
MEMORANDUM

TO: MAYOR AND CITY COUNCIL
THROUGH: MIKE PEREZ, CITY MANAGER
FROM: JESSE LERMA, CIVIL SERVICE DIRECTOR
SUBJECT: CIVIL SERVICE REPORT, JULY 2025
DATE: AUGUST 3, 2025

1. Mission Fire Department ENG'S promotional examination was held on July 31, 2025. We had fourteen (14) participants and six (6) passed. Four (4) will be promoted immediately and two (2) will remain on the eligibility list. List will expire on July 31, 2026.
2. Mission Fire Department is working on filling four (4) positions. We should be close to fully staffed by the end of August 2025.
3. Mission Police Department has exhausted the existing eligibility list and we will begin entry level examination process for testing in late September 2025.
4. Mission Police Department is working on filling fourteen (14) positions. We should be close to fully staffed by the end of 2025.
5. Mission Police Department has a pending CPL's examination set for September 18, 2025

6. Pending Hearings:
 1. PO Ruben Gaytan-Suspended for 15 days without pay-hearing set for August 7-8, 2025

THANKS



Information Technology

Departmental Report July 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. Email complete.

Work Orders

IT goal is to close tickets within 12 business hours. Priority work orders are worked on first. About 263 Work orders closed July 2025.

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- Complete

Containment-Complete

Eradication & recovery-Complete

Post-incident activity- In Progress

Cyber Security Analyst Position

Seek Cyber Security Analyst position. Complete.

Network Systems Administrator Position

Seek to fill position. Posted.

IT Policies and Procedures

Create and Update. In progress.

Disaster Recover Plan

Update. In progress.



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: July 2025 - 311 Monthly Report
Date: August 4, 2025

Dear Mayor and Council,

Please find attached the July 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 July 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

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

JUNE, 2025 - UNOFFICIAL					
AGENCY / DEPARTMENT / DESCRIPTION / BUDGET	MONTHLY EXPENDITURE	ACCOMPLISHMENT	YEAR TO DATE	%	BALANCE
AMIGOS DEL VALLE - MEALS					
\$23,444.00		Agency submitted May (\$2,416.04) requests & on 07/07/25 received June request (\$2,409.58) totaling expenditures to \$22,274.08 (95%)	\$19,864.50	85%	\$3,579.50
Funds will be utilized to provide meals to homebound seniors.	\$2,416.04	YTD: 19 clients served 2,259 meals.			
AREA AGENCY ON AGING					
\$5,000.00		Agency submitted May (\$550.00) request & on 07/01/25 received June request (\$580.00) totaling expenditures to \$4,520 (90%).	\$3,940.00	79%	\$1,060.00
Funds will be utilized to provide assist seniors with minor repairs/modifications and medical supplies.	\$550.00	YTD: 8 clients served			
C.A.M.P. UNIVERSITY					
\$3,000.00		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.	\$0.00	YTD: 13 clients served			
COMFORT HOUSE					
\$3,000.00		Agency exhausted FY 24-25 funds.	\$3,000.00	100%	\$0.00
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	YTD: 6 clients served			
HOPE MEDICAL SERVICES					
\$1,000.00		Agency did not submit request in May & on 07/14/25 received May & June request (\$1,000.00)—request under review for processing.	\$0.00	0%	\$1,000.00
Funds will be utilized to provide medical services to uninsured and/or low income residents.	\$0.00	YTD: 0 client served			
CASA OF HIDALGO COUNTY, INC.					
\$1,000.00		Agency exhausted FY 24-25 funds.	\$1,000.00	100%	\$0.00
Funds will be utilized for expenses generated in advocating for abused and neglected children.	\$0.00	YTD: 8 clients served			
CHILDREN'S ADVOCACY CENTER					
\$15,000.00		Agency submitted May (\$1,306.20) & on 07/10/25 received June request (\$605.30) totaling expenditures to \$7,240.73 (48%).	\$6,635.43	44%	\$8,364.57
Funds will be utilized to provide counseling services for abused/neglected children and their families.	\$1,306.20	YTD: 59 clients served			
SILVER RIBBON					
\$3,000.00		Agency did not submit a May request, no June request submitted and have reached out to agency, informed they will submit the July request in August.	\$2,302.13	77%	\$697.87
Funds will be utilized to provide assistance with rent, rent deposits, utilities, utility deposits, medications, physician/medical visits, eyeglasses, durable medical equipment.	\$0.00	YTD: 12 clients served			
AFFORDABLE HOMES OF SOUTH TX					
\$100,000.00		Agency submitted May (\$15,311.95) & 07/15/25 submitted June request (\$15,041.64) totaling \$30,353.59 (30%)	\$17,374.46	17.37%	\$82,625.54
Funding will be utilized to provide direct home ownership assistance with subsidizing mortgage principal.	\$15,311.95	YTD: 1 client served			
PARKS & RECREATION DEPARTMENT					
\$200,000.00		Project underway and pending to receive invoice	\$0.00	0%	\$200,000.00
Funds will be utilized to construct recreational Connectivity Trail Project.	\$0.00				
PUBLIC WORKS DEPARTMENT					
\$104,000.00		Project underway 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	\$0.00				
\$32,000.00		Project underway and pending to receive invoice	\$0.00	0%	\$32,000.00
Funds will be utilized for the design of Spikes Storm Sewer Improvements Design Phase I	\$0.00				
\$214,000.00		Project underway and pending to receive invoice	\$0.00	0%	\$214,000.00
Funds will be utilized for the design of Sanitary Sewer Improvements Design Phase I	\$0.00				
REHABILITATION					
\$80,000.00		Two (2) applicants submitted for approval to proceed to bid request on projects.	\$0.00	0%	\$80,000.00
PROGRAM ADMINISTRATION					
\$196,111.00	\$16,073.94	Oversight Expense of the CDBG Program.	\$115,132.08	59%	\$80,978.92
\$980,555.00	\$35,658.13		\$172,248.60	18%	\$808,306.40

