

**NOTICE OF REGULAR MEETING  
MISSION CITY COUNCIL  
MARCH 23, 2020 5:30 P.M.  
MISSION CITY HALL**

**PRESENT:**

Dr. Armando O'caña, Mayor  
Jessica Ortega-Ochoa, Councilwoman  
Ruben D. Plata, Councilman  
Norie Gonzalez Garza, Mayor Pro Tem  
Alberto Vela, Councilman  
Gus Martinez, City Attorney  
Anna Carrillo, City Secretary  
Randy Perez, City Manager

**ABSENT:**

**ALSO PRESENT:**

**STAFF PRESENT:**

Aida Lerma, Deputy City Manager  
David Flores, Deputy City Manager  
Angie Vela, Finance Director  
Jaime Acevedo, Planning Director  
Eduardo Belmarez, Purchasing Director  
Roland Rodriguez, I. T. Director  
Mario Marentes, System Administrator  
Roxanne Casarez, Public Information Director  
Roberto Salinas, Public Works Director  
Jesse Lerma, Civil Service Director  
Robert Dominguez, Chief of Police  
Charlie Longoria, Media Relations  
Joel Chapa, Police Officer

**1. Call to order**

With a quorum being present, Mayor Dr. Armando O'caña called the meeting to order at 5:30 p.m.

**2. Invocation and Pledge Allegiance**

Randy Perez, City Manager led the invocation and the Pledge of Allegiance.

**3. 2020 Census Announcement**

A video presentation of Mayor O'caña stressing the importance of filling out the census was shown.

**4. Departmental Reports**

Councilwoman Jessica Ortega Ochoa moved to approve the departmental reports as presented. Motion was seconded by Councilman Ruben Plata and approved unanimously 5-0.

**5. Citizens Participation**

None

**1.0 Public Hearing**

None

## **2.0 Consent Agenda**

*(All consent agenda items are considered routine by City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Councilmember requests an item be removed and considered separately. The City Council May Take Various Actions; Including But Not Limited To Rescheduling An Item In Its Entirety For A Future Date Or Time. The City Council May Elect To Go Into Executive Session On Any Item Whether Or Not Such Item Is Posted As An Executive Session Item At Any Time During The Meeting When Authorized By The Provisions Of The Open Meetings Act)*

### **2.1 Approval of Minutes**

**City Council Meeting – March 09, 2020 and**

**Special Meeting – March 20, 2020**

**Emergency Meeting – March 20, 2020**

### **2.2 Acknowledge Receipt of Minutes**

**Mission Boys & Girls Club – February 11, 2020**

**Parks & Recreation Dept. – February 11, 2020**

**Shary Golf Course Advisory Board – February 14, 2020**

**Citizen’s Advisory Committee – February 18, 2020**

### **2.3 Reclassify Utility Accounts for the 3rd & 4th Quarter of 2017**

Utility account receivable reclassified for the amount of \$61,704.00. These amounts were for the six month period of July 2017 through December 2017.

### **2.4 Authorization to solicit bids for Pump Repair & Maintenance Services for Water Treatment Plant, Waste Water Treatment Plant, and Water Distribution Divisions**

Staff was seeking authorization to solicit bids for Pump Repair & Maintenance Services for the Public Works Department. The objective was to obtain services of a Pump Repair Shop and On-site Pump Mechanic Services to perform repair and maintenance on a “as needed” basis at the Water Treatment Plants, Waste Water Treatment plant, and Water Distribution Divisions for one-year with two one-year renewal options. This was being requested in an effort to secure fair and reasonable pricing.

### **2.5 Authorization to solicit bids for North Water Treatment Plant Filter No. 10 Repairs**

Staff was seeking authorization to solicit bids for repairs of Filter No. 10 to include underdrain repair and filter media replacement.

Mayor Pro Tem Norie Gonzalez Garza moved to approve the consent agenda items 2.1 thru 2.5. Motion was seconded by Councilwoman Ochoa and approved unanimously 5-0.

## **3.0 Approvals and Authorizations**

### **3.1 Resolution # 1652 postponing the May 2, 2020 City of Mission General Election to the November 3, 2020 uniform election date**

Governor Greg Abbott issued a Proclamation on March 18, 2020 suspending Sections 41.0052 (a) and (b) of the Texas Election Code to the extent necessary to allow political subdivisions that would otherwise hold elections on May 2, 2020, to move their General Election for 2020 only to the next uniform election date, occurring on November 3, 2020 without otherwise adjusting the term of office.

Candidate filings for City Council Place 2 and Place 4 and ballot order that had already taken place would remain as was, candidate filings would not be reopened.

The necessary revisions to the original Election Order would be submitted for Council approval before the deadline of August 17, 2020.

