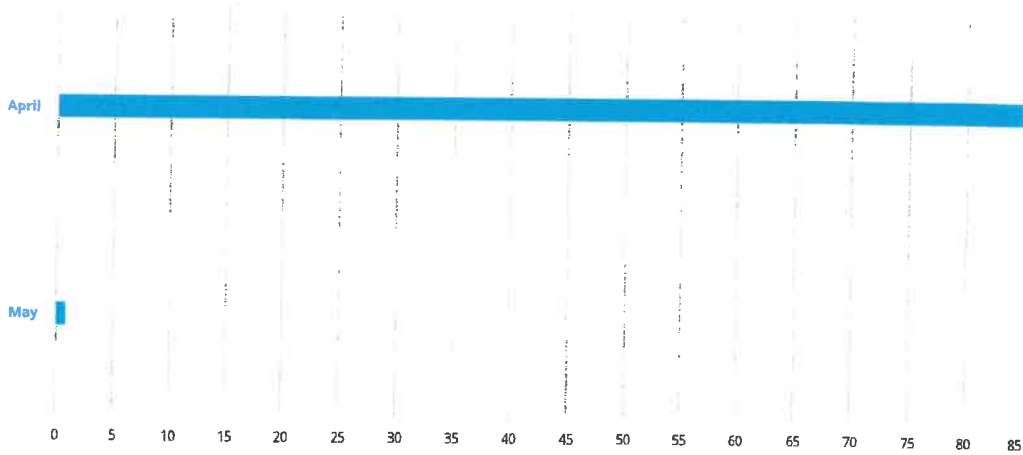
**OTHER DISPOSITIONS**  
Percentage of Patient Encounters

86

**RECORDS**  
In Selected Time Slice

30

**DAYS**  
In Selected Time Slice



Counts

% Rows

% Columns

% All

Week Ending	4/2/23	4/9/23	4/16/23	4/23/23	4/30/23	5/7/23	5/14/23	5/21/23	5/28/23	6/4/23	6/11/23	6/18/23	6/25/23	Total
April	4	15	15	26	25									85
May					1									1
Total	4	15	15	26	26									86



# Closing Balance Summary for Period

05/05/23

Page

Transaction Date	GreaterThanOrEqualTo	4/1/2023
Transaction Date	LessThanOrEqualTo	4/30/2023
Company Code	Equal	216 City of Mission

<b>216 City of Mission</b>	<b>AR Previous Balance:</b>	<b>\$564,427.6</b>
----------------------------	-----------------------------	--------------------

Charges in Period	\$45,340.00
Credits	(\$160,270.87)
Charge Adjustments	\$18,980.00
<b>Total AR Change for</b>	<b>(\$95,950.87)</b>

Charges in Period	\$45,340.00
Credits	(\$160,270.87)
Charge Adjustments	\$18,980.00
<b>Accounts Receivable Change</b>	<b>(\$95,950.87)</b>

<b>Total Balance Forward:</b>	<b>\$468,476.77</b>
-------------------------------	---------------------



216 City of Mission  
Summary - 10/01/22 to 04/30/23

Execut

	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	Totals
Gross Charges	\$51,680.01	\$81,700.00	\$142,000.00	\$170,920.00	\$120,770.00	\$161,835.00	\$64,320.00	\$793,225.01
Cash Collections	(\$17,877.22)	(\$7,893.66)	(\$17,522.13)	(\$11,501.85)	(\$30,909.26)	(\$17,204.57)	(\$49,321.23)	(\$152,229.91)
Gross Charge/Txp	\$1,435.56	\$1,361.67	\$1,405.94	\$1,400.98	\$1,404.30	\$1,395.13	\$1,461.82	\$1,403.94
Cash/Txp (CPT)	\$496.59	\$131.56	\$173.49	\$94.28	\$359.41	\$148.32	\$1,120.94	\$269.43
Payer Mix								
Medicare	44.4%	55.0%	44.6%	42.6%	39.5%	50.9%	31.8%	44.8%
Medicaid	25.0%	10.0%	19.8%	22.1%	29.1%	19.0%	13.6%	20.4%
Insurance	13.9%	15.0%	13.9%	16.4%	8.1%	9.5%	4.5%	12.0%
Private Pay	13.9%	18.3%	21.8%	17.2%	20.9%	16.4%	9.1%	17.7%
Level of Service								
ALS - Advanced Life Support A0427	91.67%	63.33%	78.22%	79.51%	84.88%	77.59%	79.55%	78.76%
ALS-2 Emergency A0433	0.00	5.00%	1.98%	4.10%	1.16%	1.72%	2.27%	2.48%
BLS - Basic Life Support A0429	8.33%	31.67%	19.80%	16.39%	13.95%	20.69%	18.18%	18.76%
Level of Service Volume								
Total	36	60	101	122	86	116	44	565
ALS - Advanced Life Support A0427	33	38	79	97	73	90	35	445
ALS-2 Emergency A0433	0	3	2	5	1	2	1	14
BLS - Basic Life Support A0429	3	19	20	20	12	24	8	106
Ground Mileage A0425	259	328	654	711	463	636	404	3,455