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

PROGRESS REPORT CV		JUNE, 2025 - UNOFFICIAL			
AGENCY / DEPARTMENT / DESCRIPTION / BUDGET	MONTHLY EXPENDITURE	ACCOMPLISHMENT	YEAR TO DATE	%	BALANCE
AFFORDABLE HOMES OF SOUTH TEXAS CV3	\$4,628.51	Agency submitted May request. & on 07/14/25 received June request (1,316.18) to process in July bring expenditure total to \$26,866.75 (91%). YTD: 2 client assisted.	\$25,550.57	87%	\$3,863.19
\$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	\$0.00	Department purchased equipment for the shelter & on 07/14/25 received June request (\$299.91) to process in July-expenditure total \$3,878.45 (78%).	\$3,578.54	72%	\$1,414.59
\$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	\$4,628.51		\$29,129.11	85%	\$5,277.78



CODE ENFORCEMENT

MONTHLY REPORT

JULY 2025

WEEDY LOT LETTERS	164
PROERTIES SENT TO MOWER'S LIST	97
PROPERTIES MOWED	60
SIGNS PICKED UP/RIGHT OF WAYS, BANDIT, TELEPHONE & GARAGE	162
ACCUMULATION OF ITEMS	4
COMMERCIAL PARKING LOT MAINT.	0
CONSTRUCTION W/O PERMITS /SETBACKS	7
DEMOLITION OF UNSAFE BUILDINGS	1
DOUBLE OCCUPANCY/HOOKED RV	4
HEALTH & SANITATION	18
HOME OCCUPATION	4
ILLEGAL DUMPING	9
IPMC VIOLATIONS	4
JUNKED VEHICLES/ BOATS	5
NO BUSINESS LICENSE/CUP REQ'D/ NO GARAGE SALE PERMITS	1
NON-RESIDENTIAL PARKING/SEMI TRUCKS	0
P & Z ZONING VIOLATONS/SUBDIVISION	0
PARKING ON LAWN	5
SIGHT OBSTRUCTION/SIDEWALKS/RIGHT OF WAY/DRIVEWAYS	7
STORAGE OF VEHICLES/BOATS/TRAILERS	0
UNSAFE / UNSECURED BUILDING	4
WEEDY LOTS	96
GARAGE SALE PERMITS	497
CASES FILED IN COURT	12
CASES SEEN IN COURT	28
CASES CLOSED	30