City Secretary Anna Carrillo reported to council that she had confirmed with the secretary of state that if a candidate that was on the ballot would be able to vote and their response was that the authority is the same authority that ordered the original election under Election Code 3.004 which meant that all voting members including the ones on the ballot would be able to vote. City Secretary also mention the she had received an email from the County Elections Department advising that they would not be running the elections for anyone that would be holding an election in May. City Secretary Carrillo said she had asked the county if the city could lease us their equipment and the county responded that they don't lease their equipment. Mrs. Carrillo stated that she had reached out to three vendors one was non responsive the other stated that they did not have equipment available that was approved by the Secretary of State. A quote was received by Hart Intercivic for approximately \$170,000 for the purchase of election equipment since they do not lease equipment.

Staff and City Manager recommended approval.

Councilman Plata moved to approve Resolution #1652 postponing the May 2, 2020 City of Mission General Election to the November 3, 2020 uniform election date. Motion was seconded by Mayor Pro Tem Garza and approved 4-1, with Mayor O'caña voting against.

### **RESOLUTION NO. 1652**

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS POSTPONING THE  
MAY 2, 2020 GENERAL ELECTION UNTIL NOVEMBER 3, 2020

#### **3.2 Authorization to purchase hardware, software and services from Pinnacle through NCPA Contract #01-97, and DIR-TS0 Contracts #3808, #3936 and #3996**

The City of Mission Police Department was requesting authorization to purchase the aforementioned in our preparation to implement our new Enterprise System from Tyler Technologies. This purchase was the hardware portion of the project where the Tyler Technologies software would be stored to operate the different modules that our entire police staff would utilize to record, store and retrieve police data. There were a number of modules that police staff would utilize in the process of their daily work activities. The total amount of this purchase was \$149,489.00.

Staff and City Manager recommended approval.

Mayor Pro Tem Garza moved to authorize to purchase hardware, software and services from Pinnacle through NCPA Contract #01-97, and DIR-TS0 Contracts #3808, #3936 and #3996, as per staff's recommendation. Motion was seconded by Councilman Plata and approved unanimously 5-0.

#### **3.3 Authorization to purchase bulletproof vests from Galls via Buyboard contract # 587-19**

The City of Mission Police Department was requesting authorization to purchase a total of twenty-nine (29) bullet proof vests from Galls, a state contract vendor. The bulletproof vests would be purchased for the purpose of replacing bulletproof vests currently in use by Mission Police Officers that were over five (5) years old. The industry standard was five years of life for any bulletproof vest. The bulletproof vests to be purchased met all National Institute of Justice standards.

Staff and City Manager recommended approval.

Councilman Plata moved to authorize to purchase bulletproof vests from Galls via Buyboard contract # 587-19, as per staff's recommendation. Motion was seconded by Councilman Vela and approved unanimously 5-0.

### **3.4 Authorization to award bid for Civil Service promotional examinations**

City Council authorized staff to solicit proposals for Civil Service promotional examinations. The City of Mission had accepted and opened three (3) proposals. Staff recommended awarding to URE Consulting Group who was the lowest responsible bidder meeting all specifications.

Staff and City Manager recommended approval.

Mayor Pro Tem Garza moved to authorize to award bid for Civil Service promotional examinations to URE Consulting Group, as per staff's recommendation. Motion was seconded by Councilman Plata and approved unanimously 5-0.

### **3.5 Approval of purchase Micro-Solve for Sanitary Sewer Lift Stations from a sole source vendor**

Staff was recommending the purchase of Micro-Solve from Evergreen Southwest, a sole source vendor. Pursuant to Texas Local Government Code Section 252.022 General Exemptions (7) a procurement of items that were available from only one source, including: (A) items that were available from only one source because of patents, copyrights, secret processes, or natural monopolies and (D) captive replacement parts or components for equipment;

Chemicals would be used for Sanitary Sewer Lift Stations and Wastewater Plant Main Lift Station throughout the City. Available to council was a sole source letter from the manufacturer, Bio-Tech Industries Inc., granting the rights for distribution by Evergreen Southwest to sell and market the products and an official quote for the acquisition for both chemicals. The product acts on grease by liquefying the solids into a condition that prevents the grease from building up on the walls, thus improving the overall efficiency of the waste flow. It's a non-water-soluble-based solution containing a proven combination of de-mulsifiers, corrosion inhibitors, and organic compounds.

Staff and City Manager recommended approval.

Councilwoman Ochoa moved to approve the purchase Micro-Solve for Sanitary Sewer Lift Stations from Evergreen Southwest a sole source vendor, as per staff's recommendation. Motion was seconded by Councilman Plata and approved unanimously 5-0.

### **3.6 Approval to accept donation of computers from South Texas Information Technology Association**

Staff was seeking approval to accept donation of four computers and associated equipment from South Texas Computer Association, a 501c3 association. These computers would be used for replacement of computers at Parks & Recreation Department on Bryan Road and Parks Shop Office on Canal Street. Equipment to be donated was four each of the following: tower, screen, mouse and keyboard. Estimated cost of equipment is \$600.00

Staff and City Manager recommended approval.

Councilwoman Ochoa moved to approve to accept donation of computers from South Texas Information Technology Association. Motion was seconded by Councilman Plata and approved unanimously 5-0.

