

**COMMUNITY DEVELOPMENT DEPARTMENT
PROGRESS REPORT
FISCAL YEAR 10/01/2023-09/30/2024**

PROGRESS REPORT CDBG	JULY, 2024 UNOFFICIAL				
AGENCY / DEPARTMENT / DESCRIPTION / BUDGET	MONTHLY EXPENDITURE	ACCOMPLISHMENT	YEAR TO DATE	%	BALANCE
AMIGOS DEL VALLE - MEALS \$17,000.00 Funds will be utilized to provide meals to homebound seniors.	\$592.10	Agency submitted June's request (\$592.10) in July & has been processed. Agency exhausted funding. YTD: 19 clients served 3,202 meals	\$17,000.00	100%	\$0.00
AREA AGENCY ON AGING \$3,000.00 Funds will be utilized to provide assist seniors with minor repairs/modifications and medical supplies.	\$0.00	Agency exhausted funding. YTD: 9 clients served	\$3,000.00	100%	\$0.00
C.A.M.P. UNIVERSITY \$3,000.00 Funds will be utilized to provide day habilitation providing life skills for adults with special needs.	\$0.00	Agency exhausted funding. YTD: 9 clients served	\$3,000.00	100%	\$0.00
COMFORT HOUSE \$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 funding. YTD: 5 clients served	\$3,000.00	100%	\$0.00
HOPE MEDICAL SERVICES \$3,000.00 Funds will be utilized to provide medical services to uninsured and/or low income residents.	\$0.00	Agency exhausted funding. YTD: 26 clients served	\$3,000.00	100%	\$0.00
CASA OF HIDALGO COUNTY, INC. \$1,000.00 Funds will be utilized for expenses generated in advocating for abused and neglected children.	\$0.00	Agency exhausted funding. YTD: 5 clients served	\$1,000.00	100%	\$0.00
CHILDREN'S ADVOCACY CENTER \$11,000.00 Funds will be utilized to provide counseling services for abused/neglected children and their families.	\$371.43	Agency submitted May's request in June & has been processed. In August did not receive any request. Agency contacted & should submit final request in September, 2024 to exhaust funds. YTD: 85 clients served	\$10,885.75	99%	\$114.25
EMERGENCY RENTAL ASSISTANCE PROGRAM \$15,000.00 Funding will be utilized to provide short term (no more than 3 months) emergency payments on behalf of individuals or families to prevent homelessness.	\$2,803.38	Staff submitted June's request (\$2,803.38) in July & has been processed. On Aug. 20, 2024 received July's request for \$2,128.00 for 2 households to be processed in August. Recurring assistance for 2 households in Sept. with \$1,413.00. Staff will have \$1,600.62 to exhaust & possibly assist 1 applicants. YTD: 4 clients served	\$9,798.38	65%	\$5,201.62
SILVER RIBBON \$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.	\$800.00	Agency submitted May's request (\$800.00) in July & has been processed. Followed up with agency, screening applicants & will submit request in September, 2024 YTD: 11 clients served	\$1,810.08	60%	\$1,189.92
AFFORDABLE HOMES OF SOUTH TEXAS \$100,000.00 Funding will be utilized to provide direct home ownership assistance with subsidizing mortgage principal.	\$15,062.98	Agency submitted June's request (\$15,062.98) in July & has been processed. Agency submitted the 6th applicant for review & has been approved for assistance (pending the closing date on loan). YTD: 5 clients served	\$76,879.71	77%	\$23,120.29
HOUSING ASSISTANCE PROGRAM					
REHABILITATION \$75,000.00	\$0.00	Staff advertised for bids for 3 rehabilitation projects, 1 project bid was accepted; 1 project bid exceeded cost estimate, & no bid received for 1 project. Will rebid in August for 2 projects.	\$0.00	0%	\$75,000.00
RECONSTRUCTION \$636,209.00	\$117,585.00	Staff submitted July's request (\$117,585.00) for 45% payment on 50% completion of 3 projects.	\$305,103.35	48%	\$331,105.65
HOUSING ADMINISTRATION \$103,833.00	\$11,514.37	Oversight expense of the Housing Assistance Program	\$79,291.69	76%	\$24,541.31
PROGRAM ADMINISTRATION \$184,934.00	\$20,309.28	Oversight expense of the CDBG Program	\$134,498.66	73%	\$50,435.34
\$1,158,976.00	\$169,038.54		\$648,267.62	56%	\$510,708.38
	Community Development Department CDBG / HOUSING				
	New Applicants (HAP)	Agencies/Contractor/ Department:	Incoming Calls	# of referrals to other agencies/departments:	Walk-ins
	0	6	31	10	15
	New Applicants (ERAP)	Re-certifications:	Previously Assisted:	Incoming Calls:	Appointments
	0	0	3	31	6