CITY OF MISSION

Grants Activity Report- July 2025

Grant Name	Funding Agency	Department	Application Amount	Matching Amount	Due Date	Status
Animal Welfare Organization	Petco Love	Health	\$ 50,000	None		Submitted-Tracking
FY26 Project Safe Neighborhood	OOG	Police	\$ 250,000	None		Submitted-Tracking
FY25 SHSP LETPA	OOG	Police	\$ 50,000	None		Submitted-Tracking
FY25 SHSP Regular	OOG	Fire	\$ 200,527	None		Submitted-Tracking
FY25 SHSP Regular	OOG	Police	\$ 100,000	None		Submitted-Tracking
FY25 SHSP LETPA	OOG	Fire	\$ 158,900	None		Submitted-Tracking
FY26 Criminal Justice Program	OOG	Police	\$ 54,000	None		Submitted-Tracking
FY Fire Responder Mental Health	OOG	Fire	\$ 70,000	20%(In-Kind)		Submitted-Tracking
FY26 General Victim Assistance Program	OOG	Police	\$ 40,000	20%(In-Kind)		Submitted-Tracking
FY26 State Crisis Intervention	OOG	Police	\$ 74,500	None		Submitted-Tracking
FY26 Bullet Resistant Shields Program	OOG	Police	\$ 129,595	None		Submitted-Tracking
FY26 Body Worn Camera	OOG	Police	\$ 37,500	25%		Submitted-Tracking
FY26 Rifle-Resistant Body Armor	OOG	Police	\$ 278,747.10	None		Submitted-Tracking
Community Wildfire Defense Grant	USDA	Fire	\$ 250,000	None		Submitted-Tracking
FY26 Border Zone Fire Department	OOG	Fire	\$ 250,000	None		Submitted-Tracking
FY26 Operation Lone Star Grant	OOG	Police	\$ 1,839,262.35	None		Submitted-Tracking
FY26 Operation Lone Star Grant	OOG	Fire	\$ 1,741,496.50	None		Submitted-Tracking
OVAG-Victim Services	OAG	Police	\$ 49,500	None		Submitted-Tracking
Resilient Communities Program	TX GLO	Planning	\$ 250,000	None		Submitted-Tracking
FY23 FMA-Spike and Jupitar 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



CITY OF MISSION

Grants Activity Report- July 2025

Grant Name	Funding Agency	Department	Application Amount	Award Amount	Matching Amount	Status
FY22 Building Resilient Infrastructure and Communities (Bric)	TDEM	Executive	\$ 415,000	\$ 404,710	25%	Awarded/Active
Energy Efficiency & Conservation Grant	DOE	Executive	\$ 140,450	\$ 140,450	None	Active/Awarded
Recreational Trails Grant	TPWD	Parks	\$ 250,000	\$ 250,000	20%	Awarded/Active
FY25 Rifle Resistant Body Armor	OOG	Police	\$ 189,505	\$ 47,325	None	Awarded/Active
FY24 Operation Stonegarden	OOG	Police	\$ 300,000	\$ 300,000	None	Award/Active
FY25 Project Safe Neighborhood	OOG	Police	\$ 49,680	\$ 49,680	None	Awarded/Active
FY24 Edward Byrne Memorial Justice Assistance Grant (JAG)	BJA	Police	\$ 12,134	\$ 12,134	None	Awarded/Active
FY25 Local Border Security Program	OOG	Police	\$ 180,000	\$ 180,000	None	Awarded/Active
DWI Phlebotomy Program Grant	TXDOT	Police	\$ 187,557.88	\$ 187,557.88	20%	Awarded/Active
OVA-G-Victim Services (Year Two)	OAG	Police	\$ 49,500	\$ 49,500	None	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	RGVMPD	Executive	\$ 200,000	\$ 200,000	25%	Awarded/Active
La Cuchilla Drainage Improvement Project	TXGLO	Executive	\$ 1,000,000	\$ 997,236.75	1%	Awarded/Active
Astroland Drainage Improvement Project	TXGLO	Executive	\$ 1,000,000	\$ 999,162	1%	Awarded/Active
Trail Connectivity Project	VBLF	Park	\$ 500,000	\$ 500,000	None	Awarded/Active
FY22 Justice and Mental Health Program	BJA	Police	\$ 388,001.38	\$ 229,962.91	(Year 1) 20%	Awarded/Active
Better Cities for Pets	Mars Petcare Program	Health	\$ 20,000	\$ 20,000	None	Awarded/Active
FY25 Operation Lone Star	OOG	Police/Fire	\$ 5,000,000	\$ 250,000	None	Closed
FY25 Border Zone Fire Dept.	OOG	Fire	\$ 250,000	\$ 250,000	None	Closed
FY24 General Victim Assistance Grant Program	OOG	Police	\$ 50,000	\$ 50,000	None	Closed
FY25 Comprehensive Grant	TXDOT	Police	\$ 37,000	\$ 37,000	20%	Closed
FY25 STEP CMV Grant	TXDOT	Police	\$ 29,975	\$ 29,975	20%	Closed
Grand Total: \$			\$ 6,472,693.54			