### **3.7 Consideration of Request for Housing Assistance Program Applicant at 619 N Mayberry Rd.**

During a meeting held on December 17, 2019, CAC made the following recommendation for the Housing Assistance Program applicant listed below:

619 N Mayberry Rd – The eligible applicant qualified for a 2 bedroom/2 bath home which was standard for the family size and was next in line to be assisted. However, the applicant requested an additional bedroom based on medical conditions.

After an extensive review of their request, the Citizens Advisory Committee concurred with staff's recommendation and City Attorney's opinion to uphold HUD housing requirements and established city policies to provide a 2 bdrm/2 bath home and deny their request for a 3 bdrm/2 bath.

Staff and City Manager recommended denying request for 3 bdrm/2bath.

Councilman Plata moved to approve a 2 bedroom/2 bath home. Motion was seconded by Councilman Vela and approved unanimously 5-0.

### **3.8 Authorization to Solicit Bids for “Housing Assistance Program – Phase 19-II”**

The Citizen's Advisory Committee met on March 10, 2020 and approved staff's recommendation to provide reconstruction of five (5) homes and rehabilitation of one (1) home through the CDBG program for the following addresses:

#### Reconstruction:

905 Ala Blanca Ave – 2 bdrm 2 bath, 970 sq ft  
317 Alma Ave – 3 bdrm 2 bath, 1100 sq ft  
954 Truman St – 2 bdrm 2 bath, 970 sq ft  
939 N Los Ebanos Rd – 2 bdrm 2 bath, 970 sq ft  
619 N Mayberry Rd – 2 bdrm 2 bath, 970 sq ft

#### Rehabilitation

821 W “A” St

The City had been utilizing 75% of the annual CDBG allocation for several years for housing projects. Since 1994, a total of 456 families to date had been provided some form of housing assistance. Out of the 456 families, 294 families received reconstruction assistance while 162 families received rehabilitation assistance (including CDBG-R, CDBG-DR and SSBG funds).

Staff and City Manager recommended approval.

Councilman Plata moved to authorize to Solicit Bids for “Housing Assistance Program – Phase 19-I. Motion was seconded by Councilwoman Ochoa and approved unanimously 5-0.

### **3.9 Authorization to award bids to Mor-Will for South Conway Water & Sewer line Improvements**

Staff was seeking authorization to award bid for the South Conway Water & Sewer Improvements. Staff received two (2) bids and was recommending award to Mor-Will, LLC who was the lowest responsive and responsible bidder in the amount of \$2,200,997.61. The construction cost of this project would be reimbursed to the City by the Tax Increment Reinvestment Zone as per the Reimbursement Agreement approved by the City Council on March 11, 2019.

Staff and City Manager recommended approval.

Councilwoman Ochoa moved to authorize to award bids to Mor-Will for South Conway Water & Sewer line Improvements, as per staff's recommendation. Motion was seconded by Councilman Plata and approved unanimously 5-0.

### **3.10 Budget Amendments – Utility Fund**

Finance Director Angie Vela presented the Budget Amendment BA-20-19 to the City Council for approval.

Staff and City Manager recommended approval.

Councilwoman Ochoa moved to approve the Budget Amendment BA-20-19. Motion was seconded by Councilman Plata and approved unanimously 5-0.

### **3.11 Discussion and Action to authorize City Manager and Mayor to enter into negotiations to transfer properties between City of Mission and Spikes Ford**

Staff was seeking City Council's direction on whether or not to consider authorizing the City Manager and Mayor to enter into negotiations between City of Mission and Spikes to transfer properties. City of Mission would transfer a 1.90 acre tract of land out of Lot 17-9, West Addition to Sharyland, save and except a 50' x 50' pad leased by T-Mobile located at the NE corner of the property and Spikes Ford would transfer Lot 3, Spikes Subdivision Phase II.

Staff and City Manager recommended approval.

Councilman Plata moved to authorize City Manager and Mayor to request an appraisal and survey of the property and to enter into negotiations to transfer properties between City of Mission and Spikes Ford. Motion was seconded by Councilman Vela and approved unanimously 5-0.

### **4.0 Unfinished Business**

None

### **5.0 Routine Matters**

#### **5.1 City Manager's Comments**

City Manager Perez advised that City officials were meeting on a daily basis with local county officials to provide updates on COVID-19. Implementing safety measures whereby City Hall would be closed to the public but services would still be provided.

#### **5.2 Mayor's Comments**

Mayor O'caña thanked the citizens for their active participation. He said "we are united in spirit and God will get us through this."

#### **5.3 City Council Comments**

Councilman Vela, Mayor Pro Tem Garza, Councilman Plata and Councilwoman Ochoa stressed the importance of staying safe, following procedures and staying home if possible.

### **6.0 Adjournment**

At 6:18 p.m. Councilman Plata moved for adjournment. Motion was seconded by Councilwoman Ochoa and approved unanimously 5-0.

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Dr. Armando O'caña, Mayor

ATTEST:

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Anna Carrillo, City Secretary