**COMMUNITY DEVELOPMENT DEPARTMENT
 PROGRESS REPORT CV AND CV-3
 FISCAL YEAR 2023-2024 (FUNDING THRU 07/2026)**

PROGRESS REPORT CV	JULY, 2024 UNOFFICIAL				
AGENCY / DEPARTMENT / DESCRIPTION / BUDGET	MONTHLY EXPENDITURE	ACCOMPLISHMENT	YEAR TO DATE	%	BALANCE
AMIGOS DEL VALLE - MEALS					
\$0.00					
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.	\$0.00	Agency exhausted funds.	\$0.00	100%	\$0.00
EMERGENCY ASSISTANCE PROGRAM					
\$16,349.00					
Funds will be utilized to assist residents affected by COVID-19 with rent/mortgage and utility assistance.	\$312.39	Agency submitted July's request (\$311.39) and exhausted funds. YTD: 4 clients served.	\$16,349.00	100%	\$0.00
PROGRAM ADMINISTRATION					
\$0.00					
	\$0.00	Agency exhausted funds.	\$0.00	100%	\$0.00
AFFORDABLE HOMES OF SOUTH TEXAS CV3					
\$62,715.88					
Funds will be utilized to provide rent and mortgage assistance to residents that have been affected by the pandemic COVID-19.	\$40.25	Agency submitted July's request (\$40.25) & on Aug. 19, 2024 received request of \$2,765.64 for processing. Agency conducting events in the Mission Area to promote program. YTD: 3 clients served.	\$16,968.68	27.06%	\$45,747.20
FOOD BANK OF RGV CV3					
\$0.00					
Funds will be utilized to purchase food items for distribution of food baskets/boxes to individuals/families affected by COVID-19.	\$0.00	Agency exhausted funds.	\$0.00	100%	\$0.00
MISSION FIRE DEPARTMENT CV3					
\$43,937.89					
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	Meeting held with Dept. & have processed PO to purchase needed shelter items. (Pending approval)	\$38,145.00	86.82%	\$5,792.89
\$123,002.77	\$352.64		\$71,462.68	69.24%	\$51,540.09



Mission Fire Prevention Bureau
415 W. Tom Landry Ave.
Mission, TX 78572
Phone 956-580-8711
Fax 956-580-8712

Mission Fire Prevention

Monthly Activity Report: August 2024

FIRE INVESTIGATIONS

There was two (2) fire investigation for the month of August.

- On August 24, 2024, Lieutenant Omar Salinas investigated a structure fire at 931 Perez St. Undetermined
- On August 30, 2024, Captain/Assistant Fire Marshall Joel Saenz investigated a fire at 3101 Esteban St. Undetermined

Full Investigation: 6 Total

Call out to document of Incident: 2 Total

Year to Date: 19 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 August.

Our assistance was requested: 0 Total

Assistance Requested by us: 0 Total

Year to Date: 0 Total

INSPECTIONS

There was two hundred ninety (290) inspections conducted for the month of August: twenty-seven (27) occupancy, two-hundred forty (240) annual and twenty-three (23) other forms of inspections.

Year to Date: 1,116 Total 329 Occupancy 543 Annual 244 Other

Inspection rate to date: 69%

*Inspection rate changed from last month because we were using the properties from Codepal. This inspection rate only reflects the properties we are currently inputting in ESO.

COMPLAINTS

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

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

Year to Date: 0 Total

SUBDIVISION REVIEWS

For the month of August there were twenty-two (22) subdivision plan reviews.