HUMAN RESOURCES DEPARTMENT  
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PERSONNEL								Monthly Totals	YTD Totals
Number of Employees, Volunteers, and Others:	HIRED	TRANSFERRED	RESIGNED	DISMISSED	RETIRED	DECEASED	OTH		
Regular Full-Time (566 budgeted slots for fiscal year)	10		4	1	2			693	737
Regular Part-Time (65 budgeted slots for fiscal year)								52	53
Temporary Full-Time								1	1
Temporary Part-Time								0	0
	<b>66</b>		<b>37</b>	<b>5</b>	<b>14</b>	<b>1</b>		<b>746</b>	<b>791</b>
Reserve Police Officers								15	15
Volunteer Firefighters								25	25
Texas Workforce Solutions/Work Experience								0	0
AARP Participants							0	6	16
Community Service - Processed								0	0
Volunteers							36	126	214
								<b>172</b>	<b>270</b>
<b>Staffing</b>									
Request for Positions Processed								10	78
Positions Advertised								38	161
Application for Employment Processed								242	879
Volunteer Applications Processed								36	98
Interviews Processed								21	239
Job Offers Processed								10	66
New Hire Enrollments Processed								10	66
<b>Pre-Employment Screenings</b>									
Driver License Checks (MVR)								10	64
Mission Police/Mission Municipal Court Record Check								10	64
Hidalgo County Courthouse								10	64
Criminal History Background/Sex Offender Check (DPS)								46	162
Drug Testing, Physical and Pre-placement Screening								10	66
<b>Human Resources Department Visitors:</b>									
Employees, Citizens, Vendors/Representatives Assisted								257	1394
<b>Exit Interviews Conducted:</b>									
Employee Exit Interview								2	25
Supervisor Exit Interview								1	13
<b>Family and Medical Leave Act (FMLA) Forms Processed:</b>									
FMLA Requests								9	57
-- Employee's Serious Health Condition								6	32
-- Family Member's Serious Health Condition								0	11
-- Birth of a Child								3	14
-- Military Family Leave								0	0
-- Injury or Illness of Covered Servicemember								0	0
FMLA Approvals								10	49
FMLA Denials/Withdrawals								2	4
FMLA Return-to-Work								6	31
Employees out on FMLA								19	86
<b>Forms Processed</b>									
Employee Change of Status Forms Processed								46	1007
Employee Requests for Personnel Information Processed								12	26
Employee Disciplinary Forms Processed								15	42
Employee Grievance's Processed								0	1
Employment Verifications Processed								13	72
Unemployment Claims Processed								0	1
Public Information Requests Processed								10	45

HUMAN RESOURCES DEPARTMENT  
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HEALTH & WELLNESS SEMINARS/EVENTS, cont							Training Seminars	Employees Attended
02/25/2023 - Bike Riding							1	5
03/06/2023 - CPR Training							1	25
03/07/2023 - Airrosti - Back Pain							1	3
03/09/2023 - Airrosti - Back Pain							1	4
03/21/2023 - Airrosti - Back Pain							1	2
03/23/2023 - Airrosti - Back Pain							1	3
Fiscal YTD Totals:							<b>56</b>	<b>3276</b>
EMPLOYEE RECOGNITION EVENTS							Training Seminars	Employees Attended
<b>Fiscal YTD Employee Recognition Events</b>								
11/10/2022 - Veterans Luncheon							1	60
11/15/2022 - Employee Appreciation Luncheon							1	250
11/16/2022 - Employee Turkey Distribution							1	600
02/27/2023 - Employee Appreciation Luncheon							1	400
02/28/2023 - Employee of the Month Annual Luncheon							1	28
02/28/2023 - Engineer Appreciation							1	10
03/14/2023 - Risk Management Appreciation							1	12
03/27/2023 - Procurement Appreciation							1	10
Fiscal YTD Totals:							<b>8</b>	<b>1370</b>