Year to Date: 224 Total

SPRINKLER SYSTEM PLAN REVIEWS

For the month of August there were five (5) sprinkler system plan reviews.

Year to Date: 30 Total

FIRE ALARM SYSTEM PLAN REVIEWS

For the month of August there was three (3) fire alarm system plan review.

Year to Date: 30 Total

EXHAUST HOOD CANOPY PLAN REVIEWS

For the month of August there was zero (0) exhaust hood canopy plan reviews.

Year to Date: 6 Total

HOOD SUPPRESSION PLAN REVIEWS

For the month of August there were zero (0) hood suppression plan reviews.

Year to Date: 14 Total

LP TANK PERMITS

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

Year to Date: 9 Total

UNDERGROUND STORAGE TANK REMOVAL PERMITS

There was three (3) underground storage tank removal permits issued for the month of August.

Year to Date: 4 Total

ABOVEGROUND STORAGE TANK REMOVAL PERMITS

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

Year to Date: 4 Total

BURNING PERMITS

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

Year to Date: 28 Total

PLAN REVIEWS

We had seven (7) plan reviews for the month of August.

- Little Crayons Institute LLC – 1640 E. Griffin Pkwy
- STX Diesel – 310 Catholic War Veterans Blvd.
- Cross Church – 1900 E. Expwy 83 Hwy
- Shary Town Building B – 301 N. Shary Rd.
- Ubiquity Global Services – 4101 S. Shary Rd.
- Brillante Academy Building – 706 Los Ebanos Rd.
- Stripes #40634 – 311 N. Conway Ave.

Year to Date: 108 Total

FIRE DRILLS

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

Year to Date: 0 Total

TRAINING

There were one (1) training in the month of August.

- August 14, 2024 – Fire Marshall Frank Cavazos attended Live Webinar: Advanced Disciplinary Issues: Toxic Employees on Microsoft Teams

Year to Date: 26 Total

MEETINGS ATTENDED

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

- August 1, 2024 – Fire Marshall Frank Cavazos attended New Substation Logistic meeting at Mission PD Conference Room
- August 6, 2024 – Fire Marshall Frank Cavazos attended meeting at Hidalgo Pavilion
- August 8, 2024 – Captain/Asst. Fire Marshall Joel Saenz attended SRC meeting
- August 8, 2024 – Captain/Asst. Fire Marshall Joel Saenz attended Summer Showcase meeting at Mission Fire Department Administration Conference room
- August 9, 2024 – Fire Marshall Frank Cavazos attended SOP meeting in Chief Garcia's office
- August 12, 2024 – Fire Marshall Frank Cavazos attended Command Staff meeting at the Mission Fire Department Administration Conference room
- August 13, 2024 – Fire Marshall Frank Cavazos attended overtime Practice meeting for Fire Prevention at Mission Fire Department Administration Conference room
- August 13, 2024 – Fire Marshall Frank Cavazos attended meeting with Chief Garcia to discuss beta tests of 24 and 10 hour shifts
- August 14, 2024 – Fire Marshall Frank Cavazos attended Lexipol Policy review meeting on Microsoft Team.
- August 15, 2024 – Fire Marshall Frank Cavazos attended SRC meeting
- August 19, 2024 – Fire Marshall Frank Cavazos attended Disaster Shelter – Reports, Purchases meeting with Jo Ann Longoria and Chief Garcia at Mission Fire Department Administration Conference room
- August 19, 2024 – Fire Marshall Frank Cavazos attended Mission CISD District Leadership Presentation meeting at Mission CISD Central Office
- August 20, 2024 – Fire Marshall Frank Cavazos attended meeting to discuss Critical Incident Stress Debriefing grant at Mission Fire Department Administration Conference room
- August 22, 2024 - Fire Marshall Frank Cavazos attended SRC meeting
- August 22, 2024 – Fire Marshall Frank Cavazos attended Chief's Briefing at Mission Fire Department Training Room
- August 23, 2024 – Fire Marshall Frank Cavazos attended EM Transition, Hours & Equipment Reporting meeting at City Hall Community Room
- August 26, 2024 – Fire Marshall Frank Cavazos attended Command Staff meeting at the Mission Fire Department Administration Conference room
- August 27, 2024 – Fire Marshall Frank Cavazos attended Chief's Briefing at Mission Fire Department Training Room
- August 28, 2024 – Fire Marshall Frank Cavazos attended meeting with Chief Garcia to discuss Prevention Open-House event at Mission Fire Department Administration Conference room
- August 29, 2024 – Fire Marshall Frank Cavazos attended SRC meeting
- August 29, 2024 – Fire Marshall Frank Cavazos attended meeting with Chief Garcia to discuss police equipment in Chief Garcia's office
- August 30, 2024 – Fire Marshall Frank Cavazos attended Lexipol Policy Review meeting on Microsoft Teams

Year to Date: 248 Total

PUBLIC EDUCATION

During the month of August there were five (5) presentations conducted.

Date	Location	Fire Extinguisher w/Simulator	Fire Safety Trailer	Tours of Stations	Fire Safety Presentation	City Events/ Parade
08/03/2024	KIDS DAY - HEB ON 495 & CONWAY				100	
08/09/2024	MISSION CISD BUS BARN	8				
08/28/2024	MISSION HEAD START - 1105 E 8 TH ST.				81	
08/29/2024	METAL PROCESSING INT. - 1108 BUSINESS PARK DR.				100	
08/29/2024	MISSION POLICE NIGHT OUT MISSION EVENT CENTER					1000

Year to Date: 77 Presentations 18,590 Audience
 Year to Date w/The Tutor 0 Presentations 0 Audience
 Year to Date w/F.S.T. 10 Presentations 1010 Audience
 Year to Date w/City Events 11 Presentations 5630 Audience
 Year to Date – Other 15 Presentations 1946 Audience
 Year to Date Grand Total 113 Presentations 27,176 Audience

Frank Cavazos, Deputy Chief/Fire Marshal



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

Grant Name	Funding Agency	Department	Application Amount	Matching Amount	Due Date	Status
FY22 Building Resilient Infrastructure and Communities (BRIC)	TDEM	Executive	\$ 415,000	25%		Submitted-Tracking
FY25 Bullet-Resistant Shield	OOG	PD	\$ 49,219.00	None		Submitted-Tracking
FY25 Border Zone Fire Dept.	OOG	Fire	\$ 250,000	None		Submitted-Tracking
FY25 Rifle Resistant Body Armor	OOG	PD	\$ 189,505.00	None		Submitted-Tracking
FY25 Criminal Justice Program	OOG	PD	\$ 133,967.64	None		Submitted-Tracking
FY25 Project Safe Neighborhood	OOG	PD	\$ 49,680.00	None		Submitted-Tracking
FY24 SHSP-LETPA	OOG	PD	\$ 125,000	None		Submitted-Tracking
FY24 SHSP-Regular	OOG	PD	\$ 113,911.05	None		Submitted-Tracking
FY24 SHSP-Regular	OOG	Fire	\$ 133,842	None		Submitted-Tracking
FY25 Local Border Security Program	OOG	PD	\$ 190,000	None		Submitted-Tracking
FY25 Operation Lone Star	OOG	PD/FIRE	\$ 5,000,000	None		Submitted-Tracking
Animal Welfare Organization	Petco Love	Health	\$ 50,000	None		Submitted-Tracking
FY25 Comprehensive Grant	TXDOT	Police	\$ 37,000	20%		Submitted-Tracking
DWI Phlebotomy Program Grant	TXDOT	Police	\$ 187,557.88	20% In-Kind		Submitted-Tracking
FY25 STEP CMV Grant	TXDOT	Police	\$ 29,975.00	20%		Submitted-Tracking
Energy Efficiency & Conservation Grant (EECBG)	DOE	Executive	\$ 140,450	None	10/31/24	In Progress
Resilient Communities Program	TX GLO	Executive	\$ 300,000	None	Rolling	In Progress