# Office of Emergency Management



Overall Status: **Green**

## Month end status report

April 2023

### Status Code Legend

- On Track: Mission capable to date
- High Risk: At risk, with a high risk of going off track
- At Risk: Milestones missed but date intact
- Off Track: Date will be missed if action not taken

### OEM Monthly Status:

- STEAR Registration message is pushed out to public and getting responses
- LiveU (drone live feed to EOC) will be operable
- Began ICS Training for EOC Staff
- Back-up EOC at PD operable and communication with Primary EOC
- Declared Disaster by Mission, Hidalgo County and State: 23-0012 26APR Severe Weather Incident DSO 051623; **Threshold: \$5.5/\$3.9M met**; Still collecting data towards this DSO
- Hurricane Preparedness message has begun, this will be on going up to the start of Hurricane Season

### Issues:

- Connectivity between EOCs
- City of Mission EM Org Chart
- City asset list (pumps, generators and other equipment)

### Accomplishments:

- Used 23-0012 26APR Severe Weather Incident DSO 051623 as a live "Real World" exercise
- Trained staff with TDEM on the iSTAT and pSTAT system, still need to train more personnel
- EOC fully operational
- Completed some ICS training for key EOC Staff
- Open lines of communication with State & Local Partners

### Milestones for the next 30 days:

- Hurricane preparedness media push (Cable TV, Social Media, Website etc.) educating the public
- City of Mission EM Org Chart complete
- Recruit City Staff and Volunteers to fill EOC positions
- City asset list (pumps, generators and other equipment)
- Coordinate with LEPC on the Full-Scale Exercise
- Community Emergency Response Teams (CERT)
- Incident Management Team (IMT)
- Make improvements in the hourly and equipment reporting

Milestones for the next 60 days:

- Continue with EOC staff training and proficiency
- Build depth in iSTAT & pSTAT trained staff
- Continue in rehearsing key EM elements
- Review overall EM reporting processes to be more efficient

Areas/questions for discussion:

Volunteer Operations Center (VOC), Volunteer Organizations Active in Disaster (VOAD) Long Term Recovery Committee,

Last month's issues forwarded to this month:

N/A

## Contact Information

If you want to add any important info about the contacts that follow, you can do that here. If not, just select this placeholder and press Delete to remove it.

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## Project Abstract

The Office of Emergency Management (OEM) coordinates with Hidalgo County emergency management program to prepare, prevent, plan, respond and recover from all-hazard events. The OEM develops, maintains and implements the ability to direct, control, manage and coordinate emergency operations in cooperation with local, State and Federal governmental and private sector agencies.

### **Preparing the County for Emergencies**

- County wide Incident Management System: All emergencies within the county are managed in accordance with NIMS/ICS principles.
- Continuity of Operations Planning (COOP): OEM manages the County COOP program, which ensures essential public services are available during/following emergencies.
- Emergency Planning: OEM develops, maintains, and coordinates a comprehensive emergency management plan with Hidalgo County and neighboring Municipalities within the County.
- Training and Exercises: OEM conducts responder and staff training and exercises to test plans and response capabilities to identify areas of improvement.
- Incident Monitoring: OEM monitors local, regional, national incidents for their impact on the county in order to provide decision makers with vital information and warning.

### **Coordinating Emergency Response and Recovery**

- Emergency Operations Center (EOC): During major events the EOC is the focal point for information coordination, resource requests, and decision making.
- Incident Management: OEM provides on-scene command, control, and communications.
- Incident Management Team (IMT): OEM participates in regional Incident Management Team providing regional local jurisdictions with a cadre of NIMS trained staff support to local Incident Commanders.
- Public Warning: OEM coordinates with elected/appointed decision makers, Public Information Officer, and surrounding entities to provide vital warning and information to the public.
- Recovery and Relief: Following an emergency, OEM works with government agencies, businesses, and non-profit organizations providing assistance and relief to citizens in Hidalgo County.