Grant Name	Funding Agency	Department	Application Amount	Award Amount	Matching Amount	Status
OVAG-Victim Services (Year Two)	OAG	Police	\$ 84,000	\$ 49,500	None	Awarded
FY22 FEMA Flood Mitigation Assistance (FMA)	TWDB	Executive	\$ 320,000	\$ 320,000	25%	Awarded
FY23 Operation Stonegarden	OOG	PD	\$ 325,000	\$ 325,000	None	Awarded/Active
FY23 COPS Hiring Program	DOJ COPS	Police	\$ 1,771,398.16	\$ 1,000,000	25%	Awarded/Hold
FY24 General Victim Assistance Grant Program	OOG	Police	\$ 50,000	\$ 50,000	None	Awarded/Active
FY24 Local Border Security Program	OOG	Police	\$ 190,000	\$ 190,000	None	Awarded/Active
FY23 SHSP LETPA	OOG	Police	\$ 56,142.35	\$ 58,544.24	None	Awarded/Active
FY23 Transportation Alternatives	RGVMP	Executive	\$ 250,000	\$ 250,000	25%	Awarded/Active
Animal Welfare Organization	Petco Love	Health	\$ 35,000	\$ 30,000	None	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
Lions Park Development	AEP	Parks	\$ 30,000	\$ 30,000	None	Awarded/Active
All-Inclusive Lions Park	TPWD	Parks	\$ 1,500,000	\$ 750,000	\$750,000	Awarded/Active
OVAG-Victim Services (Year One)	OAG	Police	\$ 84,000	\$ 49,500	None	Closed
Grand Total:				\$ 5,799,405.90		

Media Relations- Departmental Report/June 2024

Kenia:

- Created daily content on the City of Mission's social media platforms and PEG channel- Facebook, Instagram, Twitter, and YouTube
- Created the script for the June 10th & 24th council meeting recap videos
- Created graphics for all social media platforms, including:
 - Created flyers for Paint Mission Beautiful program volunteers
 - Created flyer for water break notice
 - Created flyer for Splash Pad notice
 - Created flyer for CDBG's public hearings
 - Created flyer for traffic alert
- Produced video for the Operation Back to School event
- Produced video for inclement weather with Emergency Management Coordinator
- Took photos at sandbag distribution in preparation for the storm
- Took photos at Music at the Park at Bannworth Park
- Produced video on the RGV Humane Society's Adoption event
- Coordinated interviews with city staff to keep residents informed on projects, programs, and events
- Wrote talking points and welcome remarks for the Mayor for city events
- Conducted various interviews with the media
- Coordinated with consultant KM International for assistance when needed
- Served as MC for various city events
- Coordinated all media advisories, footage, photos, and press events for Mission City events and police department events, including...
 - News release for Donuts with Chief Torres event
 - News release for the Operation Chill event

Humberto

- Photo coverage of multiple city events, including...
- Took photos at the Mission PD Explorer Summer Academy
- Took photos at the Donuts with Chief Torres event
- Took photos for City Council Meetings
- Took photos at sandbag distribution
- Took photos for the Pet of the Week spotlight
- Took photos for groundbreaking and ribbon-cutting ceremonies
- Took photos at the Mission PD Operation Chill event
- Translated graphics, documents, and multiple posts for the City of Mission social media platforms to Spanish
- Created a graphic for the police department's STEP program
- Conducted interviews with staff and residents to be utilized for videos
- Photos for video creation, city proclamations, social media posts, and the City of Mission website
- Conducted various Spanish interviews with the local media

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 - News release for the Operation Chill event

- News release for Red, White & Blue Festival
- News release on sandbag distribution
- News release in memory of Cpl. Speedy Espericueta

Alex

- Covered City Council Meetings, Special Meetings, and city-sponsored events with video and still photos
- Edited the June 10th & 24th council meeting recap videos
- Recorded and edited video to promote Texas Citrus Fiesta events
- Created flyers for two auctions by the Finance Department
- Recorded and edited video for Donuts with Chief Torres event
- Recorded and edited video for Operation Back to School
- Edited video in memory of Speedy Espericueta
- Recorded and edited video on inclement weather with the Emergency Management Coordinator
- Edited video on the RGV Humane Society's Adoption event
- Edited promo video for Donuts with Chief Torres event
- Recorded and edited video for the Hidalgo County Joint Press Conference (Hurricane Preparedness)
- Recorded and edited promo video for Operation Chill event
- Ordered updated gear and equipment
- Responsible for purchasing procedures
- Produced graphics for all social media platforms
- Responsible for audio and video production for council meetings and continuing improvements to Master Control and PEG channel

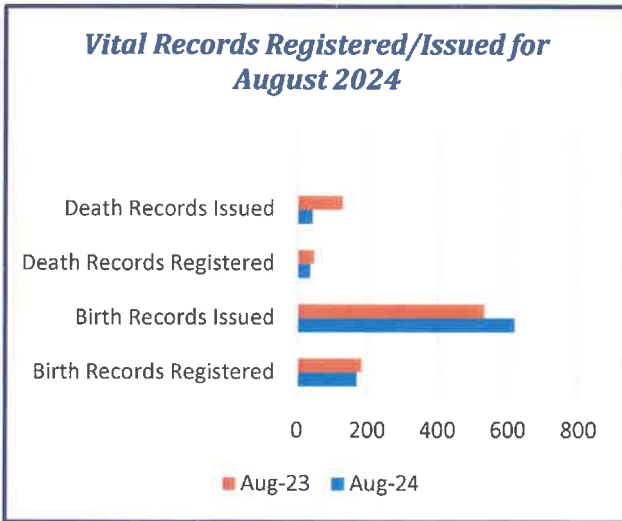
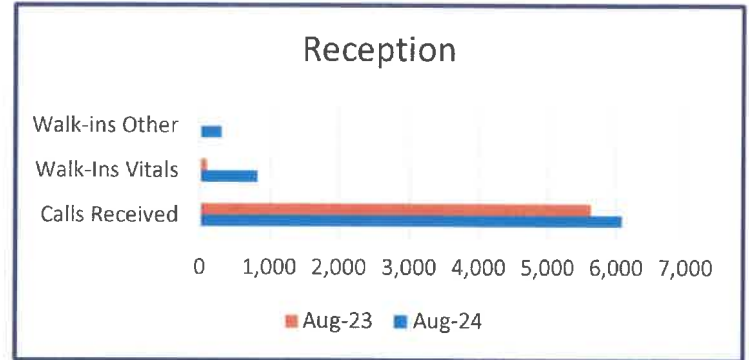
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CITY SECRETARY MONTHLY REPORT – AUGUST 2024



<i>Reception</i>			
Calls Received	6,089	AUGUST 2023	
Walk-Ins – Vitals	832	Calls Received	5,638
Walk- Ins Other Departments	309	Walk-Ins	98



<i>Vital Statistics</i>				
	August 2024	YTD 2024	August 2023	YTD 2023
Birth Records Registered	170	1,738	185	1,612
Birth Records Issued	620	5,273	534	5,372
Death Records Registered	37	455	49	477
Death Records Issued	43	1,014	129	899
Funds Received	\$14,634	\$129,211	\$13,238	\$131,533

Cemetery:

2023-2024	Laurel Hill	San Jose	Catholic	Baby Space	YTD 23/24
Burials	1	1	1	0	50
Sold Spaces	0	0	0	0	0
2022-2023	Laurel Hill	San Jose	Catholic	Baby Space	YTD 22/23
Burials	2	0	1	0	51
Sold Spaces	0	0	0	0	0



Information Technology

Departmental Report August 2024

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. In Progress about 98 % complete.

Multifactor Authentication

Purchase and configure Multi Factor Authentication to strengthen security posture. Implementation phase. Estimated completion End of November.

Public Safety Application

Migrate New World Enterprise PD application and data to new server environment and Upgrade to latest version. Testing Phase. Go Live schedule for the week of September 12.

Work Orders

IT goal is to close tickets within 48 hours. Priority work orders are worked on first. 198 Work orders closed August 2024.

Windows 10 End of life

Windows 10 is reaching its end of life. All city computers need to be upgraded to windows 11. About 95% Complete.

Tyler Data Archive

Legacy public safety RMS servers and application are end of life. Data needs to be migrated to the hosted Tyler solution. Testing Phase. Estimated Go Live end of August.

Library- Erate Funding year 2024

Apply for E-rate to replace switches, access points, and UPS's. Funding commitment award letter received. Installation in progress, estimated completion September 6th.